



# **White County School System Student Handbook**

**2023-2024**

# White County School System

## 2023-2024 Academic Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
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December 2023						
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January 2024						
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February 2024						
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April 2024						
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May 2024						
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June 2024						
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30						

	School Closed
	Half Day

	Planning
	First and Last Day of School

Total Student Days: 180
Total Teacher Days: 190
Semester Days: 87/93

July 31-Aug 3	Planning/Development Days
Aug 4	First Day of School for students
Sept 4	Labor Day - School Closed
Oct 6	Teacher/Parent Conferences - No School
Oct 9-10	Fall Break - School Closed
Nov 20-24	Thanksgiving Break - School Closed
Dec 15	1/2 Day
Dec 18-Jan 1	Christmas Break - No School

Jan 2 & 3	Teacher Work Days
Jan 15	Martin Luther King, Jr. Day - School Closed
Feb 16 & 18	Winter Break - School Closed
Mar 8	Professional Learning
April 1-5	Spring Break - School Closed
May 24	Last Day of School - 1/2 Day
May 27	Memorial Day - School Closed
May 28-29	Post Planning

# White County Schools

***Warrior STRONG***

## **Mission**

To develop well rounded students and prepare them for life.

## **Vision**

Inspire and equip each student to be a world changer.

## **White County School System**

### **School Administration List 2023-2024**

<b>Jack P Nix Elementary School</b> 342 W Kytle Street Cleveland, GA 30528 Phone: 706-865-6935 Fax: 706-865-5569 Principal: Laura Hall Asst. Principal: Lindsey Davenport	<b>Mossy Creek Elementary School</b> 128 Horace Fitzpatrick Drive Cleveland, GA 30528 Phone: 706-865-5000 Fax: 706-865-5001 Principal: Natalie Carpenter Asst. Principal: Danette Hasek
<b>Mount Yonah Elementary School</b> 1161 Duncan Bridge Road Sautee Nacoochee, GA 30571 Phone: 706-865-3514 Fax: 706-865-1466 Principal: Juliana Dean Asst. Principal: Ryan London	<b>Tesnatee Gap Elementary School</b> 2696 Tesnatee Gap Valley Road Cleveland, GA 30528 Phone: 706-865-1037 Fax: 706-219-3141 Principal: Noel Cochran Asst. Principal: Diedre Alexander



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## **ACCEPTABLE USE OF TECHNOLOGY**

### **Summary**

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

### **Acceptable Use**

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

### **Responsible Use**

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

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

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

### **Privacy Expectations**

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

## **Child Internet Protection Act (CIPA) Compliance**

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

## **Access to Inappropriate Material**

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

## **Security**

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

## **Vandalism**

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

## **AFTER SCHOOL PROGRAM**

Operates from 2:45 - 6:00 p.m. each day. The daily rate is \$8.00 per day. The program is open to children enrolled in pre-kindergarten through fifth grade. These programs exist to provide a safe place at a modest cost for students who need to be at school during the times noted above. Students who participate in these programs must apply for and be accepted in the programs. In the White County After School Enrichment Program, students are provided a snack and workers assist students with homework. Continued attendance in the program is dependent upon proper behavior and timely payment of fees. White County After School Enrichment Program Homework Center is a separate entity from the White County School System.

## **ARRIVAL AND DEPARTURE**

The instructional day is from 7:45 a.m. to 2:45 p.m. Upon arrival at school, all students should immediately report to their assigned places and remain there unless permission is received from a school staff member to leave the room or area. If your child will be eating breakfast at school, ensure that he or she is dropped off early enough to eat breakfast before the 7:45 a.m. start time. Parents picking up a child should wait in the designated areas for their child to be dismissed.

If your child will be a car rider, window signs with students' names on them will be provided. These signs must be displayed in the right front corner of the windshield.

## **ATTENDANCE**

White County Schools will monitor student attendance daily. Codes for attendance used in the student information system (Infinite Campus) will be used to indicate excused absences, unexcused absences, tardies, and early dismissals. Individual schools will develop attendance incentives to encourage good attendance.

### **White County School System (K-12) Attendance Procedures**

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

- At the beginning of the school year, parents and guardians will be given notice of the attendance policy, including a list of excused absences and possible consequences and penalties of excessive absences upon enrollment and registration each school year pursuant to O.C.G.A. Code 20-2-690-1. The schools will make reasonable efforts to ensure that the notice was received and understood by requesting signatures from parents/guardians and students acknowledging receipt.
- When a student is absent from school (excused or unexcused), the school will contact the parent(s)/guardian(s).
- At the elementary school level when a student has 3 unexcused absences, the primary teacher of the student will make contact with the parent via a PHONE CALL reminding the parent/guardian to bring an excuse (either parent note or doctor's note) to the school within 2 days of the student returning to school. The teacher will document their efforts in the infinite campus general contact log.
- When a student has 5 unexcused absences, a letter will be sent to all student's parents/guardians to notify them of the law, attendance procedures, and possible consequences and penalties of absences. As the law instructs, after 2 reasonable attempts have been made to contact the parent/guardian with no response, a letter will be sent via mail. The school will keep documentation of attempts and contacts.
- When a student has 7 unexcused absences, an Attendance Support Team (AST) meeting may be requested by letter to the primary address of the parent/guardian. A phone call will also be made to the parent/guardian by either the School Counselor, Assistant Principal, or Principal. An AST meeting will be held at the discretion of the principal and will involve at least one school personnel and the school social worker. The parent(s)/guardian(s) and student (ages 10 and older) may be asked to sign an attendance contract and 2 community referrals will be made by the School Social Worker on the student and/or parent's behalf. Appropriate consequences and incentives may be put into place at the discretion of the school to encourage school attendance.
- The school and the school social worker will continue to monitor the student's attendance. When the student reaches 10 or more unexcused absences, the school social worker may make a visit to the home of the student to ensure the safety and well-being of the child. All efforts will be documented into the Infinite Campus general contact log.
- Continued unexcused absences after the school social worker completes a home visit may result in a Juvenile Court referral for truancy after discussion with the school's principal once the student's unexcused absences exceed 15 days.
- Prior to a truancy/educational neglect referral to Superior Court at 15 unexcused absences for elementary age students, the parent/guardian will be notified by certified mail. Prior to a truancy referral to Juvenile Court for middle and high school age students (under age 16), the parent/guardian will be notified by certified mail.

### **Compulsory Attendance**

White County School authorities, in cooperation with other county agencies, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. Code 20-2-690-1, Mandatory Attendance, which requires that every parent, guardian, or other person residing in the state having control of any school age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of White County prior to their sixth birthday shall become subject to all provisions of the law.

## **Excusing an Absence**

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

### Doctor Excused Absences

- There is no limit on the number of doctors excused absences that a student is allowed to have in a school year. However, additional documentation may be required for student absences exceeding 10 days. At 10 medically excused days a medical release form will be sent home for the parent/guardian signature. Upon receipt of a signed release, the school may follow-up with the physician office to determine if additional attendance support services are needed. (Intermittent Hospital Homebound, Hospital Homebound, or school nurse assistance while at school). School may verify all excuses from medical offices once 10 medically excused absences are accrued. An exception is allowable with proper documentation from a medical or mental health practitioner indicating current treatment, the student's diagnosis, and that their condition may require absences that do not necessitate an office visit, per treatment plan. Schools will use discretion on a case by case basis.

### Parent Excused Absences

- Students are allowed 7 days each school year to be excused by a parent note in Grades K-12. After the seventh absence excused by a parent note, each subsequent absence will be considered unexcused unless the school receives a doctor's excuse.

## **Make-Up Work**

Students may make up work for any absence. It is the student's responsibility to turn in make-up work when he/she is absent from school. Once the student returns to school, they have five days to turn in make-up work to their teacher. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

## **Perfect Attendance**

To receive an award for Perfect Attendance, a student may not be absent, tardy, or be dismissed before the end of any school day. It does not matter if the absence is excused or unexcused.

## **Tardiness/Early Check-Outs**

Instruction begins promptly at 7:45 a.m., and a student is considered tardy after that time. A student who is tardy must report to the office to check in. A parent or guardian is expected to accompany the student and to sign him/her in. Students who arrive after **7:45** a.m. are tardy, and a parent must escort them into the school to sign them in.

Missed instructional minutes add up quickly. For example, if your child arrives a mere 10 minutes late each day, they miss 50 minutes of instructional time every week. During a 36 week school year, they could miss nearly 30 hours of instruction. If they are 20 minutes late, it would be 607 hours, and so on. These instructional minutes are especially important to the achievement of our students and the success of our schools.

If a student leaves before **11:30 a.m.**, they will be counted absent for that day. Students are accountable for any missed assignments when checked out early. When possible, medical and dental appointments should be made outside of school hours. Only those persons listed under the student's Authorized Pick-Up List will be allowed to leave school grounds with the student. Any changes to the list must be made in person, in writing, by the parent or guardian that enrolled the student. For the safety of our students, anyone who comes into the schools with the intention of picking up a child is to be prepared to show a picture ID.



## **BULLYING**

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

Bullying is defined as follows: An act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyber bullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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

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

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

## **BUS CONDUCT**

The parents or guardians of students are responsible for the supervision of their child until they board the bus in the morning and after they exit the bus at the end of the day. The school bus is an extension of the classroom. Once the student boards the bus, the student is expected to conduct himself/herself on the bus in a manner consistent with the established standards for classroom behavior.

A student who cannot conduct him/herself properly on a bus may have riding privileges suspended or revoked. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian will be held responsible.

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

- All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:
  - A student is found to have engaged in bullying; or
  - A student is found to have engaged in physical assault or battery of another person on the school bus.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, smart watch, audible radios, 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 shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

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

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

All students, grades K-12, shall be instructed annually in emergency evacuation and safe riding practices on school buses. The Director of Transportation shall work with school principals and bus drivers to ensure that this is accomplished.

## **CELEBRATIONS**

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

We do not accept gift deliveries at school. Students will not be allowed to accept flowers, balloons, or other gifts sent to the school during the school day. Parents should not bring these items to the school.

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

## **CHILD ABUSE OR NEGLECT**

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for White County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other changes to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

## **CLUBS**

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

## **CODE OF CONDUCT**

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

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

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

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

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

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

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

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

### **Progressive Discipline Procedures**

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

Our progressive discipline process is designed to create the expectation that the degree of discipline imposed by the school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that the student receives the due process mandated by federal and state law. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences.

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

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

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

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

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students' vehicles brought on campus, student book bags, school lockers, desks and other school

property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

*This code shall not infringe on the rights provided to students with Individualized Educational Programs pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973 or the federal Americans with Disabilities Act of 1990.*

### **Behaviors That Will Result in Disciplinary Procedures**

- Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia, or alcoholic beverage, intoxicant, inhalant, prescription drug not currently prescribed, or substance that creates the same effect of the items listed.
- Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1: A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- Possession or use of tobacco in any form
- Disrespectful conduct towards teachers, administrators or other school personnel. Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
- Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions: possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
- Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school. Marking, defacing or destroying school property or the property of another student (vandalism or graffiti) during school hours or off-school hours.
- Inciting, advising, or counseling of others to engage in prohibited acts
- Willful and persistent violation of the student Code of Conduct.
- Any off-campus behavior of a student, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- Physical violence against a teacher, school bus driver, or other school personnel:
  - Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

- Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
- Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.
  - Transmitting sexually explicit or suggestive material to other students at school or circulating such material at school through electronic devices or in any other manner.
  - Violating the school's/school system's acceptable use of the Internet/electronic resources agreement/policy; this includes cell phones and smart watches
  - Theft
  - Extortion or attempted extortion
  - Possession and/or use of fireworks or any explosive
  - Activating a fire alarm under false pretenses or making a bomb threat
  - Insubordination, disorderly conduct, disobeying school rules, regulations, or directives given by teachers, administrators, or other school staff
  - Classroom and school disturbances
  - Violation of school dress code
  - Use of profane, vulgar, or obscene words or indecent exposure
  - Use during prohibited times of cell phone or other electronic communication device.
  - Inappropriate public displays of affection
  - Gambling or possession of gambling devices
  - Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
  - Cheating on school assignments
  - Bullying
  - Inciting, advising, or counseling of others to engage in prohibited acts.
  - Willful and persistent violations of the student code of conduct.
  - Criminal law violations/Off-campus misconduct: A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

## **Weapons**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

- Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
- Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

### **Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

#### **Minor Offenses:**

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

#### **Major Offenses:**

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

#### **Disciplinary Actions for Minor Offenses:**

- 1) Behavior questions will be asked
- 2) Any missed assignments will be completed in Time-Out if necessary

#### **Disciplinary Actions for Major Offenses:**

- 1) The teacher completes Discipline Referral form
- 2) Referred to an administrator for disciplinary action
- 3) Students will be removed from their regular classroom schedule and assigned an alternative location

### **COMMUNICATION**

Routine communication and information are normally sent home with students. Parents are urged to ask students daily about notes and forms from school.

The White County School System has an automated emergency communication system, School Messenger, which may be used in the event of emergencies such as school closings, evacuations, natural disasters, off-campus events, school lock-downs, or other major incidents. It also provides the school opportunity to notify parents of school events, items of importance, and upcoming important dates. School Messenger delivers a message to parents by telephone, email or text messenger. This messenger system enables the delivery of fast, accurate messages and is a valuable addition to our school safety program. Please ensure that your child's school has accurate telephone numbers and email addresses on file.

**CONFERENCES**

Parents are welcome to visit their child’s school for parent/teacher conferences, and are urged to call the school and schedule conferences with teachers as needed. Teachers are not available for conferences during the school day unless they have been scheduled. Teachers will notify parents of additional times they are available for conference.

**CONFIDENTIALITY/PRIVACY**

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

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

**COUNSELING PROGRAM**

The school counselor provides well-planned developmental guidance activities to help children learn skills needed to meet the challenges of school and everyday life.

School Counseling programs promote and enhance student learning in three broad content areas, which follow the standards of the American School Counselor Association. The first area is academic development, which includes activities to support and maximize student achievement. Second, career development introduces skills and knowledge that enable students to make a successful transition from school to work. The third area, personal/social development, promotes personal and social growth as students progress through school and into adulthood.

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

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

School counseling newsletters are sent home regularly. We encourage you to share family concerns that might be affecting your child at school with your child’s teacher as well as counselor.

**DAILY SCHEDULE**

7:15 a.m. – 4:00 p.m.	School Office Hours
7:15- 7:45 a.m.	Arrival
7:45 a.m.	Tardy Bell Rings
2:45 p.m.	Bus Dismissal
2:45 p.m.	Car Dismissal



## **DRESS CODE**

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

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

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

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

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

- (v) Dates of attendance at schools within the district;
- (vi) Honors and awards received during the time enrolled in the district's schools;
- (vii) Video, audio or film images or recordings;
- (viii) Photograph; and
- (ix) Grade level

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

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

## **FIELD TRIPS**

Field trips are invaluable learning experiences. They provide direct situations for learning and are an extension of what is being taught in the classroom. A signed permission slip is **required** for all field trips. Good school behavior is mandatory to be eligible to attend. If there are prior behavioral issues (example: suspensions) the student's field trip privileges may be revoked.

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

## **GIFTED EDUCATION PROGRAM**

The White County Board of Education recognizes the need to provide gifted education services to students who have the potential for exceptional academic achievement. Gifted education programs are provided for the student who meets eligibility requirements. Students, grades K-12, in the WCSS who demonstrate a high degree of intellectual, academic, and/or creative ability are provided with special instructional services by the Program of Gifted and Talented Students, Quest. Eligibility criteria for placement in this program are determined by the State BOE. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. For further information about WCSS Programs for Gifted and Talented Students, please contact the White County Curriculum Office at 706-865-2315 ext 1809.

## **GRADING**

### **Purpose**

The purpose of the report to parents is for the teacher to communicate the student's progress. Grading should be a professional assessment of a child's progress based on standards. Teachers may assess student performance based on written assignments, observations, presentations, projects, and conversations.

Documentation of progress may be maintained through formative assessments, checklists, rubrics, conference notes, anecdotal records, etc. It is also important for students to be aware of their progress and to receive immediate feedback when they are assessed.

### **Grades K-5 Standards Based Reporting**

Students in grades K-5 are graded on a nine-week grading period. Standards-based reporting enables teachers, students, and parents to focus on the learning goals for each student and provides clear learning targets paired with well-aligned formative and summative assessments that allow students a variety of opportunities to demonstrate evidence of learning by standard. By establishing clear learning goals and proficiency targets, teachers, students and parents have more evidence to target needs for remediation or acceleration in specific standards as well as to determine whether students are prepared for the next grade level. Each standard is assessed with a Level 1, 2, 3 or 4.

## **HEALTH**

### **Asbestos Management Plan**

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

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

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

### **Communicable and Infectious Diseases**

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

Meningitis	Whooping Cough	Measles (Rubella)	Scabies
Chicken Pox	Poliomyelitis	German measles	Mumps
Pinkeye	Scarlett Fever	Worms/parasites	Impetigo
Strep throat	Hepatitis	Influenza	COVID-19
Ringworm	Mononucleosis	Staph Infection	

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

## Excusal from PE/Recess

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

## Head Lice

Lice outbreaks are common among school children, and even the cleanest child can easily become infested. It is important that parents act **immediately** to prevent spreading to other family members or classmates. Parents may either use one of several non-prescription products from the local drug store, or contact a physician or the health department to prescribe a product. Parents must also wash their child's coats, clothes and bed linens as part of the treatment for lice. As soon as parents have used the shampoo or other product on the child's head and removed all the nits, it is safe for the child to return to school. As part of the total treatment, based on the discretion of the school nurse and principal, students returning to school must be cleared by the school nurse or designee before returning to class. Repeated occurrences will be referred to the school social worker.

## Hospital Homebound

If a student should need to be absent from school for more than 10 consecutive school days because of serious illness or an accident, arrangements may be made to provide instruction at home or in an alternative setting. Contact school system Social Worker, at 706-865-2315 with any questions regarding Hospital Homebound Services.

## FERPA

The BOE and its employees shall limit the disclosure of health-related information of its employees and students. Information may not be released about a student or employee with an infectious disease or communicable disease without the consent of the employee or the student or his or her parent or guardian; whichever is applicable, or only as required by law or court order. FERPA prohibits the unauthorized disclosure of information from educational records except in certain limited circumstances, such as a health and safety emergency as described in 34 C.F.R. §§ 99.31(a) (10) and 99.36. Additionally, the disclosure of certain confidential health information may be a misdemeanor punishable under O.C.G.A. § 24-9-47.

## Fever Policy

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

## Medications Given at School

Whenever possible, medications should be given at home. However, the school system realizes that for students to maintain school attendance, and for students to maintain their best attentiveness, certain medications might be required during school hours. Over the counter medication will only be administered if permission has been given on the health information form, or if a parent or guardian has brought it in for the student. If your child must be given medication at school, please contact the school nurse. **Please do not send medications to school via the school bus.**

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

Child's Name	Strength of Medication	Date Prescribed/Filled
Dosage	Physician's Name	Medication name

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

## **Medication Policy JGCD**

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer an auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

Georgia Law, 16-12-191, provides that persons may be in possession of medical marijuana under limited circumstances defined in the law. Because of federal law, parents should make other arrangements for administering medical marijuana at school and students should not possess medical marijuana at school.

Application of Essential oils are not allowed or applied by WCSS staff. If you have questions please contact your school nurse.

## **School Nurse**

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

## **When to Keep a Student Home**

Keep a child home, if she/he:

- Has had a fever of 100 degrees or higher in the past 24 hours.
- Is nauseous and/or vomiting and/or has diarrhea within the last 24 hours.
- Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.
- Has undiagnosed skin rashes or contagious conditions such as scabies or chicken pox.
- Has live lice on the scalp.

## **HOMELESS STUDENTS (MCKINNEY-VENTO)**

The White County School System seeks to ensure that each homeless student has equal access to the same, free, appropriate public education, including a public preschool education, as provided to other District students.

### **Homelessness Defined**

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

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

### **School Selection**

Homeless students may:

1. Enroll in the school where the student resides; or
2. Continue enrollment in the school of origin.

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

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

1. Attend that school for the duration of time as identified as homeless.
2. Stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year.
3. Attend their school for the duration of time as defined as homeless if the student becomes homeless between academic years.

### **Transportation**

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

## **Dispute Resolution**

If a dispute arises over school selection or enrollment:

1. The student shall be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute.
2. The parent/guardian shall be provided with the written explanation of the school's decision, including the right to appeal.
3. The dispute shall be presented to the District's homeless liaison who will then consult with the Director of Federal Programs.
4. If the matter is not resolved at that level, the family may appeal to the White County BOE for a decision.
5. A final appeal may be made to the Georgia Department of Education State Homeless Coordinator.

## **Enrollment of Homeless**

1. Central registration staff, the Principal or designee shall notify the homeless liaison when a homeless student is identified. (Student Residency Survey)
2. The system shall provide the parent/guardian with information regarding being homeless.
3. If a homeless student arrives without a parent/guardian, the student shall be enrolled and the homeless liaison notified. The homeless liaison shall contact the parent/guardian and complete the enrollment process. Students must meet the District's age eligibility criteria for enrollment.
4. Homeless students qualify for free breakfast and lunch. The Homeless Liaison will notify the Nutrition Department for qualified students.
5. When students enroll without records (i.e., transcripts/grade reports, birth certificate, immunizations/health records) the Central Enrollment Office personnel shall:
  - a. Contact the former school to request the student's records and discuss immunization information and tentative placement;
  - b. Create a cumulative record if it is determined that the records are not available;
  - c. Refer the student to public health and provide follow-up to ensure that the student has been immunized, if there are no immunization records;
  - d. Parents/guardians shall provide the school with contact information.

## **Withdrawal of Homeless Students**

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

## **Role of the Homeless Liaison**

The role of the District's Homeless Liaison:

1. Train school personnel/community agencies in the identification of homeless students;
2. Ensure homeless students are enrolled in and have an equal opportunity to succeed in school;
3. Ensure homeless students receive educational services for which they are eligible;
4. Work with school personnel to refer identified families/students to local community agencies in order to receive health and dental care services for which they are eligible;
5. Educate and provide homeless parents/guardians/students of their educational services and/or other opportunities available to their children
6. Ensure public notices of the educational rights of homeless students are disseminated in schools and in community agencies
7. Ensure enrollment disputes are resolved in compliance with State guidelines and, in the event that such a dispute involves a homeless student, that the student is enrolled immediately pending the resolution of the dispute;
8. Inform the parent/guardian of the transportation services, including transportation to the school of origin.

## **HOMEWORK POLICY**

Homework is considered a part of the total school program (K-5). Students are expected to read every night, and other homework is a review and reinforcement of skills taught in the classroom. The amount of homework is determined by the grade of the child.

## **HOUSE BILL 1321- FALSE REPORT ON A TEACHER**

Schools are required by law to notify students that they are subject to disciplinary actions concerning falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Discipline actions could result in consequences to falsifying information.

## **ICE CREAM**

Ice cream may be purchased on designated days. The price is \$1.00.

## **LOST AND FOUND**

Please mark all jackets, sweaters, sweatshirts, lunchboxes, book bags, etc. with the student's name to minimize problems of ownership. Each school will have a designated lost and found area. Any article marked with a student's name is returned to the student. Unclaimed articles will be donated at the end of each grading period. If your child loses an item at school, encourage him/her to check lost and found.

## **MEDIA CENTER**

The media center is a multimedia facility that supports all areas of the educational program. Various books and audio/visual items provide teachers and students with a variety of reading levels and topics. Computers are used for research, independent learning centers, circulation records, and for on-line catalogs. Each student is issued a library number to check out books. Parents are also allowed to check out library books. Please see the media specialist for more information. An overdue notice will be given to a student if a due date is passed. Fines will be assessed on lost or damaged books.

## **NUTRITION: LUNCH AND BREAKFAST PROGRAM**

### **Breakfast**

Breakfast is free for every student, every day! Parents who plan for their child to eat breakfast at school should have the student in the school building before 7:45 a.m.

### **Lunch Price**

Lunch Price is \$2.25 for students.

### **Charges**

If necessary, a lunch may be charged. Parents are notified of charges through email. Parents may prepay for lunch for the year, by the month, or by the week. An online payment processing service is available to facilitate payments for breakfast and/or lunch. Payments can also be made online at this link: <https://www.ezschoollpay.com/Login.aspx>.

The full White County School Nutrition Charge policy may be located at the following link: <https://rb.gy/e9j08>



## **Food Information**

If a student has a medical excuse from a doctor stating he/she has diet restrictions; every effort will be made to accommodate substitution recommendations. In addition, no cola drinks are allowed in the cafeteria. Outside fast food is highly discouraged in the cafeteria.

## **Free and Reduced Meals**

Free and reduced lunches are served for students who qualify. Applications are issued to each student upon enrollment. Application may be made throughout the year if family circumstances change. The School Nutrition Director verifies all applications for free and reduced lunches, and the automated system is updated with the child's status, which remains confidential. Applications may also be completed at <https://secure.ezmealapp.com/ApplicationScreen.aspx>. Online applications may also be accessed by clicking on the red apple sign on the school website.

## **Payment**

Each student will utilize their identification number assigned to them upon enrollment to access their lunch account and all records are computerized. Students may pay for meals daily, weekly, or monthly. It is important that students give their lunch money for the month or week to cafeteria cashier (first thing in the morning) in a prepared envelope with the following information: Student Name, Teacher's Name, Student ID #. Payments can also be made online: <https://www.ezschoollpay.com/Login.aspx>. The online payment system can also be accessed by clicking on the yellow \$ sign located on the school website.

## **PARENTS RIGHT TO KNOW**

In compliance with the requirements of ESSA, White County School District informs parents, within 30 calendar days from the start of school, that they are able to request information about the professional qualifications of your student's classroom teacher(s) and paraprofessional(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's qualifications, please contact the principal.

## **PROMOTION AND RETENTION**

The Board of Education hereby authorizes the Superintendent and his/her administrative staff to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in kindergarten and grades 1 through 8. Such procedures or regulations shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. School level promotion and retention decisions may be appealed to a district level committee, whose decision shall be final.
6. If a student is retained a plan must be developed to address the issues that led to the retention.

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

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

- A. The administration of any survey containing one or more of the following items:
  - a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental or psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of other individuals with whom respondents have close family relationships;
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
  - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
- B. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- C. Any 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.

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

## **SAFETY**

### **Inclement Weather**

Our school performs scheduled safety drills, once a month, to prepare our staff and students for inclement weather situations. These include fire and tornado drills, as well as lockdowns. If inclement weather occurs, the School Superintendent will contact staff and parents using School Messenger. **Please ensure your contact information is up to date.** Also, school closings are also announced on the following television and radio stations:  
**WRWH (1350 AM, 93.9 FM), Atlanta television stations.**

### **Safety Plans and Drills**

Safety plans have been developed for all schools and are routinely assessed to ensure that best practices are in place to protect our children. Teachers and students are taught what to do in the event of fire, severe weather, and school lockdowns. Throughout the school year, our teachers will be sharing and practicing our safety plans with students to ensure that everyone understands what to do in an emergency situation.

## **Seclusion and Restraint**

The White County School District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/ herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

## **Suicide Prevention**

The Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education.

The Superintendent or designee shall develop procedures to address at a minimum, suicide prevention efforts, intervention, and postvention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts.

In accordance with state law, no person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties but to provide a framework in which educators can exercise their professional judgment in the best interest of students

## **Water Safety- HB 402**

### [Water Safety Information](#)

Drowning is a leading cause of death for children. We cannot stress enough the important role water safety education courses and swimming lessons play in saving lives.

### [Water Safety for Parents and Caregivers Course](#)

**Free** online course offered by American Red Cross. The Water Safety for Parents and Caregivers Online Course focuses on developing an awareness of the risks of drowning and how to minimize those risks, especially for young children. This online course teaches parents and caregivers about the concepts of the circle of drowning prevention, water competency and the chain of drowning survival. It also provides guidance for applying water safety to common environments and situations where children are most at risk for drowning.

### [Find Swim Classes Near You](#)

Swim lessons help children and adults gain water safety and swimming skills. Ages 6 months - adults.

### [Activities for Kids, Parents, and Caregivers](#)

Resources to help your child learn about water safety while having fun in and around water. Longfellow the Whale helps kids learn to "Do your part, be water smart!"

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

## **STUDENT AGENDA/PLANNERS**

If a student loses this handbook the student must purchase another for \$5.00. The student agenda is essential for communication among parents, students, and teachers. It is a vital part of the education process. If a student withdraws during the year the agenda must be returned along with textbooks.

## **STUDENT RECORD INFORMATION**

### **Change of Address**

Anytime a parent moves (changes address) within White County during the school year, the parent must go to Central Enrollment and show two proofs of address for the new residence to change the address on file. A school system representative may visit the address given by any parent/guardian to verify residency.

### **Registration**

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

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

- A current Georgia certificate of immunization
- Copy of child's social security card
- Birth certificate
- State required form with ear, vision, and dental records upon entering school
- Proof of residency (No telephone bills)
- Parent/Guardian Photo Identification

### **Student Withdrawal**

A student withdrawal form must be completed for any student transferring to another school. All textbooks and other school materials and fees must be cleared when the student is withdrawn. Once a student is withdrawn, their Permanent Records are sent to our Central Enrollment Office. The only individual allowed to withdraw a student is the parent/guardian that enrolled the student.

### **Student Records**

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

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

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

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

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of the parent or guardian may inspect the education records of his or her child during the

hours of 8:30 - 4:00 Monday through Friday while school is in session. Generally, a parent will be permitted to obtain a copy of the education records of his/her child upon reasonable notice and payment of reasonable copying costs. The current fee is ten cents per copy. Education records are maintained at the school where a student is enrolled and are in the custody of the principal or the designee. Personal identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

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

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

## **STUDENT SUPPORT SERVICES/MTSS**

Multi Tiered System of Supports (MTSS) is the process of aligning appropriate assessment with purposeful instruction for all students. In Georgia, MTSS is based in the general education classroom where teachers routinely implement a strong and rigorous standards-based learning environment. The tiered approach to providing layers of intervention for students needing support requires a school-wide common understanding of the Georgia Standards of Excellence (GSE), assessment practices, and instructional pedagogy.

The MTSS process includes several key components:

- A 3-Tier delivery model designed to provide support matched to student needs through the implementation of the standards based classrooms.
- Evidence-based instruction as the core of classroom instruction
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of a variety of ongoing assessment data to determine which students are not meeting success academically and/or behaviorally.
- Data Teams in each school serve as the driving force for instructional decision making in the building.
- Purposeful allocation of instructional resources based on student assessment data.

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

Tier I – Standards-Based Classroom Learning

Tier II – Needs-Based Intervention

Tier III- Intensive Intervention

## **TELEPHONE ACCESS**

Students will not be called to the telephone, nor will they be allowed to use the phone to call home except in emergency situations. Students are not permitted to use cell phones or smart watches from the time they enter the school building until they are officially off the school bus or officially checked out from school.

## **TITLE IX- JCAC**

The White County Board of Education has adopted Board Policy JCAC to maintain an environment that is free from all forms of discrimination and harassment on the basis of sex. The White County Board of Education (the “Board”) does not discriminate on the basis of sex in the education program or activity that it operates. The Board is required by Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.) and its regulations (34 C.F.R. § 106.8) not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX and its regulations to the Board may be referred to the Board’s Title IX Coordinator, the Assistant Secretary for Civil Rights of the Department of Education, or both. Retaliation against individuals who file complaints of alleged sexual harassment or those who assist in the investigation of complaints of alleged sexual harassment is expressly prohibited.

It shall be a violation of this JCAC policy for any student or employee of the District to engage in sexual harassment. Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following criteria:

- An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board’s education program or activity; or
- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). Any student or employee who believes that he or she has been exposed to sexual harassment or retaliation in the Board’s education program or activity should immediately report the act to the Board’s Title IX Coordinators. Any employee that is on actual notice of sexual harassment or retaliation must immediately report the act to the Board’s Title IX Coordinators.

Any student or employee has the right to file a formal complaint alleging sexual harassment or retaliation to the Board’s Title IX Coordinators. The Board has adopted a grievance process to address all formal complaints filed. That grievance process can be found within the Board Policy JCAC and ensures the following:

1. Treats complainants and respondents equitably.
2. Requires an objective evaluation of all relevant evidence.
3. Assures that all Title IX Coordinators, investigators, decision-makers, or any person designated to facilitate an informal resolution process do not have a conflict of interest or bias.
4. Presumes that the respondent is not responsible for the alleged conduct.
5. Provides for reasonably prompt time frames for the conclusion of the grievance process.
6. Describes the range of possible disciplinary sanctions and remedies following a determination of responsibility.
7. Adopts the preponderance of the evidence standard for complaints against both students and employees.
8. Provides for and describes the appeal process.

9. Describes the range of supportive measures available to both complainants and respondents. 10. Does not require, allow, rely upon, or otherwise questions or evidence that constitute or seek the disclosure of information protected under a legally recognized privilege unless it has been waived.

Title IX Coordinators under Board Policy JCAC Specifically, the following school-based persons have been designated to handle inquiries and concerns regarding federal protections against discrimination based on sex in education programs or activities under Title IX of the Education Amendments of 1972:

**Jack P. Nix Elementary**

Laura Hall, Principal & Site based Title IX Coordinator  
342 W Kytle Street  
Cleveland, GA 30528  
706.865.6935  
[laura.hall@white.k12.ga.us](mailto:laura.hall@white.k12.ga.us)

**Mossy Creek Elementary**

Natalie Carpenter, Principal & Site based Title IX Coordinator  
128 Horace Fitzpatrick Drive  
Cleveland, GA 30528  
706.865.5000  
[natalie.carpenter@white.k12.ga.us](mailto:natalie.carpenter@white.k12.ga.us)

**Mt Yonah Elementary**

Juliana Dean, Principal & Site based Title IX Coordinator  
1161 Duncan Bridge Road  
Sautee Nacoochee, GA 30571  
706.865.3514  
[juliana.dean@white.k12.ga.us](mailto:juliana.dean@white.k12.ga.us)

**Tesnatee Gap Elementary**

Noel Cochran, Principal & Site based Title IX Coordinator  
2696 Tesnatee Gap Valley Road  
Cleveland, GA 30528  
706.865.1037  
[noel.cochran@white.k12.ga.us](mailto:noel.cochran@white.k12.ga.us)

## **TRANSPORTATION CHANGES**

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

## **VISITORS**

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

## **VOLUNTEERS**

Volunteers are a vital part of our school's success and can be of great assistance in enhancing student learning. Parents who are interested in volunteering must complete the WCSS Compliance Module. Further information for completing the Compliance Module is available in the school office or on the district website. Volunteers will then contact their child's teacher to set up a volunteering schedule. This enables the teacher to fully utilize their assistance. When volunteers enter the building, they should have their Volunteer Tag and must sign in on the computer system. All volunteers are asked to follow professional standards shown by the staff.

## **DEFINITIONS**

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

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

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

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

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

**Bullying:** In accordance with Georgia law, bullying is defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

(3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(B) Effects substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

### **Public Notice**

The White County School System does not discriminate on the basis of age, sex, race, color, national origin, religion, or disability in educational programs, activities, and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Mary Kay Berry is the Title IX/SECTION 504 coordinator.

For compliance information, contact:

Mary Kay Berry  
White County Board of Education Office  
136 Warriors Path  
Cleveland, GA 30528  
706-865-2315

**Please read this page carefully, initial all items,  
sign with your child and return to your child's teacher.**

**User Agreement and Parent Permission Form**

As a user of the computer network of the White County School System, I hereby agree to comply with the above stated rules. I certify that I have read and understand these regulations and understand that if I violate these rules, my network/Internet access privileges will be revoked and I will be subject to disciplinary action. I further understand that a violation may subject me to criminal and/or civil liability.

\_\_\_\_\_ *Student Name* \_\_\_\_\_ *Date*

I have read and understand the Parents' Rights to Know as stated in the handbook.

\_\_\_\_\_ *Parent/Guardian Signature* \_\_\_\_\_ *Date*

I also give permission for my child's photograph, likeness, or voice to be used by the internal/external news media and/or on the school or system's web page in relation to any and all coverage of the White County School System.

\_\_\_\_\_ *Parent/Guardian Signature* \_\_\_\_\_ *Date*

I hereby certify that I have read and understand the rules and student code or conduct stated above. I further agree to indemnify and hold harmless the White County School District, its employees and agents, from all claims arising from or related to my child's use or misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse.

\_\_\_\_\_ *Parent/Guardian Signature* \_\_\_\_\_ *Date*

I have received a copy of the Student Handbook and WCSS attendance policy and procedures. I understand all policies and requirements written within both.

\_\_\_\_\_ *Parent/Guardian Signature* \_\_\_\_\_ *Date*