

# ***Ware County High School 2020-21 Student Handbook***



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# Ware County High School

## Mission

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

## Vision

*Ware County High School will develop students to become positive, productive members of the community, who will lead the way in the 21<sup>st</sup> century and beyond.*

## Alma Mater

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

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

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

Never fail her, never trail her  
    Banner from the sky,  
May we pledge our love and duty  
    To Ware County High.

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## **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 and turned into the attendance office inside the Gator Den. If students are frequently absent and tardy, the principal may ask the parent to provide more information, such as medical documentation, about the absences, tardies, and early checkouts. Only five (5) handwritten notes will be accepted from parents per semester. No notes will be accepted after three (3) days (72 hours). *\*After five handwritten parent notes, parents will be required to present appropriate medical, governmental or court documentation for the purpose of validating the absence. After exhausting the five handwritten notes, subsequent absence will be categorized as unexcused unless proper documentation is received within the three (3) day (72 hour) time period.*

Students arriving after 8:15 a.m. are considered tardy. For early checkouts, parents should send a note to the Gator Den for approval. The note should state the reason for dismissal and time of dismissal.

Parents are encouraged to make every effort to schedule doctor and dental appointments outside of school hours.

### **PHONE CHECK-OUTS WILL NOT BE ACCEPTED.**

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

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

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).

## **EXCUSED ABSENCES**

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

1. Student illness that would endanger the student's health or the health of others.
2. Serious illness or death in the student's immediate family which would reasonably necessitate absence from school in the determination of the principal or his/her designee.
3. A scheduled medical, dental or eye examination.
4. Attendance of non-school activities or function authorized by the superintendent or designee
5. Special and recognized religious holidays observed by the student's faith.
6. An order of a governmental agency, such as a court order or a pre-induction physical exam for military service.
7. Attendance 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 with his/her parent.
9. Extreme circumstances that cannot be resolved outside school hours; parent or guardian must request and receive approval from the principal or designated representative
10. Any other absence not explicitly defined herein but deemed by the Ware County Board of education to have merit based circumstances

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

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

## **UNEXCUSED ABSENCES**

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

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

## **POLICY TO REDUCE UNEXCUSED ABSENCES**

1. The Ware County School System will make a parent contact as stated below and document it in Infinite Campus.
  - when a student accumulates 3 absences
  - when a student accumulates 5 absences
  - when a student accumulates 7 absences
  - when a student accumulates 10 absencesIf a student has three (3) days absence, 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 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 students 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 will work with the student and family in order to address the attendance problem. Student Service personnel shall involve agencies and services such as mental health, social service agencies, or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If interventions are unsuccessful, a complaint shall be filed in the appropriate court of law. Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Any and all interventions and contact will be documented in Infinite Campus.

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

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

The Ware County School System requires that all its public schools provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

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

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

## **EXCESSIVE ABSENCES**

1. The following provisions apply to absences during a school year:
2. Days students are absent due to out-of-school suspension shall not count as unexcused absences for the purposes of determining truancy (S.B.O.E. 160-5-1-10).
3. Unexcused Absences: After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absences without response, the school shall send a notice to

such parent, guardian, or other person by first class mail. The letter is to include a copy of the Compulsory Attendance Law (O.C.G.A. 20-2-690.1).

### **ABSENCES AND 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.

### **ABSENCES DURING TESTING**

Testing make-up days are allotted for students that have excused absences, including religious holidays, or those who have unexpected/unplanned absences. Re-testing must take place within the testing window.

### **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.

### **NON-INSTRUCTIONAL ABSENCES (NI)**

All NIs are subject to administrative approval. A student may not have more than 10 NIs per year without approval from the Ware County Board of Education.

### **SCHOOL ACTIVITY ABSENCES**

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

### **TARDY TO CLASS**

1<sup>st</sup> Tardy: Warning - Teacher needs to remind student about Final Exam exemption policy

2<sup>nd</sup> Tardy: Warning - Teacher needs to remind student about Final Exam exemption policy

3<sup>rd</sup> Tardy: Warning - Teacher needs to remind student about Final Exam exemption policy

4<sup>th</sup> Tardy: Teacher assigns lunch detention

5<sup>th</sup> Tardy: Teacher assigns lunch detention. **You lose the privilege of exempting your final exam.**

6<sup>th</sup> Tardy: Teacher assigns lunch detention

7<sup>th</sup> Tardy: Lunch Detention **and ONLY THIS:** loss of privileges to school-sponsored activities including homecoming dance, prom, Senior Walk, Grad Night, senior picnic, and other events.

- **Tardies** are counted per block.
- **TARDY** to class is when a student arrives to class **after the bell rings for the beginning of each class or return from lunch.**

### **ACADEMIC HONESTY**

#### **CONSEQUENCES FOR ACADEMIC HONESTY VIOLATIONS**

If a student is found to be in violation of the academic honest policy, the teacher will give a zero for the assignment, contact the parents, and make an office discipline referral.

Additional penalties may include but are not limited to the following:

- Loss of National Honor Society or other honor society membership
- Loss of eligibility for admission into National Honor Society or other honor society
- Loss of Beta Club membership
- Loss of Student Government or other student leadership group position(s) and/or memberships
- Loss of eligibility for Student Council officer positions and/or membership
- Loss of Honor Graduate status
- Loss of Honor Graduate stole
- Loss of Valedictorian status and medal
- Loss of Salutatorian status and medal
- Loss of other privileges, positions, or opportunities requiring trustworthiness and responsibility

### **ACADEMIC TRIBUTE – High School**

***In order to be eligible for an Academic Tribute Award, 12<sup>th</sup> grade students must have: a cumulative***

***high school average of 90 or above; an SAT score higher than the latest state average on any single administration (national testing day).***

### **ADMISSION AND WITHDRAWAL**

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

The procedure for withdrawal or transfer is as follows:

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

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

1. Has missed more than ten (10) consecutive days of unexcused absences (administrators need to make a valiant effort to determine cause(s) of absence).
2. Is not subject to compulsory school attendance.
3. Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).

### **Parental Notification of Student Withdrawal**

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

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

### **ADVISORY SYSTEM**

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

### **ALTERNATIVE PROGRAM– TWILIGHT SCHOOL**

Twilight School provides the district an off-campus alternative program intended to reduce drop-out rates, increase graduation rates, increase attendance levels, improve academic performance for dropout prevention and offer the district's non-traditional learners a new opportunity to encounter an individualized learning experience different than that they encountered in the traditional school setting. Students will be able to get tutoring assistance at school Tuesday and Thursday from 4:00-7:00 PM and will receive a blended curriculum. Students will need to be logged a minimum of 16 hours per week (Mon-Thur. / 4 hours per day). The physical address is 950 New Mexico Avenue. In order to regain eligibility to return to Ware County High School, the following three criteria will be assessed: attendance, behavior, and course completion. The administration has the authority to place students in Twilight School.

### **ADVANCED PLACEMENT (AP) & DUAL ENROLLMENT COURSES**

Required entry scores (Accuplacer test) for Dual Enrollment for Coastal Pines Technical College and/or South Georgia State College for taking an Advanced Placement course(s) at Ware County High School are as follows:

#### **Accuplacer:**

- Reading: 64
- Writing: 70
- Math: 57

#### **SAT:**

- Critical Reading: 450
- Math: 440

#### **ACT:**

- Critical Reading: 17

- English: 16
- Math: 19

Students who wish to enroll in Advanced Placement courses must meet the college admission requirement of Coastal Pines and/or South Georgia State College before **May 1** of the year prior to taking the AP course.

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

See **Ware County High School website** for more information about Advanced Placement and or Dual Enrollment (college) courses.

### **AREAS OFF LIMITS TO STUDENTS**

A student is not to be in any of the areas designated as off limits to students by the administration on the WCHS campus at any time without the permission of a school administrator or teacher. This includes a student being out of the area the student was assigned to be in or designated to go to.

### **ARRIVAL AND DISMISSAL TIMES**

**The beginning time is 8:15 a.m.** Students are to remain for the full school day. Students should not arrive to school prior to 7:00 a.m. The school day ends at 3:15 p.m.

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

### **ARRIVAL TO AND DEPARTURE FROM SCHOOL**

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

### **ASSEMBLIES AND FUNCTIONS**

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

### **ASSIGNMENT TO SCHOOLS**

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

### **ATHLETIC PROGRAMS**

A complete listing of all Ware County High School athletic programs can be found at [www.warecountygators.net](http://www.warecountygators.net)

### **ATTENDANCE INFORMATION**

#### **SCHOOL ATTENDANCE**

Attending school regularly is very important if students want to succeed in school. Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent. In addition, students under the age of six (6) who have been on roll for twenty (20) or more days fall under the provision of the Georgia Mandatory Attendance Law 20-2-150(c). State policy defines the school year as 180 attendance days.

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

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

enrolled

#### **Attendance and COVID-19**

**If a student provides written documentation from the healthcare provider advising them to refrain from attending school due to the Coronavirus, he or she will be fully accommodated in accordance with Board Policy JBD. Families of these students should coordinate with their school's administration for additional guidance.**

#### **REWARDS FOR GOOD ATTENDANCE**

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

#### **PERFECT ATTENDANCE**

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

#### **AUTHORITY OF THE PRINCIPAL**

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

#### **AUTHORITY OF THE TEACHER**

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

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

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

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

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

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

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended,**

**the student's parents will be notified, if possible.** School officials may involve law enforcement when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion; however, only a disciplinary tribunal as outlined in the WCBOE policies will determine those punishments. In the event that a student is referred to a disciplinary tribunal, parents or the student may elect not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or student waiving a right to a hearing before a disciplinary tribunal. Also, the tribunal facilitator from the superintendent's office must approve such an agreement or waiver.

### **AUTOMOBILES- STUDENT DRIVERS**

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

### **BEHAVIORS RESULTING IN DISCIPLINARY ACTIONS**

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

- **POLICY JB – ATTENDANCE - APRIL 1991**

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

- **Possession, purchase of, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, or alcoholic beverage or other intoxicant**

Penalty as prescribed by Ware County Board of Education policy: A recommendation for suspension for the remainder of the semester and loss of credit for course work shall be made to a disciplinary tribunal. For the first offense, the building administrator may but is not required to reduce the suspension to 10 days if the student seeks an evaluation from a board-approved intervention or treatment program and follows the recommendations of the program. Additionally, the student and parent will be required to meet with the director of student services and may be subject to alternative school placement.

- **Possession, distribution, purchase of, attempted sale of substances represented as drugs or alcohol-** same penalty as described above.
- **Sale, attempted sale, purchase of, distribution, or being under the influence of a prescription or over the counter drug-** the procedures for such medications at school are previously listed in the Student Handbook.
- **Possession or use of a weapon or dangerous instrument**

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

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

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

- **Physical assault or battery, including sexual battery or certain acts of sexual harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions**

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

- **Fighting**  
First offense: 5 days of out-of-school suspension (OSS) and silent lunch for a semester  
Second offense: 7 days of out-of-school suspension (OSS) and silent lunch for a semester  
Third offense: 10 days out-of-school suspension (OSS) and silent lunch for a semester

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

penalties.

- **Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical contact of a sexual nature**
- **Possession or use of tobacco and/or electronic cigarettes in any form or related paraphernalia**  
First offense: 3 days ISS, parents contacted, items confiscated and not returned  
Second offense: 5 days ISS, parents contacted, items confiscated  
Third offense: 3 days out-of-school (OSS), parents contacted, items confiscated and student will be on a behavior contract
- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school or off-school hours**

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

- **Theft**
- **Extortion or attempted extortion**
- **Possession and/or use of fireworks or any explosive**
- **Activating a fire alarm under false pretenses or making a bomb threat**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff**
- **Classroom and school disturbances**
- **Bus Misbehavior**  
Compliance with the provisions of the code of conduct are enforced on the school bus, including bullying, physical assault, or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior. If a student is found to have engaged in physical acts of violence, bullying, or in physical assault of another person on the school bus, local board policy requires the meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.
- **Violation of school dress code**  
**Students will be given three options to correct the violation:**
  1. Lab coat supplied by the school for student to wear, buttoned all the way down for the remainder of the day.
  2. Borrow or change into clothes that will comply with the dress code
  3. Student will wait in ISS with lab coat on until someone delivers the appropriate attire for the student.
- **Use of profane, vulgar, or obscene words (spoken or written) or indecent exposure**
- **Usage during school hours of a cell phone or electronic communication device, except for health or other unusual reasons approved by the State Board of Education** law provides that any student in violation shall be subject to disciplinary action. Students may not use any electronic device during the operation of a school bus, including cellphones, mp3 players, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Students may not use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- **Inappropriate public displays of affection**
- **Inciting, advising, or counseling of others to engage in prohibited acts will be subject to disciplinary action**
- **Gambling or possession of gambling devices**
- **Moving and non-moving driving violations**
- **Giving false information to school officials of altering school documents**
- **Cheating on school assignments or tests**
- **Failure to comply with compulsory attendance, unexcused absences, chronic tardiness, skipping class, leaving campus without permission.** Rules for attendance, tardiness, and check out procedures are found elsewhere in the student handbook.
- **Being in an unauthorized area(s)**
- **Bullying** Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense for the third time in a school year, the student shall be assigned to an alternative school.
- **Criminal law violations/Off-campus misconduct-** A student is subject to disciplinary action, including long-term suspension or expulsion, for any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- **Willful and persistent violation of the student code of conduct**

\*The penalties listed above are general guidelines; therefore, at the administrator's discretion more or less

severe punishment may be applied such as criminal charges. The administration reserves the right to meet and agree on dispositions when punishment is based on the school discipline plan.

## **BEHAVIOR TERMS AND DEFINITIONS**

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

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: when one physically attacks or "beats up on" another person). This term should be used only when the intent is to do bodily harm and the attack is serious enough to warrant calling law enforcement or bringing in security.

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

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

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

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

**Dress Code:** The current dress code is explained in the Student Handbook.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs. All medications that are taken at school must be brought to the appropriate staff person responsible for administering them in containers clearly labeled as to the name of the student, the name of the medication, and the appropriate dosage.

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

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

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

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

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

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

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

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

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

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

## **BELL SCHEDULES 2020-2021**

### **Teachers Report at 7:30 AM**

Regular Schedule			TAA Schedule – Wednesday		
Block	Time	Lunch	Block	Time	Lunch
Students dismissed from gym and cafeteria	8:05		Students dismissed from gym and cafeteria	8:05	
1 <sup>st</sup> Block	8:15 - 9:50		1 <sup>st</sup> Block	8:15 – 9:35	
2 <sup>nd</sup> Block	9:55 - 11:30		TAA	9:40 - 10:20	
3 <sup>rd</sup> Block & Lunch	11:35 - 1:35	1- 11:35 - 12:00	2 <sup>nd</sup> Block	10:25 - 11:45	
		2- 12:05 - 12:30	3 <sup>rd</sup> Block & Lunch	11:50 - 1:45	1- 11:50 - 12:15
		3- 12:35 - 1:00			2- 12:20 - 12:45
		4- 1:10 - 1:35			3- 12:50 - 1:15
4 <sup>th</sup> Block	1:40 – 3:15				4- 1:20 -1:45
			4 <sup>th</sup> Block	1:50 - 3:15	

## **BUSES**

Students are expected to follow and obey the bus rules and all provisions of the Student Code of Conduct while they wait for and/or are riding on a school bus in the Ware County School System. These rules are provided to the students upon riding their assigned school bus. The parent/guardian will be advised in a timely manner in written form and/or by phone communication from the school administration if a student's misbehavior on the bus results in disciplinary action to be taken by the school administration. Students will sign for and be given a copy of the bus discipline form at the time the discipline is addressed by the school administrator. In an effort to improve bus safety, Ware County Schools is implementing a clear new plan of consequences for bus misbehavior. All bus referrals and consequences are cumulative within one academic school year.

### **Offense #**

### **Consequence**

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

## **BUS PRECAUTIONARY MEASURES**

- Bus drivers and monitors must wear a mask while transporting students.
- Students who ride a bus will be *required to wear a mask*. A mask will be provided for all bus riders.
- Students who do not wear a mask on a bus may lose riding privileges.
- All students will have an assigned seat on the bus - one student per seat until further notice.
- Siblings may sit together.
- The bus driver will provide hand sanitizer to each student upon boarding the bus.
- Students who are sick should not board the bus.
- If a student is sick and a parent is not home, an additional bus will be used to transport the student to the school until a parent is available to pick the child up. The student will remain in an isolated area until the parent arrives.
- Bus windows will be lowered during the route to provide ventilation, weather permitting.
- Busses will be sanitized after each morning and afternoon route.
- There will no longer be transfer of students on any routes. Students must stay on the same bus from the beginning to the end of the route.
- Riding a school bus is a privilege; please be considerate of these recommendations.

## **CAFETERIA AND LUNCHES**

### **School Nutrition Program**

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

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

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

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

The cafeteria is a non-profit service for students' convenience and benefit. Students may bring their lunches from home, but **no food is to be delivered to a student during regular school hours.**

The school cafeteria is maintained as a vital part of the health program of the school.

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

- Return all trays and utensils to the proper receptacle.
- Leave the table and floor in a clean condition.
- Not take food from the cafeteria to other parts of the campus.
- Not break in line. Students are on an honor system to wait their turn in line.
- Exhibit good behavior. Loud talking or loud laughing is not allowed.
- Report to the cafeteria during their assigned lunch period.
- Treat the cafeteria staff with respect.
- Keep all food in its package until students put in their lunch number.
- Choose a menu before entering the service area; stay in that line. Do not cross lines.
- Not steal food. Stealing is a crime. Offenders will be disciplined. Punishment may include being restricted to sack lunches for the remainder of the year.
- Refrain from loud talking in the serving line; prepare your plate quickly to keep the lines moving, and take only the suggested serving size.
- Only purchase EXTRA PORTIONS when purchasing a plate.
- Only purchase A LA CARTE items in the designated area.
- Enter the serving area only if you are purchasing a plate. If you are not purchasing a plate, please wait outside for your friends.
- Note that all rules addressed in the STUDENT HANDBOOK apply to the lunchroom area.

## **CALENDAR**

Please visit [www.ware.k12.ga.us](http://www.ware.k12.ga.us) for an updated version of the 2020-2021 system calendar.

## **CANCELLATION OF SCHOOL**

In the event of severe weather or other emergencies, official information about school closing will be broadcast on WKUB radio or our local television station. Parents should be aware that severe weather or other emergencies could cause school to be canceled during the school day. Parents should plan accordingly. The superintendent, under the advisement of the Board of Education Chairman or Vice-chairman, may close, delay opening, or order early or late dismissal of schools in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members.

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

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

1<sup>st</sup> Offense— cell phone, head phone, ear buds, electronic device confiscated and given to student at end of day

2<sup>nd</sup> Offense--- cell phone, head phone, ear buds, electronic device confiscated and given to parent

3<sup>rd</sup> Offense—Parent conference and cell phone, head phone, ear buds, electronic device to be picked up by parent

4<sup>th</sup> Offense—ISS 2 days and cell phone, head phone, electronic device to be picked up by parent

5<sup>th</sup> Offense—ISS 4 days and device to be picked up by parent; placed on a behavior contract

6<sup>th</sup> Offense and thereafter—OSS 2 days

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

***1<sup>st</sup> Offense—ISS 2 days***

***2<sup>nd</sup> Offense—ISS 5 days***

**3<sup>rd</sup> Offense—OSS 3 days**

**4<sup>th</sup> Offense and thereafter—OSS 5 days and placed on a behavior contract**

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

#### **TELEPHONE USE – School Phones**

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

#### **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.

#### **CLUBS & ACTIVITIES**

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

#### **CODE OF CONDUCT**

It is the purpose of the Ware County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Ware County Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards of behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the board, and to obey student behavior rules established at the school within the district.

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

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

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

#### **COMPLAINTS AND GRIEVANCES**

Ware County School System

Complaint Procedures under the Elementary and Secondary Education Act of 1965

Section 9304-General Applicability of State Educational Agency Assurances

Section 9503-Complaint Process for Participation of Private School Children

The Elementary and Secondary Education Act of 1965 (ESEA) required the State educational agency (SEA) to investigate any complaint provided to the SEA.

#### **COMPLAINT PROCEDURES**

Any individual, organization or agency (Complainant) may file a complaint with the Georgia Department of Education (GaDOE) if that individual, organization or agency believes and alleges that a local educational agency (LEA), the State educational agency (SEA), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under 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 that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

Title I, Part A - Improving Basic Programs Operated by Local Educational Agencies

Title I, Part C - Education of Migratory Children

Title I, Part D - Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk

Title II, Part A - Teacher and Principal Training and Recruiting Fund

Title II, Part D - Enhancing Education through Technology

Title III, Part A - English Language Acquisition, Language Enhancement, and Academic Achievement

Title IV, Part A - Student Support and Academic Enrichment Grants

Title IV, Part B - 21st Century Community Learning Centers

Title V, Part B, Subpart 2: Rural and Low-Income Schools

Title VI, Part A, Subpart I: Section 6111: State Assessment Program  
Title VI, Part A, Subpart I, Section 6112: Enhanced Assessment Instruments Competitive Grant Program  
Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children  
Title X, Part C - McKinney-Vento Homeless Assistance Act-Education for Homeless Children and Youth

#### COMPLAINTS ORIGINATING AT THE LOCAL LEVEL

As part of its Assurances within the Elementary and Secondary Education Act of 1965 (ESEA) program grant applications and pursuant to Section 9306 of the Elementary and Secondary Education Act of 1965 (ESEA), 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 GaDOE until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the GaDOE with written proof of their attempt to resolve the issue at the local level.

#### FILING A COMPLAINT

A complaint must be made in writing and signed by the complainant or thru the GaDOE's online complaint process at [www.gadoe.org/tss\\_title.aspx](http://www.gadoe.org/tss_title.aspx). The complaint must include the following:

A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;

The date on which the violation occurred;

The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);

A list of the names and telephone numbers of individuals who can provide additional information;

Whether a complaint has been filed with any other government agency, and if so, which agency;

Copies of all applicable documents supporting the complainant's position; and

The address of the complainant. If in writing, the complaint must be addressed to:

Ware County Board of Education

Attn: Dean Moody

1301 Bailey Street

Waycross, GA 31501

Once the complaint is received by the Office of Legal Services, it will be copied and forwarded to the appropriate Federal Program Manager. If submitting online, the complaint will be forwarded to the appropriate Federal Program Manager.

#### INVESTIGATION OF COMPLAINT

Within ten (10) days of receipt of the complaint, the General Counsel or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

The date the GaDOE received the complaint;

How the complainant may provide additional information;

A statement of the ways in which the GaDOE may investigate or address the complaint; and

#### ANY OTHER PERTINENT INFORMATION

If the complaint involves an LEA, the GaDOE will also send a copy of the Letter of Acknowledgement to the local superintendent, along with a copy of the complaint. The GaDOE will contact the LEA to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the GaDOE will invite the LEA to submit a written response to the GaDOE, and to provide a copy of the response to the complainant.

#### **Appropriate GaDOE staff will review the information and determine whether:**

Additional information is needed;

An on-site investigation must be conducted;

Other measures must be taken to resolve the issues raised in the complaint; or

A Letter of Findings can be issued.

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

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included.

Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

#### RIGHT OF APPEAL

If an individual, organization or agency is aggrieved by the final decision of the GaDOE, that individual, organization or agency has the right to request review of the decision by the U.S. Secretary of Education. The review is at the Secretary's discretion.

For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the GaDOE's decision to the U.S. Secretary of Education no later than thirty

(30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the GaDOE's decision and include a complete statement of the reasons supporting the appeal.

The Board realizes that there may be conditions in the school system that need improvement and students should have some effective means to express their concerns, which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level; however, the board of education shall provide channels for an eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

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

### LEGISLATION

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

\*\*\*The form is located as Appendix B\*\*\*

### CREDIT REPAIR

#### CREDIT REPAIR ELIGIBILITY

A student failing a content class will go through the following steps in order to gain credit for the class failed.

The student will also be assigned the class failed in Odysseyware .All Credit Repair will be done during the day.

#### EOC CONTENT CLASSES

The student will receive remediation in the first 2-3 weeks of the semester. The student will re-take the EOC during the mid-month administration dates.

If student passes EOC the following will be granted to the student.

60-69 (Reduce Odysseyware by 50%.

30-59 (Reduce Odesseyware by 20%.

1-29 (Reduce Odesseyware by 20%.

Students will be assigned by content when possible.

#### NON- EOC CONTENT

Non EOC content students will begin Odesseyware immediately. There will be no re-test process with them.

#### Odysseyware Grade Calculation Guidelines for Credit Repair.

### DETENTION

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

### DIPLOMA and GRADUATION REQUIREMENTS

1. A **diploma** will be awarded to students who meet all minimum graduation requirements. The document with appropriate seal(s) awarded to students certifying that they have satisfied attendance requirements, unit requirements, and the state assessment requirements. Students will receive pathway seals for each pathway completed.
2. A Special Education Diploma (Life Skills Preparatory or Employment Preparatory) will be awarded to a student with a disability assigned to a special education program under the following circumstances:
  - Student has not passed the Georgia Alternative Assessment (GAA)
  - Student has not earned the required number of course credits

*Special Education Diploma* (Life Skills Preparatory or Employment Preparatory) – the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 To receive a special education diploma, a student must complete all the requirements of his/her Individualized Education Program (IEP).

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

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

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

## **CREDIT REQUIREMENTS**

9 <sup>th</sup> to 10 <sup>th</sup> Grade	5 credits
10 <sup>th</sup> to 11 <sup>th</sup> Grade	13 credits
11 <sup>th</sup> to 12 <sup>th</sup> Grade	20 credits

AREAS OF STUDY	GRADUATION UNIT REQUIREMENTS	ADDITIONAL INFORMATION
	9 <sup>th</sup> graders entering fall 2008-2009 and subsequent years	
English/Language Arts	4	<b>Students shall earn a series of 3 units from the same Gator Pathway.</b>  (If a student chooses the AP, Fine Arts, JROTC or Foreign Language Pathway, they <b>are strongly encouraged to complete a "minor" in a career pathway as well.</b> For college-bound students who successfully complete 2 semesters of the same foreign language, this may simply mean taking a third semester of the foreign language. If students are interested in pursuing a career in college that is also represented in a pathway at WCHS, it would be a good idea to participate in that pathway while in high school. For instance, a student who wants to become a physician should take several AP classes but should also consider the therapeutic nursing and/or medical services pathway.
Mathematics	4	
Science	4	
Social Studies	4	
Health/Personal Fitness (3 units of JROTC can be substituted for 1 unit of Health/Personal Fitness)	1	
<b>CTAE and/or Foreign Language and/or Fine Arts</b> <ul style="list-style-type: none"> <li>Students planning to enter a four year institution after high school must take two units of the same foreign language. Georgia Department of Technical and Adult Education institutions (Coastal Pines), South Georgia State College, currently do not require foreign language for admission. Parents are encouraged to review admissions requirements for all schools their student may be interested in attending.</li> </ul>	3	
<b>Locally Required Electives</b> <ul style="list-style-type: none"> <li>Introduction to Business Technology (IBT)</li> <li><b>Students shall earn a series of 3 units from the same subject area/pathway.</b></li> </ul>	8	
<b>Total Units Required</b>	<b>28</b>	

## **DISCIPLINE PLAN AND PROCEDURES**

### **TEACHER MANAGED OFFENSES**

Levels 1 & 2- Teacher Managed	
1 <sup>st</sup> Offense	Warning, parent contact and student conference, document in Infinite Campus
2 <sup>nd</sup> Offense	Teacher interventions (refer to PBIS flowchart, parent and student conference, document in Infinite Campus
3 <sup>rd</sup> Offense	Teacher written referral, administrative conference, document in Infinite Campus
4 <sup>th</sup> Offense	Teacher written referral, administrative conference, document in Infinite Campus
5 <sup>th</sup> Offense	Teacher written referral, administrative conference, document in Infinite Campus

### **ADMINISTRATIVE PYRAMID OF INTERVENTION**

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

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

<b>1<sup>st</sup> referral:</b>	<b>Appropriate disciplinary action based on level of offense and parent contact.</b>
<b>2<sup>nd</sup> referral:</b>	<b>Appropriate disciplinary action based on level of offense and referral to a counselor</b>
<b>3<sup>rd</sup> referral:</b>	<b>Appropriate disciplinary action based on level of offense, parent conference</b>
<b>4<sup>th</sup> referral:</b>	<b>Appropriate disciplinary action based on offense, SST referral, excessive referral letter to parent</b>
<b>5<sup>th</sup> referral:</b>	<b>Placement on chronic discipline contract, implement contract step 1, which is 2 days of OSS,</b>

6<sup>th</sup> referral: Implement contract step 2, which is 3 days of OSS and parent conference  
 7<sup>th</sup> referral: Implement contract step 3, which is 5 days of OSS and parent conference  
 8<sup>th</sup> referral: Implement contract step 4, which is a referral to a disciplinary hearing, recommendation of alternative program.

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

Level 3- Office Managed		
Trespassing Failure to Identify/False ID Damaging school property	1 <sup>st</sup> Referral 2 <sup>nd</sup> Referral	OSS 5 Days OSS 10 Days/Hearing
ISS disruption Upon returning from OSS, student must complete original ISS assignment	1 <sup>st</sup> Referral 2 <sup>nd</sup> Referral 3 <sup>rd</sup> Referral	OSS 3 Days OSS 5 Days OSS 10 Days/Hearing
Activating fire alarm Fireworks	1 <sup>st</sup> Referral	OSS 10 Days/Hearing
Fighting- Students will arrested and charged	1 <sup>st</sup> Referral 2 <sup>nd</sup> Referral 3 <sup>rd</sup> Referral	OSS 5 Days OSS 7 Days OSS 10 Days/Hearing
Profanity toward a teacher/school employee Racial/sexual statements toward teacher/school employee Sexual Harassment (No contact contract)	1 <sup>st</sup> Referral 2 <sup>nd</sup> Referral	OSS 5 Days OSS 10 Days/Hearing
Mooning Ankling Sexual Offenses	1 <sup>st</sup> Referral 2 <sup>nd</sup> Referral	OSS 5 Days OSS 10 Days/Hearing
Disorderly Conduct	1 <sup>st</sup> Referral	OSS 10 Days/Hearing
Failure to comply with search and seizure	1 <sup>st</sup> Referral 2 <sup>nd</sup> Referral	OSS 5 Days OSS 10 Days/Hearing
Petty Theft	1 <sup>st</sup> Referral 2 <sup>nd</sup> Referral 3 <sup>rd</sup> Referral	OSS 5 Days OSS 7 Days OSS 10 Days/Hearing
Larceny Theft Robbery Extortion	1 <sup>st</sup> Referral	OSS 10 Days/Hearing
Gang Activities	1 <sup>st</sup> Referral	OSS 10 Days/Hearing

**\*The penalties listed above are general guidelines; therefore, at the administrator's discretion more or less severe punishment may be applied such as criminal charges. The administration reserves the right to meet and agree on dispositions when punishment is based on the school discipline plan.**

## **DRESS CODE**

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

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

- Clothing **MUST not** degrade or be offensive to gender, race, religious creed, color and/or sexual orientation.
- Hats or head coverings **MUST not** be worn unless deemed appropriate by school officials.
- Tops must have at least **2" shoulder straps** in width to cover all undergarments.
- Dresses, skirts and shorts must be worn at **no more than 3 inches (index card) above the top of the knee.**
- No holes in clothing above the knee. ~~and classrooms during school hours:~~
- Belts must be buckled if worn. Overalls and suspenders will be worn with appropriate shirt and all buckles fastened.
- Pants and shirts must be of the appropriate size and pants must be secured at the waist.
- No spaghetti straps, tube tops, tank tops, muscle shirts, or revealing blouses.
- Blouses or shirts will not be allowed if underwear or cleavage can be seen.
- No bare midriffs, slit shorts, or skirts with slits above the knee, or unusually tight or loose clothing will be allowed.
- Visible underwear or any type of attire that looks like underwear is not allowed.
- Shoes must be worn at all times.
- Tights, jeggings, yoga pants, leggings, palazzo pants, or any spandex type material **may be worn with a covering that is no more than 3 inches (index card) above the knee.**

- No apparel, clothing, or accessories are allowed that depict or imply profanity, violence, nudity (of either sex), drugs, tobacco products, alcoholic beverages, gang or symbols of a gang nature, weapons of violence, or a message that is determined by administrators to degrade other students, ethnic groups or authority figures.
- No bedroom shoes, pajamas, sleepwear, or swimwear are allowed.
- Any clothing, jewelry, accessories, or any article that is disruptive may not be worn or carried. This includes spikes, bandanas and oversized chains.
- No head coverings are allowed. This includes, but is not necessarily limited to hats, caps, bandanas, headscarves, do-rags, wave caps, hairnets, stocking caps, sweatbands, combs, picks, the hood on hooded jackets or shirts
- Sunglasses are not to be worn on the face, head, or around the neck while inside the building.
- No transparent or translucent clothing. (No See-through).
- Blankets, comforters, throws, and bedding materials may not be used at school and are not appropriate at school for dress or other uses.

**\*\* Or any apparel deemed inappropriate by administration\*\***

## **DRUG TESTING/SCREENING (WARE COUNTY BOARD OF EDUCATION)**

### **PHILOSOPHY**

The Ware County Board of Education believes that the use and abuse of alcohol and drugs can be detrimental to the mental, physical, and emotional health of their extracurricular students and teen drivers. The possession and use of alcohol and drugs by students is harmful and illegal. The Ware County Board of Education 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 set a standard for their peers. Also included in this population are student drivers. The authorization given to students to park on campus is a privilege and subject to regulation by the board of education.

The Ware County Board of Education believes that the use of prohibited substances: alcohol or drugs by students who participate in extracurricular activities present a particular hazard to the health and welfare of students and those who compete with those students. The board recognizes the intrinsic values associated with participation in extracurricular activities and 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/screening for the use of prohibited substances, if selected, in accordance with this policy.

## **ELIGIBILITY - ATHLETIC, LITERARY, AND MUSIC COMPETITION**

According to the Georgia High School Association and/or, State Board of Education Policy and/or WCBOE

1. Students participating in extracurricular activities must pass three subjects in the local board of education's designated grading period immediately preceding participation. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester of the school year.
2. All students participating in any extracurricular activity in grades six through twelve must take (at least) four subjects during the local board of education's designated grading period of participation. Ware County Board of Education specifies that a student must be a full time student for eight semesters.
3. Students in grades ten through twelve must also be on track for graduation.
4. Ineligible students are prohibited from practicing with, traveling with, or trying out for a team or program.
5. A local requirement is that the student must have been counted present at school on the day of participation, unless a school official has approved otherwise.

## **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.  
(Not applicable for Center's C.L.A.S.S. Program.)
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
7. Enrollment of New Students from High Risk Areas Prior to enrollment, new families to Ware County Schools from areas or countries with travel advisories for the Coronavirus, as identified by the CDC or the US Department of Public Health, should call

912-283-8656 or email Dr. Jacqueline Turner at [jturner@ware.k12.ga.us](mailto:jturner@ware.k12.ga.us) for further instructions. District administration will work with community health officials to determine the appropriate registration and attendance plan for those students. Families arriving from high-risk areas should neither visit the school nor district facilities but should interact with the district by telephone or email.

### **EXTRACURRICULAR PARTICIPATION POLICY**

In order for a student to participate in athletics at Ware County High School, the following criteria must be met:

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

### **EXTRACURRICULAR PARTICIPATION - STANDARDS OF CONDUCT**

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

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

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

- (1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.
- (2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they wanted changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school, in which the student seeks or intends to enroll.
- (4) The Ware County School District has designated the following information as directory information:
  - (A) Student’s name, address, and telephone number

- (B) Student's date and place of birth
- (C) Student's participation in official school clubs and sports
- (D) Weight and height of student if he/she is a member of an athletic team
- (E) Dates of attendance at the School System schools
- (F) Awards received during the time enrolled in the Ware County School System
- (G) Video, audio or film images or recordings
- (H) Photograph
- (I) Grade level

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

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

- (5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Ware County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

### **FIELD TRIPS**

All students are required to ride a school bus or other transportation arranged by the school to the field trip. If a parent wants to transport the child home from the field trip, a check out note is required before the trip begins. Siblings are not allowed on field trips. If parents bring the siblings, the student will not be considered part of the group and will be counted absent from school. As noted in the Ware County Board of Education policy GAK, all long term volunteers (including chaperones) will be required to be fingerprinted and approved prior to accompanying students on a school sponsored event.

**NI- Students can have no more than ten NI per year without board approval**

### **FINAL EXAMS**

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

### **FINAL EXAM EXEMPTION POLICY**

- 1) 85 or above average
- 2) No more than 5 absences (excused or unexcused) and/or tardies
- 3) No referrals

### **FLOWERS, BALLOONS, ETC.**

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

### **GEORGIA VIRTUAL SCHOOL**

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

### **GIFTED EDUCATION SERVICES**

Gifted education services are available to students in grades K-12 who meet the eligibility criteria established by Georgia State Board of Education Rule 160-4-2.38, Education Program for Gifted Students. Beginning in the 2009-10 school year, students will be evaluated for gifted education services through the use of the Response to Intervention model as specified by the Georgia Department of Education's Response to Intervention Guidance (section 8.3) for Gifted Learners.

After being identified through universal screening or referral by an individual, advanced learning needs are first addressed in the general education classroom by providing instructional interventions. The Response to Intervention process allows high-achieving students access to differentiated curriculum, flexible pacing of instruction, flexible grouping for instruction, and other appropriate interventions. After allowing sufficient time for instructional

interventions to be implemented and monitored in the regular classroom, if there is compelling evidence that the interventions have not met a student's needs, the school's data review team will determine if it is appropriate to proceed with a referral for the evaluation of gifted eligibility.

For additional information about Ware County's educational services for high-achieving and gifted learners, please contact your child's principal, the gifted educational coordinator at your child's school, or the Director for Student Achievement, Dr. Sonya Bennett.

### **GRADE POINT AVERAGE**

All course grades recorded for Carnegie Unit credit in grades 9-12 will be used to determine the students Grade Point Average. To determine HOPE eligibility and sports scholastic GPA's, only academic core required classes will be averaged.

All high school grades shall be included in determining cumulative GPA for determining class ranking.

**Class rankings shall be determined by the cumulative grade point average of graduating seniors at the completion of the next-to-last grading period of the senior year. It is the responsibility of College(s) to provide a final grade by the end of the third nine weeks for students enrolled in dual enrollment classes. The average at mid-term of college course WILL become mid-term grade reflected in Infinite Campus grade posting deadline for midterm report cards for WCHS.**

### **GRADING SYSTEM**

<b>90 – 100</b>	<b>A</b>
<b>80 - 89</b>	<b>B</b>
<b>70 – 79</b>	<b>C</b>
<b>Below 70</b>	<b>F – Not passing</b>

### **GRADUATION CEREMONY**

Ware County High School Graduation is scheduled for Saturday, May 15, 2021 at 9 AM at Memorial Stadium. In the event that graduation cannot be held on the 15<sup>th</sup>, the graduation ceremony will be rescheduled for a later date.

**\*\*\* See Diploma and Graduation Requirements for More Information\*\***

### **GUIDANCE DEPARTMENT**

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

Guidance services include assistance in:

1. Individual group advisory sessions
2. Orientation, registration, and placement in courses
3. Personal problem solving
4. Parent and staff consultation
5. Career exploration and follow-up
6. Securing proper student records
7. Assessment and curriculum planning
8. Testing and evaluation
9. Joint Enrollment or Early Admissions for colleges or technical institutes

**Prior to registering at a college or technical institute, the student must be advised by a counselor.**

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

### **HALL PASSES**

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

### **HOMECOMING AND PROM REPRESENTATIVES**

- Student representatives are expected to have no disciplinary record for the current school term of nomination
- Student representatives are expected to have all passing grades in all coursework for the current school term of nomination

### **HONOR CORDS**

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

**CTAE** – to earn a red CTAE honor cord, a student must complete three classes in the same pathway and pass the End of Pathway Assessment (EOPA)

**FOREIGN LANGUAGE** – beginning with the class of 2019, a student may earn a copper cord by completing and passing Spanish 1, 2, and 3. After completing and passing Spanish 3, the student must take and pass the Spanish end of pathway assessment with a score of 70 to earn the cord. Students who do not pass the Spanish end of pathway assessment do not earn a cord. Students may opt to retake the EOPA test by completing and passing Spanish 4. The student must make a 70 on the EOPA to earn the cord. Georgia Virtual or College classes are not recognized for the Spanish honor cord.

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

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

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

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

- Portfolio consisting of
  - Music performed (programs and part played)
  - Special ensembles participation (all-state, district honor band, region band, etc.)
  - Guest conductor of ensembles bios
  - Rating of performances and solos (w/ sheets)
  - Photos of significance are encouraged
- \*Performance: Panel pass-off of an approved “solo” with piano live or recorded
- Two Academic Teacher recommendations
- \*End of pathway report: (1) major historical musical eras or (2) history of school bands in America (must be approved by director)
- Post High School Music Plans

### **FINE ARTS-VISUAL ARTS**

- Completion of Courses Art 1, Art 2 and Art 3 with a cumulative grade of 90 or higher. (Art 4 and beyond will provide more input to your portfolio, but are not required for pathway completion.)
- Portfolio consisting of
  - 10 or more completed artworks, photographed and labeled with title, medium, and size presented in a digital format
- Senior Show: Art work displayed and labeled for the duration of an exhibit on a date to be announced. Student must be present at the time of the show to present not only the work but the artist statement to the group of reviewers
- Artist Statement
  - Artistic experience and training
  - Artistic Influences: Personal acquaintances and famous artists
  - Inspirations
  - Personal aesthetics: What is beauty? What is art?
  - Influence of art in other aspects of your life.
  - Plans for the future: How will art (Fine Arts, Visual Arts) play a part in those plans?
  - Documentation of Art contributions beyond art classroom assignments: murals, posters, logo designs, advertisements, t-shirts, etc.
  - Documentation of art contest participation within the 4 years of high school.
- Recommendations: Present a recommendation request form (next page) to three people: teachers, administrators, mentors, community members who have in some way witnessed or benefited from your artistic contributions.

### **FINE ARTS-DRAMA**

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

Portfolio consisting of items totaling 10 points:

- At least four monologues/scenes performed in class, including a character analysis (4 points)
- Program proving One-Act Play involvement: 1-4 years (2 points per year)
- Program proving Spring Musical involvement: 1-4 years (2 points per year)
- Program proving Community Theatre/Public Speaking participation (1 point per activity)

Theatre Art/Drama classes taken beyond 3 required (2 points per class)

Artist Statement that includes:

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

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

## **HONOR GRADUATES**

Students may be an Honor Graduate if he/she has maintained a cumulative average of 89.45 or above through the 1<sup>st</sup> nine weeks of the 2<sup>nd</sup> Semester of the senior year and satisfy the requirements for a high school diploma. Beginning with the class of 2020, students must maintain a cumulative average of 90.0 or above through the 1<sup>st</sup> nine weeks of the 2<sup>nd</sup> semester of the senior year and satisfy the requirements for a high school diploma.

## **HOSPITAL/HOMEBOUND**

Home instruction is provided for a student who is expected to be absent for an extended period of time (at least 10 school days). To be eligible for hospital/homebound educational services, a medical referral form with a specific diagnosis must be submitted to the school nurse and signed by a licensed physician, psychiatrist, or advanced practice provider (Physician's Assistant or Nurse Practitioner) treating the specific condition. This form must be obtained at the school. Included in this form shall be a statement by the physician, psychiatrist, or advanced practice provider that the student will be absent a minimum of 10 (ten) school days, verification that the illness confines the student to the hospital, nursing facility, or home, and a statement that the student is physically able to participate in educational instruction. Students are not eligible for hospital/homebound instructional services if absence is due to communicable disease, pregnancy (unless school attendance would endanger the life of the mother or child), if the illness does not confine them to a facility/home, or if such services are not specified in the Individualized Education Program (IEP) of a special 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.

## **ILLNESSES OR ACCIDENTS**

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

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

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

## **IMMUNIZATION**

Effective July 1, 2020, children sixteen years of age and older who are attending eleventh grade must receive a booster dose of meningococcal conjugate vaccine, unless their initial dose was administered on or after their sixteenth birthday. 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.

When the Department or a County Board of Health determines that an epidemic or the threat of an epidemic exists, the Department or Board shall immediately notify the governing authorities of all schools and childcare facilities within the affected area. Under those circumstances, the Department or Board may require immunization for those who object on the grounds of religious beliefs, and may prohibit attendance at schools or childcare facilities within the area by unimmunized children.

## **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension will be used as one method of dealing with disruptive behavior. Students are assigned to ISS

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

ISS placement must be completed before returning to regular classes.

## **INSURANCE**

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

## **Electronic Resources –Internet User- Acceptable Use Policy**

### **Electronic Resources –Internet User- Acceptable Use Policy**

The Ware County School System is pleased to offer Internet access to all employees and students throughout the district, as we believe the Internet offers vast, diverse, and unique resources for teaching and learning. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing, innovation, and interacting with others in collaborative works and intellectual pursuits.

The use of the Internet is a privilege, not a right. Inappropriate use may result in revocation of access. Students and staff who access the Internet through devices on the Ware County Schools (WCS) network are required to use the resource in a responsible, efficient, ethical, and legal manner.

In an effort to provide a safe environment for our users, WCS monitors communication and activity within the network. All devices, whether cellular, wireless, or wired, must be connected through the WCS network. It is the position of Ware County Schools that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the system. The following guidelines and protective measures have been designed to help students and staff function within the parameters of acceptable use.

### **General Usage Guidelines**

The Ware County School System views information gathered from the Internet in the same manner as other resources identified as educational tools by the schools. Specifically, the system supports resources that will enhance the learning environment under directed guidance of the school staff. Therefore, student access to and use of the Internet at school shall be under staff direction and will be monitored as is any other classroom activity, by staff and through the use of a filtering device to restrict, to the extent practicable, access to inappropriate materials on the Internet.

All WCS network/Internet users must:

- Respect the privacy of others and self.
- Keep all personal information about self or others confidential. This includes, but is not limited to, home telephone or cell phone numbers, home E-mail addresses, home addresses, pictures with name identifications, or information regarding a specific student's location at any given time.
- Refrain from sharing passwords with others or using passwords not belonging to the user.
  - Respect the network as a shared resource. The user shall not deliberately attempt to degrade or disrupt system performance or to interfere with the work of others.
  - Observe all laws, including copyrights, licensing agreements, and trade secret laws.

Any user violating responsible use guidelines or any other school and/or district rules or policies is subject to loss of network privileges and any other school or system disciplinary option deemed appropriate. Student violations may result in discipline up to and including suspension or expulsion. Fees and other charges may be imposed. Any unauthorized access, attempted access, or use of any network system in violation of State or Federal law shall be subject to criminal prosecution.

### **Internet Acceptable Use Guidelines**

Internet use must be in support of education and research and consistent with the educational objectives of the Ware County School System. Acceptable use guidelines are provided so that users are aware of the responsibilities they accept when accessing the Internet. If a WCS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken, which could result in the initiation of appropriate legal action.

Responsible users may:

- Use the Internet to research or complete assigned classroom projects.
- Use the Internet to send e-mail, if required/monitored by the teacher.
- Use network and web applications maintained by the school district.
- Use collaborative educational sites.

Responsible users may not:

- Use the Internet for any illegal purpose, including, but not limited to, copyright violations.
- Conduct unethical or illegal activities of any kind.
- Use proxy systems to circumvent firewall content filtering.
- Use the Internet for social networking.
- Use the Internet or other media to download/install any files or programs without approval of the technology department, the exception being updates to programs installed by the district technology department.
- Use the Internet to "cyberbully," stalk, intimidate, or threaten another person.
- Use search engines to locate material that is not appropriate in an educational setting.
- Attempt to gain unauthorized access to any computer, electronic device, systems, networks, or programs.
- Broadcast messages or forward chain email.
- Change workstation settings or install hardware on the network.
- View, transmit, or receive any media (text, images, movies, sound, etc.) that contain pornography, nudity, profanity, obscenity, racism, threats, or language that is harmful, offends or tends to degrade others, is graphically violent, or is inappropriate in an educational setting.
- Change or vandalize files or data belonging to another user.
- Wastefully use finite resources such as bandwidth, disk space, and printing.
- Use the Internet for any commercial or for-profit activity, solicitations, or purchases of a personal nature.

Downloading copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws – <http://www.copyright.gov>.

#### Network Safety and Security

The Ware County School System uses multiple filtering mechanisms to select, access, and manage the type and level of information that is most appropriate and relevant to the system's educational needs and goals, as well as to reduce legal liability. The filtering mechanisms in place use machine-based learning algorithms to continuously comb, analyze, and catalog web traffic. Human interaction is often required in the review process. All network traffic, encrypted and non-encrypted, is monitored and cataloged on all Ware County School System equipment and networks.

Software, hardware, and websites that are used to bypass filtering mechanisms are prohibited on all school-owned equipment and personal equipment while connected to the Ware County School System network. These items are often referenced as proxies and anonymizers. The use of VPN tools is restricted to approved personnel only and requires written approval from the Technology Coordinator or designee. The Ware County Board of Education is not responsible for content available to users who connect their school-owned device to any network not provided by the Ware County School System.

Devices that broadcast or create their own personal networks, often called ad-hoc or Wi-Fi direct networks, are not permitted within the WCS wireless network.

#### Office 365 Education

The Ware County School System provides an Office 365 Education account to all students. The account allows students to install the latest version of the Microsoft suite of products (Word, Excel, and PowerPoint) on up to five personal-use devices.

#### Google Apps for Education (GAFE)

The Ware County School System uses Google Apps for Education to enhance teaching and learning. GAFE is a core suite of productivity applications Google offers to schools and educational institutions. These communication and collaboration apps, such as Gmail, Calendar,

Drive, Docs, and Classroom, exist in the cloud, meaning that they can be accessed from any device with an Internet connection.

System administrators control access to these and dozens of other collaborative tools supported by Google through the Admin Console. Administrators have the ability to filter messages based on where they are from, where they are going, or the content they contain. WCS will use this technology protection measure to block or filter, to the extent practicable, access to content that is obscene or harmful to minors over the network.

The Ware County School System must obtain parental permission in order for users under the age of 18 to gain access to GAFE; students 18 years and older are also required to acknowledge and accept the Ware County School System's terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by submitting the Ware County Schools Internet User Contract.

#### Student Electronic Communication Guidelines

Students will be assigned an email and network account that will be monitored by the WCS Technology Department. Users agree to abide by the following guidelines:

- Students will use their email account and network login for school-related activities only.
- Students will not share their email or network password with anyone.
- Students will not use the email account to conduct commercial or for-profit business activities.
- Students will not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
- Students will not download any materials that are not related to course work.
- Students will not upload viruses to or destroy data on the network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

#### Student Due Process

The site administrator or designee will investigate allegations of student violations of the Acceptable Use Policy/Procedures. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the WCS Code of Conduct will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

#### Guidelines for Devices Issued to Students and Staff Members

School district technological resources may be provided to select students for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

School district technological resources are installed and maintained by the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department. Under no circumstance may software purchased by the school district be copied for personal use.

Students and employees agree to comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.

Users must not engage in creating, intentionally viewing, accessing, downloading, storing, printing, transmitting or receiving images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

All users must comply with Board policies on Bullying, including but not limited to IFBGE and JCDAG, when using school district technology.

#### Warranties

The Ware County School System makes no warranties of any kind, whether expressed or implied, for the services it is providing. The school system will not be responsible for any damages you may suffer, including but not limited to loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by network failure or your own errors or omissions.

#### Supervision and Monitoring

It shall be the responsibility of all WCS staff to supervise and monitor usage of the online computer network and access to the Internet, as well as to report misuse, in accordance with this policy and the Children's Internet Protection Act. Procedures for enabling, disabling, or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Full text of the Children's Internet Protection Act <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act> FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-rate certification procedures and timing <http://www.sl.universalservice.org/reference/CIPAfq.asp>

#### Vandalism

Vandalism of any type (electronic, hardware, cyber, etc.) will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy through physical means or hacking. The use of WCS computer equipment should not be used for unauthorized access to other networks.

#### Acceptance

All terms and conditions as stated in this document are applicable to the Ware County School System and its employees and students. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

**INTERNET USE:** Students are given a "Student Internet Usage Policy Agreement/Permission Form" at the beginning of their school year. This form is to be read and signed by parents/guardians and the student who then returns the form to their teacher. Upon receipt of the completed form, the information is documented in Infinite Campus.

### **LOCAL EDUCATIONAL AGENCY PARENT INVOLVEMENT**

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

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

to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through the distribution of written information and resources and through meetings in or out of the school involving appropriate personnel.

- C. The Ware County School System shall build the school's and parents' capacity for strong parental involvement through a variety of activities to include but not limited to:
- Providing information to parents in written form or through meetings on topics such as the state's academic content standards, state and local student academic achievement standards/assessments, and the requirements of parent involvement under the law.
  - Providing materials and training to help parents to work with their children and monitor their progress to improve their children's achievement.
  - Training educational staff on how to build ties between parents and the school.
  - Coordinating and integrating parent involvement strategies with Head Start, Pre K programs and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal or written information when needed.
  - Sending information to parents in a format and, to the extent feasible, in a language that parents can understand.
  - Providing reasonable support for parental involvement activities as parents may request or as the school or system deems appropriate or necessary.
- D. The Ware County School System shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This data will be obtained from parent, committee, or school council meetings or through parent surveys.
- E. The Ware County School System, in conjunction with individual school activities, shall, to the extent possible, implement the activities to meet the federal requirements under Title I, Part A Sec. 1118. It shall encourage and support activities that allow the schools to effectively involve parents, which place a positive impact on student success.

### **LOST AND FOUND**

Lost items should be reported as soon as possible. Students should not leave valuables unsecured, nor should students pick up items not belonging to them. If a student finds an item that he/she believes to be lost, he/she should take it to an assistant principal immediately without tampering with it. Items not claimed by the end of the school year may be donated to a charitable organization.

### **MAKING UP MISSED ASSIGNMENTS OR TESTS**

It is the student's and parent's responsibility, not the teachers', to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee but will not exceed the number of days absent. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an absence.

Students assigned out of school suspension (OSS) will be allowed to make-up work upon return to school. The number of days to complete make-up work is commensurate to the number of days of OSS (i.e. 3 days of Out of School Suspension = 3 days to make up work missed). This example also serves for unexcused or excused absences. In situations where students are suspended from school during the period of semester exams, principals will make arrangements to allow students to complete their exams.

### **McKINNEY VENTO**

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

The McKinney-Vento Assistance Act, reauthorized along with enactment of the No Child Left Behind Act in January 2002, requires each Local Education Agency (LEA) to identify a liaison to represent the district in meeting certain requirements of the act. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

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

- ❖ Immediate enrollment into school
- ❖ Assistance with obtaining records; birth certificates, school records immunizations, proof of residency etc....
- ❖ Transportation to and from the school based on the 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

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

### McKINNEY VENTO OVERVIEW

The law indicates that the LEA liaison shall ensure that: Homeless children and youth are identified by school personnel and through coordination of activities with other entities and agencies.

- ❖ Homeless children and youth enroll in, and have a full and equal opportunity to succeed in schools of the LEA.
- ❖ Homeless families, children and youth receive educational services for which such families, children and youth are eligible, including preschool programs administered by the LEA, and referrals to health care services, dental services, mental health services and other appropriate services.
- ❖ The parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- ❖ Public notice of the educational rights of homeless children and youths is disseminated where such children and teens receive services under this act, such as schools and family shelters.
- ❖ The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school that the youth has a right to attend.

### WHAT IS HOMELESSNESS?

For local schools to comply with legislation related to serving students experiencing homelessness, they must identify eligible students. The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

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

(B) Includes-

- (i) Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters;
- (ii) Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (iii) Children and youth who are living in cars, or substandard housing
- (iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)

### McKINNEY VENTO FREQUENTLY USED TERMS

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

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

**Shelters**- a place of temporary residency for homeless persons

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

**Substandard housing**- without electricity, water or heat

During the 2019-2020 school year over 360 children and youth were identified as being homeless. All school buildings in the Ware County District at some point educate homeless children and youth. Below

are the numbers of all homeless children and youth that were identified by grade level throughout the school year.

PK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Total
1	56	40	34	36	26	35	38	39	32	7	3	4	13	364

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

## **MEDIA CENTER POLICIES**

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

**HOURS:** The media center opens at 7:30 each morning. The media center is accessible to students at any time during the school day and is open until 3:30 in the afternoon.

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

**CIRCULATION:** Materials may be checked out for two weeks. A borrower is responsible for all materials checked out in his or her name and is responsible for checking the condition of a book before checking it out. If a problem is found with any material, the students should notify the media staff prior to check out. A student having overdue materials or owing fines in the media center may not check out any materials until the record is cleared. Some materials are available only on an overnight basis. Arrangements are made with the media center staff for these *overnight materials*. *Overnight items* must be returned before first block begins on the following day to avoid a fine (See FINES AND FEES).

**RETURNING MATERIALS:** A student may return materials to the center before/after school and at any time during the school day. Materials are to be returned to the circulation desk. Students should check the *DATE DUE* slip found in the item to insure returning the item on time and avoiding any fines.

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

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

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

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

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

## **COPIES AND PRINTING:**

**Copies:** Students may request a copy of school-related materials from sources available in the media center. The cost of copies is fifteen (\$.15) per page.

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

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

**INTERNET USE:** Students are given a “Student Internet Usage Policy Agreement/Permission Form” at the beginning of their school year. This form is to be read and signed by parents/guardians and the student who then returns the form to their teacher. Upon receipt of the completed form, the information is documented in Infinite Campus

## **MEDICATION POLICY**

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

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

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

- A school nurse or staff member designated by the principal may administer drugs prescribed by a doctor if all of the following requirements are met:
  - Students should not be in possession of medications at any time on a school campus, on any school transportation vehicle, or at school sponsored functions with the exception of physician prescribed inhalers for respiratory disorders of physician Epinephrine for severe allergies.
- A parent/legal guardian or other designated adult must bring all medication with the signed School Medication Authorization to the school clinic. Prescription medications must be clearly labeled with the physician’s name, name of medication, strength, dosage, date, time for administration, and dispensing pharmacy. When medication is to be given at home and at school, ask your pharmacist to fill the prescription in 2 labeled containers, one for home and one for school.
- Enough medication for one month should be furnished at the time.
- **All over-the-counter medications and prescription medications must be in the original containers** and be FDA approved. If a child required an over the counter medication which is supplied by the school clinic more than two times, the parent must furnish the medication. If a child requires an over the counter medication that is not listed on the standard school health permission form, the parent must furnish the medication with an individual parent permission for that medication.
- If your child has a life-threatening condition (i.e. asthma, diabetes, or allergic reaction), permission may be granted to carry medication (such as inhaler, glucose tablet, Epi-pen, or internal Insulin pump) on his or her person. Such permission will require a completed and signed School Medication Authorization from the child’s physician and parent/guardian. Students with asthma or severe allergic reactions are encouraged to keep a second inhaler or Epi-pen in the clinic for emergency use during school even if they do carry such emergency medication. This will help 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.

## **METAL DETECTORS - BD. POLICY JCABA**

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

## **OUT OF SCHOOL SUSPENSION (OSS)**

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.

## **PARENT INFORMATION - TITLE I FEDERAL PROGRAMS**

Parents may request to the principal [pcallahanh@ware.k12.ga.us](mailto:pcallahanh@ware.k12.ga.us) of the school information regarding the professional qualifications of their child’s classroom teacher(s).

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

Students and employees will not be subject to retaliation for reporting such harassment or discrimination. A copy of the discrimination complaints procedure under Ware County School District Policy GAAA/JAA

(Nondiscriminatory Policy) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available in either the school office or the central office.

## **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the school(s) regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

## **PARENT'S RIGHT TO REQUEST A TEACHER'S AND A PARAPROFESSIONAL'S QUALIFICATIONS**

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

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

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

## **PARKING DECALS**

Students must have a parking decal displayed on their cars to park on campus. Parking decals are available in the for a \$20.00 fee. **See Sergeant Riviere.** These decals will be available on a first come, first serve basis. Students are required to park in the designated student parking area. To register, a student must provide a valid driver's license, a valid tag receipt and proof of insurance. The \$20.00 parking fee is non-refundable. Students who are in violation of the parking area rules will be warned and asked to correct the violation. Repeat offenses or offenses that occur after repeated school warnings will result in a ticket. Also, see tardy policy and attendance policy concerning loss of permit.

1<sup>st</sup> offense – Warning

2<sup>nd</sup> offense – Loss of permit for 2 weeks

3<sup>rd</sup> offense – The permit is lost for the remainder of the semester. If less than two weeks are left in the current semester, the permit is lost for the following semester.

## **PARTIES – (CLASS AND/OR CLUB)**

All parties must be held after school unless approved by administration.

## **PASSES FOR LEAVING SCHOOL**

Students who arrive on the school campus before school is officially in session are considered to be under the jurisdiction of school administrators and must abide by proper checkout procedures if they leave school. Once a student arrives on campus, his/her school day has begun. Students are not permitted to leave school grounds at any time during the school day without a permit from the school office. If a student must leave the campus because of illness, a doctor's appointment, or verified emergency, he or she must do one of the following:

1. Before first period, bring a signed note from the parents or legal guardian to the Gator Den explaining why the check-out is necessary and a phone number where the parent or legal guardian can be reached. The student's

teachers will be notified of the checkout, and the student must come into the office and sign out before leaving campus.

2. A student who becomes ill may come to the clinic, and the nurse will call his/her parent or legal guardian to check him/her out. Teachers will be notified, and the student must sign out before leaving campus.
3. There will be no call in checkouts without administrative approval.
4. When checking out, the student must bring a note explaining the reason for the checkout upon returning to school (or within 3 days of the check-out) if the absence is to be considered one of the excused absences and complies with the reasons an absence can be considered excused.
5. If the student drives, a check out pass must be presented to the Gator Den before leaving campus.

\*\*\*\*Students may not check-out for lunch.

\*\*\*Failure to follow the proper procedure will be an improper checkout violation.

## **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 7<sup>th</sup> grade and new entrants into a Georgia school grades 8<sup>th</sup> through 12<sup>th</sup> must have received one dose of TDAP (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine unless the child has an exemption. **Georgia law requires immunizations be listed on the Georgia Certificate of Immunization.** Parents can obtain a Georgia Certificate of Immunization (**Georgia Form 3231**) from their physician or from the Ware County Health Department. Parents may request, in writing, a temporary waiver of Georgia's immunization requirements for a justified reason, including but not limited to, medical reasons and/or religious reasons. Parents requesting a temporary waiver based on medical reasons must provide the school district with a Georgia Certificate of Immunization (Georgia Form 3231) from the local board of health or treating physician certifying that immunization is undesirable. The medical exemption must be renewed yearly. Parents requesting a temporary waiver due to religious reasons must provide the school district with a sworn Affidavit of Religious Conflict with Immunization Requirements form.

## **PLEDGE OF ALLEGIANCE/MOMENT OF REFLECTION**

The Pledge of Allegiance is a statement of loyalty and support for this nation of which we are all a part. It says that we believe in liberty, justice, and equality for everyone, regardless of race, color, or creed. These ideas are our nation's foundation. Law requires every public school in the State of Georgia to have a ceremony of pledging allegiance each day and a moment of silent reflection. All students at Ware County High School are expected to participate in the **Pledge of Allegiance** and a **Moment of Silent Reflection**.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

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

### **THE BASIC PHILOSOPHY OF PBIS AT WARE COUNTY HIGH SCHOOL IS TO:**

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

### **PBIS EXPECTATIONS**

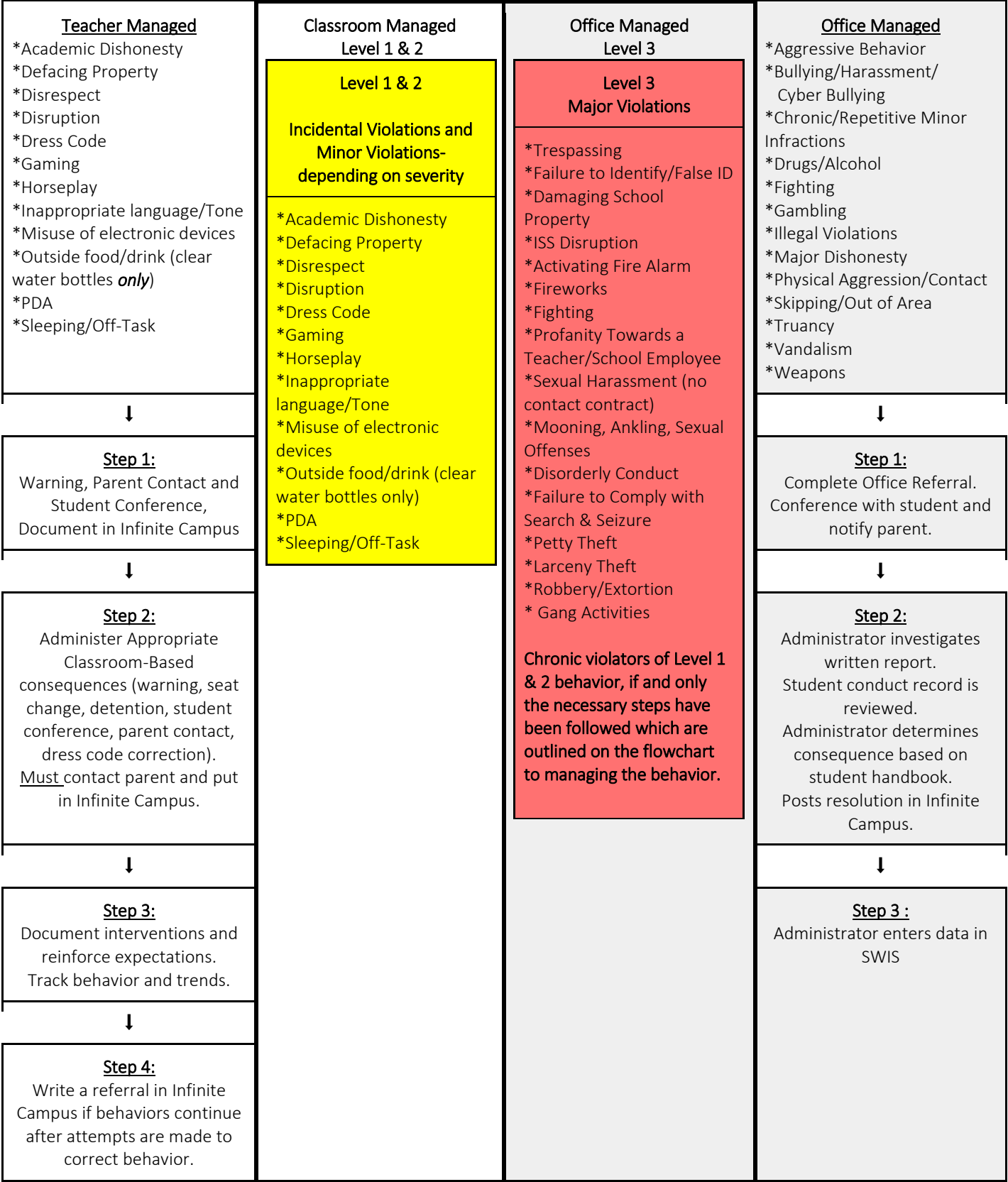
- **Be Wise**
- **Be Accountable**
- **Be Respectful**
- **Be Engaged... It's the Gator Way!**

### **PBIS MINOR SCHOOL RULES DEFINED**

- **Academic Dishonesty:** copying work (daily, homework, bell-ringers &/or assessments) from other sources (human or digital)
- **Defacing property:** writing or scratching on school property (leaving it functional)
- **Disrespect:** refusal to comply with reasonable directions
- **Disruption:** any action (physical or verbal) that hinders classroom instruction and learning

- **Dress code:** must follow school guidelines
- **Gaming:** playing cards, dice, board games, electronic games, etc. without teacher's permission
- **Horseplay:** making physical contact (running, shoving, pushing, taunting, or any action that might be a safety issue.
- **Inappropriate language/tone:** using undirected profanity (including substitute words); having racial, sexual, or drug/alcohol related conversations
- **Misuse of electronic device:** using electronic devices without teacher permission or outside designated areas; taking photos or videos of someone without consent or with the intent of being malicious.
- **Outside food/drink:** any food or drink from restaurants or convenience stores consumed in classrooms
- **PDA:** consensual physical contact that is sexually suggestive
- **Sleeping/off task:** head down, eyes closed without teacher's permission; not completing an assignment in the time specified

WCHS PBIS Flowchart



## **PREGNANCY POLICY FOR STUDENTS**

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

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports are issued at the end of 4½ and 13½ weeks of each semester. Report cards will be issued at the end of the 9<sup>th</sup> and 18<sup>th</sup> weeks of the semester. Parents should contact the school at 287-2359 if they have any concerns about their child's grade or progress reports.

## **PROHIBITED ITEMS NOT TO BE BROUGHT ON THE SCHOOL CAMPUS AND/OR IN THE SCHOOL BUILDING**

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

## **PROMOTION REQUIREMENTS**

9 <sup>th</sup> to 10 <sup>th</sup> Grade	5 credits
10 <sup>th</sup> to 11 <sup>th</sup> Grade	13 credits
11 <sup>th</sup> to 12 <sup>th</sup> Grade	20 credits

## **PROOF OF RESIDENCE**

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

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

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

**OR**

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

**OR**

3. A Ware County Schools Affidavit of Residency. A parent who resides full time in Ware County but is unable to provide the consistent records listed above may complete a *Ware County Schools Affidavit of Residency*. The affidavit shall be completed in the presence of the Director of Student Services or assigned designee and signed by the parent in the presence of a notary public. In addition, the legal 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.**

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA): NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS**

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph (1). In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1A) and (1B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

- (A) The administration of any survey containing one or more of the following items:
    - (i) Political affiliations or beliefs of the student or the student's parent
    - (ii) Mental or psychological problems of the student or the student's family
    - (iii) Sex behavior or attitudes
    - (iv) Illegal, anti-social, self-incriminating, or demeaning behavior
    - (v) Critical appraisals of other individuals with whom respondents have close family relationships
    - (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
    - (vii) Religious practices, affiliations, or beliefs of the student or student's parent
    - (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - (B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
  - (C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
- (2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
- (3) The following activity requiring notice and consent or opt-out has been scheduled for the upcoming school year. The Ware County Schools will administer during the spring of 2016, to students in grades 6, 8, 10, and 12th the Safe and Drug-Free Schools Needs Assessment Survey that asks students about their experience with and attitudes toward tobacco products, drugs and alcohol. Prior written consent from parents or eligible students is required for student participation in the anonymous survey. Additional information about the survey and consent forms will be provided to parents prior to the administration of the survey.

### **RESTROOMS**

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

### **SAFE SCHOOLS**

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

#### **ACTION STEPS FOR STUDENTS**

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

#### **THERE ARE SEVERAL METHODS OF REPORTING THESE ACTIVITIES:**

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

#### **TIPS FOR PARENTS**

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

#### **SAFETY DRILLS**

When safety drills are conducted, it is essential that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. All safety drills are considered serious and are to be carried out in an appropriate manner.

#### **SCHEDULE CHANGES**

During the drop-add time at the beginning of each semester, students may request a class change by filling out the appropriate form from the counselor's office. At the beginning of school, **no** schedule changes will take place except for the reasons listed below. The same is true for 2<sup>nd</sup> semester schedule changes or request for schedule changes. The only schedule change requests that will be addressed at the beginnings of each semester are as follows:

- If a student already has credit for the class in which he/she is scheduled.
- If a student does not have the required prerequisite for the course.
- If a student is a senior and needs a particular class to graduate.
- If a student is entering a Dual Enrollment program at South Georgia State College and/or Coastal Pines Technical College.

#### **SCHOOL RESOURCE OFFICERS**

School Resource Officers are employees of Ware County Board of Education's Department of Public Safety who are assigned to the Ware County High School campus to assist the administration in assuring that the environment at Ware County High School is maintained as safely and as orderly as possible. School Resource Officers will be asked by the administration to assist them in investigations concerning the violations of school rules and any other incident that the school administration deems the SRO's assistance as necessary.

#### **SEARCH AND SEIZURE**

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

#### **SEXUAL HARASSMENT- BOARD POLICY - JCAC/GAEB**

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

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

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

Forms of sexual harassment include the following:

- a. Verbal harassment, such as derogatory comments, jokes, or slurs;
- b. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and
- c. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings or 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.

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

## **SOCIAL SECURITY NUMBERS**

At the time of enrollment in Ware County Schools, parents are asked to provide voluntarily, 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.

## **STUDENT RECORDS**

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

## **STUDENT SUPPORT PROCESSES**

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

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

## **Notice of Rights of Students and Parents under Section 504**

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

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic or nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information for a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedures. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United State Department of Education's Office of Civil Rights. The address of the regional office is: Office for Civil Rights; Region IV; 61 Forsyth Street, Suite 1970; Atlanta, GA 30303.

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

### **Section 504 Procedural Safeguards**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a guardian's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written request for hearing.

**2. Hearing Request:** The request for the hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

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

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

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

- a. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- b. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- c. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

- d. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- e. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- f. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- g. The hearing shall be closed to the public.
- h. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- i. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- j. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- k. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- l. 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.

### **STUDENT TESTING PROGRAM**

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

### **TEENAGE DRIVER RESPONSIBILITY ACT**

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

### **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 USE – SCHOOL PHONES**

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

### **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.

### **TEXTBOOKS**

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

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

### **VISITORS / VISITING PROCEDURES**

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

### **WORK EXPERIENCE PROGRAMS**

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

## **Appendix A**

### **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.”

**Appendix B**  
**COMPLAINT FORM FOR FEDERAL PROGRAMS UNDER THE ELEMENTARY AND  
SECONDARY EDUCATION ACT OF 1965 (ESEA)**

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 <b>Federal Programs Director</b> <b>Ware County School System</b> <b>1301 Bailey Street</b> <b>Waycross, GA 31501</b>	

## Appendix C

### 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 D

### 2020-2021 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 2020-2021. We have reviewed this handbook with our child. We further acknowledge that the information is current as of July 1, 2020 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](http://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   | • Hospital Homebound           | • Sexual Harrasment/Sexual | • Title I               |
| • Compulsory School     | • Student Questioning by       | • Misconduct               | • Bus Conduct Rules for |
| Attendance Policy       | Officials                      | • Suspension & Expulsion   | Students                |
| • Emergency School      | • Makeup Work                  | • Electronic Resources     | • WCS Section 504       |
| Closure Procedure       | • Medicines (Board Policy      | Internet User Acceptable   | • Parent Conferences    |
| • Equal Education/ Non- | JGCD)                          | Police                     | • Ware County Online    |
| Discriminatory Notice   | • Parents Right-to-Know        | • Proof Of Residence       | Alternative Program     |
| • Family Educational    | Teacher Qualifications         | • Telemedicine             | • WCSD Digital          |
| Rights and Privacy Act  | • Promotion/Retention Policy   | • Thrillshare              | Learning Application    |
| (FERPA)                 | • Student Dress and Appearance |                            |                         |
| • Field Trips           | Code                           |                            |                         |
|                         | • Student Complaints and       |                            |                         |
|                         | Grievances                     |                            |                         |

#### 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 # \_\_\_\_\_

**Appendix E**

**Ware County Schools  
Bus Registration Form**

**STUDENT’S NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**HOME PHONE #:** \_\_\_\_\_ **CELL #** \_\_\_\_\_

**PARENT/GUARDIAN:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SCHOOL ATTENDING:** \_\_\_\_\_ **BUS #:** \_\_\_\_\_

**TIME PICKED UP AM:** \_\_\_\_\_ **TIME RETURNED PM:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUS STOP:** \_\_\_\_\_

**EMERGENCY CONTACT / Parent Work #:**

\_\_\_\_\_

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

**PARENT/GUARDIAN SIGNATURE:**

\_\_\_\_\_

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

**STUDENT SIGNATURE:**

\_\_\_\_\_

## Appendix F

### 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 1st: \_\_\_\_\_

**Appendix G**

**Ware County School System  
Bus Field Trip Parental Consent Form**

Destination \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Method of Transportation      Ware County School Bus \_\_\_\_\_

Coordinator(s) of Trip \_\_\_\_\_

**Parental Consent**

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

Further, I/ we, do hereby consent and agree that the above-mentioned coordinator(s) of the trip shall 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 \_\_\_\_\_

**Appendix H**

**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:

Date

\_\_\_\_\_

\_\_\_\_\_

## Appendix I

### Ware County Schools Internet User Contract

Please read this document carefully. When signed by student and parent/guardian over the age of 18, it becomes a legally-binding contract. This contract will be considered valid as long as the student is enrolled in the Ware County School System. This contract may be negated by the parent, guardian, or a certified staff member with written notification to the Media Staff to remove the student from the Registered Internet User roll.

**User:** I have read the Acceptable Use Policy/Procedures and understand that any violation of the conditions, rules, or regulations stated therein is unethical and may constitute a criminal offense. Should I breach any of these conditions, I understand that I may lose all network privileges on the Ware County Schools network and may be subject to further disciplinary and/or legal action.

---

Student Name PRINTED

---

Student ID Number

---

Student Signature

---

Grade

---

Date

For Users under 18 years of age, a parent or guardian must also read and sign this agreement.

**Parent/Guardian:** By execution of this contract, I certify that I am the parent/guardian of the student named above and that I have read the Acceptable Use Policy/Procedures. I understand that Internet access is for educational purposes only. I recognize that although it is not feasible for the Ware County School District to restrict access to all materials available through the Internet, the district will make every reasonable effort to monitor usage and to ensure that the network is used for acceptable purposes. In this respect, I hereby release the Ware County School District, its agents, and/or personnel from any liability or claim for my child's use of the Internet. I accept full responsibility for supervision of my child in the event my child should seek to use the Internet in a non-educational setting. I hereby give permission to the Ware County School District for the student named above to have access to and use of the Internet and Ware County Schools network and further certify that the information on this form is accurate.

---

Parent/Guardian Signature

---

Date