



Welcome!

On behalf of the Ware County School District, welcome to the 2019-2020 school year. You are part of an exceptionally talented student body. Together we will strive for excellence.

This student handbook provides students and parents with a simple guide for understanding the basic operating procedures and policies of the Ware County School District. Please review the student handbook with your student throughout the school year.

We are extremely proud of the district's continued commitment to high academic standards and increasing student achievement. Our middle school offers exceptional opportunities to participate in activities outside the classroom that add value inside the classroom. Each year, our students succeed in every arena: the classroom, the performing arts, the athletic fields, CTAE programs, and extra-curricular activities.

Please visit the district website (www.ware.k12.ga.us) and the middle school website for the latest news and information. Please contact your child's teacher or principal if you have questions or concerns.

The combined efforts of students, parents, and staff will ensure a positive and successful learning experience. We look forward to a successful 2019-2020 school year.

Sincerely,

A handwritten signature in black ink that reads "Bert Smith". The signature is written in a cursive style with a large, prominent "B" and "S".

Bert Smith
Superintendent of Schools

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SAFE SCHOOLS

The staff and administration in the Middle Schools of Ware County are making every effort possible to maintain our facilities as safe schools. Our endeavor to create a safe environment is not only dependent on staff and administration but also on parents, students and 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. Students may also call the anonymous safety hotline established by the Georgia Department of Education and the Georgia Bureau of Investigation at **1-877-729-7867**. (**1-877-SAY-STOP**)

Encouraging students to call **1-877-SAY-STOP** is an effective way to detect a potentially violent act before it is committed. The **1-877-SAY-STOP** toll-free hotline was created by the Georgia Department of Education so that students can anonymously report anyone who has a weapon or who has threatened to bring a weapon to school. The **1-877-SAY-STOP** hotline will be housed at the Georgia Department of Education, manned by a certified safety expert, and supervised by the Safe and Drug Free Schools and Communities Coordinator. The hotline hours will be Monday through Friday (8 a.m. - 5 p.m.). After 5 p.m. all calls will be forwarded to the Georgia Bureau of Investigation. **Callers will NOT be asked to reveal their identities.**

How Does the Hotline Work?

Upon receiving an incident report, the safety expert will notify the appropriate law enforcement agency and school superintendent. Superintendent will be asked to notify the Georgia Department of Education regarding the subsequent actions taken in conjunction with each call, as well as the outcome of each call. The safety expert will also answer questions about school safety.

TIPS FOR STUDENTS

- 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 than you.

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 them.
- Talk with your child about 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 is 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.

**Ware County Schools Calendar
2019-2020**

Fourth of July Holiday for Staff	July 4, 2019
Pre-Planning	July 25 – 31, 2019
Open House	July 29, 2019
Pre-K and Elementary Schools	4:00 – 6:00pm
Middle Schools, including WCLC Middle Students	5:00 – 7:00pm
High School, including WCLC High Students	6:00 – 8:00pm
First Day of School	August 1, 2019
First Nine Weeks/Fall Semester Begins	August 1, 2019
Labor Day Holiday	September 2, 2019
Elem/Middle/High Progress Reports Issued	September 5, 2019
Last Day of First Nine Weeks	October 3, 2019
Second Nine Weeks Begins	October 4, 2019
First Nine Weeks Report Cards Issued	October 10, 2019
Professional Learning Day	October 11, 2019
Fall Break	October 14 – 18, 2019
Elem/Middle/High Progress Reports Issued	November 14, 2019
Early Release	November 22, 2019
Thanksgiving Holidays	November 25 – 29, 2019
Early Release Day	December 20, 2019
Last Day of Second Nine Weeks/First Semester	December 20, 2019
Christmas Holidays	December 23, 2019 – January 3, 2020
Staff Members Return to Work	January 6, 2020
Professional Learning Day (No School for Students)	January 6 – 7, 2020
Students Return to School	January 8, 2020
Third Nine Weeks/Spring Semester Begins	January 8, 2020
Second Nine Weeks Report Cards Issued	January 9, 2020
Martin Luther King Holiday	January 20, 2020
Elem/Middle/High Progress Reports Issued	February 13, 2020
Presidents Day Holidays	February 17 – 18, 2020
Last Day of Third Nine Weeks	March 13, 2020
Fourth Nine Weeks Begins	March 16, 2020
Third Nine Weeks Report Cards Issued	March 19, 2020
Early Release Day	April 3, 2020
Spring Break	April 6 – 10, 2020
Elem/Middle/High Progress Reports Issued	April 23, 2020
WCHS Graduation	May 16, 2020
Early Release Day	May 21, 2020
Last Day of School/Early Release Day	May 22, 2020
Last Day of Fourth Nine Weeks/Spring Semester	May 22, 2020
Memorial Day Holiday for Staff	May 25, 2020
Post Planning	May 26 – 27, 2020
*Fourth Nine Weeks Report Cards Issued	June 1, 2020

*Elementary and middle school report cards may be issued at an earlier date.

FOREWORD

This Student/Parent Handbook contains information for students and parents of middle grade students in the Ware County School System. Parents are encouraged to read this handbook and to review the information with their child. The rules and regulations of the middle school have been designed to protect the well-being and rights of students and school personnel in order to ensure a quality education. However, disagreement with a policy or procedure will not be grounds for ignoring or failing to comply with this area of school life. Parents are requested to sign a handbook verification form indicating they have received a copy of this handbook.

Since it is not possible for this handbook to address all issues that arise during the school year, parents and students should understand that local school administrators will use their professional judgment to make decisions on specific situations as they occur.

EDUCATIONAL PHILOSOPHY

The faculty and staff at the middle school believe that the main priority of our school is to provide learning opportunities based on the student's individual needs, abilities, and interests, thus helping individual students attain intellectual, academic, social, emotional and physical growth.

Because of the uniqueness of the middle school student, the faculty and staff recognize the need to provide a flexible school curriculum that is an integrating link from the elementary school to the high school.

We also assume the responsibility of initiative and leadership through team efforts. These efforts maximize teacher strengths and help us recognize and preserve the dignity and worth of each student. Effective communication between parents, students, teachers, administration and citizens of our community is a major catalyst for increasing proficiency in academic skills, growth toward self-autonomy and development of positive attitudes and ideals in our educational setting. We believe the total educational process becomes a cooperative venture when community, school and other related institutions are utilized to their fullest.

MIDDLE SCHOOL OBJECTIVES:

1. To help students develop the power to think clearly, logically, and critically in decision-making and problem-solving situations.
2. To provide appropriate experiences which will develop students' appreciation of self, others, and surroundings.
3. To offer a flexible program of educational and social experiences which will enable students to participate (function adequately).
4. To facilitate aspirations whereby students can strive for academic excellence.
5. To stimulate and develop positive attitudes for continued learning throughout high school and life.
6. To provide experiences that will facilitate a smooth transition from the middle school to the high school.
7. To involve community agencies, resources, and other related institutions in making and implementing decisions related to our institution.
8. To maintain a more effective line of communication between administrators, parents, teachers and community.

WARE COUNTY MIDDLE'S ORGANIZATIONAL STRUCTURE

Ware County Middle School strives to make relevant real world connections with the Georgia Standards of Excellence. Through our Career Academies and Pathways, the Georgia Standards of Excellence are focused around the career interests of our students. Current pathways include:

- Agriculture
- Business and Computer Information Systems (BCIS)
- Family and Consumer Sciences (FACS)

Healthcare
6th Grade

Our pathways are contained within 3 academies:

Consumer **A**nd **B**usiness **S**tudies (**CABS**)
Children **A**re **P**oised for **S**uccess (**CAPS**)
Learning **I**nterest **F**or **E**veryone (**LIFE**)

CABS Academy

CABS Academy is comprised of the BCIS pathway and the FACS pathway. Using project-based instruction, BCIS students are introduced to the principals of business in the 21st century and the Georgia Standards of Excellence. Student interest in business and computer related fields are intertwined with the academic classes to motivate students to do their best. In FACS, students are exposed to a wide variety of career areas: culinary arts, interior design, fashion design, and education as a profession. Academic classes can focus on many of the aspects and careers to bring the real world into the classroom.

CAPS Academy

The 6th Grade pathway comprises CAPS Academy. The 6th Grade Pathway is designed around the small family concept. Each team consists of 3-4 teachers, who provide instruction in Math, Reading, Language Arts, Science, and Social Studies. The students are given opportunities to experience all of the connection classes Ware County Middle School has to offer.

LIFE Academy

LIFE Academy is composed of the Agriculture Pathway and the Healthcare Pathway. The Agriculture Pathway integrates the Georgia Standards of Excellence with the many areas of Agriculture including: horticulture, landscaping, land management, environmental sciences, livestock production and maintenance. Students in the Healthcare Pathway gain an exposure to a wide range of medical and healthcare related careers. Students learn about how medical professionals carry out the duties and responsibilities of their profession.

GRADING PERIODS

1st Semester

1st Nine weeks = August 2 – October 4

2nd Nine weeks = October 5 – December 20

2nd Semester

3rd Nine weeks = January 9 – March 15

4th Nine weeks = March 18 – May 24

GRADING SYSTEM

90 - 100

A

80 - 89

B

70 - 79

C

Below 70

F – Not passing

Parent Portal

Parents may access their child's grades and attendance via Infinite Campus and find information on the school system website www.ware.k12.ga.us

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

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 Waycross and Ware County Middle School are expected to participate in the **Pledge of Allegiance** and a **Moment of Silent Reflection**.

Board of Education Members

Mr. Dee Meadows	Board Chair	912-283-7939	deemeadows70@gmail.com
Mr. Rusty Ganas	Board Vice-Chair	912-285-2475	rganas@bellsouth.net
Mr. Franklin L. Pinckney, Sr.	Board Member	912-285-8317	flpinckney@aol.com
Mr. Barry Deas	Board Member	912-285-7073	barrydeas@bellsouth.net
Mr. Denton Dial	Board Member	912-337-1693	dentondial@att.net
Mrs. Oneida Oliver-Sanders	Board Member	912-285-5782	oneidaoliver@yahoo.com
Mr. Edward L. Tyre	Board Member	912-614-0520	btire@ware.k12.ga.us

Waycross Middle
700 Central Avenue
Waycross, GA 31501

Ware County Middle
2301 Cherokee Street
Waycross, GA 31503

Mr. David Hitt, Principal

Dr. Shawn Benefield, Principal

**Assistant Principal:
Ms. Melanie Helms**

**CABS Academy Principal:
Mr. Lamar Smallwood**

**Assistant Principal:
Mr. Clarence Washington**

**CAPS Academy Principal:
Mr. Hildrick Garrison**

Athletic Director: 912-287-2334

**LIFE Academy Principal:
Ms. Stephanie King**

Band Room: 912-287-2056

Band Room: 912-287-2331

Clinic: 912-284-0258

Media Center: 912-287-2332

School Nutrition: 912-287-2343

School Nutrition: 912-287-2330

Fieldhouse: 912-287-2396

Special Education: 912-287-2339

Guidance: 912-287-2342

Transportation Department: 912-287-2318

Gymnasium: 912-284-2052

ATTENDANCE POLICY

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.

WAYCROSS MIDDLE SCHOOL ARRIVAL AND DISMISSAL TIMES

Buses will drop-off and pick-up students on the St. Mary's Street side of the campus. Cars are not allowed to enter the bus area. Students who arrive by bus are to walk directly into the gym. In the afternoon, bus riders will be dismissed to the bus loading area and will wait in the gym for late buses. Students must remain in their assigned area and follow instructions given by school personnel. Food, drinks, gum, and any other items which are not school related are not allowed in the bus waiting area and will be confiscated. Inappropriate behavior may result in a loss of bus riding privileges for a determined amount of time and/or assignment of consequences from the student code of conduct. Students are only allowed to ride their assigned bus.

The only approved drop-off and pick-up area for car riders is the covered walkway past the faculty parking. Parents are asked to enter from Central Avenue, be alert, and follow directions given by duty personnel while driving on campus. Students should not be dropped off prior to 7:00 a.m. or picked up later than 3:35 p.m. unless involvement in a school sanctioned activity warrants, as duty personnel are not in place prior to 7:00 a.m. or after 3:35 p.m. Students who are consistently picked up after 3:35 p.m. will be required to ride a bus home. To ensure your child's presence in class by 7:50 a.m., please arrive several minutes earlier to afford extra time for slower traffic flow.

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 schools. 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 the end of school. Failure to pick up your child may result in a report to the DFACS.

Walkers should use extreme caution as they leave the campus, as there are no crossing guards on the streets near Waycross Middle. The only crosswalk available near the school is located on Central Avenue near the corner of Central Ave. and Satilla Ave. Students are to use the sidewalks at all times and are expected to leave the campus immediately upon dismissal. All bike riders will adhere to the same rules as walkers. Students must walk their bikes while on campus. No skateboards, skates, hover boards, etc. may be used on campus. Students are not allowed to loiter around the area during arrival or dismissal.

WARE COUNTY MIDDLE SCHOOL ARRIVAL AND DISMISSAL TIMES

Upon arrival on campus, all bus riders will report to the cafeterias. Grade 6 students will report to the Gator Baiter Cafeteria, and grades 7 and 8 students will report to Fosteen's Diner. Car riders will be dropped off at the front entrance in the mornings and will report to the media center. At 7:35 a.m., students are released from these areas to report to their homerooms. The tardy bell rings at 7:40 a.m.

Upon dismissal at 3:20 p.m., all car riders will be picked up from the front entrance of the school or the tennis court parking lot. If the car rider line at the front of the school extends into Cherokee Ave., the overflow traffic will line up in the auditorium parking lot. First load bus riders will be released at 3:20 p.m.

ADMISSION & ASSIGNMENT TO SCHOOLS

1. Students residing in Ware County must attend school on the campus which is appropriate for the school zone in which they reside. A map of the attendance zones is posted on the system website.
2. Whenever a family moves out of a school attendance zone after the school year begins, the student may complete the nine weeks grading period at that school if parents provide transportation. If a family moves during the last half of the school year from one school zone to another zone within Ware County, the student may remain at the original school for the remainder of the school year if the parent provides transportation in a timely manner that conforms to established arrival and pick up times for other students. This shall not apply if such student has chronic disciplinary or attendance problems. The student must enroll in the school assigned to his attendance zone at the beginning of the subsequent school year.

Through school choice, parents may elect to enroll their child in a school outside of their attendance zone if such school has classroom space available after its assigned students have been enrolled. However, the home school must have the enrollment to grant the release. The Board of Education shall notify parents by July 1 of each year regarding which schools have available space. The window of time to apply for Intra-district transfer is the month of February of each school year. If parents elect to enroll their child in a school outside their attendance zone, the parent is responsible for transporting their child to and from school. A student who is allowed to transfer to another school under the school choice provision may continue to attend such school until the student completes all grades of that specific school as long as they remain a resident of Ware County.

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).

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.

Tardies 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.

CHECK-IN PROCEDURES

Any student who arrives at school after the tardy bell should report directly to the front office to obtain a late pass. Parents must sign in students who arrive at school after the tardy bell. Students arriving after the tardy bell are considered tardy. Please refer to EXCUSED AND UNEXCUSED ABSENCES to see acceptable reasons (as these reasons also apply to excused and unexcused tardies).

CHECK-OUT PROCEDURES

When students arrive on campus, they are under the authority of school administrators and must abide by proper checkout procedures if they leave school. Students are not permitted to leave the school grounds, once they have arrived on the campus, at any time during the school day without a permit from the school office.

When a student is to be excused for a portion of the school day, the student shall be released only to a legal parent or guardian, to a person properly identified to school authorities, or upon written request or verified telephone call from the parents.

For early checkouts, parents should bring a note to the principal's office for approval. The note should state the reason for dismissal and time of dismissal. Parents must go to the school office to sign out their child. Parents are encouraged to make every effort to schedule doctor and dental appointments outside of school hours. Parents should not check out students for the purpose of avoiding car rider traffic will be considered absent for the school day, and handwritten parent note will count against the five note policy.

A parent or an authorized person indicated on the student's registration form or file must be present to sign a student out of school. Phone contact must be made to a parent or guardian before a student can be checked-out by an unauthorized person. Administrative approval is required for all checkouts.

Students are expected to remain in class and any checkout should be limited to medical reasons or one of the excused reasons listed in the Handbook under the heading of Absences. **Excessive early checkouts are discouraged since these interrupt the educational process of a student and an entire class.** ***Students may not check out for lunch.*** In order to be counted present for the day, a student must be in attendance through or 1/2 of the school day. Students cannot be checked out after 3:00pm without an appointment card from their doctor. The front office is very busy during this time of the day and would appreciate your help.

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. 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's parent/guardian must sign out before leaving campus.
2. 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.

EXCUSED ABSENCES, TARDIES, EARLY CHECKOUTS

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 upon 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/attending military related events.

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.*

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.

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 (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.

PARTICIPATION IN EXTRACURRICULAR 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.

POLICY TO REDUCE UNEXCUSED ABSENCES

1. The Ware County School System will make a parent contact as stated below and document it in Infinite Campus when a student accumulates 3 absences, 5 absences, 7 absences, and 10 absences.
 - a. If a student has three (3) days absent, a parent/guardian will be contacted via phone or note home by the classroom teacher or counselor. Documentation will be logged into Infinite Campus by the classroom teacher/counselor. Upon reaching three (3) unexcused absences, the Community Service 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 into Infinite Campus. In addition a letter will be mailed home by the school notifying the parent of the student's missed days and compulsory attendance law.
3. Any student who has accumulated five (5) unexcused absences the parent/guardian 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 into 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 service 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 service 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

The following provisions apply to absences during a school year:

1. 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).
2. 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 a Ware County 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.

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 who 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 owner or authorized tenant of the property where the student and parent reside may complete and sign the affidavit with school system personnel and provide the documentation required as proof of residence as noted above in sections (1) and (2). 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.

SOCIAL SECURITY NUMBER

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.

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 to 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.

GRADE PLACEMENT

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, **students will be temporarily assigned to a grade until determination as to final grade placement** can be made. Students transferred from Home schools or unaccredited schools must take grade placement tests which will be administered at the Ware County Board of Education.

WITHDRAWING FROM SCHOOL

If it should become necessary to move out of your middle school district, you should inform your teachers and the guidance secretary at least three days before your last expected date at school. A parent/guardian must come to the school to make this withdrawal.

Administrators in the Ware County School System are authorized to withdraw a student who:

- Has missed more than ten (10) consecutive days of unexcused absences (administrators need to make a valiant effort to determine cause(s) of absence);
- Is not subject to compulsory school attendance; and
- 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).

ATTENDANCE OFFICE

Individual students who have situations necessitating their absence from school for a portion of the school day must be present for one half of the instructional day to be counted present for the day. However, the student will be counted absent from those classes that are missed due to the late arrival or early dismissal. When a student is to be excused for a portion of the school day, the student shall be released only to a legal parent or guardian, to a person properly identified to school authorities, or upon written request or verified telephone call from the parents.

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.

MAKE-UP WORK

Students are responsible for making arrangements to receive missed assignments. Assignments with a due date that occurs during a student's absence should be turned in immediately upon a student's return to school.

Students should complete assignments in a timely manner; the teacher has the discretion to lower the student's grade if assignments are not turned in a timely manner. A student has 3 (three) days to make up work for each day missed, up to a maximum of fourteen calendar days. If a student is absent on test day and has missed no instruction, he/she should be prepared to make up the test on the day he/she returns.

Absences due to suspension from school are considered unexcused. Students assigned out of school suspension (OSS) will be allowed to make-up work upon return to school.

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.

PERFECT ATTENDANCE

A student qualifies for Perfect Attendance Awards when he/she has not been absent and has accumulated no more than seven (7) unexcused tardies and/or seven (7) unexcused early checkouts.

FULL SCHOOL DAY

To be marked present for the full school day, a student must be in attendance for one half or more of the school day.

REWARDS FOR GOOD ATTENDANCE

Countywide recognition for good attendance comes in the form of rewards. Individual schools may offer various incentives to students for good attendance.

TARDINESS – PER SEMESTER

A student is tardy when he or she enters the classroom after the tardy bell rings. The accumulation of unexcused tardies will warrant disciplinary action.

Tardy to school – students who are late to school must sign in at the front office. Parents must be present to sign their students into school if tardy.

- 1st – 6th unexcused tardy - Warning
- 7th – 11th unexcused tardy - Detention
- 12th & above unexcused tardy - ISS

Tardy to class - unexcused – any tardy without a teacher note

- 1st tardy to class - warning issued by the teacher
- 2nd tardy to class - 10 minute detention served with teacher and parent contacted
- 3rd tardy to class - lunch detention (teacher assigns)
- 4th tardy to class - referral to administration

NOTIFICATION AND DISCIPLINE CONSEQUENCES FOR UNEXCUSED TARDINESS

- As soon as possible after the third (3rd) tardy, designated school personnel shall send written notification of the number of tardies to the student's parent(s) or guardian(s) reminding them of the importance of regular attendance.
- As soon as possible after the seventh (7th) tardy the designated school personnel shall send written notification of the number of tardies to the student, parent(s) or guardian(s) expressing concern about

the impact of excessive tardies on the student's education. (**A parent conference with the counselor is mandatory for the parent**)

- As soon as possible after the twelfth (12th) tardy, designated school personnel shall notify the Community Service Provider, who will make parent contact by way of phone or home visit in an attempt to eliminate tardies.
- As soon as possible after the twentieth (20th) tardy, designated school personnel shall notify the school counselor, who will schedule the parent for the Attendance Review Panel.
- When a student reaches twelve (12) unexcused tardies, the student may receive ISS.

Thrillshare

Thrillshare is a communication software product available at both middle schools. It serves many roles in communicating with parents about school. Therefore, it is vital that the office be notified if your telephone number changes. The system will record whether the call was delivered, interrupted, or unanswered and will provide a written record should any question arise. Messages about upcoming events, school fines, and information concerning any group on a school trip can be communicated to your home. 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.

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 and the school has received a request of records that the student is enrolled in a public, private or home study program.

MCKINNEY VENTO

The term "homeless children and youths" is defined as provided in the McKinney-Vento Homeless Assistance Act (the Act).

In accordance with the Act, every child of a homeless individual and every homeless child or youth shall have equal access to the same free, appropriate public education as provided to other students. The District shall assign and admit a child or youth who is homeless to a District school regardless of residence or whether the parent or student is able to produce records normally required for enrollment.

The Superintendent shall appoint a liaison for homeless children and youths.

The School District will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including transportation services, Head Start and comparable pre-school programs, Title I and similar state or local programs, educational programs for students with disabilities or limited English proficiency, career and technical education programs, gifted and talented programs and school nutrition programs. Appropriate secondary education and support services will be provided to ensure that homeless youths receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

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

Anyone having a concern or complaint regarding eligibility, school selection, or enrollment of a homeless child or youth should first present it orally and informally to the District homeless liaison, who shall carry out the dispute resolution process as defined in the state plan for the education of homeless children and youths.

Any student who attends the Ware County School System and has been identified as homeless will be provided district services for which they are eligible to include 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 students 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
- Head Start and comparable pre-school programs, Title I and similar state or local programs, educational programs for students with disabilities or limited English proficiency, career and technical education programs, gifted and talented programs and school nutrition programs.
- Appropriate secondary education and support services will be provided to ensure that homeless youths receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

If after enrollment, it is determined that a student is not homeless as defined in the law, the school district will follow 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 ; 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 youth - 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

If you have any questions or need assistance please contact Kimberly Frazier-Jones, Homeless Liaison, at 912-283-8656.

CODE OF CONDUCT For All Middle School Students in the Ware County Schools

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 require students to conduct themselves at

all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

AUTHORITY OF THE PRINCIPAL

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

PARENTAL INVOLVEMENT- CODE OF CONDUCT

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 are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

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

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

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent 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.

POSITIVE BEHAVIOR INTERVENTIONS 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.

BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

The degree of discipline imposed will be in accordance with the progressive discipline process.

- **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 a 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.

- **Possession, distribution, purchase of, attempted sale or 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 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 reasonably can be considered a weapon. Students who possess firearms or materials i.e. bullets, shot gun shells, etc. on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials. Ware County Board of Education policy prohibits all knives of any blade length and toy weapons.

- **Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions**

Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

- **Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions**

Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel. As required by section code 20-2-752, an

alleged violation of the student code of conduct where the principal recommends a suspension or expulsion longer than ten school days or an alleged assault or battery by a student of upon any teacher or other school official or employee, if such teacher or other school official or employee so requests. 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**
- **Disrespectful conduct 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 favors, and other verbal or physical contact of a sexual nature**
- **Damaging or defacing personal property or school property (vandalism)**

State law provides for referral to a disciplinary tribunal for substantial damages alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, other school official, employee, 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**
- **Violation of school dress code**
- **Use of profane, vulgar, or obscene words (spoken or written) or indecent exposure**
- **Usage during school hours of pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the board of education**
- **Inappropriate public displays of affection**
- **Inciting, advising or counseling of others engaged in prohibited acts will be subject to disciplinary action.**
- **Gambling or possession of gambling devices**
- **Giving false information to school officials or altering school documents**
- **Cheating on school assignments**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission**
- **Rules for attendance, tardiness, and checkout procedures are in the student handbook.**
- **Being in an unauthorized area**
- **Bullying**

Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall, at a minimum, be assigned to an alternative school.

- **Criminal law violations**

A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school

operation may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

O.C.G.A. 20-2-738 – Superintendent shall fully support the authority of principals and teachers in the school system to remove a student from the classroom including establishing and disseminating procedures. Local board policy shall require the filing of a report by a teacher documenting a student’s violation of the student code of conduct which 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 within one school day of the most recent occurrence of such behavior. The report shall be filed with the principal or principal’s designee, shall not exceed one page, and shall describe the behavior. The principal or principal’s designee shall, within one day of receiving such report, send to the student’s parents or guardians a copy of the report, and information regarding how the principal or principal’s designee may be contacted. The principal or principal’s designee shall send written notification to the teacher and to the student’s parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student’s parents or guardians. Written notification shall include information regarding how student’s parents or guardians may contact the principal or principal’s designee.

DEFINITION OF TERMS

Assault: Any serious threat or attempt to physically harm another person or any act that 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 interfere with the learning process of students around him or her and which are likely to recur.

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

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

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 to be taken at school must be brought by an adult (parent) 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 in a fight involving physical violence where there is no one main offender and no major injury. 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 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 regular school program and assignment of that student to an alternative program isolated from peers. A student assigned to ISS will not be able to attend any school function or participate in any extracurricular activity (athletic practice or competition, band, etc.) on the days for which he/she is assigned ISS.

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

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, competitive events, and/or activities sponsored by the school or its employees. For the purposes of the districtwide attendance protocol, suspensions shall not be considered unexcused absence. Any student who serves a short term suspension out of school shall be allowed to make-up missed assignments and tests. It shall be the student’s responsibility to obtain the missed work from the teacher(s) and complete the work within three (3) days of returning to school.

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.

Ware County Learning Center (WCLC): Ware County Learning Center is an alternative education program which will provide instructional and support services for chronic disciplinary problem students in grades 6-12 whose behavioral characteristics have been detrimental to the educational process of the student(s) or to the safe and orderly operation of the school. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

Weapons: The term weapon is defined as 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; any bat, club, or other bludgeon-type weapon; any stun gun or taser; bowie knife, switchblade knife, ballistic knife, any dirk, 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.

CUMULATIVE DISCIPLINE OFFENSES

These offenses have been identified as major misbehaviors that are grossly detrimental to the orderly school process. These offenses will be tracked for the student’s entire middle school career.

- Physical Assault or Battery on Teachers, Administrators, and other school personnel
- Physical Assault or Battery of other Students
- Fighting
- Illegal Substances
- Drugs and Alcohol
- Beepers or Electronic Communication Devices
- Pepper/Mace Spray
- Tobacco/e-cigarette
- Sexual Harassment/Sexual Misconduct
- Weapons

PROGRESSIVE DISCIPLINE PROCEDURES

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

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-16 Unsafe School Choice Option.

Classroom teachers have the authority and responsibility to handle minor acts of misconduct, which 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 school bus is an extension of the classroom, and students are expected to conduct themselves in a manner consistent with classroom behavior. The bus driver is responsible for the safety of all who ride the bus, and students are expected to comply with instructions given by the bus driver. The bus driver has the authority to assign seats, either temporarily or permanently, and to establish rules for safety and proper behavior on the bus. Bus students are not to leave the school grounds before or after school without permission.

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
- Notification of Parents
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Parent Conference
- Corporal Punishment
- Detention/Saturday School
- Temporary Placement at Ware County Learning Center, including In-School-Suspension
- Short-term Suspension

- Referral to a Tribunal for Long-term Suspension or Expulsion
 - Suspension or Expulsion from the School Bus
 - Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials.
- Parents, if you do not wish corporal punishment to be administered to your child, please file a letter with the principal stating your desires within the first ten (10) days after the beginning of each school term.

The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Appropriate disciplinary action is based on the level of offense for each referral. However, a referral to the alternative school can be made at any time after a student has been placed on a discipline contract.

Disciplinary Hearing (Tribunal)

The Disciplinary Hearing Officer as appointed by the Ware County Board of Education, is authorized to hear disciplinary matters. Notwithstanding anything to the contrary here within, the Disciplinary Officer has the authority to select an appropriate panel for tribunals. The decision of the tribunals can be a short-term suspension, long-term suspension, or expulsion of any student found to have violated the Code of Conduct. If a hearing is called, the student will be suspended from school until the tribunal can be held. The tribunal will be scheduled within ten (10) school days after the beginning of the suspension unless the parent and school mutually agree to an extension or the conduct of the student or parent causes a delay beyond said ten (10) day period.

Prior to the tribunal, students and parents will receive a notice to include the following:

1. The rules which the student has allegedly violated;
2. A description of the student's acts;
3. The names of the witnesses who may testify against the student (witnesses may be added prior to and during the tribunal);
4. The maximum punishment that the student could receive;
5. The time and place for the tribunal; and
6. That the student is entitled to require witnesses to be present at the tribunal and the student will have the right to present evidence, examine any and all witnesses presented and have an attorney, at the student's expense, to represent the student. School administrators should be notified prior to the tribunal if a subpoena is to be issued by the Superintendent.

Parent/guardians should contact the school if they would like the notice and other documents related to the tribunal in a language other than English. Language interpreter services are also available upon request for a student disciplinary hearing.

At the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent's expense, to represent the student. The decision of the Disciplinary Hearing Officer may be appealed by submitting a written notice of appeal to the Superintendent within twenty (20) calendar days from the date the decision is made.

A student disciplinary hearing is formal, although the strict rules of evidence as applied in a court do not apply in a disciplinary tribunal hearing. The panel selected by the Disciplinary Hearing Officer will determine the innocence or guilt of a student accused of violating the Student Code of Conduct. The local board of education shall ensure initially trained student disciplinary hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

The local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. 20-2-751 through 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/systems pursuant to O.C.G.A. 20-2-751.2.

The discipline plan infractions listed on the following pages are aligned with the state discipline matrix. Administration makes the determinations of the category and level.

At the administrator's discretion, ISS at Ware County Learning Center may be substituted for OSS assignments.

Middle Schools in Ware County Discipline Plan
Level of Offenses

	Infraction	Referral	Disposition
	Level 1		
Level 1	Computer trespassing (minor – internet use without permission, games, social networking sites, non-instructional without teacher permission) (33) Profanity, obscene words, gestures, or materials (minor) (33)	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense 5 th Offense 6 th Offense	1 DAY ISS OR SAT SCHOOL 1 DAY ISS OR SAT SCHOOL ISS 2 DAYS ISS 3 DAYS OSS 2 DAYS OSS 3 DAYS / behavior contract
Level 1	Disorderly Conduct – Creating or contributing to a mild disturbance that disrupts the normal operation of the school or classroom. May include horseplaying, mild profanity, inappropriate gestures or materials.	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense 5 th Offense 6 th Offense	SAT. SCHOOL/1 DAY ISS SAT. SCHOOL/1 DAY ISS ISS - 2 DAYS ISS - 3 DAYS OSS – 2 DAYS OSS – 3 DAYS/Behavior contract
Level 1	Student Incivility – Insubordination or use of inappropriate language not directed toward school staff; might include disrespect, disregard of directions	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense 5 th Offense 6 th Offense	SAT. SCHOOL/1 DAY ISS SAT. SCHOOL/1 DAY ISS ISS - 2 DAYS ISS - 3 DAYS OSS – 2 DAYS OSS – 3 DAYS/Behavior contract
Level 1	Gum or food violation (33)	1 st Offense 2 nd Offense 3 rd Offense & following	LUNCH DET/DETENTION – 2 DAYS LUNCH DET/DETENTION - WEEK ISS/SATURDAY SCHOOL
Level 1	Radio, CD player, toys, games, beepers, cell phones , sunglasses, hats, etc.	1 st Offense 2 nd Offense & following	Device taken, turned into the office and must be picked up by a parent/guardian Device taken, turned into the office, held 7 calendar days, must be picked up by a parent/guardian
Level 1	Refusal to relinquish an electronic device upon request	1 st Offense 2 nd Offense 3 rd Offense & following	2 DAYS ISS 1 DAY OSS 2 DAYS OSS & possible Behavior contract
Level 1	Failure to stay for detention (33)	1 st Offense 2 nd Offense 3 rd Offense & following	LUNCH DETENTION – 2 DAYS ISS/SATURDAY SCHOOL PRINCIPAL’S DISCRETION

Level 1	Academic dishonesty, cheating, or plagiarism (32)	1 st Offense 2 nd Offense 3 rd Offense & following	ZERO and P/C ZERO and 2 DAYS OF ISS ZERO and 3 DAYS OF ISS and Parent Conference
Level 1	Battery - Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries	1 st Offense 2 nd Offense 3 rd Offense	OSS 1 DAY OSS 3 DAYS Move to Level 3
Level 1	Fighting - A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries (mutual participation)	1 st Offense 2 nd Offense 3 rd Offense	OSS 3 DAYS OSS 5 DAYS OSS 7 DAYS / Level 3
Level 1	Larceny / Theft - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$0 and \$100	1 st Offense 2 nd Offense 3 rd Offense	OSS 2 DAYS OSS 5 DAYS OSS 7 DAYS
Level 1	Sexual Harassment - Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals	1 st Offense 2 nd Offense 3 rd Offense	OSS 1 DAY OSS 2 DAYS OSS 3 DAYS
Level 1	Sexual Offenses - Inappropriate public displays of affection (PDA), public groping or inappropriate bodily contact	1 st Offense 2 nd Offense 3 rd Offense	ISS 2 DAYS ISS 3 DAYS OSS 1 DAY
Level 1	Bullying - First Offense of bullying as defined in Georgia Code Section 20-2-751.4	1 st Offense	ISS 3 DAYS
Level 1	Attendance Related - Repeated or <u>excessive</u> unexcused absences or tardies; including failure to report to class, skipping class, leaving class without authorization, or failure to comply with disciplinary sanctions	1 st Offense 2 nd Offense 3 rd Offense	ISS 1 DAY ISS 2 DAYS ISS 3 DAYS
Level 1	Possession of Unapproved Items - The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	1 st Offense 2 nd Offense 3 rd Offense	ISS 1 DAY ISS 2 DAYS ISS 3 DAYS
Level 1	Alteration/Forgery misrepresentation on school forms (33)	1 st Offense 2 nd Offense 3 rd Offense	ISS 1 DAY ISS 2 DAYS ISS 3 DAYS
LEVEL 2			
Level 2	Arson - Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks	1 st Offense 2 nd Offense	OSS 5 DAYS OSS 10 DAYS / HEARING

Level 2	Battery - Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries	1 st Offense 2 nd Offense 3 rd Offense	OSS 3 DAYS OSS 5 DAYS Move to Level 3
Level 2	Computer Trespassing – viewing messages or images containing pornography or obscene language	1 st Offense 2 nd Offense 3 rd Offense	OSS 3 DAYS OSS 5 DAYS Move to Level 3
Level 2	Disorderly Conduct - Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action	1 st Offense 2 nd Offense 3 rd Offense	ISS 3 DAYS ISS 5 DAYS OSS 1 DAY
Level 2	Damaging school employee private property (20)	1 st Offense 2 nd Offense	OSS 5 DAYS & restitution OSS 10 DAYS/HEARING
Level 2	Bullying as defined in Georgia Code Section 20-2-751.4, Teasing, Racial, sexually abusive comments towards another student (no contact contract) (29) Cyberbullying Gang Activity – Minor (Gang Symbols on personal property, possession of paraphernalia, no one harmed) (35)	1 st Offense 2 nd Offense 3 rd Offense	ISS 3 DAYS OSS 3 DAYS OSS 10 DAYS/HEARING
Level 2	Gambling on school property or at a school function (33) Leaving campus without permission (33) Poppers and stink bombs Rude and Disrespectful behavior (major) Use of profane, vulgar or obscene language or gestures (major towards student) Inciting or videoing a fight or other major school disruption	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense	ISS 3 DAYS OSS 2 DAYS OSS 3 DAYS OSS 10 DAYS/HEARING
Level 2	ISS Disruption	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense & following	OSS 1 DAY OSS 2 DAYS OSS 2 DAYS OSS 2 DAYS
Level 2	Possession or use of tobacco paraphernalia or tobacco products, or tobacco product substitute(s), e-cigarette or e-cigarette look-alikes, hookahs and hookah look-alikes, vapes and juuls	1 st Offense 2 nd Offense 3 rd Offense & subsequent offenses	OSS 1 DAY OSS 2 DAYS OSS 3 DAYS

Level 2	Drugs except alcohol and tobacco - Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	1 st offense 2 nd offense	ISS 3 DAYS OSS 3 DAYS
Level 2	Fighting - A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries	1 st Offense 2 nd Offense 3 rd Offense	OSS 5 DAYS OSS 7 DAYS Move to Level 3
Level 2	Larceny / Theft - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250	1 st Offense 2 nd Offense 3 rd Offense	OSS 5 DAYS OSS 7 DAYS Move to Level 3
Level 2	Sexual Harassment - Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals	1 st Offense 2 nd Offense 3 rd Offense	OSS 3 DAYS OSS 5 DAYS Move to Level 3
Level 2	Sexual Offenses - Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts, inappropriate touching, inappropriate body contact.	1 st Offense 2 nd Offense 3 rd Offense	OSS 3 DAYS OSS 5 DAYS OSS 10 DAYS
Level 2	Threat / Intimidation - Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	1 st Offense 2 nd Offense	OSS 2 DAYS OSS 3 DAYS
Level 2	Trespassing - Entering or remaining on school grounds or facilities without authorization and with no lawful purpose	1 st Offense 2 nd Offense 3 rd Offense	OSS 2 DAYS OSS 3 DAYS Move to Level 3
Level 2	Vandalism - Participating in the minor destruction, damage or defacement of school property or private property without permission	1 st Offense 2 nd Offense 3 rd Offense	ISS 3 DAYS / RESTITUTION OSS 2 DAYS / RESTITUTION Move to Level 3
Level 2	Weapons (knife) - Unintentional possession of a knife or knife-like item without intent to harm or intimidate	1 st Offense	OSS 10 DAYS / HEARING
Level 2	Weapons (Other) - Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm	1 st Offense	OSS 10 DAYS / HEARING
Level 2	Academic Dishonesty - Intentional plagiarism or cheating on a minor classroom assignment or project	1 st Offense 2 nd Offense 3 rd Offense	ZERO and 1 DAY ISS ZERO and 2 DAYS ISS ZERO and 3 DAYS ISS (PARENT CONFERENCE)

Level 2	Student Incivility - Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth	1 st Offense 2 nd Offense 3 rd Offense	OSS 5 DAYS OSS 7 DAYS Move to Level 3
Level 2	Failure to Identify / False ID	1 st Offense 2 nd Offense 3 rd Offense	OSS 2 DAYS OSS 3 DAYS OSS 5 DAYS
LEVEL 3			
Level 3	Alcohol - Unintentional possession of alcohol	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Alcohol – under the influence of alcohol without possession	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Threat / Intimidation - Physical, verbal or electronic threat which creates fear of harm including displaying a weapon or subjecting victims to physical attack	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Activating Fire Alarm (33)	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Alcohol - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Arson - Intentional damage as a result of arson-related activity or the use of an incendiary device	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Assault of School Employee (03)	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Battery (03)- Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year	1 st Offense	OSS 10 DAYS/HEARING

Level 3	Breaking and entering	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Computer Trespassing (MAJOR) – Any person who uses a computer or computer network with knowledge that such use is without authority and with the intention of: Cyber Bullying, Altering or Damaging the computer network, or computer program, sending messages or images containing pornography or obscene language, change or vandalize files or data of others, computer invasion, computer forgery, or computer password disclosure. (05)	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Criminal Law Violations	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Disorderly Conduct- Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Drugs except alcohol & tobacco - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics or under the influence	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Evade-School personnel (35) Failure to Comply w/Search and Seizure	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Homicide Kidnapping (10)	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Indecent Exposure, Sex Acts (16)	1 st Offense	OSS 10 DAYS/HEARING

Level 3	Larceny Theft, Theft (11)- The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Major School Disruption (33) Molestation or Rape, Sexual Battery (16) Robbery Extortion (13) (<i>Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.</i>)	1 st Offense	OSS 10 DAYS/HEARING
Level 3	Tobacco - Distribution and/or selling of tobacco, or tobacco product substitute(s), e-cigarette or e-cigarette look-alikes, hookahs and hookah look-alikes; Level 3 may be used for students that violate the school policy on tobacco / e-cigarettes three or more times during the same school year.	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense & following	OSS 2 DAYS OSS 3 DAYS OSS 3 DAYS OSS 5 DAYS
Level 3	Gang Activities (Major) (35)	1 st Offense 2 nd Offense 3 rd Offense	OSS 3 DAYS OSS 5 DAYS OSS 7 DAYS/ HEARING
Level 3	Fighting (08)- A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.	1 st Offense 2 nd Offense 3 rd Offense	OSS 10 DAYS /HEARING
Level 3	Sexual harassment (no contact contract) (16)	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Academic Dishonesty - Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)	3 rd Offense	OSS 10 DAYS / HEARING
Level 3	Bullying - Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.	3rd offense	OSS 10 DAYS / HEARING

Level 3	Other Firearms - Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Serious Bodily Injury - Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Student Incivility - Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Vandalism - Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Weapons (knife) - Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Weapons (Other) - Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm	1 st Offense	OSS 10 DAYS / HEARING
Level 3	Weapons (handgun/rifle/shotgun) - Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm	1 st Offense	OSS 10 DAYS / HEARING

Administration always reserves the right to meet and agree on dispositions when punishment is not based on school discipline plan.

- **The penalties listed above are general guidelines. Therefore, at the Administrator's discretion more or less severe punishment may be applied e.g. such as criminal charges may be used in extreme cases.**

DETENTION

An administrator or teacher may assign a student detention as a result of being tardy to class or as the result of a school rule violation. The student will have **three (3)** school days to serve the detention. Failure to serve a teacher detention will result in a discipline referral.

SATURDAY SCHOOL DETENTION

The administrative team may offer Saturday School as an alternative to suspension. Parents are responsible for transportation to and from Saturday School and should pick up their child promptly at the designated dismissal time. Students are expected to be respectful and follow all school rules.

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. 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 the regular classroom.

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.

IN-SCHOOL AND OUT-OF-SCHOOL RULES FOR STUDENTS

A student assigned to ISS or OSS by an administrator for school rule violations must comply with the following regulations.

1. The parents will be notified if at all possible at the time of the disciplinary action and/or before the student is to return to school.
2. The student is prohibited from taking part in any school-sponsored activity from the time the suspension begins until the end of school on their last day of ISS.
3. The student may **NOT** participate as a member of an extracurricular team or group from the time the suspension begins until the end of school on their last day of ISS.
4. Students assigned ISS should report directly to the ISS instructor/classroom. Any student assigned to ISS who is found loitering inside the main school building may be subject to further disciplinary action.
5. When a student is assigned to ISS, the student may **NOT** return to the classroom until **ALL** assigned ISS days are served and **ALL** work assigned during ISS is completed.
6. Students who do not receive permission from the school administration to be on campus during OSS will be subject to Trespassing charges.
7. Students suspended Out-of-School (OSS) will be allowed to make up schoolwork. It shall be the student's responsibility to initiate the make-up work process at the convenience of the teacher(s).

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

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

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. Such an agreement and waiver must be approved also by the tribunal facilitator from the superintendent's office.

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 **and** 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.)

ACCEPTABLE

Students shall give proper attention to personal cleanliness and neatness of dress.

Shirts/blouses/dresses/tops with or without sleeves

Backless shoes except for rubber shower shoes

Clothes to be worn as intended

Knee-length shorts (No shorter than top of the knee when standing, must have a finished hem)

Capris

Skirts/dresses **(No shorter than top of the knee when standing)**

Pants/skirts worn at the natural waistline

UNACCEPTABLE

Wrap blouses

Hats, athletic head bands, bandanas, or any other head gear

Combs/picks/curlers

See-thru garments (if sheer top is worn, then the under shirt must completely meet school dress code)

Halter tops/tube tops/crop tops/tank tops/racer back tops/spaghetti straps

Muscle shirts

Low-cut/revealing tops or blouses

Visible undergarments

Clothing with holes above the knee (ripped, torn, cut, frayed) THAT SHOW the SKIN or under garments to include leggings/spandex

Vulgar and inappropriate designs and language

Mini-skirts/dresses

Nose rings

Facial piercings & gages

Any other extreme in dress that is deemed inappropriate by the administration

Gang-related attire or identifying features **(This will include anything brought to administrator's attention)**

Leggings/tights/yoga pants (pants without real pockets or a working button) with tops

Pajamas, Bedroom shoes, Soft Rubber Shower shoes, Sagging pants, Baggy pants

Any clothing fad or article of clothing or non-traditional manner of wearing clothing/hair

color that attracts undue attention and/or is distractive of the instructional process and/or

the routine operation of the school

Principal's Judgment:

- Clothing considered inappropriate because of tightness

- Writing on clothing that is considered vulgar or in bad taste

- Any clothing/jewelry/hair color or style which tends to create a disturbance on campus

Students will be given three options to correct the violation.

1. Borrow or change into clothes that will comply with the dress code.
2. Send student to TIME OUT AREA UNTIL PROBLEM IS CORRECTED. The student will call home for someone to deliver to the school the appropriate attire for the student (unexcused absence from class while waiting in the Time Out Area/unexcused absence for check out).
3. Check student out to go home to change into attire that will comply with the dress code (unexcused absence)

STUDENT MUST REMAIN IN THE TIME OUT AREA UNTIL VIOLATION IS CORRECTED.

SCHOOL POLICIES & PROCEDURES

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. Parents are encouraged to purchase accident insurance at the beginning of the school year.

ATHLETIC ELIGIBILITY

- All first year sixth graders are eligible the first semester. Seventh and eighth graders must have met promotion requirements to be eligible the first semester.
- Second semester eligibility for all students is determined by first semester grades. Students:
 - Must pass Mathematics and two out of three required academic courses (Science, ELA, SS)
 - Must pass 75% of Connection courses
 - Students who do not meet all of the above criteria and other local criteria shall be referred to the Retention Review Committee.

Students are ineligible for the 2019-20 school year if:

- they have been retained ;
 - they have been academically placed; or
 - they have an outstanding balance due (i.e. books, Media, pictures).
-
- Summer school classes will count toward athletic eligibility.
 - A student must be counted present the entire day at school on the day of participation or Friday if the activity is on Saturday, unless a school official has approved otherwise.
 - Students cannot participate, practice, or play until they have fully completed their ISS or OSS assignment.
 - Students cannot participate if they have an outstanding balance due (i.e. books, media, pictures). Participation may resume once the balance is paid in full.
 - Students may not participate if they become 15 years of age or older prior to May 1st preceding their 8th grade year.
 - Students may participate only one year in the 6th grade, one year in the 7th grade, and one year in the 8th grade.
 - Students and parents must have completed and signed proper forms prior to the first try-out/practice day.
 - Students must have a current physical on file prior to the first day of try-out/practice.

BICYCLES

If you ride a bicycle to school, you are required to park it using a lock and chain in the designated area. Bicycle riders must leave the campus promptly in order to avoid traffic.

BUSES

Students are expected to follow and obey the bus rules 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.

BUS CONDUCT RULES FOR STUDENTS

It is the position of the Ware County Board of Education that the school bus is an extension of the classroom; therefore, students are expected to always be respectful of their rights and the rights of others while being transported on the bus.

Bus Conduct Rules:

1. Students will ride only on the bus they are assigned to ride.
2. Students will board their assigned bus each morning and depart their bus each afternoon at their regular stop, unless written permission is granted through the school office.
3. Students will be at their stop at the designated time and be ready to board the bus with the least possible delay.
4. Students will sit three to a seat unless otherwise directed by the Transportation Specialist or building level administrator.
5. Students will stay in their seats the entire time that the bus is in motion. There may be times when a student has to stand because of the bus capacity. At such times, the student is to stand in one place, hold the seat nearest him/her for stability and take a seat when one becomes available.
6. Students will remain orderly as to not distract the Transportation Specialist. Physical contact with others may lead to bus suspension. Fighting with other students will result in automatic bus and school suspension.
7. Students will be COMPLETELY QUIET at all RAILROAD CROSSINGS.
8. Students are not to use or possess tobacco/e-cigarette, matches, lighters, alcohol, drugs or weapons.
9. Students will not use obscene language or gestures.
10. Willful damage or destruction of any part of the bus is prohibited. It will be the responsibility of each student and the student's parent/guardian to make restitution for such damage.
11. Students will not eat on the bus.
12. Students will not throw objects on the bus or out of the bus window.
13. Students will not extend any part of his/her body out of the window.
14. Students are permitted to carry only books and other school related projects or materials. No live animals, glass bottles or balloons will be permitted on the bus. Large band instruments or school related projects/materials will be placed as designated by the Transportation Specialist.
15. No items will be sold on the bus.
16. The Transportation Specialist may select certain students for safety training to be used in the event of an emergency. All students are required to cooperate during any emergency situation.
17. Transportation Specialists will use the "Bus Conduct Form" to report any misconduct on the bus and parents will receive a copy of the report. It is the responsibility of the Transportation Director/designee to use his/her discretion in deciding when the offense should be reported to a building level administrator. Parents/guardians will be contacted by the Transportation Director/designee or school administrator regarding their child's misbehavior.
18. The Transportation Director/designee and/or building level administrators have the authority to suspend the riding privileges of students who are disciplinary problems on the bus. The period of suspension will be in relation to the seriousness of the offense and other factors such as age of the students and prior history of misbehavior on the bus. When a student's riding privileges have been suspended, he/she is suspended from ALL Ware County School System buses.

BUS DISCIPLINE POLICY

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.

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

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.

BUS PASSES

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, they must have a note from a parent/guardian to advise the driver to let them off at a different destination. This note must be given to the principal or designee for his signature by 9:00 a.m. of the day in question. The student will be given a signed transportation note that must be given to the bus driver before he/she will be allowed to ride the bus. The office must confirm this change. Any exceptions to this policy will be in the event of an emergency only and must be cleared through the principal or designee.

BUS SAFETY CURRICULUM

- Always walk on the sidewalk to the bus stop; never run. If there is no sidewalk, walk on the left facing traffic.
- Go to the bus stop about five minutes before the bus is scheduled to arrive. While at the bus stop, wait quietly in a safe place well away from the road. Do not run and play while waiting.
- Enter the bus in a line with younger students in front. Hold the handrail while going up and down the stairs.
- When entering the bus, go directly to a seat. Remain seated and face forward during the entire ride.
- Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing so the driver can hear if a train is coming.
- Never throw things on the bus or out the windows. Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap.
- Never play with the emergency exits. Large instruments or sports equipment should not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
- Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.
- If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and she may begin moving the bus. Make sure that drawstrings and other loose objects are secure before getting off the bus so that they do not get caught on the handrail or the door.
- Respect the "Danger Zone" which surrounds all sides of the bus. The "Danger Zone" is ten feet wide on all sides of the bus. Always remain 10 steps away from the bus to be out of the "Danger Zone" and where the driver can see you.
- Always cross the street in front of the bus. Never go behind the bus. If you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.

- Never speak to strangers at the bus stop and never get into the car with a stranger. Always go straight home and tell your parents if a stranger tries to talk to you or pick you up.

CELLULAR TELEPHONE

All cell phones should be turned off and put away during school hours (7:00 a.m. – 3:30 p.m.). Our bring your own device initiatives only allow the use of personal technology in the instructional setting. Any student who violates this policy during school hours will be subject to disciplinary action. The principal or designee of each school is authorized to provide for exceptions to this policy and for disciplinary actions for use of cell phones in violation of the policy, such as in the case of medical emergencies or other extenuating circumstances as determined by school administrator. An additional referral will be made for any student who refuses to give a phone to a school official at his or her request. 1st Offense - 2 days ISS , 2nd Offense - 1 day OSS, and 3rd & subsequent offenses - 2 days OSS and possible behavior contract.

The Middle Schools in Ware County will assume No Liability for lost or stolen phones. The schools reserve the right to search for stolen cell phones. Charges may be filed; and disciplinary action will be taken. See discipline plan on page 28.

CARE OF SCHOOL PROPERTY

The school building and all of the equipment in it are provided, at great expense, by the citizens of Ware County through money paid by taxes. Every student should be taught the value of school property and be encouraged to develop good citizenship habits. Students who deface or destroy school property (including textbooks) will be disciplined severely. Parents and/or students will be required to pay for damages to a building or equipment if it is determined that damages were caused by carelessness, neglect, or intent. Everyone should develop pride in keeping the building clean and keeping furniture and equipment in good repair.

CHEATING

Refer to Discipline guide.

CLUBS AND ACTIVITIES

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

A variation of clubs and organizations are established in each middle school and may include some of the following:

ACADEMIC QUIZ BOWL

Academic quiz bowl is open to all students. Teams are formed at the beginning of each year. Academic quiz bowl is a game of academic competition between students in the middle grades.

Our purpose is to boost student confidence and self-esteem, inspire students to excel academically, promote good citizenship, stimulate our youth's competitive spirit, and recognize student scholastic aptitude.

BAND ACTIVITIES

The purpose of the band program is to promote musical interest and skills. By being enrolled in band classes, students are provided the opportunity to participate in several extracurricular band activities.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

FCA is open to all students. Meetings are held before school. The Fellowship of Christian Athletes is touching millions of lives... one heart at a time. Since 1954, the Fellowship of Christian Athletes has been challenging athletes and coaches to use the powerful medium of athletics to impact the world for Jesus Christ reaching nearly 1.3 million people annually on the professional, college, high school, junior high, and youth levels. FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

FUTURE FARMERS of AMERICA (FFA)

The FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success. The FFA is open to all students. FFA consists of many career development events and experiences in the following areas: Agricultural Mechanics, Forestry, Horticulture, Leadership, and Livestock. Membership dues are required annually.

HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)

HOSA is a national student organization recognized by the U.S. Department of Education whose mission is to promote career opportunities in the healthcare industry. HOSA provides a one-of-a-kind program of leadership development and motivation for students enrolled in health science education and bio-medical science programs as well as those who are interested in pursuing careers in any of the health professions.

MATH TEAM

Open to all students, the Math Team competes on the state level by taking a monthly test administered through the Georgia Math League.

MODEL U.N. TEAM

The Model United Nations team helps students learn about their world and international issues. Students learn the structure and procedures of the United Nations. They attend conferences as representatives of different nations and debate issues from nation's point of view. Students should be interested in global affairs and willing to use their research, speaking and writing skills. Model U.N. is open to all students.

PRINCIPAL'S ADVISORY COMMITTEE

This committee serves as a liaison among students, faculty and administration. Its purpose is to enhance the academic program of the school by encouraging the element of fun and positive esteem development through student activities and various school projects. Valuable experiences and lessons about practical situations may be fostered. Membership is composed of representatives of all school clubs and at large members selected by application. Scheduled meetings will be announced.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Honor Society is to promote academic excellence. Membership in the local chapter is an honor bestowed upon a student.

NATIONAL JUNIOR HONOR SOCIETY BY-LAWS AMENDMENT

SELECTION OF MEMBERS

Section 1

To be eligible for membership, the candidate must be a member of the seventh or eighth grade. If a candidate is in attendance at the school the equivalent of one semester or less, then a recommendation from the previous school principal will be pursuant to the candidate's selection. The candidate must also meet the academic average guidelines for the current and previous year of schooling.

Section 2

Candidates must have an academic subject average of at least 90 percent for the previous academic year and the first nine weeks of the current school term. Students' academic records will be reviewed to determine

scholastic eligibility. Students will need to maintain a 90 or above average each semester or they will be considered an inactive member.

Section 3

Candidate shall then be evaluated on the basis of service, leadership, character, and citizenship. Faculty members will be invited to make comments on candidates. Negative input about a candidate from two faculty members will be considered grounds for ineligibility. However, the actual selection decision must be made by the five appointed members of the faculty council. The faculty assessment of the candidate will remain confidential.

Section 4

This selection procedure was determined by the faculty council and will be published in the school's Student-Parent Handbook.

WARE COUNTY JUNIOR MISS

This is a beauty pageant open to female students of Ware County Middle School (no participants allowed from other schools). There are many titles/awards presented including: Ware County Junior Miss, 1st Runner-Up, 2nd Runner-Up, 3rd Runner-Up, 4th Runner-Up, Miss Congeniality, and Most Photogenic. There is a limit on the number of contestants. It is usually 30, but may go up to 35 if necessary. The yearbook staff sponsors the pageant with all proceeds helping to pay for publication costs of the yearbook.

YEARBOOK STAFF

A yearbook staff meets and plans the yearbook to highlight special events and extracurricular activities that occur during the year.

CURRICULUM

The basic academic curriculum at the middle school includes the areas of English/Language Arts, Math, Science, and Social Studies. Academic instruction is based on curriculum guides, which direct the teacher at different levels to make sure that competencies in these basic curriculum areas are completed.

Connections classes are vital parts of the curriculum. Some of the Connections courses are: Band, Chorus, Fine Arts, Health, Physical Education, Healthcare Science, Family and Consumer Sciences and Business and Computers.

DRINK & SNACK MACHINES

The purchase of drinks and snacks is a student privilege. *Classroom teachers or administrators may temporarily suspend this privilege for minor disciplinary or responsibility infractions.* Snack and drink machines do not provide a balanced diet for a school lunch. Therefore, a school lunch must be purchased or a lunch brought from home before purchasing these items. No snacks or drinks may be purchased before lunch. Students are to use the snack machines at their own risk. ***No refunds.***

DRIVING

No middle school student will be permitted to drive to school or park a motorized vehicle on campus.

EMERGENCY DRILLS

Regular emergency preparedness drills will be held throughout the school year to train students of proper action in the event of an emergency. These drills will include fire, tornado, and hurricane drills. A comprehensive emergency preparedness plan is on file in the office.

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.

FLOWERS, BALLOON, ETC.

The Middle Schools in Ware County have 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 school office. Please have them delivered to your home.

GUIDANCE

The Guidance and Counseling Office provides many special services for students, parents, and teachers. Students who are having problems that are affecting their schoolwork may receive individual attention from the counselor. This service may be arranged through teachers, administrators, the counseling office secretary, a parent, or the counselor. In addition to individual guidance and counseling, the counselor provides group counseling, classroom guidance, and information for teachers and parents. The Guidance Secretary keeps permanent records on each student, test scores, and handles paperwork for students who are entering and withdrawing from the middle school. Other student services offered through the Counselor's Office include the Hospital/Homebound Program, Immunization Records, scheduling of Parent/Teacher Conferences, Maintenance of Student Permanent Record, and Enrolling and Withdrawing Students.

HALL PASSES

When a teacher determines that a student has a justifiable reason for leaving the classroom, the student will be issued a hall pass (using their agenda) that states this reason. **Student agendas will be used for hall passes.** Teachers will determine and share the plan for classroom restroom and water breaks.

HOMEWORK

Students will have assigned homework and will be expected to complete all homework assignments by the designated times.

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 counselor 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 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 they decide not to take the online option.

LOCKERS

Waycross Middle School

Lockers are not used. Students are expected to keep their classroom supplies (paper, pencils, etc.) in their book bag with them. Some teachers use a classroom set of materials. Others only require students to carry a workbook. The supplies and materials needed are discussed among the grade level teachers and an effort to keep the material at a reasonable amount.

Ware County Middle School

Lockers are assigned to the students for protection and convenience. It is the responsibility of the student to care for and protect the locker. The locker is school property and as such, may be inspected by school officials. If any problem occurs (mechanical or otherwise), the student is to notify the homeroom teacher who will try to correct the problem. If correction is not possible, an administrator will be notified for assistance.

LOST & FOUND

We have a lost and found section at school. If books or personal items are lost, you may check to see if the item has been turned in. We suggest that you write your name on each item so that identification will be easier. Items not claimed from the lost and found section and prohibited items which have been confiscated for return to a parent are subject to be donated to charity if they have not been picked up within two weeks.

SCHOOL NUTRITION

The school nutrition management will appreciate your cooperation in:

1. Depositing lunch litter in trash cans.
2. Leaving the table and floor around your place in a clean condition.
3. Taking **no** food from the cafeteria.
4. Keeping feet out of aisles for safety reasons.
5. Talking in a reasonable tone of voice.
6. Avoiding needless movement throughout the lunchroom.
7. No fast food meals allowed to be delivered to students at school.
8. A microwave is available for student use.

MEDIA CENTER

The Media Center is open for student use daily. Students should be given permission prior to visiting the media center. The Media Specialist and Media Paraprofessional are readily available to those who need assistance. Students are encouraged to visit the Media Center before school begins each day to renew books, pay fines, or conduct class related research.

STUDENT BARCODE: An agenda is issued to each student at the beginning of the school year with the student barcode and Internet permission sticker found on the inside of the back cover. The barcode is used to access student media information found in the media center automation system.

INTERNET PERMISSION: An Internet permission sticker indicates to faculty and staff that a student has a signed copy of the Ware County School System Internet User's Contract on record in the Media Center. A copy of the Ware County School System Internet Acceptable Use Policy is found in the student handbook and a copy of the Ware County School System Internet User's Contract is distributed through the Language Arts classes at the beginning of the school year.

CIRCULATION: Materials may be checked out for two weeks, and borrowers are fiscally responsible for all materials. Students who have overdue materials or who owe fines in the media center may not check out any materials until all records are clear.

FINES AND FEES: Students having overdue materials or fines may check out materials once the Media Center records are cleared. A fine, not to exceed \$1.50 or five cents per day, is charged for materials that are overdue. Weekends and holidays are not counted. A fee of \$1.00 will be charged to replace each damaged or missing bar code label or Accelerated Reader label. See Student Fees, Fines, and Charges

DAMAGED MATERIALS: If any materials are unduly damaged, an amount in keeping with the damage will be charged. A rebinding fee is charged for any book returned in such condition that prohibits its circulation until it can be rebound. Students or parents should never attempt to mend materials. Instead, they should return materials to the Media Center and report the damage to the media specialist.

LOSS OF MEDIA: Current replacement cost plus \$3.00 for processing is charged for any media format or equipment. If the item is returned in good repair within the current school calendar year, replacement cost less the processing fee will be reimbursed to the party responsible for the original payment. All media fees should be paid by the end of the current school calendar year.

GALILEO: GALILEO is an on-line statewide “library” available to the citizens of Georgia providing additional resources to the staffs and students of Georgia. The Middle School staff and students have direct access in the Media Center and all classrooms. Staff and students may access GALILEO from their homes with a PASSWORD. The password is available in the Media Center and changes quarterly.

Electronic Resources –Internet User- Acceptable Use Policy

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.

PARENT CONFERENCES

If you and/or your parents would like to have a conference with your teachers or an administrator, call the Guidance Office and an appointment will be made for you. Teacher conferences may be held during teacher planning, before school or after school. Administrative conferences will be scheduled at the earliest mutually convenient time for the administrator and parent.

PERSONAL SALES / PROJECTS

Projects involving the sale of candy must have prior approval of the administration. Personal sales, however, are prohibited. Violation of these rules will result in disciplinary action.

PHYSICAL EDUCATION & HEALTH

Students are required to dress out for physical education (shorts, shirt, tennis shoes, white or black gym socks). Students who are not physically able to participate in physical education activities must obtain a **statement from a physician specifying the type and duration of the disability**. The administration believes that physical education is a vital part of the school program.

PRESENCE ON CAMPUS AFTER SCHOOL HOURS

Students should vacate the school campus after the last bell. Students are required to leave school immediately unless there is an adequate reason to remain. Students may remain in the building for detention, club activity, band practice, any athletic activities, or tutoring. *Students must be under the supervision of a teacher if they remain on the school grounds after school hours.*

PROGRESS REPORTS

Progress Reports for all students will be sent home with the student at the 4 ½ week point of each grading period. (See school calendar).

PROMOTION AND RETENTION

It is the expectation of the Board of Education that students enrolled in the Ware County Schools will make continuous progress. Student achievement shall be carefully and continually evaluated based on appropriate instructional and developmental goals. These goals include competency in basic skills and regular attendance.

It is further expected that every effort shall be made by the professional staff to enable each student to develop sufficient skills, behaviors and attitudes to warrant promotion.

The Ware County Board of Education adopts this policy in accordance with O.C.G.A. §20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy) that bases the placement or promotion of a student into a grade, class, or program on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The Superintendent and appropriate staff shall develop rules and regulations governing promotion, placement, and retention of students in grades K-12. Such rules and regulations shall include the following requirements:

1. Definitions and procedures consistent with those contained within State Board Rule 160-4-2-.11 PROMOTION, PLACEMENT AND RETENTION.
2. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.
3. The promotion of students in grades 3, 5, and 8 shall be determined in accordance with state Board Rule 160-4-2-.11 PROMOTION, PLACEMENT AND RETENTION that requires those students to achieve grade level on the state-adopted assessment. Promotion of a student shall be determined as follows:
4. No eighth grade student shall be promoted to ninth grade if the student does not achieve grade level on the state-adopted assessment in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.
5. If the parent, guardian, or teacher(s) of a student in grades 3, 5, or 8 who does not meet the promotion requirement described in section 3 appeals the decision to retain the student, the school principal or designee shall establish a Retention Review Committee comprised of the parent or guardian, teacher(s), and principal or designee. Promotion or placement of such students shall be based on a review of factors specified within the district's rules and regulations, including, but not limited to, the student's performance on the state-adopted assessment.
6. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the state-adopted assessment(s) whether the student is retained, placed, or promoted for the subsequent year.
7. When a student does not perform at grade level in grades 3, 5, or 8 on the state-adopted assessments, then the following shall occur:
 - A. Within ten calendar days, excluding weekends and holidays, of receipt of the state-adopted assessment individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student his/her below-grade-level performance on the assessment(s); the specific retest(s) to be given the student and testing dates; and the opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the state-adopted assessment.
 - B. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity.

- C. The student shall be retested with the appropriate section(s) of the state-adopted assessment(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local board of education.
1. When a student does not perform at grade level on the state-adopted assessment(s) in grades 3, 5, or 8 and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:
 - a. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this rule.
 - b. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student. The notice shall:
 - i. Describe the option of the parent or guardian or teacher to appeal the decision to retain the student.
 - ii. Describe the composition and functions of the placement committee and the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting.
 - iii. Include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
 2. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a Retention Review Committee to consider the appeal.
 - a. The committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the state-adopted assessment or the alternative assessment instrument on which the student failed to perform at grade level.
 - b. The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the Retention Review Committee.
 - c. The committee shall review the overall academic achievement of the student in light of the performance on the state-adopted assessment or the alternative assessment instrument and promotion standards and criteria established by the local board of education for the school that the student attends, and make a determination to promote or retain.
 - d. The decision to promote must be unanimous, and the committee must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - e. The committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - f. The committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
 3. A student who is absent or otherwise unable to take the state-adopted assessment in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the state-adopted assessment in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and local board of education. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
 4. A student's failure to take the state-adopted assessment in grades 3, 5, or 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and local board of education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
 5. For students receiving special education or related services, the Individualized Education Plan Committee shall serve at the Retention Review Committee.

6. A student who meets minimum proficiency level on the state-adopted assessment is not automatically promoted to the next grade. In addition to any state-mandated promotion requirements, local promotion criteria have been determined by the Board to be as follows:
 - a. Grades 6-8: A middle school student shall be promoted to the next grade if he/she passes:
 - Mathematics and two out of the three remaining required academic courses. The required academic courses are ELA,, social studies, and science; and
 - The equivalent of 75% of the connection courses in which the student is enrolled during the school year.
 - Students who do not meet all of the above criteria and other local criteria shall be referred to the Retention Review Committee as described under numeral 4 of this policy.
7. Appeals: There shall be no appeal of promotion/retention decisions beyond the school principal.
8. Parents or guardians shall be notified annually that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the Board.
9. The principal is responsible for interpreting the System's promotion/retention policy to the instructional staff. The teacher and principal shall be required to keep the student and parents informed of the student's progress.

RANDOM DRUG TESTING POLICY

The Ware Co. 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 by students is harmful and illegal. The Ware Co. 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. Parking by students on campus is a privilege and subject to regulation by the Board of Education.

The Ware Co. Board of Education believes that the use of prohibited substance: alcohol or drugs by students who participate in extracurricular activities presents a particular hazard to the health and welfare of students and those who complete with those students. The Board recognizes the intrinsic values associated with participation in extracurricular activities and encourages 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 for the use of prohibited substance, if selected, in accordance with this policy.

REPORT CARDS

Report cards are issued every grading period. They are to be signed by a parent and returned to the school. This does not mean that the parent approves or disapproves of the report, but that he/she has seen it. End of the year report cards for those students owing fines will be held until the fine is paid.

SCHOOL-BASED CLINIC

The school houses a school health clinic with a nurse and part-time counselor from the Satilla Community Service Board available to see students on a periodic basis. Permission slips must be on file from parents before any treatment can be administered.

- HEAD LICE (Pediculosis) Every year children come in contact with head lice. Head lice is highly contagious because of the ease with which it can be transmitted from one person to another. In the event we believe that your child has head lice, you will be contacted and asked to take your child to the Ware County Health Department or your family physician for a confirmed diagnosis. Although the school staff knows what to look for in case of pediculosis, we believe it is best for a qualified individual to make a confirmed diagnosis and suggest proper treatment. For a student to be readmitted to school, he/she must bring a statement from the appropriate health official stating that the child is pediculosis-free or the parent must certify that adequate treatment has been administered.

Medicine

When students must take medicine at school, parents must follow the following procedures. 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 as well as have on file a 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 parental 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 assure the ability of the staff 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 properly.

Auto-Injectable Epinephrine

Students are authorized to carry and self-administer prescription auto-injectable epinephrine provided the student's parent/guardian provide the following:

- (1) A written statement from a licensed physician containing the following:
 - a. A statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication; and,
 - b. A statement confirming the student is able to self-administer auto injectable epinephrine.
- (2) A written statement from the student's parent / guardian expressly acknowledging:
 - a. The parent / guardian grants the student permission to self-administer the prescription auto-injectable epinephrine as provided by the student's licensed physician;
 - b. That the parent / guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student's licensed physician regarding any questions that may arise with regard to the medication;
 - c. That the parent / guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from civil liability if the self- administrating student suffers an adverse reaction as a result of the student self-administrating auto-injectable epinephrine.
- (3) Parents shall provide the above statements at least annually. However, if the student's medication, dosage, frequency of administration, or reason for administration changes, the parents shall provide updated statements to the school.

Levalbuterol Sulfate for Asthma and Respiratory Distress

The Ware County Schools do not maintain a supply of levalbuterol sulfate. However, certain school employees or agents are authorized to administer levalbuterol sulfate, if available, to a student upon the occurrence of perceived respiratory distress. Any school employee or agent who has completed training or received information provided by the Board on how to recognize the symptoms of respiratory distress and the correct method of administering levalbuterol sulfate, may:

1. Provide levalbuterol sulfate to any student, such employee, or agent believes in good faith is experiencing perceived respiratory distress for immediate self-administration; or
2. Administer levalbuterol sulfate to any student, such employee, or agent believes in good faith is experiencing a perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate.

Students who need to carry prescription asthma or diabetic medication or epinephrine injectors are permitted to keep these items in their possession if a **Written Authorization for Self-Administration of Medication Form**, which contains both prior written permission from the parent and the child's treating physician's signature, as well as the child's signature has been provided to the principal of the child's school.

***Authorization for self-administration of medication (auto-injectable epinephrine or inhaler) form is available at each individual school.**

Schools may receive and store prescription auto-injectable epinephrine on behalf of students who are not able to self-administer auto-injectable epinephrine, provided the student's parent/guardian provide the following:

1. A written statement from a licensed physician containing the following:
 - a. A statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication.
2. A written statement from the student's parent / guardian expressly acknowledging:
 - a. That the parent / guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student's licensed physician regarding any questions that may arise with regard to the medication;
 - b. That the parent / guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from all civil liability relating to the storing of the prescription auto-injectable epinephrine and the administration of auto-injectable epinephrine by the school system, Board of Education, and its employees and agents.
3. Parents shall provide the above statements at least annually. However, if the student's medication, dosage, frequency of administration, or reason for administration changes, the parents shall provide updated statements to the school.

At their sole discretion, employees and agents of the school system and/or Board of Education may administer an auto-injectable epinephrine, if available and if needed, to a student, whether or not such student has a prescription for epinephrine. Any employee or agent of the school system and/or Board of Education, who in good faith, administers or chooses not to administer epinephrine to a student, shall be immune from civil liability for any such act or omission to act related to the administration of epinephrine.

Prescription medicine, including inhalers, must be in the original labeled container. The label must include the student's name, the name of the medicine, instructions for dispensing the medicine, and the doctor's name. Pharmacists can provide a duplicate-labeled container with only the dosage to be given at school. Over-the-counter medicine must be in the original container and marked with the student's name. Sample medications can only be given when accompanied by a physician's note indicating the sample is for the student's use.

Parents should pick up unused medicine from the principal or his designee. Any medicine not picked up will be discarded at the end of each school year. **Medicine will not be sent home with the student.**

Diabetes Medical Management Plan

Each school shall have employees trained in diabetes management. Such employees are not required to be healthcare professionals. The parent or guardian of each student with disabilities who seek diabetes care while at school shall submit to the school a Diabetes Medical Management Plan. The school shall review and implement the plan. A Diabetes Medical Management Plan is a document developed by the student's physician or other healthcare provider that sets out the health services, including the student's target range for blood glucose levels, needed by the student at school and is signed by the student's parent or guardian.

In accordance with the Diabetes Medical Management Plan, the school nurse or the trained diabetes personnel shall be able to perform functions including, but not limited to, responding to blood glucose levels that are outside of the student's target range, administering glucagon, administering insulin, or assisting a student in administering insulin through the insulin delivery system the student uses, providing oral diabetes medication, checking and recording blood glucose levels and ketone levels, or assisting a student with such checking and recording, and following instructions regarding meals, snacks, and physical activities.

Upon written request of a student's parent or guardian and if authorized by the student's Diabetes Medical Management Plan, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the monitoring and treatment of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity, and he or she shall be permitted to possess on

his or her person at all times all necessary supplies and equipment to perform such monitoring and treatment functions.

The district shall provide information in the recognition of diabetes-related emergency situations to all bus drivers responsible for the transportation of a student with diabetes.

STUDENT ILLNESS/INJURY

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.
- **HEAD LICE (Pediculosis)** Every year children come in contact with head lice. Head lice is highly contagious because of the ease with which it can be transmitted from one person to another. In the event we believe that your child has head lice, you will be contacted and asked to take your child to the Ware County Health Department or your family physician for a confirmed diagnosis. Although the school staff knows what to look for in case of pediculosis, we believe it is best for a qualified individual to make a confirmed diagnosis and suggest proper treatment. For a student to be readmitted to school, he/she must bring a statement from the appropriate health official stating that the child is pediculosis-free or the parent must certify that adequate treatment has been administered.
- 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 parents must make provisions to pick up the child from school. If the parent cannot be reached, persons listed for emergency contacts will be called and asked to pick up the child.

SEXUAL HARASSMENT / SEXUAL MISCONDUCT

All students and staff in the Middle Schools in Ware County are expected to conduct themselves 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 repeated unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of 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 the 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 gestures.

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.

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.

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

STUDENT 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. Student's complaints and grievances shall be resolved through orderly processes and at the lowest possible level; however, the Board shall provide channels for eventual hearing, should circumstances dictate. Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with the student's teacher a decision or situation which he/she considers unjust or unfair.
2. If the matter remains unresolved, the student, 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. The Board's decision, if it chooses to make one, shall be final.

STUDENT QUESTIONING BY OFFICIALS

School Administrators: Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

Department of Family and Child Services (DFCS): DFCS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, parents will be informed that such interviews are being requested.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.

Law Enforcement: School Resource Officers (SRO), as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval. Law enforcement officers from other agencies investigating non-school related matters may question students with the consent of the parent/guardian. Law enforcement officers who have a detention order or warrant for arrest, or states that the situation involves pursuit of a suspect linked to a felony crime may question students without parental consent. **All School Resource Officers are employees of the City of Waycross Police Department or the Ware County Sheriff's Department.**

STUDENT SUPPORT PROCESS

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, psychologists, principal and/or assistant principal along with appropriate grade level teachers make up the **Response to Intervention Team** to assist students, staff members, and parents in developing and implementing disciplinary and behavioral correction plans for students with behavioral problems or academic problems based on data collected by the teacher. 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.

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 and 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.

SUICIDE PREVENTION

The Ware County Board of Education will act in compliance with the standards and policies set forth by the Georgia State Board of Education's policy pursuant to WCBOE JGJA the Jason Flatt Act-Georgia.

TEAMING

The interdisciplinary team is a powerful organizational arrangement bridging the gap for students between self-contained classes of elementary school and departmentalized classrooms of high school. Team members frequently discuss instruction, student progress, curriculum, and behavioral problems in order to improve student productivity. Students enjoy the benefits of greater academic support and an interdisciplinary curriculum.

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.

TELEPHONE

The telephone in the office is available for student use in the event of emergencies only with a hall pass from the teacher and permission from the secretary. The telephone is not to be used to call home for lunch money, forgotten assignments, athletic equipment, etc.

Only in severe cases of emergencies will phone messages be delivered to students.

TEXTBOOKS

Textbooks are available to be checked out from the media center without charge to all students and are the property of the State of Georgia. The student is responsible for proper care and use of all textbooks and other instructional materials and must pay for damage or loss.

Teachers shall request textbooks through the principal. The principal may then request approval for purchasing the textbooks through the textbook coordinator for Ware County. Upon approval by the superintendent, the coordinator shall submit the final orders to the Georgia Department of Education on the state textbook order form.

Textbooks will be selected by a committee of teachers (at least one from each school) under the guidance of the textbook coordinator and curriculum directors. Committee members will vote according to the choices of the teachers they represent.

Care and Protection of Lost or Damaged Textbooks, Library Books, or Media Materials

Student Responsibility

Student Fees, Fines, and Charges

It is the policy of the Middle School to charge student fees and to recover funds for the loss or damage to School Board property or items in accordance with the State Board Policy Code JS 160-5-1-.12.

The Ware County School Board provides, free of charge, such textbooks and materials as are required for courses of instruction for each child attending public school. Library books, instructional materials, instructional equipment, and/or school issued band instruments may be provided to students at no cost as well.

The student is responsible for the proper care and use of all school issued instructional books, instructional materials, instructional equipment, school issued uniforms, school issued band instruments, and/or any other school issued item. Any school issued item must be returned in a timely manner to the school in acceptable condition. A parent or guardian shall be required to pay the replacement cost of school issued instructional books, instructional materials, instructional equipment, school issued uniforms, school issued band instruments, and/or any other school issued item only in those cases where the student has lost, damaged, or defaced such item.

Students are responsible for returning to the school, in good condition, any school pictures and/or any school fund raising items that are not purchased. Such items must be paid for if not returned in good condition.

The following sanctions will be imposed against a student who fails or refuses to pay for lost, damaged, or defaced school property at the replacement cost and/or to pay fines incurred for items returned late to the media center.

1. The school will not issue any additional textbooks, library books, instructional materials, instructional equipment, school issued uniforms, school issued band equipment, and/or other school issued items until restitution is made. This will apply to the issuance of all said items for subsequent years and/or for a student who owes such fines or fees to any school within the Ware County School System.

2. The school will not allow a student to participate in extracurricular activities until restitution is made. These extracurricular activities include all sports, band, clubs, homecoming, dance, and other school related activities.
3. The student will not be allowed to participate in field trips, reward type activities, and other such in-school or out-of-school activities until restitution is made.
4. The school will not refuse to allow a student to enroll or to send records to a school in which a student is attempting to enroll because of fines owed.
5. Upon full payment, the student will be issued school instructional materials and equipment and will be allowed to resume school related and extracurricular activities.

VISITATION

Parents are encouraged to visit the school. For the protection of everyone, parents and visitors must check in through the office and obtain a visitor's badge. During these visits the regular school program must continue. To ensure this continuity, we request that an appointment be made in advance for visitations and/or conferences with any school personnel. For parent-teacher conferences, contact the Guidance Office to schedule a team conference. *Twenty-four hours' notice is required to schedule these conferences.* Students may not invite friends to school to spend the day. Persons having business at school must register in the office and inform the school administrator as to the nature and length of the visit.

PARENT NOTIFICATIONS

NOTIFICATION: ASSURANCE OF ACCESS TO GIFTED SERVICE

Notification: Availability of 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.

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 Director of Student Achievement.

Dr. Sonya Bennett, Gifted Program Coordinator sbennett@ware.k12.ga.us
 Ware County School District, 1301 Bailey Street, 287-2300

GIFTED/ADVANCED CONTENT PROGRAM CONTINUATION POLICY

Continued placement in the gifted/Advanced Content program shall include satisfactory performance in all academic classes and must provide for a probationary period. The following guidelines are provided to meet these requirements.

1. Satisfactory performance shall be based on the student maintaining passing grades in gifted/advanced content subjects according to the regular standards of the system and an 85 average for the grading period.
2. Satisfactory performance in the gifted/advanced content program will be based on the recommendation of the program teachers with such recommendation to be based on required products, active participation, and regular attendance in the program.

Any student who fails to meet these continued criteria (1 and 2 above) will be placed on probation for one grading period. Parents will be notified in writing. During this time, the student will remain in gifted/advanced classes. At the end of the probationary period, the student's status regarding meeting continuation criteria will be reviewed.

Termination in the gifted/advanced content program is provided when the terms of probation are not met, or if continuation policy criteria are not met. Parents will be given written notification if the student is dismissed from the gifted program. Reentry is provided when the student meets the continuation policy after completion of at least one grading period following dismissal. **It is the parent's responsibility to notify the Gifted/Advanced Program Lead Teacher in writing when the student's grades meet the continuation criteria.**

Local Educational Agency Parent Involvement Every Student Succeed Act (ESSA) - Section 1118 Parent Involvement

PARENTAL INVOLVEMENT

The Middle Schools in Ware County affirm and assure 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 programs and its activities. The Middle Schools in Ware County 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 the school improvement team, 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 school and classroom newsletters, parent contracts, automated phone system, the local media, and school websites.

- The Middle Schools in Ware County shall build the capacity for strong parental involvement/family engagement through a variety of activities. (Listing of activities is not all inclusive.)
- Provide information to parents in written form or through meetings on topics such as the State's academic content standards, state and local student achievement standards/assessments, and the requirements of parent involvement under the law.
- Provide materials and training to the help parents work with their children and monitor their progress to improve their children's achievement.
- Train educational staff in building relationships.
- Coordinate and integrate parent involvement strategies with the feeder elementary schools and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal and written information when needed.
- Provide information to parents in a format and to the extent feasible, in a language that parents can understand.
- Provide reasonable support for parental involvement/family engagement activities as parents may request or as the school deems appropriate or necessary.

The Middle Schools in Ware County 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 committees or school council meetings or thorough parent surveys.

The Middle Schools in Ware County shall, to the extent possible, implement activities to meet the federal requirements under Title I, Part A, Section 1118. The school shall encourage and support activities that effectively involve parents and families and that place a positive impact on student success.

Parent Right to Know Professional Qualifications of Teachers and Paraprofessionals

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following 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). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

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

O.C.G.A. 20-2-690.1 MANDATORY EDUCATION FOR CHILDREN

This Georgia law states that all children between the ages of 6 and 16 must attend school. Parents and students may be prosecuted for failing to abide by the law.

NONDISCRIMINATION CLAUSE

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

The following individuals have been designated as the employees responsible for coordinating the Board's efforts to implement this nondiscrimination policy: Title VI (race), Title IX (sex), and Sports Equity Coordinator is the Director of Student Services; Section 504 and ADA (disability) is the Director of Special Education.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory 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 which is available in either the school office or the central office.

For further information, contact the Board of Education at 1301 Bailey St., Waycross, Georgia 31501 or call (912) 283-8656.

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

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

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of 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:
 - Student's name, address, and telephone number;
 - Student's date and place of birth
 - Student's participation in official school clubs and sports;
 - Weight and height of student if he/she is a member of an athletic team;
 - Dates of attendance at the School System schools;
 - Awards received during the time enrolled in the Ware County School System.
 - Video, audio or film images or recordings
 - Photograph
 - Grade level

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to 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, SW, Washington, D.C. 20202-4605.

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:
 - Political affiliations or beliefs of the student or the student's parent
 - Mental or psychological problems of the student or the student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
 - Religious practices, affiliations, or beliefs of the student or student's parent
 - 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).
 - 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 advanced, and not necessary to protect the immediate health and safety of the student, or of other students.
 - You may upon request, inspect any instructional material used as part of the educational curriculum for your student.
 - The 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 each school year, students in identified grade levels are administered the Georgia Student Health 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.

WARE COUNTY SCHOOL SYSTEM SECTION 504:

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 as 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 as 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 as 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 **Dr. Donna McClain**, the Ware County School System's 504 coordinator at Ware County Board of Education (912)-283-8656.

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. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

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:

- a. 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.
- b. 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.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. 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.

- e. 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.
- f. 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.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. 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.
- k. 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.
- l. 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.
- m. 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.

Ware County School System Complaint Procedures under the Elementary and Secondary Education Act

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Ware County School System (WCSS) if that individual, organization or agency believes and alleges that WCSS is violating a Federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- a. 1 Title I, Part A - Improving Basic Programs Operated by Local Educational Agencies
- b. Title I, Part C - Education of Migratory Children
- c. Title I, Part D - Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- d. Title II, Part A - Teacher and Principal Training and Recruiting Fund
- e. Title III, Part A - English Language Acquisition, Language Enhancement, and Academic Achievement
- f. Title IV, Part B - 21st Century Community Learning Centers
- g. Title VI, Part A, Subpart I: Section 6111: State Assessment Program
- h. Title VI, Part A, Subpart I, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
- i. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
- j. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
- k. Title X, Part C - McKinney-Vento Homeless Assistance Act-Education for Homeless Children and Youth

C. Complaints Originating at the Local Level

As part of its Assurances within ESSA program grant applications and pursuant to Section 9306 within the Title I, Every Student Succeed Act (ESSA), an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint with Ware County School System to no avail, the complainant must provide the Georgia Department of Education with written proof of their attempt to resolve the issue with Ware County School System.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that Ware County School System 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. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position;

Once the complaint is received by Ware County School System, it will be copied and forwarded to the appropriate Federal Program Manager.

E. Investigation of Complaint

Within ten days of receipt of the complaint, Ware County School System (WCSS) will issue a Letter of Acknowledgement to the complainant that contains the following information:

- a. The date the WCSS received the complaint.
- b. How the complainant may provide additional information.
- c. A statement of the ways in which WCSS may investigate or address the complaint.
- d. Any other pertinent information.

If additional information or an investigation is necessary, WCSS will have 60 days from receipt of the information or completion of the investigation to issue a Letter of Findings.

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.

**Ware County School System
Complaint Form for Federal Programs under the
Every Student Succeeds Act**

Please Print Name (Complainant):	
Mailing Address:	
Phone Number (home): Phone Number (work):	
Agency/agencies complaint is being filed against:	
Date on which violation occurred:	
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):	
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):	
List the names and telephone numbers of individuals who can provide additional information.	
Has a complaint has been filed with any other government agency? If so, provide the name of the agency.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail this form to: Mr. Dean Moody Federal Programs Director Ware County School System 1301 Bailey Street Waycross, GA 31501	

Sexual Harassment Complaint Resolution Process (JCAC Policy)

Any person who believes they are a victim of sexual harassment or have knowledge of someone else being a victim of sexual harassment by a staff member, third party, or student at the District are encouraged to complain directly to the site administrator, school principal, school assistant principal(s), school counselor(s), or Title IX Coordinator at their school or worksite. Any District employee who receives a complaint of sexual harassment should likewise report the alleged harassment to the site administrator, school principal, school assistant principal(s), school counselor(s), or Title IX Coordinator for further processing and investigation. If the complaint involves a site administrator or school-level administrator, the complaint should be filed with the administrator's direct supervisor. The direct supervisor will conduct an adequate, reliable, and impartial investigation.

For assistance with filing a complaint, including information regarding with whom a complaint should be filed, a person may contact the Title IX Coordinator at the District. The Director of Student Services has been designated by the Board as the Title IX Coordinator to handle such inquiries and may be reached at the following address:

Ware County Schools
1301 Bailey Street
Waycross, GA 31501

If interim measures are warranted during the investigation, the school/District will determine an appropriate interim measure to ensure the safety of the alleged victim and/or complainant. The determination of interim measures will be made on a case-by-case basis, will be based on available facts, and will not disproportionately impact the alleged victim and/or complainant.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments. Retaliation against persons who make complaints of sexual harassment is strictly prohibited.

The levels of investigation and resolution for a Sexual Harassment Complaint under this policy are as follows:

- Level 1 – Administrative Review (School Principal / Supervisor)
- Level 2 – Sexual Harassment Formal Complaint (Director of Student Services)
- Level 3 – Superintendent (or Designee) Review

The procedures for handling a Sexual Harassment Complaint are as follows:

Level 1 – Administrative Review

The site administrator/school principal (or their supervisor if the complaint is against a site administrator/school principal) shall conduct an internal investigation within thirty (30) school days regarding the alleged sexual harassment. For the purposes of this policy, a "school day" is defined as any day that students are in school taking classes. The alleged victim (and/or complainant) and the accused, as well as their representatives, should submit the following when filing a complaint:

1. The names of the District employee(s), third party, and/or student(s) allegedly involved in the wrongful act;
2. A written statement of the specific allegation(s);
3. The dates of the alleged wrongful action(s);
4. The name(s) and contact information (if known) of any witness(es) to alleged wrongful act(s);
5. Any evidence to be considered;
6. A clear statement of the relief sought by the complainant and/or alleged victim.

As part of their investigation, the site administrator/school principal will, to the extent possible, interview the alleged victim/complainant and the accused. These interviews will be conducted separately in observance of the sensitivity of the subject matter. The site administrator/school principal (or their supervisor if the complaint is against a site administrator/school principal) will share the outcome of the investigation with the alleged victim/complainant and/or their parent/guardian if the complainant is a student. If the site administrator/school principal (or their supervisor if the complaint is against a site administrator/school principal) finds, by a preponderance of the evidence, that sexual harassment has occurred, the site administrator/school principal (or their supervisor) will take steps in an effort to prevent the recurrence of any harassment and to correct its discriminatory effects on the victim or others, if appropriate. The complainant/victim or the accused may request, in writing, an appeal of the Level 1 decision of the Level 1.

If the complaint is resolved at the Administrative Review level, the complaint will be considered closed.

Level 2 – Sexual Harassment Formal Complaint

The complainant must submit a written appeal of the Level 1 review which shall include, but is not be limited to, the following:

1. The reason for the appeal; and,
2. A clear statement of the relief sought by the complainant.

The written complaint and any additional supporting documentation must be submitted to the Office of Student Services, 1301 Bailey Street, Waycross, GA 31501, within thirty (30) days of receiving the written decision of the Level 1 review.

The Office of Student Services will designate a person to conduct an investigation and provide a written decision to the complainant within thirty (30) work days of that date of receipt of the complaint. For the purposes of this policy, a “work day” shall be defined as any day the administrative offices of the District are open for business.

If the complainant wishes to appeal the Level 2 decision, the complainant must submit their appeal in writing to the Office of the Superintendent, and it shall include but not be limited to the following:

1. The reason for the appeal; and
2. A clear statement of the relief sought by the complainant.

The appeal must be filed with the Office of the Superintendent within fifteen (15) calendar days of the date on the written decision letter.

Level 3 – Superintendent (or designee) Review

The Superintendent (or designee) shall review the Sexual Harassment Complaint, investigation findings and provide a written decision to the grievant within thirty (30) work days of the date of receipt of the appeal. If needed, the Superintendent (or designee) may request additional information from the complainant and/or other persons involved with the complaint. The Superintendent’s decision will be final.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board’s legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated, and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

TITLE IX PARENT /STUDENT GRIEVANCE PROCEDURE

The Ware County Board of Education desires that all students receive the benefit of an adequate education. With this view in mind, the Board prohibits unlawful discrimination against students on the basis of race, color, national origin, sex, religion, age, or disability in its programs and activities. If a student or a student's parents/guardians has a complaint/grievance alleging any action prohibited by Title IX i.e., discrimination on the basis of sex and sexual harassment carried out by employees, other students, or third parties, he/she should discuss the matter with the principal of the school which the student attends in an attempt to resolve the grievance. If the principal is the subject of the complaint/grievance, he/she should discuss the matter with the Title IX Coordinator. See below for contact information.

The principal may make an attempt to resolve the grievance informally if the complainant expresses a willingness to participate in this informal process. At his/her discretion, the principal may confer with persons having knowledge of the incident that precipitated the grievance. The school and the School System will take all necessary steps to prevent any recurrence of sexual harassment and will do what is necessary to correct its discriminatory effects on those affected by it. If the complainant does not want to participate in the informal process or the informal process does

not result in a satisfactory solution, the student or parent/guardian bringing the complaint may seek relief using the formal procedures outlined below. The student alleged to have carried out the harassment may also seek relief by following the procedures outlined below. These procedures apply to complaints of discrimination/harassment prohibited by Title IX. The steps below are recommended for the most efficient resolution at the lowest level for any form of discrimination.

Sexual harassment is defined as unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Sexual violence is defined as infliction of physical force by a student, employee or third party, with the intent to cause injury or harm to the student.

Step I

The complaint shall be presented orally or in writing to the school principal or the Title IX Coordinator within ten (10) calendar days after the most recent incident upon which the complaint is based. If the harassment is so severe that the complainant is unable to make a complaint within the ten (10) calendar day time frame, the number of days within which to make the complaint may be waived to provide the student/parent making the complaint sufficient time to notify the principal or Title IX Coordinator of the complaint. Any witness or evidence should be provided at the time of the complaint. All parties involved shall have the opportunity to present witnesses and other evidence. The principal or designee will conduct an investigation. The parties involved will be informed of the outcome and the principal will render a written decision within ten (10) calendar days of the filing of the complaint. . If the principal is the subject of the complaint/grievance, then the process outlined above will be carried out by the building level coordinator or the district coordinator or designee.

Parties have the right to end the informal process and begin a formal process at any time. Retaliation against an individual who reports alleged harassment or who assists in the investigation of harassment is prohibited. The District will take appropriate action against individuals who are in violation of this part of the policy.

Step II

If the Step I investigation was conducted by the Title IX Coordinator, skip Step II and proceed to Step III.

A complainant or alleged harasser dissatisfied with the decision of the school principal may appeal to the Ware County School System's Title IX Coordinator by submitting a written statement of complaint to the Title IX Coordinator. The complaint should be mailed to:

Director of Student Services, Title IX Coordinator
Ware County Board of Education
1301 Bailey Street
Waycross, Georgia 31501
Phone: (912) 283-8656
Fax: (912) 283-8698

This statement must be filed within ten (10) calendar days after the parties, complainant and alleged harasser, receives the decision from the school principal. The appeal shall include all reports and comments from Step I and a letter of appeal. The System Title IX Coordinator will initiate an investigation of the grievance and schedule a meeting with the complainant or alleged harasser to attempt resolution of the concerns. The Ware County School System's Title IX Coordinator will render a written decision within ten (10) calendar days after the meeting. The case is closed if the complainant is satisfied with the decision or does not wish to take further steps.

Step III

A complainant or alleged harasser dissatisfied with the decision of the Ware County School System's Title IX Coordinator may appeal to the Ware County Board of Education by filing a written request for a hearing to the Office of the Superintendent. The complaint should be mailed to:

Office of the Superintendent
Ware County Board of Education
1301 Bailey Street
Waycross, Georgia 31501
Phone: (912) 283-8656
Fax: (912) 283-8698

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Ware County School System's Title IX Coordinator. The request for a hearing shall state specifically the nature of the grievance, the relief sought, and the reasons why the Board should grant a hearing. If a hearing is granted, the Board of Education will hear the grievance at the next scheduled BOE meeting and render a final decision within ten (10) days of the hearing. If a hearing is not granted, the parties will be notified that the decision of the Title IX Coordinator is affirmed.

Policy

Descriptor Code: JAA

Equal Educational Opportunities

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

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

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

school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Appendix A
Ware County School System

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

Appendix B

2019-2020 STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENTS

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 2019-2020. We have reviewed this handbook with our child. We further acknowledge that the information is current as of July 1, 2018 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 thrillshare 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 Harrasment/Sexual Misconduct
- Suspension & Expulsion
- Electronic Resources
- Internet User Acceptable Police
- Proof Of Residence
- Telemedicine
- Thrillshare
- Title I
- Bus Conduct Rules for Students
- WCS Section 504
- Parent Conferences
- Ware County Learning Center Placement

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

Student' Signature

Print Name

School

Homeroom Teacher

Parent/Guardian Signature

Print Name

Date

FIELD TRIPS

We **DO** ___ **DO NOT** ___ (please check only one) grant our permission for our child to participate in school field trips. We understand that the teacher will notify us with the specifics of the field trips before they occur.

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

Email: _____

Phone # _____ Phone # _____

Parent Reference Only

Appendix C

Ware County Schools
Bus Registration Form

STUDENT'S NAME: _____

GRADE: _____ DOB: _____

HOME PHONE #: _____ CELL # _____ EMAIL: _____

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 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:

•THIS FORM SHOULD BE RETURNED TO THE BUS DRIVER.

•If, because of an emergency, a student needs to ride a different bus, the parent MUST send a written note to the school (phone calls are not allowed). The student MUST turn in the note to the front office where the front office secretary will contact the parent to confirm. The front office secretary will give the student a BUS PASS. Students will not be allowed to ride a bus other than their assigned bus without this bus pass.

Parent Reference Only

APPENDIX D

Parent & 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): _____

Parent Reference Only

Appendix E

Ware County School System Bus Field Trip Parental Consent Form

Revised 3/27/12

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 supervise and direct our child. Further, I/we do hereby specifically agree, authorize, and empower the said 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 tender 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 _____

Parent Reference Only

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:

Parent Reference Only

Appendix G

Ware County Board of Education School Asbestos Plan in Place

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.”