

# 2016-2017 Student Handbook

Jack P. Nix Elementary School  
342 West Kytile Street  
Cleveland, Georgia 30528  
Phone – 706- 865-6935  
Fax – 706-865-5569

**Stacie Ward, Principal**  
**Martha Kent, Assistant Principal**  
**Erica Owens, Counselor**  
**Laura Hall, Instructional Coach**

# Table of Contents

|                                  |       |                                                         |     |
|----------------------------------|-------|---------------------------------------------------------|-----|
| Acceptable Use of Electronics    | 24    | Homework Policy                                         | 5   |
| Asbestos Management              | 28    | Hospital Homebound                                      | 14  |
| Attendance                       | 7     | Ice Cream                                               | 4   |
| Before and After School Programs | 2     | Inclement Weather                                       | 3   |
| Bullying                         | 22    | Lost and Found                                          | 4   |
| Behavior                         | 20    | Nutrition Information                                   | 15  |
| Celebrations/Party Invitations   | 4     | Parent Right To Know                                    | 4   |
| Changes in Transportation        | 3     | Policy 504                                              | 28  |
| Code of Conduct                  | 17    | Promotion/Retention                                     | 5   |
| Confidentiality/Privacy          | 16/22 | School Counselor                                        | 7   |
| Daily Schedule                   | 2     | School Sponsored Clubs                                  | 22  |
| Deliveries                       | 4     | Seclusion/Restraint Policy                              | 22  |
| Discipline Plan                  | 21    | Student Agendas - <b>\$5.00 to replace lost/damaged</b> |     |
| Dress Code                       | 14    | Student Recognition                                     | 6   |
| Early Check Outs                 | 3     | Student Records Information                             | 155 |
| Explanation of Grades            | 5     | Student Support Services                                | 5   |
| FERPA/PPRA                       | 26    | Tardy Information                                       | 2   |
| Field Trips                      | 4     | Telephone Access                                        | 3   |
| Gifted Services                  | 5     | Visitors                                                | 3   |
| Harassment                       | 23    | Volunteers                                              | 3   |
| Health Policies                  | 12    | Weapons Policy                                          | 21  |
| Homeless Policies                | 25    |                                                         |     |

## **JPN Daily Schedule**

7:20 am - 7:50 a.m. - Students arrive; report to cafeteria for breakfast and/or gym

7:40 am. - Classrooms open

7:50 am - Homeroom begins/Tardy

2:45 pm - School dismisses (no early checkouts after 2:30 pm)

## **Tardy Students (Time Subject to change)**

Students who arrive after 7:50 am are tardy, and a parent must escort them into the school to sign them in.

## **Parent Pick-Up**

A window sign with students' names on will be provided for parents. These signs must be displayed in the right front corner of windshield. Additional signs may be purchased for \$.75 each. Every person picking up a student must have identification and must be authorized in writing by the parent.

## **Before and After School Programs**

6:20 am - 7:20 am Before School Program (\$3.00 per day)

2:50 pm - 6:00 pm Homework Center (\$6.00 per day)

These programs are run by the White County Homework Centers Inc. and exist to provide a safe place at a modest cost for students who need to be at school during the times noted above. Students who participate in these programs must apply for and be accepted in the programs. In the Homework Center, students are provided a snack and workers assist students with homework. Continued attendance at both programs is dependent upon proper behavior and timely payment of fees. *Before School Care is not offered on days with delayed start times. After School/Homework Center is not offered on days with early release due to weather/emergency closing.*

## **Early Check-Outs**

If a student leaves before 11:30 a.m., they will be counted absent for that day. Students are accountable for any missed assignments when checked out early or if they are tardy.

Only those persons listed under student's Authorized Pick-Up List will be allowed to leave school grounds with the student. Any changes to the list must be provided to the school, in writing, by the child's parent or guardian. For the safety of our students, anyone who comes into the schools with the intention of picking up a child is to be prepared to show a picture ID.

## **Changes in Transportation**

Parents are asked to make after-school arrangements with students **before** they leave home. Students **MUST** have written permission for any changes in afternoon transportation. **For safety reasons no phone calls, faxes, or e-mails will be accepted for transportation changes.** For *emergencies*, please ask to speak to an administrator. For the safety of our students, anyone picking a child up from school must have picture identification.

## **Inclement Weather**

Our school performs scheduled safety drills, once a month, to prepare our staff and students for inclement weather situations. These include fire and tornado drills, as well as lockdowns.

If inclement weather occurs, the School Superintendent will contact staff and parents using the **Crisis Communication Line**. Also, school closings are also announced on the following television and radio stations: **WRWH (1350 AM), WHEL (105.1 FM), WCON (99.3 FM), Atlanta television stations.**

## **Telephone Access**

Students will not be called to the telephone, nor will they be allowed to use the phone except in emergency situations. Students are permitted to possess deactivated cell phones in purses or book bags. Students are not

permitted to use cell phones from the time they enter the school building until they are officially off the school bus or legally checked out the school.

### **Communication From School**

Progress reports are issued each nine week period. These should be signed and returned in a timely manner.

- A lunch menu is included in the monthly take home papers as well as posted on the school website.
- Teachers will contact parents to attend a conference during the first half of the school year. Additional meetings can be arranged if the parent or teacher desire.
- Various test results will be sent home.
- Infinite Campus

### **Visitors**

For safety reasons, anyone entering the building for any reason must report to the office and sign in. They will obtain a visitor's pass to enter the student common areas. Parents **must** make appointments to meet with teachers. Appointments may be scheduled before or after school hours.

### **Volunteers**

Volunteers are a vital part of our school's success and can be of great assistance in enhancing student learning.

- Parents who are interested in volunteering must complete the WCSS Compliance Module. (Complete information for completing the Compliance Module is available in the school office.)
- Volunteers will then contact their child's teacher to set up a volunteering schedule. This enables the teacher to fully utilize their assistance.
- When volunteers enter the building, they should have their Volunteer Tag (received following completion of the WCSS Compliance Module for Mandated Reporter Training and must sign in on the computer system at the front office.
- All volunteers are asked to follow professional standards shown by the staff.

### **Celebrations**

Classroom celebrations with light refreshments will be held several times throughout the school-year.

**If parents wish to acknowledge their child's birthday at school**, they may bring a cake or cookies to be shared with the class during lunchtime. **All food items provided for students must be commercially packaged.**

### **Party Invitations**

Party invitations cannot be distributed at school unless all students in the class are invited to the party. Single invitations cannot be distributed to students in other classrooms.

### **Deliveries**

We do not accept gift deliveries at the school. If parents wish to celebrate a special occasion with their child, we suggest that they arrange to have lunch in the cafeteria with their student.

### **Field Trips**

-Field trips are invaluable learning experiences. They provide direct situations for learning and are an extension of what is being taught in the classroom.

-A signed permission slip is **required** for all field trips. Good school behavior is mandatory to be eligible to attend. If there are prior behavioral issues (example: suspensions) the student's field trip privileges may be revoked.

-Advance written notification must be approved by the school to allow a student to be checked out from the Field Trip location. Parent/Guardian may submit written request to the school's administration 5 days prior to the trip.  
-Any adult attending the field trip must complete the Mandated Reporter Training and a criminal records and sex offender registry check. Results must be received by the school 5 days prior to the field trip. These trainings/checks must be completed on a yearly basis and are valid for the current school year. Parents may ride the bus depending on available space or they may be asked to drive their personal vehicle. No child may ride to a field trip in a personal vehicle.

### **Lost and Found**

Please mark all jackets, sweaters, sweatshirts, lunch boxes, book bags, etc. with the student's name to minimize problems of ownership. Unclaimed articles will be stored in the Clothes Closet and discarded at the end of the first semester and again at the end of the year.

### **Ice Cream**

Ice cream may be purchased on designated days determined by classroom teachers. The price is \$0.60.

### **Parents Right to Know**

In compliance with the requirements of the *No Child Left Behind* statute the White County School District informs parents that they are able to request information about the professional qualifications of your student's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact the principal at 706-865-6935.

### **Homework Policy**

Homework is considered a part of the total school program (K-5). Students are expected to read every night, and other homework is a review and reinforcement of skills taught in the classroom. The amount of homework is determined by the grade of the child. Make-up work can only be picked up after school or the following morning. Please call in advance requesting the make-up work so that the teacher can prepare the missing work assignments. The make-up work may be picked up at the front office.

### **Explanation of Grades**

**Grades K - 2 (Standards based grading)**

**Grades 3 - 5 (Grades are cumulative)**

|          |                    |
|----------|--------------------|
| 90-100   | Excellent Progress |
| 80-89    | Average Progress   |
| 70-79    | Fair Progress      |
| Below 70 | Unsatisfactory     |

### **Promotion and Retention of W.C. Students in Grades K-8**

The mission of the White County School System is to provide quality instruction and support services to each student. The White County School System will accomplish this mission by providing a challenging curriculum

responsive to individual needs, a quality staff, a safe and positive learning environment, and a strong community partnership. It is the belief that students who meet grade-level requirements have a better chance of being successful at the next grade. While the prerequisite requirements are important, evaluation of individual student progress may also be helpful. The White County School System will follow the state Retention and Promotion policies.

### **Gifted Testing/Services**

The White County Board of Education recognizes the need to provide gifted education services to students who have the potential for exceptional academic achievement. Gifted education programs are provided for the student who meet eligibility requirements. Students, grades kindergarten through twelve, in the WCSS who demonstrate a high degree of intellectual, academic, and/or creative ability are provided with special instructional services by the Program of Gifted and Talented Students, Quest. Eligibility criteria for placement in this program are determined by the State BOE. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. For further information about WCSS Programs for Gifted and Talented Students, please contact the White County Curriculum Office. You may also visit the Gifted Program website at [www.white.k12.ga.us/Gifted.html](http://www.white.k12.ga.us/Gifted.html)

### **Student Support Services**

Response to Intervention (RTI): The Georgia Student Achievement Pyramid of Interventions is the process of aligning appropriate assessment with purposeful instruction for all students. In Georgia, Response to Intervention is based in the general education classroom where teachers routinely implement a strong and rigorous standards-based learning environment. The tiered approach to providing layers of intervention for students needing support requires a school wide common understanding of the Georgia Performance Standards (GPS), assessment practices, and instructional pedagogy.

Georgia's RTI process includes several key components:

- A 4-Tier delivery model designed to provide support matched to student need through the implementation of standards based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of a variety of ongoing assessment data to determine which students are not meeting success academically and/or behaviorally.
- Data Teams in each school serve as the driving force for instructional decision making in the building.
- Purposeful allocation of instructional resources based on student assessment data.

All students participate in general education learning. Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process. The number of students requiring interventions will decrease as the level of intensity of the intervention increases.

- Tier 1 – Standards-Based Classroom Learning
- Tier 2 – Needs-Based Learning
- Tier 3 – SST-Driven Learning
- Tier 4 – Specially-Designed Learning

### **Student Recognition**

**Core Essential Character Education Awards** – given monthly based on consistent demonstration of focus trait

***The following awards are given at the end of each nine weeks:***

#### **Citizenship Award Criteria**

- Student does not have unexcused absences, tardies or early dismissals.

- Student cooperates with adults and other students.
- Student follows school and class rules.
- Respects self and others

**Dynamic Effort Award Criteria**

- Student consistently does all homework assignments.
- Student works hard at completing class work.
- Student applies extra effort in any area that is difficult for him/her.
- Student applies extra effort even if the subject is easy for the student and produces quality work.
- Student behavior does not interfere with his/her learning or the learning of others.

**A/B Honor Roll** – A/B Averages in all subject areas at the end of each nine weeks (Students in Grades 3 – 5)

**Honor Roll** – All “A” averages in all subject areas at the end of each nine weeks (Students in Grades 3 – 5)

**The following awards are given mid-year and end of year:**

**Perfect Attendance Award Criteria**

- Student has no absences and no more than three tardies (early checkouts and/or late check-ins).

**Exemplary Attendance Award Criteria**

- Student has no absences and no tardies (early checkouts and/or late check-ins).

*Awards other than the above mentioned may be given to recognize students.*

**School Counselor/Guidance Program**

The JPN Counseling program is designed for all students. The counselor provides well-planned developmental guidance activities to help children learn skills needed to meet the challenges of school and everyday life. School Counseling programs promote and enhance student learning in three broad content areas, which follow the standards of the American School Counselor Association. The first area is academic development, which includes activities to support and maximize student achievement. Second, career development introduces skills and knowledge that enable students to make a successful transition from school to work. The third area, personal/social development, promotes personal and social growth as students’ progress through school and into adulthood.

The School Counselor performs a variety of duties and facilitates many activities for the school. These include but are not limited to the following:

- Individual and crisis counseling with students as needed.
- Group counseling with small groups of children who have similar concerns.
- Classroom guidance lessons, for all grades levels, covering a variety of topics including personal/social, personal safety, academic support, career awareness, and other preventative lessons.
- Consultation with parents and teachers to assist in meeting the individual needs of students.
- Coordinating referrals to school system services and community agencies.
- Providing resource information for parents.
- Promoting school-wide behavior and preventative initiatives.

Counseling and Guidance newsletters are sent home and posted on the school website. We encourage you to share family concerns that might be affecting your child at school. Please contact Erica Owens at 706-865-6935 or by email if you have any questions or concerns.

**Attendance Procedures:** The length of the school year is determined by the School board. It is essential that students attend school regularly. When students miss any part of the school day, they miss valuable learning experiences; therefore, we encourage students to be at school every day and to stay at school the entire day. The WCSS encourages students to participate in their educational experience by attending school regularly and participating in class activities on a daily basis. Regular and punctual attendance is a desirable work habit in school and in all career choices; therefore, we expect students to be at school and on time for all classes unless circumstances arise which make it unsafe to do so.

### **Descriptions**

#### **Absence:**

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

#### **Excused Absence:**

An excused absence is an absence that is the result of one of the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others. This includes appointments with health professionals, i.e. doctors and dentists.
2. A serious illness or death in a student's immediate family—father, mother, grandparent, brother, sister, husband, wife, child, or relative residing permanently and continuously in the student's home.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Special and recognized religious holidays observed by the student's faith.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. Excused status can be obtained for special circumstances at the discretion of the principal. Such approval should be obtained prior to the date of the absence.
8. Out-of-School Suspensions— for truancy purposes but not for course credit or obtaining a driver's license.
9. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parents' leave.

#### **Unexcused Absence:**

An absence without a valid written excuse is considered unexcused.

#### **Tardy:**

A student is tardy when he/she is not in class when the bell rings to start the class.

#### **Early Dismissal:**

When a student has checked out early before the end of the school day.

#### **Detention:**



Work/study session outside of regular school hours.

**Truant:**

Any child subject to compulsory school attendance who, during the school calendar year, has more than 10 unexcused absences (per CHINS protocol) is considered truant.

**Process for Excusing an Absence**

In order for an absence to be excused, the school must receive written notice from a parent/guardian or a doctor's office as to why the student was absent. This written notice must be received within three days of the student's absence.

**Doctor Excused Absences**

- There is no limit on the number of doctor excused absences that a student is allowed to have in a school year. However, additional documentation may be required for student absences exceeding 10 days.

**Parent Excused Absences**

- Students are allowed 5 days each school year to be excused by a parent note in Grades K-12. After the fifth absence excused by a parent note, each subsequent absence will be considered unexcused unless the school receives a doctor's excuse.
- The school will contact the parent/guardian by letter when a student has reached the limit for parent excused absences.

**WCSS K-12 Attendance Policies**

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s)/guardian(s). While the following procedures indicate the required contacts on behalf of the school, the Principal or his/her designee may at his/her discretion, contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern.

- At the beginning of the school year, a letter from the principal and a copy of the attendance procedures shall be sent home with each student for parent to sign and return.
- When a student is absent from school (excused or unexcused), the school will contact the parent(s)/guardian(s) by phone.
- When a student has 5 unexcused absences, the school will contact the parent/guardian by letter to notify them of the law, attendance procedures, and possible consequences and penalties of absences. As the law instructs, after 2 reasonable attempts have been made to contact the parent/guardian with no response, a letter will be sent via certified return receipt mail. The school will keep documentation of attempts and contacts.
- When a student has 7 unexcused absences, an Attendance Support Team (AST) meeting may be requested. An AST meeting will be held at the discretion of the principal and will involve at least one school personnel and the school social worker. The parent(s)/guardian(s) and student (ages 10 and older) may be asked to sign an attendance contract.
- The school and the school social worker will continue to monitor the student's attendance. When the student reaches 10 or more unexcused absences, the school social worker may file a complaint with the appropriate court after discussion with the principal.
- Prior to a truancy referral to the appropriate court, the parent/guardian will be notified by the school social worker by certified mail.

Additional consequences for Grades 9-12:

---

When a student has 8 absences (excused or unexcused) in one semester in a course that is on the block schedule, then credit for the class may be denied. The student may have to repeat the course.

### **Consequences / Penalties of Excessive Absences**

#### **Parents/Guardians**

- Charges can be filed against parents if their child is under age 16 and has an excessive number of absences.
- A judge can invoke the following consequences:
  - a \$25 - \$100 fine
  - imprisonment not to exceed 30 days
  - community service
  - any combination of the above
- If juvenile charges are filed against the student, then the parent can be placed under protective order and must abide by the rules of the court set forth by the Juvenile Judge.

#### **Students**

- Charges filed in Juvenile Court which can result in the following:
  - 24 months probation
  - maintenance of an 80 average or above in all classes
  - participation in an extracurricular activity
  - referral to Mental Health when deemed appropriate
- Possible loss of course credit for high school students

#### **Requirements**

The WCBOE shall adopt policies and procedures to reduce unexcused absences that shall include but is not limited to:

1. Requiring the school system to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send written notice via certified mail with return receipt requested; and
2. Requiring public schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.
  - (i) WCBOE shall implement a progressive discipline process and a parental involvement process for truant student before referring the student to the juvenile or other court having jurisdiction.
  - (j) WCBOE shall adopt as a part of the student codes of conduct developed pursuant to O.C.G.A. § 20-2-735 a definition of truancy that contains the minimum standards established by State Board of Education Rule 160-5-1-.10 Student Attendance and a summary of possible consequences and penalties for truancy. The summary of possible consequences for students shall include possible dispositions for unruly children in accordance with O.C.G.A. § 15-11-67, including the possible denial or suspension of a driver's license for a child.
  - (k) Pursuant to O.C.G.A. § 20-2-690.2, each local school system shall participate in a student attendance protocol committee. Independent school systems may participate in the committee in the county where the system is located. Independent school systems whose geographic area encompasses more than one county may select one of such counties in which to participate. An independent school system that elects not to participate in the committee of the county where it is located shall request the chief judge of the superior court of a county encompassed by its geographic area to establish an independent student attendance protocol committee.
    1. The superintendent or the superintendent's designee of the local school system shall fully and actively assist in the planning, implementation and evaluation activities of the local school system student attendance protocol committee.
    2. The superintendent, a certificated school employee, a local school board member from each public school system in the county, and a certificated school social worker from each public school system, if any are employed by the school system, shall serve on the student attendance protocol committee.
    3. WCBOE shall consider and publicly announce its decisions regarding the recommendations of student attendance protocol committee.

4. WCBOE shall report annual student attendance rates to the student attendance protocol committee and the State Board of Education by September 1 following each school year.
5. WCBOE shall be responsible for providing a copy of the written student attendance protocol to the Department by July 1, 2005, and upon any subsequent revisions or amendments.
6. The DOE shall develop and disseminate exemplary model protocols that may be implemented by local boards of education.

### **Criminal Prosecution for Violation of School Attendance Law**

O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and homeschooling.

A child is responsible to attend school and is subject to adjudication in White County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian, or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that 5 unexcused absences is considered an offense, and each additional absence is considered a separate offense. Thus, a person in violation of O.C.G.A. 20-2-690.1 is subject to a single misdemeanor when the child has 5 unexcused absences but also is subject to additional misdemeanor offenses for each day the person does not send or enroll the child after 5 unexcused absences.

For purposes of this Protocol, the term "parent" may include any adult who has charge and control over the child, including a biological, adoptive, foster, stepparent, a guardian, or any other person who has control or charge of the child's attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

### **Legal Referrals**

The Official Code of Georgia Annotated, Section 20-2-690.1 requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and homeschooling.

A child is responsible for attending school and is subject to adjudication in White County Juvenile Court for violation of this statute. If a parent, guardian, or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor. All complaints will be filed by the School Social Worker or Truant Officer on behalf of White County Schools.

### **Filing Juvenile Complaints**

Juvenile complaints shall be prosecuted by the CHINS prosecutor. Because the school systems of the Enotah Circuit use an Attendance Support Team and offer services to families experiencing truancy issues, the school representative shall communicate directly with the CHINS prosecutor, who shall make a determination regarding the filing of a petition. Should a petition be filed, the Court shall be notified and the CHINS prosecutor shall coordinate with the Court to ensure that a hearing is timely scheduled.

At present, children in grades Kindergarten through second grade are being referred to the Department of Family & Children Services (DFACS) prior to the filing of a Petition.

### **Juvenile Justice Procedures**

---

**1. Intake Process for Juvenile Complaints**

- The Clerk of Juvenile Court in White County will immediately forward a copy of all Truancy complaints to the Intake Officer of the Department of Juvenile Justice for White County. The Intake Officer will process complaints.
- Complaints will be entered into the Juvenile Tracking System and any past history will be assessed.
- The Intake Officer may contact the School Social Worker or Truant Officer for any further pertinent information.
- Truancy complaints will receive immediate attention and be placed on the most current Juvenile Court calendar for arraignment.

**2. Adjudication and Disposition**

- A student may be placed on probation for Truancy by the Juvenile Court Judge upon adjudication of a truancy charge. At this time, the CHINS Prosecutor and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the student's compliance with Conditions of Probation.
- The Probation Officer will monitor the student's attendance, at a minimum, on a weekly basis. Further unexcused absences from school by the student will result in immediate sanction by the Department of Juvenile Justice, including possible violation of probation. Upon adjudication for truancy related violation of probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.
- Judicial truancy reviews will be held on a monthly basis from the date of the initial Probation Order for truancy related probation cases. These reviews will assess the student's attendance at school and effectiveness of any services that may be involved to assist the student and/or family. All parties involved should be prepared to report on the student's progress at these reviews.
- A Probation Order may be terminated by the Juvenile Court Judge prior to the two-year expiration date if the student's attendance and/or progress has reached a level satisfactory to all parties involved.

**Prosecution in Superior Court**

If a parent, guardian, or person in control or charge of a child is in violation of OCGA § 20-2-690.1, a warrant may be sought against that person and the Superior Court may invoke the following consequences for each violation:

- \$25-\$100 fine per unexcused absence
- Imprisonment not to exceed 30 days
- Community Service
- Any combination of the above

**Student Health Information:**

A full time nurse is on staff at all elementary and middle schools. School nurses are a liaison to the student, parent, and health care providers by promoting wellness and improving the health status of students, which advances academic success. Each nurse conducts screening and immunization programs based on CHOA and DPH guidelines, follows up on absences, provides care for students with special needs, provide health education and counseling for students, staff and families. She cares for students who become ill or injured, and oversees required health records. Parents will be notified of significant injuries, deficiencies in screenings, and possible needs for referrals to other professionals. The nurse does not diagnose or replace the advice of your personal physician.

**Fever Policy:**

---

Students are to be “fever free” for 24 hours before returning to school. This means that your child’s fever should remain lower than 100.0 degrees before returning to school. This guideline is in place to protect all children from any communicable illness that may cause a fever. Your child will be sent home from school for any temperature greater than 100.5 degrees.

**Medications given at school:**

Whenever possible, medications should be given at home. However, the school system realizes that for students to maintain school attendance, and for students to maintain their best attentiveness, certain medications might be required during school hours. Over the counter medication will only be administered if permission has been given on the Health information form, or if a parent or guardian has brought it in for the student. If your child must be given medication at school, please contact the school nurse.

ALL medication should be brought to the school by a parent in the original pharmacy container with the following information on the prescription label:

|              |                        |                        |
|--------------|------------------------|------------------------|
| Child’s Name | Strength of Medication | Date Prescribed/Filled |
| Dosage       | Physician’s Name       | Medication name        |

The parent/guardian will be asked to sign consent forms giving permission for the nurse to administer the prescribed medication. They may also in certain instances be asked to have a form filled out by the Physician and returned to the school.

**Excusal from PE/Recess:**

If your child is excused from PE for medical reasons, he/she may not participate in recess.

**WCSS Medication Policies:**

All medications other than the exceptions listed in this policy, whether prescription or over the counter, may be administered only in accordance with the guidelines set forth by the Principal or each school. The parent or guardian, or other adult MUST take all medications to the school office or clinic immediately upon arrival to the school. Exceptions to this rule may be made with prior permission from the school nurse and/or Principal. Medication may only be left in the office if prior authorization is already on file in the school clinic, or if a detailed note is left with the medication. The medications must be in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over the counter medication not in accordance with these guidelines will be considered in violation of the School District’s drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission, inhalers for asthma, auto-injectable epinephrine for allergic reactions, and medical needs for diabetes.

Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated

employee to consult with the doctor regarding any questions that may arise concerning the medication, must be on file in the school clinic or office. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an auto injectable epinephrine, if available to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an auto injectable epinephrine to a student in such circumstances shall be immune from civil liability.

The school nurse will make sure that the appropriate school staff has had training in any/all emergency medications that are kept at school. The school nurse will also make sure that all regularly scheduled medications as well as emergency medications that are kept in school clinic will be prepared for the teacher or other staff member to take on any field trip the student is going on. A student who carries his/her own emergency epinephrine, diabetes medication or inhalers, must be responsible for making sure that the proper medication is brought on any field trip he/she is going on. The school system will send trained staff on a field trip with a diabetic student in the event a parent cannot attend the trip.

### **Communicable and Infectious Diseases:**

Children having any contagious or infectious disease, including those shown in the list below, should not return to the school unless a written note from the physician is provided clearing the student to return to school. Exceptions may be made to this rule if the school nurse or Principal, after speaking with the parent determines that the child has in fact received the proper treatment.

|              |                |                   |          |
|--------------|----------------|-------------------|----------|
| Meningitis   | Whooping Cough | Measles (Rubella) | Scabies  |
| Chicken Pox  | Poliomyelitis  | German Measles    | Mumps    |
| Pink-eye     | Scarlett Fever | Worms/parasites   | Impetigo |
| Strep throat | Hepatitis      | Influenza         |          |
| Ringworm     | Mononucleosis  | Staph Infection   |          |

Any child affected by any illness that will be absent for three days or more, the parent is requested to please contact the school for makeup of missed work.

### **Head lice:**

Lice outbreaks are common among school children, and even the cleanest child can easily become infested. It is important that parents act immediately to prevent spreading to other family members or classmates. Parents may either use one of several non-prescription products from the local drug store, or contact a physician or the health department to prescribe a product. Olive oil may also be used as a treatment for lice, and instructions can be given on how to use by the school nurse. Parents must also wash their child's coats, clothes and bed linens as part of the treatment for lice. As soon as parents have used the shampoo or other product on the child's head and removed all the nits, it is safe for the child to return to school. As part of the total treatment, based on the discretion of the school nurse and principal, students returning to school must be cleared by the school nurse or designee before returning to class. Repeated occurrences will be referred to the school social worker. WCSS strives to maintain a "No Nits" policy and will do everything in our power to help the parent clear the student of lice.

### **Requirements**

The White County BOE shall annually provide employees with information, education, or training related to infectious diseases, including transmission, risk education, and standard precautions, based on CDC guidelines or

recommendations. Precautions will be taken in handling bodily fluids and blood which are consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

Personal Protective Equipment (PPE) shall be readily available and appropriate to tasks with exposure potential. Where the BOE has a reasonable suspicion to believe that an employee or student has an infectious disease, school authorities shall counsel that person immediately, or if the person is a minor, notify his or her parent or guardian of the need to obtain an appropriate medical evaluation.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

1. The nature of the risk, i.e. how the disease is transmitted;
2. The duration of the risk, i.e. how long the carrier is infectious;
3. The severity of the risk, i.e. the degree of potential harm to third parties; and
4. The probability that the disease will be transmitted and will cause varying degrees of harm.

In order that the BOE may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the superintendent is authorized to remove the infected student or employee from BOE programs or employment for a period not to exceed ten days during which time the BOE shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others. The student or employee shall be excluded only if the board determines after consultation that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting. The BOE and its employees shall limit the disclosure of health-related information of its employees and students. Information may not be released about a student or employee with an infectious disease or communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order. FERPA prohibits the unauthorized disclosure of information from educational records except in certain limited circumstances, such as a health and safety emergency as described in 34 C.F.R. §§ 99.31(a) (10) and 99.36. Additionally, the disclosure of certain confidential health information may be a misdemeanor punishable under O.C.G.A. § 24-9-47.

### **Hospital Homebound**

Contact Lindsey Oliver @, 706.865.2315 ext - 1308 with any questions regarding Hospital Homebound Services.

### **Student Dress Code**

The dress code is designed so as to maintain a positive educational environment at our school. Students who fail to comply with the dress code will be provided appropriate clothing from the school clothes closet.

- Shorts, skirts, dresses, etc., must be fingertip length when measured from the side.
- Clothing containing holes (showing undergarments) is unacceptable
- Tank tops (straps less than 2 inches in width) must be worn with an additional sleeved shirt over it.
- Undergarments should not show above or below the outer garment. Pants, skirts, dresses, or shorts must be worn in such a way that the waist of the garment is at the waist of the wearer.
- Shoes must be worn at all times. Any type of athletic shoe with closed heel and toe is required for PE. (No slip-on tennis shoes with rubber soles). Girls should not wear shoes with heels more than one inch high. Shoes with high heels are not safe at school. In addition, students are not allowed to wear shoes with wheels inside the soles.
- Inappropriate headwear is not allowed in the building.
- All clothing and all graphics, pictures, and lettering on clothing must be in good taste. The following are unacceptable:
  1. Any display showing or implying beer, liquor, wine, tobacco products, or any kinds of illegal drugs.
  2. Sexually suggestive lettering, graphics, or pictures.
  3. Any graphic, picture, or lettering which promotes violence, the use of weapons, illegal activity, or discrimination or hatred of any person or group of persons.
  4. Any apparel which the principal deems unacceptable in light of community standards.

## **Student Nutrition Information (Serving Times Subject to Change)**

**Breakfast** - Breakfast is served from 7:20 am-7:50 am. Students arriving between 7:20 am - 7:40 am can get a meal served in the cafeteria. Students arriving after 7:40 am can get a “grab and go” breakfast meal. Parents who plan for their child to eat breakfast in the cafeteria at school must have the student in the school building before 7:40 am. A “grab and go” different breakfast option is served after 7:40 am.

**Free and Reduced Meals** - Free and reduced lunches are served for students who qualify. Applications are issued to each student upon enrollment. Application may be made throughout the year if family circumstances change. The School Nutrition Director verifies all applications for free and reduced lunches, and the automated system is updated with the child’s status which remains confidential.

**Payment** - Each student will utilize their identification number assigned to them upon enrollment to access their lunch account and all records are computerized. Students may pay for meals daily, weekly, or monthly. It is important that students give their lunch and/or breakfast money for the month or week to cafeteria cashier (first thing in the morning) in a prepared envelope with the following information: Student Name, Teacher’s Name, Student ID #.

**Charges** -If necessary, a lunch may be charged; however, students may not charge any meals during the last week of school. Parents are notified of charges weekly through mailing of charge letter. Parents may prepay for lunch and breakfast for the year, by the month or by the week. Parents are encouraged to pay for any charges on a weekly basis. An online payment processing service is available to facilitate payments for breakfast and/or lunch. This program can be accessed by going to the school website and clicking on the red apple.

**Drink and Fast Food Information** - If a student has a medical excuse from a doctor stating he/she has diet restrictions, every effort will be made to accommodate substitution recommendations. In addition, no cola drinks (cans or bottles) are allowed in the cafeteria.

## **Media Center**

The media center is a multimedia facility that supports all areas of the educational program.

Various books and audio/visual items provide teachers and students with a variety of reading levels and topics. Computers are used for research, independent learning centers, circulation records, and for on-line catalog. Each student is issued a library number to check out books. Parents are also allowed to check out library books. Please see the media specialist for more information. An overdue notice will be given to a student if a due date is passed. Fines will be assessed on lost or damaged books. A Title I Parent Resource Center is available for all parents as well.

## **Access to Teacher Web Pages**

1. Go to the White County School System’s Home Page ([www.white.k12.ga.us](http://www.white.k12.ga.us))
2. Then “Jack P. Nix Elementary”
3. Choose “Staff”
4. Choose the teacher’s name.

## **Student Record Information**

### **Registration**

The WCSS has a Central Enrollment office, located in the White County BOE Offices. Students entering the school system are enrolled at that location.

Parents are required by Law to provide the WCSS with the following information when enrolling their child.

- A current Georgia certificate of immunization
- Copy of child’s social security card
- Birth certificate



- State required form with ear, vision, and dental records upon entering school
- Proof of residency (No telephone bills)
- Withdrawal form from previously attended school

### **Student Withdrawal**

A student withdrawal form must be completed for any student transferring to another school. All textbooks and other schools materials and fees must be cleared when the student is withdrawn. Once a student is withdrawn, their Permanent Records are sent to our Central Enrollment Office.

### **Confidentiality/Privacy**

The privileged confidentiality between students and counselors, school nurses and other school employees will be respected. Confidential communication made to school employees shall not be revealed without consent unless the student's best interests are served or the safety of the individual or others is in jeopardy.

It is also recognized that a student has a reasonable expectation of privacy on school grounds. However, a student's cubby and desk are school property and are subject to inspection in accordance with this policy in the interest of the health, safety, and welfare of the school community. A student's personal possessions may be subject to search with reasonable suspicion.

### **Permanent Records**

It is the policy of White County BOE that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the WCSS Confidentiality of student records shall be preserved while access is provided to parents, eligible students, professional educators with legitimate educational interest, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The superintendent shall ensure that every principal develops a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act either by letter or through a student handbook distributed to each student in the school.

White County BOE designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and will be disclosed upon request.

- Student's name, address, and phone number;
- Student's date and place of birth;
- Student's participation in clubs and sports;
- Dates of attendance at White County Schools;
- Awards received during the time enrolled in White County School System.

Student records will be forwarded to schools within or outside the White County School System upon request of the school where a student is enrolling.

### **To Obtain Access to Student Records:**

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of the parent or guardian may inspect the education records of his or her child during the hours of 8:30 - 4:00 Monday through Friday while school is in session. Generally, a parent will be permitted to obtain a copy of the education records of his/her child upon reasonable notice and payment of reasonable copying costs. The current fee is ten cents per copy. Education records are maintained at the school where a student is enrolled and are in the custody of the principal or the designee. Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

- (1) Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.

- (2) Records will be sent to a school where the student has enrolled upon request of the institution within a period of no more than 15 calendar days as specified in GBOE rule 160-5-1-. 14.
- (3) Disclosures will be made to federal or state officials in connection with the audit of educational programs.
- (4) Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well enforcement of the terms and conditions of financial aid.
- (5) Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents or in advance of such disclosures.
- (6) Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R., 99, 3 1(A) (6) and (7).
- (7) Disclosure may be made in connection with a health or safety emergency.
- (8) Information the Board of Education has designated “directory information” will be disclosed upon request unless a parent objects in writing to the principal of the school where his child is enrolled within a reasonable time after receipt of the notice as contained in the Student Handbook of the child’s school. Directory information about former students will be disclosed upon request.

Each records custodian in WCSS shall maintain as part of each student’s file a log of those persons to whom access to the educational records has been provided.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be an error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99, 2 1-99.22 as well as applicable state regulations. If the hearing results in a determination that a record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

### **Student Code of Conduct**

It is the purpose of the White County BOE to operate each school in a manner that will provide an orderly process of education and that will provide for 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 which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

- \* At school or on school property at any time;
- \* Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- \* On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options.

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.

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

### **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.

### **TEACHER AUTHORITY**

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences.

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

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

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

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

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

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

### **BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES**

- Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or alcoholic beverage, intoxicant, inhalant, prescription drug not currently prescribed, or substance that creates the same effect of the items listed.

- Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1: A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.

- Possession or use of tobacco in any form

- Disrespectful conduct towards teachers, administrators or other school personnel. Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

- Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions: possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.

- Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school. Marking, defacing or destroying school property or the property of another student (vandalism or graffiti) during school hours or off-school hours.

- Inciting, advising, or counseling of others to engage in prohibited acts

- Willful and persistent violation of student Code of Conduct.

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

- Physical violence against a teacher, school bus driver, or other school personnel:

- (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

(2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another. Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.

- Transmitting sexually explicit or suggestive material to other students at school or circulating such material at school through electronic devices or in any other manner.

Violating the school's/school system's acceptable use of the Internet/electronic resources agreement/policy

-Theft

-Extortion or attempted extortion

-Possession and/or use of fireworks or any explosive

-Activating a fire alarm under false pretenses or making a bomb threat

-Insubordination, disorderly conduct, disobeying school rules, regulations, or directives given by teachers, administrators, or other school staff

-Classroom and school disturbances

-Violation of school dress code

-Use of profane, vulgar, or obscene words or indecent exposure

-Use during prohibited times of cell phone or other electronic communication device.

-Inappropriate public displays of affection

-Gambling or possession of gambling devices

-Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other WCSS employee is urged to make a verbal report of the act to any teacher, counselor or administrator at his/her school.

-Cheating on school assignments

-Bullying

-Inciting, advising, or counseling of others to engage in prohibited acts.

-Willful and persistent violations of the student code of conduct.

- Criminal law violations/Off-campus misconduct: A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

### **Bus Behavior**

The following specific provisions shall govern student conduct and safety on all school buses:

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

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

\* A student is found to have engaged in bullying; or

\* A student is found to have engaged in physical assault or battery of another person on the school bus.

(3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

(4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

### **Opportunity Room**

When a student is sent to the office for repeated offenses the student may be assigned to the Opportunity Room (O.R.). Students assigned to the O.R. will be supervised at all times by school personnel. Students will be assigned initially from one-half to one full day in the O.R. Each subsequent assignment will be for a longer duration. While serving time in the O.R., students complete work assigned by the classroom teacher. This will allow the student to keep up with what the class is doing. The student will not be allowed to attend special activities or go on field trips while serving time in O.R. The student will go directly to the O.R. when the morning bell rings for the students to go to class and will be escorted to the bus or afternoon pick-up. If a student is absent on the day he or she is assigned to the Opportunity Room, they will attend the next day they are in school.

Our progressive discipline process is designed to create the expectation that the degree of discipline imposed by the school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that the student receives the due process mandated by federal and state law.

A teacher shall have the authority, consistent with board policy, to manage their classroom, discipline students and refer a student to the principal or the principal's designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly and substantially interferes with the teacher's ability to communicate effectively with the students in their class or with the ability of such student's classmates to learn, shall file a report of such behavior with the principal or designee. The principal and teacher shall thereafter follow procedures set forth in Georgia law.

### **Zero-Tolerance Offences**

The following offenses are referred to as "zero-tolerance offences" and will result in suspension:

1. Fighting or any intent to hurt another person.
2. Use of/or possession of illegal drugs or alcohol. These substances include but are not limited to: alcohol, alcoholic beverages, drugs, narcotics and/or other health endangering compounds, tranquilizers, amphetamines, synthetic opiates, LSD and other hallucinogens, glue solvent-containing substances, tobacco products, and "look-alike" drugs.

Having a weapon at a school building, school function, on school property, or on a bus or other transportation furnished by the school (O.C.G.A. 10-11-127.1). A weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting bodily harm O.C.G.A. 16-11-127.1. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.

Students who commit a zero-tolerance offence will be sent to the office immediately so parents can be contacted and suspension can be enforced. The school resource officer could be contacted if needed in these situations.

## **2016-2017 JPN Discipline Plan**

### **Minor Offenses:**

- **Classroom disturbances**
- **Inappropriate language**
- **Not following directions**
- **Misuse of technology**
- **Cheating**
- **Frequent disruptive behavior**

### **Major Offenses:**

- \* **Defiance of authority**
- \* **Disrespectful, threatening and/abusive language**
- \* **Physical assault**
- \* **Stealing, destroying property**
- \* **Serious disruptive behavior**
- \* **Inappropriate materials/behaviors**
- \* **Throwing objects**

- Disciplinary Actions for Minor Offenses:**
- 1) Discussion of behavior will occur
  - 2) Assignments completed in "Time Out"

- Disciplinary Actions for Major Offenses:**
- 1) Teacher completes discipline referral
  - 2) Referred to an administrator for disciplinary action

Students will be sent to "Time-Out" in the Opportunity Room for increments of time less than ½ day. If the behavior continues, the student will be referred to an administrator for further disciplinary action.

1st Offense – ½ day Opportunity Room  
2nd Offense – 1 day in Opportunity Room  
3rd Offense - 2 days

### **Bullying Policy**

The 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 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;
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.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. 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.

### **Seclusion and Restraint**

The White County School District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/ herself or others and the student is not responsive to verbal directives or other less intensive de-

escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

### **Confidentiality/Privacy**

The privileged confidentiality between students and counselors, school nurses and other school employees will be respected. Confidential communication made to school employees shall not be revealed without consent unless the student's best interests are served or the safety of the individual or others is in jeopardy. It is also recognized that a student has a reasonable expectation of privacy on school grounds. However, a student's cubby and desk are school property and are subject to inspection in accordance with this policy in the interest of the health, safety, and welfare of the school community. A student's possessions may be subject to search with reasonable suspicion.

### **School Sponsored Clubs**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If your child has the opportunity to participate in a club during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation. Some clubs will require a fee. More specific information regarding clubs will be sent home with students.

**Chorus (3rd - 5th Grade Students)**

**Science Club (3rd - 5th Grade Students) - Afterschool Club**

**Jr. Beta Club (4th & 5th Grade Students)**

**4-H - (5th Grade Students) Afterschool & Classroom Activities**

**CHAMPS (5th Grade Students)**

**Good News Club (K-5) - Afterschool Club**

**JPNTV News Crew (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> – limited participation)**

**Nix News - (3rd, 4th, 5th Grade Students)**

**Club Tome – (4 & 5<sup>th</sup> Grade Students) - Afterschool Club**

**Safety Patrol - (5th Grade Students)**

**False Report on a Teacher - House Bill 1321:** Schools are required by law to notify students that they are subject to disciplinary actions concerning falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Discipline actions could result in consequences to be assigned to the Opportunity Room as recorded in the student handbook dependent upon the seriousness of the circumstances.

**Harassment:** It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student. Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. Sexual harassment may also include such conduct or speech related to sexual orientation or gender identity and applies regardless of sexual orientation or perceived orientation of the individual doing the harassing or the victim of the harassment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.



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 as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate staff development, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

#### **Child Abuse or Neglect**

All employees of the Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as all school social workers and school psychologists employed by the Board, who have reason or cause to believe that a child is being or has been abused shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for White County, Georgia. Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

#### **Student Policy on Acceptable Use of Electronic Resources**

**Summary:** The WCSS is pleased to provide our students with electronic resources for the purpose of supporting the school system and its educational mission. To gain access to the Internet, all students under the age of 18 must obtain parental permission by signing and returning an Acceptable Use form to the school. This policy establishes the boundaries of "acceptable use" of these limited electronic resources, including computers, networks, email and other electronic information and services. Authorized users of these electronic resources assume personal responsibility for their appropriate use and agree to comply with this policy, other related school policies, and state and federal laws and regulations. While our sole intent is to make Internet access available as another means to further educational goals and objectives, students may find ways to access other materials as well. We strongly believe that the benefits of the Internet and the wealth of information that is accessible, exceeds any disadvantages.

**Acceptable Use:** The purpose of the WCSS provision of access to the Internet is to support research and education in and among the system's academic institutions by providing access to unique resources and the opportunity for collaborative work. The use must be in support of education and research and consistent with the educational objectives of WCSS. Transmission of any materials in violation of any U.S. or state organization is prohibited. This prohibition includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secrets. Use for product advertisement or political lobbying is prohibited.

**Responsible Use:** Outlined in Board policy on student rights/ responsibilities, copies of which are available in school offices, the following are not permitted: Students shall not send, create post or access material that is:

- obscene
- pornographic
- trespassing in another's folders, work or files
- a violation of copyright laws
- abusive, harassing, or insulting
- damaging to another person's reputation
- threatening or demeaning to another person
- illegal
- inappropriate for educational purposes
- unauthorized downloading of music or streaming radio
- use of school resources to engage in "hacking" to bypass filters, run unapproved programs, to gain access to unauthorized material or applications, using any form of DOS commands or unauthorized scripting or written programs.

School level administration and classroom teachers shall approve the use of cell phones and other electronic devices for

instructional purposes. Students using cell phones or Internet enabled electronic devices not according to school policy will be subject to disciplinary action. Any violation of school system policy and procedures may result in loss of our system access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

**Privacy Expectations:** The school system's network resources are the property of the school system. There is no guarantee of privacy associated with the use of school technology resources. These resources include networking, computer hardware and software, connection to the Internet, email, telephone equipment, voice mail and other services.

**Child Internet Protection Act (CIPA) Compliance:** It is the policy of WCSS to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) monitor the online activities of students and instruct them about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response; (e) comply with the Children's Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254(h)].

**Access to Inappropriate Material:** To the extent practical technology protection measures (or "Internet filters") will be used to block or filter Internet access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornographic, or to any material deemed harmful to minors.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the network, you must notify a system administrator. Do not use another individual's account or password. Attempts to access the system as any other user may result in cancellation of user privileges. Network administrators may review files and communications to maintain system integrity and insure that users are utilizing the system responsibly.

**Vandalism:** Vandalism may result in cancellation of privileges and/or criminal prosecution. This definition includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

## **Homeless Students**

In accordance with the McKinney-Vento Homeless Assistance Act, as amended by the *No Child Left Behind Act of 2001*, the WCSS will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs and school nutrition programs.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records and other documentation.

The Superintendent will appoint a liaison for homeless children.

A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison who shall carry out the dispute resolution process.

**Homelessness Defined:** The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11434a (2) et. seq., identifies homeless students as those who:

1. Lack a fixed, regular and adequate nighttime residence;
2. Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
3. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
4. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
5. Are migratory and live in the conditions set forth in Items 2, 3, and 4 above.

### **Unaccompanied Youth Definition:**

Unaccompanied Youth are identified as those youth who:

- \* Are not in the physical custody of a parent or guardian,
- \* Are in transition as defined above.

### **School Selection**

Homeless students may:

- \* Enroll in the school where the student resides; or
- \* Continue enrollment in the school of origin.

The school the child attends shall be whichever is in the student's best interest. In determining the best interests of the student, efforts shall be made, to the extent feasible, to keep the student in his/her school of origin unless doing so is against the wishes of the parent/guardian. (See Enrollment in School of Origin Request Form)

A homeless/unaccompanied youth student who attends his/her school of origin may:

- Attend that school for the duration of time as identified as homeless/unaccompanied youth.
- Stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year.
- Attend their school for the duration of time as defined as homeless/unaccompanied youth if the student becomes homeless/unaccompanied youth between academic years.

### **Transportation:**

If requested by the parent or guardian, transportation will be provided to/ from the school of origin upon district coordination and approval.

### **Dispute Resolution:**

If a dispute arises over school selection or enrollment:

- The student shall be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute.
- The dispute shall be presented to the District's homeless liaison who will then consult with the Director of Federal Programs.

If the matter is not resolved at that level, the family may appeal to the White County BOE for a decision.

Once the District's decision has been reached, the parent/guardian shall be provided with a written explanation of the District's decision and the parent/guardian's right to appeal such a decision.

### **Enrollment of Homeless/Unaccompanied Students:**

- When a homeless/unaccompanied youth student is identified, the homeless liaison will be notified.
- The system shall provide the parent/guardian with information regarding being homeless/unaccompanied youth.
- If a homeless/unaccompanied youth student arrives without a parent/guardian, the student shall be enrolled and the homeless liaison notified. The homeless liaison shall contact the parent/guardian and complete the enrollment process. Students must meet the District's age eligibility criteria for enrollment.
- Homeless/unaccompanied youth students qualify for free breakfast and lunch.
- When students enroll without records (i.e., transcripts/grade reports, birth certificate, immunizations/health records) the Central Enrollment Office personnel shall:
  - Contact the former school to request the student's records and discuss immunization information and tentative placement;
  - Create a cumulative record if it is determined that the records are not available;
  - Refer the student to public health and provide follow-up to ensure that the student has been immunized.
- Parents/guardians shall provide the school with contact information.

### **Withdrawal of Homeless/Unaccompanied Students**

Homeless/unaccompanied youth students often leave school without officially withdrawing. If the school is contacted by another district for a homeless/unaccompanied youth student's records, requested information shall be provided and school records will be sent when a records request is received by the system.

### **Role of the Homeless/Unaccompanied Youth Liaison:**

The role of the District's Homeless Liaison:

- Train school personnel/community agencies in the identification of homeless/unaccompanied youth students;

- Ensure homeless/unaccompanied youth students are enrolled in and have an equal opportunity to succeed in school;
  - Ensure homeless/unaccompanied youth students receive educational services for which they are eligible;
  - Work with school personnel to refer identified families/students to local community agencies in order to receive health and dental care services for which they are eligible;
  - Educate and provide homeless/unaccompanied youth parents/guardians/students of their educational services and/or other opportunities available to their children.
  - Ensure public notices of the educational rights of homeless/unaccompanied youth students are disseminated in schools and in community agencies.
  - Ensure enrollment disputes are resolved in compliance with State guidelines and, in the event that such a dispute involves an unaccompanied student, that the student is enrolled immediately pending the resolution of the dispute;
  - Inform the parent/guardian of the transportation services, including transportation to the school of origin.
- The White County School System seeks to ensure that each homeless/unaccompanied youth student has equal access to the same, free, appropriate public education, including a public preschool education, as provided to other students in the district.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

- (1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of student who is eighteen (18) or older, individual’s education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.
- (2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) 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 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 or 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 with prior consent to another school in which the student seeks or intends to enroll.
- (4) The WCSS has designated the following information as directory information:
  - (i) Student’s name, address and telephone number;
  - (ii) Student’s date and place of birth;
  - (iii) Student’ participation in official school clubs and sports;
  - (iv) Weight and height of student if he/she is a member of an athletic team;
  - (v) Dates of attendance at schools within the district;
  - (vi) Honors and awards received during the time enrolled in the district’s schools;
  - (vii) Video, audio or film images or recordings;
  - (viii) Photograph; and

(ix) Grade level

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 15 days after officially enrolling in school or within 15 days of the date of the release of the notice.

- (5) File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the White County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office the administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605
- (6) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not with the knowledge or control of the principal.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

- (1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations by the Superintendent.
  - (A) The administration of any survey containing one or more of the following items:
    - a. Political affiliations or beliefs of the student on the student's parent;
    - b. Mental or psychological problems of the student or the student's family;
    - c. Sex behavior or attitudes;
    - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    - e. Critical appraisals of other individuals with whom respondents have close family relationships;
    - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
    - h. 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.
  - (B) 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).

(C) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

You may, upon request, inspect any instructional material used as part of the educational curriculum for your student. The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

**Section 504 of the Rehabilitation Act of 1973** 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 official’s office.

**Asbestos Management Plan:** The WCSS AHERA Management Plan is available for public inspection upon request at the White County Board of Education. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, 11/30/87. All interested parties, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance
4. Public notification procedures.

Anyone interested in reviewing this plan should call the White County Board of Education at 706-865-2315.

## **DEFINITIONS**

**Absence** - A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

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

**Attendance Protocol Committee:** a committee established by the chief judge of the superior court of each county for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of this state.

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

**Bullying:** In accordance with Georgia law, bullying is defined as an act which occurs on school property, on school vehicles, at 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) Effects 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.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Corporal Punishment:** Physical punishment of a student by a school official in the presence of another school official.

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

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Dress Code:** The current dress code is explained in this handbook.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations or that are allowed under board policy or school rules. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal or hearing officer in accordance with local board policy.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

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

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

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

**Physical Violence:** Intentionally making physical contact of an insulting or provoking nature with the person of another: or intentionally making physical contact which causes physical harm to another.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Tardy:** A student is tardy when he/she is not in class when the bell rings to start the class.

**Theft:** The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Truant:** any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences

**Unexcused Absence** - Absence without a valid written excuse.

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

**Weapons:** The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

The White County Board of Education complies with all requirements of state law, state BOE rule, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee.