

Worth County High School Sylvester, Georgia

“Ram Pride: Catch It.”



**Student/Parent Handbook
2013-2014**

6/23/2013 6:17 PM

Dear Students & Parents,

It is an honor and distinct privilege to welcome each of you back for the 2013-2014 school year at Worth County High School “the best high school anywhere!” As we move forward starting another school year, I want to encourage each of you to work hard and have fun. A balance of the two will no doubt help promote a healthy outlook as well as a recipe for success. In order to meet personal goals, knowledge of critical high school policies, procedures and information is essential to your success. This handbook has all the information needed to be a successful high school student. Please take time to read through it with your parents as soon as possible. High School can be tough, so read through the handbook and keep it handy to stay informed.

As safety is our number one priority, our second priority is helping students earn a diploma in four years or less prepared to attend college or join the work force. Our goal is for every student to be equipped with the skills and knowledge needed to successfully complete a program of study at a major university or technical school, or acquire specific job skills and earn minimal certifications through a CTAE Pathway related to a specific career a student might choose. Regardless of the future a student might select, we want each to be successful and happy in a career of their choosing in order to have a rewarding and productive life.

Always remember we are a team! If we all work together, we can ensure “all” our students are successful and will look back at their time at WCHS with PRIDE along with positive memories. If you (parents) would like to get involved and help us with one of the many organizations at WCHS, please let us know. There are numerous opportunities to get involved such as: Band Boosters, Football Boosters, Achievement Booster Club, CTAE Advisory Boards and so on. Feel free to call the school or visit our website to get the sponsor’s contact information.

If I can help with anything, please contact me.

Respectfully,

Dr. Russ Chesser, Principal
Worth County High School
P# 229-776-8625

**WORTH COUNTY BOARD OF EDUCATION
SCHOOL CALENDAR 2013-2014**

<u>Event</u>	<u>Date</u>
Teacher Workdays.....	July 22-26, 2013
First Day of School.....	July 29, 2013
Progress Reports.....	August 28, 2013
Holiday.....	September 2, 2013
Fall Holidays.....	September 16-20, 2013
End of 1 st Nine Weeks.....	October 7, 2013
Report Cards.....	October 9, 2013
*Parent Conference Day.....	October 22, 2013
Progress Reports.....	November 8, 2013
Holidays.....	November 25-29, 2013
End of 2 nd 9 Weeks.....	December 17, 2013
Holidays.....	December 18-31, 2013 & Jan. 1-2, 2014
First Day of Second Semester.....	January 6, 2014
Report Cards.....	January 9, 2014
Holiday.....	January 20, 2014
Progress Reports.....	February 5, 2014
Holidays.....	February 17-21, 2014
Holiday.....	March 17, 2014
End of 3 rd 9 weeks.....	March 19, 2014
Report Cards.....	March 24, 2014
* Parent Conference Day.....	March 27, 2014
Holidays.....	April 7-11, 2014
Progress Reports.....	April 29, 2014
Last Day of School.....	May 28, 2014
Teachers Work Days.....	May 29-30, 2014
Graduation.....	May 31, 2014

*Students are released early for parent conferences.

**Calendar subject to modification due to weather or other emergencies.

IDENTIFICATION

NAME _____

ADVISOR _____

HOME ADDRESS _____

HOME PHONE _____

Worth County High School
406 West King Street
Sylvester, GA 31791
(229)776-8625

Principal	Dr. Russ Chesser
Assistant Principal/Testing Coordinator	Ms. Sandi Giddens
Assistant Principal	Ms. Lisa Underwood
Assistant Principal/Technical Career Director	Mr. Scott Chafin
Athletic Director	Mr. Russ Beard
Counselors	Ms. Elizabeth Brand (Last name G-M)
	Ms. Megan Day (Last name A-F)
	Ms. Saudia Malachi (Last name N-Z)
	Ms. Janice Dent
Media Specialist	Mr. Jatón Johnson
School Resource Officer	Ms. Debbie McGough
Cafeteria Manager	Ms. Melissa Edwards
School Improvement Coordinator	

Worth County Board of Education
103 Eldridge St.
Sylvester, GA 31791
(229)776-8600

Mr. William R. Jenkins, Chairman	Meetings are held at the county office on the 2nd Thursday of each month at 7:00 p.m.
Mr. Randy Bacon	
Mr. Jerry Jones	
Mr. Melvin Jefferson	
Mr. William Oliver	

Dr. Barbara Thomas, Superintendent

Principals

Mr. Stacy Rutledge	Worth County Primary	Grades Pre K-2	776-8660
Mr. Steven Rouse	Worth Co. Elementary	Grades 3-5	776-8605
Ms. Tiffany Sevier	Worth County Middle	Grades 6-8	776-8620
Dr. Russ Chesser	Worth County High	Grades 9-12	776-8625
Ms. Amy Chafin	Curriculum & Instruction Director, K-12		776-8600
Ms. Christie Foerster	Director of Federal, State, & Local Programs		776-8600
Mr. Jimmy Odom	Maintenance Director		776-8612
Ms. Elaine Bozeman	Transportation Director		776-8612
Ms. Gayla Bentley	Special Education Director		776-8618
Ms. Tracie Turner	Social Worker-Homeless Liaison		776-8650
Ms. Heather Faircloth	Public Relations		776-8600
Mr. Jim McMickin	Technology Director		776-8600
Ms. Kristen Popham	Nutrition Director		776-8600
Mr. Scott Smith	Human Resources		776-8600

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Worth County High School

2013-2014 Bell Schedule

52 minute classes

5 minutes between classes

4 minute announcements

30 minute lunch period

First Bell	7:55	
1st Period	8:00-8:04 Announcements (4)	
1st Period	8:04-8:56 (52)	
2nd Period	9:01-9:53 (52)	
3rd Period	9:58-10:50 (52)	
4th Period	10:55-11:47 (52)	
5th Period Class	11:52-12:44 (52)	5th Period-1st Lunch 11:47-12:17 (30)
5th Period-2nd Lunch	12:44-1:14 (30)	5th Period Class 12:22-1:14 (52)
6th Period	1:19-2:11 (52)	
7th Period	2:16-3:08 (52)	
Dismiss	3:08	

Worth County High School
2013-2014 Ram Day Bell Schedule

47 Minute Class Time

30 Minute Intervention Period

5 Minutes-Between Classes

4 Minute Announcements

30 Minute Lunch Period

First Bell	7:55		
1st Period	8:00-8:04 Announcements (4)		
1st Period	8:04-8:51 (47)		
2nd Period	8:56-9:43 (47)		
Advisement/Club	9:48-10:18 (30)		
3rd Period	10:23-11:10 (47)		
4th Period	11:15-12:02 (47)		
5th Period	12:07-12:54 (47)	5th Period-1st Lunch	12:02-12:32 (30)
5th Period-2nd Lunch	12:54-1:24 (30)	5th Period Class	12:37-1:24 (47)
6th Period	1:29-2:16 (47)		
7th Period	2:21-3:08 (47)		
Dismiss	3:08		

Worth County School System Purpose Statement

To ensure a quality education for all students leading to graduation and productive citizenship.

Worth County High School Purpose and Vision Statement

Purpose

To graduate productive citizens.

Vision

1. Our vision is to meet and exceed all standards.
2. We will achieve this vision by implementing and improving standards based instructional practices and using data to guide educational decisions.
3. As a result of our success we will recruit and retain high quality teachers.
4. We will increase the number of students pursuing post secondary options or successfully entering the work force.

Belief Statements

1. Student learning should be the primary focus of all decisions related to Worth County High School.
2. Students should be actively involved in meaningful and rigorous academic programs to assist them in making life-long career choices.
3. Students should have a safe, nurturing, and structured environment which is conducive to learning.
4. Students should be offered a variety of instructional practice which incorporate technology to facilitate learning for all students.
5. Students, parents, teachers, administrators, and the community should share the responsibility of student learning.
6. Students and school personnel should exhibit sound character and judgment.

INFORMATION GUIDE – WHO TO CONTACT

IF YOU NEED:

Athletics
Athletic Accident Insurance Claim Form
Attendance/Excuses
Attendance/Leaving School Early
Announcements
Clubs
Discipline

Facility Needs
Fee and Fines
Lockers/Locks
Lost and Found
Cafeteria/Lunch Forms
Medical Attention/Medication
Parking Permits
Reporting Vandalism or Theft
Student Guidance/ Student Withdrawal/Scholarships

Tardy passes after 8:00 a.m.
Technical Career/YAP/WBL
Transcript Request
Work Release Request

CONTACT:

Mr. Russ Beard, Athletic Director
Mr. Russ Beard, Athletic Director
Ms. Cindy Patterson, Clerk-South Wing Administrative Office
Ms. Susan Bennett, Receptionist-South Wing Administrative Office
Mrs. Susan Bennett, Receptionist-South Wing Administrative Office
Individual Club Advisors listed on page 47
Mr. Scott Chafin, Assistant Principal
Ms. Sandi Giddens, Assistant Principal
Ms. Lisa Underwood, Assistant Principal
Ms. Susan Bennett, Receptionist-South Wing Administrative Office
Ms. Teresa Odom, Bookkeeper-West Wing Administrative Office
Advisory Teacher/SRO Jatón Johnson
Ms. Susan Bennett, Receptionist-South Wing Administrative Office
Ms. Debbie McGough, Cafeteria Manager
Ms. Suzanne Lasseter, School Nurse
Ms. Cindy Patterson, Clerk-South Wing Administrative Office
Administrator/Officer Jatón Johnson, School Resource Officer
Ms. Elizabeth Brand, Counselor for students with last names (G-M)
Ms. Megan Day Counselor for students with last names (A-F)
Ms. Saudia Malachi, Counselor for students with last names (N-Z)
Ms. Susan Bennett, Receptionist-South Wing Administrative Office
Mr. Scott Chafin, Assistant Principal/CTAE Director
Ms. Melissa Emerson, Clerk-Guidance Department
Mr. Scott Chafin, Assistant Principal-East Wing Administrative Office

SCHOOL ATTENDANCE PROCEDURES

Attendance Policy

In accordance with Georgia Law, students below the age of 16 are required to attend school. Attendance is kept period by period and students are required to attend every period of each day. **A written excuse must be presented to the Attendance Office no later than 3 school days after the absence. Failure to comply will result in the absence being coded as unexcused. The attendance office is located in the south wing administrative office area. Excuses for absences should be dropped in the drop boxes located at designated areas around the school. Students who check-out early from school must bring a written excuse for that check-out or this will result in an unexcused absence. Check-out notes must be turned in to the south wing administrative office prior to 8:00 a.m. Tardy passes are written at the south wing administrative offices after 8:00 a.m.**

Students may present no more than **eight (8)** parent notes (1 note per day absent) for excused absences during the 2013-2014 school term. **ALL** other notes must be officially validated notes from physicians, dentists, health department personnel, funeral directors, ministers, or other agencies in order to be considered as an excused absence.

Parents of students ages 10 – 16 who have **five (5) unexcused absences** will receive notification from the Worth County School District (WCSD) Child Attendance Team (CAT) for a parent meeting.

Absences and Make-up work

The student must provide an excuse within three days of returning to school after any absence. Students should remember that attendance is recorded per period, not per day. If a student checks out during the school day, an excuse must be brought for any class period missed. Students must drop their excuses for absences in the school drop boxes. The following reasons have been established as lawful absences:

1. Personal illness
2. Serious illness and/or death in the immediate family (father, mother, siblings, grandparents)
3. Recognized religious holidays
4. Court order
5. Military pre-induction physical
6. Registering to vote or voting (**prior approval required**)
7. Hazardous/unsafe conditions
8. Page in General Assembly (will be counted present with proper documentation)

Administrative Credit Appeal

- **Students may not appeal suspension dates.** Students who have more than eight (8) unexcused absences (four (4) for semester classes) in any class will receive no credit (**EA – Excessive Absences**) for that class unless a waiver is granted by the Worth County High School Administration. **Only hardship cases will be considered.**

Compulsory Attendance Law

Georgia law requires that all children ages 6 - 16 years are required to attend school in accordance to local/state attendance guidelines. Parents, guardians, etc. who fail to abide by the law are subject to penalty. Students will be subject to loss of driving privileges and may fail necessary courses and state tests required to graduate from high school.

Georgia Law Code: 322104:32-2106. “Except for certain exceptions the law of Georgia requires all pupils from the age six (6) to sixteen (16) to attend school daily.”

Penalty: “A fine of \$100.00 dollars per day or thirty (30) days in jail for each day absent, or both \$100.00 dollars and thirty (30) days can be imposed upon the parent(s) or guardian for each absence from school.”

Early Dismissal (Signing Out)

A note from a parent/guardian must be presented for early dismissal from school. The note should contain the student's name, time for dismissal, reason for dismissal, parent's/guardian's signature and home telephone number or a number where the parent/guardian can be reached. **FOR STUDENT SAFETY, A STUDENT MAY NOT BE DISMISSED BY PHONE. The note must be presented to the main office between 7:30 a.m. and 8:00 a.m.** Students may **only** be dismissed to the person(s) listed on the student information system. **STUDENTS MAY NOT BE CHECKED OUT AFTER 3:00 P.M.** An excuse must be turned in for any early dismissal from school.

Excused/Unexcused Absences

Excused absences Students are allowed **ONLY eight (8)** parent notes for excused absences and/or sign-outs. All other excused notes must be documented lawful absences as noted under “Absences and Make-up Work.”

Unexcused absences	Students who have more than eight (8) unexcused absences or four (4) unexcused absences for semester courses will not receive credit for that class. A grade of “EA” (Excessive Absences) will appear. (Students who report after the first (10) ten minutes of class are considered absent)
Excessive absences	Students who have more than eight (8) unexcused absences or four (4) unexcused absences for semester courses or who have a combination of suspensions and unexcused absences that total more than eight (8) will receive an “EA” (Excessive Absences) for the course.
Tardy	Students who report to class within the first ten (10) minutes of class are considered tardy.

HOSPITAL/HOMEBOUND

1. Worth County Schools will follow the State Department of Education Policy IDDC 160-4-2-.31 regarding Hospital/Homebound (HHB) services.
2. Hospital/Homebound service is at best a stopgap measure designed to help the student with a chronic health condition receiving intermittent HHB service, the student with a long-term health condition or accident that prohibits the student from attending school or the student with temporary HHB service eligibility.
3. The building principal must approve **ANY** request to the Worth County Board of Education for Hospital/Homebound (HHB) services.
4. A request for HHB services is made because of limitations which will likely prohibit a student from performing all the activities necessary to meet the requirements of **all** classes. Therefore, HHB services may not be provided for **all** classes in which the student is enrolled. Services will be provided only for the classes the student is **capable of handling through the Hospital/Homebound program, as determined by the school administration and/or Guidance Department.**
5. An Educational Service Plan (ESP) must be developed by the local school team. This plan must include a reentry plan as well as a schedule requiring any update of the medical referral form.
6. According to State Board Policy, the following requirements must be met before HHB services may be provided.
 - a. Receipt of a completed medical referral from a licensed physician or licensed psychiatrist stating the student will be absent a minimum of ten (10) consecutive school days or the equivalent on a modified calendar or five (5) school days on a high school block schedule per year. The medical referral must describe the disabling condition or diagnosis with any medical implications for instructional services.
 - b. The student with a chronic health condition receiving intermittent HHB service must be anticipated to be absent for at least three (3) consecutive school days for **each occurrence** before he/she will be eligible for HHB services.
 - c. Receipt of a Release for Medical Information relating to the reason for the request for HHB service.
 - d. The signature of the physician/psychiatrist as defined in O.C.G.A. 43-34-21 and licensed by the appropriate state agency or board to assess the student’s physical, psychiatric and/or emotional condition for which the student is referred.
7. Students with absences due to psychiatric and/or emotional disorders are eligible for HHB services for a length of time as determined by the ESP.
8. Students with absences due to pregnancy; related medical conditions, services, or treatment; childbirth; and recovery are eligible for HHB services for a length of time as determined by the ESP.
9. Students with absences due to a communicable disease, as specified in Rule 160-1-3-.03 COMMUNICABLE DISEASES, are eligible for HHB services for a length of time as determined by the ESP.
10. A parent, guardian, or an approved adult parent designee as identified in the ESP shall be present during each entire home instructional period in which an HHB instructor is present.

HOSPITAL/HOMEBOUND PRODECURES

1. A Hospital/Homebound (HHB) Application Form is available from the school receptionist. The form may be obtained by the parent/guardian or a student who is designated as an emancipated minor or who is 18 years of age or older.
2. The completed HHB Application Form is returned to the school for review, signature and approval for services or denial of services by the school principal.
3. If approved, the completed HHB Form is forwarded to the Worth County Schools' social worker.
4. The Worth County Schools' social worker:
 - a. Assigns a teacher to provide HHB services
 - b. Submits a copy of the completed HHB Form to
 1. Principal
 2. Assistant principal(s)
 3. Attendance clerk
 4. Guidance counselor
5. If the HHB Application is denied, a copy of the HHB form will be mailed to the parent/guardian or student.

HOSPITAL/HOMEBOUND SERVICES:

If a student should need to be absent from school for more than 10 consecutive or intermittent school days because of serious illness or an accident, arrangements may be made to provide instruction at home. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. The student's inability to attend school for medical or psychiatric reasons must be certified by a licensed physician or licensed psychiatrist. It is the responsibility of the parent/guardian to request hospital/homebound instruction as soon as possible. The school counselor who is designated as the School Hospital/Homebound Coordinator should be contacted for more information regarding policies, procedures, and the application process.

Homeless Education

The McKinney-Vento Homeless Assistance Act (M-V) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability.

Definition of Homeless

McKinney-Vento defines homeless students as those who **lack a fixed, regular and adequate nighttime residence**. This includes:

1. Children and youth who:
 - are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
 - live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - live in emergency or transitional shelters;
 - are abandoned in hospitals; or
 - are awaiting foster care placement;

2. Children and youth who have a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodation for human beings;
3. Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
4. Migratory children are considered homeless when they are living in circumstances set forth in items 1, 2 and 3.

Homeless Education Rights

Identified homeless students are able to:

1. enroll without delay in school without proof of residency, immunization, school records, other documents or while documentation is being obtained;
2. choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest;
3. attend school and participate in school programs with children who are not homeless; and
4. receive all the school services available to other students including transportation services, special educational services where applicable, and meals through the school meals programs

If you suspect that a student is homeless, please complete a SSW Referral and/or contact Tracie C. Turner, Homeless Liaison @ tturner@worthschools.net or 229-776-8600.

Eligibility:

For more information regarding homeless education services and eligibility, contact Tracie C. Turner, Homeless Liaison at 229-776-8600. Identified students and or families will be assessed to determine eligibility.

Eligibility for homeless education services is for one school year only. Renewal is not automatic. Each school year, families or students should submit a new SRQ form or request for homeless eligibility after July 1 in order to determine if a student continues to qualify for homeless services.

For more information on Homeless Education, please visit <http://www.naehcy.org/>

Withdrawal from School

The following directions should be followed for withdrawal from school:

- Collect and complete a "Withdrawal Form" available from the Registrar's office
- Provide written parent permission for withdrawal from school if under the age of 18
- Within two (2) days, the parent/guardian and student must participate in a conference with the principal's designee in order that "reasonable attempt" is made to share options regarding withdrawal
- Complete all financial obligations

Students withdrawn from school will be traced for verification of enrollment in another institution. If enrollment verification can not be confirmed, students will be reported to authorities under the provisions set forth by the Compulsory Attendance Law.

INSTRUCTIONAL PROGRAM AND GRADE INFORMATION

Academic Credit

All courses at WCHS are 180 days in length and carry 1 unit of credit. A final grade is assigned at the end of the school term. (excluding ½ unit credits awarded in Economics, Civics, Health, and Physical Education.)

Grading Scale:	100-90 = A	Below 70=F
	80-89 = B	
	70-79 = C	

****Worth County High School does not accept nor grant credit for course work completed through correspondence courses.**

Academic Information

Grade Promotion:

Promotion to Grade Level	Units Required for Promotion
10 th	5 units
11 th	11 units
12 th	17 units

Academic Letter Award

Academic Letter Award is presented to Worth County High School (WCHS) students who strive for excellence. Students may earn a “letter” the first year, a WCHS windbreaker the second year, a WCHS jacket the third year and a distinguished plaque the fourth year. Awards are presented at the Academic Honors presentation. The following criteria will be used to determine recipients of awards:

- Grades will not be rounded
- “A” Honor Roll for 1st semester (“A” Honor Roll = 90 or above average for all Academic courses)
- Overall average of 90 or above at the end of the third 9 weeks period for all Academic courses.
- Freshmen must earn at least 5 points and upperclassmen must earn at least 8 points from the following list:
 - 1 point for each Honors class with a grade of 90 or above at the end of the 3rd 9 weeks.
 - 1 point for participation in any Honors class and/or Accelerated Math (only 1 point per year, not semester; not 1 point per class)
 - 1 point for active Beta Club membership
 - 1 point for Literary Meet participation
 - 1 point for Math Team and/or Georgia Math League participation
 - 1 point for selection to the United States Senate program
 - 1 point for at least 70% participation on an Academic Bowl Team (2 points for participation on the 1st or 2nd place team)
 - 1 point for a first time score of at least 1600 SAT score or a composite ACT score of 24
 - 1 point for being chosen Star Student
 - 1 point for being chosen a Georgia Scholar
 - 1 point for Senate Youth Leadership
 - 1 point for Military Academy Appointment
 - 1 point for HOBY participation
 - 1 point for Mitchell EMC Youth Tour winner and tour participation
 - 1 point for Georgia Certificate of Merit winner
 - 1 point for Governor’s Honors participation at school level interview competition
 - 1 point for Governor’s Honors participation at state level interview competition
 - 2 points for Governor’s Honors participation as a Summer Program participant
 - 1 point for National Merit Semi-Finalist
 - 3 points for National Merit Finalist
 - 1 point for perfect attendance (at the end of the 3rd 9 weeks)
 - 1 point for a grade of 90 or above (at the end of the 3rd 9 weeks) in any A. P. class
 - 1 point for participation in the Accell program
 - 1 point for having a top 5 score on the PSAT
 - 1 point for participation in the Atlanta Braves Straight A Program

****These requirements are subject to change pending the Academic Letter Committee’s recommendations.**

Attendance Repair /Credit Repair and Credit Recovery Opportunities

See page 56 for information and application.

Saturday School, Intervention Days, and Summer School

Credit Repair:

Credit Repair will be available to all students who have previously taken a course and earned a final grade of 65, 66, 67, 68 or 69. There will be a set number of modules or sections each student will have to satisfactorily complete to improve his or her grade to a 70. All final grades in Credit Repair will be a 70. If the course is an EOCT course, the EOCT will **NOT** have to be taken again.

The number of modules to be completed for credit repair will be determined by a comprehensive pre-test over all curriculum in that subject area.

Credit Recovery:

Credit Recovery will be offered for those students who have failed a course with a grade of 64 or below. Credit Recovery will be the equivalent of repeating the entire course (all modules); therefore, a new grade will be posted on the student transcript. If the course taken is an EOCT course, the student must participate in the EOCT again. EOCT courses are: Coordinate Algebra, Analytic Geometry, Math I, Math II, Physical Science, Biology, U.S. History, Economics, 9th Grade Literature and 11th Grade American Literature.

Attendance Repair:

This program is designed for those students who have received an EA (excessive absences). Attendance Repair is only available to students who have an EA for a class during the current academic year. Students who receive a passing grade, but exceeded 8 unexcused absences receive an EA, and do not receive credit for that class. Attendance Repair will allow a student to put in “seat hours,” in order to correct attendance concerns. For each unexcused absence per class period that exceeds 8 periods of unexcused absences, the student must attend one hour of after school tutoring, Saturday School or Summer School. One hour makes up one class period of attendance. While attending Saturday School or Summer School, students will be required to complete an approved program such as Study Island. **Suspension days cannot be made up.**

Elective Classes

Elective classes are offered in Fine Arts, Physical Education, Technical Career & Agricultural Education, Academic Classes, and Foreign Language.

Qualifications for honors classes

Entering freshmen-Freshmen who were previously tested and part of the gifted program at the middle school are automatically placed into the offered honors courses of each specific subject area. Gifted students do not automatically qualify for honors classes in every subject area.

10th-11th graders-Students who maintain an “A” average in honors classes are automatically qualified for the next class; students who do not maintain an “A” average in an honors class may continue in an honors class with a teacher recommendation.

Other students may enter with **both a teacher recommendation and a 90 or above average** in the previous class.

- If a parent requests that a student participate in an honors class, students may enter only if space is available.
- Department chairs will sign to verify qualification of students entering honors.

Gifted Education

According to the Georgia Board of Education Rule 160-4-2-38 “the gifted student is one who demonstrates a high degree of intellectual, creative, and/or artistic ability, possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and other ancillary services in order to achieve at levels commensurate with intellectual ability.”

Details of the program, referral procedures and eligibility requirements are available from the Guidance Department at Worth County High School.

End-Of Course Tests (EOCT)

EOCT are required by the Georgia Department of Education for students enrolled in the following courses: (20% of final grade for rising 9th and 10th graders)

- Coordinate Algebra
- Analytic Geometry
- Math I
- Math II

- Biology
- Physical Science
- Economics
- U. S. History
- 9th Grade Lit/Composition
- American Lit

Any student who fails to take a required EOCT will receive an “incomplete – INC” until such time as the test is completed. Students should be aware that EOCT dates are set by the Georgia Department of Education and testing may not be administered at other dates.

Students who pass the EOCT but who fail the course will be required to take the EOCT again when they retake the course.

EOCT Testing Schedule

All courses May 12-16, 2014

Exam Exemptions

No End-Of-Course Test (EOCT) may be exempted.

The following criteria will be used by the classroom teacher to determine exemption of a final course exam:

- Course average of 90 or greater
- No more than eight (8) **excused** absences
- No **unexcused** absences
- No ISS
- No suspensions

STUDENTS HAVE TEN (10) SCHOOL DAYS AFTER REPORT CARDS ARE ISSUED TO CHALLENGE A GRADE.

Final exam exemption will be determined by the teacher and approved by the principal.

Final Exams

All final exams, including EOCT's, count 15% for those students who were enrolled in 9th grade in 2010 or earlier. Each semester average counts 42.5%. (In case of exemptions-final grade from each semester will count 50 %.)

All final exams, including EOCT's, count 20% for those students who were enrolled in 9th grade in 2011 and all subsequent years. Each semester average counts 40%. (In case of exemptions-final grade from each semester will count 50 %.)

Final Exam Schedule:

Senior Finals	May 20 th	1 st , 2 nd & 3 rd period exams
	May 21 th	4 th & 5 th period exams (will be given during 1 st and 2 nd period)
	May 22 nd	6 th & 7 th period exams (will be given during 1 st and 2 nd period)

ALL STUDENTS WILL FOLLOW THE ABOVE SCHEDULE.

Underclassmen	May 26 st	1 st , 2 nd & 3 rd period exams
	May 27 th	4 th & 5 th period exams (will be given during 1 st and 2 nd block)
	May 28 th	6 th & 7 th period exams (will be given during 1 st and 2 nd block)

Georgia High School Graduation Tests (GHS GT)/Georgia High School Writing Test (GHS WT)

Students who entered grade 9 for the first time between July 2008 and June 2011 must meet the following requirements.

- Must pass the GHS WT to be eligible for a diploma
- Must pass one of the two subject-area EOCT or the corresponding subject-area GHS GT
- Are required to pass courses associated with EOCT, with EOCT contributing 15% to course grade

Students who entered grade 9 for the first time in School Year 2011-2012 or after must meet the following requirements.

- Must pass the GHS WT to be eligible for a diploma
- Are not required to take or pass GHS GT (test not administered)

- Are required to pass courses associated with EOCT, with EOCT contributing 20% to course grade
- Are not required to pass EOCT

(In Science, students may take Physical Science or Physics (no EOCT for Physics).

GHSWT Date: September 25, 2013

Main administration

GHSWT Dates: March 24-28, 2014

Main administration

A retest/make-up test is offered during the school term and during the summer for those who have not successfully completed any portion of the GHSWT (nor qualified for exemption) and/or GHSWT.

Retest Dates:

GHSWT September 9-13, 2013
 November 4-8, 2013

GHSWT February 26, 2014

Honor Graduates

Candidates for Honor Graduate must meet the following criteria:

- Grade point average of no less than 90 for specified courses taken in grades 9, 10, 11, & 12 (1st semester and end of 3rd 9 weeks grading period)
- Grade point averages will not be rounded
- Be a full time student enrolled and attending from the first day of the graduating school year through the last day of the graduating school year.
- Have attended a SACS or GAC accredited institution three (3) years of the four (4) year high school career.

Specified courses for Honor Graduate

Language Arts	4 units
Math	4 units-minimum of Math III
Social Studies	3 units
Science	4 units

Master Test Schedule

ASVAB (Open to all 11 th and 12 th grade students	October 2013
ACCESS	January 17-March 3, 2014 Testing window
EOCT Retest	August 12-16, 2013
GHSWT	September 9-13, 2013 Retest November 4-8, 2013 Retest March 24-28, 2014 Main Administration
GHSWT	September 25, 2013 Main Administration February 26, 2013 Retest
EOCT	May 12-16, 2014 All courses
PSAT	October 16, 2013

Principal's List

The principal's list will be recognized every grading period.

The categories are as follows:

- Platinum list: All grades 97 and above
- Gold list: All grades 93 and above
- Silver list: All grades 90 and above

Report Cards

Report cards are distributed at the end of each nine (9) week grading period. Progress reports will be issued every 4.5 weeks.

Dates for distribution of progress reports are:

- August 28, 2013
- November 8, 2013
- February 5, 2014
- April 29, 2014

Dates for distribution of report cards are:

- October 9, 2013
- January 9, 2014
- March 24, 2014

Salutatorian

The Worth County High School salutatorian will be the graduating senior with the second highest grade point average who has completed Math IV/or the equivalent and completed two years of foreign language. The student must meet all other requirements for graduation as established by the Georgia Board of Education as well as requirement for graduation as established by the Worth County Board of Education. The qualifying senior must be a full time student enrolled and attending from the first day of the graduating school year through the last day of the graduating school year. ACCEL students must meet all criteria for this policy. No rounding will be used to determine grade point average.

Valedictorian

The Worth County High School valedictorian will be the graduating senior with the highest grade point average who has completed Math IV/or the equivalent and completed two years of foreign language. The student must meet all other requirements for graduation as established by the Georgia Board of Education as well as requirement for graduation as established by the Worth County Board of Education. The qualifying senior must be a full time student enrolled and attending from the first day of the graduating school year through the last day of the graduating school year. ACCEL students must meet all criteria for this policy. No rounding will be used to determine grade point average.

GENERAL INFORMATION

Assemblies

Assemblies are provided for transmitting information to the student body and for programs of interest and enjoyment. Students are expected to exhibit appropriate behavior during assemblies. In many assemblies students will be required to sit in a designated area with their teacher.

Athletics

PHILOSOPHY: Athletic participation is a privilege for interested students. The purpose of the Worth County High School Athletic Program is to build character, teach goals, encourage successful participation, demand discipline and emphasize academics. The athletic program should build a strong foundation of the athletes of WCHS to become productive citizens.

GENDER EQUITY IN SPORTS: It shall be the policy of the Worth County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with Georgia Equity in Sports Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act. The sports equity coordinator shall investigate any complaint received by the local school system alleging noncompliance.

ATHLETICS: Worth County High School offers a variety of season activities. The sports offered by season include: (Fall Sports) Football, Softball, Cheerleading, Cross Country; (Winter Sports) Basketball, Archery, Rifle (Spring Sports) Baseball, Golf, Tennis, Track and Soccer.

PARTICIPATION REQUIREMENTS:

1. **Eligibility:** All student athletes must meet academic standards set forth by the Georgia State Board of Education, the Georgia High School Association (GHSA), and the Worth County Board of Education.

2. Physical Exam: All student athletes must take and pass a physical exam. The Athletic Department arranges for one (1) exam per year. All students must use the approved Worth County physical examination form. The student athlete will be responsible for his/her exam if he/she misses the exam, but must use the approved physical examination form.
3. Emergency medical treatment form: This allows the coach to treat or take to medical authorities for treatment of injury if parent/guardian is absent from the event.
4. Insurance: The Athletic Department purchases insurance coverage for all athletes participating in the athletic program. This coverage is a secondary policy.
5. Warning Form: Each student athlete should have on file with each seasonal coach a warning form signed by the athlete's parents or guardian. This form describes to the student athlete and his/her parent or guardian the risk of minor or severe injury while participating.
6. Loss of Privilege to Participate: Students forfeit their participation privileges if they quit or if dismissed from a sport. The student will be placed on Athletic Suspension until the season ending date of the sport the student quits or was dismissed. The student may be considered for re-admittance to other sports after completion of suspension. In accordance with regulations of the GHSA and National Federation, jewelry will not be worn during athletic practices or contests.

GHSA – Georgia High School Association:

Welcome to Worth County High School. Please read the following if you desire to participate in our interscholastic activities.

You are eligible only if you:

- Had a bona fide move and are living within our school district boundary.
- Attended school last semester.
- Passed five (5) subjects the previous semester.
- Are "On-Track" (Have earned Carnegie units equivalent to years you have been in high school).
- Have been in high school no more than four (4) consecutive years after your first entry into ninth grade.
- Have not attained your 19th birthday prior to May 1st preceding the year of participation.
- Have completed a physical examination during the past 12 months.
- Were not ineligible at the previous school for academic or behavioral reasons.
- Are not professional athletes in the sport you wish to participate.

Our school's athletic code and eligibility policies are available upon request.

Automobiles and Student Parking

Driving and parking a vehicle at WCHS is a **PRIVILEGE**. The following regulations must be followed regarding this privilege:

- The driver must have a valid Georgia Driver's License
- Yearly registration permits must be purchased from the south wing administrative office at the cost of \$15. All vehicles must be registered by **Friday, August 9, 2013**.
- Parking permits must be displayed on the rearview mirror facing the front of the vehicle.
- Student must pass 5 out of 7 classes from the previous semester in order to be eligible for a parking permit. If a student is not eligible for a parking permit at the beginning of the school term they may receive a probationary pass if they are passing ALL subjects at the end of the 1st nine weeks grading period. This will be reevaluated at the semester. If a student loses their parking privileges at the semester they may obtain a probationary pass if they are passing ALL subjects at the end of the 3rd nine weeks grading period.
- Students are expected to abide by all Georgia traffic laws. **The on-campus speed limit is 10 MPH.**
- Upon arriving on campus students should park in assigned area, exit the car and move to the designated area. No loitering in any area of the parking lot.
- Students are not allowed to sit in cars prior to or during the school day.
- No student is allowed to give his/her parking permit to another student.
- Students are not allowed in the parking lot at any time during the day without permission from an administrator.
- Students may not park in front of the gym or tennis courts or behind the school or at Moultrie Tech Campus.
- Students are not allowed to leave campus once the vehicle has come onto campus for the school day.
- Vehicles illegally parked may be towed at the owner's expense.
- All vehicles are subject to search while on WCHS campus. Students refusing permission for a search may have their parking privileges revoked and/or legal authorities may be contacted.
- Reckless driving (speeding, jumping curbs or cutting across grass to leave campus) and parking in unauthorized areas will result in the following consequences:
 - 1st Offense Warning, SRO Officer may write ticket
 - 2nd Offense Parking permit will be revoked for one (1) week
 - 3rd Offense Parking permit revoked for remainder of semester and/or year
 - 4th Offense Vehicle will be towed

- Students will obey directions by staff or SRO officer concerning entering and exiting the parking lot(may include turning in only one direction)

Book bags

Students may not use book bags during the school day (Large purses should also be stored in lockers). Students may bring books and school materials to school in a clear book bag. However, all book bags must be kept in the student's locker during the day. Book bags should be of proper size to fit in the locker. Book bags are subject to search.

Bus Transportation

A public school transportation program has but one purpose and that is to safely transport the students. Therefore, it is extremely important that each student be aware of one's role and responsibility in seeing that the entire operation works smoothly and efficiently. The following regulations must be followed:

Safe School Bus Riding Practices

The school bus driver has authority over, and responsibility for, students while on the bus. It is the student's responsibility to follow the rules and follow the direction of their school bus driver. Proper student behavior is important because any driver distraction is potentially hazardous to student safety, the safety of the driver and the safety of others on the road.

Students should be aware that they are responsible for their actions and behavior and that school bus transportation can be denied if they do not conduct themselves properly. The following are some general rules of conduct for student safety **while on the school bus. Students should:**

1. Follow directions of the school bus driver the first time given.
2. Go directly to an available or assigned seat when entering the bus.
3. Remain seated.
4. ****Sit the safe way, facing forward with your back against the back of the seat and your bottom against the bottom of the seat. *In the event that the bus driver has to brake hard or if there is a serious accident, it is essential that the student is sitting properly in order for the compartmentalization protection of the padded high backed bus seats to be effective (keeping the student within the safety of the padded space that surrounds them).***
5. Tell your bus driver if someone is picking on you or making you feel uncomfortable.
6. Keep aisles and exits clear.
7. Exhibit classroom conduct at all times.
8. Respect the rights and safety of others.
9. Not destroy property.
10. Remain quiet enough not to distract the driver.
11. ****Remain absolutely quiet at railroad grade crossings. *This is a critical moment. The bus driver must be able to hear an approaching train.***
12. Refrain from chewing gum, eating and drinking on the bus.
13. Not throw objects.
14. Refrain from extending head, arms or objects out of the bus windows.
15. Not use or possess tobacco, alcohol, drugs, or weapons.
16. Not use obscene language or gestures.
17. Not operate cell phones while on the bus.
18. Not bring onto the bus any animals, glass objects or items too large to hold in your lap.
19. Help keep the bus clean.
20. Refrain from leaving or boarding the bus at locations other than the assigned stop. Follow local school system procedures to obtain signed permission for a change of stop location.

Safe Student Bus Riding Instructions

Safety Rules at the Bus Stop:

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road, and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and for the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner.
- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give hand signal that it is ok to cross the road (Stop, look, listen).
- Be sure all traffic has stopped both ways before crossing the road.
- If you miss the bus, do not chase after the bus; go back home and tell your parents.

Safety Rules for Entering and Exiting the Bus at the Stop and at the School:

- Walk in front of the bus to stay in the driver's view when crossing the road; never cross the road behind a school bus.
- Load the bus in single file without making contact with the one in front of you.
- No pushing, shoving, or horse play while loading the bus.
- Use the handrail when entering or exiting the bus.
- Board the bus quickly and safely and get seated as promptly as possible.
- Do not linger around bus after exiting the bus, clear the roadway as far as possible.
- While unloading at the school, unload from the front to back of the bus.
- When stepping off the bus onto the bus ramp, keep moving and go straight to the sidewalk.
- Never stop to get mail from the mailbox until bus has moved and traffic is flowing again.
- Never return to the bus without first getting the drivers attention first.
- Never retrieve a dropped item around the bus unless you get the drivers attention first.
- At any time, if the bus horn sounds, this is a signal for danger and you should react quickly to bus driver's directions to avoid injury.

Safety Rules While on the Bus:

- Follow your bus drivers instructions at all times.
- Remain in your seat until the bus reaches your school/home and has come to a complete stop.
- Keep your voice at a normal speaking level while speaking to other students.
- Keep conversation to the driver to a minimum while the bus is moving.
- Never speak to the driver while loading and unloading at another students stop.
- Be completely silent at all railroad crossings until the bus has completely cleared the tracks.
- Bus Evacuation Guidelines
- When any type of evacuation occurs, you must follow the instruction of the driver to safely unload and to relocate when possible, at least 100 feet in the direction away from the hazard and the roadway.
- Evacuation will be practiced on your bus with you twice each new school year.
- All buses are designed with several "emergency exits" these locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches.
- Always use the front entrance/exit door during an evacuation when possible.
- All other exits should be used only when front entrance/exit door and the rear exit door are not available to use.
- When loading door is not available and the rear door is the chosen exit, selected older/mature student are instructed to assist you to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and to exit from the front to the back of the selected exit location.

Additional Guidelines

- Conversation with the driver or behavior distracting the driver during loading and unloading of the bus should be avoided; during this critical time, complete concentration by the driver is required.
- Any type behavior distracting the driver during loading and unloading of buses should be avoided; during this critical time complete concentration by the driver is required.

Parents should avoid conversation with the driver during loading and unloading; during this critical time, complete concentration by the driver is required.

Cafeteria

The school food services program strives to provide nutritious, appetizing meals served in a pleasant environment. All meals are planned to meet USDA guidelines and are prepared by a trained staff. The following regulations must be followed in the cafeteria:

- No breaking in lunch lines
- Students are to eat breakfast and lunch in the cafeteria or court yard only; no one is to eat off campus or in a classroom.
- Students are not allowed to bring in meals from local restaurants, nor have meals delivered. Sack lunches from home are permitted.
- Students are to stay in the cafeteria or court yard during their designated meal time. Students are not allowed in any other areas. Bathroom facilities are available in the cafeteria.
- Students should properly dispose of their trays and trash.
- Students may purchase only one meal at a time.
- Breakfast is served from 7:30 – 7:55 a.m. No breakfast meals may be served after this time.
- Applications for free and reduced meals are available from Food Services and inquiries should be made to the Cafeteria Manager.
- No meals may be charged.

- Prices for breakfast and lunch for the **2013-2014** school term are:
 - Breakfast \$ 1.10
 - Reduced breakfast .40
 - Lunch 1.75
 - Reduced Lunch .40

Online meal payment

Parents of students enrolled in the Worth County Schools have a variety of options to pay for school meals. Parents may choose to pay by sending checks or cash to the schools or parents may choose to pay online at www.paypams.com. Parents who pay online are able to make payments 24/7 from the convenience of their homes or offices. Parents who pay online are able to view the students' meal account balances and reports of daily spending and cafeteria purchases. Email reminders are sent when the students have low balances. Parents are able to set up automatic payments based account balances. PayPams accepts PayPal, Visa, MasterCard, and Discover cards as well as debit cards with the Visa or MasterCard logo as methods of payments.

Meal Charge Procedures

Students and adults are encouraged to prepay in advance for meals to eliminate negative meal account balances either through cash, check or online at www.paypams.com. All students and adults have an assigned account number. Money will not be deducted unless the person accesses his/her account. Everyone is encouraged to keep his/her meal account number confidential.

Payment is required when meals are served. However, students at WCHS may charge up to two (2) lunches and two (2) breakfasts in the cafeteria. This allows students to receive breakfast and lunch in the event they forget to bring money for meals. Students will be reminded by the cashiers that they need to bring money for their meals. A written reminder will be sent home weekly reminding parents to take care of any outstanding account balances. Phone contact to the parents may also be attempted. If the maximum allowable charge is reached, the school office will be notified and students will be asked to immediately contact parents/guardians for payment. The school's Parent Involvement Coordinator or School Social Worker may also be involved. It is the parent's responsibility to check on account balances. If the maximum charge is reached, an alternate meal may be provided. No student with outstanding charges will be allowed to purchase extra items.

No charging will be allowed the last three (3) weeks of school. If charges are not paid at the end of the school year, report cards and/or diplomas may be held by the school until the charges are paid in full.

Federal Law prohibits anyone being in debt to a School Nutrition Program. (OMB Circular A-87)

Change of Address and/or Telephone Number

If you change your address and/or telephone number during the school year, give the new information to the Registrar, a counselor, or advisory teacher. It is important that your information is correct in the event of an emergency.

College Visitation

Students who are seniors will be allowed three (3) approved visitations for possible admission to post secondary schools or military. These visitations must be requested by completion of a College Visitation Form available from the Guidance Department. Only those applications completed and approved in advance by the Guidance Department will be considered as official visitations. **Students must bring an officially validated note from the school visited to insure an excused absence.** Students who do not follow this procedure will receive an unexcused absence. Students are responsible for all assignments when on Visitation Day.

Computer/Internet Use

Any student using school system computer resources and/or the Internet shall comply with the Worth County Board of Education's Acceptable Use of Computer/Internet Resources Policy, the administrative procedures provided by the Superintendent regarding such use, and the Board of Regents Acceptable Use Policy for Peach Net.

To gain access to the Internet through school system equipment, the teacher must complete and have on file a Staff Computer/Internet Access Agreement and all students must also sign and have parent/guardian permission through the Student Computer/Internet Access Agreement. Both forms are available from media specialists and will be kept on file in the Media Center.

Anyone who fails to follow computer/internet use regulations will be disciplined and may forfeit the privilege of using any school computer for the remainder of the school term. Computer/Internet regulations include, but are not limited to:

- Do not download anything from your own CD, or flash drive.
- Do not install or try to run from your own programs. Use only the programs available at the workstation.

- Do not attempt to change or re-arrange settings for the desktop.

Daily Announcements

Announcements must be signed/approved by the teacher and/or administrator using the announcement form. Forms are available in the south wing administrative office. Forms must be completed and submitted no later than 1:30 PM one day prior to the date for the announcement to be run. **ALL students and teachers are to listen to the broadcast announcements each day. Teachers who do not have access to the broadcast announcements should read the announcements to students.**

Driver's License

A Certificate of Attendance is necessary for either a Learner's License or Driver's License. During the school year students must sign-up for this certificate in the Discipline Clerk's office located at the south wing administrative office. Please allow 3 business days in order for paperwork to be completed. Students may sign-up for the certificate before or after school. A \$3 fee is charged for the certificate.

1. **Students who need their certificate during the summer break are requested to sign up in the main office by May 26, 2014. (Certificates of Attendance will NOT be issued during the summer)**

Emergency Evacuation/Severe Weather Alerts

In accordance with state and local school board policy, it is necessary to conduct emergency evacuations and severe weather drills at various times throughout the school year. Emergency evacuation routes are prominently posted in each classroom. Each instructor will advise all students of the evacuation route to be taken for that particular classroom during emergency evacuation. Instructors will also advise all students of the procedures to be taken by that particular classroom in the event of severe weather. During either the emergency evacuation or the severe weather alert, it is important that each student listens carefully and follows the instructor's directions.

Fees/Fines

Students must complete all financial obligations for any fee/fine at the end of each semester and/or prior to graduation.

Georgia H.B. 1450 states that parents and guardians of minor children will be liable for their willful malicious damage to school property up to \$5000, plus court costs.

Food/Drinks

Students may not have food or drinks in the classroom. Water is allowed at teacher's discretion. Absolutely no food or drinks in the computer labs.

Guidance

Worth County High School provides extensive guidance and counseling services. These services are delivered through the cooperative efforts of administrators, counselors, and teachers. Each of these professionals has distinct, but interactive roles that are essential to the success of the guidance program.

The guidance office is open from 7:30 am to 4:00 pm daily. Appointments may be made for earlier or later times. All counselors are available to see all students. However, counselors are assigned specific students according to the student's last name. Students must make an appointment to see a guidance counselor. Students may contact the guidance office before or after school to make an appointment. An appointment card/pass will be provided to the student once the appointment is made. Students should not be released to the guidance department unless they have an appointment card or unless there is an emergency. Teachers will determine the extent of the emergency (grief, emotional or physical problem) prior to sending the student to the guidance office.

Reporting of Acts of Sexual Abuse or Sexual Misconduct

"20-2-751.7. (a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in student handbooks and in employee handbooks or policies.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

- a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by any school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or

otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

Complaints of Discrimination/Harassment

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

The Title VI Coordinator is:

Name or Title: Human Resources Director

Office Address: 103 Eldridge St., Sylvester, GA 31791

Telephone Number: 229-776-8600

The Title IX Coordinator is:

Name or Title: Athletic Director

Office Address: 406 W. King St., Sylvester, GA 31791

Telephone Number: 229-776-1688

The Section 504 and Americans with Disabilities Act Coordinator for students is:

Name or Title: Curriculum Assistant

Office Address: 103 Eldridge St., Sylvester, GA 31791

Telephone Number: 229-776-8600

The Sports Equity Coordinator is:

Name or Title: Athletic Director

Office Address: 406 W. King St., Sylvester, GA 31791

Telephone Number: 229-776-1688

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Equity in Sports) is located in the School District policy manual which is available on the Worth County District website or by request at the school or central office.

Notice to Parents/Guardians and Eligible Student of Rights Under the Family Educational Rights Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA):

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

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal 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, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian 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 an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent of 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 without prior consent to another school in which the student seeks or intends to enroll.
4. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Worth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under.

FERPA Directory Information Notice:

WSC has designated the following information as directory information:

1. Student's name, address and telephone number;
2. Student's date and place of birth;
3. Student's participation in official school clubs and sports;
4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at WCS; and
6. Awards received during the time enrolled in WCS.

Unless 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/guardians have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents/guardians 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 parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians 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 a parent/guardian objects in writing to their student being photographed, videotaped or interviewed, to the principal of the school where their student is enrolled. Parents/guardians must notify the principal of their objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Protection of Pupil Rights Amendment (PPRA) Notice:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- 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.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administrations or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Act (IDEA).

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent/guardian of a student shall be notified prior to the commencement of 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.) Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a

student and to opt the student out of such activities. The Principal shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instruments within a reasonable period of time after the request is received.

NCLB PARENT NOTICE OF TEACHER QUALIFICATIONS

In compliance with the requirements of the No Child Left Behind statute, FCS informs parents/guardians that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

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

If parents/guardians wish to request information concerning their child's teacher's qualification, contact the school principal.

SECTION 504:

A request for a Section 504 evaluation may be made by a teacher, educator, or parent/guardian who suspects that a student may have a mental or physical impairment that substantially limits a major life activity. All requests for Section 504 evaluations must be directed to the school counselor who is designated as the School Section 504 Coordinator.

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

Special Education Records:

IDEA (34 CFR 300.566) requires each local school system to maintain documentation of confidentiality for those having access to special education records. Therefore, **all requests**, including parents or other agencies requesting special education records, must be made for these records through the Worth County Special Education Department at 103 Eldridge St., Sylvester. Phone number: 229-776-8600. It is here that original files are maintained.

Special Needs Public School Options:

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student's existing individual education program. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system.

The parent/guardian may also request a transfer to one of the State schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or not that setting is appropriate for the student's needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

Special Needs Private School Choice Options:

Parents/guardians of students who receive special education services in WCS have the option to exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents/guardians of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.

Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education's website at <http://www.doe.k12.ga.us/sb10.aspx>

Gifted Services:

Gifted services are offered to students who meet eligibility criteria provided in SBOE Rule 160-4-2-.38. A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. Details of the program, referral procedures and eligibility requirements are available from any Guidance Counselor.

Health Care

It is important that the school be aware of any medical problems that require special consideration or treatment. Students and parents are urged to contact the school nurse of special health problems.

A **MEDICATION INFORMED CONSENT FORM** must be completed by the parent/guardian and other appropriate medication forms completed and in the student's file **BEFORE ANY MEDICATION, PRESCRIPTION OR NON-PRESCRIPTION, MAY BE ISSUED AT SCHOOL. New forms must be completed each school term.**

All medication must be hand delivered to the school nurse by a parent/guardian. Medications must be picked up from the school nurse by the parent/guardian at the end of the medication period or school term, whichever comes first. Students are not allowed to bring ANY medications to or from school.

Medications will be administered and recorded on a daily log by a Registered Nurse or trained adult school personnel designated by the principal. Medicines will be stored in a locked cabinet or in a designated area in the locked school vault.

Students must have the proper pass to visit the school nurse. Time of arrival and departure will be recorded.

Pediculosis (Head Lice)

Worth County Board of Education regulations require that students with Pediculosis (Head Lice) will not be allowed to remain at school or board the bus until he/she has been adequately treated and all nits removed from the hair. The parent/guardian will be notified to pick up the student from school if pediculosis is discovered. The student's respective bus driver will be informed of the problem. The parent will be provided with information of adequate treatment, the student's contacts, and the home environment to eliminate the problem.

To return to school the student must be transported by an adult and should report to school at 7:45 a.m. The accompanying adult must remain with the student until he/she has been checked by the school nurse and declared to be nit free. Proof of treatment must be presented, such as the medicated shampoo bottle or box giving the name of the treatment used. The student's teachers and the bus driver will be notified when the student is declared to be nit free.

Pediculosis (Head Lice) is only excused as one (1) day of excused absence from school. Treatment can be done in one (1) day, all nits removed and the student may return to school the following day.

Immunization Certificate

All students must have a Certificate of Immunization on file at Worth County High School indicating that all immunizations required by the State of Georgia are up-to-date. No student will be allowed to enroll at WCHS without this certificate.

Locks and Lockers

Lockers are available to rent for \$10 per year (\$10 lock replacement cost). Lockers are provided for storage of school-issued books, allowed personal possessions, and for safety purposes. Additional fees may be charged for damage of locker or loss of lock. Lockers are subject to search by school personnel. Students are not allowed to share lockers. No private locks may be used. Locker assignments will be made through the student's advisement. Problems with lockers should be reported to the advisement teacher. If the advisement teacher is unable to correct the problem, they should contact an administrator. **Lockers need to be kept locked at all times.**

Media Center

The WCHS Media Center is open every school day from 7:30 am until 3:45 pm.

Media Center procedures:

- Students must present a computer pass from a teacher when coming to the Media Center during lunch periods and during class time unless coming with an entire class. These passes are provided to all teachers. This pass should be signed by the teacher who issues the assignment. No pass is required before or after school unless you need to use a computer.
- Students are expected to familiarize themselves with the rules of operation in the Media Center. No food or drink is allowed. Staff members are available to provide assistance in locating materials and using equipment.
- Students are allowed to check out all books except reference books. Each book is checked out for a two (2) week period. Checkouts are renewable unless student has an overdue fine on the book. Periodicals remain in the Media Center for research purposes. Students may check out no more than 5 books at a time and will not be allowed to check out books if they have overdue books or fines.
- Overdue notices are sent to students via their advisor or first period teacher. The student should return the book and pay the overdue fine of 5 cents per school day after the due date.

All students must have on file in the Media Center a Student Computer/Internet Access Agreement. If you are new to our system, see the Media Specialist to obtain one or use the one in the back of this handbook. Your parent/guardian's signature is required. Bring completed form to the Media Center.

Off-Limit Areas

Before school all students must report to the cafeteria or courtyard area. No students will be allowed in any other area.

Students are not allowed in the following areas during the school day:

- In the driveway behind the Technical Career and Ag Ed labs
- Behind the cafeteria
- Behind the art and JROTC classroom areas
- On the east side of buildings adjacent to the Warwick Highway

Passes

Any student out of class must have a designated WCHS Pass that has been completed by the teacher. The pass must include date, time, and student destination.

Restrooms

The appropriate time to use the restroom is before school, during lunch, or during class change. Students should not ask to leave during class or at least the first 15 minutes of class. Any student who has a medical problem involving restroom usage should bring medical documentation.

Restrooms should be kept neat and orderly. Graffiti is defacement of property and disciplinary actions will result.

Searches

It is the policy of the Worth County Board of Education that lockers, desks, and other property furnished to the student, whether by rental to the student or not, remain the property of the Board of Education. The property is subject to search by school officials. Book bags may also be searched by school officials, if deemed necessary. It is the policy of the Board of Education that vehicles brought on Board of Education property may be searched by school officials.

Social Security Numbers

Each student is expected to provide his/her Social Security number to the Registrar's office. The Social Security number will be for educational purposes only. Waiver for objection may be obtained in the Registrar's office.

Telephone Usage/Messages

Students may not use office telephones during the school day without written permission from their teacher and only in the event of an emergency. Students are not allowed to use any telephones except those in the administrative offices during the school day. This includes phones in the gym, band room, and/or teacher workroom/office.

Messages will not be taken for students except in extreme emergency situations from parents or legal guardians. Students should take care of all personal business prior to or after the school day. No messages will be delivered after 3:00 p.m. **WCHS DOES NOT ACCEPT RESPONSIBILITY FOR PHONE MESSAGES NOT DELIVERED.**

Visitors

- All visitors are to check in and receive a pass from the south wing administrative office on King Street. Any person found on Worth County High school campus without a pass will be subject to trespassing charges.
- Because teachers are busy teaching during the school day, appointments with teachers should be scheduled before or after school or during the teacher's planning period.
- Students are not allowed to have visitors on campus during the school day.
- Substitute teachers are identified by a special "Substitute Teacher" sticker.

WORK-BASED LEARNING

STUDENT EXPECTATIONS:

Work-Based Learning students are expected to excel in three major areas:

Academic Performance

School and Workplace Behavior

Job Performance

Through participation in Work-Based Learning, classroom learning is combined with work experience. You will be required to meet certain standards, complete monthly assignments, complete time sheets, etc. Knowing what is expected of you at school and during your worksite experience will help you to succeed. If you are in doubt, see Ms. Pate.

With the honor of being released from school to work on a related job site comes a responsibility involving career commitment and continued effort on your part. Being a part of the Work-Based Learning Program shows that you are willing to strive for success and build a foundation for your future career.

As a work-based learning student, you must remain in good academic standing and maintain regular attendance in all courses. You may take advantage of many support services to help you achieve these goals. Failure to meet either of these goals will result in termination from the program and possible loss of credit. If you do not complete the WBL/YAP assignments, you will be removed from the program.

ACADEMIC PROBATION:

If a student has a 70 or below in *any* subject, he/she will be placed on academic probation and teachers notified of action taken. Early release privileges may be revoked until his/her grade has improved to a passing grade. During academic probation, the student will report to a location at school that has been designated by the Work-Based Learning coordinator.

If a student is suspended from school, they may not participate in any school activity including their job placement with work-based learning. Students assigned to ISS WILL NOT be allowed to leave early to attend work. If a teacher assigns a WBL student detention, the student must serve the detention at the convenience of the teacher. Work commitments DO NOT excuse the student from serving detention; therefore, avoid detention and remember WBL STUDENTS SHOULD NOT BE IN ISS OR SUSPENDED.

Participation in this program means that your work site is a real life learning lab of the school program. To participate in work-based learning, you must demonstrate acceptable behavior at school and at the workplace. You are expected to follow the standards of behavior of the Worth County School System as well as at the worksite.

DISCIPLINARY ACTION

1. All inappropriate behavior requiring administrative action will be dealt with on an individual basis and dispositions may be increased or decreased upon administrator discretion.
2. Law enforcement or other agencies may be called in at the discretion of the administration.
3. Any combination of five (5) discipline referrals may result in the creation of a behavior contract. A parent conference will be set up with school personnel along with administration to design the strategies in the behavior contract. If the students inappropriate does not improve, the student be recommended to attend alternative school.

Three Step Plan

Teachers will maintain appropriate conduct in their classroom and are required to follow a three step plan before sending a student to an administrative office, unless the conduct requires immediate attention by an administrator. This plan requires teachers to handle day-to-day discipline problems and to notify parent/guardian in writing and/or by phone when possible. This notification will take place on the third (3rd) misconduct. On succeeding problems the student will be referred to an administrator. Parent/Guardian intervention may eliminate the need for referral to the discipline office.

Step One	Teacher Action (Warning.)
Step Two	Notification of Parent/Guardian and Teacher Action
Step Three	Teacher Action (Detention before or after school with 24 hour notice, etc.)
Succeeding Problems	Referral to Administration

Conflict Resolution Procedure

Students should follow the following procedure if they disagree with a teacher. This will prevent the creation of a more difficult situation. To seek proper solution:

1. The student shall not challenge the authority or judgment of the teacher during the class period, during class change time nor in the company of other students.
2. The student shall quietly accept the directions, grade, assignment, or subject of disagreement.
3. After class, the student may request an appointment with the teacher to discuss the matter. The appointment may be made before or after school.
4. During the appointed meeting, the opinion of the student may be discussed in a calm manner. The student shall listen to the opinion of the teacher concerning the circumstance. If, after this meeting, the student is still in disagreement, he/she is encouraged to explain the conflict to the parent/guardian. If the parent/guardian thinks the conflict is not resolved, an appointment should be arranged with the teacher. If the conflict remains unresolved, a conference with the administration should be scheduled.

Saturday Detention

Students assigned to Saturday Detention will attend the assigned Saturday mornings from 8:00 a.m. until 11:00 a.m. Students may perform clean up duties around campus and/or a computer based Test Prep program. Students who are allowed to choose Saturday Detention and who fail to attend will forfeit the right to choose Saturday Detention in the future. Saturday Detention is supervised by a certified teacher.

In-School Suspension

In-School Suspension (ISS) isolates students from their regular class schedule on a short term basis. **(ISS consequences will not be converted to another consequence) On the 3rd assignment to ISS, parents/guardians may be required to attend a conference with the assigning Assistant Principal and the student may be home suspended until such conference takes place.**

Suspension From School

A student may be suspended from school for up to ten (10) consecutive days depending on the severity of the offense. Students receive a grade of zero (0) for all graded work missed while on suspension. Suspension days are not eligible for the attendance appeal process. Students may not participate in any extracurricular activities while on suspension. Students who are suspended may not return to campus before or after school during the suspension and are not allowed to attend school events. Suspended students may not be on campus to pick up or deliver students. Students who have been suspended from school may be required to attend a parent conference before returning to school.

Expulsion

In extreme disciplinary cases, it may be necessary for the administration to recommend a student for expulsion from school for the remainder of the semester or the remainder of the school year. The local policy for due process is in effect for expulsion.

WORTH COUNTY SCHOOL DISTRICT STUDENT CODE OF CONDUCT 2013-2014

Worth County Board of Education

Mr. William R. Jenkins, Chairperson
Mr. Randy Bacon
Mr. Melvin Jefferson
Mr. Jerry Jones
Mr. William Oliver

Meetings of the Worth County Board of Education are conducted the second Thursday of each month at 7:00 p.m.

Central Office
103 Eldridge St,
Sylvester, Ga. 31791
229-776-8600

Principals

Mr. Stacey Rutledge	Worth County Primary	Grades PreK-2	229-776-8660
Mr. Steven Rouse	Worth County Elementary	Grades 3-5	229-776-8605
Mrs. Tiffany Sevier	Worth County Middle	Grades 6-8	229-776-8620
Dr. Russ Chesser	Worth County High	Grades 9-12	229-776-8625

Purpose Statement

To ensure a quality education for all students leading to graduation and productive citizenship.

Vision

- Our vision for Worth County Schools is for our graduation rate to reach 80% or above, and for students to meet or exceed established accountability measures.
- We will achieve this vision by providing high expectations, a relevant and rigorous curriculum, data driven standards-based instructional practices, appropriate interventions, and celebrations of success as we move forward.
- As a result of our success we will attract and retain high quality teachers, provide a foundation for community economic growth, and prepare graduates for post-secondary success.

Beliefs

- All students can learn and are unique learners;
- Education is a shared responsibility of the student, home, school and community;
- Schools should maintain a safe and structured learning environment;
- All students should meet or exceed educational standards provided by a rigorous and relevant curriculum;
- All decisions should be driven by accurate and relevant data;
- College and career readiness activities prepare students for the future workforce;
- Students engaged in co- and extra-curricular activities perform better;
- Readily accessible technology resources improve teaching and learning;
- The system should employ and retain highly qualified personnel who demonstrate a high degree of professionalism;
- Job embedded professional learning results in improved instruction and increased student achievement;

- Prompt and regular attendance by all leads to improved performance;
- Effective and open communication is essential for the achievement of educational goals.

Philosophy

It is the philosophy of the **Worth County School District** to provide a safe and secure learning environment where “teachers can teach and students can learn.” Policies and regulations which are arrived at fairly and forthrightly with the collaboration of staff, parents, and students will create a positive learning climate for all.

Therefore, this **Code of Conduct of the Worth County School District** is important in providing and maintaining such a school climate.

The code will:

- Outline the roles of the student, school, and parents/guardians
- Define specific terms
- Specify the role and responsibilities of students, the school, and parents/guardians
- List general rules of conduct expected of all Worth County students
- Outline age appropriate, progressive discipline procedures for the schools, including consequences for unacceptable behaviors, from minor to severe
- Enumerate student support ideas, recommendations, and alternatives
- Match consequences with severity of behavior including removal of dangerous and chronically disruptive students from the learning environment
- Take into account any disability of the student when addressing misbehavior

In the Worth County School District, the students are expected to conduct themselves in compliance with school regulations and to exhibit courtesy and respect for authority at all times. Rules for student conduct apply while students are on school grounds at any time, off the school grounds at a school activity, function or event, en route to and from school on a school transportation vehicle, at a bus stop or on school transportation or private vehicle used to transport students to a school-sponsored function.

- Parents and guardians are encouraged to review the Code of Conduct with their children and to support its enforcement throughout the community.
- Parents and guardians are to sign or confirm receipt of the Code of Conduct.
- Failure to acknowledge receipt does not absolve the parent/guardian of any responsibility for information contained in the Code.
- Codes will be available in each school and classroom.
- All student handbooks shall include pertinent sections of Code of Conduct.
- Questions about the Code of Conduct should be addressed to the appropriate principal.

Students shall also be disciplined for engaging in off campus misconduct that affects the safety and welfare of the school, staff, students and/or property at the school or that disrupts the educational environment of the school. Off campus misconduct for which a student shall be disciplined includes, but is not limited to, any off campus misconduct that (1) is prohibited by Georgia or United States criminal code; (2) is punishable as a felony or would be punishable as a felony if committed by an adult, and (3) is conduct for which a student has been arrested indicted, adjudicated to have committed, or convicted.

Disposition ranges from administrator/parent conference to out of school suspension.

The Superintendent and the Worth County Board of Education do fully support the authority of the teacher and principal to follow the mandates of Georgia law O.C.G.A. 20-2-738 and Board of Education guidelines in Policy JD; and JDF-R concerning the chronic disciplinary students.

Policies related to discipline are in the Worth County Board of Education policy manuals. The Policy Manual is available for public review at the Board of Education office and on the school system website (www.worthschools.net). Student handbooks are written to be consistent with Board of Education Policies and this Code of Conduct.

Progressive Discipline Procedures

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of the discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors.

Infrequently, there are situations when school staff and parents/guardians disagree on discipline measures for a student. In those cases, the school principal will, based on this Code of Conduct, school discipline policy/procedures, and administrative judgment, assign appropriate discipline measures. In addition, the principal may make student discipline decisions determined to be in the best interest of the student and the school in any case of disruptive conduct not specifically covered in this Code.

Parental Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that twoway communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

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

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

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

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

The Worth County School District seeks to promote a positive environment for Worth County schools in which there is an awareness of, involvement in, and support for the system and its educational mission. Recognizing that open channels of communication are essential in fulfilling its role as a legislative body, the Board invites parents, students, staff and others, to offer suggestions on policies by submitting in writing any suggested additions, changes or deletions to the policies. The Code of Conduct is reviewed annually and parents, guardians, and students are invited to participate in the review process.

Prohibited Behaviors

1. assault or attempt to cause physical injury or behave in a manner which may reasonably cause physical injury to a teacher, employee or to any person;
2. possess, handle or transmit a weapon or a firearm, or any other object that reasonably can be calculated to do injury or bodily harm to others;
3. possess, sell, transmit, use or be under the influence of any drug including alcoholic beverages as well as any other intoxicant or stimulant;
4. disrupt or obstruct any lawful mission, academic process or function of the school in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct;
5. set fire to, mutilate, damage, deface, or destroy any school building or school property;
6. damage or steal, or attempt to damage or steal, private or school property either on school grounds or during a school activity;

7. use directed profanity, or provocative words or acts, or in any way verbally assault another,
8. fail to comply with reasonable directions and commands of school system employees;
9. disobey or fail to comply with any reasonable rules or regulations defined in the student handbook or stated by the principal of the school;
10. refuse to identify himself upon request of any teacher, principal, Superintendent, school bus driver, or other authorized school personnel;
11. be absent without permission from class or campus;
12. smoke or use tobacco;
13. occupy any school building, gymnasium, school ground, properties or parts thereof with intent to deprive others of its use;
14. block normal pedestrian or vehicular traffic on a school campus unless under the direct instruction of the principal or teacher of the school; block the entrance or exit of any school building or property or corridor or room thereof; or prevent students from attending a class or school activity;
15. plan, conspire with, or assist others in violating any of the preceding.

Law enforcement officers shall be called on when deemed necessary by the school administration.

Disciplinary Hearings

Disciplinary hearings are held following any instance of an alleged violation of the student code of conduct if the principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee, if that employee requests a hearing. The purpose of the hearing is to hear the charges and the evidence; to determine if the Code of Conduct was violated; and if so, to determine appropriate disciplinary action. The student and parents/guardians have a right to this due process hearing before a long-term suspension (more than ten days) or expulsion can be administered. The maximum penalty that can be imposed by a disciplinary hearing is permanent expulsion.

For grades 6-12

In the event that a student chooses to admit guilt or chooses not to contest the charges before a hearing officer; and if the school and a parent/guardian agree as to appropriate disciplinary action; and if the parent/guardian chooses to waive the opportunity to participate in a disciplinary hearing, present evidence, subpoena and cross examine witnesses and be represented by an attorney at such hearing; a Disciplinary Hearing Waiver Agreement may be written, co-signed and dated.

Transfer Students

A student attempting to enroll in the Worth County School District during the time in which the student is subject to a disciplinary order from another school district may be denied enrollment or be subject to the completion of the disciplinary actions handed down from the other school district.

Withdrawal Students

Any student who withdraws from Worth County School District prior to the completion of a disciplinary hearing must submit to completion of the previous disciplinary hearing before consideration of readmission.

Students with Disabilities

Students with disabilities are not subject to the same disciplinary procedures as other students. First, it must be determined if the misconduct is related to or caused by the disabling condition. If so, that determination must be made by persons having expertise with respect to students who have disabilities. If it is determined that the misconduct does not arise out of the disabling condition, the student then is subject to discipline. However, under no circumstances can educational services be discontinued altogether for the disabled student. A student with disabilities can be temporarily removed from the classroom prior to a hearing when necessary to protect the student, other students, or the teacher, but the hearing shall be held as soon as possible.

Searching Students

Any student may be searched with a duly issued warrant by a law enforcement officer. Any student may be searched by the principal or his/her designee without a warrant where there is reasonable suspicion, and circumstances make it impractical to secure a warrant. Other conditions under which school authorities may search a student or possessions without a warrant:

- Student has consented
- Contraband is in plain view
- Evidence or contraband discovered while responding to an emergency
- Official has reasonable suspicion to believe individual is armed and dangerous
- Other circumstances where officials act to protect the life, property, and health of students, teachers or other individuals.

Data Collection

Several times throughout the year, it will be necessary to collect data through student surveys. These surveys will cover various topics in education. All student surveys are completely anonymous. The data collected will be used to identify critical areas of need such as to:

- Conduct surveys that are required for accreditation or be in compliance with the guidelines established by the No Child Left Behind Legislation
- Maintain a school environment that is free of drugs and violence.
- Promote a class atmosphere that allows teachers to teach and students to learn.
- Develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding consequences.

Parents or guardians have the right to review surveys and contact the school principal with any questions or concerns.

Sexual Conduct and Criminal Penalties

The Georgia General Assembly has required that in this Code of Conduct all parents and guardians shall be encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as adult.

O.C.G.A. 20-2-735 part 2, Article 16, title 20 (amended)

School Attendance

Regular school attendance is required for students to be academically successful in school. Students who have excessive absences each year find themselves behind in their classes and in danger of grade retention or loss of credits. With this in mind, the Worth County School District (WCSD) is placing more emphasis on regular school attendance. We are asking for your support by making every effort to have your child in school every day, except when the child's illness or a family emergency requires his/her absence.

The Worth County School District is taking the following actions to encourage school attendance and to discourage truancy:

1. All schools will provide to the parent, guardian, or other person having control or charge of each student enrolled in school, a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child, or children. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy.
2. Parents of all students will provide a written excuse from a physician, parent or guardian, stating days missed and reason for absence to the school within the **first three (3) days**, the student returns to school, after an absence.
3. Parents of students in grades K – 8th will provide an excuse from a certified medical practitioner after the **fifth (5th)** written parental excuse.

4. Parents of students from ages 6-9 who have **five (5) unexcused absences** will receive notification from the WCSD Child Attendance Team (CAT) for a parent meeting. The notice shall outline the penalty and consequences of such absences. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send notice via certified mail with return receipt requested, or first class mail. Upon the **6th unexcused absence**, a warrant will be taken against the parent(s).

Note -O.C.G.A. § 20-2-150 (c) All children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall become subject to all of the provisions of this article, the provisions of *Code Sections 20-2-690 through 20-2-701*, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained seven years of age.

5. Parents of students from ages 10 – 16, who have **five (5) unexcused absences**, will receive notification from the WCSD's CAT team for a parent meeting. The notice shall outline the penalty and consequences of such absences. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send notice via certified mail with return receipt requested, or first class mail. Upon the **6th unexcused absence**, a juvenile complaint will be filed against the student and a warrant will be taken against the parent (s).
6. If a student ages 14-18 has **more than ten (10) consecutive school days of unexcused absences** in any semester, notice will be given, by the school system, to the Department of Public Safety. The student's driver's license/permit will then be suspended until he or she returns to school. Parents and students will be notified when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.
7. In grades 9 -12, the WCSD will mail attendance letters on the third (3rd), fifth (5th), and seventh (7th) absence. These letters will be for unexcused absences per class period and will outline the WCSD's attendance policy as it relates to course credit(s).
8. Student tardiness will be addressed through the WCSD approved Code of Conduct.
9. The WCSD's CAT team consists of a(an): school social worker and administrator from each school. Additionally, each school has a building-level CAT team consisting of a(an): administrator and other support staff as needed. The school-level team is responsible for monitoring and enforcing the rules and regulations adopted by the Attendance Protocol Committee and other support staff, as needed.
10. Local law enforcement officials will take an active role in questioning school-age students whom they see on the streets or in other public places during the school day and who are not accompanied by a parent/guardian. Police officers are to return truant students to their appropriate school where school administrators will provide appropriate discipline.
11. The WCSD shall report student attendance rates to the Attendance Protocol Committee and the State Board of Education at the end of each school year, according to a schedule established by the State Board of Education.

Definitions

The following words are defined because they appear throughout the Code and require a common understanding for students, parents, and staff.

1. **Aggressive Behavior** – multiple blows are not exchanged, one child is instigating and one is backing off.
2. **Alternative School** - school designed to meet the needs of students in grades 6-12 who have not been behaviorally successful in a regular school setting.
3. **Assault** – a violent physical or verbal attack; an apparent attempt or a threat to do harm to another. 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).
4. **Battery—(Also known as physical assault)** intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Examples: shoving, fighting, hitting without provocation, etc).
5. **Behavior Support Process** mechanisms for identifying and addressing the student support plans/behavioral needs of students through the provision of integrated resources that promote behavioral change and/or support.
6. **Bus safety issues** include but are not limited to refusal to stay quiet at railroad crossings, hanging out of windows, disturbance in inclement weather, being out of seat, and throwing items out the window.
7. **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.

8. **Code of Conduct** a systematic collection of regulations, rules, or procedures regarding behavior and expectations of persons, or groups.
9. **Disciplinary Officer** the disciplinary officer conducts certain disciplinary hearings, especially in matters that may result in long term suspension, expulsion or assignment to the alternative school.
10. **Disrespect** responding in a rude and impertinent manner; inappropriate student demeanor by word or action.
11. **Due Process** the protection of the rights of a student through established, fair procedures.
12. **Expulsion** – suspension of a student from a school beyond the current school semester.
13. **Fighting** the exchange of mutual physical contact, such as pushing, shoving, and/or hitting usually with malicious intent on both sides and lack of responsiveness to intervention.
14. **Grand Theft** theft involving items/materials valued at greater than \$500.00.
15. **Habitual Violator:** A student who has been referred to the administrative staff an excessive number of times.
16. **Harassment** (Board policy definition) harassment shall mean any acts, conduct, or communication having gender, racial, religious, or ethnic demeaning implications which are created and communicated by a person to another with the intention to demean, intimidate, dominate, abuse, or browbeat the recipient of the act or communication and that such intent is reasonably perceived by the recipient for that purpose. The prohibited conduct does not apply to a single event incurred by the recipient but does apply to repetitious conduct on the part of a perpetrator, even though such conduct may be exhibited to a different person.
17. **Inappropriate Student Demeanor** – student behavior that shows disrespect, or contempt, to other students, administrators, faculty, or staff.
18. **Home Suspension (long term)** removal of the student from the school campus and exclusion from all schoolsponsored activities for more than ten (10) school days, but not beyond the current school semester. Students on longterm suspensions are not permitted on any school campus or at any schoolsponsored event.
19. **Home Suspension (short term)** removal of the student from the school campus and exclusion from all schoolsponsored activities for not more than ten (10) school days by the school administration. Students on shortterm suspension are not permitted on any school campus or at any school sponsored event.
20. **Horseplay** misbehavior when students are not angry, and respond to interventions, and there is no malicious intent (examples: roughhousing, wrestling).
21. **InSchool Suspension (ISS)** removal of a student from class or classes with assignment to a designated supervisor. The student shall be marked present in each class when in attendance in ISS. Students who are serving in excess of more than 3 days ISS (per semester) will not be allowed to participate in any school related activity until the student resumes a normal school schedule.
22. **Major Disturbance** – student behavior of such nature that it causes a cessation of activity on campus or in the classroom.
23. **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 unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 20-2-751.6.
24. **Progressive Discipline** policies designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior with the previous discipline history of the student being considered and other relevant factors taken into account and all due process procedures required by federal and state laws followed.
25. **Safety Hazard** – any behavior, article of clothing (including shoes) that constitutes a hazard to students or staff.
27. **Saturday Detention** used as an alternative discipline for ISS or in certain cases, in lieu of home suspension.
28. **School Safety Zone**—in or on any real property owned by or leased to any public or private elementary school, secondary school, or school board or used for elementary or secondary education and in or on the campus of any public or private technical school, vocational school, college, university, or institution of postsecondary education.
29. **Sexual harassment** the deliberate, repeated, and unsolicited physical actions, gestures, verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.
30. **Sexual misconduct/inappropriate sexual behavior** any willful and/or deliberate act (spoken, written, or physically conducted) e.g. writing suggestive notes and making obscene gestures committed with the intent of promoting sexual favors or furthering acts lewd or lascivious in nature, any unsolicited sexual proposal or offensive touching of any other person; or any act of indecent exposure or any sexual crimes as defined by state law.

- 31. Tardiness** not being in one's assigned classroom at the time the official school day and/or the class is scheduled to begin.
- 32. Trespassing** – individuals (students or adults) who present themselves in any unauthorized area(s) (building or campus), i.e. being on school property without permission. No one is allowed on school property after hours except for scheduled school activities.
- 33. Truancy** failure to report or sign in to school without prior permission, knowledge or excuse by the school or the parents or "skipping" class or school.
- 34. Time-Out** a short-term suspension from the K5 classroom, usually lasting from 50 minutes to one day, during which time the student is supervised in an alternative setting.
- 35. Weapons** – "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or 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, nun chuck, 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 weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

Bullying

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

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at 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, 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. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6 -12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

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

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Bus Transportation

Safe School Bus Riding Practices

The school bus driver has authority over, and responsibility for, students while on the bus. It is the student's responsibility to follow the rules and follow the direction of their school bus driver. Proper student behavior is important because any driver distraction is potentially hazardous to student safety, the safety of the driver and the safety of other road users.

Students should be aware that they are responsible for their actions and behavior and that school bus transportation can be denied if they do not conduct themselves properly. The following are some general rules of conduct for student safety **while on the school bus. Students should:**

1. Follow directions of the school bus driver the first time given.
2. Go directly to an available or assigned seat when entering the bus.
3. Remain seated.
4. ****Sit the safe way, facing forward with your back against the back of the seat and your bottom against the bottom of the seat. *In the event that the bus driver has to brake hard or if there is a serious accident, it is essential that the student is sitting properly in order for the compartmentalization protection of the padded high backed bus seats to be effective (keeping the student within the safety of the padded space that surrounds them).***
5. Tell your bus driver if someone is picking on you or making you feel uncomfortable.
6. Keep aisles and exits clear.
7. Exhibit classroom conduct at all times.
8. Respect the rights and safety of others.
9. Not destroy property.
10. Remain quiet enough not to distract the driver.
11. ****Remain absolutely quiet at railroad grade crossings. *This is a critical moment. The bus driver must be able to hear an approaching train.***
12. Refrain from chewing gum, eating and drinking on the bus.
13. Not throw objects.
14. Refrain from extending head, arms or objects out of the bus windows.
15. Not use or possess tobacco, alcohol, drugs, or weapons.
16. Not use obscene language or gestures.
17. Not operate cell phones while on the bus.
18. Not bring onto the bus any animals, glass objects or items too large to hold in your lap.
19. Help keep the bus clean.
20. Refrain from leaving or boarding the bus at locations other than the assigned stop. Follow local school system procedures to obtain signed permission for a change of stop location.
21. Refrain from spraying fragrances such as perfume, cologne or body spray.
22. Not use mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the bus drivers operation of school bus.

Safe Student Bus Riding Instructions

Safety Rules at the Bus Stop

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road, and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and for the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner.
- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give hand signal that it is ok to cross the road (Stop, look, listen).
- Be sure all traffic has stopped both ways before crossing the road.
- If you miss the bus, do not chase after the bus; go back home and tell your parents.

Safety Rules for Entering and Exiting the Bus at the Stop and at the School

- Keep electronic equipment packed away when preparing to board and exit the bus. Never use an electronic device or wear ear buds or earphones when boarding or exiting.
- Walk in front of the bus to stay in the driver's view when crossing the road; never cross the road behind a school bus.
- Load the bus in single file without making contact with the one in front of you.
- No pushing, shoving, or horse play while loading the bus.
- Use the handrail when entering or exiting the bus.

- Board the bus quickly and safely and get seated as promptly as possible.
- Do not linger around bus after exiting the bus, clear the roadway as far as possible.
- While unloading at the school, unload from the front to back of the bus.
- When stepping off the bus onto the bus ramp, keep moving and go straight to the sidewalk.
- Never stop to get mail from the mailbox until bus has moved and traffic is flowing again.
- Never return to the bus without first getting the drivers attention first.
- Never retrieve a dropped item around the bus unless you get the drivers attention first.
- At any time, if the bus horn sounds, this is a signal for danger and you should react quickly to bus driver's directions to avoid injury.

Safety Rules While on the Bus

- Follow your bus drivers instructions at all times.
- Remain in your seat until the bus reaches your school/home and has come to a complete stop.
- Keep your voice at a normal speaking level while speaking to other students.
- Keep conversation to the driver to a minimum while the bus is moving.
- Never speak to the driver while loading and unloading at another students stop.
- Be completely silent at all railroad crossings until the bus has completely cleared the tracks.
- Bus Evacuation Guidelines
- When any type of evacuation occurs, you must follow the instruction of the driver to safely unload and to relocate when possible, at least 100 feet in the direction away from the hazard and the roadway.
- Evacuation will be practiced on your bus with you twice each new school year.
- All buses are designed with several "emergency exits" these locations are, but not limited to the
- entrance/exit door, rear door, emergency exit windows and roof hatches.
- Always use the front entrance/exit door during an evacuation when possible.
- All other exits should be used only when front entrance/exit door and the rear exit door are not available to use.
- When loading door is not available and the rear door is the chosen exit, selected older/mature student are instructed to assist you to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and to exit from the front to the back of the selected exit location.
- Put away any electronic equipment before standing to exit the bus. Never use an electronic device or wear ear buds or earphones until the student is safely 12 feet away from the roadway.

Additional Guidelines

- Students may not walk to another school for the purpose of riding a bus home from that school. All students are to ride the bus home from their assigned school.
- Conversation with the driver or behavior distracting the driver during loading and unloading of the bus should be avoided; during this critical time, complete concentration by the driver is required.
- Any type behavior distracting the driver during loading and unloading of buses should be avoided; during this critical time complete concentration by the driver is required.
- Parents should avoid conversation with the driver during loading and unloading; during this critical time, complete concentration by the driver is required.
- The use of school bus videos may be used to corroborate disciplinary action but is not required in order to assign dispositions.
- All bus dispositions are subject to administrative discretion. Dispositions may be increased or decreased as warranted by circumstances

Code of Conduct Progressive Discipline Plan Worth County High School, Grades 912

The Worth County Board of Education's disciplinary policy outlines behavior that will not be acceptable during the school day, immediately before and after the school day, on the school grounds, or off the school grounds at any activity, function, or event.

It is the practice and policy of Worth County High School (WCHS) to encourage parents, teachers, students, and the administration to communicate with each other in order to minimize action needed to correct problems. Each teacher has developed a set of guidelines for his/her classroom that must be followed by the students.

Students will at all times show proper respect toward fellow students, staff, and faculty members. Corrective action will be taken against any student who willfully disobeys faculty members. Penalty will depend upon the degree and intent of the disobedience, as well as the number of similar incidents of inappropriate behavior. Continued willful disobedience may bring suspension and possible expulsion from school.

Students are not allowed to leave campus during lunch.

Definition:

Campus (WCHS) – bordered by King Street, Highway 313, the wooded tree line on the East and Bryant Drive on the North (includes the Moultrie Technical College and environs).

DISCIPLINE AND DISPOSITION POLICIES: The Administration reserves the right to apply dispositions on an individual basis. Dispositions may be increased or decreased as warranted by the circumstances.

Violation	Disposition
Acts of physical violence: against a teacher, school bus driver, or other school official or employee.	5-10 days suspension pending hearing, complaint filed with law enforcement and parents notified.
Arson	5-10 days suspension pending hearing. Parents notified. Restitution for damages, notification to fire department. Law enforcement notified.
Assault/Battery: With significant provocation	Parents notified 1st Offense: 7 days home suspension with arrest by Police and SST referral 2nd Offense: 10 days home suspension, pending hearing. Law enforcement notified.
Assault/Battery: Without significant provocation	5-10 days suspension, pending hearing. Parents notified.
Bomb Threat/Terroristic Threats	5-10 days suspension pending hearing. Parents and law enforcement notified. Recommend one year expulsion.
Bullying:	1st Offense: Notify parents of accused and victim. 3 days home suspension. 2nd Offense: Notify parents of accused and victim. 5 days home suspension. 3rd Offense: Notify parents of accused and victim. 10 days suspension pending hearing.
Bus Misconduct:	Administrator discretion depending on severity of the offense. 1st Offense: Warning 2nd Offense: 1-3 days bus suspension 3rd Offense: 5 days bus suspension 4th Offense: 10 days bus suspension. Subsequent Offenses: Administrator discretion. Recommendation that bus riding privileges be suspended for the remainder of the year.
Bus Violations: Using any electronic devices during operation of school bus including but not limited to cell phone, pager, audible radio, tape/compact disc player without headphones, or any other electronic device in a manner that might interfere with school bus communications equipment or school bus driver.	Students will be able to retrieve any confiscated electronic device at the end of the school day for a \$10 fine. Parents may pick items up at no cost after school on the day the item was confiscated or any time thereafter.
Bus Violations: Using mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the bus drivers operation of school bus.	1st Offense: 1 day bus suspension 2nd Offense: 3 days bus suspension 3rd Offense: Suspension from bus for remainder of school year. Items (devices) confiscated. Parent may pick up item after disposition completed.

Campus/Classroom Disturbance: Inappropriate student demeanor.	1st Offense: 3 days ISS. Parents notified 2nd Offense: 5 days ISS or corporal punishment. Parents notified. 3rd Offense: 3 days home suspension 4th Offense: 5 days home suspension Subsequent Offenses: 10 days pending hearing
Cell Phones and Electronic Communication Device Use during the instructional day. A student may possess a cell phone or other electronic device on school property or during school activities; however, the device may not be in use or visible for any reason from the opening time until the closing time of each school day. Students may not wear ear buds or earphones except for instructional purposes. Each school's building principal shall establish the opening and closing times. <i>(The administration has the authority to scroll/search a cell phones contents including its pictures, video, voice and text messages, address books, incoming/outgoing calls, calendars, e-mail and instant messages if the administrator has "reasonable suspicion" that there is student misconduct.)</i> Note: <u>Additional punishment will be issued if cell phone is used for purpose such as inappropriate pictures, cheating violations, or student's refusal to turn over cell phone. If student refuses to turn cell phone over, it is considered a major campus disturbance and law enforcement may be notified.</u>	<p>Students will be able to retrieve any confiscated electronic device at the end of the school day for a \$10 fine. Parents may pick items up at no cost after school on the day the item was confiscated or any time thereafter.</p> <p>The school is not responsible for theft, loss or damage to electronic devices brought to school.</p> <p>Students who use an electronic device to contact a parent/guardian during the school day without permission from a school authority will be assigned to Saturday detention or ISS.</p>
<i>Students may not remove batteries, memory cards, or component parts before handing the phone to school authorities. The Worth County School District will not be responsible for lost or stolen communication devices.</i>	
Cheating	1st Offense: Notify parent--1 day ISS, a zero will be assigned and the student will not be able to make up the work. 2nd Offense: 3 days ISS; grade of zero. 3rd Offense: 5 days ISS; grade of zero. 4th Offense: 3 days home suspension with a grade of zero.
Computer/Internet Misuse: <i>Note: punishment will be at the discretion of administration if misuse includes pornography, any social networking site, etc.</i>	Administrator's discretion. Parents notified. When appropriate, legal action. 1st Offense: Warning 2nd Offense: 1 Saturday detention/1 day ISS 3rd Offense: 3 Saturday detentions/3 day ISS Subsequent Offense: Home suspension
Cutting any Class:	1st Offense: 3 days ISS or 3 Saturday detentions 2nd Offense: 3 days ISS or corporal punishment 3rd Offense: 5 days ISS 4th Offense: 3 days home suspension
Dangerous Weapon	5-10 day suspension, pending hearing, Parents notified. Mandatory suspension for not less than 12 weeks and up to one calendar year. O.C.G.A.202751.1, Turned over to legal authorities.
Destruction of Personal or School Property (Vandalism) disposition may depend on value of the vandalized property	Up to 10 day suspension, pending hearing, restitution made. Parents notified. Law enforcement may be notified.

Displays of Affection	1st Offense: Warning – Parent notified 2nd Offense: 1 Saturday detention 3rd Offense: 2 days ISS or Saturday detention or corporal punishment 4th Offense: Home suspension pending parent conference.
Dress Code Violation	1st Offense: Teacher/administrator warning and parents notified. Violation may require correction before student is permitted to resume normal school activities. 2nd Offense: Parents' notification-1 day ISS or Saturday detention 3rd Offense: 2 days ISS/Saturday detention Subsequent Offenses: 2 days home suspension pending parent conference
Drugs: for example but not limited to: Narcotics, Marijuana, Alcoholic Beverages, Depressant, and Stimulant Drugs: Possession, use, under the influence, or transmission of these on the school grounds, at any school function or on any school vehicle.	5-10 days suspension, pending hearing. Parents and law enforcement notified.
Extortion	5-10 days suspension, pending hearing, parents notified.
Failure to comply with any reasonable directions, regulations, or rules (to include classroom assignments) by a teacher and/or adult	1st Offense: 1 day ISS or 1 day Saturday school 2nd Offense: 3 days ISS or corporal punishment 3rd Offense: 1 day home suspension 4th Offense: 1 day home suspension/Parent conference required
Failure to Report to Saturday Detention	1st Offense- 1 day ISS 2nd Offense- All remaining Saturday detentions replaced with ISS. Saturday detention is no longer an option.
Falsification, Misrepresentation, Omission, Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student	Administrator discretion.
Fighting	1st Offense: 4 days home suspension & 3 days ISS, notify law enforcement and charges may follow 2nd Offense: 5 days home suspension, notify law enforcement and charges may follow 3rd Offense: 10 days home suspension, notify law enforcement and charges may follow. Repeat Offenses and/or the severity of the fight may result in immediate suspension pending a hearing.
Gang Related Activity	Parents notified. Suspension from school, hearing. Legal authorities notified
Habitual Offender/Chronic class or school disruption	Parents notified. Development of a behavior correction plan/agreement. Student must sign the plan/agreement which specifies expected behavior and consequences.
Harassment	Parents notified 1st Offense: Referral for counseling 2nd Offense: 5 days ISS; refer for counseling 3rd Offense: 10 days home suspension; refer for professional counseling possible hearing
Inappropriate Student Demeanor by Action or Words: Major –	1st Offense: 3 Saturday detentions or 3 days ISS 2nd Offense: 5 days ISS 3rd Offense: 3 days home suspension 4th Offense: 5 days home suspension 5th Offense: 10 days home suspension

Inappropriate Student Demeanor by Action or Words: Minor	1st Offense: 1 Saturday detention or ISS 2nd Offense: 3 Saturday detentions or 3 days ISS or corporal punishment 3rd Offense: 5 days ISS or 5 Saturday detentions 4th Offense: 3 days home suspension 5th Offense: 5 days home suspension 6th Offense: 10 days home suspension, Possible hearing
Leaving Campus without Permission	1st Offense: 3 days ISS 2nd Offense: 5 days ISS or corporal punishment 3rd Offense: 3 days home
Leaving Class without Permission	1st Offense: 1 Saturday or 1 day ISS 2nd Offense: 3 Saturdays or 3 days ISS or corporal punishment 3rd Offense: 3 days ISS
Misconduct while in ISS	1st Offense: 1 Additional day in ISS 2nd Offense: Remaining days of ISS changed to OSS (Maximum 3 days)
Prescription and Over the Counter Drugs	Parents must sign a Medication Consent Form before any medication will be issued at school. Students are not permitted to bring any medication to or from school. 1st Offense: Medication turned over to school nurse and parent contacted for conference. Subsequent Offenses: Administrator discretion
Safety (hazard)	1st Offense; Warning; parents notified. 2nd Offense: 1 Saturday detention or 1 day ISS 3rd Offense: 3 Saturday detentions or 3 days ISS 4th Offense: Subsequent – 3 days ISS
Sending false alarms or possessing fake weapon(s)	Suspension 5-10 days pending hearing. Parents and law enforcement notified.
Sexual misconduct/inappropriate sexual behavior (see definition)	5-10 days suspension pending hearing. Law enforcement notified. Depends on severity; administration discretion
Stealing (*disposition may depend on value of stolen item(s).	1st Offense: 5 days ISS/Administrator's discretion* 2nd Offense: 3 days home suspension 3rd Offense: 10 days home suspension pending hearing, possible criminal charges and restitution for any offense. Administrator's discretion.
Tardy to Class: Tardies and punishment will start over at beginning of the new semester	1st, & 2nd Occurrence: Teacher handles 1st Offense: 1 Saturday detention or 1 day ISS 2nd Offense: 3 Saturday detention or 3 days ISS or corporal punishment 3rd Offense: 3 days ISS 4th Offense: 5 days ISS 5th Offense: 3 days home suspension Subsequent Offenses: 3 days home suspension
Tardy to School: Tardies and punishment will start over at beginning of the new semester	1st & 2nd Occurrence: Documented by front office at sign-in. 1st Offense: 1 Saturday detention 2nd Offense: 3 Saturday detentions or 3 days ISS or corporal punishment 3rd Offense: 3 days ISS 4th Offense: 3 days home suspension Subsequent Offenses: 3 days home suspension.

Tobacco Use and Possession	1st Offense: 3 days ISS or 3 Saturday detentions 2nd Offense: 5 days ISS or 3 days home suspension. 3rd Offense: 5 days home suspension 4th Offense: 10 days home suspension; and possible hearing
Trespassing	Up to 10 days suspension pending hearing. Parents notified. Law enforcement may be notified
Use of any electronic device for the purposes of photographing, filming (video), audio recording, circulating and/or posting inappropriate behavior to any website on the internet.	Parent notified. Suspension up to 10 days per administrator's discretion. May include hearing & referral to law enforcement.
Weapons	5-10 days suspension, pending hearing, parents notified. Mandatory suspension for not less than one calendar year. O.C.G.A. 202751.1. Turned over to legal authorities.
<i>Sign-out notes must be turned in to the office by 8:00 a.m. If note is not turned in, a parent/guardian must sign out the student. Administrative discretion will be employed in case of emergency.</i>	

Code of Conduct Behavior Support Process

Behavior support process is a mechanism for identifying and addressing the behaviors and environmental influences that promote the positive emotional, mental, social and physical health needs of students. With the foregoing in mind, the following is a list of support suggestions, recommendations and opportunities available for students in the Worth County School District:

Parent/Guardians	
Adult Education	702 Walnut Street Sumner, GA 229-7767645 Worth County High School 229-776-8625
Churches	Family's Choice
Department of Family & Children Services	503 North Henderson Street Sylvester, GA 229-7772000
Family Connections	304 N. Isabella St., P.O. Box 171 Sylvester, GA 31791 229-886-3067 gpik@wcfcp.com
Fellowship of Christian Athletes	WCMS & WCHS
Guidance Counselors /Advisors	WCPS 229-7768660, WCES 229-7768605 WCMS 229-7768620, WCHS 229-7768625
Intervention Prevention Services, Inc. (Youth/Adult prevention and development service company)	128 First Street Suite #226 Tifton, GA 31794 229-386-2100
Mental Health Services	Dougherty County Mental Health Services 601 W. 11 th Ave. Albany, GA 31701 229-430-4140
Network of Trust	WCHS Guidance Counselors
Pathways to Hope Counseling Service	1341 W. Hill Avenue Valdosta, GA 31601 229-249-7730
Response to Interventions	WCPS 229-776-8660, WCES 229-776-8605 WCMS 229-776-8620, WCHS 229-776-8625
School Resource Officers	WCMS & WCHS; also available at other schools for specific programs
School Social Worker	Worth County Board of Education Sylvester, GA 31791 229-7768600

Student Support Teams (all schools)	All schools; see guidance counselor
Title I Parent Coordinators	WCPS 229-7768660, WCES 229-7768605 WCMS 229-7768620, WCHS 229-776-8625
Worth County Health Department	1012 West Franklin Street Sylvester, GA 229-7772150
Other - Professional agencies that parents may select	

Dress Code for Worth County Middle and Worth County High Schools 2013-2014

Students should dress in an appropriate and reasonable manner that is not distracting to other students and teachers. **The administration, faculty and staff reserve the right to decide the suitability of any and all garments and accessories.** The following guidelines will be employed though they are not all-inclusive:

1. Students may not wear any outer garments, accessories or clothes that have any printed words that might be considered suggestive, vulgar, degrading, violent or profane; or advertise and/or promote the use of alcohol, drugs or tobacco products; and/or show affiliation with any gang, group or social club not approved by the school administration. No gothic or “emo”-like appearance is allowed.
2. No dresses or skirts are to be worn which are more than three inches above the knee. Shorts may not be more than four inches above the knee.
3. Dresses, blouses, sweaters and shirts must not be strapless, low-cut front and/or back, halter top or see-through fishnet or crotch type material. Nor bare midriffs or tank tops are allowed. Shoulders must be covered. No clothes with slits or holes are to be worn to school. Also, no ragged or frayed edges on shorts or pants are allowed. Pants and jeans should fit around the waist and should be the proper length. No sleeveless shirts for boys are to be worn. All clothes must be worn as intended; not backwards, inside out, etc. No oversized shirts may be worn.
4. No wallet chains, vendor chains, biker chains, combs with exaggerated points or medallions (greater than 2” in length) are allowed.
5. Shoes (except for medical reasons) must be worn at all times. No bedroom shoes are allowed. Shoes must be tied, fastened and/or buckled. Appropriate footwear may be required for specific courses and/or specific areas.
6. Spandex shorts, leggings and tights are allowed to be worn under other items of clothing such as shorts, skirts and dresses as long as the items of clothing are of appropriate length.
7. Sweat pants, jogging pants, sleepwear or swim suits are not acceptable as school apparel (any exception to this rule requires the explicit approval of the principal). See-through material allowing undergarments or skin to be visible is not permitted. No pajama pants, lounge pants or pajama-like clothing is allowed.
8. Hats, caps, head coverings of any type are not allowed. Sunglasses are not to be worn inside the building. This includes sunglasses worn on top of the head.
9. For student safety, jewelry must not be worn during physical education. Students cannot wear P.E. clothes in the classroom or on buses.
10. Belts, suspenders and overalls will be buckled and/or buttoned. All clothing will be worn at the appropriate level and not below the waistline. If necessary, a belt will be worn to keep clothing at the appropriate waist level. No “sagging” is allowed.
11. Shirttails will be tucked in pants. Any deviation from this rule requires the explicit approval of the principal.
12. No body piercing is allowed except for ear studs.
13. Neatly trimmed mustaches and/or beards and sideburns are allowed. Hairstyles must not be unruly or unkempt. Exaggerated hairstyles, hair coloring or makeup are not allowed. Hair coloring should be natural in color (brown, black, blonde, red, etc.)
14. Students will not be allowed to leave school to correct dress code violations. Administrator’s discretion will be used to the method to correct a violation.

Regardless of personal taste in clothing, all clothing must meet the above requirements.

2013-2014 Clubs

Worth County High School Clubs	
1.	<u>BETA</u> – This organization promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages to students. Activities include community and school service projects and leadership skills activities. Advisor: Melissa Souter and Jim Houston
2.	<u>DECA</u> -- DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools. Advisor: Amanda Nees
3.	<u>Drama</u> - This student organization exposes students to aspects of the theatrical performing arts. It will provide students with opportunities for leadership, behind the scenes knowledge of the theatre production and acting. Activities include Region 1-AAAA One-Act competition participation and Region 1-AAA Literary Meet participation in Dramatic Interpretation, community and school projects, and student-lead productions. All students grade 9-12 are eligible for membership. A small club fee will cover student projects and other club expenses. Club leadership will be chosen; President, Vice President, and Secretary. Other activities are subject to student tryouts and volunteer participation. Advisor: TBA
4.	<u>Family, Career & Community Leaders of America</u> – FCCLA is a co-curricular program that promotes Family Consumer Science Education. Activities include related contests, conferences, community and school projects, and leadership skills training. Advisor: Beverly Hendrix and Misty Moon.
5.	<u>Fellowship of Christian Athletes</u> – This is an interdenominational organization that focuses on serving local communities by equipping, empowering, and encouraging people to make a difference for Christ. Activities include community and school service projects, competitions, and leadership skills development through sports. Advisor: Laney Jones
6.	<u>FFA</u> – Formerly known as Future Farmers of America, this co-curricular program promotes Ag Education. Activities include related contests, conferences, community and school projects, and leadership skills training. Advisors: John Lindsey, and Buddy Whiddon
7.	<u>Future Business Leaders of America</u> – FBLA is a co-curricular program that promotes Business Education. Activities include related contests, conferences, community and school projects, and leadership skills activities. Advisors: Sonya Davis, Melissa Kelly, Gail Sams
8.	<u>Health Occupations Student Association</u> – HOSA is a co-curricular program that promotes Health Care Science Technology. Activities include related contests, conferences, community and school projects, and leadership skills training. Advisor: Tommie Sue Hyde and Melissa Culpepper
9.	<u>Student Council</u> – This organization promotes leadership; positive interaction among students, parents and school administration; and promotes school pride and spirit. Activities include community and school projects and leadership skills activities. Advisors: Jim Houston and Melissa Souter and Teresa Robison
10.	<u>Skills USA</u> – This co-curricular organization promotes Trade and Industrial Education. Activities include Trade and Industry related contests, conferences, community and school projects, and leadership skills activities. Advisors: Mickey Bentley and Doug Turngren
11.	<u>Tri-M Music Honor Society</u> – Tri-M stands for “modern Music Masters”. This organization is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. This is an “invitation” organization based on music, leadership, and academics. Advisors: Miki Hutchinson

**RELEASE TO PUBLISH STUDENT IMAGES OR WORK
2013-2014**

Dear Parents and Students,

Worth County High School maintains a web-site on the World Wide Web. Anyone with access to the Web will be able to view the web-site we publish. This is an exciting chance for WCHS to show what a great school and student body we have.

By signing the form below, you give your permission for the Worth County School System to publish the following:

- Photographic images of your child
- Work produced by your child in class
- His or her name describing the images

Photos and class productions may be used in publications of educational materials and advertising as well as the WCHS web-site.

Thank you in advance for your cooperation.

Sincerely,

Dr. Russ Chesser, Principal
Worth County High School

Please check one, fill in the student information and return to advisor.

_____ I do give my permission to display any images or work.

_____ I do not give my permission.

Student

Advisor

Parent/Guardian Signature

Date

**CLUB MEMBERSHIP OPT-OUT FORM
2013-2014**

Dear Parent:

After reviewing the list of approved clubs at Worth County High School, you may prefer that your child **NOT** participate in one or more of these organizations. This is an Opt-Out form that will prohibit your child from participating in one or more clubs at WCHS during the 2013-2014 school year.

If you prefer that your child **not** participate in one or more club, please complete this form, sign and date the form and return it to your child's advisor by August 2, 2013.

_____ My child **may not participate in any** club at WCHS during the 2013-2014 school year.

_____ My child may not participate in

_____ club at WCHS during the 2013-2014 school term.

Student Name (Please Print)

Parent Signature

Date

WORTH COUNTY SCHOOLS
Student Computer/Internet Access Agreement

This agreement is entered into for the 2013-2014 school year between _____, hereinafter referred to as Student, and Worth County Schools, a public school district in the state of Georgia. The purpose of this agreement is to provide Network and Internet access for the following purposes: (1) assist in the education of Worth County students, (2) facilitate growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that Students will comply with all Computer/Internet acceptable use policies approved by Worth County Schools (Policy IFBG). Board Policy IFBGE describes measures taken by Worth County Schools to ensure student safety when using computers/internet.

In exchange for the use of the computer/internet resources, I understand and agree to the following:

- A. The use of computer/internet resources is a privilege which may be revoked by Worth County Schools at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the examples of misuse detailed in Section E below. Worth County Schools reserves the right to remove files, limit or deny access, and refer the Student for other disciplinary actions.
- B. Worth County Schools reserves all rights to any material stored in files which are generally accessible to others and will remove any material which it deems, at its sole discretion, to be unlawful or otherwise objectionable. A Student will not use his/her provided accounts to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features owned by Worth County Schools are intended for the private, professional use of its registered users. Any use of these resources for commercial, for-profit, or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. Computer/internet resources are intended for the exclusive use of their registered users. The Student is responsible for the use of his/her accounts and passwords. Any problems which arise from the use of a Student's account are the responsibility of the Student. Use of an account by someone other than the Student is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by Worth County Schools. Misuse shall include, but not be limited to:
 - 1) Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
 - 2) Misrepresenting other users on the Network.
 - 3) Disrupting the operation of the Network through abuse of the hardware or software, including the use of the network for gaming purposes.
 - 4) Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
 - 5) Interfering with others use of the Network.
 - 6) Illegal installation of copyrighted software.
 - 7) Unauthorized downsizing, copying, or use of licensed or copyrighted software.
 - 8) Allowing anyone to use an account other than the account holder.

WORTH COUNTY SCHOOLS
Student Computer/Internet Access Agreement

F. The use of computer/internet resources are provided to Students for the purpose of (in order of priority):

- 1) Support of the academic program
- 2) General Information
- 3) Not for Profit

G. Worth County Schools does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. Worth County Schools will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. Worth County Schools reserves the right to log Internet usage and to monitor electronic mail utilization by users.

I. Should the Student transfer a file, shareware, or software which infects the Network with a virus and causes damage, the Student may be held liable and be subject to disciplinary measures as determined by Worth County Schools.

J. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent unauthorized activity.

I agree to abide by the rules detailed in this agreement and by such rules and regulations of system usage as may be further added by Worth County Schools. These rules will be posted in their most updated form on the school website.

Signature of Student

Signature of Parent/Guardian

Print Name

Print Name

Date

Date

WCHS Attendance Repair/Credit Repair/Credit Recovery Application

Student Name: _____

Date: _____

Grade: _____

Phone Number: _____

Please check **ONLY ONE (1)** of the following:

(Note: you may only choose **ONE (1)** of the following three options)

I wish to participate in:

_____ Attendance Repair and make up _____ un-excused absences
of days over 8

_____ Credit Recovery and re-take an entire course. The course I need to retake is
_____ (cannot be a course you are currently taking).

_____ Credit Repair. I made a _____ (must be a 65 or above) in _____
Grade Course Name
and wish to repair the credit and receive a 70.

Incomplete applications will not be accepted. **Please take time to read and fill out all information.**
Applications should be turned in to the guidance department.

Daily Summer School Schedule (TBA)

Neither transportation nor lunch will be provided. Students will NOT be allowed to leave campus during break. Vending machines will be available to students and they may also bring their own snacks. Eating will only be allowed during the break.

***Alternate/Additional Credit Recovery course subject to approval

_____ Credit Recovery and re-take an entire course. The course I need to retake is
_____. My grade in that course was _____.

_____ Credit Repair. I made a _____ (must be a 65 or above) in _____
Grade Course Name
and wish to repair the credit and receive a 70.

Student Signature

Counselor Signature

PARENT REVIEW AND SIGNATURE PAGE

2013-2014

I have reviewed this handbook with my son/daughter and we understand that all students will be held accountable for the contents of this handbook. I also acknowledge the **WCSD Attendance Protocol (pages 34, 35)**, which outlines the penalty and consequences of unexcused absences. This page, with parent signature, is to be returned to the Advisory teacher by Wednesday, August 6, 2013. The advisement teacher will keep a copy and submit the original to the guidance department.

_____	____/____/____	_____
STUDENT NAME	DATE	PARENT SIGNATURE

_____	_____	
HOME PHONE	STREET ADDRESS	CITY

ADVISOR FOR 2013-2014