

# WILKINSON COUNTY HIGH SCHOOL

## Student Handbook

2022 - 2023



**One Team**  
**One Dream**

*The Wilkinson County Public School District does not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or qualified disability in its employment practices and its access and admission to education programs or activities.*

## **WILKINSON COUNTY SCHOOL DISTRICT**

Dr. Aaron Geter *Superintendent*

Dr. Virginia Rozier *Asst. Superintendent*

Deborah Happoldt *Special Education Director*

Dr. Chiquita Geter *Asst. PEC Director/ RTI Coordinator*

Mrs. Kim Mack *Instructional Support Specialist*

Mrs. Michelle Ransom *Instructional Support Specialist*

### **District Vision Statement**

Making Students Competent Builders of a  
Globally Competitive Future

### **District Mission Statement**

Expand - Empower - Excel (E<sup>3</sup>)

### **Beliefs of Wilkinson County Schools:**

- ❖ Educators should utilize varied instructional strategies, hands-on learning experiences, and seek professional and personal improvement through continuous learning and shared leadership.
- ❖ Collaborative relationships with parents, school, and the community enhance schools' ability to positively impact student achievement.
- ❖ Schools must provide a positive culture where students feel safe and are able to learn to their fullest potential.
- ❖ High achievement is the direct result of high expectations.
- ❖ The continuous use of data analysis processes is the foundation of informed instructional decision making.
- ❖ The school environment should maximize instructional time and eliminate any obstructions to time on task.

July 29, 2022

Greetings Wilkinson County High School Students and Parents,

It is with great pleasure that we welcome you to another great school year. Our dedicated faculty and staff have spent many hours preparing for our students' return, and we are absolutely committed to making the 2022-2023 academic year a success. However, our success depends on your participation and your support. At Wilco High, we understand that greatness is a result of hard work, determination, and collaboration. Therefore, we require our students to be inquisitive and actively engaged in their learning process, and we genuinely invite all our parents to visit our campus on a regular basis to discuss the needs and progress of your child(ren).

This year we have adopted a school-wide theme of **One Team, One Dream**. We have made plans and set goals to ensure that we meet this standard. Our goals at Wilkinson County High School are to (1) decrease our drop-out rate, (2) increase our graduation rate, and (3) ensure that 100% of our students are ready and prepared to enter either college or the work force upon graduation. We promise that we will work hard to reach our goals, and we ask that students, parents and the community join us as we embark on a journey towards greatness. We thank you in advance for your support!

Sincerely,



Chere' Lewis  
*Principal*



Keldrick Burke  
*Assistant Principal*

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# Wilkinson County High School “Home of the Warriors”



## Alma Mater

Friendship, love, and honor have we  
for our Wilco High

Highest Standards raise our banners  
make our colors fly.

Wilkinson, our alma mater  
glory unto you

You're the joy of all our Warriors  
Wilco, we'll be true.

# 2022-2023 School Calendar

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Wilkinson County Schools**  
 197 W. Main Street | Irwinton, GA 31042  
 Phone: 478.946.5521 Fax: 478.946.5565  
 www.wilkinson.k12.ga.us

July 1	12 Month Employees First Day
July 4	Fourth of July Holiday
July 11	11 Month Employees First Day
July 18	Custodians' First Day
July 25 - 28	Pre - Planning (Staff Only)
July 29	First Day of School for Students
August 15	Professional Learning Monday
August 29	Professional Learning Monday
September 5	Labor Day Holiday
September 12	Professional Learning Monday
September 26	Professional Learning Monday
October 6	Early Dismissal/ Conferences
October 10 - 14	Fall Break
October 24	Professional Learning Monday
November 7	Professional Learning Monday
November 21 - 25	Thanksgiving Holidays
December 5	Professional Learning Monday
December 16	Early Dismissal
December 19 - 30	Christmas Holidays
January 2 - 3	Pre - Planning (Staff Only)
January 4	Students Return
January 16	Martin Luther King Jr Holiday
January 23	Professional Learning Monday
February 23 - 24	Winter Break
March 13	Professional Learning Monday
March 16	Early Dismissal/ Conferences
March 27	Professional Learning Monday
April 3 - 7	Spring Break
April 17	Professional Learning Monday
May 8	Professional Learning Monday
May 19	Early Dismissal
May 20	Graduation
May 22 - 25	Post - Planning
May 29	Memorial Day Holiday
June 2	Custodians' Last Day
June 9	11 Month Employees' Last Day
June 30	12 Month Employees' Last Day

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Professional Learning Mondays (ED)**

August 15	December 5
August 29	January 23
September 12	March 13
September 26	March 27
October 24	April 17
November 7	May 8



**Holidays/Breaks**

September 5	Labor Day
October 10 - 14	Fall Break
November 21 - 25	Thanksgiving Holidays
December 19 - 30	Christmas Holidays
January 16	MLK Jr. Day
February 23 - 24	Winter Break
April 3 - 7	Spring Break
May 29	Memorial Day

- Holiday
- EP Professional Development (no school for students)
- Early Release
- Professional Learning Mondays (Early Release for students)

- Parent Teacher Conferences
- First & Last Day of School



# Wilkinson County High School Faculty & Staff 2022 – 2023

## Administrative & Office Personnel

Name	Title	Email
Chere' Lewis	Principal	chere.lewis@wilkinson.k12.ga.us
Keldrick Burke	Assistant Principal	keldrick.burke@wilkinson.k12.ga.us
Yasmin Whirl	Counselor	yasmin.whirl@wilkinson.k12.ga.us
Lauren Hunter	Graduation Coach	lauren.hunter@wilkinson.k12.ga.us
Jasmine Taylor	Academic Coach	jasmine.taylor@wilkinson.k12.ga.us
Jacquez Harris	Literacy Interventionist	jacquez.harris@wilkinson.k12.ga.us
Carol Jackson	Administrative Assistant	carol.jackson@wilkinson.k12.ga.us
Rachel Snow	Registrar	rachel.snow@wilkinson.k12.ga.us
Loresia Hodges	Bookkeeper	loresia.hodges@wilkinson.k12.ga.us

## Certified Staff

Name	Planning Time	Room No.	Email
Kelly Langford	9:40-11:00	310	kelly.langford@wilkinson.k12.ga.us
Kristy Driggers	2:05-3:30	312	kristy.driggers@wilkinson.k12.ga.us
Marci Murray	12:00-2:00	313	marci.murray@wilkinson.k12.ga.us
Caleb James	9:40-11:00	314	caleb.james@wilkinson.k12.ga.us
Tiffany Smith	9:40-11:00	402	tiffany.smith@wilkinson.k12.ga.us
William Shepherd	2:05-3:30	117	william.shepherd@wilkinson.k12.ga.us
Jerome Brown	12:00-2:00	1002	jerome.brown@wilkinson.k12.ga.us
Michelle Taylor	8:15-9:35	118	michelle.taylor@wilkinson,k12,ga,us
Tangela Tharpe	8:15-9:35	403	tangela.tharpe@wilkinson.k12.ga.us

<b>Felicia Poole</b>	12:00-2:00	315	felicia.poole@wilkinson.k12.ga.us
<b>Brian French</b>	9:40-11:00	307	brian.french@wilkinson.k12.ga.us
<b>Sara Parr</b>	12:00-2:00	308	sara.parre@wilkinson.k12.ga.us
<b>Shari Peoples</b>	2:05-3:30	306	shari.peoples@wilkinson.k12.ga.us
<b>Semeiko Taylor</b>	8:15-9:35	305	semeiko.taylor@wilkinson.k12.ga.us
<b>Phillip Knight</b>	12:00-2:00	404	phillip.knight@wilkinson.k12.ga.us
<b>Norman White</b>		Band Room	norman.white@wilkinson.k12.ga.us
<b>MSgt. Sherry Martin</b>	11:05-11:55	104	sherry.martin@wilkinson.k12.ga.us
<b>Lachandra Williams</b>	8:15-9:35	311	lachandra.williams@wilkinson.k12.ga.us
<b>SMSgt. Torrance Martin</b>	11:05-11:55	102	torrance.martin@wilkinson.k12.ga.us
<b>Carol Bentley</b>	9:40-11:00	103	carol.bentley@wilkinson.k12.ga.us
<b>Austin Brown</b>	8:15-9:35	309	austin.brown@wilkinson.k12.ga.us
<b>Dantaya Shepherd</b>	12:00-2:00	907	dantaya.shepherd@wilkinson.k12.ga.us
<b>Xavier Whipple</b>	9:40-11:00	107	xavier.whipple@wilkinson.k12.ga.us
<b>Terrell Holt</b>	12:00-2:00	PEC	terrell.holt@wilkinson.k12.ga.us
<b>Jenean Cooper-Bolston</b>	2:05-3:30	PEC	jenean.bolston@wilkinson.k21.ga.us
<b>Latonia Butler</b>	2:05-3:30	PEC	latonia.butler@wilkinson.k12.ga.us
<b>Tyeshia Young</b>	2:05-3:30	PEC	tyeshia.young@wilkinson.k12.ga.us
<b>James Baker</b>		Phoenix- 211	james.baker@wilkinson.k12.ga.us
<b>Hope Goodner</b>		Media Center	hope.goodner@wilkinson.k12.ga.us

### Classified Staff:

<b>Name</b>	<b>Title</b>	<b>Room No.</b>	<b>Email</b>
<b>Debra Todd</b>	Paraprofessional	Alternative	debra.todd@wilkinson.k12.ga.us
<b>Annie Dennis</b>	Paraprofessional	203	annie.dennis@wilkinson.k12.ga.us
<b>DeAngela Coats</b>	Paraprofessional	ISS	deangela.coats@wilkinson.k12.ga.us
<b>Cathy Harris</b>	Paraprofessional	203	cathy.harris@wilkinson.k12.ga.us

<b>Betty Bray</b>	Paraprofessional	Media Center	betty.bray@wilkinson.k12.ga.us
<b>Shondel Wade – Reese</b>	Nurse	Nurses Station	shondel.reese@wilkinson.k12.ga.us
<b>Jennifer Williams</b>	Nurse	Nurses Station	jennifer.williams@wilkinson.k12.ga.us
<b>Leslie Steele</b>	Resource Officer	High School	leslie.steele@wilkinson.k12.ga.us

**Support Staff:**

<b>Angeline Stribling</b>	Custodian	<b>LaWanda Williams</b>	Food Service Manager
<b>Chad Odom</b>	Custodian		

**2022-2023 WCHS Teams**

<b>Administrative Leadership Team</b>	<b>Department Chairperson</b>
---------------------------------------	-------------------------------

Chere’ Lewis, Principal  
 Keldrick Burke, Asst. Principal  
 Yasmin Whirl, Counselor  
 Lauren Hunter, Graduation Coach  
 Hope Goodner, Media Specialist

Kristy Driggers, English  
 Tangela Tharpe, Science  
 Jenean Cooper-Bolston, PEC  
 LaChandra Williams, CTAE  
 Sara Parr, Social Studies  
 Michelle Taylor, Math

<b>RTI Team</b>	<b>Leadership Team</b>
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Keldrick Burke  
 Lauren Hunter  
 Sara Parr  
 Dantaya Shepherd  
 Jerome Brown  
 Felicia Poole

Chere’ Lewis, Principal  
 Keldrick Burke, Asst. Principal  
 Yasmin Whirl, Counselor  
 Lauren Hunter, Graduation Coach  
 Hope Goodner, Media Specialist  
 Tangela Tharpe, Science  
 Jenean Cooper-Bolston, PEC  
 Sara Parr, Social Studies  
 Michelle Taylor, Math  
 Kristy Driggers, English  
 Carol Bentley, CTAE

# Wilkinson County High School Club Advisors & Coaching Staff 2022 – 2023

<b>CLUB or SPORT</b>	<b>ADVISOR or COACH</b>
<b>Band</b>	Norman White & Xavier Walker
<b>Baseball</b>	Robbie Shepherd
<b>Basketball – Boys</b>	Xavier Whipple
<b>Basketball – Girls</b>	Jenean Cooper-Bolston
<b>BETA Club</b>	Michelle Taylor & Shari Peoples
<b>Cheerleaders</b>	Jasmine Hughes
<b>FBLA</b>	LaChandra Williams
<b>FCA</b>	Felicia Poole
<b>Football</b>	Keldrick Burke
<b>HOSA</b>	Carol Bentley
<b>Softball</b>	Tyeshia Young
<b>Tennis</b>	Kristy Driggers
<b>Track Boys</b>	Keldrick Burke
<b>Track Girls</b>	Jenean Cooper-Bolston
<b>TSA</b>	Phillip Knight
<b>Yearbook</b>	Kristy Driggers
<b>Youth Apprenticeship</b>	Chiquita Jackson

# Wilkinson County School System

## Testing Schedule

### 2022 – 2023

<b>DATE</b>	<b>TESTING PROGRAM</b>	<b>STUDENTS TO BE TESTED</b>
August 1-5, 2022	Classworks Screener I Benchmark 1	Grades 9-12
August 16-19, 2022	MAPS Assessment 1 - Fall 2022	Grades 9-12
August 27, 2022	SAT Exam	Registered Students
September 1, 2022	You Science Assessment	Grade 10
September 10, 2022	ACT Exam	Registered Student
September 12-16, 2022	Classworks Screener II Benchmark 2	Grades 9-12
October 1, 2022	SAT Exam	Registered Students
October 6, 2022	Armed Service Vocational Aptitude Battery (ASVAB)	Grades 10-12
October 22, 2022	ACT Exam	Registered Student
Oct. 31 - Nov. 4, 2022	Classworks Screener III Benchmark 3	Grades 9-12
November 1, 2022	Healthcare EOPA Pre-Test	3rd Level Students
November 2, 2022	Business EOPA Pre-Test	3rd Level Students
November 3, 2022	ASVAB	Grades 10-12
November 5, 2022	SAT Exam	Registered Students
December 1, 2022	Healthcare EOPA Post-Test	3rd Level Students
December 2, 2022	Business EOPA Post-Test	3rd Level Students
December 3, 2022	SAT Exam	Registered Students
December 5-9, 2022	End of Course Exam MAPS II Winter 2022	Grades 9-12
December 10, 2022	ACT Exam	Registered Students

<b>December 12-14, 2022</b>	Final Exams	Grades 9-12
<b>January 9-13, 2023</b>	Pre-Assessments	Grades 9-12
<b>February 6-10, 2023</b>	Benchmark 3	Grades 9-12
<b>February 11, 2023</b>	ACT Exam	Grades 9-12
<b>February 16, 2023</b>	ASVAB	Grades 10-12
<b>February 21, 2023</b>	PSAT-Preliminary SAT	Registered Student
<b>March 11, 2023</b>	SAT Exam	Registered students
<b>March 20-24, 2022</b>	MAPS III Spring 2023	Grades 9-12
<b>March 28, 2023</b>	Healthcare EOPA Pre-Test Audio Visual & Engineering EOPA Pre-Test	3rd Level Students
<b>March 29, 2023</b>	Business EOPA Pre-Test	3rd Level Students
<b>April 1, 2023</b>	ACT Exam	Grades 9-12
<b>April 13, 2023</b>	ASVAB	Grades 10-12
<b>April 24-28, 2023</b>	End of Course Exam	Grades 9-12
<b>April 28, 2023</b>	Healthcare EOPA Post-Test Business EOPA Post-Test Audio Visual EOPA Post-Test	3rd Level Students
<b>May 2, 2023</b>	AP Human Geography Exam	Grades 9-12
<b>May 6, 2023</b>	SAT Exam	Registered Students
<b>May 8-9, 2023</b>	Senior Final Exams Final senior grades due	Grades 12
<b>May 10-11, 2023</b>	Underclassmen Final Exams	Grades 9-11
<b>June 3, 2023</b>	SAT Exam	Registered Students
<b>June 10, 2023</b>	ACT Exam	Registered Students

# Wilkinson County Grade Reporting Schedule 2022 – 2023

<b>GRADING REPORT</b>	<b>DATE</b>
Progress Reports	September 2, 2022
*Report Cards/Early Dismissal	October 6, 2022
Progress Reports	November 11, 2022
Progress Reports	February 10, 2023
*Report Cards/ Early Dismissal	March 16, 2023
Progress Report	April 21, 2023

\* Denotes early dismissal day for parent conferences  
Students are released at 1:15 PM for Early Dismissal  
Parent Conferences are from 4:00 - 7:00

## HOSA Blood Drives

The Wilkinson County High School Senior BETA Club and The American Red Cross will host Blood Drives on the following dates in the lobby area of the Palace between the hours of 7:30 AM and 3:30 PM.

### DATES

September 15, 2022
November 30, 2022
February 22, 2023
May 4, 2023

# Wilkinson County High School

## PTO/Parent Involvement

### 2022 – 2023

<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>
July 14, 2022	Underclassman Orientation	5:00 PM
July 14, 2022	Senior Orientation	6:00 PM
July 23, 2022	Back to School Bash	9:00 - 12:00 PM
July 28, 2022	Open House	1:00 - 4:00 PM
July 29, 2022	Meet the Warriors	6:00 PM
September 2, 2022	Ride for Literacy	8:00 - 12:00 PM
September 8, 2022	School Council	9:00 AM
October 6, 2022	Parent Conferences	4:00 - 7:00 PM
November 10, 2022	School Council	9:00 AM
November 11, 2022	Veteran's Day Program	8:30 AM
November 17, 2022	WCSD Retired Educator Luncheon	12:00 PM
December 9, 2022	Football Banquet	6:00 PM
December 15, 2022	Christmas Program	2:00 PM
February 8, 2023	Honor's Day	9:00 AM
February 9, 2023	School Council	9:00 AM
February 27, 2023	Black History Program	2:00 PM



<b>February 28, 2023</b>	Beta Induction	9:00 AM
<b>March 16, 2023</b>	Parent Conferences	4:00 - 7:00 PM
<b>April 13, 2023</b>	Basketball banquet	6:00 PM
<b>May 04, 2023</b>	Senior's Honor's Day	9:00 AM
<b>May 15, 2023</b>	Underclassman Honor's Day	9:00 AM
<b>May 20, 2023</b>	Graduation	10:00 AM

## **WCHS Bell Schedule**

MORNING PREP	07:30 – 07:50
HOME ROOM	07:55 - 08:10
1 <sup>ST</sup> BLOCK	08:15 – 09:35
2 <sup>ND</sup> BLOCK	09:40 – 11:00
ILT	11:05 – 11:55
4 <sup>TH</sup> BLOCK	12:00 – 02:00
5 <sup>TH</sup> BLOCK	02:05 – 03:30

## **LUNCH SCHEDULE**

FIRST SHIFT	12:10 - 12:40
SECOND SHIFT	12:45 - 1:15

## **WCHS Early Dismissal Bell Schedule**

MORNING PREP	07:30 - 07:50
1 <sup>ST</sup> BLOCK	07:55 - 09:00
2 <sup>ND</sup> BLOCK	09:05 - 10:05
4 <sup>TH</sup> BLOCK	10:10 - 11:10
5 <sup>TH</sup> BLOCK	11:15 - 1:15
First Lunch	12:05 - 12:35
Second Lunch	12:40 - 10:5

## CHAIN OF COMMAND

Within the Wilkinson County School District there is a chain of command when presenting complaints, grievances, concerns, etc. All parents and students are required to report any report to the building level principal/designee. Following the conference with the principal/designee, if the complaint still exists, you shall report to the Central Office.

### Important Forms

**The following forms must be submitted during the first five (5) days of school). Students will receive these forms on the first day of school.**

1. Acceptable Use Form
2. Consent to Video/Photograph
3. Compulsory Attendance
4. Lunch Forms
5. Student Health Information
6. Student Information Forms

## REQUIREMENT FOR GRADUATION

*To be eligible for participation in graduation ceremonies and receive a diploma, students must have 28 credits and have passed all state assessment requirements.*

The Board does not allow students to graduate early. A student must be enrolled in high school a minimum of eight (8) semesters during regular school terms to be considered a candidate for graduation.

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in State Board Policy Rule 160-3-1.07, Testing Programs – Student Assessment.

Students who enroll in the ninth grade for the first time during the 2008 – 2009 school year and then withdraw must meet the graduation requirements specified in this policy and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs – Student Assessment.

Students have to complete at least one CTAE or Advanced Academic Pathway. The Wilkinson County Board of Education requires all incoming freshmen to take Introduction to Business & Technology course. They must take three classes in a specific CTAE area (JROTC, Business/Technology, Technology, or Health Care) and take the End-of-Pathway Assessment to complete a Pathway. **All students must complete a Pathway to receive a diploma.**

### Units Required for Each Area of Study

- English: 4
- Mathematics: 4
- Science: 4
- Social Studies: 4
- CTAE/Language/Fine Arts: 3
- Health and Physical Education: 1
- Electives: 7
- Locally-Required Elective:
- Introduction to Business Technology: 1

## TOTAL UNITS REQUIRED: 28

The Board shall make available to all students the required areas of study. A course shall count only once for satisfying any unit of credit Requirement for graduation.

**Students participating in dual enrollment (OFTC, GMC, GC&SU, CGTC, etc.) will be exempt from one (1) elective unit per semester of participation due to the travel time (school bus) causing the maximum number of units to be earned in that semester to be three (3). Students taking college courses will have ten (10) points added to their final average.**

### Foundations of Algebra

The Foundations of Algebra course is a first year high school mathematics course option for students who have completed mathematics in grades 6, 7, and 8 yet will need substantial support to bolster success in high school mathematics. The course is aimed at students who have reported low standardized test performance in prior grades and/or have demonstrated significant difficulties in previous mathematics classes. The Foundations of Algebra course is not a prerequisite for any math course. Foundations of Algebra will provide opportunities to revisit and expand the understanding of foundational algebra concepts, will employ diagnostic means to offer focused interventions, and will incorporate varied instructional strategies to prepare students for required high school mathematics

courses. The course will emphasize both algebra and numeracy in a variety of contexts including number sense, proportional reasoning, quantitative reasoning with functions, and solving equations and inequalities. High School administrators/teachers will identify students who **Did Not Meet** expectations on at least two of the following three assessments: 5th, 6th, and 7th grade Criterion-Referenced Competency Tests (CRCT). These are students who may have significant gaps in their mathematics achievement. Parent(s)/guardian(s) can refuse inclusion after a conference with school personnel. In addition, the school or district may request a parent letter of refusal to be included in the student's permanent record. *This course does not count toward College Requirements, so a fifth Math class will be required. Also it does not meet NCAA National Collegiate Athletic Association (NCAA) requirements for college athletics.*

### Course Credits

Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Standards of Excellence (GSE) for grades 9 – 12 or those approved by the SBOE. Unit credit may be awarded for courses offered in the middle grades that meet 9 – 12 GPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.

No course credit may be awarded for courses in which instruction is based on the GSE curriculum for grades K– 8.

Completion of diploma requirements does not necessarily qualify students for the Hope Scholarship Program.

### **GRADUATION AND PROMOTION REQUIREMENTS:**

#### **For Students Who Entered in 1998 and thereafter:**

- For Promotion to the 10<sup>th</sup> Grade: 5 units
- For Promotion to the 11<sup>th</sup> Grade: 11 units
- For Promotion to the 12<sup>th</sup> Grade: 17 units
- For Graduation: 28 units

#### **Graduation Support Service**

The Board shall provide instructional, support, and delivery services that include, but are not limited to, the following:

1. A continuous guidance component beginning with the eighth grade. The purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and

career objectives.

2. Record keeping and reporting services that document student progress toward graduation and include information for the school, parents, and students.
3. Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
4. Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.
5. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency requirements.

#### **Odysseyware**

Odysseyware personalized instructional tools provide 21st-century educational solutions by offering courses in core subjects along with enriching electives and CTAE. At WCHS, Odysseyware is used to provide instruction to students placed on approved medical homebound services, Alternative/Phoenix School, and during summer school for credit recovery.

#### **GRADING POLICY/REPORT CARDS**

WCHS has four nine week grading periods. During each grading period, students will receive a progress report at 4.5 weeks and a report card at the end of the nine weeks. In addition to these

established checkpoints, teachers are required to send home a weekly progress report for their individual classes each Friday. All grade reports should be reviewed and signed by the parents and returned to the teacher. Students will be evaluated based on the following grading system:

A	90 – 100
B	80 – 89
C	70 – 79
D	69 –below (failing)

Final semester averages will be turned in to the office by subject area teachers immediately after each semester.

Semester final exams will count 20% of the student's final grade in each class. Georgia Milestones will be counted as the final exam. Georgia Milestones will count 20% of student grade for students who entered the ninth grade after 2010.

Semester averages are figured by taking the average of the 1<sup>st</sup> 9 weeks and 2<sup>nd</sup> 9 weeks. For students who entered the 9<sup>th</sup> grade after 2010, their semester average will be 80% and the final exam 20%.

Work to be made up by the student must be requested by the student at the convenience of the teacher.

An incomplete (I) will be shown on the

report card, but will not be recorded on permanent records. All incomplete work will automatically become an "F" (failure) if the work is not made up during the next three (5) school days.

**A student's grade will not be lowered as a means of punishment except as noted below:**

- Students giving or receiving assistance during an exam period or plagiarizing will be sufficient ground to receive a grade of zero (0) on that exam.
- The student must make up work missed during his/her absence at the convenience of the teacher. If the work is not made up, the student may receive a zero (0) for the work.

**Weighing of Advanced Placement (AP) and Advanced (ADV) / Accelerated Courses (ACC)**

Any student whose cumulative average falls below 85 at the end of a semester will no longer be allowed to enroll in the next level AP, ADV, and/or ACC course.

**Advanced Placement (AP)**

Students who take Advanced Placement (AP) classes and participate in the AP test will have 10 points added to their final average by their teacher in those classes.

The Advanced Placement Program offers year-long courses (two semesters) designed to prepare students for the AP Exam offered during Spring (2<sup>nd</sup>) Semester. Students who do not complete both parts of the course must enroll in a subsequent course to complete that subject requirement. *(For example: Students who do not complete both parts of a English AP Course, English Literature and Composition, must enroll in British Literature to complete their English Requirement.*

#### **Advanced and Accelerated (ACC):**

- Students who take Advanced or Accelerated classes will have 7 points added to their final average by their teacher in those classes.
- The Advance Mathematical Decision Making & Advance Algebra courses are not eligible for the 7 points since “Advance” does not denote the complexity of the course; it is merely the name of the course.
- All grades that are weighted at the local high school level for AP, Adv, and ACC courses will be stripped of their weights by the Georgia Student Finance Commission (GSFC) for the purpose of calculating HOPE Scholarship Eligibility. GSFC will add .5 quality point weight on a TRUE 4.0

scale for AP and IB courses up to a maximum grade value of 4.0 (A’s are not weighted). International Baccalaureate (IB) courses are not offered at our school. GSFC **will only** add .5 quality points to AP and IB courses. Points **are not** added to Adv or ACC courses. No other courses will be weighted by the GSFC unless authorized by the Georgia General Assembly.

#### **NO PASS/NO PLAY**

In accordance with state law, students must have passed three (3) of four (4) classes during the semester preceding participation in any sport or competitive activity. Students not meeting this requirement will be considered ineligible for one semester. Summer school is considered an extension of second semester.

#### **HONORS/RECOGNITIONS**

##### **Honor Roll**

Recognition is given to students that distinguish themselves as top academic achievers. The names of students who have achieved academic excellence will be posted in the hallway and submitted to the local newspaper. An honors banquet and awards ceremony will be planned as well. WCHS recognizes two categories for honor roll:

##### **Principal’s Honor Roll**

95.0 or Higher

##### **Honor Roll**

90.0 - 94.9

### First Semester Honor Roll

To receive recognition at the first semester honors banquet in January, a student must have at least an overall average of 89.5 or higher when grades in all classes are calculated from August–December.

### End of the Year Honors Program

To receive recognition at the end of the year honors program, a student must have at least an overall average of 89.5 or higher when the first semester average, the third nine weeks' average, and the 4<sup>th</sup> nine weeks' mid-term progress report are calculated for all classes.

### HONOR GRADUATES:

An honor graduate will be any senior who has an overall average of 90 or above for the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. **The cumulative GPA will be computed at the end of the senior's 4<sup>th</sup> Nine Weeks and will not be rounded up.**

## **VALEDICTORIAN AND SALUTATORIAN POLICY**

### **Requirements to Be Considered by Committee:**

A student must be in attendance at Wilkinson County High School for at least the last 4 semesters of his / her high school career. Summer school is considered as an extension of second semester.

A student must have completed all required courses to receive a High School Diploma.

Class ranking will be based on the student's total numerical grade average (NGA) from grade 9 through the end of the senior grading period. The NGA will be determined by averaging the actual numerical grades received in all classes.

Unless a grading scale is provided, grades transferred into the system as a letter grade will be computed as follows: **A = 90, B = 80, C = 70, F = 69.**

Based on the criteria above, the student ranked #1 will be named Valedictorian and the student ranked #2 will be named Salutatorian.

If scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian and the scholarships or grants cannot be shared among the students tied for those honors, the following criteria will be used in turn to break ties in class ranking:

- Numerical average based on infinite decimal places.
- Number of college preparatory classes taken.
- SAT/ACT scores. If there is a commonality between those students who are tied, the SAT scores will take precedence.

Classes taken as Dual Enrollment from an accredited college will be counted in the final GPA.

### **HOMEWORK**

Homework is an integral part of the educational process at Wilkinson County High School. Its purpose is to



reinforce primary objectives from class discussions and / or activities. The amount of homework will vary with grade levels and schedules.

## **TEXTBOOKS**

When issued a textbook, it becomes the responsibility of the student to assure that the book does not become lost or damaged beyond normal use.

Loss or damage to textbooks will result in the student being fined, and textbook fines and all other financial obligations must be cleared before a student receives his/her final grades. Textbooks will be paid for without exception. A teacher no longer employed does not excuse lost or missing books.

Charges for lost textbooks are as follows:

New books to 2 years old Full value  
Books 3 years old  $\frac{3}{4}$  Original values  
Books 4+ years old  $\frac{1}{2}$  Original values

## **TESTING**

### **Benchmark Tests**

Students are required to take benchmark tests during each grading period. These tests are designed to assess student progress and provide data that will direct classroom instruction.

### **Final Exams**

All students are required to take final exams at the end of each semester. These exams will count as a regular test grade.

## **Georgia Milestones Assessment**

The Georgia Milestones Assessment System is a comprehensive summative assessment program spanning grades 3 through 12. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in designated content areas. High School students take an End of Course assessment for each of the eight courses designated by the State BOE.

Students who are not eligible to take the GMA will complete the Georgia Alternate Assessment (GAA) which is a portfolio of student work samples.

## **The Reading Inventory**

The Reading Inventory is a universal screener that assesses student reading levels (Lexile), tracks students' growth over time, matches readers to text, and helps guide instruction. It will be administered four times throughout the year.

## **The Math Inventory**

The Math Inventory is a universal screener that assesses student math levels (Quantile), tracks students' growth over time, and helps guide instruction. It will be administered four times throughout the year.

# ATTENDANCE POLICIES

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of our district and schools is to provide each student with quality instruction and inform parents if their child is absent from school.

A student who knows in advance that he/she will be absent must notify the school data clerk. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Students are expected to be in school **on time every day**.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16.

This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school.

Students missing six or more total days from school will be required to make up those days through the afterschool program and/or Saturday school. Attendance is a factor in promotion and retention.

## DEFINITIONS

**Tardy** - A student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness to school and class is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, teachers or principals will take corrective/disciplinary action.

**Excused Absence** - The following are considered excused absences: Illness, funeral, medical or dental appointments, recognized religious holidays, absences mandated by other government agencies (e.g. court order) and other absences for which permission has been granted in advance. Even though an absence is excused it still counts towards a student's total days missed from school. If proper documentation is not received the absence will be considered unexcused and shall count for the purposes of determining student truancy.

**Unexcused Absence** –The following, **even with parental consent** (note), are considered unexcused absences: Truancies, working, missing the bus, oversleeping, shopping, car not starting, keeping personal non-medical appointments, visiting out-of-town, vacation, needed at home and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the office secretary.  
160-5-1-.10

(a)**Truant** –A student is considered truant if he/she: is on school property

but does not attend classes; has excessive unexcused tardies to class or school; leaves the classroom without a signed teacher permission slip, or exceeds the total number of days he/she is allowed to miss from school (6 total days).

## GENERAL ATTENDANCE RULES

**For reporting purposes, the state does not distinguish between excused and unexcused absences. A day missed is simply a day missed. Students exceeding the allowable number of days missed from school must make them up whether they are excused or not.**

A student may not miss more than six total days from school.

Any student who does not check in to school by 11:30 a.m. is considered absent for the day.

Any student who is tardy or who must leave school prior to regular dismissal time **MUST** check in and/or out with the office secretary. Otherwise, the student will be considered truant.

Students participating in a contest/event will attend school the full day in order to participate.

If a student misses school in order to attend a non-school function, the absence will be considered unexcused.

A student who has been absent due to illness will be required to present appropriate medical documentation upon return to school for the purpose of

validating that the absence is excused within (2) days of their return to school.

Disciplinary actions for excessive absences, unexcused absences, tardiness and truancies are outlined below.

A student's record is cumulative and is based on a complete school year.

## PROLONGED ABSENCE DUE TO ILLNESS

If a student is absent due to illness for more than ten (10) consecutive days, arrangements can be requested for homebound services through the parent involvement coordinator, Chiquita Jackson at (478) 946-3616. Appropriate medical documentation must be provided.

When a student reaches a certain number of absences, the following procedures will be implemented:

- **THREE (3) TOTAL ABSENCES:** TEACHER NOTIFICATION TO THE PARENT AND REFERRAL TO THE GRADUATION COACH.
- **FIVE (5) TOTAL ABSENCES:** TEACHER NOTIFICATION TO THE GRADUATION COACH WHO WILL SEND WRITTEN NOTIFICATION TO THE PARENT TO APPEAR BEFORE THE ATTENDANCE SUPPORT TEAM (AST).
- **EIGHT (8) TOTAL ABSENCES:** TEACHER NOTIFICATION TO THE GRADUATION COACH WHO WILL SEND WRITTEN NOTIFICATION TO THE PARENT REGARDING A REFERRAL TO THE FAMILY ADVOCATE. CASE WILL ALSO BE REFERRED TO CHIN, CHILDREN NEEDING SERVICES, VIA THE LOCAL

INTERAGENCY PLANNING TEAM MEETING (LIPT).

- **TEN (10) OR MORE TOTAL ABSENCES:** THE SCHOOL WILL FILE PETITIONS WITH THE DEPARTMENT OF JUVENILE JUSTICE FOR VIOLATION OF THE COMPULSORY SCHOOL ATTENDANCE LAW AND WITH THE PROBATE/MAGISTRATE COURT AGAINST THE PARENT OR GUARDIAN. STUDENTS WITH TEN (10) OR MORE ABSENCES WILL LOSE THEIR DRIVER'S LICENSE.

Students who do not attend mandatory Saturday schools will be subject to disciplinary action.

### **SIGNING OUT OF SCHOOL**

All students leaving school must be properly signed out in the office by the parent or guardian. Students may not sign themselves out of school. For safety reasons, parents must always come into the school to sign a student out. Students will be called out of class at the time the parent/guardian arrives in the office to sign them out.

If the student returns to school before the end of the day, the parent or guardian must sign the student in at the main office. Any student who leaves campus without properly signing out will be considered subject to disciplinary action. Any student signing out prior to 11:30 a.m. will be considered absent for the school day.

**Please note: Only persons listed on the student information sheet may sign a**

**student out of school, & they may be asked to present photo identification.**

### **MAKE-UP WORK**

It is the responsibility of the student to make up work upon returning to school from an absence. All arrangements for make-up work should be made with the classroom teacher. Make-up work for extended absences (10 or more days) will be coordinated through the school counselor.

### **TARDY POLICY (To School)**

Students are expected to arrive to school and class on time. Any student arriving to school after 7:55 a.m. is considered tardy. Students arriving after this time, must obtain an "admit slip" from the office prior to going to class.

When a student reaches a certain number of tardies the following procedures will be implemented:

- **ONE (1) TARDY** –Warning
- **TWO (2) TARDIES** –Parent notification
- **THREE (3) TARDIES** – Parent notification, Lunch Detention
- **FOUR (4) TARDIES** - Administration Referral

### **HOMEBOUND SERVICES**

Each student receiving homebound services remains on the regular teacher's roll. The student is counted present for the entire time he/she is on homebound unless otherwise reported. Teachers are to provide work for the student during the entire period of the absence.

Homebound services are coordinated through the school counselor and parent

involvement coordinator upon receipt of appropriate medical documentation.

## **STUDENT BEHAVIOR CODE**

For the 2019-2020 academic year, WCHS implemented **Positive Behavior Interventions & Support (PBIS)**. More information is provided in the appendices.  
*Adopted 7.10.01 by Wilkinson County BOE*

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

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

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

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

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

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

### **AUTHORITY OF THE PRINCIPAL**

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

### **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and

teachers will follow a progressive discipline process.

1<sup>st</sup> Offense – Written/Verbal Warning

2<sup>nd</sup> Offense – Warning/Classroom Modifications

3<sup>rd</sup> Offense – Parent Contact

4<sup>th</sup> Offense – Teacher Consequence / Essay

5<sup>th</sup> Offense – Referral to Administration

The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

A major consideration in the application of the code is that the most appropriate disciplinary action taken by school officials is the least extreme measure that can resolve the disciplinary problem. The punishment may range from less severe to more severe depending on the circumstances surrounding the case. **A more severe punishment may be given at each offense level if the circumstances clearly warrant the more severe punishment.** Mitigating circumstances include, but not limited to, the following factors: age, health, maturity, and academic placement of the student, prior conduct, attitude of the student, cooperation of parents, willingness to

make restitution, and the seriousness of the offense.

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

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

**Unexcused Absence, Chronic Tardiness, Skipping Class, and Leaving Campus without authorization:** Students are expected to attend school on a regular basis and to be in their seats, with appropriate materials, when the bell

rings. Possible disciplinary actions may include warning/counseling, parental notification, parental conference, detention, in-school-suspension, short-term suspension, referral to disciplinary tribunal and to law enforcement officials. Failure to attend ISS, detention, or Saturday School as directed may result in out of school suspension.

**Criminal Law Violations:** A student who has been formally charged with violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to school operation will be subject to referral to a hearing officer.

**Possession and/or use of Fireworks:** Possible disciplinary actions include parent conference, detention, in-school suspension, short-term suspension, referral to a hearing officer and referral to law enforcement officials.

**Possession of Electronic Devices:** Disciplinary actions may include parent conference, confiscation of device, detention, in-school suspension, short-term suspension, placement in an alternative education program, and referral to law enforcement officials.

**Gambling or Possession of Gambling Devices:** Gambling on school grounds or possession of gambling devices, including playing cards or games is prohibited. Disciplinary actions include parent conference, confiscation of devices or games, detention, in-school

suspension, short-term suspension, and referral to law enforcement officials.

**Violation of School Dress Code:**

The dress of students must be in good taste, appropriate for school activities, and in accordance with the rules set by each school. Principals have final authority in all judgments related to dress. Possible disciplinary actions for violation of the school dress code include parental notification, parental conference, detention, and in-school suspension. **See specific dress code for WCHS.**

**Behavior Not Covered Above:** In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided such action does not violate school board policy or procedures.

**School Resource Officer:** The SRO has the same authority and arrest powers as other officers of the law. Any violations of Georgia Law will be referred to the SRO for full investigation. Violators will face criminal prosecution where appropriate.

**DEFINITION OF TERMS**

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

**Assault and/or Battery:** An assault is any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: profanity, threatening, intimidating or abusive language). Battery involves intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting).

A student may be subject to disciplinary action for any assault or battery against another student, a school employee or any individual attending a school-related function. Disciplinary actions may include in-school suspension, out-of-school suspension, and automatic referral to a hearing officer for assault or battery on a school employee, possible referral hearing officer for assault or battery on a student and probable referral to law enforcement officials.

If a hearing officer determines that a student has committed an act of physical violence resulting in substantial injury to a teacher, state law provides for the suspension of the student from all public school programs, including alternative education programs for the remainder of the school quarter or semester.

**Threat/Intimidation including Terroristic Threats:** A threat (made verbally, in writing, by gesture or by demeanor which is communicated in any manner and by any means including, but not limited to newsletters, notes, internet, any computer, telephone, public, governmental or private

means of communication) to do harm to persons or property related to a school or the school system is prohibited. It may include, but is not limited to placing another person in fear of bodily harm without displaying a weapon or subjecting the person or property to actual physical attack. This includes pointing a weapon at a person or making a bomb threat in any form.

**Drugs and Alcohol:** Students may not possess, attempt to possess, transmit, sale, use, or be under the influence of drugs or alcohol, any substance represented to be drugs or alcohol or drug-related paraphernalia, **including but not limited, to vapes containing unknown controlled substances such as THC.**

This section is not intended to prohibit students from taking over-the-counter or prescription medication in accordance with board policy and school guidelines. Disciplinary actions may include suspension from school for 10 days, referral to a hearing officer for placement in the Alternative Education Program or expulsion.

**Gang-Related Activity:** Gang-related activity will not be tolerated in Wilkinson County Schools. A gang member is a person who is part of an association of three or more people allied for a common purpose which engages, individually or collectively, in illegal behavior. Gang-related activity includes but is not limited to, communication of gang affiliation through hand-sign flashing, wearing of



clothing articles in a certain way or color scheme, jewelry, tattoos, gang symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting, or other forms of violence.

**Tobacco:** Students in all schools are prohibited from using or possessing tobacco in any form or tobacco related paraphernalia, **including vapes, e-cigarettes**, matches or lighters, while at school, on school grounds, at any school activity or on any school bus. Disciplinary actions may include notification of parents, detention, in-school suspension, short-term suspension and referral to a hearing officer.

**Theft or Vandalism of Personal or School Property:** Disciplinary actions may include restitution, detention, in-school suspension, short-term suspension, referral to a hearing officer and referral to law enforcement officials. State law provides for referral to a hearing officer for substantial damages alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, other school official, employee, or student, if, in the discretion of the school principal, the alleged damage could justify the expulsion or long-term suspension of the student.

**Sexual Harassment, Commission of an Act of Sexual Contact or Indecent Exposure, or Inappropriate Public Displays of Affection:** Disciplinary actions may include warning

/counseling, detention, in-school suspension, short-term suspension, referral to a hearing officer and referral to law enforcement officials. Any behavior based on student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or nonverbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

**Sexual Harassment:** Deliberate, repeated, and unsolicited physical actions, gestures, or 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, but are not limited to leering, pinching, grabbing, suggestive comments or jokes or gesture, or pressure to engage in sexual activity.

**Classroom and School Disturbances:** Such disturbances include acts which cause disruption of learning opportunities and/or threaten the safety of other students. Strikes and/or demonstrations which interfere with the learning process will not be tolerated. Possible disciplinary actions may include warning/counseling, detention, in-school suspension, short-term suspension, referral to a hearing officer and referral to law enforcement officials.

**Bullying/Cyberbullying:** This includes any attempt or threat to inflict injury on

another person when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

(See specific bullying policy)

**Verbal Assault and Disrespect of Students or Others:** This includes any attempt to verbally threaten, intimidate, harass or demean another student or any individual attending a school-related function. Possible disciplinary actions may include warning/ counseling, notification of parents, parental conference, detention, in-school suspension, and out of school suspension.

**Profanity and Obscene Language:** Includes use of profane, vulgar, or obscene words or gestures in the presence of any teacher, administrator, employee or student. Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, and out of school suspension.

**Insubordination, Verbal Assault, Disrespect or Giving False Information to School Officials:** This includes willful refusal to carry out requests, directives, or instructions for school employees or failure to follow school rules, disorderly conduct, profanity directed toward a school employee or any other disrespectful conduct.

Possible disciplinary actions may include warning/counseling, detention, in-school suspension, short-term

suspension, and referral to a hearing officer.

**Cheating:** Cheating will not be tolerated, and will result in the student receiving a zero on the assignment in question. Other possible disciplinary actions include warning/counseling, detention, and placement in ISS.

**Detention/Saturday School:** A requirement that the student reports to a specified school location and to a designated teacher or school official for disciplinary, attendance, or academic reasons before school or after school. Students are given prior notice so that arrangements for transportation can be made by the parents or guardians.

**Hearing Officer:** Official appointed by the Board of Education to sit as a fact finder and judge with respect to student disciplinary matters. The Hearing Officer has the authority to assign students to the Alternative School, assign long-term suspension or to expel students from school.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a hearing officer.

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

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article

prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance. This includes ammunition.

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

**In-School-Suspension:** Removal of a student from class(es) or regular school program and assigned to a designated area isolated from peers. Students assigned to ISS cannot attend extra-curricular activities.

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

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

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

**Weapons:** A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon or hazardous object. The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being.

The following objects may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, or any other knife, straight edge razor or razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star, or oriented dart, or any object which could be used as a weapon.

#### **STUDENT SUPPORT PROCESSES**

The Wilkinson County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of

support processes to help students resolve such problems. These resources include, school counselors, behavioral contracts, peer mentoring, Response to Intervention (RTI), Teens Needing Teens (TNT) and conflict resolution program.

### **PARENTAL INVOLVEMENT** (see appendices)

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment.

School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to bear parents' concerns and comments.

The maximum punishments for an offense include long-term suspension or expulsion; including permanent expulsion but those punishments will be determined only by a hearing officer outlined in the Wilkinson County Board of Education policies.

In such cases parents or students may elect not to contest whether a student has violated the code of conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students

waiving a right to a hearing officer in accordance with local policy.

Before a student is suspended for ten (10) days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

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

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support process designed to promote

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

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

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

## **BULLYING**

*Adopted: 5.26.11 by Wilkinson County BOE*

The Wilkinson County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and cause social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the

school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur.

Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)

- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's at 1-877 SAY-STOP or the School Safety Hotline at (1-877-729-7867).

Please note: Any form of electronic bullying (cyber-bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a

bullying incident occur or upon receipt of any report of bullying.

- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

### **1. Investigate**

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

### **2. Notify**

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

### **3. Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without

limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

### **4. Follow Up**

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up.

Reiterate to all the previously stated prohibition on retaliation.

## **BUS REGULATIONS**

Riding the bus is a service provided at the expense of the taxpayers. Accepting this service implies a willingness to abide by all rules governing conduct on buses. Students who violate rules of conduct may have their privilege to ride the bus suspended or terminated. The violator may also be subject to other disciplinary action including suspension or expulsion from school.

1. Students should be ready for the bus at least 10 minutes before the time it usually arrives. Changing weather, road conditions and other factors make it impossible for the bus to

arrive at the same time each morning.  
DRIVERS ARE NOT EXPECTED TO  
WAIT OR SIGNAL BY HORN FOR  
LATE STUDENTS.

2. Students should stand out of the road or street while waiting for the bus. Always remain clear of the bus until it has completely stopped before attempting to load.
3. When loading or unloading, students should pass at least 10 feet in front of the bus. Be sure to look both ways before crossing the road and always cross in front of the bus, never behind it.
4. No pushing or shoving when loading or unloading is permitted. STUDENTS MUST REMAIN SEATED WHILE THE BUS IS IN MOTION. Seats will be assigned by the driver or principal. Three (3) students to a seat. No seat saving permitted.
5. Students shall not carry drink bottles, cans, or glass containers on the bus. No food or drinks is to be consumed on the bus. No animals, dead or alive, are to be taken on a bus without the approval of school authorities. No guns, knives, or weapons of any kind, nor any kind of explosives or flammable materials are to be taken on a school bus at any time.
6. Students are to be transported only from scheduled stop to the school where they attend. The driver is not permitted to make unauthorized stops at stores or businesses.
7. Students will not be permitted to change buses without written consent of parent or guardian and approval of the principal or his or her delegate. Students must ride their assigned bus to and from school.
8. Conversations should be in a low voice and with other students only, unless students **MUST** talk to the driver. Distraction of the driver in any way may jeopardize the safety of students on the bus. Playing of musical instruments, radios, tape players by drivers or students is prohibited.  
STUDENTS CONDUCT SHOULD BE THE SAME AS IN THE CLASSROOM.
9. Students must remain silent at all railroad crossings and **MUST** respect the driver's request for silence at any time.
10. Aisles of the bus must remain clear at all times. Emergency exits must not be blocked by books, baggage, band instruments or other items.
11. Emergency doors, or exits or any of the controls or devices on the buses is to be used only in an emergency or emergency evacuation drill.
12. Damage to the bus seats or other parts of the bus should be reported

Exceptions are permitted only when written permission is given by authorized personnel.



to the driver or to the proper authorities. COMPENSATION FOR DAMAGES TO THE SCHOOL BUS WILL BE REQUIRED BY THE SCHOOL SYSTEM FROM THE STUDENT'S PARENTS.

13. Students and drivers share the responsibility of keeping the bus clean. Students shall keep the interior of the bus clean by placing trash in the container provided on the bus.
14. Student's arms, head, legs, etc., must remain inside the bus at all times. No heads, hands, feet, or any part of the body hanging out the windows or exits.
15. If students stand they must do so at a point behind the front seat. No student is permitted to ride in the step-well or anywhere within the driver's seat area. In transit type or mini-buses students are not permitted to sit or stand on the engine compartment.
16. As already stated, students are required to observe classroom conduct while on school buses, to be respectful of and courteous to the driver at all times, to cooperate with the driver, to stay in their seats, to not smoke, chew tobacco or use alcohol or illicit drugs in any form while on the bus. **Any Inappropriate Behaviors In Violation Of The Student Code**

**Of Conduct May Result In Bus Privileges Being Revoked.**

17. After unloading from the bus, students should never attempt to retrieve any paper or object that may fall on the road near or under the bus until the bus is a safe distance away from the object. Most bus fatalities occur under the wheels of the bus when students attempt to retrieve something that has fallen near or under the bus.
18. Video Cameras are installed in buses to monitor conduct of the students and drivers. With these we will have more accurate details of student and driver conduct while on the bus. **THE BUS DRIVER IS IN FULL CHARGE OF THE BUS AND PASSENGERS AT ALL TIMES.** Any violation of the rules will be reported to the principal of the school for appropriate disciplinary action as though the violation had occurred on the school premises.
19. No flowers or balloons are allowed on the bus.

In addition to these rules of conduct and others that may be imposed by local or state laws or procedures, a list of infractions, stating the appropriate penalty for each will be sent to parents or guardians periodically for their information concerning penalties for student's misconduct.

Please review these safety rules with your child and impress on them the reason for the rules, that they are to be

obeyed for their own safety as well as the safety of others.

## **WILKINSON COUNTY HIGH SCHOOL GENERAL DISCIPLINE POLICIES**

At WCHS we work daily to provide a safe, orderly environment that is conducive to learning. Ongoing disruptive behavior impacts the school climate and such behavior will not be tolerated. Students must abide by the Student Code of Conduct. **Expected levels of behavior are clearly outlined in the “Wilco Way” Behavior Matrix.** Students who follow the Code of Conduct shall have the opportunity to participate in monthly “discipline-free” activities.

Discipline free activities are a part of Wilkinson County High School’s positive behavior intervention support program. These activities are designed to reward students for good behavior and attendance for a specified time frame.

The criteria to be eligible to participate in these activities are:

- No office referrals during designated time period
- No more than 2 documented incidents per class on the behavior tracking sheet for designated time period
- No more than 2 tardies during time period

Students who are ineligible to attend the discipline free activity will report to a “Reflection Room” where they will be assigned a written assignment. Those

who are signed out early or fail to complete the written assignment will be assigned ISS upon their return to school to complete “Reflection Room” assignments.

In general, the guidelines below outline the consequences assigned for any offense.

However, the administration reserves the right to skip and/or change a consequence at our discretion, based on the severity or recurrence of the offense.

## **GENERAL REGULATIONS**

All students are expected to abide by the Student Code of Conduct as specified by the Wilkinson County Board of Education and the “Wilco Way” behavior matrix. Students are expected to show respect for themselves, each other, and all members of the WCHS faculty and staff.

1. Follow all expectations of the Wilco Way Matrix.
2. No janking or name-calling will be tolerated.
3. Report directly to class when the bell rings. Get permission and passes to go anywhere on the premises.
4. Bring all materials and supplies to school daily.
5. No restroom breaks in between class changes.
6. Gum, food, and soft drinks are not allowed in classrooms or hallways.
7. School technology must be used for intended school purposes only.
8. Any item or object that is not conducive to a learning environment is not permitted. Any items deemed

inappropriate by administration and teachers will be confiscated.

9. Movement in the hall is expected to be orderly and quiet. Students should stay to the right and walk "on the brown tile".
10. Students may not sell any items at school without the permission of the principal or her designee.
11. If after school students must be in a supervised activity.
12. Appropriate etiquette is expected at all times.

### SCHOOL DISCIPLINE GUIDELINES

**Alcohol** -Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages, or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action

Level 1: Unintentional possession of alcohol

*Offense 1: 3 days OSS Offense 2: NA-refer to Level 3 Offense 3: NA-refer to Level 3*

Level 2: Under the influence of alcohol without possession

*Offense 1: 3 days OSS Offense 2: 5 days OSS Offense 3: 10 days OSS*

Level 3: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages, or substances represented as alcohol

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County*

*Alternative School (WCAS) Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

**Academic Dishonesty** -Receiving or providing unauthorized assistance on classroom projects, assignments, or exams

Level 1: Intentional receiving or providing of unauthorized assistance on classroom projects, assessments, and assignments; may include but is not limited to failure to cite sources

*Offense 1: Teacher managed Offense 2: Teacher managed & parent contact Offense 3: Refer to level 2*

Level 2: Intentional plagiarism or cheating on a classroom assignment or project; includes but is not limited to intentional dishonesty on classroom projects, assignments, homework, etc.

*Offense 1: Teacher managed & parent contact Offense 2: Administrative warning Offense 3: ISS*

Level 3: Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery); includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

*Offense 1: 1 day ISS Offense 2: 2 days ISS Offense 3: 1 day OSS*

**Arson** -Unlawful and intentional damage or attempted damage to any

real or personal property by fire or incendiary devices

**Level 1: N/A**

Level 2: Attempt to commit arson or use of matches, lighters, or incendiary devices at school; includes but not limited to the use of fireworks; includes but is not limited to trashcan fires without damage to school property

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) Offense 2: NA-refer to Level 3 Offense 3: NA-refer to Level 3*

Level 3: Intentional damage as a result of arson-related activity or the use of an incendiary device; includes but not limited to setting fires to school property

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

**Attendance-Related** -Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions

Level 1: Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions

*Offense 1: 1 day of ISS and Parent Conference Offense 2: 2 day of ISS and Parent Conference Offense 3: 1 day of OSS and Parent Conference*

**Level 2: N/A**

**Level 3: N/A**

**Battery** -Intentional touching or striking of another person to intentionally cause bodily harm

Level 1: Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries; includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations

*Offense 1: 5 days OSS Offense 2: 10 days OSS and possible criminal charges filed Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS), and possible criminal charges filed*

Level 2: Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries; includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations that result in mild or moderate injuries

*Offense 1: 5 days OSS and possible criminal charges filed Offense 2: 10 days OSS and possible criminal charges filed Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS), and criminal charges filed*

Level 3: Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel;

\*Level 3 may be used for students that violate the school policy on battery three

or more times during the same school year; includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) and criminal charges filed*

*Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) and criminal charges filed*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) and criminal charges filed*

**Book bag Violation** -Violation of school book bag code

Level 1: Improper bookbag brought to school intentionally

*Offense 1: Warning by teacher Offense 2: Parental contact warning Offense 3: Collected by the teacher; 1 day detention*

Level 2: Improper book bag brought to school intentionally after one day detention

*Offense 1: Collected by the teacher; Office-Parent Conference 2: Collected; 1 day ISS Offense 3: Collected; 2 days ISS*

Level 3: Improper book bag brought to school intentionally habitually

*Offense 1: Student book bag privileges revoked*

**Breaking & Entering-Burglary**

-Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)

**Level 1: N/A**

**Level 2: N/A**

Level 3: Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)

*Offense 1: 5 days OSS and possible criminal charges filed*

*Offense 2: 10 days OSS and possible criminal charges filed*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) and possible criminal charges filed*

**Bullying** -A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm

Level 1: 1st offense of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate

*Offense 1: 3 Days OSS; guidance conference, possible Tribunal Hearing*

*Offense 2: N/A Offense 3: N/A*

Level 2: 2nd offense of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate  
*Offense 1: N/A Offense 2: 5 Days OSS; guidance conference, possible Tribunal Hearing Offense 3: N/A*

Level 3: Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment

*Offense 1: N/A Offense 2: N/A Offense 3: Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

\*Each level includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate

**Cell Phone Violation** -Violation of cell phone code or electronic device usage violation

**Level 1:** Violation of cell phone usage or electronic device usage

*Offense 1: Collected by the teacher; Warning by teacher Offense 2: Collected by the teacher; Parental contact warning Offense 3: Collected by the teacher; Office Parent conference-Parent must pick up phone*

Level 2: Intentional violation of cell phone usage or electronic device usage

*Offense 1: Collected; 1 day ISS Offense 2: Collected; 2 day ISS Offense 3: Collected; 3 days ISS*

Level 3: Habitual intentional violation of cell phone usage or electronic device usage

*Offense 1: Student phone privileges on campus revoked for remainder of semester*

**Computer Trespass** -Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data

Level 1: N/A

Level 2: Unauthorized use of school computer for anything other than instructional purposes; includes but not limited to computer misuse, using computer to view or send inappropriate material, and violation of school computer use policy

*Offense 1: 1 day ISS Offense 2: 3 days ISS Offense 3: 1 day OSS*

Level 3: Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization; includes but not limited to hacking

*Offense 1: 2 days OSS; Computer privileges revoked Offense 2: 3 days OSS; Computer privileges revoked Offense 3: 5 days OSS; Computer privileges revoked*

**Disorderly Conduct** -Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others (Includes disruptive behaviors on school buses)

Level 1: Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior

*Offense 1: 1 Day ISS/1 Day bus suspension Offense 2: 3 Days ISS/3 Days bus suspension Offense 3: 5 Days ISS/5 Days bus suspension*

Level 2: Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the

school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action; includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior

*Offense 1: 1 Day OSS Offense 2: 3 Days OSS Offense 3: 5 Days OSS*

Level 3: Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment or poses a threat to the health or safety of others;

\*Level 3 may be used for students who violate the school policy on disorderly conduct three or more times during the same school year; includes but not limited to disruptive behavior on school bus and misbehavior during a fire drill or other safety exercise

*Offense 1: 3 Days OSS; Possible criminal charges filed Offense 2: 5 Days OSS; Possible criminal charges filed Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

**Dress Code Violation** -Violation of school dress code that includes standards for appropriate school attire

Level 1: Non-invasive and non-suggestive clothing, jewelry, book bags, or other articles of personal appearance; may include but are not limited to bare feet; pants worn below waist level; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; head wear worn inside school building

*Offense 1: Removal/change of offensive item; Warning by teacher Offense 2: Removal/change of offensive item; Office warning Offense 3: Removal/change of offensive item; 1 day detention*

Level 2: Invasive or suggestive clothing, jewelry, book bags, or other articles of personal appearance; may include but are not limited to depiction of profanity, vulgarity, obscenity, or violence; promote the use or abuse of tobacco, alcohol, or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin

*Offense 1: Removal/change of offensive item; Office warning Offense 2: Removal/change of offensive item; 1 day ISS Offense 3: Removal/change of offensive item; 2 days ISS*

Level 3: Invasive or suggestive clothing, jewelry, book bags, or other articles of personal appearance;

\*Level 3 may be used for students who violate the school dress code policy three or more times during the same school year

*Offense 1: Removal/change of offensive item; 3 days ISS Offense 2: Removal/change of offensive item; 5 days ISS Offense 3: 3 days OSS*

### **Drugs, Except Alcohol and Tobacco**

-Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices, **such as vapes**, used for preparing or using drugs or

narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school

Level 1: Unintentional possession of prescribed or over the counter medication; does not include the possession of narcotics or any illegal drugs

*Offense 1: Administrative Conference; Parent Contact Offense 2: 1 day of ISS Offense 3: 2 days of ISS*

Level 2: Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school; does not include the possession of narcotics or any illegal drugs

*Offense 1: Administrative Conference; Parent Contact Offense 2: 1 day of ISS Offense 3: 2 days of ISS*

Level 3: Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Criminal charges filed*

*Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Criminal charges filed*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Criminal charges filed*



\*Violations do not include auto-injectable epinephrine, insulin, or inhalers as properly administered

**Fighting** - Mutual participation in a fight involving physical violence where there is no one main offender and there is intent to harm

Level 1: A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries

*Offense 1: 5 days OSS*

*Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

Level 2: A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries; mild or moderate injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body

*Offense 1: 10 days OSS*

*Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) Offense 3: Suspension; Referral to Tribunal Hearing for expulsion; Criminal charges filed*

Level 3: A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries; Level 3 may be used for students who violate the school policy on fighting three or more times during the same school year; repeated physical confrontations resulting in severe injuries that require medical attention

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS) Offense 3: Suspension; Referral to Tribunal Hearing for expulsion*

Gang-related(35)-Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. 16-15-3)

**Level 1: N/A**

Level 2: Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang; possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity

*Offense 1: Removal of any identifying items; 1 day ISS Offense 2: Removal of any identifying items; 2 days ISS Offense 3: 3 days OSS*

Level 3: The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang

\*Level 3 should be used for students who display a pattern of violating the school policy related to gang activity  
*Offense 1: 3 days OSS; Restitution of cost of any damages; possible criminal charges*  
*Offense 2: 5 days OSS; Restitution of cost of any damages; possible criminal charges*  
*Offense 3: Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Restitution of cost of any damages; Possible criminal charges*

**Homicide** - Killing of one human being by another

**Level 1: N/A**

**Level 2: N/A**

Level 3: Killing of a human being; includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

*Offense 1: Suspension; Referral to Tribunal Hearing for expulsion; Criminal charges filed*  
*Offense 2: N/A*  
*Offense 3: N/A*

**Kidnapping** -The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will

**Level 1: N/A**

**Level 2: N/A**

Level 3: The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

*Offense 1: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges filed*  
*Offense 2: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges filed*  
*Offense 3: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges filed*

**Larceny/Theft** -The unlawful taking of property belonging to another person or entity (e.g. school) without threat, violence, or bodily harm

Level 1: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100;

*Offense 1: 3 days OSS; Parent meeting with SRO; Restitution of costs or return of item*  
*Offense 2: 4 days OSS; Parent meeting with SRO; Restitution of costs or return of item*  
*Offense 3: 5 days OSS; Parent meeting with SRO; Restitution of costs or return of item*

Level 2: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250

*Offense 1: 3 days OSS; Parent meeting with SRO; Restitution of costs or return of item*  
*Offense 2: 4 days OSS; Parent meeting with SRO; Restitution of costs or return of item*  
*Offense 3: 5 days OSS; Parent meeting with SRO; Restitution of costs or return of item*

Level 3: The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250

\*Level 3 may be used for students who violate the school policy on larceny/theft three or more times during the same school year

*Offense 1: 5 days OSS; Parent meeting with SRO; Restitution of costs or return of item*  
*Offense 2: 10 days OSS; Parent meeting with SRO; Restitution of costs or return of item*  
*Offense 3: Suspension; Restitution of costs or return of item; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

\*Each level includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception

**Motor Vehicle Theft** -Theft or attempted theft of any motor vehicle

**Level 1: N/A**

**Level 2: N/A**

Level 3: Theft or attempted theft of any motor vehicle; includes but not limited to cars, trucks, ATVs, golf carts, etc.

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*  
*Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*  
*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

**Possession of Unapproved Items** -The use or possession of any unauthorized item disruptive to the school environment

Level 1: The possession of any unauthorized item; includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray

*Offense 1: 1 day ISS* *Offense 2: 2 days ISS*  
*Offense 3: 3 days ISS*

Level 2: The use of any unauthorized item; includes but is not limited to use of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes use of pepper spray without injury

*Offense 1: 1 day ISS* *Offense 2: 2 days ISS*  
*Offense 3: 3 days ISS*

Level 3: The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; includes the possession of matches, lighters, incendiary devices, or fireworks

\*Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items; includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges, includes the use of pepper spray with injury

*Offense 1: 3 days OSS* *Offense 2: 5 days OSS*  
*Offense 3: 10 days OSS*

**Robbery** -The taking of, or attempting to take from the person of another or from another person's immediate presence an article or anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear

**Level 1: N/A**

Level 2: Robbery without the use of a weapon; taking something by force or threat of force

*Offense 1: 3 days OSS; Restitution of costs or return of item*  
*Offense 2: 5 days OSS; Restitution of costs or return of item*  
*Offense 3: 10 days OSS; Restitution of costs or return of item*

Level 3: Robbery with the use of a weapon; weapons may include but are

not limited to guns, knives, clubs, razor blades, etc.

*Offense 1: Suspension; Referral to Tribunal Hearing for expulsion; Criminal charges filed; Restitution of costs or return of item*

*Offense 2: Suspension; Referral to Tribunal Hearing for expulsion; Criminal charges filed; Restitution of costs or return of item*

*Offense 3: Suspension; Referral to Tribunal Hearing for expulsion; Criminal charges filed; Restitution of costs or return of item*

**Serious Bodily Injury** -Bodily Injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** Infliction of “bodily harm” that dismembers, disfigures, causes permanent loss of limb or function of an organ and causes substantial risk of death

*Offense 1: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges*  
*Offense 2: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges*  
*Offense 3: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges*

**Sexual Battery** -Oral, anal, or vaginal penetration against the person’s will, against a person under the age of 16, or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person’s

will or where the victim did not or is incapable of giving consent

**Level 1:** N/A

**Level 2:** N/A

**Level 3:** Oral, anal, or vaginal penetration against the person’s will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person’s will or where the victim did not or is incapable of giving consent; includes but is not limited to rape, fondling, child molestation, indecent liberties, and sodomy

*Offense 1: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges*  
*Offense 2: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges*  
*Offense 3: Suspension; Referral to Tribunal Hearing for expulsion; Possible criminal charges*

**Sexual Harassment** - Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct, or communication of a sexual nature; requests for sexual favors or gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment

**Level 1:** Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals; includes but not limited to insensitive or sexually suggestive comments or jokes

*Offense 1: 3 days OSS*  
*Offense 2: 5 days OSS*  
*Offense 3: Suspension; Referral to Tribunal Hearing for placement at*

*Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

Level 2: Comments that perpetuate gender stereotypes, suggestive jokes, or lewd gestures that are directed towards specific individuals or group of individuals; includes but not limited to insensitive or sexually suggestive comments or jokes; leering

*Offense 1: 3 days OSS Offense 2: 5 days OSS; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

Level 3: physical or nonphysical sexual advances; requests for sexual favors

\*Level 3 may be used for students who violate the school policy on sexual harassment three or more times during the same school year.

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

**Sex Offenses** Unlawful sexual behavior, sexual contact without force or threat of force, or possession or distribution of sexually explicit images; can be consensual

Level 1: Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3

*Offense 1: 3 days OSS Offense 2: 5 days OSS Offense 3: 10 days OSS; Possible referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

Level 2: Inappropriate sexually-based behavior including but not limited to sexting; lewd behavior; possession or distribution of pornographic materials; simulated sex acts

*Offense 1: 5 days OSS; Possible criminal charges filed Offense 2: 10 days OSS; Possible criminal charges filed Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

Level 3: Engaging in sexual activities on school grounds or during school activities; oral, anal, or vaginal penetration; pimping; prostitution; indecent exposure of private parts

\*Level 3 may be used for students who violate the school policy on sex offenses three or more times during the same school year, or based upon the severity of the sex offense

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County*

*Alternative School (WCAS); Possible criminal charges filed*

**Student Incivility** -Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

Level 1: Failure to comply with instructions or the inadvertent use of inappropriate language; may include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions

*Offense 1: 1 Day ISS Offense 2: 2 Day ISS; Parent Letter Offense 3: 1 Day OSS; Parent Conference*

Level 2: Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth; profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination

*Offense 1: 3 Day OSS; Parent Conference  
Offense 2: 5 Day OSS; Behavior Contract  
Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

Level 3: Blatant and repeated insubordination or intentional misrepresentation of the truth

\*Level 3 may be used for students who violate the school policy on student incivility three or more times during the same school year; issuing false reports on school staff;

*Offense 1: 5 Day OSS; Behavior Contract  
Offense 2: 10 Day OSS; Referral to Tribunal Hearing for placement at Wilkinson County*

*Alternative School (WCAS) Offense 3: 10 Day OSS; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

**Threat/Intimidation** -Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack

**Level 1: N/A**

Level 2: Physical, verbal, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack

*Offense 1: 2 days ISS Offense 2: 3 days ISS  
Offense 3: 3 days OSS*

Level 3: School-wide physical, verbal, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; includes but not limited to bomb threats or unauthorized pulling of the fire alarm  
\*Level 3 may be used for students who violate the school policy on threat/intimidation based upon the severity of the threat/intimidation

*Offense 1: 5 days OSS Offense 2: 10 days OSS  
Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Possible criminal charges filed*

**Tobacco** -Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school

Level 1: Unintentional possession of tobacco products

*Offense 1: Administrative Warning; Parent Contact Offense 2: 1 day ISS Offense 3: Treat as Level 2*

Level 2: Use of or knowledgeable possession of tobacco products

*Offense 1: 3 days ISS Offense 2: 5 days ISS Offense 3: 3 days OSS*

Level 3: Distribution and/or selling of tobacco products

Level 3 may be used for students who violate the school policy on tobacco three or more times during the same school year

*Offense 1: 5 days OSS Offense 2: 10 days OSS; Possible referral to Tribunal Hearing for placement to Wilkinson County Alternative School (WCAS) Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

\*Tobacco products include e-cigarettes

**Trespassing** -Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry

**Level 1: N/A**

Level 2: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose

*Offense 1: 2 days ISS Offense 2: 3 days ISS Offense 3: 3 days OSS*

Level 3: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose; refusing to leave school grounds after a request from school personnel

\*Level 3 may be used for students who violate the school policy on trespassing

three or more times during the same school year

*Offense 1: 3 days ISS Offense 2: 3 days OSS Offense 3: 5 days OSS*

**Vandalism** -The willful and/or malicious destruction, damage, or defacement of public or private property without consent

**Level 1: N/A**

Level 2: Participating in the minor destruction, damage, or defacement of school property or private property without permission

*Offense 1: 1 Day ISS; Restitution of costs*

*Offense 2: 2 Days ISS; Restitution of costs*

*Offense 3: 1 Day OSS; Restitution of costs*

Level 3: Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission

\*Level 3 may be used for students who violate the school policy on vandalism three or more times during the same school year

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Restitution of costs*

*Offense 2: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Restitution of costs*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Restitution of costs*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Restitution of costs*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Restitution of costs*

*Offense 3: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS); Restitution of costs*

**Weapons-Handgun/Rifle or Shotgun/Explosives –**

Possession of a firearm or weapon or parts that may be assembled as such that meets the Georgia Department of

Education definition for handgun, rifle, shotgun, or any other weapon as defined by 18 USC 921; this does not apply to items such as toy guns, cap guns, bb guns, and pellet gun

**Level 1: N/A**

**Level 2: N/A**

Level 3: Intentional or unintentional possession or use of a handgun, rifle, shotgun, or any other weapon as defined by 18 USC 921 in a manner that could produce bodily harm or fear of harm; examples such as pistols or revolvers

*Offense 1: Referral to Tribunal Hearing for expulsion; Possible criminal charges*  
*Offense 2: Referral to Tribunal Hearing for expulsion; Possible criminal charges*  
*Offense 3: Referral to Tribunal Hearing for expulsion; Possible criminal charges*

**Weapons -Knife** -the possession, use, or intention to use any type of knife

Level 1: Unintentional possession of a knife or knife-like item without intent to harm or intimidate

*Offense 1: 3 days OSS* *Offense 2: 5 days OSS* *Offense 3: Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)*

Level 2: Intentional possession of a knife or knife-like item without intent to harm or intimidate

*Offense 1: Suspension; Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)* *Offense 2: Suspension; Referral to Tribunal Hearing for expulsion* *Offense 3: N/A*

Level 3: Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate

*Offense 1: Referral to Tribunal Hearing for expulsion* *Offense 2: N/A* *Offense 3: N/A*

**Weapons-Other** - The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)

**Level 1: N/A**

Level 2: Unintentional possession of a weapon, other than a knife or firearm, or a simile of a weapon that could produce bodily harm or fear of harm

*Offense 1: 1-5 days OSS* *Offense 2: 5-10 days OSS; Possible referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)* *Offense 3: Referral to Tribunal Hearing for expulsion*

Level 3: Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm

*Offense 1: Referral to Tribunal Hearing for placement at Wilkinson County Alternative School (WCAS)* *Offense 2: Referral to Tribunal Hearing for expulsion* *Offense 3: N/A*

\*Each level includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

## **WCHS DRESS CODE**

### **GENERAL APPEARANCE**

1. Neatness, cleanliness, and simplicity are the keys to good grooming. A student's appearance should not



attract undue attention. Anything that interferes with or distracts from a pleasant or proper learning environment is unacceptable.

2. Students may not wear clothing that is too short or too tight. Students may not expose private parts, cleavage, midriffs, or underwear at any time.

**NOTE: If your undergarments (i.e., bra or underwear) are visible then your garment is inappropriate for school.**

3. Lengths of all skirts and dresses should be no more than 2 inches above the knee.
4. No sagging pants are allowed. Belts are required for all students.
5. Shirts must be tucked.
6. Clothing with open rips, holes, see-through tops (lace), tank tops, sun dresses, midriff tops, muscle shirts, sleeveless shirts, fish-net jerseys, skirts/dresses with revealing splits, spaghetti straps, and backless tops **are not allowed**.
7. Rips above the knee are **not** permissible.
8. Sweat pants and shorts may only be worn during physical education class.
9. **Joggers, wind suits, warm-up pants are not permissible**
10. Shoes must be worn properly and laced or buckled at all times. No flip flops, cleats, bedroom slippers, or strapless shoes, or slides of any type.
11. Hats and other headgear such as do-rags, hair rollers, bandanas, wave caps, scarves wrapped around heads, and sunglasses may not be worn in the building.

## HAIR AND MAKEUP

1. Hair must be clean, neatly shaped and combed/brushed.
2. Unconventional or unnatural hair coloring is not allowed (green, pink, red, blue, orange etc.) Students who arrive at school with unacceptable hair colors may be placed in ISS until the color is corrected.
3. Make-up must not be unconventional or distracting.

## JEWELRY AND ACCESSORIES

1. Nose rings, body gems, belly rings, tongue rings, mouth jewelry (grills) or any other piercings are not permitted.
2. Boys are allowed to wear one pair of small, stud earrings.
3. Students may not wear any type of wallet chain hanging from the belt or belt loops.
4. Students may not wear any type of jewelry with metal spikes.

## SLOGANS

1. Jewelry with inappropriate slogans is unacceptable.
2. Garments may not suggest, advertise, state, imply, display, or promote any words, signs, symbols or gestures that are associated with:
  - Racial slurs, insensitivity, discord
  - Profanity
  - Sexually suggestive language
  - Violence
  - Alcohol, tobacco, and/or drugs
  - Gang affiliation or activity

## **CONSEQUENCES**

1. First Offense – Warning/student will change clothes or be placed in ISS until able to change of clothes.
2. Second Offense - Parent contact/student will change clothes or be placed in ISS until able to change of clothes.
3. Third Offense –Parent contact/student will change clothes/ 1 day ISS
4. Fourth Offense – Parental Suspension - Parent must return to school with the student for a meeting with the principal.

## **GENERAL CAMPUS POLICIES**

### **ACCEPTABLE USE OF TECHNOLOGY**

The use of technology is a privilege. District electronic devices and internet connectivity are provided for educational purposes including the use of social media.

Approved social media is to be used at school for educational purposes and under the direction of a teacher or school leader. Students must be aware that any content viewed or shared privately through social media can be viewed, accessed or used by others. When using the district network for electronic devices students should expect the district to be able to access, view, record, check, receive, monitor, track, and log any activity.

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Use good judgment. Students are responsible for complying with the School District's conduct requirements. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

The district acceptable use policy is provided to all students and parents. All students must complete the form and return it to school to be eligible to use technology on campus. Students violating the policy are subject to disciplinary action.

This policy includes all storage devices, cameras, and any other similar devices that may come into use.

Information brought to school on privately owned equipment must also be appropriate for the school environment.

### **ACCIDENTS/INJURIES**

In the event that a student has a serious accident, the nurse or office staff will make every attempt to notify a parent or guardian immediately and take action at the parent's discretion. However, if a parent cannot be contacted, the school will act in the manner considered to be in the best interest of the student.

### **ADVISEMENT/COUNSELING**

All WCHS staff will be utilized to advise students regarding academic goals. A full time guidance counselor is also available upon proper request to assist students with

their academic and personal needs. Student must receive permission from their teacher prior to leaving class to see the counselor.

### **ANNOUNCEMENTS & MOMENT OF SILENCE**

Whenever announcements are made on the intercom, students must be silent and attentive.

In compliance with Georgia Law, at the opening of every school day in each public classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all pupils. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison. LEGAL REF.: O.C.G.A. 20-2-1050, as amended, 1994; 20-59.

### **ASSEMBLY ETIQUETTE**

Students are expected to conduct themselves in a manner consistent with the behaviors outlined in the "Wilco Way" Behavior Matrix. Students should enter and exit in a quiet, orderly manner and refrain from talking during the program.

### **BREAK**

Break is a privilege that may be added back to the schedule dependent upon students' behaviors. Break will be held in the designated areas for each grade level.

### **BOOKBAG POLICY**

Student book bags must be clear or mesh.

### **BUILDING HOURS**

WCHS is accessible to all students from 7:15 am to 3:30 pm. Any student in the building before or after these times must have permission from the administration or staff if not the student will be charged with trespassing. Students arriving to school prior to 7:15 should report directly to the cafeteria.

### **CARE OF BUILDING/GROUNDS**

Take pride in your school. The appearance of our school is important to all of us. It is the responsibility of each student to help keep the campus clean by placing trash in the appropriate receptacles, picking up after yourself, and cleaning any spills. Students found leaving trash or refusing to clean messes or spills will be disciplined accordingly.

### **CELL PHONE USAGE PROCEDURES**

Students are NOT allowed to use their own electronic devices within the building during the school day.

When students enter the classroom, no cell phones will be used. **All devices**

**(including headphones, earbuds, smart devices such as watches/pendants, and other accessories) are to be turned off and placed in the phone caddy available in each classroom.** Administrators can approve usage within a classroom for academic purposes or classroom related events.

House Bill 673 will be enforced on the school premises in reference to cell phones and electronic devices while driving on school premises or properties (See Appendices ).

### **CHECK POLICY**

All checks written to WCHS must clear the bank before the school year ends. Therefore, NO CHECKS will be accepted after **May 1<sup>st</sup>** of this school year.

1. The individual will be notified by telephone or letter of the returned check.
2. Service Charge will be in accordance with bank charges (\$30.00)
3. Only cash or money order payment for the check and service fee will be accepted.
4. Once a returned check has been received, the school will not accept any additional checks from that person/account for the remainder of the school year.
5. If the check was returned due to a bank error, the writer of the check must obtain a letter from the bank indicating the bank's error, and then future checks can be accepted.

### **CLUBS AND ACTIVITIES**

Membership in clubs and activities is voluntary. Any student wishing to participate must maintain all eligibility requirements to be considered a member in good standing.

### **COMMUNICABLE DISEASES/ AIDS**

The Wilkinson County Board of Education recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of Acquired Immunodeficiency syndrome (AIDS).

#### *Students*

- A. No infected student will be denied an education solely by reason of their infection. Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees and the infected student can be taken.
- B. Any infected students who lack control of their body secretions and those who display behavior such as biting, spitting, or vomiting and those who have uncoverable oozing lesions shall be educated in settings that minimize exposure of others to their body fluids. Care involving exposure to the infected student's body fluids shall be taken. Decisions regarding the type of educational setting for these infected students shall be based upon the behavior, neurologic development, and physical condition of the child and the expected type of interruption

with others in that setting. These decisions shall be made by a team including the student's physician, public health personnel, the student's parent or guardian, the student's teacher and principal, and shall be coordinated through the Student Support Team. In each case, risks and benefits to both the infected student and to others in the setting shall be weighed. Evaluations to assess the need for a restricted environment should be performed at least each school year.

- C. Any infected students who because of their infection need special education and related services will be referral to the Program for Exceptional Children. The program for Exceptional Children shall adopt rules and regulations necessary for the delivery of a free appropriate public education to infected students who are in need of special education and related services.

## **COMMUNICATION**

WCHS makes every attempt to successfully keep parents informed of the school processes and events. WCHS has an automated phone system that has the capability to call students and staff to provide information about upcoming events and other important information. In order to receive such messages, it is essential that all phone information is kept current. Please complete the Student Information sheet in its entirety and notify the office in writing of any changes in this contact information. Other sources that are utilized as possible forms of notification: weekly

progress reports, Remind 101, student agendas, media, websites, etc.

## **FERPA**

Family Educational Rights and Privacy Act(FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing,

if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **FIELD TRIPS**

Students will not be counted absent for field trips or other approved school related events. Students will be given opportunities to make up work. Field trips are a privilege and attendance is at the discretion of the teacher and administration.

### **FINES, FEES, and CHARGES**

The Wilkinson County Board of Education is charged with providing free education for all students. The Quality Basic Education Act provides that neither tuition nor fees may be charged for state-funded courses. However, QBE provides that the local Board of Education may establish categories for which students may be expected to provide their own materials, supplies, or equipment.

The Wilkinson County Board of Education will provide basic materials required to complete each course of study funded for credit under QBE. Each student has the option of using basic materials provided by the system

or an approved substitute at his/her own expense.

The school may require students to supply materials basic to all courses, such as paper, pencils, crayons, and pens. No specific types or brands of materials may be required. Any required materials above and beyond these shall be provided by the system.

For instrumental music programs, the system has adopted a basic list of instruments and/or equipment that will be provided equitably to all students. However, students may rent or purchase their own instruments. Schools may charge fees for extracurricular activities as long as charges are not made a condition of attendance or credit within the normal day academic program. Examples of legitimate charges include but are not limited to the following:

- Gate admissions
- Student publications
- Replacement/repair costs for loss or abuse of school property
- Activity fees

The schools may charge students a reasonable fee for lost, damaged, or abused school system property.

### **FUNDRAISERS**

All fundraisers must be approved by the principal and Board of Education. Participation is voluntary. Students choosing to participate are responsible for all fundraising items and monies.

### **HALL PASSES**

Anytime a student is out of class, they must have a written pass to indicate the time, destination, and person giving

them permission to be out of class. No student is allowed out of class during the first and last 20 minutes of each block. **NO STUDENTS ARE PERMITTED TO LEAVE 3<sup>rd</sup> BLOCK FOR ANY REASON!**

### **HATCH AMENDMENT**

Parents and students have certain rights under a federal law (20 U.S. 1232h) commonly known as the Hatch Amendment. Pursuant to this law, all instructional materials, including teacher's manual, films, tapes, or other supplementary materials which will be used in connection with any survey, analysis or evaluation shall be available for inspection by the parents or guardians of the students.

In this situation, no students shall be required to submit to a survey, analysis, or evaluation that reveals any information concerning any of the following: political affiliations, mental or psychological problems potentially embarrassing to the student or his family, sex behavior or attitudes, illegal, anti-social, self-incriminating and demeaning behavior: critical appraisals of other individuals with whom the students have close family relationships, legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers or income without the prior written consent of the parent.

### **LOST AND FOUND**

Do not bring valuable items to school. Students must assume sole responsibility for loss or damage to any personal property left in classrooms or

other places on campus. If items are lost students may check with office personnel. Students are advised to mark all personal property with permanent ink.

### **MEDIA CENTER**

The media center is open daily from 7:30 AM to 3:15 PM. Students must be accompanied by a teacher or have a pass when entering the media center. Students will be responsible for paying replacement costs for any material that is lost or not returned while checked out to them.

#### ***Circulation Rules***

- Students may check out a maximum of **two (2)** books at the same time.
- Materials are circulated for three weeks. If you want to keep the books longer, make sure to renew them in the Media Center by the due date.
- Students will be billed for items that are not returned in a timely manner or that are not returned in the same condition.
- If you have an overdue book, no checkouts are permitted until you return/renew your material.
- Students are responsible for all materials checked out in their name. Report cards will be held for overdue materials and/or fines.
- Overdue notices will be sent to ELA teachers and 1<sup>st</sup> block teachers at various times during the year.

### **MEDICAL AND DIETARY NEEDS**

Regulations allow for substitutions in the food components on the basic meal requirements for individual students who have special dietary needs. The principal and food service director must receive a written statement annually from a licensed physician which includes the recommended substitute foods. Such needs should be brought to the attention of school officials immediately.

Every effort will be made to meet the special food needs of students within reason on approval from the food service director upon receipt of a written statement from a licensed physician.

### **MEDICATIONS**

All over-the-counter and prescription medications should be brought to the school nurse upon arrival to school. A parent note should accompany the medicines. Medicines will be dispensed by the school nurse or other office staff in the absence of the nurse. Students should not dispense any medications to other students.

### **NURSING SERVICES**

Wilkinson County School District provides nursing services on each campus from the hours of 7:30 AM-3:30 PM.

### **PARENTS RIGHT TO KNOW**

Local educational agencies (LEAs) must notify parents of their rights to request information regarding the professional qualifications of the student's classroom teachers. Also, in Title I schools the LEA must require the principal of each



Title I school to submit an attestation annually requiring compliance with this provision.

In compliance with requirements, the Wilkinson County School District informs parents that you may request information about the professional qualifications of your child's teacher(s). The following information may be requested:

- Certification
- College Major/Graduate Certification or degree held by the teacher
- Qualifications of the paraprofessional, if paraprofessional services are provided.

If you wish to request information concerning the qualifications of your child's teacher, please contact the principal or the Wilkinson County Board of Education at (478) 946-5521.

### **PARENT/TEACHER CONFERENCES**

WCHS welcomes the opportunity to engage in conferences with parents regarding student progress. Conferences may be arranged by contacting the school office (478-946-2541) to set up an appointment. Also, early dismissal days are scheduled throughout the year. On these days, students are released at 1:15 p.m. and conferences are held between 4:00p.m.-7:00 p.m.

### **PTO -Parent Teacher Organization**

Students and parents are encouraged to join PTO and take an active role in this organization. Specific dates have been outlined in the front of the handbook. Parents may pay a \$3.00 fee to join the organization.

### **SMART SNACKS**

The new Smart Snacks in School rules set limits on calories, fats, sugar and sodium and encourage the consumption of dairy, whole grains, protein, fruits and vegetables. The USDA took a major step forward in releasing the Smart Snacks in School nutrition standards for all foods and beverages sold to students during the school day in vending machines, school stores, snack carts and a la carte lines, as well as through fundraising. These standards went into effect July 1, 2014 and apply all around your school campus.

### **NUTRITION PROGRAM POLICIES**

The School Nutrition Program shall be viewed as a part of the total educational program through the cooperative efforts of administrators, teachers, and school nutrition personnel. Our School Nutrition Program continues to make every effort to provide our students with nutritious meals following U.S. Dietary Guidelines for reduced amounts of sodium, fat, and sugar. Our main goal is to provide nutritious food for the body so the mind is equipped for learning. Offer vs. Serve is approved for all grades 3-12.

All students receive free breakfast and lunch. No applications are necessary.

We will continue to use Computerized Point-Of-Sale programs to achieve accurate meal counts.

According to Federal Guidelines any previous charges owed for meals will have to be collected. Letters will be

mailed and telephone calls made concerning the charges. Payments can be made in the cafeterias or in the School Nutrition Office. Questions concerning this matter may be directed to Judy Brown, Nutrition Director at (478) 946-5521 ext. 233.

Payments by check can be for School Nutrition only. If a check is returned for any reason, no future checks will be accepted from that person or family. No personal checks will be cashed for an individual by the School Nutrition Program.

During the school year we will be trying new procedures such as Grab-N-Go meals and breakfast in the classroom. Letters will be sent advising parents of these activities.

### **Adult Meal Prices:**

**Breakfast: \$2.00**

**Lunch: \$3.55**

Parents are invited to come visit your child's class and have lunch at school. The cost will be the same as the adult staff meal. Guidelines are as follows:

- Parent/Guardian needs to notify the child's teacher at least 24 hours ahead of the time for the visit.
- Parent/Guardian will need to check into the principal's office to receive a visitor pass.
- Parent/Guardian will go to their child's class and accompany that class to the cafeteria. The cost of the meal will be the school staff charge.

If there is a medical need to make substitutions in a student's meal, a diet

order must be received from the doctor, including, at a minimum, food/foods to be omitted and appropriate suggested substitutes. The statement must be on file at the school and available for audit purposes. If requests are cost prohibitive, labor prohibited, or generally not available, the parent should provide the substitute food prescribed by the physician.

If modifications are needed for a handicapped student, the modifications must be included in the student's IEP. It must address verification that special meals are needed because of the handicap, and prescribe the alternate foods and forms of foods needed to meet the student's dietary needs.

Students and faculty may bring meals prepared at home into a school cafeteria. The School Nutrition Program will not be responsible for the safety of meals brought from home by student or faculty. Due to limited storage facilities and health department regulations, storage of meals brought from home are the responsibility of the person bringing the meal. A milk may be purchased at the lunch period. Beverages brought from home must be in insulated containers. No one is to bring food into the cafeteria that display commercial wrapping from an outside food establishment (i.e. fast food restaurants). Students are not allowed to leave campus during the meal period. Parents who bring lunch on campus, must leave it in the office to be picked up during the designated lunch time.

Adults must be offered the same foods offered to students with portions equivalent to, but not more than those served to high school students. Larger portions, additional portions, or individual items without a meal will be sold at the current a la carte price established according to the standard for supplemental food sales. Remember the following rules for cafeteria conduct.

1. No carbonated beverages are allowed in the cafeteria.
2. Form orderly lines with no cutting, pushing, or running.
3. Sit in your assigned area.
4. Keep food, milk, waste paper on trays.
5. Keep tables and floors clean by cleaning up any spills or debris.
6. Talk in quiet tones both in line and at your table.
7. Remain seated except to empty trays.
8. Do not leave the cafeteria without permission of monitors.

### **SCHOOL RECORDS**

Occasionally an audit of student permanent records is done to ensure our school records comply with state and federal guidelines. Each student's record **MUST** include a current immunization form, social security card, a birth certificate along with other pertinent records. Should the school office determine your child's permanent record is missing required documentation, we will inform you of such missing information and provide a reasonable amount of time (no more than 30 days)

for you to submit information to the office.

### **SCHOOL SAFETY**

At WCHS our goal is to provide students with a safe, orderly environment. Students and others who choose to violate general rules of safety will be subject to swift disciplinary action and or referral to legal authorities or both.

In addition, specific procedures have been outlined for students to follow in the event of an emergency. WCHS's disaster emergency plans have been carefully designed to protect students in case of fire, tornado, or other emergencies. Each student is expected to cooperate fully in fire drills, tornado drills, lockdowns, and actual emergencies.

### **BUS EVACUATION PROCEDURES**

At various times during the school year, students will practice evacuating a school bus from both the front and rear entrances. Instruction will be provided on the proper procedures to follow in evacuating a bus in case of an emergency while in route to and from school or while on a field trip.

### **FIRE DRILL PROCEDURES**

Fire drills are held periodically in accordance with state laws.

When the fire drill sounds, students under the supervision of their teacher should exit the building in a quiet, orderly manner and assemble in a designated area so that roll may be taken by the teacher. Students should

not stop to take books or retrieve any possessions. Students in restrooms or the media center should move quickly to the nearest exit. Diagrams are posted in each classroom indicating the exit route.

### **INCLEMENT WEATHER**

In case of unexpected bad weather, please listen to the local radio and television stations for information. Macon TV station 13 WMAZ will be contacted by the Board of Education office to announce emergency school closings. We may also utilize our automated School Call system.

### **LOCKDOWNS**

Lockdowns may be held periodically. Students are expected to remain quiet and orderly. Students must comply with all directives given during the lockdown.

### **TORNADO/SEVERE WEATHER DRILL**

An announcement will be made whereby students, teachers, and all staff members are to move into the hallways, face the interior wall, position themselves on their knees, and cover their heads with arms. Individuals are to remain in this position until the announcement is made for individuals to return to their classrooms.

### **SCHOOL RESOURCE OFFICER**

WCHS has a full time school resource officer for security and other educational needs for our students. The SRO will be utilized in our character development programs as well as other student services.

### **SEARCH AND SEIZURE**

School administrators and/or designated representatives possess the authority to conduct a reasonable search of students and their possessions when on school campus or properties. Only a reasonable suspicion is required to conduct searches.

### **SURVEILLANCE EQUIPMENT**

WCHS utilizes surveillance equipment on campus and buses to ensure a safe and secure environment for our students, employees, and visitors. Surveillance tapes may be used by school personnel for disciplinary purposes, and where appropriate, turned over to law enforcement. To protect student privacy and confidentiality, parents or non-school personnel may not view footage of surveillance tapes.

### **SELLING AND TRADING**

Students are not allowed to sell tickets or merchandise of any type without permission of the principal. Students are not to bring articles from home to trade with other students at school.

### **SNACKS**

Healthy snacks and juice are available for student purchase. Students may also bring snacks from home. We do have several students in our building with SERIOUS airborne food allergies. Please check with your child's teacher for more information. Students are prohibited from purchasing items from vending machines in the teacher lounge areas.

## **STUDENT DRIVING AND PARKING**

Students operating motorized vehicles on campus must have a state-approved license according to Georgia Law. Students must purchase a parking permit for **\$25.00** from the School Resource Officer and properly display the permit in their vehicle. A student must show proof of insurance and a valid driver's license in order to purchase a permit. Failure to obtain a parking permit will result in a citation being issued. Replacement of a parking permit is \$25.00.

Students are to leave cars and parking areas immediately upon arrival on campus. Students are to return to cars at the end of the school day and leave campus promptly. Students will not be allowed to sit in cars or be in the parking area at any time during the school day, including lunch. Students must have permission from the principal or assistant principal to return to the cars during the day should an emergency arise.

**The Wilkinson County School System is not responsible for personal possessions in vehicles or property damage to vehicles parked on school property.**

Students are not to leave campus during the school day without permission from an administrator. **No speeding or reckless driving will be tolerated.** The student's driving privileges on campus may be revoked as punishment.

Drivers are not allowed to pick up other students from school and leave school with them without permission from the principal.

**RESTRICTED SPEED IS 10 MPH ON SCHOOL GROUND. The administration reserves the right to prohibit any student from driving on the school campus.**

**IMPORTANT NOTICE: THE TEENAGE & ADULT DRIVER RESPONSIBILITY ACT**

Changes that took effect on January 01, 1998, which apply to teenage drivers only:

- **Driver's licenses for persons under eighteen years of age will be suspended for school attendance problems or for certain serious behavior problems.**
- No instruction permit (learner's license) nor any driver's license may be issued to a person who is younger than 18 years of age unless at the time he applies for the instruction permit or driver's license:
- he presents acceptable proof that he has received a high school diploma, a GED equivalence diploma, a special diploma or a certificate of high school completion,
- he presents acceptable proof that he has permission of his parent or guardian to withdraw from school, or

- the records of the department indicate that said applicant:
- Is enrolled in and not under suspension from a public or private school and satisfies relevant attendance requirements as set forth below, or
- Is enrolled in a home education program which satisfies the requirements of all state laws governing such courses.

The instruction permit or license of any driver under 18 years of age is suspended if he:

- threatening, striking, or causing bodily harm to a teacher or other school personnel;
- possession or sale of drugs or alcohol on school property;
- possession or use of a weapon on school property.

**NOTE:** Suspension is until the student's eighteenth birthday. The license or permit can be returned earlier if the license has been suspended for at least 90 days if the student has resumed his studies.

## SUSPENSIONS

### In-School Suspension

Students may be assigned ISS for some rule infractions. While in ISS students will receive assignments that are the equivalent to those being completed in their classes. All work assigned must be completed. Failure to do so may result in additional ISS time. Any disruptive behavior while in ISS is grounds for suspension. If students check out early

or are absent during an assignment to ISS, the time must be made up.

### Out of School Suspension

Students may be assigned to home suspension for up to ten days for some infractions of the rules. Out of school suspensions count as unexcused absences.

## TELEPHONES

The telephones in the school offices are for **business only!** No social calls are to be made or received on the school telephone. The office will receive messages which are important and deliver them to the student at a convenient time. Class time is not to be used for phone calls. Be sure to notify parents in advance of times they are to pick you up after special events.

## VISITORS

To maintain a safe, orderly environment all visitors must report to the main office upon entering the building to receive a visitor's pass. Under no circumstances will a visitor be allowed in a classroom without a pass. Parents wishing to observe a class must pre-arrange the visit with the office staff or teacher. Visitors will be escorted to the classroom by a member of the office staff or administrative team.

# STUDENT SUPPORT SERVICES

## STUDENT SUPPORT TEAM (SST)

The Student Support Team is comprised of a team of teachers and administrators who use a systematic process to address learning and/or behavior problems of students.

## ATTENDANCE SUPPORT TEAM (AST)

Consists of the counselor, assistant principal, graduation coach and other appointed faculty to monitor student attendance and implement strategies to combat absenteeism among students.

## RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Students struggling with learning and behavior are provided with interventions at increasing levels of intensity to accelerate their rate of learning and improved behavior.

## SPECIAL EDUCATION (Program for Exceptional Children)

Services provided through the Program for Exceptional Children are based on the Individual Educational Plan developed the IEP team. Please see [www.gadoe.org](http://www.gadoe.org) under Special Education Services and Supports for more information and resources.

PEC information can be obtained through the principal or lead PEC teacher. The Program for Exceptional Children office contact number: is (478) 946-5521.

## 504 PLANS

Information on services provided for students who qualify for 504 services can be found at [www.gadoe.org](http://www.gadoe.org) under the Special Education Services and Supports. Information can also be found on our school website at [www.wilkinson.k12.ga.us](http://www.wilkinson.k12.ga.us) under the Resource tab.

504 information can be obtained through the counseling offices at the school. Each principal designates a 504 contact person for each school.

## ESOL/ELL PROGRAM

Information on services provided for students under the English Speakers of Other Language can be located at [www.gadoe.org](http://www.gadoe.org) under Curriculum and Instruction tab.

ESOL information can be obtained through the principal or their designee. Each principal designates an ESOL contact person for each school.

### **GIFTED EDUCATION SERVICES**

Wilkinson County School System endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of individual development, whether it is below, at, or beyond the level of their age peers. Programs for gifted students are one outgrowth of this commitment.

Students in grades K – 12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for

evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Wilkinson County's Program for Gifted Students, please contact your child's school or Mrs. Nicole Stephens at (478) 946-2161.



# Appendices

## Appendix A: Acceptable Use Policy

It is the belief of the school system that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
  - I. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web,

2. Procedures or guidelines developed by the Superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

- II. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- III. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- IV. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.
- V. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.

## Appendix B: Behavior Code

### BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES:

**Fighting:** Fighting in which both parties participate, will result in:

- 1<sup>st</sup> offense – 3- 5 days suspension at the administration’s discretion
- 2<sup>nd</sup> offense – Juvenile (16 and under) may be grounds for a juvenile complaint being issued.

Adult status - a citation will be issued and they will appear in County Court for disorderly conduct.

Students are encouraged to show character by walking away from confrontation. Problems can be solved by talking to teachers, administrators, and law enforcement employed at the school.

**Building Climbing:** Climbing on top of the school building will result in 2 days suspension. A second offense will result in a longer suspension at the administration’s discretion.

**Gang-Related Activity:** Gang-related activity will not be tolerated in Wilkinson County Schools. A gang member is a person who is part of an

association of three or more people allied for a common purpose which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence. There is a zero tolerance for gang activities. The disciplinary action will be an automatic five (5) days suspension, and the student will receive educational services off campus.

#### **Weapons and Dangerous Instruments:**

A student shall not possess, use, handle or transmit any object that reasonable can be considered a weapon. Weapons may include, but are not limited to: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any type of knife or switchblade, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, or any flailing instrument,

nun chucks, chains, throwing star, oriental dart, or any bat, club or other bludgeon-type weapon, etc. Disciplinary actions may include detention, in-school suspension, and short-term suspension, referral to a hearing officer and referral to law enforcement officials. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials. This section also includes ammunition.

**Assault and / or Battery:** An assault is any threat or attempt to physically harm another person or any act which reasonable places another person in fear of physical harm. (Example: profanity, threatening, intimidating or abusive language). A battery involves intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting). A student may be subject to disciplinary action for any assault or battery against another student, a school employee, or any individual attending a school-related function. Disciplinary actions may include detention, in-school suspension, out of school suspension, automatic referral to a hearing officer for assault or battery on a school employee, possible referral to a hearing officer for assault or battery on a student and probable referral to law enforcement officials. Length of time served will be at the discretion of the principal.

**Drugs and Alcohol:** Students may not possess, attempt to possess, transmit,

sell, use, or be under the influence of drugs or alcohol, any substance represented to be drugs or alcohol or drug-related paraphernalia. Tobacco papers will be considered drug paraphernalia. This section is not intended to prohibit students from taking over-the-counter or prescription medication in accordance with board policy and school guidelines. Disciplinary actions may include suspension from school for 10 days and referral to a hearing officer for placement in the Alternative Education Program or expulsion.

**Tobacco:** Students in all schools are prohibited from using or possessing tobacco in any form or tobacco related paraphernalia, including matches, lighters, and electronic cigarettes while at school, on school grounds, at any school activity, or on any school bus. Wilkinson County School District is a tobacco free school zone. Disciplinary actions may include notification of parents and an automatic three (3) days suspension.

**Theft or Vandalism of Personal or School Property:** Disciplinary actions may include restitution, detention, in-school suspension, referral to a hearing officer, and referral to law enforcement officials or the loss of the right to participate in the graduation ceremony.

**Sexual Harassment, Commission of an Act of Sexual Contact or of Indecent Exposure, or Inappropriate:**

Disciplinary actions may include warning/counseling, detention, in-school suspension, short-term suspension, referral to a hearing officer and referral to law enforcement officials. Any form of a sexual act will result in suspension, placement in alternative school, or an expulsion hearing.

**Sexual Harassment:** Deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature and 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, but are not limited to, leering, pinching, grabbing, suggestive comments or jokes, or gestures, or pressure to engage in sexual activity.

**Public Displays of Affection:** Inappropriate physical contact will result in the following:

1<sup>st</sup> offense – Warning

2<sup>nd</sup> offense – One (1) day ISS

3<sup>rd</sup> offense – One (1) day Suspension

**Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests**

**for sexual favors, and other verbal or physical contact of a sexual nature.**

**Classroom and School Disturbances:** Such disturbances include acts which cause disruption of learning opportunities and/or threaten the safety of other students. Strikes and/or demonstrations which interfere with the learning process will not be tolerated. Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials.

**Verbal Assault and Disrespect of Students or Others:** This includes any attempt to verbally threaten, intimidate, harass or demean another student or any individual attending a school-related function. Possible disciplinary actions may include warning/counseling, notification of parents, parental conference, detention, in-school suspension, and short-term suspension.

**Profanity and Obscene Language:** Includes use of profane, vulgar, or obscene words or gestures in the presence of any teacher, administrator, employee, or student. Possible disciplinary actions include warning/counseling, notification of parents, parental conference, detention, in-school suspension, short-term

suspension and referral to a hearing officer.

**Cheating/Plagiarism:**

Cheating/plagiarism will not be tolerated and may result in the student receiving a zero on the assignment in question. Other possible disciplinary actions include warning / counseling, detention and in-school suspension.

**Criminal Law Violations:** A student who has been formally charged with violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to school operation will be subject to referral to a hearing officer.

**Possession and/or use of Fireworks:** Possible disciplinary actions include parent conference, detention, in-school suspension, short-term suspension, referral to a hearing officer, and referral to law enforcement officials.

**Policy for Use of Electronic Devices by Students:** Students are not permitted to carry electronic devices including cell phones on school property, or on school buses. Any student found in violation of this policy shall be subject to appropriate action.

Students with a health condition or other unusual reason which requires the use of such a device may be exempt from this policy when approved by the principal. The superintendent or

principal shall develop administrative guidelines to carry out this policy.

**Policy for headphones/ear buds:**

Students are prohibited from wearing headphones/ear buds on campus. They are not to be worn on campus with the exception of in the classroom with permission from the teacher.

**Students may use school cameras only.**

Any student in possession of an electronic device will meet same disciplinary actions as cell phone policy violation as found on page 47 of this document.

Any text messages or photo(s) found on phone or any other electronic device will be turned over to the sheriff's department for investigation. Any inappropriate pictures taken on campus or at a school function will be turned over to the sheriff's department for an investigation.

**Gambling or Possession of Gambling**

**Devices:** Gambling on school grounds or possession of gambling devices, including playing cards or games is prohibited. Disciplinary actions may include parental conference, confiscation of devices or games, detention, in-school suspension, short-term suspension and referral to law enforcement officials.

**Behavior Not Covered Above:** In case of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and

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



## Appendix C: Divisive Concepts Complaint Resolution Process

See local board policy.

## Appendix D: Dress Code

Student dress is to have no undue distractibility. Anything that interferes with or distracts from a pleasant and proper learning environment is unacceptable. Clothing will be worn as designed to be worn. Schools are to be safe, orderly and organized, and student dress will reflect such. The administration has the final say on appropriate dress, which may or may not be covered in the handbook.

### Appearance – Boys:

Pants are to be worn at their natural waist with no underwear visible at any time.

Absolutely no low riding pants will be allowed.

A belt is to be worn through the belt loops at all times.

No shorts of any kind are to be worn except in P.E.

All shirts (except sweaters) are to be tucked in all the way around the body and a belt must be visible.

If a shirt is worn with the sleeves cut out, a shirt must be worn underneath it, so as not to show the side of the body.

If a sweater is worn, it must be no longer than the top of the pockets.

No jerseys, active wear, sweat suits, velour, or athletic wear is to be worn except in P.E.

No baseball style caps or hats should be brought to school unless it is a school issued uniform hat during baseball season. Under no circumstances should it be worn in the building. No head coverings are to be worn in the building at all.

Holes in jeans are not permitted above the knee/pants are not to be excessive and must have tights/gym shorts on underneath

### Appearance – Girls:

Shirts/blouses must not show midriff (skin) when hands are raised or you bend over. The tail of the shirt should be to the bottom seam of the front pocket of the pants. You are not to use a jacket to conceal your shirt.

The neckline of shirts should not be too low as to show cleavage. You should not see the sternum (breastbone). No part of the

bosom is to be visible; if so, there is too much cleavage being revealed.

Apparel must not be excessively tight (clothes should not cling to the body as to show bra or underwear imprint.)

The length of all skirts and dresses should be no more than 2 inches above the knees and fitted at the natural waistline. Capri or crop pants must be below the knee to mid-calf.

No jerseys, active wear, sweat suits, velour, or athletic wear is to be worn except in P.E.

No pants with any writing on the buttocks are permitted.

Sleeveless shirts must touch the neck and go to the tip of the shoulder. No tank tops or spaghetti strap clothing is to be worn. No blouse with a partial sleeve is permitted – they must least have a “cap” sleeve.

Also, see-through tops or shirts that draw attention or accentuate the bust are not permitted.

No tights can be worn with shirts.

No head coverings are to be worn in the building at all.

Holes in jeans are not permitted above the knee/pants are not to be excessive and must have tights/gym shorts on underneath

### **Appearance – Boys and Girls:**

Clothing or paraphernalia related associated with gang affiliation or activity is prohibited.

Shoes must be worn properly and laced or buckled at all times. Flip flops, bedroom shoes, shoes with cleats, sports slides, (Nike, Adidas, etc.), or designed thong sandals are not allowed. All sandals worn by females must have a back strap or ankle strap  
Sunglasses are not to be worn in the building.

Bandanas, sweat bands, “do” rags, hair wraps, head scarves or hair rollers are NOT ALLOWED in the school building.

No caps or hats should be brought to school unless it is a school issued uniform. Under no circumstances should it be worn in the building.

No shorts of any kind are to be worn except in P.E.

No pajama pants are to be worn ever.

No joggers are to be worn that are made from sweat pants or velour.

Holes in jeans are not permitted above the knee/pants are not to be excessive and must have tights/gym shorts on underneath

NOTICE: The Wilkinson County Board of Commissioners passed a County Ordinance that prohibits the wearing of pants below the waistline (Section 10-6a-7 "appears wearing pants or skirts more than three inches below the top of the hips (crest of the Ilium) exposing the skin or undergarments"). Anyone violating this act will be fined \$50.00.  
The Wilkinson County High School

policy concerning this issue will be the following:

First Offense: Warning & Change clothes or place in ISS until clothes are changed

Second Offense: Parent contact/ Change clothes or place in ISS until clothes are changed

Third Offense: Parent contact/ student will change clothes/ 1 day ISS

Fourth Offense: Parental suspension – Parent must return to school with the student for a meeting with administration.

### **Jewelry:**

Girls are allowed to wear earrings; boys are allowed to wear only one pair of earrings. Neither boys nor girls are allowed to wear nose rings, tongue ring, lip rings, eye studs, or any other piercing, and no removable grillz are to be worn. Students will NOT be allowed to wear Band-Aids or any other type of covering in order to try to conceal piercing.

### **Slogans:**

Garments may not suggest, advertise, state, display, or promote words, signs, symbols, or gestures with: racial slurs (includes Confederate Flag, Nazi Swastika, Black Power clinch fist, or any signs or symbols that may be offensive), profanity, sexually suggestive language, violence, alcohol, tobacco, or drugs (shirts with snowman on it). Anything offensive will NOT be tolerated. During

Homecoming Week, dress should be appropriate to the theme of the day. Those students choosing not to dress in the theme should continue to adhere to the established dress code.

### **Hair and Makeup:**

Boys and girls must have hair that is clean, neatly shaped and combed/brushed. Boys must have beards and mustaches neatly trimmed. Makeup must not be worn in a manner that will be a distraction to the learning environment.

### **Out-Of-Dress Code Days:**

All regular jewelry and hair policies still apply for boys and girls on these days. Clothing must still be in good taste without inappropriate slogans. Clothing should still be free from holes or see-through material. CONSERVATIVE DRESS SHOULD STILL BE OBSERVED.

### **Violation of School Dress Code:**

Cleanliness of persons and wearing apparel is expected as a matter of health and aesthetics. The dress of students must be in good taste, appropriate for school activities, and in accordance with the rules set by each school. Principals have final authority in all judgments related to dress. Possible disciplinary actions for violation of the school dress code include parental notification /

conference, detention, in-school suspension, corporal punishment, and suspension.

Faculty and administrators are making every effort to accommodate student fashion; however, as styles change, we reserve the right to deem any future trends, styles, or fashions inappropriate as the need arises.

Anything that causes disruption of the learning environment or hinders the

health, education, and welfare of the students and teachers may be deemed inappropriate.

Appropriate dress will create a healthier environment for teaching and learning. Students who are clean and neatly dressed often behave and display a more serious attitude toward the important business of education.

## Appendix E: Definition of Terms

### **Chronic Disciplinary Problem Student:**

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

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

**Detention / Saturday School:** A requirement that the student report to a specified school location and to a

designated teacher or school official to make up work missed. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

**Hearing Officer:** Official appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters. The Hearing Officer has the Authority to assign students to the Alternative School, assign long-term suspension or to expel students from school.

**Drug:** The term drug includes prescriptions issued to the individual, aspirin, or similar medications and/or

cold medications that are taken according to product use recommendations. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a hearing officer.

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

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

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value. No cards of any type will be permitted.

**In-School Suspension:** Removal of a student from class(es) or regular school program and assignment of that student

to an alternative program isolated from peers.

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

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

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

**Weapons:** The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or Taser, bowie knife, switchblade knife,

ballistic knife, any other knife, straight edge razor or razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a

way as to allow them to swing freely, which may be known as nun chucks, or fighting chain, throwing star or oriental dart, or any object which could be used as a weapon.

## **Appendix F: Advanced Placement Program (AP)**

The Advanced Placement program allows advanced students to complete college level studies while in high school. The AP program is an integral part of the school system's instructional program and is valued for its contribution to academic excellence. AP classes are made up of students who have excelled in high school, have a high interest in the subject area, and are college bound. AP Courses are college-level courses taught at the high school level. AP Courses are extremely challenging and require a strong work ethic and academic ability for students to participate.

### **AP Course Registration**

The primary way for students to register for AP Courses is through Teacher Recommendation. At the end of each academic course, teachers recommend students for subsequent courses in that content area. Students should talk to their teachers about their interest in pursuing AP Courses. If parents are interested in their son/daughter participating in the AP Program, he/she

should contact the main office and speak with an Administrator.

### **College Credit**

Students who earn certain scores on AP Exams can earn college credit. *AP Scores range from 1-5. A score of 3 or higher is sufficient to earn college credit.* Different colleges have different requirements as to which courses will receive credit, what kind of credit, and the AP Exam score required to receive credit. Students and parents can do a search to find out which colleges give credit, and the exam score required.

### **Advanced Placement Exam Schedule**

AP Exams are administered each May, and are graded on a 1-5 point scale. Students who take an AP Course in high school are required to take the AP Exam in that subject. Students who score well on an AP exam (a score of 3 or higher) may be able to earn college credit or accelerate in a college course. Check with the individual college to see their AP Exam Credit Procedures. See

[www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com) for more information.

## Appendix G: Dual Enrollment Program

Dual Enrollment is a program that provides funding for students at eligible high schools that are enrolled to take approved college-level coursework for credit towards both high school and college graduation requirements. If students participating in dual enrollment do not meet their academic requirements and pass the course with at least a 70, they will not be allowed to participate in dual enrollment the remaining and following semester.

To be eligible for the Dual Enrollment program, a student must:

- Be enrolled in the 9<sup>th</sup> – 12<sup>th</sup> of a private or public high school in Georgia or a home study program within the State of Georgia operated in accordance with O.C.G.A. §20-2-690(c)
- Be admitted to an eligible, participating Public or Private postsecondary institution as a dual credit enrollment student
- Be enrolled in courses listed in the approved Dual Enrollment Course Directory

- Maintain satisfactory academic progress as defined by the eligible postsecondary institution

### Cost

- Free Tuition
- Amount equal to the current academic year standard tuition amount
- Up to a maximum of 15 semester or 12 quarter hours per term
- Additional fees may occur
- Mandatory fees are fully covered (course-related fees or supplies may apply)
- Free textbooks
- Summer courses can be taken free

Students enrolled at two or more colleges during a single term:

Students can receive Tuition payment at each Eligible school.

### *End of Course Assessments (Georgia Milestone)*

The State Board of Education has eliminated EOC testing for students in many dual enrollment courses,

provided those students pass the course and receive college credit. Students are now exempt from taking the Georgia Milestones End-of-Course assessment for a core subject course in the following courses:

US History, Economics, Physical Science, Analytic Geometry, American Literature and Composition

Students **must** take the EOC in Ninth Grade Literature and Composition, Algebra I or Coordinate Algebra, and Biology due to federal laws that require assessments in math, ELA/reading, and science at least once in high school.

*What are the high school diploma options?*

Option #1-Attend 4 years of high school and earn required courses (28 units).

Option #2-Attend high school 4 years and take some college courses as early as 9<sup>th</sup> grade

Option #3-take 8 Georgia Milestone Courses + Health/PE and attend college full-time to earn an associate degree, technical diploma, or two certificates in one specific career pathway.

*Students who earn an Associate's degree, Technical Diploma, or two certificate programs in one specific career pathway and training requisites for any state, national, or industry occupational certifications or licenses determined by the Technical College System of Georgia, will earn a high school diploma*



## **Appendix H: Parent and Family Engagement Policy**

2019-2020 Revised June 13, 2019  
197 West Main Street Irwinton, GA 31042  
wilkinson.k12.ga.us (123) 456-7890

### **What is Family Engagement?**

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring: (A) That parents play an integral role in assisting their child's learning. (B) That parents are encouraged to be actively involved in their child's education. (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child. (D) The carrying out of other activities, such as those described in Section 1116 of the ESSA.

### **About the Parent and Family Engagement Policy**

In support of strengthening student academic achievement, the Wilkinson County School District (WCSD) has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe WCSD's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of the Every Student Succeeds Act (ESSA) contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. Consistent with Section 1116, the WCSD will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA.

### **Appendix I: District Compliance Officers**

The following staff members are designated to coordinate district efforts to comply and carry out district responsibilities in the following areas:

Title II: Dr. Virginia Rozier

Title IX: Dr. Virginia Rozier

Section 504: Mrs. Debra Happoldt

Contact information for designees are as follows:

Dr. Virginia Rozier  
197 West Main Street, P.O. Box 206  
Irwinton, GA 31042  
(478) 946-5521; Ext. 224

Mrs. Debra Happoldt  
197 West Main Street, P.O. Box 206  
Irwinton, GA 31042  
(478) 946-5521; Ext. 22

### **Appendix J: Non-Discrimination Statement**

Public Notice

Wilkinson County Board of Education

The Wilkinson County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

Business and Computer Science

Engineering and Technology

Healthcare Science

Work-Based Learning

Air Forced JROTC (Junior Reserve Officers Training Corps)

All courses and technical education programs follow the system's policies of nondiscrimination on the basis on race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact:

Dr. Virginia Rozier  
Assistant Superintendent/CTAE Director  
197 West Main Street  
P.O. Box 206, Irwinton, GA 31042  
[virginia.whipple@wilkinson.k12.ga.us](mailto:virginia.whipple@wilkinson.k12.ga.us)  
(478) 946-5521; ext. 224

Inquiries regarding non-discrimination policies should be directed to:

Mrs. Debra Happoldt  
PEC Director/504 Coordinator  
197 West Main  
P.O. Box 206, Irwinton, GA 31042  
[debra.happoldt@wilkinson.k12.ga.us](mailto:debra.happoldt@wilkinson.k12.ga.us)  
(478) 946-5521; ext. 227

## Appendix K: Positive Behavior Interventions & Support

PBIS is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what’s appropriate behavior. Throughout the school day—in class, at lunch and [on the bus](#)—kids understand what’s expected of them.

PBIS has a few important guiding principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child’s behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

Keep in mind that PBIS is not a treatment or therapy. It’s a framework for teachers, administrators and parents to follow. It’s also important to know that when a school uses PBIS, it uses it for all students. That includes kids with [IEPs](#) and [504 plans](#).

According to several studies, PBIS leads to better student behavior. In many schools that use PBIS, students receive fewer detentions and suspensions, and get better grades.

## PBIS Matrix

Wilkinson County High School has spent numerous hours developing a matrix that meets the needs of school and community, and we have chosen the theme of Be Respectful, Be Responsible, and Be Safe.

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>› Be conscious of bell times</li> <li>› Maintain dress code and technology guidelines</li> </ul>	<ul style="list-style-type: none"> <li>› Move towards your destination in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>› Keep traffic moving</li> <li>› Enter area only with an appropriate pass</li> </ul>
<b>Morning Common Areas</b>	<ul style="list-style-type: none"> <li>› Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>› Dispose of trash in the appropriate container</li> </ul>	<ul style="list-style-type: none"> <li>› Pick an area and stay there until the bell rings</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>› Patiently wait in lines</li> <li>› Be kind to cafeteria staff</li> </ul>	<ul style="list-style-type: none"> <li>› Clear and clean area</li> <li>› Dispose of trash in the appropriate container</li> <li>› Return lunch tray to appropriate area</li> </ul>	<ul style="list-style-type: none"> <li>› Report directly to the cafeteria when released</li> <li>› Be mindful of time</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>› Choose the appropriate time to use the restroom</li> <li>› Return to class as quickly as possible</li> </ul>	<ul style="list-style-type: none"> <li>› Keep the restroom clean and graffiti-free</li> </ul>	<ul style="list-style-type: none"> <li>› Report problems to a teacher</li> <li>› Flush and wash hands</li> </ul>
<b>Special Event</b>	<ul style="list-style-type: none"> <li>› Maintain a positive attitude and behavior toward program</li> <li>› Applaud at the appropriate times</li> <li>› Be attentive to speakers, participants, and presentation</li> </ul>	<ul style="list-style-type: none"> <li>› Show school spirit and pride by participating in the event</li> <li>› Keep phones put away</li> </ul>	<ul style="list-style-type: none"> <li>› Transition quickly to and from the program</li> <li>› Keep aisles clear</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>› Allow teacher to “teach” and students to “learn”</li> <li>› Properly use classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>› Bring ALL necessary materials</li> <li>› Complete assignments with integrity and honesty</li> </ul>	<ul style="list-style-type: none"> <li>› Stay in your own space</li> <li>› Take routine drills seriously</li> </ul>
<b>All Settings</b>	<ul style="list-style-type: none"> <li>› Use appropriate language/voice level</li> <li>› Maintain personal space and that of others</li> <li>› Follow the direction of all WCHS employees</li> <li>› Embrace diversity</li> <li>› Follow the directions of ALL WCHS staff and employees</li> <li>› Maintain personal space and that of others</li> <li>› Follow WCHS policy for displaying affection</li> <li>› Accept consequences</li> <li>› Embrace diversity</li> <li>› Be a positive influence</li> </ul>	<ul style="list-style-type: none"> <li>› Arrive on time</li> <li>› Throw away trash when appropriate</li> <li>› Follow the WCHS dress code policy</li> <li>› Follow the WCSD policy for phones/headphones</li> <li>› Respect others' personal boundaries</li> <li>› Keep areas clean</li> <li>› Follow the WCSD policy for instructional use of technology</li> </ul>	<ul style="list-style-type: none"> <li>› Follow all WCHS emergency procedures and protocols</li> <li>› Be conscious of your surroundings</li> </ul>

## Appendix L: Material Harmful to Minors Complaint Resolution Process

Information on this process can be found in our local board policy.

## Appendix M: EARLY GRADUATION REQUIREMENTS:

During the 2020-2021 academic school year, the Wilkinson County Board of Education approved an early graduation policy that allows seniors to graduate in December at the end of the first semester. (See Appendix D for the early graduation policy).

**To be eligible for participation in graduation ceremonies and receive a diploma, students must have 28 credits and have passed all state assessment requirements.**

Students who enroll from another state must meet the graduation requirements for the graduating class they enter, and the state assessment requirements as referenced in State Board Policy Rule 160-3-1.07, Testing Programs – Student Assessment.

Students, who enroll in the ninth grade for the first time during the 2008 – 2009 school years and then withdraw, must meet the graduation requirements specified in this policy and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs – Student Assessment.

Students must complete at least one Pathway. They must take Spanish I and II and Chemistry I for the College Pathway. All incoming freshmen for 2013-2014 must also take Introduction to Business Technology. They must take three classes in a specific CTAE area (JROTC, Business, Technology, Health Care, Audio Visual, Digital Media) students must complete a Pathway to receive a diploma.

The Board shall make available to all students the required areas of study. A course shall count only once for satisfying any unit of credit Requirement for graduation. See the following chart

AREAS OF STUDY	UNITS REQUIRED
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science*	4
(IV) Social Studies*	4
(V) CTAE and / or Modern Language/Latin and or Fine Arts	3
AREAS OF STUDY	UNITS REQUIRED

(VI) Health and Physical Education*	1
(VII) Electives	7
(VIII) Additional locally required or elective units (specify courses)	
Introduction to Business Technology	1
<b>TOTAL UNITS</b>	<b>28</b>

\*Required Courses and/or Core Courses

**Students participating in dual enrollment will be exempt from one (1) elective unit per semester of participation due to the travel time causing the maximum number of units to be earned in that semester to be three (3). Students taking college courses will have ten (10) points added to their final average. This does not include students enrolled at Oconee Fall Line College.**

### **Course Credits**

- Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Standards of Excellence (GSE) for grades 9 – 12 or those approved by the SBOE. Unit credit may be awarded for courses offered in the middle grades that meet 9 – 12 GPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.
- No course credit may be awarded for courses in which instruction is based on the GSE curriculum for grades K– 8.
- Completion of diploma requirements does not necessarily qualify students for the Hope Scholarship Program.

## **Appendix N: Discipline and Self-Harm Protocol**

### **School Protocol for Self -Harm /Threat to Harm Others**

#### **Wilkinson County Schools Self Harm / Threat-To-Others Policy**

Wilkinson County Schools Self Harm / Threat to Others Policy aligns with the Georgia Department of Education's Suicide Awareness, Prevention, Intervention and Postvention Model Policy.

When a student is identified by a staff person/school personnel as potentially suicidal:

- He/she verbalizes about suicide,
- He/she presents overt risk factors
  - Cuts on visible areas of the body
  - Writes about it in a written assignment
  - Draw pictures
- Student self-refers
- He/she threat to harm others

The Principal / School Counselor / Designee should contact the student's parent or guardian and request the student to be seen immediately by a mental health professional. The Parent must provide the school with medical clearance before the student can return to school.

If the student is under the age of 18 and the parent or guardian refuses to seek appropriate assistance, the school shall have the option to contact and file a neglect report with the Department of Family and Children Services (DFCS). The school may also involve the appropriate law enforcement agency.

#### **School Protocol for In School Suicide Attempt/Self-Harm**

1. School Staff will immediately report to building administrators.
2. Principal/Designee will immediately refer to Counselor/School Nurse.
3. Counselor/ School Nurse will assess, once harm to self/others has been determined, parent will be notified of the incident and requested to pick up the student as soon as possible.
4. Parent will be provided with signed documentation needed.
5. Case by case and/or severity of incident determines if a 911 call or require parent to take the student to hospital immediately to be assessed.
6. Students cannot return to school without mental health assessment documentation and clearance to return to school.
7. Follow-up with building/district administrators for any additional steps.

## **Appendix O: Parents's Bill of Rights**

Information on this process can be found in our local board policy.

## **Appendix P: Wilkinson County Schools Compulsory Education Notification to Parents**

### **O.C. 20-2-690.1- Georgia State Law on Compulsory Education**

- A. Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible;
- B. Every parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to:
  - a. A fine not less than \$25.00 and not greater than \$100.00,
  - b. Imprisonment not to exceed 30 days
  - c. Community service
  - d. Any combination of such penalties, at the discretion of the court having jurisdiction.
- C. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.
- D. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested.



**O.C.G.A. 20-2-150- Compulsory Education Law Pertaining to Kindergarten Students**

All children enrolled for 20 school days or more in the public schools of this state shall become subject to all provisions of this article, the provisions of Code Section 20-2-690 through 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not reached seven years of age.

Information on the Attendance Support Team is located in the student handbook.