Ware County High School

Mission
The mission of Ware County High School is to prepare leaders for tomorrow’s challenges with the skills necessary to compete in a diverse global society.

Vision
Ware County High School will develop students to become positive, productive members of the community who will lead the way in the 21\textsuperscript{st} century and beyond.

Alma Mater
Here amid the clustering farm lands,  
`Neath the trees and sky,  
Firmly stands our Alma Mater  
Dear Ware County High.  

Raise our banner, bear it proudly  
Make her record high.  
May we be truly faithful  
To Ware County High.  

Now until the time approaching,  
When we say goodbye.  
Let us hail our Alma Mater  
Dear Ware County High.  

Never fail her, never trail her  
Banner from the sky,  
May we pledge our love and duty  
To Ware County High.
WARE COUNTY’S FRAMEWORK for POSITIVE BEHAVIOR AND SUPPORT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety, and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior, will reduce unnecessary discipline and promote a climate of greater productivity, safety, and learning. All Ware County Schools implement a site-based PBIS framework that is specific to their site.

The basic philosophy of PBIS at Ware County High School is to:

- TEACH students how they are expected to behave.
- REINFORCE students’ good behavior.
- PROVIDE SUPPORT to students as they learn to correct misdirected behaviors.
- CREATE more consistency of STAFF expectation and action.
- PROMOTE AND RECOGNIZE Student and STAFF successful demonstration of implementation of PBIS strategies/behaviors.
- DEVELOP more positive relationships between staff and students.

MAKING WARE COUNTY HIGH A SAFE SCHOOL

The Ware County High School staff and administration are making every effort possible to maintain Ware County High School as a safe school. Our endeavor to create a safe environment is not only dependent on staff and administration but also on parents, students, and the community.

Action Steps for Students:
Students are asked to talk to their teachers, administrators, parents and /or counselor about anything that might affect the safety of our school by reporting threats, intimidation, weapon possession, drug selling, gang activity, graffiti and vandalism.

There are several methods of reporting any of these unsafe activities:

- Tell a School Resource Officer (SRO-campus police officer). All information will be held confidential.
- Read the student handbook, and know the school’s code of conduct. Model the responsible behaviors that are outlined in the behavior code. Avoid being part of a crowd when a fight breaks out and refrain from teasing, bullying, and intimidating peers.
- Be a role model. Take personal responsibility by reacting to anger without physically or verbally harming others. Always respect others, and respect that they may be different from you.
- Call the anonymous safety hotline established by the Georgia Department of Education and the Georgia Bureau of Investigation at 1-877-729-7867 (1-800- SAY STOP).

Tips for Parents:

- Discuss the school’s discipline policy with your child. Show your support for the rules, and help your child understand the reasons for the rules.
- Talk with your child about the violence he or she sees on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- Help your child find ways to show anger that do not involve verbally or physically hurting others.
- Help your child understand the value of accepting individual differences.
- Keep lines of communication open with your child – even when it’s tough.
- Listen to your child if he or she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as a school psychologist, school counselor, principal, or teacher.
# Index

<table>
<thead>
<tr>
<th>A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>21</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>10</td>
</tr>
<tr>
<td>Academic Tribute</td>
<td>10</td>
</tr>
<tr>
<td>Admission and Withdrawal</td>
<td>26</td>
</tr>
<tr>
<td>Advisory System</td>
<td>7</td>
</tr>
<tr>
<td>Alma Mater</td>
<td>4</td>
</tr>
<tr>
<td>Areas Off Limits to Students</td>
<td>31</td>
</tr>
<tr>
<td>Arrive to School</td>
<td>21, 24</td>
</tr>
<tr>
<td>Assemblies</td>
<td>32</td>
</tr>
<tr>
<td>Assignment to Schools</td>
<td>26</td>
</tr>
<tr>
<td>Athletic Program</td>
<td>50</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>20</td>
</tr>
<tr>
<td>Authority of the Principal</td>
<td>38</td>
</tr>
<tr>
<td>Authority of the Teacher</td>
<td>39</td>
</tr>
<tr>
<td>Automobiles – student drivers</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Behavior Intervention</td>
<td>45</td>
</tr>
<tr>
<td>Behaviors Resulting in Disciplinary Actions</td>
<td>40</td>
</tr>
<tr>
<td>Bell Schedule</td>
<td>7, 21</td>
</tr>
<tr>
<td>Buses</td>
<td>32</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Cafeteria and Lunches</td>
<td>30</td>
</tr>
<tr>
<td>Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Cellular Telephones / Headphones / Electronic Devices</td>
<td>27</td>
</tr>
<tr>
<td>Child Find</td>
<td>8</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>38</td>
</tr>
<tr>
<td>Complaints and Grievances</td>
<td>38</td>
</tr>
<tr>
<td>Consequences of Truancy</td>
<td>20</td>
</tr>
<tr>
<td>Credit Repair / Recovery</td>
<td>9</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Detention</td>
<td>34</td>
</tr>
<tr>
<td>Diploma and Graduation Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Discipline Definition of Terms</td>
<td>42</td>
</tr>
<tr>
<td>Discipline Plan</td>
<td>45</td>
</tr>
<tr>
<td>Dress Code</td>
<td>33</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>54</td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Eligibility</td>
<td>49</td>
</tr>
<tr>
<td>Excused / Unexcused Absences</td>
<td>21</td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
<tr>
<td>Family Education Rights and Privacy Act</td>
<td>14</td>
</tr>
<tr>
<td>Final Exams and Exemption Policy</td>
<td>20</td>
</tr>
<tr>
<td>Flowers, Balloons, Etc.</td>
<td>32</td>
</tr>
<tr>
<td>G</td>
<td></td>
</tr>
<tr>
<td>Georgia Virtual School</td>
<td>17</td>
</tr>
<tr>
<td>Gifted Education Services</td>
<td>17</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>10</td>
</tr>
<tr>
<td>Grading System</td>
<td>7</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>7</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Guidance Department</td>
<td>16</td>
</tr>
<tr>
<td>Category</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Hall Passes</td>
<td>27</td>
</tr>
<tr>
<td>Honor Cords</td>
<td>10</td>
</tr>
<tr>
<td>Honor Students</td>
<td>10</td>
</tr>
<tr>
<td>Hospital /Homebound</td>
<td>13</td>
</tr>
<tr>
<td>Illnesses or Accidents</td>
<td>28</td>
</tr>
<tr>
<td>In-School Suspension</td>
<td>34</td>
</tr>
<tr>
<td>Insurance</td>
<td>50</td>
</tr>
<tr>
<td>Internet Acceptable Use Policy / Internet Use</td>
<td>18</td>
</tr>
<tr>
<td>Local Educational Agency Parent Involvement</td>
<td>15</td>
</tr>
<tr>
<td>Lockers</td>
<td>27</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>31</td>
</tr>
<tr>
<td>Make-Up Work</td>
<td>24</td>
</tr>
<tr>
<td>McKinney-Vento</td>
<td>51</td>
</tr>
<tr>
<td>Media Center Policies</td>
<td>17</td>
</tr>
<tr>
<td>Medication Policy</td>
<td>28</td>
</tr>
<tr>
<td>Metal Detectors</td>
<td>34</td>
</tr>
<tr>
<td>Out-Of-School Suspension</td>
<td>34</td>
</tr>
<tr>
<td>Parent Information – Title I Federal Programs</td>
<td>16</td>
</tr>
<tr>
<td>Parental Involvement</td>
<td>49</td>
</tr>
<tr>
<td>Parking Decals</td>
<td>31</td>
</tr>
<tr>
<td>Passes for Leaving School</td>
<td>25</td>
</tr>
<tr>
<td>Perfect Attendance</td>
<td>25</td>
</tr>
<tr>
<td>Pledge of Allegiance</td>
<td>6</td>
</tr>
<tr>
<td>Positive Behavior Intervention and Supports (PBIS)</td>
<td>3</td>
</tr>
<tr>
<td>Pregnancy Policy</td>
<td>26</td>
</tr>
<tr>
<td>Promotion Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>32</td>
</tr>
<tr>
<td>Prohibited Items</td>
<td>32</td>
</tr>
<tr>
<td>Proof of Residence</td>
<td>53</td>
</tr>
<tr>
<td>Protection of Pupil Rights Amendment</td>
<td>15</td>
</tr>
<tr>
<td>Report Cards</td>
<td>32</td>
</tr>
<tr>
<td>Restrooms</td>
<td>31</td>
</tr>
<tr>
<td>Safe Schools</td>
<td>3</td>
</tr>
<tr>
<td>Safety Drills</td>
<td>29</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>12</td>
</tr>
<tr>
<td>School Resource Officers</td>
<td>34</td>
</tr>
<tr>
<td>Search and Seizure</td>
<td>40</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>34</td>
</tr>
<tr>
<td>Social Security Numbers</td>
<td>13</td>
</tr>
<tr>
<td>Student Support Process</td>
<td>46</td>
</tr>
<tr>
<td>Student Testing Program</td>
<td>7</td>
</tr>
<tr>
<td>Tardy to Class</td>
<td>25</td>
</tr>
<tr>
<td>Telemedicine</td>
<td>29</td>
</tr>
<tr>
<td>Telephone Use</td>
<td>27</td>
</tr>
<tr>
<td>Teenage Driver Responsibility Act</td>
<td>31</td>
</tr>
</tbody>
</table>
2018-2019 SCHOOL CALENDAR
Please visit www.ware.k12.ga.us for an updated version of the 2018-2019 system calendar.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENT REFLECTION
The Pledge of Allegiance is a statement of loyalty and support for this nation of which we are all a part. It says that we believe in liberty, justice, and equality for everyone, regardless of race, color, or creed. These ideas are our nation’s foundation.

Law requires every public school in the State of Georgia to have a ceremony of pledging allegiance each day and a moment of silent reflection. All students at Ware County High School are expected to participate in the Pledge of Allegiance and a Moment of Silent Reflection.

NON-DISCRIMINATION CLAUSE
As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Ware County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the system superintendent’s office at 1301 Bailey Street, Waycross, GA (912)283-8656.

Students and employees will not be subject to retaliation for reporting such harassment or discrimination. A copy of the discrimination complaints procedure under Ware County School District Policy GAAA/JAA (Nondiscriminatory Policy) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available in either the school office or the central office.
## 2018-2019 BELL SCHEDULES

### Teachers Report at 7:33 am

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students dismissed from gym and cafeteria</td>
<td>8:05</td>
<td></td>
</tr>
<tr>
<td>1st Block</td>
<td>8:15 - 9:50</td>
<td></td>
</tr>
<tr>
<td>2nd Block</td>
<td>9:55 - 11:30</td>
<td></td>
</tr>
<tr>
<td>3rd Block &amp; Lunch</td>
<td>11:35 - 1:35</td>
<td>1- 11:35 - 12:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2- 12:05 - 12:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3- 12:35 - 1:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4- 1:10 - 1:35</td>
</tr>
<tr>
<td>4th Block</td>
<td>1:40 – 3:15</td>
<td></td>
</tr>
</tbody>
</table>

### TAA Schedule - Wednesday

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students dismissed from gym and cafeteria</td>
<td>8:05</td>
<td></td>
</tr>
<tr>
<td>1st Block</td>
<td>8:15 – 9:35</td>
<td></td>
</tr>
<tr>
<td>TAA</td>
<td>9:40 - 10:20</td>
<td></td>
</tr>
<tr>
<td>2nd Block</td>
<td>10:25 - 11:45</td>
<td></td>
</tr>
<tr>
<td>3rd Block &amp; Lunch</td>
<td>11:50 - 1:45</td>
<td>1- 11:50 - 12:15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2- 12:20 - 12:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3- 12:50 - 1:15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4- 1:20 -1:45</td>
</tr>
<tr>
<td>4th Block</td>
<td>1:50 - 3:15</td>
<td></td>
</tr>
</tbody>
</table>

### ADVISORY SYSTEM

Ware County High School has an advisement program called **Teachers as Advisors (TAA)**. This program is designed so that students have a contact person who is readily available throughout the year to counsel with them about career choices and the courses they need to achieve their goals. The primary purpose of TAA is to provide students with a go-to person who can become familiar with their goals and who can provide support and guidance when needed. First-time 9th graders will have an advisor from the 9th grade academy.

### GRADUATION CEREMONY

Ware County High School Graduation is scheduled for Friday, May 24, 2019 at 7:00 PM at Memorial Stadium. In the event that graduation cannot be held on Friday evening, the graduation ceremony will be held Saturday, May 25, 2019 at 9:00 AM.

### STUDENT TESTING PROGRAM

The testing program includes the Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT), Armed Services Vocational Aptitude Test (ASVAB), End of Course (EOC), and End of Pathway Test. Some of these test schedules are given below. Complete information on other tests may be secured from the Guidance Office.

### TEST SECURITY

Any action that compromises test security or leads to the invalidation of an individual student’s or a group of students’ test scores will be viewed by Ware County Schools (WCS) as inappropriate. Under no circumstances may any tests be reproduced or duplicated for individual or group use unless authorized by GADOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GADOE. Guidelines are in place to assist system personnel in determining which activities might compromise test security or score validity. Any concern regarding test security must be reported to WCS immediately.

### GRADING SYSTEM

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>Below 70</td>
<td>F – Not passing</td>
</tr>
</tbody>
</table>
DIPLOMA and GRADUATION REQUIREMENTS

1. A diploma will be awarded to students who meet all minimum graduation requirements. The document with appropriate seal(s) awarded to students certifying that they have satisfied attendance requirements, unit requirements, and the state assessment requirements. Students will receive pathway seals for each pathway completed.

2. A Special Education Diploma (Life Skills Preparatory or Employment Preparatory) will be awarded to a student with a disability assigned to a special education program under the following circumstances:
   - Student has not passed the Georgia Alternative Assessment (GAA)
   - Student has not earned the required number of course credits

Special Education Diploma (Life Skills Preparatory or Employment Preparatory) – the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07

All students participating in the graduation ceremonies must fulfill all local and state policy requirements for a high school diploma.

To receive a special education diploma, a student must complete all the requirements of his/her Individualized Education Program (IEP).

Exceptions are sometimes made in the number of units for students who transfer to WCHS from other systems. A counselor evaluates transfer students' records individually.

Any senior in the Ware County School System, who is found guilty of a serious violation of the Student Code of Conduct and cannot complete days of OSS and/or ISS assigned before his/her official last day of school, may not be allowed to participate in the graduation ceremony.

CHILD FIND
Child Find is a process of locating, identifying, and evaluating children with disabilities to ensure they receive services to which they are entitled. The Individuals with Disabilities Education Act (IDEA) requires school systems to locate and identify disabled students. Children and youth, from birth to age 21, within the Ware County School District who are suspected of having a disability may be referred for possible services. For more information about referring a child, you may contact the Department of Special Education at 912-283-8656.
### AREAS OF STUDY

<table>
<thead>
<tr>
<th>AREAS OF STUDY</th>
<th>GRADUATION UNIT REQUIREMENTS</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9th graders entering fall 2008-2009 and subsequent years</td>
<td>Students shall earn a series of 3 units from the same Gator Pathway.</td>
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<tr>
<td></td>
<td>10th to 11th Grade 13 credits</td>
<td>(If a student chooses the AP, Fine Arts, JROTC or Foreign Language Pathway, they are strongly encouraged to complete a “minor” in a career pathway as well. For college-bound students who successfully complete 2 semesters of the same foreign language, this may simply mean taking a third semester of the foreign language. If students are interested in pursuing a career in college that is also represented in a pathway at WCHS, it would be a good idea to participate in that pathway while in high school. For instance, a student who wants to become a physician should take several AP classes but should also consider the therapeutic nursing and/or medical services pathway.</td>
</tr>
<tr>
<td></td>
<td>11th to 12th Grade 20 credits</td>
<td></td>
</tr>
<tr>
<td><strong>English/Language Arts</strong></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Health/Personal Fitness</strong></td>
<td>1 (3 units of JROTC can be substituted for 1 unit of Health/Personal Fitness)</td>
<td></td>
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<tr>
<td><strong>CTAE and/or Foreign Language and/or Fine Arts</strong></td>
<td>3</td>
<td></td>
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<tr>
<td>• Students planning to enter a four-year institution after high school must take two units of the same foreign language. Georgia Department of Technical and Adult Education institutions (Coastal Pines), South Georgia State College, currently do not require foreign language for admission. Parents are encouraged to review admissions requirements for all schools their student may be interested in attending.</td>
<td></td>
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<tr>
<td><strong>Locally Required Electives</strong></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>• Introduction to Business Technology (IBT)</td>
<td></td>
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</tr>
<tr>
<td>• Students shall earn a series of 3 units from the same subject area/pathway.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td>28</td>
<td></td>
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</tbody>
</table>

### PROMOTION REQUIREMENTS

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th to 10th Grade</td>
<td>5</td>
</tr>
<tr>
<td>10th to 11th Grade</td>
<td>13</td>
</tr>
<tr>
<td>11th to 12th Grade</td>
<td>20</td>
</tr>
</tbody>
</table>

### CREDIT REPAIR / CREDIT RECOVERY

Students with a final course average of 60-68 may be eligible for credit repair without having to repeat the entire course. Credit repair is completed through Odysseyware.

**Credit repair eligibility:**

- Class grade of 60-69
- Student must complete credit repair during the first 9 weeks of the following semester in the Focus after-school program or during the next available summer school.
- If the student does not complete credit repair in Focus or summer school, the student will have to repeat the entire class with a teacher.
Credit recovery eligibility:
- Student has a final course average below 60
- Student must complete credit recovery during the first 9 weeks of the following semester in the Focus after-school program or during the next available summer school.
- If the student does not complete credit recovery in Focus or summer school, the student will have to repeat the entire class with a teacher.

ACADEMIC HONESTY
CONSEQUENCES FOR Academic Honesty VIOLATIONS
If a student is found to be in violation of the academic honest policy, the teacher will give a zero for the assignment, contact the parents, and make an office discipline referral. Additional penalties may include but are not limited to the following:
- Loss of National Honor Society or other honor society membership
- Loss of eligibility for admission into National Honor Society or other honor society
- Loss of Beta Club membership
- Loss of Student Government or other student leadership group position(s) and/or memberships
- Loss of eligibility for Student Council officer positions and/or membership
- Loss of Honor Graduate status
- Loss of Honor Graduate stole
- Loss of Valedictorian status and medal
- Loss of Salutatorian status and medal
- Loss of other privileges, positions, or opportunities requiring trustworthiness and responsibility

HONOR STUDENTS
A student may be an Honor Graduate if he/she has maintained a cumulative average of 89.45 or above through the 1st nine weeks of the 2nd Semester of the senior year (March 15, 2019 for the class of 2019) and satisfies the requirements for a high school diploma. Beginning with the class of 2020, students must maintain a cumulative average of 90.0 or above through the 1st nine weeks of the 2nd semester of the senior year and satisfy the requirements for a high school diploma.

GRADE POINT AVERAGE
All course grades recorded for Carnegie Unit credit in grades 9-12 will be used to determine the students Grade Point Average. To determine HOPE eligibility and sports scholastic GPA’s, only academic core required classes will be averaged. All high school grades shall be included in determining cumulative GPA for determining class ranking. Class rankings shall be determined by the cumulative grade point average of graduating seniors at the completion of the next-to-last grading period of the senior year. It is the responsibility of College(s) to provide a final grade on March 15, 2019 for students enrolled in dual enrollment classes. The average at mid-term of college course WILL become mid-term grade reflected in Infinite Campus grade posting deadline for midterm report cards for WCHS.

ACADEMIC TRIBUTE – High School
In order to be eligible for an Academic Tribute Award, 12th grade students must have a cumulative high school average of 90 or above and an SAT score higher than the latest state average on any single administration (national testing day).

HONOR CORDS
Students may earn honor cords to wear during the graduation ceremony. Honor cords are available in the following areas:

CTAE – to earn a red CTAE honor cord, a student must complete three classes in the same pathway and pass the End of Pathway Assessment
Foreign Language – beginning with the class of 2019, a student may earn a copper cord by completing and passing Spanish 1, 2, and 3. After completing and passing Spanish 3, the student
must take and pass the Spanish end of pathway assessment with a score of 70 to earn the cord. Students who do not pass the Spanish end of pathway assessment do not earn a cord. Students may opt to retake the EOPA test by completing and passing Spanish 4. The student must make a 70 on the EOPA to earn the cord. Georgia Virtual or College classes are not recognized for the Spanish honor cord.

**Dual Enrollment (formerly MOWR)** – students who complete **AND pass** three Dual Enrollment Courses earn a light blue cord

**Advanced Placement (AP)** – students who complete three AP classes **AND earn a passing score of 3 or higher on ONE of the three AP exams taken** will earn a light blue cord.

**JROTC** – to earn a red, white, and blue honor cord, a student must complete 4 semesters of JROTC classes and be a member of the drill team or Raiders for 2 years.

**Fine Arts (Band and Chorus)** – (white cord) The main thrust behind the idea of a Fine Arts EOPA is to identify and reward the students who not only completed the Fine Arts Pathway semester requirement but also went above and beyond to have an incredible fine arts high school career. (5 semesters required)

Basic components:

- **Portfolio consisting of**
  - Music performed (programs and part played)
  - Special ensembles participation (all-state, district honor band, region band, etc.)
  - Guest conductor of ensembles bio
  - Rating of performances and solos (w/ sheets)
  - Significance photos are encouraged

- **Performance:** Panel pass-off of an approved “solo” with piano live or recorded
- **Two Academic Teacher recommendations**
- **End of pathway report:** (1.) major historical musical eras or (2.) history of school bands in America (must be approved by director)
- **Post High School Music Plans**

**Fine Arts (Visual Arts)**

- Completion of Courses Art 1, Art 2 and Art 3 with a cumulative grade of 90 or higher. (Art 4 and beyond will provide more input to your portfolio, but are not required for pathway completion.)

- **Portfolio consisting of**
  - 10 or more completed artworks, photographed and labeled with title, medium, and size presented in a digital format

- **Senior Show:** Art work displayed and labeled for the duration of an exhibit on a date to be announced. Student must be present at the time of the show to present not only the work but the artist statement to the group of reviewers.

- **Artist Statement**
  - Artistic experience and training
  - Artistic Influences: Personal acquaintances and famous artists
  - Inspirations
  - Personal aesthetics: What is beauty? What is art?
  - Arts influence in other aspects of your life.
  - Plans for the future: How will art (Fine Arts, Visual Arts) play a part in those plans?
  - Documentation of Art contributions beyond art classroom assignments: murals, posters, logo designs, advertisements, t-shirts…
  - Documentation of art contest participation within the 4 years of high school.

- **Recommendations:** Present a recommendation request form to three people: teachers, administrators, mentors, community members who have in some way witnessed or benefited from your artistic contributions.

**Fine Arts (Drama)**

Completion of Courses Drama/Theatre Art 1, Drama/Theatre Art 2, and Drama/Theatre Art 3 with a cumulative grade of 90 or higher.

- **Portfolio consisting of items totaling 10 points:**
  - At least four monologues/scenes performed in class, including a character analysis (4 points)
  - Program proving One-Act Play involvement: 1-4 years (2 points per year)
  - Program proving Spring Musical involvement: 1-4 years (2 points per year)
- Program proving Community Theatre/Public Speaking participation (1 point per activity)
- Theatre Art/Drama classes taken beyond 3 required (2 points per class)

Artist Statement that includes:
- A biography of theatrical involvement
- Artistic influences: personal acquaintances and famous actors and/or directors
- Inspirations
- Statement describing the benefit of theatre and dramatic performance to the individual as well as the community
- Plans for the future: How will theatre play a part in those plans?

Letters of Recommendation: Must have at least two letters from teachers, administrators, mentors, community members who have in some way witnessed or benefited from your artistic contributions.

4-H Eagle Scouts
Gifted Program Participation with Distinction
Beginning with the 2022 graduating class and continuing: Students entering WCHS ninth grade being “ACTIVELY” served in ONE “gifted” area or ALL areas of core content and who MAINTAIN an “85” average for the ninth grade year AND every sequential year in ALL content course area or areas of gifted service will, upon graduation (4th or 5th year), receive a silver cord (as reflective distinction of 4th or 5th year gifted coursework maintained “85 or higher” average in ALL gifted areas of service).

**Students who enter WCHS ninth grade as part of gifted program who have been deemed “INACTIVE” due to loss of “85” average in prior content course area or areas of service AND OF those students who HAVE regained right to receive “ACTIVE” status by achieving “85” average in prior gifted areas coursework WILL upon receipt of parent/guardian submission of parental “letter of reinstatement of services request” to gifted coordinator for review AND with approval of review CAN work towards the same silver cord of distinction by the re-establishment of “85” average in EVERY area of gifted service for every course taken in ALL areas of gifted service and continuing to maintain “85” average in area of gifted service until graduation status is achieved.)

Further Clarification: Gifted Programs Participation with Distinction Silver Cord will be awarded to students who have (or do reestablish ninth grade year) an “85 or higher” average in gifted service area AND maintain “85 or higher” average until graduation without respect to being served in one verses all FOUR content areas - the silver cord of distinction is intended to encourage excellence of work ethic and academic achievement thereby promoting maintenance of the required “85 or higher” average for gifted service area OR areas.

SCHEDULE CHANGES
During the drop-add time at the beginning of each semester, students may request a class change by filling out the appropriate form from the counselor’s office. At the beginning of school, no schedule changes will take place except for the reasons listed below. The same is true for 2nd semester schedule changes or request for schedule changes. The only schedule change requests that will be addressed at the beginning of each semester are as follows:
- If a student already has credit for the class in which he/she is scheduled.
- If a student does not have the required prerequisite for the course.
- If a student is a senior and needs a particular class to graduate.
- If a student is entering a Dual Enrollment program at South Georgia State College and Coastal Pines Technical College.

ADVANCED PLACEMENT (AP) & DUAL ENROLLMENT COURSES
Required entry scores (Accuplacer test) for Dual Enrollment for Coastal Pines Technical College and for taking an Advanced Placement course(s) at Ware County High School are as follows:

Accuplacer:
- Reading: 64
- Writing: 70
- Math: 57
SAT:
- Critical Reading: 450
- Math: 440

ACT:
- Critical Reading: 17
- English: 16
- Math: 19

Students who wish to enroll in Advanced Placement courses must meet the college admission requirement of Coastal Pines before May 1 of the year prior to taking the AP course.

All students enrolled in an Advanced Placement (AP) course at Ware County High School OR Dual Enrollment course(s) at Coastal Pines Technical College or South Georgia State College are afforded the opportunity to have ten (10) points added to their final average for each AP or dual enrollment course. This is contingent upon successfully passing the class and completion of the nationally administered AP exam in May. Seniors who are enrolled in AP courses during the second semester of the school year will have the points added to their course grade average at the end of the third nine weeks grading period for class ranking purposes only. The official transcript record will denote the additional points in the final average for the course. Similarly, all core dual enrollment credit courses will be treated in the same manner according to HB 131. The student must have a final grade at the college of a 70 or better to receive high school credit and the 10 points. See Ware County High School website for more information about Advanced Placement and or Dual Enrollment (college) courses.

STUDENT SOCIAL SECURITY NUMBERS
At the time of enrollment in Ware County Schools, parents are asked to voluntarily provide a copy of the child’s Social Security Card. However, no student shall be denied enrollment in Ware County School District for declining to provide a Social Security Number or declining to apply for such a number. A parent/guardian may submit a Statement of Objection (Waiver) in lieu of a copy of the student’s Social Security card. Failure to provide the Social Security Card or Statement of Objection (Waiver) will not bar or delay a child’s enrollment in school; however, parents are strongly encouraged to read the uses of the Social Security number within the school system and make an educated decision as to whether or not to provide a Social Security Card. A list of the uses of the Social Security number and Statement of Objection (Waiver) can be obtained at the school.

HOSPITAL/HOMEBOUND
Home instruction is provided for a student who is expected to be absent for an extended period of time (at least 10 school days). To be eligible for hospital / homebound educational services, a medical referral form with a specific diagnosis must be submitted to the school nurse and signed by a licensed physician, psychiatrist, or advanced practice provider (Physician’s Assistant or Nurse Practitioner) treating the specific condition. This form must be obtained at the school. Included in this form shall be a statement by the physician, psychiatrist, or advanced practice provider that the student will be absent a minimum of 10 (ten) school days, verification that the illness confines the student to the hospital, nursing facility, or home, and a statement that the student is physically able to participate in educational instruction. Students are not eligible for hospital/homebound instructional services if absence is due to communicable disease, pregnancy (unless school attendance would endanger the life of the mother or child), if the illness does not confine them to a facility/home, or if such services are not specified in the individualized education program (IEP) of a special education student. All work should be turned in within 10 (ten) school days of the date of return from hospital / homebound. Services will not take effect until the HHB form has been signed by the treating Physician and returned to school. Pregnant student guidelines allow for up to six weeks to make up schoolwork if the online option is not taken.

STUDENT RECORDS
Confidentiality of student records will be maintained. Student records shall be accessible only to professional education personnel, parents, or legal guardians until the student is 18 years old, or as long as the student is dependent on the parent or guardian. After age 18, the records will be accessible only to educational
personnel and the student. Transcripts will be sent when a request is received from the parent, legal guardian, or student (age 18 or older). The school office should be notified of all address changes.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent 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 wanted 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 interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school, in which the student seeks or intends to enroll.

4. The Ware County School District has designated the following information as directory information:
   (A) Student’s name, address, and telephone number
   (B) Student’s date and place of birth
   (C) Student’s participation in official school clubs and sports
   (D) Weight and height of student if he/she is a member of an athletic team
   (E) Dates of attendance at the School System schools
   (F) Awards received during the time enrolled in the Ware County School System
   (G) Video, audio or film images or recordings
   (H) Photograph
   (I) Grade level
   (J) 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 be disclosed to the public upon request. If you wish to exercise this right, you must notify in writing to 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 this notice. 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 within the knowledge or control of the principal.
(5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning
the alleged failures by the Ware County Board of Education to comply with the requirements of the
Act or the regulations promulgated thereunder. The name and address of the Office that administers
FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue,

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER 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 (1A) and (1B) 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 developed by the
Superintendent.

(A) The administration of any survey containing one or more of the following items:

(i) Political affiliations or beliefs of the student or the student’s parent
(ii) Mental or psychological problems of the student or the student’s family
(iii) Sex behavior or attitudes
(iv) Illegal, anti-social, self-incriminating, or demeaning behavior
(v) Critical appraisals of other individuals with whom respondents have close family
relationships
(vi) Legally recognized privileged or analogous relationships, such as those of lawyers,
physicians, and ministers
(vii) Religious practices, affiliations, or beliefs of the student or student’s parent
(viii) 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 non-emergency, 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.

(2) You may, upon request, inspect any instructional material used as part of the educational curriculum for
your student.

(3) The following activity requiring notice and consent or opt-out has been scheduled for the upcoming school
year. The Ware County Schools will administer during the spring of 2016, to students in grades 6, 8, 10,
and 12th the Safe and Drug-Free Schools Needs Assessment Survey that asks students about their
experience with and attitudes toward tobacco products, drugs and alcohol. Prior written consent from
parents or eligible students is required for student participation in the anonymous survey. Additional
information about the survey and consent forms will be provided to parents prior to the administration of
the survey.

LOCAL EDUCATIONAL AGENCY PARENT INVOLVEMENT

The Ware County School System affirms and assures the right of parents and legal guardians of children being
served in activities funded by Title I the opportunities to participate in the planning, design and implementation
of the Title I program and its activities.

A. The Ware County School System shall involve parents in the joint development of its plan under section
1112, and in the process of school review and improvement under section 1116 through input received
from school level improvement committees, school council meetings with parent membership and through
input received from other parent meetings or written surveys. It shall also establish expectations for parent involvement through written information distributed to parents through system, school, and classroom newsletters, parent contracts, the local media, as well as through school or system websites.

B. The Ware County School System shall provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through the distribution of written information and resources and through meetings in or out of the school involving appropriate personnel.

C. The Ware County School System shall build the school’s and parents’ capacity for strong parental involvement through a variety of activities to include but not limited to:

➢ Providing information to parents in written form or through meetings on topics such as the State’s academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law.
➢ Providing materials and training to help parents to work with their children and monitor their progress to improve their children’s achievement.
➢ Training educational staff on how to build ties between parents and the school.
➢ Coordinating and integrating parent involvement strategies with Head Start, Pre K programs and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal or written information when needed.
➢ Sending information to parents in a format and, to the extent feasible, in a language that parents can understand.
➢ Providing reasonable support for parental involvement activities as parents may request or as the school or system deems appropriate or necessary.

D. The Ware County School System shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This data will be obtained from parent, committee, or school council meetings or through parent surveys.

E. The Ware County School System, in conjunction with individual school activities, shall, to the extent possible, implement the activities to meet the federal requirements under Title I, Part A Sec. 1118. It shall encourage and support activities that allow the schools to effectively involve parents, which place a positive impact on student success.

PARENT’S RIGHT TO KNOW - TITLE I FEDERAL PROGRAMS

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

1. Whether the teacher has met the State qualification and licensing 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 licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification; and/or
4. Whether the child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child’s teacher’s qualification, please contact the Superintendent of Schools, 1301 Bailey Street, Waycross GA 31501, (912)-283-8656.

GUIDANCE DEPARTMENT

Guidance and counseling services are designed to help students make wholesome and realistic educational plans affecting vocational, social and personal affairs and adjustments. Guidance services include assistance in:

1. Individual group advisory sessions
2. Orientation, registration, and placement in courses
3. Personal problem solving

16
4. Parent and staff consultation
5. Career exploration and follow-up
6. Securing proper student records
7. Assessment and curriculum planning.
8. Testing and evaluation
9. Joint Enrollment or Early Admissions for colleges or technical institutes
   (Prior to registering at a college or technical institute, the student must be advised by a counselor.)

Parents may request weekly progress reports for their child provided a parent/teacher conference has been conducted. Once the parent/teacher conference is conducted, guidance counselors will print the current average the student has in each of his/her classes and mail the results home.

GEORGIA VIRTUAL SCHOOL
Ware High School students can enjoy a wide variety of courses through Georgia Virtual School. Please see your counselor for more information.

GIFTED EDUCATION SERVICES
Gifted education services are available to students in grades K-12 who meet the eligibility criteria established by Georgia State Board of Education Rule 160-4-2.38, Education Program for Gifted Students. Beginning in the 09-10 school year, students will be evaluated for gifted education services through the use of the Response to Intervention model as specified by the Georgia Department of Education’s Response to Intervention Guidance (section 8.3) for Gifted Learners.

After being identified through universal screening or referral by an individual, advanced learning needs are first addressed in the general education classroom by providing instructional interventions. The Response to Intervention process allows high-achieving students access to differentiated curriculum, flexible pacing of instruction, flexible grouping for instruction, and other appropriate interventions. After allowing sufficient time for instructional interventions to be implemented and monitored in the regular classroom, if there is compelling evidence that the interventions have not met a student’s needs, the school’s data review team will determine if it is appropriate to proceed with a referral for the evaluation of gifted eligibility.

For additional information about Ware County’s educational services for high-achieving and gifted learners, please contact your child’s principal, the gifted educational coordinator at your child’s school, or the Gifted Education Coordinator at the Central Office, 1301 Bailey Street, Waycross GA 31501, (912)-283-8656.

MEDIA CENTER POLICIES

MEDIA CENTER USAGE: The media center is accessible as a resource center to individuals, groups of students, and staff members throughout each instructional day during the school year. Students are expected to behave in a manner that demonstrates consideration of other users. If unable to locate materials and/or information, the student should ask the Media Center staff for assistance.

HOURS: The Media Center opens at 7:30am each morning. The Media Center is accessible to students at any time during the school day and is open until 3:30pm in the afternoon.

PASSES: A student coming from a classroom is required to present a STUDENT PASS at the Circulation Desk upon entry into the media center at any time during regular school hours. The student must sign in on the electronic STUDENT SIGN-IN Roster upon arrival. Students entering the center during the lunch period do not need a classroom pass, BUT the student must sign in on the electronic STUDENT SIGN-IN Roster by the circulation desk before the tardy bell rings and remain in the Center until the Lunch Period ends.

CIRCULATION: Materials may be checked out for two weeks. A borrower is responsible for all materials checked out in his or her name and is responsible for checking the condition of a book before checking it out. If a problem is found with any material, the students should notify the media staff prior to check out. A student having overdue materials or owing fines in the Media Center may not check out any materials until the record is cleared. Some materials are available only on an overnight basis. Arrangements are made with the Media Center staff for these overnight materials. Overnight items must be returned before first block begins on the following day to avoid a fine (See FINES AND FEES).
RETURNING MATERIALS: A student may return materials to the media center before/after school and at any time during the school day. Materials are to be returned to the circulation desk. Students should check the DATE DUE slip found in the item to ensure returning the item on time and avoiding any fines.

RENEWALS: Students may renew an item by returning the item and requesting a renewal. The student must have the item being renewed at the time of renewal. Should the item be on reserve by another student or by a teacher, the renewal may be refused for the student.

RESERVES: Materials may be placed on reserve at the request of teachers and/or students. Notification will be given when reserved materials become available.

FINES AND FEES: (Lost and/or Damaged Materials): According to the Ware County Board Policy IFAA, a student is responsible for the cost of any materials belonging to the System which are lost or unduly damaged while being used by the student. All students with overdue materials or fines in the Media Center may check out materials once the Media Center records are cleared.

- A fine of five cents ($.05) a day is charged for two-week materials that are overdue (weekends and holidays are not counted as “fine” days).
- A fine of fifty cents ($.50) per day/per item is charged for overnight materials.
- A fine of one dollar ($1.00) is charged to replace damaged or missing barcode labels.
- A fine of five dollars ($5.00) is charged for any item that has been damaged to the extent that it requires in-house repairs prior to its being returned into circulation.
- A rebinding fee of nine dollars ($9.00) is charged for any book returned in such condition that prohibits circulation but can be rebound and returned to circulation.
- A replacement cost will be charged for lost materials.

* Should the lost item(s) be returned to the media center during the current school year, the amount paid (less a fine of $1.50 per lost item) will be refunded to the student.

COPIES AND PRINTING:
Copies: Students may request a copy of school-related materials from sources available in the Media Center. The cost of copies is fifteen ($.15) per page.

Printing: Students are to ask media staff for assistance before printing. They may request that a Media Center staff member print school-related materials from sources available in the Center. The cost is fifteen cents ($.15) per page for print and an additional amount for graphics as posted in the media center.

GALILEO: GALILEO is an online statewide “library” available to the citizens of Georgia. The State provides additional resources to the staff and students of Georgia. At Ware County High School, staff and students have direct access in the school wherever the Internet is available. Staff and students may access GALILEO from their homes with a PASSWORD. This password is available in the Media Center and will change quarterly. Users must drop by the Media Center to get the password. An in-service will be provided on use of GALILEO upon request. GALILEO and other online resources may be accessed through the Destiny online catalog.

INTERNET USE: Students are given a “Student Internet Usage Policy Agreement/Permission Form” in their homeroom at the beginning of each school year. This form is to be read and signed by parents/guardians and the student, who then returns the form to the homeroom teacher. Upon receipt of the completed form by the Media Center Staff, an Internet decal will be placed on the Student Agenda to indicate that the student may use the Internet at any site in the school. All students must be prepared to present a STUDENT AGENDA with an Internet decal to the monitoring teacher before he or she is given access to the Internet.

INTERNET ACCEPTABLE USAGE POLICY (AUP)
POLICY IFBG
Ware County Schools provides Internet/World Wide Web access to school system staff and students (users). The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. User access to the Internet and other computer
resources is a privilege, not a right. Therefore, users who violate rules for the use of electronic resources shall be subject to revocation of these privileges and potential disciplinary and/or legal actions.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources include but are not limited to Internet, World Wide Web (WWW), chat rooms, electronic mail, data, online resources, online services, portable media, network information, licensed software, telecommunication resources, Ware County Intranet and all other school system electronic messaging systems and data systems. Staff and students do not have a right to privacy while using the district’s computer network. School officials can and will search data or e-mail stored on all school system-owned computers and networks with or without notice.

All users are expected to comply with Board of Education policy IFBGE, Electronic Communications, and follow school system regulations for the use of electronic resources. Such regulations include but are not limited to the following:

1. Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities or to solicit for non–school system business; broadcasting of unsolicited messages is prohibited. District employees should use electronic resources to communicate confidential staff or student information only to those who are authorized to receive and with a need to know. This includes student assessment data.
2. Users are required to follow school system regulations which concern the use of electronic resources (i.e. will not damage computers, will not violate the privacy of users’ files, will follow directions of staff or supervisors, will not be wasteful of resources).
3. Comply with network policies regarding student and staff log-ins, including but not limited to, circumventing desktop protection applications or internet filtering devices.
4. Use the Internet for appropriate educational resources.
5. Use electronic resources only with permission of an administrator or designated personnel.
6. Comply with copyright laws (giving credit to the rightful author and not distributing protected materials or software) and do not download or transmit confidential or copyrighted information.
7. Immediately report security problems or policy violations to appropriate school and/or district staff.
8. Do not use electronic resources in a manner that is obscene, insulting, purposely inaccurate, intimidating or knowingly offensive to others.
9. Do not access inappropriate, obscene or vulgar materials or show others how to access or use them.
10. Do not transmit computer viruses or any other malicious programs.
11. Do not intentionally damage or disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.
12. Do not install or remove software on any computer or server.
13. Do not share user IDs or passwords.
14. Do not utilize unauthorized user IDs or passwords.
15. Do not post messages or information and attribute to another user.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by the Board policies and administrative procedures governing use of the school system’s electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

Ware County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Ware County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Ware County Schools will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. Ware County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.
It is the policy of the Ware County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (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) comply with the Children’s Internet Protection Act (CIPA) enacted by Congress in 2011.

While a student in Ware County, Internet User forms are maintained for the duration of the student’s public school enrollment, unless the agreement is violated or the student withdraws from the Ware County System. If either event occurs, the student and parent would be required to sign a new Internet permission form when reinstated as a user or upon re-enrollment.

GENERAL POLICIES

VISITORS / VISITING PROCEDURES
Parents and other visitors on school business are always welcome at Ware County High School, but they must report to the Gator Den upon arrival. No visitor should be in any classroom in the building or on any part of the campus without proper authorization. If the visitor refuses to comply with the teacher's request, the principal should be notified immediately. Visitors violating the above procedures will be treated as trespassers and may face such charges.

ARRIVAL TO AND DEPARTURE FROM SCHOOL
Students must meet in the cafeteria or gym until the dismissal bell to class unless they have a pass from a teacher or administrator. Students are not allowed to sit in their vehicles or leave campus once they arrive on campus. Students should leave campus within 30 minutes of their last supervised event of the day.

ATTENDANCE INFORMATION
School Attendance - Attending school regularly is very important if students want to succeed in school. Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent.

In addition, students under the age of six (6) who have been on roll for twenty (20) or more days fall under the provision of the Georgia Mandatory Attendance Law 20-2-150(c). State policy defines the school year as 180 attendance days.

Students who reach five (5) days of unexcused absences during the school year will be considered truant. The legal penalties for truancy include referral of students to Juvenile Court and referral of parents to State Court. Any Georgia resident who has control or charge of a child who is convicted of violating mandatory school attendance requirements will be subject to a fine of not less than $25.00 and not more than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence.

Students between the ages of 16 and 20 (21) are expected to attend school regularly. Absences impact optimal learning. If a student is absent more than 5 days during the semester under 4 X 4 block scheduling, the likelihood of academic success is impeded. Therefore, Ware County High School encourages attendance for ALL students enrolled.

FINAL EXAMS - Advanced Placement Courses, End of Course Classes, or the third classes to finish a pathway (EOPA), DO NOT give a final exam. All other classes must give a final that counts 20% of the student's final grade.

Final Exam Exemption Policy
1) 85 or above average
2) No more than 5 absences (excused or unexcused)
3) No referrals
**ARRIVAL AND DISMISSAL TIMES**

Instruction begins at 8:15 a.m. Students arriving after 8:15 a.m. are considered tardy. Students are to remain for the full school day. Students should not arrive to school prior to 7:00 a.m. The school day ends at 3:15 p.m.

The Ware County Board of Education is not responsible for the supervision and safety of students prior to the beginning of the school day or after the end of the school day for certain child’s school. The Ware County Board of Education does not expect its staff to exercise charge over students who are left at the school campus before the beginning of the school day or who are not picked up after school in a timely manner after 3:45 p.m. **Failure to pick up your child may result in a report to the DFACS.**

**ABSENCES/TARDIES/EARLY CHECK-OUTS**

Students are expected to attend all scheduled classes on time and each day. On the FIRST DAY students return to school from an absence, parents should provide the school with a written note explaining the reason for the absence. The note should include the date(s) of the absence, the reason(s) for the absence, and the signature of the parent or of the doctor who treated the student. If students are frequently absent and tardy, the principal may ask the parent to provide more information, such as medical documentation, about the absences, tardies, and early checkouts. Only five (5) handwritten notes will be accepted from parents per semester. No notes will be accepted after three (3) days (72 hours). *After five handwritten parent notes, parents will be required to present appropriate medical, governmental or court documentation for the purpose of validating the absence. After exhausting the five handwritten notes, subsequent absence will be categorized as unexcused unless proper documentation is received within the three (3) day (72 hour) time period.*

For early checkouts, parents should send a note to the Gator Den for approval. The note should state the reason for dismissal and time of dismissal. Parents are encouraged to make every effort to schedule doctor and dental appointments outside of school hours. **PHONE CHECK-OUTS WILL NOT BE ACCEPTED.**

Parents should not check out students for the purpose of avoiding car rider traffic. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused. Any child who checks out before 11:30 a.m. will be considered absent for the school day, and a handwritten parent note will count against the five note policy.

Additionally, parents may be required to attend a District Attendance Panel Meeting if their child accumulates seven (7) unexcused absences or twenty (20) unexcused tardies/checkouts. Please see the section entitled “District Attendance Panel Meeting” in this handbook for more information.

Tardy means the failure by a student to be in the assigned classroom or instructional space at the assigned time without a valid excuse, or arriving at school after the morning tardy bell (check appropriate school’s bell schedule).

Absence means the non-attendance by a student in an approved regularly scheduled class or activity, regardless of the reason for such non-attendance. An exception is when a student participates in an approved activity (such as, but not limited to: field trip, academic competition or approved athletic event), he/she may be excused from school, counted present, and shall be responsible for any work missed during the time he/she is away from school.

**EXCUSED ABSENCES**

Absences, tardies, and early checkouts will be excused for the following reasons:

1. Student illness that would endanger the student’s health or the health of others.
2. Serious illness or death in the student’s immediate family which would reasonably necessitate absence from school in the determination of the principal or his/her designee.
3. A scheduled medical, dental or eye examination.
4. Attendance of non-school activities or function authorized by the superintendent or designee.
5. Special and recognized religious holidays observed by the student’s faith.
6. An order of a governmental agency, such as a court order or a pre-induction physical exam for military service.
7. Attendance on a trip or event having significant educational value, provided the principal is notified of the absence in advance and he/she determines the trip or event has significant educational value.
8. To visit with a parent serving in the armed forces of the United States or the National Guard. If such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences, up to five (5) school days per school year, for the purpose of visiting with his/her parent.
9. Extreme circumstances that cannot be resolved outside school hours; parent or guardian must request and receive approval from the principal or designated representative.
10. Any other absence not explicitly defined herein but deemed by the Ware County Board of Education to have merit based circumstances.

A student who serves as a Page of the General Assembly during the school year shall be counted present at school in the same manner as an educational field trip.

Jessie’s Law: HB 0314 states a foster care student (served by DFCS) who attends court proceedings relating to the student’s foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

UNEXCUSED ABSENCES
Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by Georgia’s compulsory attendance law. Any absence not covered in items 1 – 10 above shall be declared unexcused. It is the policy of the Ware County Board of Education that no unexcused absences are allowed. Any student who reaches ten (10) unexcused absences will have truancy charges filed against the parent and or child (twelve years of age or older). If the parent keeps their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. Classwork missed due to an unexcused absence must be made up within three (3) days. For any absence beyond five (5) days, the parent shall be required to provide medical, governmental or court documentation.

Students with 6 or more unexcused absences per class period or 8 or more unexcused tardies per class period or 5 discipline referrals per semester are subject to lose extra-curricular privileges such as homecoming dance, prom, senior walk AT prom, senior picnic, AND lose 1 week of eligibility from practices, performances, contests, and games of any school-related event.

POLICY TO REDUCE UNEXCUSED ABSENCES -
1. The Ware County School System will make parent contact as stated below and document it in Infinite Campus:
   - when a student accumulates 3 absences
   - when a student accumulates 5 absences
   - when a student accumulates 7 absences
   - when a student accumulates 10 absences

   If a student accumulates three (3) absences, a parent/guardian will be contacted via phone or note by the classroom teacher or counselor. Documentation will be logged in Infinite Campus by the classroom teacher/counselor. Upon reaching three (3) unexcused absences, the Community Outreach Provider will receive a referral, initiate contact and document in Infinite Campus.

2. At five (5) unexcused absences, a referral will be sent to the school social worker, who will initiate contact and log it in Infinite Campus. In addition, a letter will be mailed home by the school notifying the parent of the students missed days and compulsory attendance law.

3. Parents/Guardians of students who have accumulated five (5) unexcused absences will be invited to attend an Attendance Review Panel (ARP) meeting at the school. Parents whose student has reached five (5) unexcused absences will be asked to sign an Attendance Agreement form.

4. At seven (7) unexcused absences, another referral will be sent to the school social worker, who will
initiate contact and log it in Infinite Campus. A letter will be mailed home by the school counselor inviting the parent to a District Attendance Review Panel meeting (DARP).

5. At nine (9) unexcused absences, a letter will be sent from the Student Services Department notifying the parent of the consequences of not sending their student(s) to school.

6. The Attendance Review Panel will consist of the parent, counselor, Community Outreach Provider and social worker. At the panel meeting, the counselor will present the case and review interventions and history. A contract will be developed to assist the student and parent with attendance. A copy of the contract will be distributed to the student’s cumulative folder, central file in social worker’s office, and to the parent. If the terms of the contract are not met, the parent will be referred to the Ware/Pierce School Attendance Task Force or The District Attendance Review Panel (DARP). Ware/Pierce Attendance Task Force or DARP are the final steps in the intervention process of assisting parents before charges will be filed in State or Juvenile Court.

7. Once a student reaches 10 unexcused absences, Ware County Schools will file charges against the parent in state court for truancy.

The school social worker or Community Outreach Provider will work with the student and family in order to address the attendance problem. Student Service personnel shall involve agencies and services such as mental health, social service agencies, or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If interventions are unsuccessful, a complaint shall be filed in the appropriate court of law. Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Any and all interventions and contact will be documented in Infinite Campus.

1. **Parental Notification** - The Ware County School System will notify the parent, guardian, or other person who has control or charge of the student when such student has three (3), five (5) and seven (7) unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.

2. **Notification by Mail** - After two reasonable attempts (via phone contacts, or home visit to notify the parent, guardian, or other person who has charge of the student, the Ware County School System will send written notice via first class mail.

The Ware County School System requires that all its public schools provide 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.

3. **Statement of Receipt** - By September 1 of the new school year or within thirty (30) school days of a student’s enrollment in the Ware County School System, the parent, guardian, or other person having control or charge of each student enrolled in school must sign a statement indicating receipt of such written statement of possible consequences and penalties.

In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system’s policy.

**EXCESSIVE ABSENCES**

1. The following provisions apply to absences during a school year:
2. Days students are absent due to out-of-school suspension shall not count as unexcused absences for the purposes of determining truancy (S.B.O.E. 160-5-1-.10).
3. Unexcused Absences: After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absences without response, the school shall send a notice to such parent, guardian, or other person by first class mail. The letter is to include a copy of the Compulsory Attendance Law (O.C.G.A. 20-2-690.1).
ABSENCES DURING TESTING
Testing make-up days are allotted for students who have excused absences, including religious holidays, or those who have unexpected/unplanned absences. Re-testing must take place within the testing window.

ENROLLMENT PROCEDURES
Students shall be admitted to Ware County High School provided they meet the requirements listed below.

1. The student and parent/guardian must reside in the school attendance zone.
2. A certified birth certificate (Certificate of Live Birth) must be presented when a child enrolls in kindergarten for the first time.
3. A child’s complete Georgia Immunization Record is required.
4. Records from the last school attended should be presented. A student who attempts to enroll during the time in which that student is subject to a disciplinary action from another school or school system may be refused enrollment until the original disciplinary action is fulfilled.
5. The school is authorized by Georgia Law [O.C.G.A. 20-2-150(d)] to request the child’s Social Security number to be used as a means of reporting student information to the Georgia Department of Education for funding or statistical purposes. No students shall be denied enrollment for failure to provide a Social Security number or for declining to apply for one. A parent or guardian may sign a form stating that the individual does not wish to provide a Social Security number and an alternate student number will be assigned. The student’s Social Security number will become part of the student’s record to be treated with the same confidentiality as other student records under the Family Educational Rights and Privacy Act.
6. Proof of Residency is required upon enrollment to verify school attendance

DISTRICT ATTENDANCE PANEL MEETING
As required by law, the Ware County Schools District Attendance Panel Protocol provides a progressive discipline, parental notification, and parental involvement process for truant students before referring the students and/or parents to state or other courts having jurisdiction. Excessive unexcused tardies/early checkouts may also be addressed through the same process.

Guidelines for the District Attendance Panel Protocol include, but are not limited to, contact by mail or phone to parents at three (3), five (5) and seven (7) unexcused absences. Students who arrive to school late and check out (unexcused) may receive written notification from the school as to the possible consequences of their actions. At seven (7) unexcused absences or twenty (20) unexcused tardies/early checkouts, parents may be required to attend a District Attendance Panel Meeting at the Ware County Schools Administrative Offices.

Although the above guidelines are generally progressive in nature, Ware County Schools reserves the right to refer students and their parents to District Attendance Panel Meeting or court prosecution at any time, especially when a student and/or parent's conduct is non-compliant and/or disruptive to the learning environment.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES
If a student is marked with an unexcused absence for the school day, the student will not be allowed to participate or attend extracurricular activities scheduled for the same day that the student is absent.

MAKING UP MISSED ASSIGNMENTS OR TESTS
It is the student’s and parent’s responsibility, not the teachers’, to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee but will not exceed the number of days absent. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an absence.
Students assigned out of school suspension (OSS) will be allowed to make-up work upon return to school. The number of days to complete make-up work is commensurate to the number of days of OSS (e.g. 3 days of Out of School Suspension = 3 days to make up work missed). This example also serves for unexcused or excused absences. In situations where students are suspended from school during the period of semester exams, principals will make arrangements to allow students to complete their exams.

PERFECT ATTENDANCE
A student qualifies for perfect attendance awards when he/she has not been absent, has not served OSS, and has not accumulated seven (7) unexcused tardies and or seven unexcused early checkouts. To be considered for perfect attendance at Ware County High School, a student must be present 3 of 4 class periods and 50 minutes of the remaining class period.

NON-ISTRUCTIONAL ACTIVITY (NI)
All NIs are subject to administrative approval. A student may have no more than 10 NIs per year without approval from the Ware County Board of Education.

REWARDS FOR GOOD ATTENDANCE
Students may qualify for rewards with perfect attendance during a specific time period. These time periods will be determined by the administration. Students who qualify will be eligible for prizes that will be given at the end of the determined time period.

School Activities- If a student is out of class to participate in a school function, he/she is not counted absent. The student should check with the teacher ahead of time for the assignment and have the assignments ready upon returning to school unless directed otherwise by the teacher.

TARDY TO CLASS
1st Tardy – Warning - Teacher needs to remind student about Final Exam exemption policy
2nd Tardy – Warning - Teacher needs to remind student about Final Exam exemption policy
3rd Tardy – Lunch Detention - Teacher places student name on Lunch Detention sheet with teacher’s name in parentheses
4th Tardy – Lunch Detention
5th Tardy – Referral and 1 period ISS
6th Tardy – Referral and 2 periods ISS
7th Tardy – Referral and 1 day ISS and loss of privileges to school-sponsored activities including homecoming dance, prom, Senior Walk, Grad Night, senior picnic, and other events.
• Tardies are counted per block.
• TARDY to class is when a student arrives to class after the bell rings for the beginning of each class or return from lunch.
• Additional Tardiness will result in a referral of insubordination.

PASSES FOR LEAVING SCHOOL
Students who arrive on the school campus before school is officially in session are considered to be under the jurisdiction of school administrators and must abide by proper checkout procedures if they leave school. Once a student arrives on campus, his/her school day has begun. Students are not permitted to leave school grounds at any time during the school day without a permit from the school office. If a student must leave the campus because of illness, a doctor's appointment, or verified emergency, he or she must do one of the following:
1. Before first period, bring a signed note from the parents or legal guardian to the Gator Den explaining why the check-out is necessary and a phone number where the parent or legal guardian can be reached. The student’s teachers will be notified of the checkout, and the student must come into the office and sign out before leaving campus.
2. A student who becomes ill may come to the clinic, and the nurse will call his/her parent or legal guardian to check him/her out. Teachers will be notified, and the student must sign out before leaving campus.
3. There will be no call-in checkouts without administrative approval.
4. When checking out, the student must bring a note explaining the reason for the checkout upon returning to school (or within 3 days of the check-out) if the absence is to be considered one of the excused
absences and complies with the reasons an absence can be considered excused.  
5. If the student drives, a check out pass must be presented to the Gator Den before leaving campus.

Students may not check-out for lunch. Failure to follow the proper procedure will be an improper checkout violation.

PREGNANCY POLICY FOR STUDENTS
Pregnant students are encouraged to discuss such pregnancy with a counselor or the principal in order for school officials to plan with the student and the student's parents the future educational program for said student. It is the responsibility of the student and/or parents to schedule a conference with a school counselor to discuss interruption of schoolwork because of pregnancy. Pregnant students will have the option (with parental/guardian signed approval) to start coursework in the A+ program Odysseyware prior to the scheduled delivery date. After delivery of the child, the student will have the option of continuing study using the A+ System until the end of the semester or year.

ASSIGNMENT TO SCHOOLS
When a family moves out of Ware County after the school year begins, the student may complete the nine weeks grading period at that school if parents provide transportation. Students at Ware County High School, including rising 9th graders whose families have moved to another county, may continue to attend high school by paying tuition.

ADMISSION AND WITHDRAWAL
Any student desiring to enter Ware County Schools must produce acceptable transfer papers, which MUST include a State of Georgia Certificate of Immunization. Out-of-state students who produce transfer papers without a State of Georgia Certificate of Immunization will have 90 days to produce a State of Georgia Certificate of Immunization. Students transferring from another Georgia school must produce a Georgia Certificate of Immunization within 30 days of enrollment in Ware County High School. If this certificate of immunization is not produced within the designated time period, the student will immediately be dropped from school until such papers can be produced.

The procedure for withdrawal or transfer is as follows:
1. Secure authorization withdrawal or transfer note from parent or guardian.
2. Obtain appropriate forms from the academy guidance office.
3. Have the forms filled out by the teachers, return all schoolbooks and property, and pay all outstanding obligations.
4. Take completed forms to the academy guidance office for final clearance.
5. If withdrawing, the student and parent must meet with the Principal and/or Counselor.

Administrators in the Ware County School System are authorized to withdraw a student who:
1. Has missed more than ten (10) consecutive days of unexcused absences (administrators need to make a valiant effort to determine cause(s) of absence);
2. Is not subject to compulsory school attendance; and/or
3. Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal - The principal or his/her designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The school system is authorized to withdraw a student subject to compulsory attendance if the local superintendent or the superintendent’s designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program. Students who have not previously been enrolled in a school setting during the current semester will not be allowed to make up work for unexcused absences and thus risk not being able to earn credit for the semester.

Note: A student who attempts to enroll during the time in which that student is subject to a disciplinary action from another school or school system may be refused enrollment until the original disciplinary action is
fulfilled.

**HALL PASSES**

The only official hall pass accepted will be the official school pass with the destination and time. Students will be returned to the class without proper identification.

**LOCKERS**

Lockers are provided for the students and are assigned by the academy principal. Students are responsible for lockers assigned to them, and the lockers should be kept cleaned and locked. A student should use the assigned locker and should not share the locker with other students. *The student who is assigned the locker is responsible for anything in the locker.* Overloading lockers will damage them. A student is responsible for all items in his/her locker. Students cannot reasonably expect total privacy in respect to school lockers. School officials may search lockers at any time without a search warrant, without notice, and without student consent, as stated in board policy JCAB.

**TEXTBOOKS**

Textbooks are furnished to each student and are issued at the beginning of each semester. As stated in board policy IFAA, students are responsible for the proper care and use of all textbooks and other instructional materials and must pay for damage or loss. The following sanctions may be imposed against a student who fails or refuses to pay for a lost or damaged textbook, Media Center books or materials at the replacement cost:

1. The school will refuse to issue any additional textbooks, Media Center books and materials until restitution is made. This will apply to issuance of textbooks for subsequent years or at subsequent schools.
2. The school will withhold report cards, certificates, diplomas, and participation in graduation ceremonies until restitution is made. The school may not refuse to allow a student to enroll or refuse to send records to a school in which the student is attempting to enroll.
3. The school will not allow the student to participate in extracurricular activities until restitution is made.

**CELLULAR TELEPHONES / HEAD PHONES/ EAR BUDS / ELECTRONIC DEVICES**

All cell phones and headphones should be turned off and put away when entering the building. Any student who violates this policy during school hours will have his/her phone confiscated and turned over to the academy principal.

- 1st Offense: cell phone, head phone, ear buds, electronic device (hereafter referred to as device) confiscated and given to student at end of day
- 2nd Offense: device confiscated and given to parent
- 3rd Offense: device confiscated, parent conference and device to be picked up by parent
- 4th Offense: ISS 2 days, device confiscated, and device to be picked up by parent
- 5th Offense: ISS 4 days, device confiscated, and device to be picked up by parent; student placed on a behavior contract
- 6th Offense and thereafter: OSS 2 days

*If a student refuses to give phone to a school official at his/her request, then the following consequences will apply.*

- 1st Offense: ISS 2 days
- 2nd Offense: ISS 5 days
- 3rd Offense: OSS 3 days
- 4th Offense and thereafter: OSS 5 days and student placed on a behavior contract

**Ware County High School will assume NO liability for lost or stolen phones. No searches will be conducted for cell phones reported stolen.**

**SCHOOL TELEPHONE USE**

The school telephone is only to be used for emergencies. The office phone is not to be used by the students without permission from an authorized school official. The student may not get out of class to make a call.
unless it is an emergency. This also applies to the telephones in the lobby.

**CLASS AND CLUB PARTIES**
All parties must be held after school unless approved by administration.

**INSURANCE**
Insurance is available to all students who wish to subscribe. Students who take part in activities that involve instruments, laboratory courses, or machinery are encouraged to purchase school insurance. If students take part in band or athletics, they are required to have insurance.

**SCHOOL MEDICATION ADMINISTRATION**
All medication must be brought to school by an adult (parent) and given to the nurse or designated school employee.

If medications can be given at home before or after school hours, please do so. However, if medications must be given during school hours, the following procedures apply.

A parent or legal guardian must complete and sign a *School Medication Authorization (form SHS01)* in addition to this SHS-00 (*School Clinic Permission Form*) for all medications given at school. For prescription medications that are to be administered for more than 2 weeks, a medical doctor must also complete and sign the *School Medication Authorization*. A copy of this form is available on the web site, from your school clinic and at most physician’s offices.

- A school nurse or staff member designated by the principal may administer drugs prescribed by a doctor if all of the following requirements are met:
  - Students should not be in possession of medications at any time on a school campus, on any school transportation vehicle, or at school sponsored functions with the exception of physician prescribed inhalers for respiratory disorders of physician Epinephrine for severe allergies.
  - A parent/legal guardian or other designated adult must bring all medication with the signed School Medication Authorization to the school clinic. Prescription medications must be clearly labeled with the physician’s name, name of medication, strength, dosage, date, time for administration, and dispensing pharmacy. When medication is to be given at home and at school, ask your pharmacist to fill the prescription in 2 labeled containers, one for home and one for school.

- Enough medication for one month should be furnished at the time.
- All over-the-counter medications and prescription medications must be in the original containers and be FDA approved. If a child requires an over the counter medication which is supplied by the school clinic more than two times, the parent must furnish the medication. If a child requires an over the counter medication, that is not listed on the standard school health permission form, the parent must furnish the medication with an individual parent permission for that medication.
  - If your child has a life-threatening condition (i.e. asthma, diabetes, or allergic reaction), permission may be granted to carry medication (such as inhaler, glucose tablet, Epi-pen, or internal Insulin pump) on his or her person. Such permission will require a completed and signed School Medication Authorization from the child’s physician and parent/guardian. Students with asthma or severe allergic reactions are encouraged to keep a second inhaler or Epi-pen in the clinic for emergency use during school even if they do carry such emergency medication. This will help ensure the staff’s ability to assist the student in the event the student does not have their medication on their person and is unable to instruct others where to find it. If a student has these conditions, a parent conference with the school nurses and other staff should be conducted to develop a Health Plan for the student.
  - Parents and guardians are responsible for replenishing medication supplies at least six days prior to the student’s medication running out.
  - Unused or discontinued medication must be picked up by the parent from the school clinic prior to the end of the school year. All medication left at school more than one weekday following the last day of school will be disposed of.

**ILLNESSES OR ACCIDENTS**
Students who are ill or injured will be checked out of school under regular check-out procedures. The school will take steps to care properly for the student in either case. If a student is ill, he/she must report to the clinic.
If a student is involved in an accident while at school, the student and his/her parents are financially responsible for needed medical treatment unless otherwise determined.

The school officials should be made aware of any unusual health problems that your child may have which might affect his/her learning. No one will be excused from physical education class unless a statement is received from a doctor specifying that there is a problem that prevents the child from participating in physical education.

- Students with contagious infections need to stay home so they will not expose others. If your child is home with a communicable illness, please contact the school nurse so the parent(s) of other classmates may be alerted of symptoms.
- Children must be fever free, temperature below 100.4 degrees, for 24 hours without fever medication before returning to school.
- Parents/guardians of any child found to be infected with head lice will be notified immediately to pick up their child. A letter giving information about the treatment and prevention measures will be given to parents when they come to the school. If you find head lice in your child's hair, please notify the school nurse. The school nurse can advise you how to treat appropriately, how to manually remove nits, and treat your household before returning to school. Upon return to school, bring your child to the clinic first so the school nurse can help you be sure your child is free of nits before returning to class.
- A child with chicken pox may return to school when all of the lesions have scabbed (usually 5-7 days).
- Impetigo, ringworm, shingles, & scabies must be under treatment to return to school. In some cases, lesions may have to be covered.
- If your child has reoccurring vomiting and/or diarrhea, they must stay home.
- A child with bacterial Pink Eye (thick drainage and redness of the whites of the eyes throughout) may return to school after 24 hours of physician prescribed treatment.
- If a child becomes ill during the day, the parent must make provisions to pick the child up from school. If the parent cannot be reached, persons listed for emergency contacts will be called and asked to pick up the child.

TELEMEDICINE IN THE SCHOOL
Ware County Schools has a telemedicine service called the WARE (Wellness and Resource Education) Center provided for students. The services offered are:
  - Care for acute illnesses (i.e., sore throat, earache, colds, rashes, eye infections)
  - Minor injuries (i.e., scrapes and muscle strains)
  - Management and ongoing care of existing medical conditions (i.e., asthma, diabetes, sickle cell)
  - Lab tests (i.e., drawing blood, strep tests, flu screens, urine analysis)
  - Professional counseling in regard to nutrition and personal hygiene
  - Mental health, substance abuse, and family centered case management
A packet giving consent must be completed before the student can receive these services. This form must be completed only once and is different from the yearly clinic permission form. To receive information about these services, you can check with your school nurse or school guidance counselor.

FIELD TRIPS
All students are required to ride a school bus or other transportation arranged by the school to the field trip. If a parent wants to transport the child home from the field trip, a check out note is required before the trip begins. Siblings are not allowed on field trips. If parents bring the siblings, the student will not be considered part of the group and will be counted absent from school. As noted in the Ware County Board of Education policy GAK, all long term volunteers (including chaperones) will be required to be fingerprinted and approved prior to accompanying students on a school sponsored event. NI- Students can have no more than ten NI per year without Board approval.

SAFETY DRILLS
When safety drills are conducted, it is essential that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. All safety drills are considered serious and are to be carried out in an appropriate manner.
CANCELLATION OF SCHOOL
In the event of severe weather or other emergencies, official information about school closing will be broadcast on WKUB radio or our local television station. Parents should be aware that severe weather or other emergencies could cause school to be canceled during the school day. Parents should plan accordingly. The superintendent, under the advisement of the Board of Education Chairman or Vice-chairman, may close, delay opening, or order early or late dismissal of schools in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members.

CAFETERIA AND LUNCHES
School Nutrition Program - Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide free, nutritious meals to all students in the Ware County School System.

Ware County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus are available on the Ware County Schools homepage on the Internet at www.ware.k12.ga.us.

We are pleased to inform you that Ware County School System will continue to operate under the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). What does this mean for you and your children enrolled in the Ware County School System? All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. If we can be of any further assistance, please contact the Ware County School Nutrition Program. Our phone number is 283-8656 or 287-2304.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, you may write to the Secretary of Agriculture, Washington, D.C. 20250.

The cafeteria is a non-profit service for students' convenience and benefit. Students may bring their lunches from home, but no food is to be delivered to a student during regular school hours. The school cafeteria is maintained as a vital part of the health program of the school.

The lunchroom management and your fellow students will appreciate your cooperation. Students should:

- Return all trays and utensils to the proper receptacle.
- Leave the table and floor in a clean condition.
- Not take food from the cafeteria to other parts of the campus.
- Not break in line. Students are on an honor system to wait their turn in line.
- Exhibit good behavior. Loud taking or loud laughing is not allowed.
- Report to the cafeteria during their assigned lunch period.
- Treat the cafeteria staff with respect.
- Keep all food in its package until the cashier is paid.
- Choose a menu before entering the service area; stay in that line. Do not cross lines.
- Not steal food. Stealing is a crime. Offenders will be disciplined. Punishment may include being restricted to sack lunches for the remainder of the year.
- Refrain from loud talking in the serving line; prepare your plate quickly to keep the lines moving, and take only the suggested serving size.
- Only purchase EXTRA PORTIONS when purchasing a plate.
- Only purchase A LA CARTE items in the designated area.
- Enter the serving area only if you are purchasing a plate. If you are not purchasing a plate, please wait outside for your friends.
- Note that all rules addressed in the Student Handbook apply to the lunchroom area.
AREAS OFF LIMITS TO STUDENTS
A student is not to be in any of the areas designated as off limits to students by the administration on the WCHS campus at any time without the permission of a school administrator or teacher. This includes a student being out of the area the student was assigned to be in or designated to go to.

TEENAGE DRIVER RESPONSIBILITY ACT
SB 100, signed into law on April 16, 2015, makes significant changes to the Teenage and Adult Driver Responsibility Act by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions. Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Beginning on July 1, 2015, schools will use the new Certificate of School Enrollment form to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form.

STUDENT AUTOMOBILES
The parents of students who drive motor vehicles to school will be responsible for loss, accidents, and conduct of the student driver. Students driving to school are to park properly, lock the vehicles and leave the parking area immediately. Students are expected to remain at school once they come on the campus. Students may return to their cars during the day ONLY with written consent of an administrator. Students must park in the area designated for student parking. Driving privileges will be withdrawn if the operation of a vehicle does not comply with safety regulations.

PARKING DECALS
Students must have a parking decal displayed on their cars to park on campus. Parking decals are available for a $20.00 fee from Mr. Hanson on a first come, first served basis. Students are required to park in the designated student parking area. To register, a student must provide a valid driver’s license, a valid tag receipt and proof of insurance. The $20.00 parking fee is non-refundable. Students who are in violation of the parking area rules will be warned and asked to correct the violation. Repeat offenses or offenses that occur after repeated school warnings will result in a ticket. Also, see tardy policy and attendance policy concerning loss of permit.
- 1st offense – Warning
- 2nd offense – Loss of permit for 2 weeks
- 3rd offense – The permit is lost for the remainder of the semester. If less than two weeks are left in the current semester, the permit is lost for the following semester.

WORK EXPERIENCE PROGRAMS
A work experience student is expected to refrain from having excessive absences. Unnecessary absences will result in the student being dropped from the program at the end of the semester. Students are expected to park in the assigned parking areas. When adequate time has been allowed for lunch, students, under the direction of their coordinator, may check out after third period. Unemployed students and students who fail to demonstrate a mature and responsible attitude toward the regulations, community relations, and privileges of the work experience program will be dropped from the program at the end of the semester. The work experience coordinator is the recognized authority in the training program, and he/she, along with the school administration, is responsible for making the final decisions regarding the student's training program.

RESTROOMS
Students may use the restroom during class changes and the lunch period. Students must have hall passes during class periods. Passes are issued at teacher's discretion.

LOST AND FOUND
Lost items should be reported as soon as possible. Students should not leave valuables unsecured, nor should students pick up items not belonging to them. If a student finds an item that he/she believes to be lost, he/she should take it to an assistant principal immediately without tampering with it. Items not claimed by the end of the school year may be donated to a charitable organization.
PROGRESS REPORTS AND REPORT CARDS
Progress reports are issued at the end of 4½ and 13½ weeks of each semester. Report cards will be issued at the end of the 9th and 18th weeks of the semester. Parents should contact the school at 287-2359 if they have any concerns about their child’s grade or progress reports.

FLOWERS, BALLOONS, ETC.
Ware County High School has neither the time nor the staff to deliver flowers, balloons, or food items to students during school hours. These items will not be accepted for delivery in the office. Please have them delivered to your home.

ASSEMBLIES AND FUNCTIONS
All school assemblies and other sponsored activities are under the direct supervision of the teachers and administration. It is imperative that the conduct of students attending these activities be orderly and above reproach.

BUSES
Students are expected to follow and obey the bus rules and all provisions of the Student Code of Conduct while they wait for and/or are riding on a school bus in the Ware County School System. These rules are provided to the students upon riding their assigned school bus. The parent/guardian will be advised in a timely manner in written form and/or by phone communication from the school administration if a student’s misbehavior on the bus results in disciplinary action to be taken by the school administration. Students will sign for and be given a copy of the bus discipline form at the time the discipline is addressed by the school administrator.

In an effort to improve bus safety, Ware County Schools is implementing a clear new plan of consequences for bus misbehavior. All bus referrals and consequences are cumulative within one academic school year.

<table>
<thead>
<tr>
<th>Offense #</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Referral</td>
<td>2-day bus suspension</td>
</tr>
<tr>
<td>2nd Referral</td>
<td>3-day bus suspension</td>
</tr>
<tr>
<td>3rd Referral</td>
<td>5-day bus suspension</td>
</tr>
<tr>
<td>4th Referral</td>
<td>5-day bus suspension</td>
</tr>
<tr>
<td>5th Referral</td>
<td>10-day bus suspension</td>
</tr>
<tr>
<td>6th Referral</td>
<td>20-day bus suspension</td>
</tr>
<tr>
<td>7th Referral</td>
<td>Bus suspension for the remainder of the school year</td>
</tr>
</tbody>
</table>

This discipline policy serves as a guideline. The administrator may use his/her discretion when disciplining the student based on the severity/circumstances involved in the incident.

Students are permitted to ride a school bus from home to school and from school to home only. If a student desires to go home with a friend who rides the same bus, he/she must have a note from a parent/guardian to advise the driver to let the student off at a different destination. This note must be given to the principal or designee for his/her signature by 12:00 noon of the day in question. The student will give the signed note to the bus driver before he/she will be allowed to ride the bus. The office staff, via telephone, will confirm the note.

PROHIBITED ITEMS NOT TO BE BROUGHT ON THE SCHOOL CAMPUS AND/OR IN THE SCHOOL BUILDING
- Hats, cap, or hoodies should not be worn in the building.
- Clothing, jewelry, or any article that promotes or displays illegal products for minors (tobacco, snuff, marijuana, alcohol, drugs of any type), or obscenities or confrontational messages, or suggestive statements that are inappropriate.
- Rubber thongs (shower shoes) or bedroom shoes.
- Bandanas, head scarves, hair nets or hair stockings, sweat bands, combs, picks, or hair rollers in the hair, other than in the bathroom.
● Sunglasses in the school building.
● **Food, gum, or drinks are not to be brought in the building or consumed in the building other than in the cafeteria.**
● Any medications that have not been logged in with the school nurse. This includes over-the-counter medications as well.
● No food is to be delivered on the school campus.
● Automobiles that do not have the proper school decals or proper permission for parking.
● Flowers, balloons, stuffed animals, etc.
● **Cameras of any type, radios, tape players, CD players, water guns or any other electronic devices that have not been approved by the administration.**
● Any item that is involved in a gambling activity or what is perceived as a gambling activity (cards, dice, coins, etc.).
● Any type of fireworks, poppers, stink bombs, etc.
● Any form of drugs or alcohol.
● Any item that can be used or could be defined as a weapon (pepper spray, pocket knives, etc.)

**DRESS CODE**

Students are expected to dress and groom themselves in such a way as to reflect high standards of neatness, cleanliness, and good taste. All students should be *modestly* dressed in a manner that does not disrupt the operation of the school anywhere in the building or in the classroom. Administrators will make a determination of appropriate dress in the case of any uncertainty or dispute. (The athletic department will determine the appropriate dress for students involved directly in a physical education class.)

The following guidelines apply to all students in the halls and classrooms during school hours:

- Clothing **MUST NOT** degrade or be offensive to gender, race, color, religious creed, or sexual orientation.
- Hats or head coverings **MUST NOT** be worn, unless deemed appropriate by school officials.
- Tops must have at least 2” shoulder straps in width to cover all undergarments.
- Dresses, skirts and shorts must be worn at no more than 3 inches (index card) above the top of the knee.
- No holes or frays in clothing above the knee.
- Belts must be buckled if worn. Overalls and suspenders will be worn with appropriate shirt and all buckles fastened.
- Pants and shirts must be of the appropriate size, and pants must be secured at the waist.
- No spaghetti straps, tube tops, tank tops, muscle shirts, or revealing blouses.
- Blouses or shirts will not be allowed if underwear or cleavage can be seen.
- No bare midriffs, slit shorts, or skirts with slits above the knee, or unusually tight or loose clothing will be allowed.
- Visible underwear or any type of attire that looks like underwear is not allowed.
- Shoes must be worn at all times.
- Tights, jeggings, yoga pants, leggings, palazzo pants, or any spandex type material may be worn with a covering that is no more than 3 inches (index card) above the knee.
- No apparel, clothing, or accessories are allowed that depict or imply profanity, violence, nudity (of either sex), drugs, tobacco products, alcoholic beverages, gang or symbols of a gang nature, weapons of violence, or a message that is determined by administrators to degrade other students, ethnic groups or authority figures.
- No bedroom shoes, pajamas, sleepwear, or swimwear are allowed.
- Any clothing, jewelry, accessories, or any article that is disruptive may not be worn or carried. This includes spikes, bandanas and oversized chains.
- No head coverings are allowed. This includes, but is not necessarily limited to hats, caps, bandanas, headscarves, do-rags, wave caps, hairnets, stocking caps, sweatbands, combs, picks, the hood on hooded jackets or shirts
- Sunglasses are not to be worn on the face, head, or around the neck while inside the building.
- No transparent or translucent clothing. (See-through).
- Blankets, comforters, throws, and bedding materials may not be used at school and are not appropriate at school for dress or other uses.
● Any apparel deemed inappropriate by administration may not be worn.

DETENTION
Any teacher may assign a student detention as a result of a classroom/school rule violation. Failure to serve a teacher detention will result in a discipline referral.

IN-SCHOOL SUSPENSION (ISS)
In-school suspension will be used as one method of dealing with disruptive behavior. Students are assigned to ISS by an administrator. This disciplinary procedure allows students to be counted present at school but isolates them from daily school activities. Students follow a strict classroom work schedule in which they are required to complete assignments from their regular classroom teachers and the in-school suspension teacher. Students are isolated from all other students throughout the day and are restricted from participation in all athletic and other extra-curricular activities from the time they report to ISS until the end of school on their last day of ISS. Students may participate in athletics or extracurricular activities in the afternoon or evening of their last day of ISS. ISS classes are held on campus in room 1001. Students must obey all ISS rules or out-of-school suspension will be assigned, with the ISS days assigned to be completed at the end of the OSS assignment before returning to regular classes at Ware County High School. ISS placement must be completed before returning to regular classes.

OUT OF SCHOOL SUSPENSION
A principal or assistant principal may suspend a student out of school for violation of school rules or for any other act of misconduct or insubordination for a period not exceeding ten (10) school days.

SCHOOL RESOURCE OFFICERS
School Resource Officers are Waycross City Police Officers who are assigned to the Ware County High School campus to assist the administration in assuring that the environment at Ware County High School is maintained as safely and as orderly as possible. School Resource Officers will be asked by the administration to assist them in investigations concerning the violations of school rules and any other incident that the school administration deems the SRO’s assistance as necessary.

METAL DETECTORS - BD. POLICY JCABA
Use of hand-held metal detectors to search a student is permitted where there is reasonable suspicion that the student possesses a weapon of any kind or in dealing with a student who has exhibited a predisposition to violent behavior or the use of force.

ALTERNATIVE SCHOOL – Ware County Learning Center
Ware County Learning Center provides the district an off-campus alternative school program intended to reduce drop-out rates, increase graduation rates, increase attendance levels, improve academic performance for dropout prevention and offer the district’s non-traditional learners a new opportunity to encounter an individualized learning experience different than that they encountered in the traditional school setting.

Middle and high school students who exhibit chronic behavior problems may be assigned to the program. Students who commit any singular serious violation of the Code of Conduct may be assigned to the program. Individuals who commit serious infractions are subject to long-term suspension, expulsion, and permanent expulsion in lieu of program placement.

Students who attend the WCLC cannot participate in any extracurricular activity. When a student returns from the WCLC to Ware County High School, he/she remains under a behavior contract for one calendar year.

SEXUAL HARASSMENT- BOARD POLICY - JCAC/GAEB
All students and staff of Ware County High School are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community shall be considered to be in violation of this policy. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly, a term or condition of a person’s employment or participation in an educational function; or
b. Submission to, or rejection of, such conduct by an individual is used as a basis for employment or decisions affecting such individual’s education; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Forms of sexual harassment include the following:

a. Verbal harassment, such as derogatory comments, jokes, or slurs;

b. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and

c. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings or gesture.

Any individual who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction. Disciplinary actions may include termination of employment or, for a student offender, expulsion from school.

ANY STUDENT WHO THINKS THAT HE/SHE HAS BEEN A SUBJECT OF SEXUAL HARASSMENT SHOULD NOTIFY A TEACHER, COUNSELOR, OR ADMINISTRATOR.

FEDERAL PROGRAMS COMPLAINT PROCEDURES
In compliance with Every Student Succeeds Act (ESSA) of 2015
Ware County School System

GROUNDS FOR COMPLAINT
Any individual, organization or agency (Complainant) may file a complaint with the Camden County Board of Education if that individual, organization or agency believes and alleges that a local school or district representative is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

FEDERAL PROGRAMS FOR WHICH COMPLAINTS CAN BE FILED (marked x)
X 1. Title I, Part A: Improving Basic Programs Operated by LEA
X 2. Title I, Part B, Subpart 3: Even Start Literacy
X 3. Title I, Part C: Education of Migratory Children
X 4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
X 6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
X 7. Title II, Part D: Enhancing Education Through Technology
X 8. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
X 9. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
X 10. Title IV, Part A, Subpart 2: Community Service Grants
11. Title IV, Part B: 21st Century Community Learning Centers
12. Title V, Part A: Innovative Programs
13. Title VI, Part A, Subpart 1: Section 6111: State Assessment Program
14. Title VI, Part A, Subpart 1: Section 6112: Enhanced Assessment Instruments
15. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
X 16. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of
FILING A COMPLAINT
Complaints from private schools, Ware County Schools’ employees, parents, and community stakeholders
must be filed in writing to the site-based administrator or his/her designee. All information in the Ware
County Complaint form should be documented in the written complaint (see below).

In the event the complaint cannot be resolved at the site level, a formal complaint must be filed in writing
to the Ware County School Superintendent or his/her designee.

The complaint must include the following:
1. A statement that the LEA has violated a requirement of a Federal statute or regulation that
   applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly
   violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional
   information;
5. Copies of all applicable documents supporting the complainant’s position; and
6. The address of the complainant.

INVESTIGATION OF COMPLAINT
Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of
Acknowledgement to the complainant that contains the following information:

1. The date the Superintendent received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Superintendent or designee may investigate or address the
   complaint; and
4. Any other pertinent information

If additional information or an investigation is necessary, the Superintendent or designee will have sixty
(60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If
the Letter of Findings indicates that a violation has been found, corrective action will be required and
timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be
extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the
complainant.

RIGHT OF APPEAL
If the complaint cannot be resolved at the local level, the complainant has the right to request review of the
decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the
Superintendent’s decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:
Georgia Department of Education Office
of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Tower East
Atlanta, GA 30334
WARE COUNTY SCHOOLS COMPLAINT FORM FOR FEDERAL PROGRAMS
UNDER THE EVERY STUDENT SUCCEEDS ACT (ESSA)

Please Print

<table>
<thead>
<tr>
<th>Name of (Complainant):</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Phone Number (home):</td>
</tr>
<tr>
<td>(work):</td>
</tr>
<tr>
<td>Person/department complaint is being filed against:</td>
</tr>
<tr>
<td>Date on which violation occurred:</td>
</tr>
<tr>
<td>Statement that the Ware County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):</td>
</tr>
<tr>
<td>The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):</td>
</tr>
<tr>
<td>List the names and telephone numbers of individuals who can provide additional information:</td>
</tr>
<tr>
<td>Please attach/enclose copies of all applicable documents supporting your position.</td>
</tr>
<tr>
<td>Signature of Complainant: Date:</td>
</tr>
<tr>
<td>Mail or deliver this form to:</td>
</tr>
<tr>
<td>Ware County Schools</td>
</tr>
<tr>
<td>Office of Superintendent</td>
</tr>
<tr>
<td>Ware County Schools</td>
</tr>
<tr>
<td>1301 Bailey Street</td>
</tr>
<tr>
<td>Waycross, GA 31501</td>
</tr>
<tr>
<td>Date Received:</td>
</tr>
<tr>
<td>Date of Response to Claimant:</td>
</tr>
</tbody>
</table>
COMPLAINTS AND GRIEVANCES
The Board realizes that there may be conditions in the school system that need improvement and students should have some effective means to express their concerns, which will be considered and handled with fairness.

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level; however, the Board of Education shall provide channels for an eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:
1. The opportunity shall be provided to any student or his/her parents to discuss with the student's teacher a decision or situation that he/she considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration.
3. If the matter remains unresolved, it may be brought to the superintendent or a designee for his/her consideration.
4. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Education. The Board's decision, if it chooses to make one, shall be final.

LEGISLATION
HB1321 requires that every student code of conduct include information regarding falsifying reports of alleged inappropriate behavior by educators. HB 1321 directs the PSC to establish a state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by educators. Local systems will be required to implement and follow the state-mandated process and must include the process in student and employee handbooks. The PSC must coordinate a training program on educator sexual misconduct. The program will be delivered by trained staff from the PSC, RESA’s, and local systems. The superintendent of each system must ensure that all certified staff receives the training.

CODE OF CONDUCT
It is the purpose of the Ware County School District 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 Ware County Board of Education has adopted a policy which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards of 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 the 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 action may be necessary for the benefit of that individual and for the school as a whole. Accordingly, students may be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:
- At school or on school property at any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On vehicles provided for transportation by the school system.

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. 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.

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 of the school provided any such action does not violate school board policy or procedures.

**AUTHORITY OF THE TEACHER**
Classroom teachers have the authority and responsibility to handle minor acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student’s own learning process. Teachers and other professional staff members may use discipline management techniques appropriate for the situation, which include, but are not limited to, detention, loss of privileges, isolation, parent conference, or assignment of the development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and/or the related character trait.

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.

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parent
- Parent Conference
- Detention
- In-School Suspension
- Short-term Suspension
- Placement in an Alternative Education Program
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement of 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.

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 when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent
expulsion; however, only a disciplinary tribunal as outlined in the WC BOE policies will determine those punishments. In the event that a student is referred to a disciplinary tribunal, parents or the student may elect not to contest whether the 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 student waiving a right to a hearing before a disciplinary tribunal. Also, the tribunal facilitator from the superintendent’s office must approve such an agreement or waiver.

SEARCH AND SEIZURE
Students and parents are hereby notified that school officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at the school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators. A student's failure to permit search and seizure will be considered grounds for disciplinary action.

BEHAVIORS RESULTING IN DISCIPLINARY ACTIONS
The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

POLICY JB – ATTENDANCE - APRIL 1991
In order to ensure that student progress is a continuous and orderly process, regular attendance is required of all students enrolled in the Ware County School System. Students shall be required to be in attendance for the full session of the school the child is eligible to attend, unless otherwise directed by a juvenile court of jurisdiction. Each principal shall ensure that procedures designed to maintain accurate daily attendance records are instituted. Such records shall be maintained in accordance with policy EFAA.

- **Possession, purchase of, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, or alcoholic beverage or other intoxicant**
  Penalty as prescribed by Ware County Board of Education policy: A recommendation for suspension for the remainder of the semester and loss of credit for course work shall be made to a disciplinary tribunal. For the first offense, the building administrator may but is not required to reduce the suspension to 10 days if the student seeks an evaluation from a board-approved intervention or treatment program and follows the recommendations of the program. Additionally, the student and parent will be required to meet with the director of student services and may be subject to alternative school placement.

- **Possession, distribution, purchase of, attempted sale of substances represented as drugs or alcohol**
  Same penalty as described above.

- **Sale, attempted sale, purchase of, distribution, or being under the influence of a prescription or over the counter drug**
  The procedures for such medications at school are previously listed in the Student Handbook.

- **Possession or use of a weapon or dangerous instrument**
  A student shall not possess, use, handle or transmit any object that can be reasonably considered a weapon. Students who possess firearms on campus will be subject to a minimum of a calendar year suspension and will be referred to law enforcement officials. This includes hunting guns brought on campus or left in vehicles. Ware County Board of Education policy prohibits all knives of any blade length and toy weapons.

- **Verbal Assault, including threats of violence or bodily harm, disrespectful conduct, including the use of vulgar or profane language, and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions**

  An immediate suspension and automatic referral to a disciplinary tribunal will occur 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 or certain acts of sexual harassment, of teachers, administrators, other school personnel, other students, or persons attending school-
related functions
An immediate suspension and automatic referral to the disciplinary tribunal will occur if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function. If a tribunal determines that a student has committed an act of physical violence resulting in substantial physical injury to a teacher, state law provides for the suspension of the student from all public school programs, including alternative education programs for the remainder of the school quarter or semester.

- **Fighting**  
  Students will be arrested and charged  
  First offense: 5 days of out-of-school suspension (OSS)  
  Second offense: 7 days of out-of-school suspension (OSS)  
  Third offense: 10 days out-of-school suspension (OSS)

  **Note:** A student may be referred to a tribunal hearing for any fighting infraction. Joining into a fight that is already in progress will cause the most severe sanctions. If, in the opinion of the administrator, a fight would have resulted had someone not intervened, the infraction may be addressed as a school disturbance and carry severe penalties.

- **Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions**

- **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 behaviors, and other verbal or physical contact of a sexual nature**

- **Possession or use of tobacco and/or electronic cigarettes in any form or related paraphernalia**
  First offense: 3 days ISS, parents contacted, items confiscated and not returned  
  Second offense: 5 days ISS, parents contacted, items confiscated  
  Third offense: 3 days out-of-school (OSS), parents contacted, items confiscated and student will be on a discipline contract

- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school or off-school hours**
  State law provides for referral to a disciplinary tribunal for substantial damages alleged to be intentionally caused by a student on the premises to personal property belonging to a teacher, other school official, employee, any person legitimately at the school, or student, if, in the discretion of the school principal, the alleged damage could justify the expulsion or long-term suspension of the student.

- **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; disobeying directives given by teachers, administrators, or other school staff**

- **Classroom and school disturbances**

- **Bus Misbehavior** Compliance with the provisions of the code of conduct are enforced on the school bus, including bullying, 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. If a student is found to have engaged in physical acts of violence, bullying, or in physical assault of another person on the school bus, local board policy requires the meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

- **Violation of school dress code**
  Students will be given three options to correct the violation:  
  1. Lab coat supplied by the school for student to wear, buttoned all the way down for the remainder of the day.  
  2. Borrow or change into clothes that will comply with the dress code  
  3. Student will wait in ISS with lab coat on until someone delivers the appropriate attire for the student.
- Use of profane, vulgar, or obscene words (spoken or written) or indecent exposure
- Usage during school hours of a cell phone or electronic communication device, except for health or other unusual reasons approved by the Board of Education. State law provides that any student in violation shall be subject to disciplinary action. Students may not use any electronic device during the operation of a school bus, including 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. Students may not use 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.
- Inappropriate public displays of affection
- Inciting, advising, or counseling of others to engage in prohibited acts will be subject to disciplinary action
- Gambling or possession of gambling devices
- Moving and non-moving driving violations
- Giving false information to school officials or altering school documents
- Cheating on school assignments or tests
- Failure to comply with compulsory attendance, unexcused absences, chronic tardiness, skipping class, leaving campus without permission. Rules for attendance, tardiness, and check out procedures are found elsewhere in the Student Handbook.
- Being in an unauthorized area(s)
- Bullying. Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense for the third time in a school year, the student shall be assigned to an alternative school.
- Criminal law violations/Off-campus misconduct. A student is subject to disciplinary action, including long-term suspension or expulsion, for any off-campus behavior 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.
- Willful and persistent violation of the student code of conduct

DISCIPLINE DEFINITION OF TERMS

Assault: Any serious 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).

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. (Example: when one physically attacks or “beats up on” another person). This term should be used only when the intent is to do bodily harm and the attack is serious enough to warrant calling law enforcement or bringing in security.

Bullying: In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

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

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 day’s warning so that the parents or guardians can make arrangements for transportation.

Disciplinary Tribunal: A panel of three 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 the Student 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 and board policy. Caffeine pills are considered drugs. All medications that are taken at school must be brought to the appropriate staff
person responsible for administering them in containers clearly labeled as to the name of the student, the name of the medication, and the appropriate dosage.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

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

**Fighting:** Mutual participation involving physical violence - this term does not include verbal confrontations, tussles, or other minor confrontations.

**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.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon a 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(es) or the regular school program and assignment of that student to an alternative program isolated from peers.

**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.

**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.

**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 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 weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or laser, 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.
CLASSEROOM PYRAMID OF INTERVENTION

OBSERVE PROBLEM BEHAVIOR

Is the Behavior Office managed?

TEACHER MANAGED
- Academic Dishonesty
- Defacing Property
- Disrespect
- Disruption
- Dress Code
- Gaming
- Horseplay
- Inappropriate Language/Tone
- Misuse of Electronic devices
- Outside Food/Drink (clear water bottles allowed)
- PDA
- Sleeping/Off Task

OFFICE MANAGED
- Aggressive Behavior
- Bullying/Harassment/Cyber Bullying
- Chronic/Repetitive Minor Infractions
- Drugs/Alcohol
- Fighting
- Gambling
- Illegal Violations
- Major Dishonesty
- Physical Aggression/Contact
- Skipping/Out of Area
- Truancy
- Vandalism
- Weapons

ADMINISTER APPROPRIATE CLASSROOM BASED CONSEQUENCES - Warning, Seat change, detention, student conference, parent contact, dress code correction - Teacher must contact parent & document in IC.

Did behavior resolve?

YES
- Document interventions
- Reinforce Expectations

NO

Have there been 2 similar Level 1 & 2 Infractions?

NO
- Conference with Student
- Notify Parent
- Reinforce Expectations
- Track Behavior

YES
- Write a referral in Infinite Campus.

COMPLETE OFFICE REFERRAL
- Conference with Student
- Notify Parent

ADMINISTRATOR DETERMINES CONSEQUENCE
- Administrator investigates written report.
- Student conduct record is reviewed.
- Administrator determines consequence based on student handbook.
- Resolution posted in Infinite Campus.
The penalties listed above are general guidelines; therefore, at the administrator’s discretion more or less severe punishment may be applied such as criminal charges. The administration reserves the right to meet and agree on dispositions when punishment is based on the school discipline plan.

**ADMINISTRATIVE PYRAMID OF INTERVENTION**

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

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

1st referral: Appropriate disciplinary action based on level of offense and parent contact.

2nd referral: Appropriate disciplinary action based on level of offense and referral to a counselor

3rd referral: Appropriate disciplinary action based on level of offense, parent conference

4th referral: Appropriate disciplinary action based on offense, SST referral, excessive referral letter to parent

5th referral: Placement on chronic discipline contract, implement contract step 1, which is 2 days of OSS,

6th referral: Implement contract step 2, which is 3 days of OSS and parent conference

7th referral: Implement contract step 3, which is 5 days of OSS and parent conference

8th referral: Implement contract step 4, which is a referral to a disciplinary hearing, recommendation of alternative school.

**NOTE ALL REFERRALS ARE CUMULATIVE, SO DISCIPLINE DISPOSITION WILL APPLY TO LEVEL OF OFFENSE, FOLLOWED BY REFERRAL NUMBER.**

<table>
<thead>
<tr>
<th>Levels 1 &amp; 2 - Teacher Managed</th>
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<tr>
<td><strong>1st Offense</strong></td>
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<td><strong>2nd Offense</strong></td>
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<td><strong>3rd Offense</strong></td>
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<td><strong>4th Offense</strong></td>
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<td><strong>5th Offense</strong></td>
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<th>LEVEL 3 – office managed</th>
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<tr>
<td><strong>Trespassing</strong></td>
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<tr>
<td><strong>Failure to Identify/False ID</strong></td>
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<tr>
<td><strong>Damaging School Property</strong></td>
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<tr>
<td><strong>ISS Disruption</strong></td>
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<tr>
<td><strong>Upon return from OSS student must complete original ISS assignment</strong></td>
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<tr>
<td><strong>Activating Fire Alarm</strong></td>
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<tr>
<td><strong>Fireworks</strong></td>
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<tr>
<td><strong>Fighting</strong></td>
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<tr>
<td><strong>Students will be arrested and</strong></td>
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<tr>
<td><strong>1st Referral OSS 7 DAYS</strong></td>
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<td>Offense Description</td>
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<tr>
<td>Profanity Towards a Teacher/School Employee Racial/Sexual Statements Towards Teacher/School Employee Sexual harassment (no contact contract)</td>
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<tr>
<td>Mooning, Ankling, Sexual Offenses</td>
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<tr>
<td>Disorderly Conduct</td>
</tr>
<tr>
<td>Failure to Comply w/Search and Seizure</td>
</tr>
<tr>
<td>Petty Theft</td>
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<tr>
<td>Larceny Theft</td>
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<tr>
<td>Robbery Extortion</td>
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<tr>
<td>Gang Activities</td>
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*Ihe penalties listed above are general guidelines; therefore, at the administrator's discretion more or less severe punishment may be applied such as criminal charges. The administration reserves the right to meet and agree on dispositions when punishment is based on the school discipline plan.*

**STUDENT SUPPORT PROCESSES**

The Ware County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems.

School counselors, social workers, psychologists, and Student Support Team coordinators use a team approach to assist students, staff members, and parents in developing and implementing disciplinary and behavioral correction plans for students with behavioral problems. Such support personnel also assist in meeting the needs of students by networking appropriate home, school, and community services to address identified student behavioral problems.

**Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Parents and/or students are provided with the following rights through the implementing regulations of Section 504 as set out in 34 CFR Part 104:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic or nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information for a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child’s educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system’s actions regarding your child’s identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system’s impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system’s impartial hearing procedures. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United State Department of Education’s Office of Civil Rights. The address of the regional office is: Office for Civil Rights; Region IV; 61 Forsyth Street, Suite 1970; Atlanta, GA 30303.

If you have questions, need additional assistance, or want more information regarding Section 504, please contact TBD, the Ware County School System’s 504 coordinator at the following address: Ware County Schools, 1301 Bailey Street, Waycross, GA 31501, (912) 287-2306.

Section 504 Procedural Safeguards
1. Overview: 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’s 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.
2. Hearing Request: The request for the hearing must include the following:
   a. The name of the student.
   b. The address of the residence of the student.
   c. The name of the school the student is attending.
   d. The decision that is the subject of the hearing.
   e. The requested reasons for review.
   f. The proposed remedy sought by the grievant.
   g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s request for hearing, the Section 504 Coordinator will acknowledge the request for hearing in writing and schedule a time and place for a hearing. If the written request for hearing does not contain the necessary information noted above, the Section 504 Coordinator will
inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the request for hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her request for hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional request for hearing.

4. Hearing Procedures: The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

a. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

b. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.

c. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

d. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily, 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

e. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

f. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

g. The hearing shall be closed to the public.

h. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

i. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

j. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

k. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
I. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney’s fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

PARENTAL INVOLVEMENT
This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents’ concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member’s request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the school(s) regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student’s behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

ELIGIBILITY - ATHLETIC, LITERARY, AND MUSIC COMPETITION
According to the Georgia High School Association and/or, State Board of Education Policy and/or WCBOE

1. Students participating in extracurricular activities must pass three subjects in the local board of education’s designated grading period immediately preceding participation. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester of the school year.

2. All students participating in any extracurricular activity in grades six through twelve must take (at least) four subjects during the local board of education’s designated grading period of participation. Ware County Board of Education specifies that a student must be a full time student for eight semesters.

3. Students in grades ten through twelve must also be on track for graduation.

4. Ineligible students are prohibited from practicing with, traveling with, or trying out for a team or program.

5. A local requirement is that the student must have been counted present at school on the day of participation, unless a school official has approved otherwise.
PARTICIPATION - STANDARDS OF CONDUCT
1. Students who choose to participate in extracurricular activities representing Ware County High School are expected to maintain the highest standards of conduct in the classroom and on the field of competition or service. Failure to do so may result in the loss of the privilege to participate.
2. Students who receive Out-of-School-Suspension (OSS) during a semester or who are not in regular school attendance may not be allowed to attend extracurricular activities (i.e. NI, Homecoming, Prom, and Grad Night) during the same semester. The administration will evaluate on an individual basis those students who request permission to attend extracurricular activities, taking into account the severity of the infraction(s) and the number of infractions.
3. ELIGIBILITY - To be eligible for participation in extracurricular activities, students must meet the eligibility requirements established by the school, the local board of education, the State Department of Education, and the Georgia High School Association as may be applicable.
4. Awards may be given only within the guidelines applicable to the activity under the Georgia High School Association. As a rule, students who voluntarily withdraw from a program or are denied the privilege of continuing to participate in the program are not eligible for awards by the school or a booster organization.
5. Students are responsible for any fines that they incur as a result of club membership.
6. Students can have no more than ten NI per semester without Board approval.

ATHLETIC PROGRAM
A complete listing of all Ware County High School athletic programs can be found at www.warecountygators.net.

CLUBS & ACTIVITIES
Ware County High School offers a wide variety of clubs and extracurricular activities. See your counselor for more information.

PARTICIPATION POLICY
In order for a student to participate in athletics at Ware County High School, the following criteria must be met:
1. Meet all eligibility requirements set by the Georgia High School Association. A student must:
   A. Pass three subjects the previous semester,
   B. Be “on track” for graduation (have earned enough units of credit each school year to graduate within four years),
   C. Have been in high school no more than four consecutive years after the first entry into the 9th grade,
   D. Have not attained his/her 19th birthday prior to May 1 of their Junior Year.
2. A physical examination must be completed and on file. A physical exam is good for one calendar year from the date it is taken.
3. Parent Permission/Consent forms must be signed and on file.
4. Purchase of Insurance or a signed waiver form must be on file. Standard Life Insurance Company will provide coverage for football. The cost will be approximately $100.00. The check can be made payable to WCHS.
5. After dressing out for the first game, if a student quits or is removed from the team because of disciplinary action before the end of that team’s season, the student may not participate in another team’s practices or games until the season ends for the team from which the student was removed or quit.
6. In order to participate in a game or meet, a student must be counted present for the day unless the athletic director or a school administrator approves otherwise.
7. Students can have no more than ten NI per year without Board approval. All NIs are subject to administrative approval.

Homecoming and Prom Student Representatives:
● Student representatives are expected to have no disciplinary record for the current school term of nomination
● Student representatives are expected to have all passing grades in all coursework for the current school term of nomination
MCKINNEY-VENTO EDUCATION HOMELESS CHILDREN AND YOUTH ASSISTANCE ACT

The McKinney- Vento Education of Homeless Children and Youth Assistance Act is federal law that ensures the immediate enrollment and educational stability for homeless children and youth. Any child who has been identified as homeless has a right to the same free appropriate public education including pre-school as their non-homeless counterparts.

The McKinney-Vento Assistance Act requires each Local Education Agency (LEA) to identify a liaison to represent the district in meeting certain requirements of the act. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

Any student who attends the Ware County School System and has been identified as homeless will receive the following:

❖ Immediate enrollment into school
❖ Assistance with obtaining records; birth certificates, school records immunizations, proof of residency etc….
❖ Transportation to and from the school based on the student’s address, or the school of origin should the student have to move during the school year the student qualified for McKinney Vento services
❖ Access to all services received by their non-homeless counterparts
❖ Attend school with children not experiencing homelessness, segregation based on a student’s status as homeless is prohibited
❖ Assistance with school supplies
❖ Assistance with tutoring, special education and English language learner resources.
❖ Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation

If after enrollment, it is determined that a student is not homeless as defined in the law, the school district will follow the policies that are in place to address other forms of fraud.

Overview

The law indicates that the LEA liaison shall ensure that:

❖ Homeless children and youth are identified by school personnel and through coordination of activities with other entities and agencies.
❖ Homeless children and youth enroll in, and have a full and equal opportunity to succeed in schools of the LEA.
❖ Homeless families, children and youth receive educational services for which such families, children and youth are eligible, including preschool programs administered by the LEA, and referrals to health care services, dental services, mental health services and other appropriate services.
❖ The parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
❖ Public notice of the educational rights of homeless children and youths is disseminated where such children and teens receive services under this Act, such as schools and family shelters.
❖ The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school that the youth has a right to attend.
What is Homelessness?
For local schools to comply with legislation related to serving students experiencing homelessness, they must identify eligible students. The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

(A) individuals who lack a fixed, regular, and adequate nighttime residence

(B) includes-

(i) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters;

(ii) children and youth who 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;

(iii) children and youth who are living in cars, or substandard housing

(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)

Frequently Used Terms

Unaccompanied include youth not in the physical custody of a parent or guardian. This would include youth living on the streets, or in other inadequate housing and children or youth denied housing by their families and school age unwed mothers. They have the same rights as other students experiencing homelessness to enroll, attend, and succeed in public school. The primary causes of homelessness among unaccompanied youth are physical and sexual abuse by a parent or guardian, neglect, parental substance abuse, and family conflict.

Doubled up – children and youths who are sharing the housing of other persons (family/friends) due to loss of housing, economic hardship, or similar reasons. Usually these families are in jeopardy of losing this temporary living situation at any time. They are not on the lease/mortgage and household living items are not accompanying the family. If these families were not allowed to stay with family/friends they would possibly be in shelters or motels.

Shelters- a place of temporary residency for homeless persons

Hotels/Motels- an establishment providing accommodations usually lodging that is considered weekly rate housing

Substandard housing- without electricity, water or heat

During the 2015-2016 school year over 170 children and youth were identified as being homeless. All school buildings in the Ware County District at some point educated homeless children and youth. Below are the numbers of all homeless children and youth that were identified by grade level throughout the school year.

<table>
<thead>
<tr>
<th>Grade</th>
<th>PK</th>
<th>K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
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<td>15</td>
<td>4</td>
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<td>3</td>
<td>9</td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>172</td>
</tr>
</tbody>
</table>
If you have any questions or need assistance please contact Kimberly Frazier-Jones, Homeless Liaison, at 912-283-8656.

Physical Examination and Immunization

Upon initial enrollment in a Georgia public school, parents must provide a certificate that their child has completed a nutritional exam and an eye, ear, and dental examination (Georgia Form 3300). All new students enrolling into Ware County Schools (K - 12), and all current students rising to the 6th grade must have obtained two (2) doses of the MMR (Measles and Mumps) and Varicella (Chicken Pox) vaccines. In addition, effective July 1, 2014, Georgia Law requires children born on or after January 1, 2002 and entering or transferring into 7th grade and new entrants into a Georgia school grades 8th through 12th must have received one dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine unless the child has an exemption. Georgia law requires immunizations be listed on the Georgia Certificate of Immunization. Parents can obtain a Georgia Certificate of Immunization (Georgia Form 3231) from their physician or from the Ware County Health Department.

Parents may request, in writing, a temporary waiver of Georgia’s immunization requirements for a justified reason, including but not limited to, medical reasons and/or religious reasons. Parents requesting a temporary waiver based on medical reasons must provide the school district with a Georgia Certificate of Immunization (Georgia Form 3231) from the local board of health or treating physician certifying that immunization is undesirable. The medical exemption must be renewed yearly. Parents requesting a temporary waiver due to religious reasons must provide the school district with a sworn Affidavit of Religious Conflict with Immunization Requirements form.

Proof of Residence

To enroll in Ware County Schools, a student must reside in Ware County with a natural parent or legal guardian, or the student must be under the care of a state agency with placement in Ware County. Proof of residence is required when a student initially enrolls in a school, whenever a change of residence occurs, or anytime proof of residency is requested by a school official.

The principal or his/her designee will accept the following records as proof of residency:

1. A valid and current residential lease or rental agreement for property located in Ware County, Georgia, together with a current electric or gas bill or a letter from the utility provider verifying the existence of a current electric or gas account. The electric or gas bill or letter of services must be dated within the last sixty (60) days. The lease or rental agreement must identify the parent of the student as the tenant and is fiscally responsible for the payment of the lease. Parents listed as mere occupants of a stated residence are not considered tenants of the property for the purposes of enrollment. All records must include the name and street address of the parent and service addresses must be plainly visible on the electric or gas bill or letter of service provided as proof;

OR

2. A current residential property tax statement or settlement statement, and a current electric or gas bill or letter of service from said company. The electric or gas bill or letter of service must be dated within the last sixty (60) days. Parents not listed in ownership documents who are willing to provide evidence of their legal relationship to the property owner may submit legal documents for consideration as an authorized representative of the titleholder. All records must include the name and street address of the parent, and service addresses must be plainly visible on the electric or gas bill or letter of service provided as proof;

OR

3. A Ware County Schools Affidavit of Residency. A parent who resides full-time in Ware County but is unable to provide the consistent records listed above may complete a Ware County Schools Affidavit of Residency. The affidavit shall be completed in the presence of the Director of Student Services or assigned designee and signed by the parent in the presence of a notary public. In addition, the legal
The legal owner or authorized tenant of the property may also complete the affidavit and acquire notarization at another location, but it is the parent's responsibility to deliver the original paperwork and the required proof of residence as noted above in sections (1) and (2) to school system personnel along with their documentation. The affidavit will be in effect until the parent provides proof of residence as required by this policy, but no longer than the end of the current school year.

All such documents must be in the name of the student’s parent and must consistently identify that individual with the property address of the residence.

Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school immediately. Parents/guardians may be charged tuition for the period of time their child is illegally enrolled. Knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fines and/or imprisonment. For additional information, please contact the Student Services Department.

WARE COUNTY BOARD OF EDUCATION RANDOM DRUG TESTING/SCREENING POLICY

Philosophy
The Ware County Board of Education believes that the use and abuse of alcohol and drugs can be detrimental to the mental, physical, and emotional health of their extracurricular students and teen drivers. The possession and use of alcohol and drugs is harmful and illegal. The Ware County Board is committed to the prevention of alcohol and drug use/abuse.

Students who are actively involved in athletic and extracurricular activities are representative of their respective schools. By virtue of a student's participation in such activities, they are frequently seen by their peers to be role models and persons to be admired. As leaders and role models, such students have a responsibility to be drug and alcohol free as well as to set a standard for their peers. Also included in this population are student drivers. The authorization given to students to park on campus is a privilege and subject to regulation by the Board of Education.

The Ware County Board of Education believes that the use of prohibited substances (alcohol and drugs) by students who participate in extracurricular activities present a particular hazard to the health and welfare of students and those who compete with those students. The Board recognizes the intrinsic values associated with participation in extracurricular activities and encourage students to participate. However, the Board of Education is committed to the principle that students who have the opportunity to participate in any extracurricular activities must agree to submit to testing/screening for the use of prohibited substances, if selected, in accordance with this policy.
Appendix A
PARTICIPATION IN PHYSICAL EDUCATION

TO: PARENTS

FROM: TEACHERS OF HEALTH AND PHYSICAL EDUCATION

We are looking forward to having your child participate in our Physical Education and Health Program. We know Health and Physical Education is an integral phase in your child’s growth and development.

All elementary students in Georgia are required to be provided sixty hours of Health/Physical Education per school year.

If your child cannot participate in the regular program, please mark “RESTRICTED PROGRAM” on the portion of this letter to be returned. If “RESTRICTED PROGRAM” is marked, please indicate reasons under “Comments”. If “REGULAR PROGRAM” is marked, then your child is expected to participate in the regular program of Health/Physical Education. If your child cannot participate because of a temporary restriction, you will need to send a written note by your child, which will excuse him/her for that day.

Appropriate clothing for mixed classes and some type of closed-toe shoes should be worn.

PLEASE RETURN THIS PORTION:

Student Name              Grade              Homeroom Teacher

I have received your letter and am returning the following information for the classification of the above-named pupil in Health/Physical Education program. PLEASE LIST ANY CRIPPLING DISEASE AND/OR MEDICAL PROBLEM OF WHICH WE NEED TO BE AWARE.

Medical Problems: ____________________________

__________________________

PLEASE CHECK THE APPROPRIATE SPACE:

_________ REGULAR PROGRAM            _______ RESTRICTED PROGRAM

COMMENTS: ____________________________

__________________________

__________________________

Parent/Guardian Signature      Date
NOTICE TO PARENTS: After reading this handbook and reviewing it with your child, please sign, detach this page, and have your child return it to school within 10 days.

By signing below, we acknowledge that our family has received a copy of the Student/Parent Handbook for Ware County Schools for 2017-2018. We have reviewed this handbook with our child. We further acknowledge that the information is current as of July 1, 2017 and that updates may occur during the school year due to changes in state or local policies and/or state laws. Updates will be posted at www.ware.k12.ga.us and parents will be notified through the system’s one call phone system.

As parents and students, we have reviewed and understand the following items:

- WCS Code of Conduct
- Compulsory School Attendance Policy
- Emergency School Closure Procedure
- Equal Education/Non-Discriminatory Notice
- Family Educational Rights and Privacy Act (FERPA)
- Field Trips
- Hospital Homebound
- Student Questioning by Officials
- Makeup Work
- Medicines (Board Policy JGCD)
- Parents Right-to-Know Teacher Qualifications
- Promotion/Retention Policy
- Student Dress and Appearance Code
- Student Complaints and Grievances
- Sexual Harassment/Sexual Misconduct
- Suspension & Expulsion
- Electronic Resources
- Internet User Acceptable Police
- Proof of Residence
- Telemedicine
- One Call
- Title I
- Bus Conduct Rules for Students
- WCS Section 504
- Parent Conferences
- Ware County Learning Center Placement

__________________________________________          _______________________________
Student’s Signature                    Parent’s Signature

__________________________________________          _______________________________
Homeroom Teacher/School                  Date

* If you wish for your name, number, and email to be added to a volunteer list, please complete the following:

* Email: __________________________________________
* Phone # ______________________________ Phone # ______________________________
Appendix C
WARE COUNTY SCHOOLS BUS REGISTRATION FORM

STUDENT’S NAME: __________________________________________________________

GRADE: _______________  DOB: __________________________

HOME PHONE #: _______________________ CELL #: ______________________

PARENT/GUARDIAN: _________________________________________________________

ADDRESS: ___________________________________________________________________

SCHOOL ATTENDING: __________________________ BUS #: __________

TIME PICKED UP AM: ___________ TIME RETURNED PM: ___________

LIST ANY MEDICAL PROBLEMS THAT YOUR BUS DRIVER MIGHT NEED TO KNOW:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

BUS STOP: __________________________________________________________________________

EMERGENCY CONTACT: Parent Name and Work #:
____________________________________________________________________________________

I have read the Bus Conduct Rules for Students and understand that my child must follow the rules.

PARENT/GUARDIAN SIGNATURE:
____________________________________________________________________________________

I have read the Bus Conduct Rules for Students and understand that I must follow the rules.

STUDENT SIGNATURE:
____________________________________________________________________________________
Appendix D
PARENT AND STUDENT NOTIFICATION AGREEMENT

The Compulsory Attendance Law O.C.G.A. §20-2-690.1 continues to be in effect for the current academic year, which pertains to every school district in Georgia. The Compulsory Attendance Law states “children between their sixth and sixteenth birthday shall enroll and attend a public school, a private school, or a home study program”. If a child is under 6 years of age and has attended more than 20 days in a public school, he/she is then subject to this law. The law also provides “penalties for parent(s), guardian(s), or other person residing in Georgia who are in violation of O.C.G.A §20-2-690.1; which are imposed at the discretion of the court having jurisdiction”. Each day's violation of this law, after the School District has notified the parent, guardian, or other person in charge of a child having five unexcused absences from school, shall constitute a separate offense subjecting the person notified to the following measures:

1. Fine of not less than $25 and not greater than $100
2. Imprisonment not to exceed 30 days
3. Community service
4. Any combination of the above penalties

Parents are required to provide proof of excused absences within three days after the absence occurred. Handwritten notes from parent(s), a doctor’s excuse, or a copy of a court order are a few examples of acceptable proof of absences.

The Ware County School District is required to obtain signatures from parents and students (who are ten years-old by September 1) as acknowledgment of receipt of the Parent & Student Notification Agreement and of the possible consequences due to non-compliance.

Thank you for your cooperation in acknowledging receipt of this agreement and the consequences in the event of any violation of the Compulsory Attendance Law. Please return this to your school's administration.

School: ___________________________       Date: _________________

Parent/Guardian Signature: ____________________________________________

Student Signature: ______________________________________________________

Student’s Age as of September 1, 2018: __________
Appendix E

Ware County School System
Bus Field Trip Parental Consent Form

Destination

Date(s) of Trip

Method of Transportation  Ware County School Bus

Coordinator(s) of Trip

Parental Consent

I/We, the undersigned responsible parent(s) or guardian(s) of ________________________, do hereby consent for my/our child to participate in the above-mentioned field trip sponsored by the Ware County Board of Education. I/We understand that the Board of Education, its officers, employees, and agents do not have or assume any liability for damages, losses, or injuries to the above-named student as a result of the student participating in this trip. I/We understand that unless I/we have purchased school insurance or have personal insurance that provides coverage for injuries to my/our child(ren), there may be no school district insurance that will cover any injuries, losses, or damages on this trip.

Further, I/ we, do hereby consent and agree that the above-mentioned coordinator(s) of the trip shall supervised and direct our child. Further, I/we do hereby specifically agree, authorize, and empower the named individuals to contract for and obtain any medical treatment and/or hospitalization which they in their sole judgment may feel to be necessary or needful for the health and physical welfare of my child, and in my place and stead, to sign any medical consent or authorization as may be required by any medical doctor, surgeon, or hospital in order to tend any medical treatment or hospitalization.

The undersigned does hereby agree that neither the above-named individuals nor the Ware County Board of Education for which they act as agents, accept any financial obligation or liability growing out of my child's participation in said trip.

The ______________ day of __________________, 20__

(Parent/Guardian Signature)  (Parent/Guardian Signature)

Please complete the following information:

1. In case of emergency, please contact:

2. Day Phone: __________________ Night Phone: _______________ Cell Phone :

3. Insurance is carried by __________________ Policy No. __________________

4. List known allergies __________________

5. Special Medication __________________ (Please give instructions)

6. Special Treatment __________________

7. List drugs or medications your child is allergic to __________________

8. Any other problems or diseases __________________
Appendix F

Parental Opt-Out of Club Participation

Student Name______________________________________________

School____________________________________________________

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

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

__________________________________________________________________________

__________________________________________________________________________

Parent/Guardian Name__________________________________________

(Please print)

Parent/Guardian Signature:_______________________________________

Date:_________________________________________________________________
A Management plan has been developed for friable and non-friable asbestos containing building material. The management plan shows the location of ACM and assumed ACM. Anyone can review or obtain a copy of the plan at the school office during regular operating hours.

“It is important to note that not all friable asbestos containing material needs to be removed from schools,” officials said.

“Once such material has been identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.”