

Willie J. Williams



Middle School

**STUDENT AND PARENT HANDBOOK
2022-2023**

**Willie J. Williams Middle School
950 4th Street SW
Moultrie, GA 31768
Principal, Mr. Jim Horne**



Colquitt County Schools



2022-2023 Calendar

July 27- August 2	Staff Pre-Planning
August 3	First Day of School for Students
September 5	Labor Day Holiday
October 20-21	Staff/Student Holidays
November 21-25	Thanksgiving Holidays
December 16	Last Day for Students
December 19 - January 2	Christmas Holidays
January 3	Staff Workday/Student Holiday
January 16	Martin Luther King Holiday
February 20	President's Day Holiday
March 17	Student Holiday/Teacher Workday
April 3-7	Spring Break
May 19	Last Day of School for Students
May 20	Graduation
May 22-24	Staff Post-Planning





Colquitt County School System

VISION

Growing all students locally to lead globally.

MISSION

Together, we educate and support the whole-child at the highest level.

BELIEFS

- All Students can be successful
- All students deserve a high quality education in a safe and nurturing environment
- All students and families are a valued, respected part of the learning community
- All stakeholders need positive interactions in order to collaborate and engage students in relevant, standard driven coursework

Message from the Superintendent

Welcome to the 2022-2023 school year. We are looking forward to an exciting year as we pursue excellence in academics, arts, and athletics.

We look forward to partnering with students and parents to ensure academic excellence. Please pay close attention to the contents of this handbook to ensure a clear understanding. Do not hesitate to speak with your principal or appropriate administrator if you have questions.

We ask parents and guardians to utilize the INFINITE CAMPUS parent portal.

We pledge to work tirelessly with students, parents, guardians, and the community to pursue excellence in our critical task of educating the children of Colquitt County.

Sincerely,
Ben Wiggins, Superintendent

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Williams Middle School
950 4th Street SW
Moultrie, Georgia 31768
(229) 890-6183

Students,

On behalf of the faculty, staff, and administration, I would like to take this opportunity to welcome you to Willie J. Williams Middle School. We are excited about the 2022-2023 school year and look forward to working with you. This promises to be a great year for everyone. Many exciting things are being planned in instruction and curriculum. We have the opportunity to make 2022-2023 the best school year ever at Williams Middle School.

I want to give you some simple advice for a great school year.

- 1. Behave properly.**
- 2. Work hard.**
- 3. Take advantage of every learning opportunity.**
- 4. Come to school on time every day.**
- 5. Have Fun.**

If you follow these five simple rules you will have a great year! I promise!

This student handbook is a summary of school policies and procedures that impact students at Williams Middle School. Please review this handbook and sign the last page to indicate you have read and understood these policies and procedures. Pay special attention to the Colquitt County Schools Code of Conduct. Please make sure your parents also read and understand this handbook. They must also sign the last page to acknowledge receipt of the student handbook. Please place this student handbook in your student toolkit for future reference.

Sincerely,

Mr. Jim Horne
Principal

Williams Middle School
2022-2023 Master Schedule

6th Grade		7th Grade	
8:00-8:45	Advisory/FLEX	8:00-8:45	Advisory/FLEX
8:50-10:00	1 st **	8:50-10:00	1 st
10:05-11:15	2 nd **	10:05-11:15	2 nd
11:20-1:10	3 rd /Lunch	11:20-12:30	3 rd **
1:05-2:15	4 th	12:35-2:15	4 th /Lunch
2:20-3:30	5 th	2:20-3:30	5 th **

** Indicates possible connections time

Connections Schedule

7:45-8:10	Morning Duty (PE Coaches- 7:30)
8:15-8:45	FLEX
8:50-10:00	6 th Grade Connections (Math/Sci)
10:05-11:15	6 th Grade Connections (ELA/SS)
11:20-12:30	7 th Grade Connections (ELA/SS)
12:35-2:15	Planning/Lunch
2:20-3:30	7 th Grade Connections (Math/Sci)

- Lunch will be 25 minutes
- Flex time will be used for intervention, remediation, enrichment and clubs

Williams Middle School Club Descriptions and Schedule

4-H Advisor:

4-H is a youth organization for boys and girls in grades 5 – 12. 4-H teaches leadership; members are encouraged to participate in county, district, and state-wide 4-H activities, do community service, and participate in a project each year.

Beta Club Advisor: S. Ivey, A. Smith

Beta Club is by invitation only to students who have an 85 or above average in each subject, are on grade level, and have no more than one office referral in a year.

CHRIST Club Advisor: Karen Illian

Christ Club allows students to impact their school through their faith. Students meet to encourage each other and discover ways to positively change their school environment using sound Biblical principles.

FCCLA Advisor: Savanna Sanders

FCCLA (Family, Career, and Community Leaders of America) is a student organization for boys and girls in grades 6 – 12. FCCLA is involved in various activities throughout the school year focusing on school and community projects.

FCA Advisor: J. Scroggins, T. Register

The mission of FCA (Fellowship of Christian Athletes) is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord and serving Him in their relationships in the fellowship of the church.

FFA Advisor: Brittany Gibbs

FFA (Future Farmers of America) is an organization for students who are interested in agriculture, Georgia's largest industry. Activities include livestock shows, local, area, and state contests, Sunbelt Expo, after school socials, community service, and others.

G.E.M.S. Advisor: Stacy Jones

G.E.M.S. is Girls Exemplifying Magnificent Standards. Our mission is to inspire and enable girls to develop confidence and leadership skills in an effort to become gems who make a difference in our school, community, and world. The goal of the advisors is to become a positive influence in the lives of girls who others may fail to reach. We want to help them develop the qualities they need to become responsible, caring, and productive citizens.

Gentlemen's Club Advisor: Avis Smith

Our mission is to provide support to participants and assist them in taking steps to improve their quality of life. The Gentlemen's Club is also striving to empower young boys with tools necessary to become productive citizens and upstanding gentlemen. This club meets twice a month, once as a group and the other with representatives from the Passport to Manhood (Boy's and Girl's Club).

I.M.P.A.C.T. Club Advisor: Stacey Davenport, Joy Carnes, Scott Moore

I.M.P.A.C.T stands for Improving Mankind through Partnerships by creating Advancements within the Community through Teamwork. Our mission is to expose and teach students the value of philanthropic work. The club will model this by building relationships with community organizations, creating partnerships to do community service projects, team building and transforming young people into tomorrow's leaders by impacting mankind.

Jr. Key Builders Club Advisor: Lar

a Littleton

Jr. Key Builders Club enables members to make personal contributions to their school, community, and peers. Builders Club is for young people who want to take positive, constructive actions to build a better world for themselves and others.

Leo Club Advisor: Brenda Arnold

Access your future; become a Leo! The Leo club is a sponsored affiliation of the Moultrie Lions club and is part of the Lions international network. The Lions motto is "We serve." Leo club will follow the guidelines of the Lions to plan and organize projects to help others in our community. While doing service projects, Leos will have the opportunity to develop leadership skills and experience teamwork in action. Activities will include community service projects, social functions, regular meetings, and officer elections.

Partnership for Success Advisors: Ashley Kelley

The mission of the Partnership for Success is to develop leadership skills, support community service projects, and cultivate friendship among students with and without disabilities at Williams Middle School.

Science Club Advisors: Paul Bledsoe

The purpose of the science club is to help students become aware of the importance of science in the world around them. The science club enables students to dig deeper into earth, life, and physical science. Members will "go green", with projects on recycling and composting. Members will be able to participate in projects including an outdoor classroom, herb/organic gardening, restoring natural water resources, environmental science experiences, rocket-building, and many more.

Student Government Association Advisor: Paige Thaggard

SGA (Student Government Association) participants experience the election process and are active in activities supporting our school. Officers represent the school at our ballgames and honors program.

Technology Club Advisor: Glyn Herndon

The goal of the Technology Club is to promote the use of computer technology, enabling those who join the club to enhance educational experiences. Club activities include developmentally appropriate practices and programs that promote school service and academic achievement through the use of technology and applications of problem solving skills.

Reading Bowl Advisor: Stephanie Barfield, Lisa McLemore

Academic Bowl: Ariel Whitaker, Drew Davis, Amanda Everett

Math Counts Advisor: John Scroggins, Elizabeth Barber

Science Olympiad : Anita Hrnccirik, Maggie Wilson

Club Schedule 2022-2023

*First club meeting will be September 10th

* Students may choose one club from each week

*Some clubs may be by invitation only

1st Friday (4H, FCCLA, Gentlemen's Club, GEMS, Jr. Key, LEO, Science, Technology)

2nd Friday (SGA, Beta)

3rd Friday (Christ Club, FCA, FFA, IMPACT, PFS, Drama, FutureNow)

Meets during Flex Time M-Th as needed (Reading Bowl, Math Counts, Science Olympiad)

WJW Positive Behavior Interventions and Supports (PBIS) Matrix

Expectations	Hallway/Stairs	Restroom	Cafeteria
Respectful	<ul style="list-style-type: none"> • Keep hands, feet, and personal belongings to yourself. • Walk to your location quietly. 	<ul style="list-style-type: none"> • Respect others personal space. 	<ul style="list-style-type: none"> • Use inside voices • Stay in your assigned seating area
Responsible	<ul style="list-style-type: none"> • Go directly to your location during the 5-minute class change. • Walk on the right side of the hallway. • Report any problems to the nearest adult. 	<ul style="list-style-type: none"> • Keep hands, feet, and personal belongings to yourself. • Clean up after yourself. • Flush toilet and wash your hands • Report any problems to the nearest adult. 	<ul style="list-style-type: none"> • Keep hands, feet, and personal belongings to yourself. • Clean up after yourself. • When leaving, make sure your seating area is clean. • Report any problems to the nearest adult.
Safe	<ul style="list-style-type: none"> • Wait for an adult before entering a classroom. • Stand in line quietly and face the front. • Always have a hall pass when leaving the classroom. 	<ul style="list-style-type: none"> • Exit quickly • Only 4 students in the restroom at one time. Wait quietly by the door for your turn. • Always have a pass. 	<ul style="list-style-type: none"> • Enter and exit quietly • Collect all items (napkins, utensils, sauces...) before sitting down.

Parents, please take a few minutes to read the following policies and procedures. A complete Code of Conduct can be found following these pages. If you have any questions or concerns, feel free to contact your school office.

AFTERNOON DISMISSAL PROCEDURES:

- 3:30 p.m. 6th and 7th grade car riders, early bus riders, and walkers released
- 3:35 p.m. Late bus riders released

Afternoon dismissal protocol must to be followed in order to maximize student safety. **Walkers** will exit the back of the school at 3:30. **Sixth grade parent pick-up** is located in the loop behind the cafeteria beginning at 3:30. **Seventh grade parent pick-up** is located in the loop behind the gym beginning at 3:30. **Early bus riders** will exit the front of the school and load their bus on 4th street. **Late bus riders** will report to the gym at 3:35.

ATTENDANCE: Regular and punctual attendance is the greatest single factor in school success. Therefore, it is the responsibility and duty of both the school and the parent to cooperate and encourage students to establish a good attendance record. When students are absent, parents should write a note explaining the reason for a student's absence from school. Students who miss 5 days will be referred to the school social worker who may conduct a home visit if absences continue. Students who miss 7 days or more will be required to attend an Attendance Support Team meeting at the Central Office. Students may be retained due to poor attendance. When possible, dental and doctor appointments should be made outside of school hours.

BOARD POLICY- JBA: SCHOOL ATTENDANCE

Georgia State Compulsory School Attendance Law 20-2-690.1

1. Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays 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; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child between his or her seventh and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.
2. Any 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 fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part shall constitute a separate offense.
3. Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

BUS RIDERS: The transportation department of the Colquitt County School System provides safe passage to and from school for all students who attend school within their school zone. The county has developed a positive county wide discipline plan, which includes consequences for inappropriate bus behavior. For students who must change bus arrangements (in the event of an emergency or legitimate reason), the parent must write a note to the child's teacher, explaining with whom he/she is to ride and on what bus. The note will be signed by a school employee and presented to the appropriate bus driver by the student.

The Superintendent of Schools will ensure that all bus drivers know and understand their responsibilities for establishing and maintaining appropriate student behavior on school buses. The administrative procedure for Bus Conduct will be included in each driver's Transportation Handbook.

Discipline - Self-control on the part of the student is necessary for the safe operation of any school bus. Students are expected to conform to the same standards of behavior as required during regular school activities. Students who fail to conform to reasonable behavior expectations may expect to receive disciplinary measures. Repeated or serious violations will result in short or long-term loss of bus privileges.

Safety - All drivers will emphasize safety instructions and emergency evacuation procedures during the first week of school. At least one emergency evacuation drill will be conducted during the school year. Students are expected to follow safety procedures concerning loading, unloading, seating and emergency evacuation as directed by the driver, teacher and principal. Violations of safety measures are considered a serious offense; appropriate disciplinary measures will result.

Parents should review and impress on their children the necessity to obey the following rules.

School Bus Rules and Pupil Responsibilities:

1. The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully.
2. Be on time; the driver cannot wait beyond his or her regular schedule for those who are tardy.
3. Wait in an orderly line off the street or road.
4. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 10 Feet)
5. Do not run toward a school bus while it is in motion.
6. Ride only the bus assigned by school officials.
7. Do not try to get on or off the bus or move about within the bus while it is in motion.
8. Pupils must remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the white marker line as long as the bus is in motion.
9. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
10. Students are prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the bus driver or other persons on the school bus, and other unruly behavior.
11. Students are prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact discs without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
12. Students are prohibited from using mirrors, lasers, flash cameras, or any other reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
13. Do not engage in any activity which might divert the driver's attention and cause an accident such as:
 - a. Loud talking or laughing, or unnecessary confusion.
 - b. Unnecessary conversation with the driver.
 - c. Extending any part of the body out of the bus windows or doors.
14. Pupils are not to pin or close bus doors at any time nor shall they regulate or operate any part of the bus.

15. Do not engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - a. Smoking, eating, possession or use of alcoholic beverages on the bus.
 - b. Spitting or throwing anything in or from the bus.
 - c. Bringing animals on the bus.
16. Pupils will not leave the bus on the way to school or home without permission of the driver. Driver will not give permission except in case of personal emergency, or upon request of the principal or pupil's parents. A written request is required.
17. Pupils must be courteous to drivers, to fellow students, and to passersby at all times.
18. Report promptly to the driver any damage done to the bus. Person causing damage shall be expected to defray its full cost.
19. All School Board Policies governing Student Discipline and Conduct will be observed.

Bus Violations-- Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the principal or other responsible school system administrators may suspend or revoke riding privileges. The age of the child and severity of the offense will be taken into consideration in the administration of the rules. In extreme cases, or to protect life and/or property, riding privileges may be revoked.

CAFETERIA: The school nutrition program strives to provide nutritious appetizing meals served in a pleasant environment. All meals are planned to meet USDA guidelines and are prepared by a trained staff under the supervision of a certified manager. Breakfast is served daily from (7:35 – 8:00). Special diets will be accommodated when the student or parent presents a statement from a **doctor or other medical professional**.

Willie J. Williams Middle School students will be eligible to receive a healthy breakfast and lunch at school at **NO CHARGE** each day of the school year. No further action is required of you. Your child(ren) will be able to participate in the Community Eligibility Meal Program without having to pay a fee or submit an application.

***Any outstanding meal charges remaining on student accounts from previous years will remain in effect and must be paid in full immediately. No exceptions. Debit notices will continue to be sent home to students who owe money for meals provided **prior** to CEP implementation.

- Students can apply money to their student accounts at any time for extra serving, extra milk (\$.40), etc. However, School Nutrition will no longer charge items to students' accounts. Students must have money in hand at time of purchase or have money available on account.
- Parents can apply money to student accounts by sending it directly to the school cafeteria or by going on-line to **www.schoolcafe.com** to make a credit/debit card deposit.
- As supported by State Board of Education Rule 160-5-1-12(h) for **all accounts with negative account balances**; denial of the following privileges will be in effect until the account is paid in full:
 - Student football passes, Prom tickets, Parking passes, and all other student activities deemed appropriate by School Administration.

***CCHS: Senior accounts with negative balances will be reviewed individually by School Nutrition Director/High School Principal prior to hold being placed on diploma.

Accounts \$200.00 or more: If an account reaches \$200.00 or more, School Nutrition and the Colquitt County Board of Education will have the option to pursue collection via judicial system (Small Claims Court). For further assistance, please contact the School Nutrition office at 229-890-6228.

The following regulations will be observed:

1. Breakfast or lunch should be eaten in the cafeteria or in the designated picnic area outside the cafeteria. This includes students who bring their lunch to school.
2. Students are expected to return their trays to the designated areas.
3. Students are to remain in the cafeteria or picnic area until the bell rings.\

The Colquitt County School Nutrition Program is operated in accordance with USDA policy that prohibits discrimination on the basis of race, color, sex, handicap, religion, or national origin.

Adult Breakfast--\$2.50

Adult Lunch--\$4.00

CANDY SALES: The sale of candy or other food items by individuals on campus is **prohibited**.

CLASS RESPONSIBILITY: Students are **NOT** to stay with a teacher for **any reason** when they are scheduled for another teacher's class, without prior approval of the teacher they are scheduled to be with. Failure to secure the approval of the scheduled teacher will result in an office referral for **SKIPPING CLASS**.

COUNSELING and GUIDANCE: The purpose of the counseling and guidance program is to provide help to students in academic, behavioral, emotional, and social areas. The counseling program includes individual counseling, group counseling, and classroom guidance. Parents are encouraged and welcomed to share concerns about their children with the counselor.

COURSE OFFERINGS: All 6th and 7th grade students will take 6 classes, which will include Math, Language Arts, Science, Social Studies, and a choice of 2 Elective/Connections classes.

As a connection class a student may receive instruction in: P.E., Ag, Band, Choir, Computers, Family and Consumer Science, Technology, Visual Arts, and World Cultures. Band and Choir are year-long commitments. Band students must provide their own instrument.

DELIVERIES: The school will not accept delivery of flowers, gifts, and/or balloons to students at any time during the school day. Students should not bring flowers or gifts to hand deliver as well.

DRESS CODE (BOARD POLICY- JCDG)

General guidelines:

A student should:

1. Present an overall neat appearance.
2. Have clean and well-groomed body and hair.
3. Wear adequate and appropriate underclothing for all outfits.
4. Dress in outfits deemed appropriate for school wear.
5. Wear clothing of reasonable length, fit and cover.

Although dress reflects personal and family choice, students' dress should be appropriate for school. Students should dress in a manner which will not distract others from learning nor be offensive in nature. The administrative staff may address any other concerns at their discretion. All staff members are expected to assist in monitoring students. Students wearing inappropriate clothing will be sent to a counselor. Grooming is a personal matter that should take place in the privacy of your own home or in the restroom. (See next page for dress code)

ITEM	ACCEPTABLE	UNACCEPTABLE
Pants	<ul style="list-style-type: none"> • Worn at waist, fitted at crotch (belts must be buckled) • Leggings, Jeggings and Yoga pants must be worn with a shirt that covers the crotch and the butt area. 	<ul style="list-style-type: none"> • Oversized, baggy or saggy • Ripped, torn, or holes in any clothing that shows butt, crotch, upper thigh areas and undergarments are NOT allowed
Shorts	<ul style="list-style-type: none"> • Worn at waist, fitted at crotch (belts must be buckled) • Length should be no more than three inches above the knee. 	<ul style="list-style-type: none"> • Oversized, baggy or saggy • Made of spandex or nylon • Shorter than three inches above the knee
Skirts, Skorts, Jumpers, Dresses	<ul style="list-style-type: none"> • Worn at waist, fitted at crotch (skort) • Length should be no more than three inches above the knee • Mini-skirts MUST be worn with tights/jeggings underneath 	<ul style="list-style-type: none"> • Overly tight jumpers, catsuits • Exposed stomachs, backs or thighs • Bodycon dresses
Shirts	<ul style="list-style-type: none"> • Worn at waist level • Should cover midriff even when arms are raised above head or actively moving • Shirt straps should NOT expose undergarments such as bras 	<ul style="list-style-type: none"> • Tight fitting or low cut that are revealing • No bare shoulders • Tank tops/camisoles cannot be worn by themselves • See – through tops that reveal undergarments • Tank tops, undershirts or muscle shirts
Shoes	<ul style="list-style-type: none"> • Soled footwear • Worn at all times during school day 	<ul style="list-style-type: none"> • House slippers, • Bedroom shoes
Head Attire	<ul style="list-style-type: none"> • Decorative headbands, • Hair clips 	<ul style="list-style-type: none"> • Hats, caps & hoods cannot be worn in the building • Skull caps, doo-rags, bandanas, scarves, beanies, berets or anything that covers the head is not allowed. • No sweat bands
Other	<p>THESE ITEMS ARE NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> • Pajamas, robes, blankets • Non-prescription sunglasses cannot be worn in the building • Trench coats • Chains, straps or any other item hanging from clothing • Any item that advocates or advertises any of the following: Tobacco products, alcoholic beverages, drugs, illegal substances, violence, racist organizations, gangs, obscenities, and nudity • No connections from ear to lip piercings or ear to nose • Any other type of dress/garment/paraphernalia that is distracting, immodest or interferes with learning will not be worn. 	

DRINK MACHINES: Drinks may be purchased in the cafeteria during **lunch only**. Students may bring drinks outside of the cafeteria but they must be put in backpack once returning to the classroom.

EARLY ARRIVAL: Students arriving on campus by bus, by car, or by walking before 7:50 a.m. will proceed to the cafeteria if they intend to eat breakfast or to the gym if they do not; in both locations they will be supervised by assigned personnel. All students will be dismissed at 7:50 a.m. at which time they should report to their advisory classroom. **Students are not to be left on campus before 7:30 AM. There is no supervision for students before 7:30 a.m.**

EARLY CHECKOUT: Early checkout means leaving school prior to the end of instructional time and/or the end of the official school day. Note: All students leaving or entering the school must go through the Student Services Area. Before a student can check out of school, a parent or legal guardian must be contacted. No student may leave the school without permission from a school official. **Because of the late afternoon rush, students may not check out after 3:00 p.m., nor can phone messages be delivered after 3:00 p.m.**

ELECTRONIC DEVICES: Independent student use of personal electronic devices may be permitted for instructional purposes at the discretion of the attending school administration. Schools choosing to allow personal electronic devices will notify parents and provide a Bring Your Own Technology contract outlining all details. Cell phones, if brought to school, should be put away during the day and should be turned off. The Colquitt County School System, its staff, or employees, are not liable for any device lost, stolen or damaged on campus. If a device is lost, stolen or damaged, it will be handled through the administrative office. The technology is allowed for educational purposes and only to enhance the classroom experience. Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum. Students take full responsibility for their personal electronic/digital devices. Additionally, students are responsible for management, trouble shooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices. **In the event that the student does not turn over the cell phone or device on the first request of a school employee, the student will be referred to the discipline office and will be subject to disciplinary actions including in school suspension and suspension. The student's parents/guardians will be notified.**

FIELD TRIPS: Parents will sign one parental consent form for all school field trips. Parents will be notified in advance of all field trips. Should parents not want their child to participate, they should contact their child's teacher 3 days prior to the field trip. Parents who chaperone an overnight field trip must provide a current background check to the supervising school.

GRADE DISTRIBUTION: A general grade distribution will exist at WWMS for all courses. The course grade distribution is:
Informal (Daily/Class Work/Homework:): 50%
Formal (Tests/Quizzes): 50%

Students will be allowed one (1) re-test opportunity for formal assessments upon completion of remediation. Re-takes must be completed by the next unit assessment.

GRADES AND RECORDS: The school term will be divided into four (4) quarters. Progress reports will be sent home with students at the mid-point of each quarter. Students will receive a copy of the 9- weeks report card at the end of each quarter. **Student grades at the end of the year will be a cumulative grade from all 4 quarters and not an average of all 4 quarters.** The end-of-year report card will be sent home with students on the last day of the school year. The 9-Weeks grade will reflect the average of all assignments for that quarter. Any changes in grades after this time will be reflected in the final yearly grade. The yearly grade is an average of all assignments given during the year. Students will receive a numerical grade for each class. As we continue our progress in aligning our curriculum with the Georgia Performance Standards, Williams Middle School has adopted the following guidelines for standards-based

A:	90 – 100	Student is exceeding the standard.
B:	80 – 89	Student is meeting the standard.
C:	70 – 79	Student is progressing toward the standard.
F:	Below 70	Student is not progressing toward the standard.

HALL PASSES: Students are not to be out of class without an official hall pass.

HEALTH SERVICES:

1. General Health Services: School health services are provided to assist parents and teachers in promoting the health of the student to enable him/her to function to the maximum of his/her capabilities. A nurse promotes the health of students by providing vision, hearing, dental, and scoliosis screenings as deemed necessary; communicable disease control, counseling on individual health problems, and health education. The nurse also provides services for sick or injured students. The system’s School Nurse Coordinator is also a health resource for students and staff. It is the parent/guardian’s responsibility to complete an updated School Health Information form for each student annually. More than three nurse visits outside of regular scheduled visits to the clinic will be considered excessive and the student’s parent/guardian may be contacted and referral made to the school counselor.

2. Notification of Illness: Before 9:00 a.m. please notify the school by phone if your child is ill, especially if the illness is a communicable condition such as chicken pox, impetigo, scabies, measles, lice, bed bugs. **Keep students home if they have a fever, diarrhea, vomiting, or red, draining eyes. Parents should keep children at home until they are free of fever, vomiting, and diarrhea for 24 hours (without the use of medication to treat the symptoms such as Tylenol or ibuprofen).** If a student is injured or becomes ill at school, every effort will be made to contact the parent/guardian. If emergency treatment is required, proper steps will be taken to ensure the child receives necessary care. **Be sure to keep the school notified of changes in work or cell numbers for all contacts that are provided.**

3. Dispensing Medication at School: All medications should be delivered to school by an adult. A written request and physicians’ order must be provided for all prescription medication. They must also be in the proper labeled bottle provided by the pharmacy. The school staff can give over the counter medications **ONLY** if the medication is provided by the guardian. Schools do NOT stock these medications. The medications must be in the original container. A Short Term Medication form will need to be signed by the guardian for these to be given.

According to Georgia law, students are allowed to maintain Epi-pens and inhalers on their person provided proper release has been signed by the guardian.

Medication forms can be obtained from the school nurse are on the Colquitt County School System website at www.colquitt.k12.ga.us under Departments/Health Services.

HONOR PROGRAMS: An honor program will be held at the end of the school year. All parents of students receiving awards or honors are invited to attend.

HONOR ROLL: The two categories for honor roll are as follows:

- Honor Roll of Excellence – Students must receive a grade of 93 or higher in each subject including Physical Education and Connections.
- Academic Honor Roll – Students must receive a grade of 85 or higher in each subject including Physical Education and Connections.

IMMUNIZATIONS: All students must maintain current records of Georgia State Law required immunizations in the school office.

INFINITE CAMPUS PARENT PORTAL: Infinite Campus is the student information system software

used in the Colquitt County Schools and warehouses student information, electronic gradebooks, and

parent portal access. All parents who wish to access student information and grades online must complete an online registration form located on the school website under the link for "Parents". You will need your child's student number, social security number, and date of birth to begin the process. You will receive an activation code and you will be redirected to a page to create your new account. In addition to viewing student grades and attendance, parents will be able to update student information such as addresses, phone numbers, emergency contacts, and email addresses. When updating your address, please provide a "Proof of Residence to your child's school. For more information, contact the school.

INTERNET POLICY: According to Colquitt County's policy # IFBG, students will:

1. Follow guidelines established in the Colquitt County School's Internet policy.
2. Acquire permission to use the Internet and assistance from an adult.
3. Not give personal information on the Internet.
4. Be trained before using the Internet in the classroom.

INSTRUCTION AND GRADING: The goal of Willie Williams Middle School is to prepare students for a successful future. We will do all we can to prepare students for success academically, behaviorally, and from a maturity perspective to be successful not only at middle school, but also for their upcoming junior high and high school years. The expectation for students has increased with age and ability. Each student must leave our campus prepared for the challenges they will face at our junior high school, and also begin to develop skills that will be built upon to carry them through Colquitt County High School and then their future endeavors. These policies and procedures are designed to enhance the qualities needed to be a productive citizen in the 21st century society. Expectations are high for all of our students. We have a program designed for growth and achievement.

LOST AND FOUND: *Please label all coats, sweaters, gloves and bookbags with your child's first and last name.* Items will be kept in lost and found for two weeks. Lost and found will be located in Student Services. After two weeks the items will be donated to Crossroads Mission.

MAKE-UP WORK: Students will be given **three (3) days** to make up work missed due to short-term unexcused absences.

MOMENT OF SILENCE: The 1994 Georgia General Assembly passed the following legislation: In each public school classroom, the teacher in charge shall, at the opening of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all students therein assembled. Teachers and administrators shall not suggest or imply that students should or should not use the moment of silence 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 use the moment of silence to audibly pray, singly or in unison. Colquitt County schools will observe this legislation each morning after the pledge to the American flag.

OFFICIAL SCHOOL START/END TIME: This is the time designated by the principal and advertised to students and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designated school clock, and displayed in a prominent location.

- | | |
|-----------|--|
| 7:30 a.m. | Students may enter the school (report to cafeteria or gym) |
| 7:45 a.m. | Students released from cafeteria and gym to first period |
| 8:00 a.m. | Students arriving after 8:00 are marked tardy |
| 8:00 a.m. | First period begins |
| 3:30 p.m. | School dismissed |

PARENTS' RIGHT TO KNOW (as Required by The Every Student Succeeds Act (ESSA) Section 1111 6-A)

Parents have the right to ask school administration about the following:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- Parents may also ask whether their child receives help from a paraprofessional. If their child receives this assistance, information about the paraprofessional's qualifications can be provided.

PARTIES: Parties may not be held during the school day without prior approval from the administration.

PHYSICAL EDUCATION: Physical education is a required class. Students will be excused from Physical Education only with a physician's statement.

PROGRESS REPORTS/REPORT CARD DATES:

9/7/22-10/10/22

11/14/22-1/6/23

2/9/23-3/14/22

4/19/23-5/19/23

PROMOTION AND RETENTION: Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.

Where the teacher believes the student is not performing at such a level, the teacher must implement remediation efforts as set forth in regulations or procedures. Parents will be informed of promotion and retention requirements in the student handbook or in other information disseminated to parents. A school-level team will review a student's performance prior to any decision to retain the student. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter. School-level promotion and retention decisions may be appealed to the Superintendent or designee. The Superintendent's decision shall be final.

PUBLIC DISPLAY OF AFFECTION: Kissing, groping, etc. is not allowed at school. These actions may result in disciplinary action.

RELEASING STUDENTS FROM SCHOOL: Neither the principal nor any school staff member should release a child to anyone without the consent of the parent. In the case where a court or judge has awarded full custody of the child and parental rights to one parent, the child is not to be released to the other parent without the consent of the parent who has legal custody.

SAFETY DRILLS: Fire drills, severe weather drills, and other emergency drills will be conducted throughout the school year. An evacuation plan is posted in each room. All procedures will be explained to the students at the beginning of the school year. A copy of the school safety plan may be reviewed in the principal's office.

SEARCHES: Students and personal items (book bags, duffle bags, purses, etc.) are subject to be searched at any time by an administrator providing there is reasonable suspicion. The school, with superintendent's approval, may use search dogs on occasion to search classrooms, restrooms, and other facilities. Students will not come into direct contact with search dogs.

STUDENT DEBTS: All student debts must be cleared before any records/report cards may be released.

STUDENT INFORMATION: Information that may be used in school related publications includes the student's name and photo. Any parent desiring that information regarding his/her child not to be made public should give written notice to the principal within two weeks, 10 school days, of enrollment.

STUDENT RECORDS: A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the system until the student withdraws. This record moves with the student from school to school.

STUDENT RIGHTS: Student reporting of acts of sexual abuse or sexual misconduct by a school system employee: Any student (or parent/friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is strongly encouraged to make an oral report of the act to any teacher, counselor, or administrator at his/her school. "O.C.G.A. 20-2-751.7"

SCHOOL RESOURCES OFFICER (SRO): The School Resource Officer will aid administration in various Code of Conduct offenses.

TARDINESS: To receive the maximum benefit from classroom and instructional participation, students must report to school on time each day. Students tardy for school are required to bring a written excuse the same morning. Excessive tardies may result in a referral to the Attendance Support Team.

TELEPHONE: School telephones are for business and emergency use only. Parents should make transportation plans for students prior to the school day. Calling the classroom to deliver messages disrupts vital instructional time. Students will not be interrupted from class to come to the phone.

VISITS TO SCHOOL: Parents are always welcome to visit our schools and are encouraged to do so during the school day. All visitors must report to the office to get a visitor's pass before visiting the classroom. Personal items that need to be delivered to a student should be brought to the office. If parents need specific information concerning their children, they should call the school and request a conference. By reserving a certain time, adequate attention and confidentiality can be preserved.

VOLUNTEERS: The Colquitt County School System welcomes volunteers in the classrooms. Individuals interested in registering to serve as a mentor should contact the Moultrie YMCA at 985- 1154.

WITHDRAWAL FROM SCHOOL: Parents, legal guardians, or legal custodians should accompany students when withdrawing them from school. If this is not possible, written authorization should be secured from the parent, legal guardian, or legal custodian. The procedure for withdrawal is as follows:

1. Notify the school secretary that your child should be withdrawn on a certain date.
2. Return all school textbooks, library books, school property, and make sure all fees or fines are paid.
3. Records will be sent when requested by the new school the child is attending.

Colquitt County School District

Network/Internet and Publication Information

Technology resources including school network access and Internet access are used in Colquitt County Schools as part of instructional activities. Colquitt County Schools takes every measure to protect students while using these resources as required and outlined by the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. A technology protection measure is in place to protect students while using these resources by blocking or filtering inappropriate websites at all schools. Students will be permitted to use these resources and will be expected to adhere to the Colquitt County Schools' Internet Acceptable Use Policy (Board Policy Descriptor Code: IFBG). Parents and students may access this policy by visiting the Colquitt County Schools online board policy manual at <http://tinyurl.com/bmjxpzb> or from your school office. The Acceptable Use Policy outlines best practices for school computer/technology use with specific emphasis on the following restricted activities:

- Using obscene language
- Sending or displaying offensive messages or pictures
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems, computer networks, or any school technology equipment
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folder, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or any methods deemed unlawful or unethical.

Violations may result in a loss of access as well as other disciplinary or legal action (Board policy and procedures on student rights and responsibilities).

In addition, Colquitt County Schools is committed to maintaining system and school websites that highlight the achievements of the faculty, staff, and students of all Colquitt County Schools by displaying photographs, videos, audio files, and/or student creations with possible student full name recognition. Students may also be asked to create accounts for educational websites. Parents or legal guardians of minor students (under 18 years of age) who wish to decline permission for his or her student to participate in instructional activities using these resources or who wish to decline permission to publish student photographs or student creations may complete the "Decline Internet Usage/Publication Form." These forms may be obtained from the Colquitt County Schools Technology Department website at <http://colquitt.k12.ga.us/Departments/Technology> or from the main office of each school.

The "Decline Network/Internet Publication or Use Form" must be submitted to the home school main office within 20 days of the beginning of school or the first day the student is enrolled.

(Revised January 19, 2019)

Bullying Awareness

In the Colquitt County School System, we take bullying behaviors very seriously. Parents, did you know that **bullying is against Georgia State Law**? Take a closer look at the bullying law – Code of Conduct Rule 5A - of this agenda book. Isolated or repeated mutual conflict between students is not generally considered as bullying. Bullying happens when one child exhibits power (i.e. social status, physical strength, popularity) over another child and does so with intent to harm repeatedly either physically or emotionally. Bullying can be a physical act such as hitting or kicking, or it can be emotionally hurtful behavior such as excluding a child on purpose or starting rumors. To classify any behavior as bullying, all three conditions must be in place—power over another student, purposeful intent to harm, and repeated behavior. At the discretion of the principal, consequences for a student who is bullying may range from a verbal reprimand to out of school suspension or even referral to a Board of Education disciplinary hearing.

In an effort to address bullying, the Colquitt County School System staff members would like to work together with all students and parents. We strive to provide a well-supervised and safe learning environment for all of our students, including preventing bullying and enforcing the rules if it does occur. By teaming together, we can create more effective communication between home and school to increase the well-being of our students. No one deserves to be bullied, and we will work together to prevent or stop bullying behavior.

What Can Parents Do?

There are several things parents can do to help their children deal with being bullied. To help your child:

- Listen respectfully.
- Help your child understand the difference between reporting and tattling. Reporting is when a student informs an adult to get help for someone who is being hurt or who is sick or when property is being damaged. Tattling is when a student tells an adult in order to get another student in trouble.
- Avoid using statements such as, “You just need to toughen up!” or “That’s part of growing up. Learn to deal with it.”
- Notice if your child is telling you about problems with the same student or similar incidences over and over again.
- If you think your child is being bullied, contact your child’s teacher.

A Pledge for Parents

I pledge to work together with my child’s school to address bullying. By signing below, I agree to take the following steps:

- Model respectful behaviors for my child
- Avoid using words or actions that hurt others
- Talk with my child regularly about how students treat others at school
- Set an example by valuing differences and promoting sensitivity to others
- Discuss with school staff members any concerns about bullying behavior

Parent Signature: _____ Date: _____

A Pledge for Students

I pledge to work with others at my school to put an end to bullying. By signing below, I agree to take the following steps:

- Treat others respectfully
- Try to include others who are left out
- Refuse to bully others
- Refuse to watch, laugh or join in if someone is being bullied
- Tell an adult

Student Signature: _____ Date: _____

BULLYING IS NOT ALLOWED!

Board Policy JCDAG Summary:

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

Bullying is defined as follows: An act that is:

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

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

Examples of prohibited behaviors include but are not limited to:

- Verbal assaults such as unwanted teasing or name-calling;
- Threats, taunts and intimidation through words and/or gestures;
- Direct physical contact such as hitting or shoving;
- Physical violence and/or attacks;
- Destruction of school or personal property;
- Any form of electronic bullying or cyber-bullying using school equipment, school networks, or e-mail systems or committed at school;
- Theft of money and/or personal possessions for the purpose of bullying, harassing, or intimidating;
- Harassment or intimidation motivated by any actual or perceived characteristic including race, color, ethnicity, religion, gender, gender identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic;
- Public humiliation;
- Social isolation;
- Extortion or manipulation, including incitement and/or coercion;
- Rumors or spreading of falsehoods;
- Stalking;

- Cyber-stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim;
- Cyber-bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., Facebook, etc.), chat rooms, texts, and instant messaging;
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online;
- Sending abusive or threatening text messages or instant messages; and
- Using websites to circulate gossip and rumors to other students.

Physical Violence --In accordance with Georgia Law, physical violence is defined as:

1. Intentionally making physical contact of an insulting or provoking nature with the person of another; or
2. Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of him or her, as provided in. Code Section 16-3-21.

Students who witness bullying or who are victims of bullying behaviors should make a report to a teacher or school administrator so that an appropriate investigation can take place. At the option of the person reporting the incident, the report may be made either by name or anonymously and either verbally or in writing. Reports of bullying also may be made by using the District's complaint procedures or by calling the Georgia Department of Education's School Safety Hotline at 1-877 SAY-STOP (1-877-729-7867). Any employee to whom bullying is reported must promptly document the report and forward it to the principal or designee. Any employee who witnesses an incident of bullying or who otherwise learns that a student is being bullied must promptly submit a written report to the principal or designee. The principal or designee shall ensure that proper documentation is maintained throughout the investigation and resolution of the matter. If the reporting student or the parent or guardian of the student feels that the school is not taking appropriate steps to investigate or address the problem even after consulting the school principal, the student or the parent or guardian should contact the Superintendent or his or her designee. At an appropriate time during or after an investigation of the bullying report, the parent or guardian of both the accused and the victim must be notified. If, after an investigation, a student is found to be in violation of the Code of Conduct bullying policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall at a minimum be assigned to an alternative school through appropriate due process by the disciplinary hearing officer. Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Cell Phone Policy

Realizing the role cell phones have come to play in everyday life, cell phone possessions by a student on a school campus is acceptable. Knowing the disruptive factor that cellular phones are in the school setting if not properly maintained, the following policy has been put in place at WJW. Cellular phones may be in the possession of a student at any time, but may not be in use for any reason except during instructional activities in which a student has been given permission by the teacher in charge of instruction. Students cannot use cell phones or other electronic device inside the school building during any other time. This includes before school and after school. Students will be given the opportunity to turn in their cell phones at the beginning of each class period to the teacher. If the phone is not turned in and the student is caught using the phone, the following consequences will apply.

STUDENTS MUST TURN IN THEIR PHONE TO LEAVE THE CLASSROOM DURING INSTRUCTIONAL TIME.

1st Offense:

- A. Confiscate Device for Pick-Up by student at the end of the day. Teacher should send the cell phone along with a referral to the front office.

2nd Offense:

- A. Confiscate Device and parent contacted for phone pick-up. Teacher should send the cell phone along with a referral to the front office.
- B. Administrative Discretion- Saturday Detention or one Day ISS
Failure to attend Saturday detention will result in one day of In-School Suspension.

3rd Offense:

- A. Confiscate Device and parent contact for phone pick-up. Teacher should send the cell phone along with a referral to the front office.
- B. Administrative Discretion- Two Saturday detentions or Two Days ISS
Failure to attend Saturday detention will result in one day of Out of School suspension.

Subsequent offenses: Principles Discretion

In the event that the student does not turn over the electronic device on the first request of a school employee they will be sent to the office for discipline at the principal discretion. All students are required to turn in cell phones during GA Milestones Testing. Refusal to do so will result in having their test voided and suspension.

Note: Students are personally responsible for the security of their cell phones. School staff is unable to use instructional time to investigate the loss of personal property.

COLQUITT COUNTY SCHOOLS - STUDENT BEHAVIOR CODE

Development of the Student Behavior Code

This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). Such a code is mandated in O.C.G.A. § 20-2-735. The behavior code is reviewed on an annual basis. The revisions of the behavior code will go into effect on the first day of school each year.

When the Student Behavior Code Applies

The rules contained in the *Student Behavior Code* apply to students, both during and outside normal school hours, who are:

- On school system property
- Off school system property while attending a school activity, function, or event
- En route to or from school or school-related activities
- Off school system property if: (a) the student's off-campus conduct could result in the student's being charged with a criminal offense (or delinquent act) that would be a felony if committed by an adult and the off-campus conduct either makes the student's continued presence at school a potential danger to the educational environment or disrupts the school environment; or (b) the student's off-campus expressive behavior (including, but not limited to, written communication, internet postings, communication through social media, cyber bullying (threats or harassment), or texting) could reasonably be expected to come to the attention of school officials and create a substantial risk to the safety of students, staff or others and/or a risk of substantial disruption to the school, program, or, school environment.
- School bus stops

Explanation of Consequences

Detention

A requirement that the student report to a specific school location and make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before or after school.

Alternative Placement for Elementary Students

Temporary removal of a student from the regular classroom and assignment to another classroom or administrative office for a period of time deemed appropriate by school administration.

Short-Term Alternative Placement (In-School Suspension or ISS)

Removal of a student from the classroom to work in an isolated area staffed with school system personnel. While in this setting, the classroom teacher provides work for the student to complete. This is used sometimes in lieu of out-of-school suspension. The student is excluded from all school-sponsored and extracurricular activities while assigned to this setting.

Therapeutic Removal of a Student

A student may be sent home from school for therapeutic purposes. The principal or designee and the parent/guardian may agree that, in some instances, it may be better for a student to leave school temporarily. This time away from class should not be considered as suspension.

Suspension

Removal of the student from the school campus and exclusion from all school-sponsored activities, extracurricular activities, and course work required. Suspension by the school principal or designee shall not exceed 10 consecutive days. The disciplinary hearing officer or the Board of Education may only impose suspensions beyond 10 days after a due process hearing to determine guilt or innocence. A student suspended beyond 10 days may be afforded the opportunity to enroll in the alternative program.

Expulsion

The removal of a student from the school system for an extended period of time; or permanent removal by the Board of Education or through a disciplinary hearing. ***Long-Term Alternative Placement***

A setting that a student may be offered when suspended from school for more than 10 days. The student is excluded from all school-sponsored and extracurricular activities while assigned to the alternative school (unless otherwise designated by the superintendent or designee). There are at least four ways a student may gain entry to this program:

- Through a disciplinary hearing process
- Through principal and parent/guardian agreement (proper waivers must be signed)
- By committing a third offense for bullying (applies to middle and high school students)

- By superintendent assignment (only for students in grades K-5)

Explanation of the Term “Possession”

A student is in “possession” of an illegal or prohibited item when it is found, or determined to be, in or on the person of the student, in his or her personal effects (including book bag, pocketbook, or athletic bag), located in the student’s locker, in a student’s vehicle (or a vehicle in which the student was transported), while the student is on school property or at any school event or function.

Discipline Incident Type Codes

CODE 01: ALCOHOL

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year.

A student shall not possess, sell, use, transmit, consume, or be under the influence of any alcoholic beverage, stimulant, or intoxicant of any kind.

Disposition: Ranges from a Written Warning to Expulsion (Suspension time may be reduced if the student successfully completes a school-sponsored and approved intervention program.)

CODE 02: ARSON

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trash can fires (if they are contributing factors to a damaging fire.) Without a fire, firecrackers and fireworks are included in the Discipline Incident Type Code 23 (Weapons – Other.) This code does not include the simple act of lighting a match or lighter.

A student shall not cause or attempt to cause damage to any real or personal property by fire or any incendiary device.

Disposition: Ranges from Alternative School Assignment to Expulsion
Law enforcement will be called.

CODE 03: BATTERY

Intentional and substantial physical harm or visible bodily harm to another. As used in the Georgia Code section for this offence, the term “visible bodily harm” means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips, or other facial or body part, or substantial bruises to body parts.

This code is only used when the attack is very serious – enough to warrant calling the police.

Battery may include an attack with a weapon that causes serious bodily harm to the victim.

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause injury to another person. A student shall not engage in verbal confrontation or other verbal misbehavior including insult, use of profanity, ethnic, racial, sexual, religious slurs, bullying, or harassment that might lead to this offense. Any student who commits an act of physical violence against a teacher, administrator, school bus driver, or any other school employee shall be suspended pending a disciplinary hearing before a tribunal or hearing officer.

The Board of Education shall appoint members of the tribunal (which will consist of three certified educators) to determine all issues of fact and intent relative to the alleged incident of physical violence. The tribunal shall submit its findings of fact and intent, along with its recommendations of punishment, to the Board as required by O.C.G.A. § 20-2-751.6. The Board shall review the findings and recommendations of the tribunal and may follow the recommendation or impose penalties not recommended by the tribunal.

If the student is found guilty of this offense, the discipline shall be expulsion, long-term suspension, or short-term suspension. In cases where the act of physical violence results in physical harm, the student shall be expelled for the remainder of his/her eligibility to attend public school. If the student is in grades K-8, the Board of Education may, at its discretion and on the recommendation of the tribunal, permit such student to re-enroll in the regular public school program for grades 9-12. The Board of Education may permit the student to attend alternative school for the period of the student’s expulsion.

Disposition: Ranges from Short-Term Suspension to Expulsion
Law enforcement will be called.

CODE 04: BURGLARY (Not defined nor reported for student discipline.)

CODE 05: COMPUTER TRESPASS

The unauthorized use of a computer or computer network with the intent of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.

Students may not cause or attempt to cause damage to any computer hardware or software.

051 Violation of Computer Ethics

Stealing or copying software that is the property of the COLQUITT County Schools is strictly prohibited. Students are expected to fully comply with all components of the school system's technology usage agreement. Students who choose to abuse computer privileges are subject to disciplinary consequences. Any violation of the network usage agreement is considered a violation of this code.

Lap top computers and personal desk accessories are discouraged but may be allowed with administrative and teacher approval. Violation of any school rule with such a device will result in loss of privilege and may result in disciplinary consequences.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 06: 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.

If the action results in a more serious incident, report it in one of the following categories:

061 Misbehavior on the School Bus

In accordance with the law, any form of physical violence, bullying, physical assault, or battery is strictly prohibited on a school bus as it is on other school properties. Any form of verbal assault, disrespectful conduct, or unruly behavior will not be tolerated. Georgia law requires a meeting between the parent/guardian and school officials whenever a student is engaged in any form of bullying, physical assault, or battery on a school bus. This meeting will be for the purpose of assessing age-appropriate disciplinary sanctions/penalties and for developing a behavioral contract specific to the inappropriate behaviors being targeted. This contract will be effective for the period of time set forth by the school administration. Behavioral contracts may be used for other bus misconduct as deemed appropriate by local school administration.

Any violation of the bus rules and anything that the driver deems unsafe or inappropriate will result in a verbal warning, assigned seating, and/or a written referral. All referrals are turned in to the Director of Transportation. The referral will be sent to the appropriate school electronically. Some actions may result in the student being suspended from the bus for a short period of time or expelled from the bus for serious behavior or safety issues.

The Director (or designee) have the authority to board any bus and address any safety/behavior issues that they observe, or when requested to do so by the school and/or driver. All transportation employees who enter a school bus should notify students of their name, position/title, and the reason for entering the bus.

The school system is committed to transporting students safely to and from school. All students are expected to behave appropriately while riding on the bus. To this end, students are expected to abide by these specific rules as well as those set forth by the Pupil Transportation Department or school administrators. Failure to do so will result in loss of rider privileges.

The bus driver has the authority to assign seats at any time. Drivers also have the authority to add additional rules as they deem necessary.

Students shall be prohibited from the following while on the school bus:

- Use of any electronic devices that might distract the school bus driver including but not limited to pagers, cell phones, audible radios, tape or compact disc players without headphones, or any other electronic device used in a manner that might interfere with school bus communication equipment or the school bus driver's ability to operate the bus; such devices will be confiscated and turned in to school administration if used
- Use of mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the driver's ability to operate the bus
- Transporting inflated balloons, large bouquets in glass containers, or any other large item (including large school projects or band instruments), that might create visual restrictions to the bus driver or block the aisle of the bus
- Use of alcohol, tobacco products, or any other substance deemed illegal or inappropriate within the CCSS Student Behavior Code

- Transporting weapons of any kind
- Use of loud, profane or abusive language, obscene gestures, or other unruly behavior; including but not limited to fighting, spitting, bullying, threatening, harassing, or taking objects that are not yours
- Falsifying or forging information
- Improper touching or public displays of affection
- Eating, drinking, (except water, which can be brought on the bus in a closed container), chewing gum, or littering
- Damaging seats or any other part of the school bus
- Throwing objects in the bus or out of a bus window/door
- Extending arms, head, or hands outside of a bus window/door or across the aisle
- Moving from seat to seat while the bus is in motion
- Bringing animals on the bus

Disposition: Ranges from a Written Reprimand to Expulsion (This could include suspension from the bus.)

63 Disruptive Behavior

64 Repeated Violations/Misbehavior

65 Throwing Objects

No student shall threaten to or intentionally

- Occupy any school building, gymnasium, school grounds/properties or part thereof, with intent to deprive others of its use or where the effect thereof is to deprive others of its use; block the entrance or exit of any building or property (including any corridor or room thereof) so as to deprive others of access thereto; or block normal pedestrian or vehicular traffic on a school campus except under the direct instruction of the principal
- Prevent the convening of or force the disruption of any lawful mission, process, or function of the school by the use of any manner of violence, force, noise, coercion, treat, intimidation, fear, passive resistance, or any other conduct
- Burn or otherwise damage any school building or property
- Possess, discharge, display, or otherwise threateningly use any firearm, explosives, knives, or other weapons (or any object that can reasonably be construed as a weapon) on school premises
- Make noise or act in any manner so as to interfere seriously with the teacher's ability to conduct his/her class
- Refuse to identify oneself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel
- Make, or encourage others to make, prank phone calls; activate a fire alarm without justification; or falsely report a fire, bomb, terroristic act, or any other threat the student does not believe to exist
- Commit any act or crime of violence

Disposition: Ranges from a verbal reprimand to expulsion

CODE 07: DRUGS (except alcohol or tobacco)

The 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. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student.

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

A student shall not possess, sell, or transmit (or attempt to sell or transmit) any illegal drug or drug paraphernalia.

Possession, sale, transfer, or use of prescription or non-prescription drugs can be a violation of this rule.

Misuse of prescription or non-prescription drugs shall be considered a violation of this rule.

Each school is assigned a nurse to oversee the clinic. All prescription and non-prescription drugs must be checked in and administered through the clinic. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with system guidelines shall not be considered a violation of this rule.

Any student who has asthma will be permitted to carry asthma medication prescribed by a physician on his/her person and self-administer it during school or at school-related activities as long as the school nurse has been notified and the appropriate paperwork has been filed as specified in Board policy.

Disposition: Ranges from a Written Reprimand to Expulsion (Suspension time may be reduced if the student successfully completes a school-sponsored and approved intervention program.)

CODE 08: FIGHTING

Mutual participation involving physical violence where there is no main offender and no major injury.

A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person.

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person that threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

081 Verbal and/or Physical Contact

Any mutual act of arguing or pushing among students that could lead to an actual fight.

Disposition: Ranges from a Verbal Reprimand to Out-of-School Suspension (May be referred to a counselor or social worker.)

CODE 09: HOMICIDE (Not defined nor reported for student discipline.)

CODE 10: KIDNAPPING (Not defined nor reported for student discipline.)

CODE 11: LARCENY/THEFT

The illegal taking of another person's property without that person's freely-given consent by taking, by deception, by conversion, by taking lost or mislaid property, or by receiving stolen property without threat, violence, or bodily harm. Included are pocket-picking, taking a purse or backpack, theft from a building, motor vehicle, coin-operated machine, or all other types of larcenies.

111 Petty Theft

Theft of an item or items with a total monetary value under the amount of \$500. Anything greater is grand theft.

A student shall not steal the property of another (or attempt to do so) and shall not possess, sell, use, or transmit (or attempt to possess, sell, use, or transmit) stolen property.

The school will file any incident involving theft of property valued at \$100 or more with local law enforcement. Incidents involving theft of property valued at less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

For purposes of reporting - burglary, breaking and entering, robbery, theft by taking or the attempt to do any of these acts - will be reported as a violation of this rule.

Disposition: Ranges from a Verbal Reprimand to Expulsion (Restitution may impact disposition.)

CODE 12: MOTOR VEHICLE THEFT (Not defined nor reported for student discipline.)

CODE 13: ROBBERY (Not defined nor reported for student discipline.)

CODE 14: SEXUAL BATTERY (Not defined nor reported for student discipline.)

CODE 15: SEXUAL HARASSMENT

The deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments (including statements posted on or contained in internet postings, email, texts, social media, or other electronic communication) of a sexual nature when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.

Harassment of any nature is not tolerated by the Colquitt County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from a Written Warning to Suspension (Requires a behavior contract; alternative school assignment is mandatory upon the third offense.)

CODE 16: SEX OFFENSES

Sexual intercourse, sexual contact, or other unlawful behavior/contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples include entering or downloading pornographic content onto school computers.

161 Improper Touching/Public Display of Affection (PDA)

A student shall not perform any act of lewd or indecent exposure; lewd caressing or indecent touching/fondling of one's own body or that of another; shall not engage in any act of sexual contact; shall not engage in *streaking* or other display of nudity, or attempt to commit any act of indecent or lewd behavior. Public display of affection (PDA) is included under this rule.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 17: THREAT/INTIMIDATION

Fear of bodily harm through verbal or written threats (including statements posted on or contained in internet postings, email, texts, social media, or other electronic communication) without displaying a weapon or subjecting the person to an actual physical attack.

A student shall not threaten or intimidate another student, or any other person, located on school property or at a school-sponsored event.

Disposition: Ranges from Short-Term Suspension to Expulsion

CODE 18: TOBACCO

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

A student shall not possess, transmit, or use tobacco products of any type, including without limitation smoking tobacco, chewing tobacco, snuff, e-cigarettes, liquid vapor smoking devices or similar devices, or smoking paraphernalia. A student shall not wear attire that advertises or refers to possession or use of tobacco. Such items found in a car, locker, purse, or book bag will be considered as *being in the possession of the student*.

Disposition: Ranges from Saturday Detention to Suspension

CODE 19: TRESPASSING

Entering or remaining on a public school campus or school facility without authorization or invitation and with no lawful purpose for entry. Includes students under suspension or expulsion and unauthorized persons who enter or remain on campus after being directed to leave by the chief administrator/designee.

Students shall not enter or remain on a public school campus or school facility without authorization or invitation.

Disposition: Ranges from a Verbal Reprimand to Expulsion

CODE 20: VANDALISM

The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples include graffiti, carving initials or words in desktops, or spray-painting walls of buildings.

A student shall not cause or attempt to cause damage to property. The school will file any incident involving damage of property valued at \$100 or more with local law enforcement. Incidents involving damage of property valued less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

Disposition: Ranges from a Verbal Reprimand to Expulsion
(Restitution may impact disposition.)

CODE 21: WEAPONS – FIREARMS (See Code 25 and Code 26)

CODE 22: WEAPONS – KNIFE

The possession, use, or intention to use, any type of knife (including a pocket or pen knife) to inflict harm on another person or to intimidate any person.

A student shall not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): a knife of any type with a blade of two inches (2") or longer, razor, box cutter, any martial arts device, sword, machete, or other tool or device used to inflict harm, or any other object that reasonably can be considered a weapon.

When it is the first offense of this code type and the student has in his/her possession a weapon that, in the opinion of the principal, is not inherently an offensive weapon (example: fingernail file, clippers or scissors) and where there is not a threat or actual confrontation, the principal may handle such violation internally once he/she consults with the superintendent and receives permission to handle the matter internally.

Disposition: Ranges from a Written Reprimand to Expulsion

Law enforcement will be called.

CODE 24: OTHER DISCIPLINE INCIDENT

Any other discipline incident for which a student is administered corporal punishment, in-school suspension, out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court/juvenile system authorities, or removed from class at the teacher's request.

245 Other Conduct Subversive to Good Order

A student shall not perform any other act that is subversive to good order and discipline in the schools. This includes but is not limited to violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, community misconduct that would be so serious as to pose a threat to the school community, or student being criminally charged with a felony (which makes the student's continued presence at school a potential danger to persons or property of the school or disrupts the educational process).

Disposition: Ranges from a Written Reprimand to Expulsion

2410 Chronically Disruptive Student

A student who continually disrupts or repeatedly violates other school rules may be charged with repeated violations of school rules or behavior. This code applies after remediation attempts (including consideration of the Pyramid of Intervention) have been utilized.

Disposition: Ranges from Saturday Detention to Expulsion

CODE 25: WEAPONS - HANDGUN

Possession of a firearm which has a short stock and is designed to be held and fired by the use of a single hand, and any combination of parts from which a firearm described above can be assembled.

A student may not possess, transmit, sell, or attempt to sell, discharge, or threatening to discharge any firearm while on school grounds or while attending any school function. This rule deals specifically with handguns and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion. **Law enforcement will be called.**

CODE 26: WEAPONS – RIFLE/SHOTGUN

Rifle - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or redesigned, made or remade, to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger.

Shotgun - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or redesigned, made or remade, to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

A student may not possess, transmit, sell, or attempt to sell, discharge, or threatening to discharge any firearm while on school grounds or while attending any school function. This rule deals specifically with *rifles* or *shotguns* and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion. **Law enforcement will be called.**

CODE 27: SERIOUS BODILY INJURY

Bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

A student shall not cause (or attempt to cause) serious bodily injury or behave in such a way as could reasonably cause serious bodily injury to any person. A student shall not cause (or attempt to cause) an injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Disposition: Ranges from Long-Term Suspension to Expulsion. **Law enforcement will be called.**

CODE 28: OTHER FIREARMS

Firearms other than handguns, rifles, or shotguns as defined in 18USC921. This includes any weapon (including starter gun) which will (or is designed to or may readily be converted to) expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, or rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device; any weapon which will (or which may be readily converted to) expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

A student may not possess, transmit, sell, or attempt to sell, discharge, or threatening to discharge any firearm while on school grounds or while attending any school function. This rule deals specifically with all firearms other than handguns, rifles, or shotguns as defined in 18USC921 and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion. **Law enforcement will be called.**

CODE 29: Bullying

In accordance with O.C.G.A. § 20-2-751.4, bullying means an act that occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology, whether or not such electronic act or communication is on school property or is through the use of school equipment, that is:

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

A student shall not transmit any electronic communication that has the effect of bullying another student, including but not limited to sending e-mail or text messages, or making website postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to cyberbullying that occurs on campus and, if the following conditions are met, to cyberbullying that occurs off-campus if the electronic communication (1) is directed specifically at students or school personnel, (2) is malicious or for the purpose of (i) threatening the safety of those individuals specified or (ii) substantially disrupting the orderly operation of the school or other program, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Georgia Law requires the following once an allegation of bullying has been made:

- Immediate investigation by school administration;
- Notification of the parents of all parties involved, bully and victim;
- Discipline with age appropriate consequences; and

- Follow-up with both the bully and victim to ensure issues are being resolved.

Any student who knowingly files a false report of bullying is guilty of such and will be punished under the existing disciplinary provisions. Retaliation toward a person who makes a report is prohibited.

Georgia Law requires mandatory assignment to alternative school for any student in grades 6-12 who is found guilty of bullying for a third (3rd) time in a school year and authorizes local boards of education to assign students who have committed bullying actions to a school outside the student's attendance area. **Law enforcement personnel will be contacted when a student allegedly commits a physical assault or battery on another student or school employee.**

Disposition: Ranges from a Written Warning to Suspension

291 Racial Harassment

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments of a racial nature, when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Colquitt County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

292 Religious Harassment

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student's religious beliefs/preferences when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Colquitt County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

293 Disability Harassment

A student shall not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student who has a disability when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student shall not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Colquitt County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

CODE 30: OTHER - ATTENDANCE RELATED

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

301 Tardy to School or Class

A student shall not be absent from or tardy to school or any class or other required school function during school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official; nor shall a student encourage, urge, or counsel other students to violate this rule.

Disposition: Ranges from Detention to Suspension Pending a Disciplinary Hearing

302 Absent Without Leave (AWOL)

A student shall not leave school grounds prior to the end of the day (after his/her initial arrival on campus) without the written permission of a teacher, principal, or other duly authorized school official; nor shall a student encourage, urge, or counsel other students to violate this rule.

Disposition: Ranges from a Written Reprimand and Loss of Driving Privileges to Suspension Pending a Disciplinary Hearing

CODE 31: OTHER – DRESS CODE VIOLATION

Violation of school dress code that includes standards for appropriate school attire.

311 Dress Code Violation

The school administration is authorized to determine appropriate dress for the school setting. Each school has determined (by committee) the appropriate dress for their school. The specific dress code for each school is outlined in the student agenda book (or by whatever means the school chooses to convey important student information). The school administration is responsible for enforcement of the school dress code and has at their discretion the right to assign the appropriate disposition for those students who violate the school dress code.

Disposition: Ranges from a Written Reprimand to Suspension

CODE 32: ACADEMIC DISHONESTY

Receiving or providing unauthorized assistance on classroom projects, assignments or exams

321 Academic Dishonesty

Any student who cheats (which includes both accepting from, and giving information to, others), utilizes any form of illegal academic aid during testing or on specified assignments, or changes answers/grades is in violation of academic ethics and is subject to disciplinary consequences. Plagiarism is considered a violation of this rule. Consequences for violation are at the discretion of school administration and/or teacher. Student may be referred to the Pyramid of Intervention.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 33: OTHER – 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

331 Refusal to Follow Instructions/Direction**332 Disrespectful Behavior****333 Profanity or Obscene Language/Gestures**

A student shall not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person, which threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of an ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

334 Providing False Information/Forgery

A student shall not forge another person's signature, present a document with a forged signature, or give false identification/information to any school official or representative for any purpose including falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged

inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences for violation are at the discretion of school administration.

Disposition: Ranges from a Written Reprimand to Expulsion

335 Failure to Comply With Assigned Discipline

A student shall comply with directions, commands, or assigned discipline of teachers, student teachers, substitute teachers, paraprofessionals, principals, school bus drivers, and other authorized school personnel.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 34: OTHER – POSSESSION OF UNAPPROVED ITEMS

The use or possession of any unauthorized item disruptive to the school environment. *(Note: The use of fireworks or incendiary devices must be coded as Arson.)*

341 Possession/Transmission of Prohibited Items

A student shall not possess any form of laser pointer, pocket pager, or any two-way radio during the school day. Cell phones and other electronic devices may be used at the discretion of the principal and teacher for instructional activities or health reasons only.

Disposition: Ranges from Confiscation of the Device to Expulsion

CODE 35: GANG - RELATED

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)

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 36: REPEATED OFFENSES

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 40: OTHER- NON-DISCIPLINARY INCIDENT

This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non- Disciplinary Incident."

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 42: Electronic Smoking Device

Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 44: Violence Against a Teacher

Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Level 3.

Disposition: Ranges from Short-Term Suspension to Expulsion

Questions regarding the **CCSS Student Behavior Code** should be directed to the Office of Student Services, 229-890-6200.

All major offenses including but not limited to drugs and weapon offenses can lead to schools being named an unsafe school according to SBOE Rule 160-4-8-16.

EQUITY COMPLIANCE

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Colquitt County Board of Education does not discriminate in any educational programs or activities or in employment policies. The Colquitt County Board of Education recognizes the model rights and procedural safeguards of the Georgia Department of Education regarding parent rights under Section 504.

The following individuals have been designated as the employees responsible for coordinating the Board's efforts to implement this nondiscriminatory policy:

Perkins Act	Tim Hobbs, Director of Vocational Education
Title VI	James Harrell, Assistant Superintendent of Human Resources
Title IX Gender Equity	Dr. Irma Townsend, Assistant Superintendent of Student Services
Section 504	Dr. Irma Townsend, Assistant Superintendent of Student Services
ADA	Amanda Horne, Director of Program for Exceptional Children

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, Section 504 or ADA to the policies and practices of the Board may be addressed to the persons listed above at the following address:

Colquitt County Board of Education
PO Box 2708
Moultrie, GA., 31776;

Concerns may also be addressed at the following locations:

Regional Office for Civil Rights
Atlanta, GA., 30323

Director, Office of Civil Rights
Education Department
Washington DC, 20201.

Competitive Interscholastic Activities, Grades 6-8

Policy Descriptor Code: IDE(2)

NO PASS/ NO PARTICIPATE

I. PURPOSE

The Board of Education supports the offering of competitive interscholastic activities subject to reasonable rules and regulations that prevent any participation from interfering with the academic achievement of students.

II. DEFINITIONS

- a. Competitive Interscholastic Activities - function held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools.
- b. School Day - the period of time between the time students are required to report and the time of dismissal as specified by the Board of Education policy.\

III. REQUIREMENTS

The Board of Education is responsible for regulating competitive interscholastic activities in grades 6-8, and therefore adopts the following requirements as to student eligibility, physical examinations, time restrictions, seasonal practice, special provisions and appeals.

The Superintendent is directed to ensure that each school principal properly regulates competitive activities in his or her school and that all staff members adhere to the requirements set forth in this policy.

A. Student Eligibility

1. The grading period shall be a semester as specified by Board of Education policy. The same period shall also be the minimum length of the ineligibility period.
2. Students participating in competitive interscholastic activities shall fail no more than two subjects carrying credit toward grade promotion in the grading period immediately preceding participation.
 - a. Students initially enrolling in the first quarter or semester of the sixth grade are exempt from this requirement.
 - b. Exploratory subjects taken during the same quarter or semester are averaged to count as one subject for eligibility.
3. Students participating in any competitive interscholastic activity shall be enrolled full time in the system's public schools and shall take a minimum of five subjects carrying credit toward grade promotion during the preceding semester.
4. Student eligibility shall be determined on the first school day of a semester. A student is eligible to practice/condition for first semester activities if the student fails no more than two subjects carrying credit toward grade promotion during the preceding semester.
 - a. A maximum of two subjects taken in summer school and carrying credit toward grade promotion may be counted for eligibility purposes or participation in first semester activities. If a student receives an incomplete for a subject that will be used to establish eligibility, he/she may complete make-up work that will change the incomplete to a grade provided this opportunity is available to all students.
 - b. To participate in first semester competitive activities, the student shall complete all make-up work within 14 calendar days from the end of the previous second semester.

c. To participate during the second semester the student shall complete all make-up work within 14 calendar days from the first day of the respective semester.

d. A student is ineligible until make-up work is completed and the required passing grade(s) is/are recorded in the student's permanent record.

5. Independent study courses credit taken in summer school may not be used to gain eligibility.

6. Summer school credits earned in nonaccredited home study programs or nonaccredited private schools may not be used to gain eligibility. For summer school credits to be accepted for eligibility purposes from either private schools or home study programs, the credits must have been earned in programs approved by the accrediting agency recognized by the State Board of Education in accordance with Rule 160-5-1-.15 Acceptance of Transfer Credit and/or grades.

7. Effective August 2010, once a student is enrolled in the seventh grade, he/she shall have four semesters of athletic eligibility for interscholastic athletic competition in grades seven and eight.

B. Physical Examinations

All students in grades 6-8 who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first. The physical examination form shall indicate approval for participation and be signed by a doctor of medicine or a doctor of osteopathy. The physical examination form shall include the date that the exam was performed (month, day, and year), the student's name and the physician's signature.

C. Time Restriction for Activities

1. Competitive interscholastic activities and all individual and group practice for such activities shall be conducted outside the school day.

2. Competitive interscholastic activities and group and individual practice on a day preceding a school day may not begin prior to the end of the school day and must end by no later than four hours after the close of the home team's school day.

3. Every reasonable effort shall be made to ensure that only one day or night each week preceding a school day may be used to schedule a competitive interscholastic activity; tournaments are excluded from this restriction.

4. The number of games scheduled shall not exceed 60 percent of the number of regularly scheduled games played by the high school varsity in any given sport. One tournament, not to exceed four games, may be played in addition to the regular season games.

D. Seasonal Practice

Spring football practice shall be scheduled so that it does not interfere with other regular season sports, academics, or examinations.

1. If individual players are participating in scheduled league or association playoffs for one sport, these players shall be excused from spring football practice for the duration of the playoffs.

2. Neither school personnel, sponsors nor coaches shall suggest, require, or otherwise attempt to influence students to participate in, practice and/or condition for a competitive interscholastic activity during the school day.

E. Special Provision

1. Special education students shall meet the same eligibility requirements as regular students, except that the courses passed must be according to the student's IEP. Special Olympics or other athletic programs designed exclusively for students with disabilities are exempt.
2. Students who have not attained ninth grade status but are participating in high school competitive interscholastic activities shall abide by the appropriate grades 6-8 requirements. The principal of grades 6-8 shall be responsible for the compliance of this requirement.
3. Ineligible students are prohibited from dressing out for competitive interscholastic events.
4. The provisions of this rule do not apply to participation in vocational clubs, academic bowls, geography bees, spelling bees, science fairs, math bowls, or specific subject area fairs.
5. The Board of Education authorizes the high school(s) to join leagues or appropriate associations for the purpose of formulating and enforcing uniform rules of eligibility and play. Nothing in this policy shall be deemed to authorize the use of state or local tax dollars for membership in these organizations.

F. Retention of students for athletic purposes is prohibited

Reference Board Policy IHE Promotion and Retention.

IV. WAIVERS/VARIANCES

- A. Requests for waiver or variance of provisions in this Rule may be made by a student, or a student's parent or guardian, by school or school system personnel, or by the Board of Education.
- B. Such requests shall include the following information.
 1. The requirement from which a variance or waiver is requested.
 2. The type of action requested.
 3. The specific facts of substantial hardship which would justify a variance or waiver for the petitioner, including the alternative standards which the person seeking the variance or waiver agrees to meet and a showing that such alternative standards will afford adequate protection for the public health, safety, and welfare.
 4. The reason why the variance or waiver requested would serve the purpose of the rule on competitive activities.
 5. The activity involved.
 6. Evidence that supports the request, including statements of students and/or parents, school personnel, and doctors (if medical condition is involved); student grade reports; official student transcripts; and any other pertinent information.

Understanding the High School HOPE GPA

The high school HOPE GPA calculation is used for the purpose of determining academic eligibility for HOPE Scholarship and Zell Miller Scholarship. A student's high school HOPE GPA is not the same as his or her high school GPA.

Accredited Georgia public and private high schools electronically submit transcript data and academic rigor to GSFC for the calculation for HOPE or Zell Miller Scholarship GPA to determine students' initial academic eligibility.

Students from other high schools and home study programs submit an official transcript (see Initial Academic Eligibility).

Courses

The high school HOPE GPA calculation includes core courses as defined by Georgia Department of Education (GaDOE).

The eligible core courses begin with the following prefixes:

- English - course numbers beginning with 23
- Mathematics - course numbers beginning with 27
- Science – course numbers beginning with 26 or 40
- Social studies – course numbers beginning with 45
- Foreign language – course numbers beginning with 60 – 64
- Specific fourth science courses from [GaDOE's Fourth Science List](#)

Note: Private high schools and accredited home study programs must match their courses to the GaDOE's course equivalent for HOPE Scholarship purposes.

Grades and Weighting

All grades earned (pass and fail) for attempted coursework in the core subjects during the student's 9th through 12th grade years that could be used to satisfy a core course graduation requirement, according to GaDOE, is equated to a grade on a traditional 4.0 scale to two decimal places, where an "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0. Note: There is not a separate scale for grades that include a plus (+) or minus (-), example "B-" equals 3.0.

Note: The high school HOPE GPA calculation will count all attempts of the same course, if taken more than once.

From the eligible core courses, any weighting added by the high school is removed, then half a point (0.5) is added back to grades of "B", "C", "D", and "F" for Advanced Placement (AP), International Baccalaureate (IB), and Dual Enrollment (DE) degree-level core courses.

Note: The grade of "A" does not receive the additional weight due to the traditional 4.0 scale (maximum of four points per grade).

Note: Honors coursework is not weighted.

Note: The HOPE Scholarship GPA calculation does not allow for any rounding.

Academic Rigor Requirements

A student meeting the requirements to be a HOPE Scholar at the time of high school graduation must earn a minimum of four full rigor credits from the [Academic Rigor Course List](#) prior to graduating from high school.

Credits received for academic rigor courses must be from the categories below:

1. Advanced math, such as advanced algebra and trigonometry, math III, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
2. Advanced science, such as chemistry, physics, biology II, taken at the high school, or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
3. Foreign language courses taken at the high school, or taken for degree level credit at an Eligible Postsecondary Institution; or
4. Advanced Placement, International Baccalaureate or Dual Enrollment degree-level core courses.

My High School HOPE GPA

Georgia public and private high school students may check their high school HOPE GPA calculation and status upon completion of the 9th grade and by signing into their GAFutures account and select *My High School HOPE GPA*.

Imperative Information for Families regarding the HOPE Scholarship Program can be found here: <https://www.gafutures.org/>

Please see the frequently asked questions document located here: <https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/hope-scholarship/frequently-asked-questions/#2>

See www.gafutures.org/ for the complete list of acceptable HOPE Rigor courses: <https://www.gafutures.org/media/j0wlzalp/rigor-list-september-2020-print-ready.pdf>

Willie J. Williams Middle School
School-Parent Compact for Achievement
2021-2022

What is a School-Parent Compact?

A School-Parent Compact for Achievement is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning
- Describe how teachers will help students develop those skills using high-quality instruction
- Share specific strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer, observe, and participate in the classroom

Jointly Developed

The parents, students, and staff of Willie J. Williams Middle School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added Input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held each spring to review the compact and make suggestions based on student needs and school Improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child. It is first important to understand the district's and school's goals for student academic achievement.

Colquitt County School System Goals:

- By the end of the 2021-2022 school year, the % of students achieving Proficient and Distinguished Learner levels on the GMAS EOC/EOG tests will increase 3%.
- By the end of the 2021-2022 school year, the CCSS will decrease the achievement gap in proficiency between the lowest performing subgroups and highest as measured by GMAS by 3%.

Willie J. Williams Middle School Goals:

- By the end of the 2021-2022 school year, increase student achievement in all academic areas, specifically improving the Student Growth Percentile Level by 3%.

- By the end of the 2021-2022 school year, increase the reading abilities and cognitive skills of our students, which prepares them for junior high and eventually graduation.

Our school will focus on the following areas:

SAMPLE:

6th Grade Focus: Use concepts of ratio and rate to solve problems

7th Grade Focus: Use proportional relationships to solve multistep ratio problems

To help your child meet the district and school goals, the school, you, and your child will work together to:

SCHOOL/TEACHER RESPONSIBILITIES:

In the classroom, Teachers will work with students and their families to support students' success in reading and math with a focus on comprehension and fluency in Reading and conceptual understanding and fluency in Math.

- Share benchmark data with parents and tips to improve scores through the year.
- Facilitate Literacy Nights/Days for parents which will teach strategies and activities to parents to support student learning at home
- Send home newsletters or other forms of communication about upcoming reading, math, and writing instruction.
- Provide parents with cross content vocabulary words to review at home with students.
- Recommend to parents educational websites that students can use for additional vocabulary and math practice at home

Families

At home, parents will:

- Encourage students to read 15 minutes daily at home and practice their math skills by accessing iready online.
- Attend literacy workshops to learn strategies to implement at home with their child
- Access reading, math and writing resources provided by the school on the newsletter or other form of communication.
- Assist students in reviewing vocabulary learned in class each evening.
- Utilize recommended educational websites for vocabulary and math practice.

Students

As a student, I will:

- Use their student account to log in and practice their math skills online
- Utilize the literacy strategies at home with my parents
- Review the reading, math and writing resources provided by the school on the newsletter or other form of communication.

- Review vocabulary from core content classes each evening.
- Utilize the websites recommended for vocabulary and math practice

Communication about Student Learning

Willie J. Williams Middle School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Parent Portal
- Teacher websites or other web-based communication resource
- Parent-Teacher conferences
- Emails to parents on student's progress
- Text messaging
- Phone calls
- Remind

Do you have questions about your child's progress? Contact your child's teacher by phone at (229)890-6183. Email addresses are the teacher firstname.last name@colquitt.k12.ga.us

Activities to Build Partnerships:

Willie J. Williams Middle School offers ongoing events and programs to build partnerships with families.

- Parent-Teacher Conferences
- Parent Workshops
- Curriculum Nights
- Parent Resource Center
- Volunteering / Observing
- Open House

Please sign and date the form below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child's teacher. We look forward to our school-parent partnership!

Willie J. Williams Middle School
Mr. Jim Horne, Principal
950 4th Street SW
Moultrie, GA 31768

School-Parent Compact
School Year 2021-2022

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, ***please return the form to your child's teacher*** and keep the School-Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events for all grades and at parent-teacher conferences for elementary school students as we work together to help your child succeed in school. We look forward to our school-parent partnership!

School Representative Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Homeroom/Advisory Teacher

Student Name

Grade

