



STUDENT AGENDA 2018-2019

Tiffany L. Sevier, Principal

Jacque Walker and Donald Edwards, Assistant Principals

**1305 N. Isabella Street
Sylvester, Georgia 31791
(229) 776-8620**

WELCOME

Welcome to Worth County Middle School. We take pride in our school, our staff, our curriculum, and our facilities. We hope that you will share that pride with us.

This handbook is prepared for you, the WCMS student and your parents. It contains information about the daily procedures, schedules, and the Code of Conduct. It will acquaint you and your parents with our policies and procedures. We ask that you and your parents use this handbook to become more informed about Worth County Middle School.

This Student Handbook, containing pertinent sections of the Code of Conduct, is distributed to every student at the beginning of the school year. Parents or guardians are required to sign or confirm receipt of the Student Handbook. Parents, guardians, and students must read the Student Handbook in its entirety. Failure to acknowledge receipt does not absolve the parent, guardian or student of any responsibility for information contained within the handbook.

Principal's Message

It is wonderful to begin another school year in the Worth County School System. The faculty and staff of Worth County Middle School invite you to share in the many exciting and rewarding opportunities awaiting your child this year.

At WCMS, we will continue to provide your child with a quality education. We will accomplish this by: providing a rigorous curriculum by utilizing solid research-based instructional strategies to meet the needs of our students. We are committed to creating an environment that is safe and focused on academics first.

Parents and guardians, you are our partners that help us provide the best educational opportunities for every student at Worth County Middle School. We are counting on you to become an active member of our learning community. Please know that you are welcome at Worth County Middle School and our doors are always open to you. We encourage you to participate fully in helping make your child's school experience rich and meaningful.

Our school day begins promptly at 8:00 AM. We offer additional morning instruction beginning at 7:30 AM if your child is struggling in any academic area. Please make every attempt to ensure that your child is at school on time and ready to learn daily. Students are considered tardy if they arrive to school after 8:00 AM.

If you have any questions, please feel free to contact Worth County Middle School at (229) 776-8620. We look forward to a successful school year with your child! On behalf of all our faculty and staff, we welcome you back to school!

Sincerely,

Tiffany L. Sevier, Principal
Worth County Middle School



Important Dates

Important Dates for the 2018 -2019 School Year
Pre-planning - August 7-10, 2018
First Day of School August 13, 2018
Holiday - September 3, 2018 Holiday School District Closed (Labor Day)
Mid-Term Reports September 12, 2018
Open Houses - (all schools, 4:00 PM-6:30 PM) - September 13, 2018
Fall Break – September 28- October 1, 2018
First Quarter Assessments – October 12 –October 16, 2018
End of First Quarter – October 16, 2018
Teacher Work Day/Student Holiday – October 17, 2018
Second Quarter Begins – October 18, 2018
Report Cards October 19, 2018
Mid- Term Reports – November 16, 2018
Open Houses - (all schools, 4:00 PM-6:30 PM) - November 19, 2018
Thanksgiving Break - November 21-23, 2018
Second Quarter Assessment - December 19 - December 21, 2018
End of Second Quarter - December 21, 2018
Winter Break (for students)- December 24 - January 4, 2019
Teacher Workday/Student Holiday - January 4, 2019
Third Quarter Begins - January 7, 2019
Holiday - January 21, 2019 (MLK)
Mid-term Reports - February 7, 2019
Open Houses - (all schools, 4:00 PM-6:30 PM) - February 11, 2019
Third Quarter Assessments - March 6-8, 2019
End of Third Quarter - March 8, 2019
Spring Break - March 11 - 15, 2019
Teacher Work Day/Student Holiday - March 18, 2019
Fourth Quarter Begins - March 19, 2019
Mid-term Reports - April 18, 2018
Fourth Quarter Assessments - May 17 - May 21, 2019
Student's Last Day/ Honor's Day- May 23, 2019
Post Planning - May 24 - May 29, 2019
Graduation – May 25, 2019

GEORGIA TITLE I SCHOOL WIDE SCHOOL

Educators have long recognized that one of the keys to successful student learning is to promote active involvement of parents. A growing body of research demonstrates that student grades, attitudes, and behavior all show long-term gains when parents become active participants in all phases of the educational process. One important goal for Worth County Middle School is reaching out to the parents, and helping to strengthen their involvement with their child's learning. To facilitate this relationship, WCMS employs a parent engagement coordinator.

WORTH COUNTY SCHOOL DISTRICT VISION STATEMENT

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

WORTH COUNTY MIDDLE SCHOOL PURPOSE STATEMENT

The purpose of Worth County Middle School is to ensure a quality education for all students leading to graduation and productive citizenship.

WORTH COUNTY MIDDLE SCHOOL BELIEFS

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

SCHOOL INFORMATION – TEACHER CONFERENCES

Anyone visiting Worth County Middle School should enter the front entrance on Isabella Street. **All** visitors must obtain a Visitor's Pass from the receptionist. Teachers have planned

meetings during the 1st period of their planning. Appointments are available during the 2nd period of their planning. The time periods are:

6th grade – 9:10 AM – 9:50 AM

7th grade – 12:22 PM – 1:12 PM

8th grade – 2:22 PM – 3:10 PM

Conferences with teachers or administrators should be **pre-arranged** by appointment when possible. This will eliminate waiting time on unannounced visits. Also, parents are encouraged to keep up with their student's academic performance by: reviewing assignments daily, encouraging your student to study, and reminding your student to complete classwork and all assignments in a timely manner.

System-wide conference days will be announced and shown on the school calendar. Visitation times will be announced. Students will be dismissed at approximately 1:00 P.M. on Parent Conference Days.

ADMISSION AND WITHDRAWAL

- All students must have an adequate certificate of immunization, Form #3231, to enroll in school.
- First year Georgia public school students must have eye, ear, and dental screening and a certified birth certificate in order to enroll.
- New transfer students must register in the Registrar's office and will then be oriented to the facility.
- Withdrawal of students will also be handled by the Registrar's office. Parents or guardians must authorize withdrawal of students. Twenty-four hour advance notice is recommended.
- All financial obligations must be cleared before transcripts can be sent or before a student can officially withdraw from school.

ARRIVING/LEAVING SCHOOL

- All students will report to their designated area (cafeteria or homeroom) upon arrival at school. Students will not be allowed in the cafeteria or on the halls until **7:30 AM**
- After students have arrived at school, they may not leave without permission from an administrator. If it is necessary to leave school, parent/guardian permission must be obtained.
- Students will only be permitted to leave with the adults listed in the computer.
- Students will not be called to the office to check out of school until the parent comes into the office and signs them out.

MAKE-UP WORK

Only work missed during excused absences may be made up. It is the **student's responsibility** to obtain work from the teacher whose classes he/she has missed. All make-up work must be completed within 3 days of returning back to school.

ATTENDANCE/TARDINESS TO SCHOOL

In responding to student attendance issues, the Worth County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee. **The guidelines**

for attendance and/or tardiness may be revised by the Student Attendance Protocol Committee as the need arises

Excused Absences

It is the policy of the Worth County Board of Education to excuse students from school for the following reasons:

Personal illness or attendance in school that endangers a student's health or the health of others.

A serious illness or death in a student's immediate family necessitating absence from school.

A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

The observance of religious holidays, necessitating absence from school.

Conditions rendering attendance impossible or hazardous to student health or safety.

A student whose parent or legal guardian is in military service in the U.S. Armed Forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to five days excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present when they are serving as Pages of the Georgia General Assembly.

A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. 20-2-692.2.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Grades and Absences - Final course grades of students shall not be penalized because of absences if they following conditions are met:

Absences are justified and validated for excusable reasons.

Make up work for excused absences was completed satisfactorily.

Uniform Withdrawal Criteria

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

Appropriate school personnel are authorized to withdraw a student who:
Has missed more than 10 consecutive days of unexcused absences;

Is not subject to compulsory school attendance; and

Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

The Superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

Appropriate school personnel are authorized to withdraw a student subject to compulsory attendance if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program. Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

Policies and Procedures to Reduce Unexcused Absences: Notification

The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.

Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

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

TARDINESS TO SCHOOL

- Students and parents should make every effort to be at school on time. If a student is not in his/her assigned homeroom by 8:00 A.M., he/she will be considered tardy. Any student who is tardy to school for any reason must report to homeroom. Students who ride late buses will not be counted tardy.

- Tardiness is excused for medical reasons, family emergencies, and inclement weather. All notes for excused tardiness must be signed by the parent/guardian, medical professional, or other as prescribed by the Worth County Attendance Policy.
- Please note: Students with excessive tardies lose important instructional time. Students may also be subjected to disciplinary referrals if the tardiness continues during the school year.
- At the Primary, Elementary and Middle school levels, students will be marked absent for 1/2 day if student is out of school for more than 1.5 hours but less than 4 hours. Students will be absent for a whole day if the student is out of school for 4 or more hours.
- Example #1 - If a student checks into school between 9:30 am and 11:59 am, that student is counted absent for 1/2 day.
- Example #2 - Student checks into school tardy at 9:00 am (1 hour late) and then checks out early that afternoon at 2:00 pm (1 hour early) that would equal 1/2 day absent (because a total of 2 hours missed).

Students are tardy to class/school if they arrive 5 minutes after class/school begins. Please see the student agenda for specific class schedules. Also, students who miss more than ten minutes of any class will be counted absent for that class.

BOOK BAGS AND ATHLETIC BAGS/LARGE PURSES

Book bags must be clear (see through) plastic. Clear book bags cannot be obstructed with graphics, stickers, or other artwork. Book bags must be stored in the student's locker during the instructional day. Regular purses are allowed as long as nothing larger than a regular sized textbook can fit inside of the purse. **Athletic Bags** – Students who play sports, will take their athletic bag to the gym immediately upon arrival. One of the PE coaches will take their bag and lock it up in the PE offices. After the fourth bus shift is called, students may go into the gym and see the PE coach on duty, and retrieve their belongings.

BUCKLEY AMENDMENT

The Family Education Rights and Privacy Act (PL-93-380), known as the Buckley Amendment, allows parents and/or students who are 18 years or older the right to see their entire educational file. These records are confidential and only those immediately concerned with students' education are allowed access to files. Student records contain directory information, student grades, and attendance, and standardized test results. Further information about student records can be found in Board Policy JR.

Protection of Pupil Rights Amendment (PPRA) Notice:

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

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

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

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

The parent/guardian of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose.) Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Principal shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instruments within a reasonable period of time after the request is received.

DISMISSAL TIMES FOR WCMS

Students will be dismissed at the end of the school day in shifts to board buses. The approximate release times will be: First shift - 3:10 P.M., second shift - 3:14 P.M., third shift - 3:17 P.M., and fourth shift- 3:20 P.M.

Students who walk home from school or ride home with parents in the afternoon will be dismissed at approximately 3:15 and should report directly the sidewalk on the south side of the building. In the event of bad weather, student who ride home with their parents will report to the front office hallway.

Students will remain seated in the classroom with their designated teacher until their designated shift is released. Students are **not** allowed to walk to another school to board a bus. If a student misses the bus, the student must immediately go to the front office and call home.

DROP OFF AND PICK UP PROCEDURES

Students will not be allowed into the hallways or cafeteria until **7:30 AM**. Students who are picked up in the afternoon should go directly to sidewalk on the south side of WCMS (in front of WCMS). Students will exit through the 1st door on the 8th grade hall and walk to the sidewalk. Cars must pull as far south through the driveway possible. All parents **MUST** pull through the front driveway to pick up students. **For legal and safety reasons students may not walk to the highway (Isabella Street) or any other location to get into vehicles. Also, students are not allowed to move to the south end of the drive-way to get into vehicles.** All parents should be considerate of other drivers and move forward with traffic to avoid leaving a large gap in the line. Vehicles are not allowed on the grassy areas beside the school. All cars must park in designated areas of the school.

The previous statements are in accordance with the following Georgia Codes:

OCGA 40-6-184: Impeding traffic flow

OCGA 40-6-203: Stopping, standing or parking prohibited in certain areas

OCGA 40-6-205: Obstructing an intersection

OCGA 40-6-243: Opening and closing car doors on the side available to moving traffic.

CAFETERIA

The lunchroom is operated to provide students a nutritious meal. All students should respect the right of others to enjoy their meal. Please observe the following rules:

- Enter and leave the cafeteria in an orderly manner.
- Throwing food is prohibited.
- Loud talking will not be tolerated.
- Any beverages brought to school **must be unopened.** **Beverages must be consumed in the cafeteria.**
- Put trays and trash away after a meal. Clean your eating area before you leave.
- Remember all meals must be eaten in the lunchroom, including those brought from home. Food and milk may not be taken from the lunchroom. No food may be delivered to the campus without the consent of the principal. Canned sodas are permissible if brought from home as part of a student's lunch.
- Breakfast is served from 7:30 AM to 8:00 AM. Lunch is served from approximately 11:00 to 1:30. Check your schedule for the appropriate time.
- School vending machines may be used by students only during designated break periods after lunch (USDA regulations).
- If parents bring lunch to school that was bought from a restaurant, must have the approval of the principal. In addition, any meals must be eaten in the front conference room during the student's designated lunch period.

CHANGING CLASSES/DISMISSAL

Students must walk on the right side of the hall during class changes. Loud talking, running, pushing, or other misbehavior will result in disciplinary action. Horse playing is prohibited. Students are not to loiter in the halls, doorways, or congregate in or around restrooms. Students

will not congregate in outside areas when changing classes. Students waiting for bus dismissal at day's end will remain seated in the classroom. Teachers will hold students until their bus shift is called. If a student goes outside on the wrong bus shift, the student will be subject to a disciplinary referral. If students are walkers or car pick up and go out to bus dismissal will be subject to a disciplinary referral.

In addition, teachers will keep a copy of their dismissal roster. The roster will contain the names of all students in the last period and the shift the students are released.

CHANGE OF DIRECTORY INFORMATION

Students who have any change of address, telephone number or name should report any change to the office and registrar. Student's name, address, and telephone number are for directory purposes and will be used appropriately.

CHARACTER EDUCATION

A comprehensive character education program, Tuesday Advisement, has been implemented at Worth County Middle School. This character curriculum focuses on the students' development of the following traits: trustworthiness, respect, school pride, citizenship, caring, responsibility, compassion, fairness, self-control, and cheerfulness.

CHILDREN IN NEED OF SERVICES: CHINS

The Worth Co. School District's Attendance Team will address school attendance matters. For students, who are excessively absent, the WCSD's Attendance Team will make attempts to resolve the matter with students at the local level. However, if students' absences continue, a C.H.I.N.S. petition can be filed and referred to the DJJ Judge.

CHEATING

Students who are caught cheating will be given a zero and prohibited from making up work.

CURRICULUM

Our students are taught the Georgia Standards of Excellence (GSE). Our teachers have access to a multitude of resources that supplement their instruction in the classroom. Our students utilize: interactive notebooks, technology, science lab, math unit books as additional learning resources in the classroom.

PERMISSION TO PUBLISH ON THE INTERNET

Worth County Middle School maintains a website on the World Wide Web. Anyone with access to the Web is able to view the website. This is an excellent means to communicate with parents and to highlight what a great school and exceptional student body we have at WCMS. Through the web, we are able to recognize faculty, staff, and students for excellence in many areas including academics and athletics. Parents who do not want their child's first name, picture, or work published on the web page should inform the school.

COMMERCIAL ADVERTISING

Commercial advertising "for profit" is prohibited at Worth County Middle School.

COMPLAINTS OF HARRASSMENT/DISCRIMINATION

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

The Title VI Coordinator is:

Name or Title: Human Resources Director
Office Address: 103 Eldridge St., Sylvester, GA 31791
Telephone Number: 229-776-8600

The Title IX Coordinator is:

Name or Title: Athletic Director
Office Address: 406 W. King St., Sylvester, GA 31791
Telephone Number: 229-776-1688

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

Name or Title: Curriculum Assistant
Office Address: 103 Eldridge St., Sylvester, GA 31791
Telephone Number: 229-776-8600

The Sports Equity Coordinator is:

Name or Title: Athletic Director
Office Address: 406 W. King St., Sylvester, GA 31791
Telephone Number: 229-776-1688

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

COMPUTER/INTERNET POLICY STATEMENT

All students using school system computer resources and the Internet shall comply with the Worth County Board of Education's Acceptable Use of Computer/Internet Resources policy, the administrative procedures provided by the Superintendent regarding such use, and the Board of Regents Acceptable Use Policy for PeachNet. In order for a student to gain access to the Internet through school equipment, the student's teacher must sign a Staff Computer/Internet Access Agreement, or the student must sign and have parent/guardian give permission through the Student Computer/Internet Access Agreement. Both forms are available through each school's Technology Committee. At WCMS, the Internet has a filtering device that reduces access to objectionable sites.

DRIVING PERSONAL VEHICLES TO SCHOOL

Worth County Middle School students are not allowed to drive to school. The Teenage and Adult Driver Responsibility Act requires that local school systems certify whether or not a student's attendance pattern and discipline record allow the possession of a Georgia Driver's Permit or license. A student may be denied a license or have his/her license revoked if he/she:

- Has more than ten consecutive school days of unexcused absences in any semester or combination of two consecutive quarters; or
- Has been suspended from school for threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs/alcohol on school property; or possession or use of a weapon on school property.

EMERGENCY DRILLS AND SIGNALS

The signal for evacuation of the building will be a loud, continuous sounding of the alarm bell. Students should evacuate the building in a quick, orderly fashion by the routes posted in each classroom. The signal for securing students will be signified by repeated intermittent beeps of the school alarm bell. Students should report immediately to the designated areas in hallways. Drills for evacuating and securing students will be practiced on a regular basis. Students that do not comply with rules during emergency drills and signals may be subject to disciplinary action.

STUDENT CELEBRATION/STUDENT ACTIVITIES AND BREAKS

Throughout the school year, students may have an opportunity to participate in school events. Participation in the various events will depend on the students: attendance in school, behavior, and good citizenship. Students that do not meet the defined criteria may be excluded from the events.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) AND THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without

consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent of student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

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

FERPA Directory Information Notice:

WCS has designated the following information as directory information:

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

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents/guardians have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

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

FUNDRAISING PROJECTS AND FIELD TRIPS

Each year, all fund-raising projects and field trips must be approved by the principal and the Worth County Board of Education prior to making any arrangements or agreements with regard

to them. All school funds must be deposited daily with the school bookkeeper. Students are prohibited from making door-to-door sales and solicitations.

GIFTED EDUCATION

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

GUIDANCE AND COUNSELING

The guidance and counseling functions are designed to help the student discover, understand, and realize his or her full potential. The counselors provide the following services:

- Confidential counseling on personal problems
- Assistance with study skills
- Education alternatives
- Career exploration
- Opportunities for self-awareness and building self-esteem through classroom guidance
- Consultation with parents, teachers, and other educators
- Referrals to other school support services or community resources

The counselors assist the registrar with the following services:

- Maintenance of students' permanent records
- Registration of new students
- Students' withdrawals

GUIDANCE AND COUNSELING: BRIDGE LAW

The BRIDGE (Building Resourceful Individuals to Develop Georgia's Economy) Act, House Bill 400, was signed into law May 2010 to create an atmosphere motivating middle- and high-school students to learn because they see the relevance of education to their dreams and future plans. The implementation of the BRIDGE Act provides middle- and high-school students with career counseling and regularly-scheduled advisement to choose a focused plan of study.

BRIDGE LAW Middle school activities

- 6th grade – Create a GCIS account known as “My Portfolio” and complete a career assessment
- 7th grade – Complete a 7th grade assessment, explore career clusters, and save at least three career clusters
- 8th grade – Explore and save at least three occupations prior to their parent/student transitional meeting. Complete and save the “Course Planner” (known as “Individual Graduation Plan or IGP”).

PROCEDURES FOR STUDENTS TO SEE THE COUNSELOR

- Students should make an appointment to see one of the counselors. Appointments can be made before school, between classes, if time permits, during lunch and after school.

- Students should not go to the counselor's office without an appointment and/or a hall pass from the teacher.
- Every effort will be made to make appointments during nonacademic classes.

HEAD LICE

Any student found to have head lice will **not** be allowed to remain at school or board a bus. Parents will be notified and must pick up the student. WCBOE regulations require that a student be treated and all nits removed from the hair before returning to school. To return to school, the student must be transported by an adult. The student must report at 8:00 and the accompanying adult must remain present until the student has been checked by trained school personnel and declared to be nit free. Proof of treatment, such as a bottle or box giving the name of the medicated shampoo used, must be presented. The student may resume riding the bus only when found to be nit free. A head lice infestation is not an excuse for extended absenteeism.

HEALTH CLINIC

Parents, please do not send a child to school that is sick with fever or vomiting. This practice allows illness to be spread to others. Children have trouble learning if they are coughing, vomiting, or running fever. **Please make school personnel aware of changes to telephone numbers during the school year.** This will enable us to contact you immediately in case of an emergency. Please make sure your child gets plenty of rest (weekends included), and eats well-balanced meals at home. Breakfast is a very important meal for your child (make sure your child eats breakfast at home or at school).

- **CLINIC REFERRALS**

Each student sent to the clinic must have a clinic referral filled out entirely by the teacher/staff member who is referring him/her. The only exception will be a true emergency. All PE injury referrals must be completed by the student's PE teacher and not the teacher in the student's next class. No student will be allowed to call home sick **except** from the clinic or in cases of emergency. **Students must have a note from the school nurse to be able to sign out sick.**

MEDICATIONS

- **All medications must be brought to the school clinic by a parent or responsible adult. Students are not allowed to have medications of any kind in their possession.**
- No medication will be administered to any student without required forms signed by parent/legal guardian and on file in the clinic. Some medications also require a written service plan that has been completed by the child's physician. All forms are available from the school nurse. All medications must be in the original container with dosage instructions on the label. Any medications not picked up by the last day of school will be destroyed.
- Routine medications will be given at the times ordered by the physician. These students will be given a note concerning their medication or treatment times. As needed, medications will be given at the times indicated by the parent.

HOMELESS EDUCATION PROGRAM

General Information

The McKinney-Vento Homeless Education Assistance Act is the federal law that governs the educational rights of children and youth in homeless situations. The No Child Left Behind Act of 2001 reauthorized the McKinney-Vento Homeless Assistance Act. In an effort to strengthen accountability at both the state and local level, the reauthorization includes the requirement for every school district in the country to designate a homeless liaison. Homeless children have the right to a free, appropriate public education.

If you or your child:

- live in a shelter
- share housing with relatives or others because you lost your housing or cannot afford housing
- live in a campground, car, abandoned building, or other inadequate shelter
- do not have a permanent address and/or permanent housing
- live on the street
- live in temporary foster care
- if you are an unaccompanied youth

You have the right to:

- immediately enroll in and attend school without having health and school records with you
- enroll in school where you are living or the school attended when permanently housed... if in your child's best interest
- receive transportation to and from school of origin
- participate in school related activities and receive other needed services
- utilize dispute resolution process if you have a grievance

For Further Information:

Contact Tracie C. Turner, Worth County Schools Homeless Liaison

Her phone number is 229-776-8600 fax number 229-776-8603 email address

tturner@worthschools.net or the Georgia Department of Education, www.doe.k12.ga.us.

HONOR'S DAY

In order to be awarded a certificate, medal and/or trophy during Honor's Day, students must meet the following criteria:

A Honor Roll

- will receive a medal and certificate during Honor's Day
- must have all A's **all** year long in **all** classes

A/B Honor Roll

- A's and B's all year long in **all** classes
- will receive a certificate in the classroom from their teacher

Top 4 students for each content area teacher on a team - will receive an award during Honor's Day

Top overall average for each team - will receive an award for each team

A girl and a boy from each team - will receive the citizenship award

Connections -will award top three students per grade level

***The Honor's Day Committee reserves the right to modify the number of awards that are presented during the Honor's Day program in the WCMS cafeteria. Homeroom teachers may present some awards in ceremonies in their classroom.**

HOSPITAL/HOMEBOUND SERVICES

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

ID BADGES

Students that attend WCMS and WCHS, will be required to wear ID badges. If students lose their ID badge, the replacement cost is \$5.00. If the ID badge is lost or a student refused to wear the ID badge, please see the consequences:

ID Badges (Failure to Wear)	1st and 2nd time handled by teacher 1st Offense/3rd failure to wear: 1 day ISS/required parent contact. 2nd Offense/4th failure to wear: 2 days ISS (2 nd referral) 3rd Offense/5th failure to wear:: 3 days ISS (3 rd referral) 4th Offense: 5 days ISS/required parent conference to sign behavior contract. 5th Offense: 3 entire instructional school days - home suspension
ID Badges (Lost ID Badge)	1st and 2nd time handled by teacher – Teacher contacts parents. Student has three days to pay \$5.00- the replacement cost of ID badge 1st Offense/failure to pay \$5.00: 1 day ISS/required parent contact. 2nd Offense/ failure to pay \$5.00: 2 days ISS (2 nd referral) 3rd Offense/ failure to pay \$5.00:: 3 days ISS (3 rd referral) 4th Offense:/ failure to pay \$5.00 5 days ISS/required parent conference to sign behavior contract. 5th Offense/ failure to pay \$5.00: 3 entire instructional school days –home suspension

IMMUNIZATION REQUIREMENTS

All students entering the **sixth** grade and all **new students entering any grade must** provide an up to date immunization record. This record must include two MMR shots and two Varicella shots (Chicken Pox) or a history of actual Chicken Pox disease documented or Form 3231 which is the legal shot record. Beginning in the 2014-2015 school year, **seventh graders will be required to have the tetanus, diphtheria, and pertussis (Tdap) and meningococcal (meningitis) vaccines prior to entering school.**

LOCKERS

School lockers are available for rent at \$10.00 through the homeroom teacher. Only school locks may be used on lockers. Any other locks will be removed. Replacement cost of locks is \$10.00. If you have a problem with a lock or locker, see your teacher. All locks should be on lockers and

locked at all times. Students may not share or pop lockers at any time. Lockers are school property and may be searched with reasonable cause.

Lockers are provided in the gym for students that have PE. Students may rent a locker in the gym for \$5.00. Students must provide their own lock. Do not share lockers, within the school or gym, with anyone.

MEDIA CENTER

- The media center is accessible to students and faculty during each instructional day of the school year. The media center hours are 7:30 A.M. to 3:30 P.M. daily. A media specialist and a media clerk are available to assist students in the media center.
- A teacher may send up to three students (with their agendas) to work independently in the media center. Each agenda must be initialed by the teacher, and the date and time of the departure from the classroom must be on the agenda. In addition, students may come to the Media Center before school, at lunch, and after school to return books. Students must have a signed agenda at these times as well.
- Up to two books may be checked out for a period of two weeks. With teacher approval, books may be renewed for additional time. It is the student's responsibility to return the books on time. Students are not allowed to check books out for other students and are responsible for the books that they check out. All books are due back in the media center two weeks before school is out for the summer.
- Students are not charged fines for overdue books. However, students will receive overdue notices at the end of every nine weeks grading period. Report cards will be held if students have overdue library books or owe money for a lost or damaged book.
- Students will be required to pay the replacement cost for lost books and severely damaged books. If the book is found, the student will receive a refund of the amount paid. Refunds will not be made after June 30th of any given year.
- Magazines may not leave the media center. Students are welcome to use the magazines while in the media center but may not take them home.
- Students are not allowed to check out videos from the media center.
- The computers, printers, scanners, video cameras, projectors and scanners in the media center are for instructional use only.
- Students who misuse the media center facilities may lose their media center privileges for a period of two weeks.
- A Responsible Use (Technology) Permission Form must be kept on file in the Media Center for every student. Permission from a parent or guardian must be given for students to be able to use the WCSD computer network, have their names, work, photograph, etc... published, and/or bring their own technology from home. (Refer to the Worth County School District Responsible Use Guidelines for the guidelines/policies regarding these permissions).

MOMENT OF SILENCE

At the opening of each school day, the school will conduct a brief period of quiet reflection on the anticipated activities of the day.

OPEN HOUSE

The school will observe an Open House during pre-planning days. Open house for WCMS will be August 10, 2018 from 4:00 PM- 6:00 PM. Please check the WCMS calendar for the remaining Open House dates throughout the year.

PARENT NOTIFICATION REQUIREMENTS

In compliance with the requirements of the Elementary and Secondary education Act, the Worth County Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's or paraprofessional's qualification, please contact the principal at your child's school.

PARENT ENGAGEMENT

Parent and Family Engagement

Worth County Middle School has a Parent and Family Engagement Coordinator to assist all parents. We encourage all of our parents to become more involved with their children's education and school activities. Throughout the school year, the Parent and Family Engagement Coordinator plans activities that provide opportunities for parents to participate in school and their children's educational experiences. These activities include parent workshops and special events for parents and students. We also have a Parent Resource Center and will provide a list of websites for student participation that includes educational activities to enhance student learning.

VOLUNTEER PROCEDURES

Who is a volunteer? Persons over the age of 18 who wish to contribute their service to the school system. Worth County Schools reserves the right to deny volunteer privileges if it deems appropriate and in the best interest of Worth County Schools.

Worth County Schools has developed a three-tiered system to identify volunteers. The three-tiered system gives opportunity for a variety of involvement in the schools.

GUIDELINES FOR VOLUNTEER LEVELS

- **Level 1** – Level 1 volunteers are non-district personnel who will have no direct interaction with students. Such as volunteers working on playground construction or assisting with facilities maintenance when school is not in session.
- **Level 2** – Level 2 volunteers are non-district personnel who will have direct interaction with students with other adults present at all times (supervised at all times). When Level 2 volunteers interact with students, a Worth County School

District employee or no fewer than two other adult volunteers must be present at all times. **Examples of Level 2 volunteers include one day field trip chaperons, parents/guardians volunteering for a field day or book fair, classroom helper, in-class tutors.**

- **Level 3** – Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students. Examples of Level 3 volunteers include chaperones on overnight field trips and mentors who have unsupervised interaction with students.

Note: School visitors are not considered volunteers. Examples of visitors include individuals who come to school for the following reasons: visiting during lunch, at parties, at field day (only watching activities), at spring fling type activities such as giving out or taking tickets, schoolwide and classroom programs, reading a book to the class with district personnel present at all times. **This list is not exhaustive. Please contact Ms. Trina Green, WCMS Parent and Family Engagement Coordinator, for any questions about the volunteer procedures.**

CRIMINAL BACKGROUND CHECK REQUIREMENTS

- In support of student safety, the Superintendent requires that all schools and administrative offices identify and screen all volunteers in according with district guidelines. Security clearances for volunteers must be renewed every three years. Please contact Ms. Trina Green, for more information on criminal background checks for volunteers.

PARENT PORTAL

You will be able to have access to your child's grades by signing up for the Infinite Campus Parent Portal. In order to maintain security and confidentiality, parents must present their completed registration form along with photo identification to the school registrar. The form can be picked up at school at the time of registration. Multiple children from the same family can be submitted on the same form at one location.

WCMS participates in PBIS - Positive Behavior Intervention and Supports

WCMS PBIS RULES

Cafeteria Rules

1. Take trash and trays to trash can
2. Talk only to students at your table
3. Students must get permission from teacher before leaving cafeteria
4. No food or drink may be taken out of the cafeteria
5. No food can be thrown in the cafeteria
6. Walk, while in the cafeteria

Hallway Rules

1. Students will remain in assigned area
2. Go to locker at designated time
3. Walk quietly in a single file line on the right side of the hall
4. Allow for personal space(Do not walk too close to others)
5. Listen to directions from adults
6. No bags, books or personal items are to be left in the hall

Bus Rules

1. Leave out on correct bus shift
2. Get on correct bus
3. Keep hands and feet to yourself
4. Keep all body parts inside the bus
5. Do not throw any objects inside or outside of the bus
6. Must remain seated at all times while the bus is in motion

Restroom Rules

1. Flush toilet after use
2. Turn water off after use
3. Respect others privacy
4. Report any problems
5. Clean up after use
6. Remain quiet (No loud Noise)
7. Only 5 students at a time in the restroom

Classroom Rules

1. Listen and Follow directions/rules of teacher in charge
2. Bring all materials to class
3. Stay in assigned seat
4. Wait your turn to speak
5. Cell phones must not be used at anytime
6. Complete all assignments on time
7. Actively participate in class
8. Ask for help when you need it
9. Get permission from teacher before leaving class
10. Arrive to class on time/tardy is not accepted

R.A.M.S. Islands

“We are RAMS”

Teachers – Responsible for Accelerating and Motivating Students Learning

Students – Responsible, Ambitious, and Motivated Students

Responsible

Designing educational lessons and activities to help students take control of their own education provided through technology (Chrome books), service based, project based and problem based learning.

Accelerating

Implementing differentiated, instructional strategies to advance the learning progress of students by engaging and broadening students’ sense of responsibility, and enabling the students to achieve at the national standard for their year level

Motivating

Intentionally motivating and engaging students through well-designed instructional strategies with a focus on improving academic literacy skills - reading, writing, speaking, listening, and thinking

Student Learning

Supporting student-centered learning by providing supplementary lessons and activities to ensure students meet all expected standards in Math, Science, Social Studies and Language Arts.

PERSONAL PROPERTY (including toys)

Students are not permitted to bring any item to school that may be distracting or disruptive to the learning environment. No items may be brought to school to sell, swap, or exchange. No audio or video recorders are allowed at school without the knowledge and consent of the principal.

Any item that is considered to be a “toy” is prohibited. The school is not responsible for lost or stolen property (including cell phones). Students that fail to adhere to this rule, may be subject to a disciplinary referral.

PHYSICAL EDUCATION

- Students should enter the gym and be seated so that attendance can be taken. When the whistle blows, students should stop activity immediately and follow instructions.
- Tennis shoes must be worn and laced during activity. **NO BOOTS OR SANDALS ALLOWED.**
- Disruptive behavior, horse playing, wrestling, or running around in the gym or locker room is prohibited.
- Food, gum, candy, seeds or drinks are not allowed in the gym.
- Students may not go to locker room, band area, use the bathroom, or get water without permission. Students are not allowed to leave the gym without permission.
- **Personal property must be locked in the students’ P.E. lockers. No book bags allowed in the gym. Each student is responsible for purchasing their own PE lock. PE locks are not provided by Worth County Middle School. Students are not allowed to share lockers.**
- Students may not hang from the basketball nets.
- Injuries must be reported immediately to the appropriate PE teacher.
- Students may not enter the equipment room or use any equipment without permission.
- Students should not kick or throw any ball in a crowded area.
- Students should keep their hands and feet to themselves. Again – no horse playing is allowed during PE.

Failure to follow PE rules will result in the following consequences:

- 1st Offense Teacher will give verbal warning.
- 2nd Offense Teacher will notify parents and/or administration of the offense
- 3rd Offense Teacher will deduct points and contact/discuss or conference with parent.
- 4th Offense Office referral
- Offenses of a serious nature will result in an automatic office referral.

RESPONSE TO INTERVENTION PROCEDURES

Response to Intervention (RTI): The Georgia Student Achievement Pyramid of Interventions is the process of aligning appropriate assessment with purposeful instruction for all students. In Georgia, Response to Intervention is based in the general education classroom where teachers routinely implement a strong and rigorous standards-based learning environment. All students participate in general education learning. Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process.

SCHOOL PROPERTY

Students are responsible for books, equipment (including technology), and other non-consumable materials issued to them and will be required to pay for them if they are damaged, lost or not returned.

SECTION 504

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

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

SIGNING OUT OR TRANSPORTATION CHANGES

Students who wish to sign out or change their mode of transportation home must bring a written note from their parent or guardian that includes a telephone number, so the note can be checked for authenticity. If notes cannot be verified, students will **not** be allowed to sign out or change their transportation.

SOCIAL STUDIES OR SCIENCE FAIR PROJECT

All WCMS students will complete either a social studies or science project. Due dates for each part of the project will be sent home soon.

Sixth grade students will complete a Social Studies Project.

Seventh grade students will complete a Science Project.

Eighth grade students will have the choice of a Social Studies Project or a Science Project.

SPECIAL EDUCATION RECORDS

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

Special Needs Public School Options:

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

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

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

Special Needs Private School Choice Options:

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

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

SOCIAL SECURITY NUMBERS

All students are required to provide the registrar's office with a Social Security number for the permanent record.

SPORTSMANSHIP AT ATHLETIC EVENTS/STUDENTS PLAYING SPORTS

- Students are expected to display the highest level of sportsmanship and to behave appropriately at all times.
- Students coming as players and spectators should remember they represent Worth County Middle School. The school expects students to support the team in a positive manner and treat teammates, coaches, officials, opponents, and spectators with dignity and respect.
- School rules apply anytime students are on school grounds and this includes athletic events. Sloppy and attention-getting dress, hats, inappropriate language, displays of affection, and disruptive and disrespectful behavior will not be tolerated.
- Transportation home should be arranged prior to end of the game. For all home games, students should be picked up immediately at the conclusion of the game. Classrooms, halls, and lockers will not be accessible during, or after athletic events. Worth County

Middle School students may not leave the gym or event area during the game without the permission of a parent or school official.

- **Students who are not picked up promptly or behave inappropriately will be disciplined by the administration and may be denied admission to future events.**
- Students that participate in athletics at WCMS, must maintain passing grades in their classes, demonstrate good citizenship, and attend school regularly. Any exemption from that rule must have the explicit approval from the principal, coaches, and/or athletic director.

USE OF TELEPHONE AND CELL PHONE USAGE

School telephones are to be used for official business only. Students must have written permission from staff members to use telephones during the school day. Students' classes will not be interrupted except for emergencies. Students should know how they will be picked up from school before leaving home. The office personnel will not give messages to students during the school day. **Students should not use their cell phones during the school day to call or text. Students that fail to adhere to the cell phone policy may be subjected to a disciplinary referral. If students are sick, the school nurse will contact parents from the clinic.**

As a reminder, students are not allowed to bring cell phones and smart watches to school during testing. We are asking that these items not be brought to school this week of the Milestones. These items are prohibited in the testing environment.

VISITORS

Student visitors are not permitted at Worth County Middle School. This includes students from the other schools in the district. **Parents that wish to enter the classroom room during instruction, must have the explicit permission of the Superintendent or a WCMS administrator (or designee).** All visitors must present photo ID upon entering WCMS. Examples of photo ID are: Driver's license, Military ID, or other Government issued ID.

Also, for your protection, all activities on this campus are recorded by video surveillance.

STUDENTS, ALCOHOL, AND DRUGS

The school's policy is to take positive action against drugs and alcohol through education, counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances include, but not limited to, cocaine, marijuana, LSD, glue, alcohol, barbiturates, and anabolic steroids. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It shall further be the policy of the Worth County Board of Education to provide age-appropriate, developmentally-based drug and alcohol education and prevention programs that address the legal, social and health consequences of drug and alcohol use. Information about effective techniques for resisting peer pressure to use illicit drugs and information about any drug and alcohol counseling rehabilitation and re-entry programs will be made available to students. Furthermore, the use of the canine drug unit may be utilized in order to do unannounced drug searches on an as needed basis.

2018-2019

Worth County Transportation Department
Student Code of Conduct



Director of Transportation Rusty Parten	rparten@worthschools.net	229 776-8612
Assistant Director Elaine Bozeman	ebozeman@worthschools.net	229 776-8612
Secretary Rena Banks	rebanks@worthschools.net	229 776-8612

The **bus driver** is in complete charge of the bus. The bus driver is responsible for the safe operation of the school bus. The driver may complete a referral for student misconduct and submit to the Transportation Director within two school days of the event. The school bus is an extension of the classroom, and discipline will be administered by the principal. No student will be transported by school bus that is termed ineligible for transportation by the Worth County School District. A video camera observation system is in use on most of the school buses in our district. These cameras are for the safety of our students and are used to monitor bus discipline. Bus recordings are kept strictly confidential and are limited to viewing by authorized personnel/staff representing the Worth County School District.

Note: Students will complete a Student Information Sheet and return it to the bus driver within three (3) days of issue. The Information Sheet must be signed by the student and their parent or guardian.

1. At no time will students act toward or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
2. Students shall only board their assigned bus or a bus for which the student has a note from the office authorizing transport.
3. The driver may assign seating on the bus. The students shall not refuse to sit in an assigned seat or deny another person a place to sit.
4. Students will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens. No students will stand in the driver compartment.
5. Students shall not throw any articles within the bus or out the bus window, and shall not extend any part of their body, clothing, or other articles out of the bus window.
6. Students shall not take or handle and emergency equipment inside the bus, and shall never board or leave the bus through the emergency door except in an emergency or emergency drill.
7. Students shall never attempt to operate the passenger door except in cases of extreme emergency.
8. Students shall not yell, scream, whistle, or operate an electronic device as to where it would interfere with the safe operation of the school bus. Students shall not wear or cover their ears with anything that would lessen or prohibit their hearing, such as ear muffs, earbuds, or headphones etc.
9. Students shall not write upon, disfigure, or destroy any part of the school bus. The parent, guardian, or student may be held responsible for any damages to the school bus.
10. The use of obscene, vulgar, or profane language are forbidden.
11. Students shall not carry tobacco, drugs, weapons, explosives (such as fireworks), knives, pointed articles, animals (pets), intoxicating beverages, drug paraphernalia, vapor pens, vapor paraphernalia, or drugs on the bus. Students shall not bring prescription or over the counter drugs on the bus, emergency medications, such as inhalers and Epi Pens, etc., are allowed provided appropriate documentation has been filed with the school nurse.
12. Large items will not be transported on the school bus. The driver has the discretion to allow certain larger than normal items which could be placed at the front of the bus. Items should be no larger than what could rest in students lap. Balloons are prohibited. Arrangements can be made with the parent or guardian and school staff for the pickup of large items.
13. Students shall not eat, drink, chew gum, or litter on the bus.
14. Students shall arrive at the bus stop at least five to ten minutes before the scheduled pickup time. Students shall remain off road at all times. Students shall stand twelve feet back from the roadway in an orderly group and not approach the bus until the door has opened, red stop lights flashing and the stop sign are activated and until the bus has come to a complete stop. Always be careful watching the driver in case of emergency. If a student drops an item while crossing, signal the driver with a waving motion of your hands. Wait for the driver to signal back before you pick the item up.
15. Students loading the bus at the school bus loop should use care, be prompt, and ready to board without horse play. Buses will not return to transport students who miss their assigned bus due to horse playing, etc. School Administration will notify the parent or guardian to come transport the student. Depending on the circumstances, the Transportation Director or his designee may authorize the bus driver to return to the school for a student that has missed the bus.

16. All students living on the left side of the roadway shall exit the bus and move to a point 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross. Students shall never cross behind the bus.
17. Students shall face forward for the duration of the trip shall keep their feet on the floor in front of them and out of the bus aisle.
18. Students will abide by the individual school's rules and regulations concerning bus students.
19. Serious offenses are defined but not limited to those listed above.
20. Roughhousing, scuffling, pushing, shoving, and fighting is strictly prohibited. Law enforcement, school administration, and or the transportation director may authorize the removal of students from the bus.
21. Be silent at railroad crossings. Do not distract the driver.
22. Be courteous to the driver and other students.
23. All rules apply on field trips as they do on a regular school day.
24. Emergency drills will be conducted each year. Student participation is required.
25. The Director or Assistant Transportation Director are authorized to alter routes, reassign students and authorize the removal of a disruptive student.

STEPS AND CONSEQUENCES FOR IMPROPER CONDUCT ON SCHOOL BUS

A bus conduct report is written and forwarded to the transportation director, who will then forward to the principal. The principal or assistant principal will handle student discipline. Discipline for each school in the Worth County School District is explained in the code of conduct. Bus riding privileges may be revoked by the Administration of the Worth County School District.

Note: The principal has the authority to skip steps for serious violations or to designate such other punishment as deemed appropriate.

Rusty Parten

Director of Transportation

06/18

2018-2019

Grading Policies for all Subjects and Promotion and Retention Criteria

****Please note that students will be administered an End of the Year Final that will count 15% of their final average.****

Homework – 10%

Formative Assessments – 15 %

Quizzes/Tasks/Projects 15 %

Tests 30 %

Classwork 30 %

Grading Scale

90-100 A

80-89 B

74-79 C

70-73 D

0-69 F

2018-2019 PROMOTION AND RETENTION POLICY

The WCMS Guidelines for Promoted or Retained Students:

6th -8th grades

In order to be PROMOTED: Students must pass 4 out of 5 classes in order to be promoted to the next grade level. The classes will include the 4 core content areas (ELA, mathematics, science, social studies) and connections classes. The connections classes will be averaged together to create a final grade.

If a student did not meet the promotion criteria listed above, the student will be considered RETAINED PENDING ACADEMIC REVIEW TEAM EVALUATION.

PROMOTION AND RETENTION POLICY

5 courses are:

1. Reading/ELA
2. Math
3. Science
4. Social Studies
5. Connections – A final average of 4 connection courses.

For Special Education students, the guidelines in the IEP for PROMOTED/RETAINED/PLACED will be followed.

Georgia Milestones

For 6th and 7th grade - Students must pass the reading or math portion of the GA Milestones.

For 8th grade- No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Georgia Milestones in reading and mathematics and meet promotion standards criteria.

Bullying

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

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

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

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

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

Worth County Board of Education



Worth County Board of Education members (pictured left to right):
Sergeant Major Russ Beard; Mr. William Jenkins, Chairperson; Mr. Randy Bacon; Mr. William Oliver; Mr. Melvin Jefferson.

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

Principals

Mr. Jared Worthy	Worth County Primary	Grades PreK-2	229-776-8660
Dr. Steven Rouse	Worth County Elementary	Grades 3-5	229-776-8605
Mrs. Tiffany Sevier	Worth County Middle	Grades 6-8	229-776-8620
Mr. Harley Calhoun	Worth County High	Grades 9-12	229-776-8625
Mr. Will Smith	Worth County Achievement Center	Grades 6-12	229-776-8600

WORTH COUNTY SCHOOL DISTRICT PURPOSE, DIRECTION & BELIEFS

Purpose Statement – To ensure a quality education for all students leading to graduation and productive citizenship

Direction

- Our direction for the Worth County School District is for our graduation rate to reach the state target of 84% or above by 2018 (with incremental targets of 80% in 2016 and 82% in 2017) and for students to meet or exceed established accountability measures.
- We will achieve this direction by providing high expectations, a relevant and rigorous curriculum, data driven standards-based instructional practices, appropriate interventions, and celebrations of success as we move forward.
- As a result of our success we will attract and retain quality teachers, provide a foundation for community economic growth, and prepare graduates for post-secondary success.

Beliefs

- All students can learn and are unique learners;
- Education is a shared responsibility of the student, home, school and community;
- The district should have well-maintained facilities that promote safe and structured learning environments;
- All decisions should be driven by accurate and relevant data;
- College and career readiness activities prepare students for the future workforce;
- Co- and extra-curricular activities are an integral part of a student’s educational experience;
- Readily accessible technology resources improve teaching and learning;
- The system should employ and retain qualified personnel who demonstrate a high degree of professionalism;
- Job embedded professional learning results in improved instruction and increased student achievement;
- Prompt and regular attendance by all leads to improved performance;
- Effective and open communication is essential for the achievement of educational goals.

Philosophy

It is the philosophy of the **Worth County School District** to provide a safe and secure learning environment where “teachers can teach and students can learn.” Policies and regulations which

are arrived at fairly and forthrightly with the collaboration of staff, parents, and students will create a positive learning climate for all.

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

The code will:

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

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

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

Students shall also be disciplined for engaging in off campus misconduct that could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the education process.

Disposition for such actions will result in the student appearing before a tribunal hearing to determine placement until verdict has been made at trial. Once case has been settled, the student will reappear before the tribunal committee to determine future placement.

The Superintendent and the Worth County Board of Education do fully support the authority of the teacher and principal to follow the mandates of Georgia law O.C.G.A. 20-2-738

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

Progressive Discipline Procedures

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

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

Parental Involvement

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

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

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

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

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

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

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

Campus Visitation

VISITORS All visitors to school campuses must report to the front office before visiting other parts of the school, as required by O.C.G.A. 20-2-27. Visitors will need to have proof of identification in the form of a driver's license, military ID or other state issued ID. A visitor's badge will be issued that will provide identification for the person having a reason to be on campus. Persons not wearing such a badge will not be allowed on campus. Unauthorized visitors will be requested to leave; failure to do so will result in official misdemeanor charges of a high and aggravated nature. Visitors are allowed to visit only the areas requested. Please check with the front office at the school site for further clarification of their visitation procedures. These measures are necessary to protect children from unauthorized persons. Only those children enrolled in a Worth County school shall be able to utilize school facilities, equipment, and programs, and participate in extra-curricular and co-curricular activities, subject to all other existing rules of participation.

Disciplinary Hearings

Disciplinary hearings are held following any instance of an alleged violation of the student Code of Conduct if the principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee, if that employee requests a hearing. The purpose of the hearing is to hear the charges and the evidence; to determine if the Code of Conduct was violated; and if so, to determine appropriate disciplinary action. The student and parents/guardians have a right to this due process hearing before a long-term suspension (more than ten days) or expulsion can be administered. The maximum penalty that can be imposed by a disciplinary hearing is permanent expulsion; however, it is the preferred policy of the board that disruptive students are placed in alternative education settings. Regardless of the student's status at the time of the disciplinary hearing (e.g. student transfers, student withdraws), the district will proceed with the hearing on the date scheduled and provided to the parent/guardian in the charge letter.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.

For grades 6-12

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

Transfer Students

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

Non-Resident Student

Any student who lives out of the county but wishes to attend Worth County Schools may apply for non-residence status. Certain criteria must be met and maintained in order to be approved. Policy and application can be found on the school website and at each school location.

Withdrawal Students

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

Students with Disabilities

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

Searching Students

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student's vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

Bully Reporting Procedure

The Worth County School District expressly prohibits the bullying of any person, by any means or method, at school, on school property, 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. Should a student feel that they are, or have

been bullied (see definition) they should first report to the closest teacher or person of authority. If the problem is not resolved, the student should report to a guidance counselor for intervention in the situation. If interventions are not successful, the assistant principal/SRO officer should be notified verbally or by written form.

Data Collection

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

- Maintain a school environment that is free of drugs and violence.
- Promote a class atmosphere that allows teachers to teach and students to learn.
- Develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding consequences.

Parents or guardians have the right to review surveys and contact the school principal with any questions or concerns. Parents will be allowed to opt out their student's participation in any survey that asks questions about private family matters or that collects information for marketing purposes.

School Attendance – To Be Added At a Later Date

Definitions

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

1. **Alternative School** – school designed to meet the needs of student in grades 6-12 who have not been behaviorally successful in a regular school setting
2. **Assault** - the **attempt** or **threat** of harm of another person.
3. **Battery** – (also known as physical assault) – intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.
4. **Behavior Support Process** – mechanisms for identifying and addressing the student support plans/behavioral needs of students through the provision of integrated resources that promote behavioral change and/or support.
5. **Bullying (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking.** This also includes **Cyber bullying (social media, electronic device communication whether or not such electronic act originated on school property or with school equipment) on or off campus that impacts school climate.**

Ref. O.C.G.A. 20-2-751.4

6. **Bus safety issues** – include but are not limited to refusal to stay quiet at railroad crossings, hanging out of windows, disturbance in inclement weather, being out of seat and throwing items out of the window.
7. **Chronic Disciplinary Problem Student** – a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
8. **Code of Conduct** – a systematic collection of regulations, rules, or procedures regarding behavior and expectations of persons or groups.
9. **Disciplinary Officer** – the disciplinary officer conducts certain disciplinary hearings, especially in matters that may result in long term suspension, expulsion or assignment to the alternative school.
10. **Due Process** – the protection of the rights of a student through established, fair practices.
11. **Expulsion** – suspension of a student from a school beyond the current school semester.
12. **Fighting** – the exchange of mutual physical contact usually with malicious intent on both sides and lack of responsiveness to intervention.
13. **Grand Theft** – theft involving items/materials valued at greater than \$500.00.
14. **Habitual Violator** – A student who has been referred to the administrative staff an excessive number of times with similar behaviors.
15. **Harassment** – (Board policy definition) means any acts, conduct, or communication having gender, racial, religious, or ethnic demeaning implications which are created and communicated by a person to another with the intention to demean, intimidate, dominate, abuse, or browbeat the recipient of the act or communication and that such intent is reasonably perceived by the recipient for that purpose. The prohibited conduct does not apply to a single event incurred by the recipient but does apply to repetitious conduct on the part of a perpetrator, even though such conduct may be exhibited to a different person.
16. **Inappropriate Student Demeanor** – student behavior that shows disrespect, or contempt, to other students, administrators, faculty, or staff. Inciting, advising, or counseling of others to engage in prohibited acts.
17. **Home Suspension (long term)** – removal of the student from the school campus and exclusion from all school-sponsored activities for more than ten (10) school days, but not beyond the current school semester. Students on long-term suspensions are not permitted on any school campus or any school-sponsored event.
18. **Home Suspension (short term)** – removal of the student from the school campus and exclusion from all school-sponsored activities for not more than ten (10) school days by the school administration. Students on short term suspension are not permitted on any school campus or at any school sponsored event.
19. **Horseplay** – misbehavior when students are not angry, and respond to interventions, and there is no malicious intent.
20. **In-School Suspension (ISS)** – removal of a student from class or classes with assignment to a designated supervisor. The student shall be marked present in each class when in attendance in ISS.
21. **Major Disturbance** – student behavior of such nature that it causes a cessation of activity on campus or in the classroom.

22. **Physical Violence** – intentionally making physical contact of an insulting or provoking nature with another person, or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 20-2-71.6.
23. **Progressive Discipline** – policies designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior with the previous discipline history of the student being considered and other relevant factors taken into account and all due process procedures required by federal and state law followed.
24. **Safety Hazard** – any behavior, article of clothing (including shoes) that constitutes a hazard to students or staff.
25. **School Safety Zone**—in or on any real property or buildings owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education.
26. **Sexual harassment** - the deliberate, repeated, and unsolicited physical actions, gestures, verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity. The Georgia General Assembly has required that in this Code of Conduct all parents and guardians shall be encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.
27. **Sexual misconduct/inappropriate sexual behavior** - any willful and/or deliberate act (spoken, written, or physically conducted) e.g. writing suggestive notes and making obscene gestures committed with the intent of promoting sexual favors or furthering acts lewd or lascivious in nature, any unsolicited sexual proposal or offensive touching of any other person; or any act of indecent exposure or any sexual crimes as defined by state law.
28. **Tardiness** - not being in one's assigned classroom at the time the official school day and/or the class is scheduled to begin.
29. **Trespassing** – individuals (students or adults) who present themselves in any unauthorized area(s) (building or campus), i.e. being on school property without permission. No one is allowed on school property after hours except for scheduled school activities.
30. **Truancy** - failure to report or sign in to school without prior permission, knowledge or excuse by the school or the parents or "skipping" class or school; more than five unexcused absences during the school year.
31. **Time-Out** - a short-term removal from the K-2 classroom during which time the student is supervised in an alternative setting
32. **Weapons** –"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.

Bus Transportation

Safe School Bus Riding Practices

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

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

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

Safe Student Bus Riding Instructions

Safety Rules at the Bus Stop

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road, and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and for the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner.

- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give hand signal that it is ok to cross the road (Stop, look, listen).
- Be sure all traffic has stopped both ways before crossing the road.
- If you miss the bus, do not chase after the bus; go back home and tell your parents.

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

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

Safety Rules While on the Bus

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

Additional Guidelines

- Students may not walk to another school for the purpose of riding a bus home from that school. All students are to ride the bus home from their assigned school.

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

**Code of Conduct
Progressive Discipline Plan
Worth County Middle School - Grades 6-8**

At Worth County Middle School (WCMS) teachers encourage desirable behavior and deal with undesirable behavior through sound, acceptable, professional means. Students are expected to conduct themselves in compliance with school regulations and to exhibit courtesy and respect for authority at all times. Rules for student conduct apply while students are on schools grounds at any time, off the school grounds at a school activity function or event, en route to and from school on a school transportation vehicle, or on school transportation or private vehicle used to transport students to a school-sponsored function, and at school bus stops.

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

At **WCMS**, the techniques of discipline management used or penalties imposed range from:

- Student participation in conference with parent/guardian and teacher
- Counseling
- Restriction from school programs and assemblies
- Participation in the cleaning/repair of any damages caused to the school-related environment
- Lunch or morning detention
- In-School Suspension
- Suspension from school
- Financial restitution for the repair of any damage caused to the school environment
- Corporal punishment
- Disciplinary Hearing/Hearing Officer
- Referral to Law Enforcement or Department of Juvenile Justice

The following are specific violations of the Code of Conduct and the disposition for each. The administration reserves the right to apply dispositions on an individual basis. **Dispositions may be increased or decreased as warranted by circumstances.**

Violation	Disposition
Acts of physical violence against a teacher, school bus driver, or other school official or employee	Suspension pending a disciplinary hearing within 10 days. Parents and law enforcement notified.
Arson	Suspension, pending hearing within 10 days, with recommendation of one year expulsion. Parents and law enforcement notified.
Assault/Battery	1st Offense: Minimum 5-10 days suspension Subsequent Offenses: 10 days home suspension. May include arrest and hearing depending upon the severity of the injury. Parent notified.
Bomb threat/terroristic threats	Suspension pending hearing within 10 days, with recommendation of minimum of one year expulsion. Parents and law enforcement notified.
Bullying:	1st Offense: Notify parents of accused and victim. 3 days home suspension.

	<p>2nd Offense: Notify parents of accused and victim. 5 days home suspension.</p> <p>3rd Offense: Notify parents of accused and victim. Suspension pending hearing. Finding of 3rd offense in school year results in assignment to alternative school.</p>
<p>Bus Misconduct/Violations:</p>	<p>Administrator discretion depending on severity of the offense.</p> <p>1st Offense: Warning – parent notified</p> <p>2nd Offense: Conference with parent on bus behavior</p> <p>3rd Offense: 1-2 days bus suspension</p> <p>4th Offense: 3-5 days bus suspension</p> <p>5th Offense: 10 days bus suspension.</p> <p>Subsequent Offenses: Administrator discretion. Recommendation that bus riding privileges be suspended for the remainder of the year.</p> <p>Students will be able to retrieve any confiscated electronic device at the end of the school day. Parents may pick items up after school on the day the item was confiscated or any time thereafter.</p>
<p>Cell Phones and Electronic Communication Device Use during the instructional day. A student may possess a cell phone or other electronic device on school property or during school activities; however, the device must be turned off and not visible for any reason from the opening time until the closing time of each school day, including bluetooth devices. Students may not wear ear buds or earphones in the building except for instructional purposes. Each school’s building principal shall establish the opening and closing times. <i>(The administration has the authority to scroll/search a cell phones contents including its pictures, video, voice and text messages, address books, incoming/outgoing calls, calendars, e-mail and instant messages if the administrator has “reasonable suspicion” that there is student misconduct.)</i> <u>Note: Additional punishment will be issued if cell phone is used for purpose such as inappropriate pictures, cheating violations, or student’s refusal to turn over cell phone. If student refuses to turn cell phone over, it is considered a major school/class disturbance and law enforcement may be notified.</u> <u>Habitual Violations concerning cell phones will also result in additional punishment.</u> <i>*Students may not remove batteries, memory cards, or component parts before handing the phone to school authorities. The Worth County School District will not be responsible for lost or stolen communication devices.*</i></p>	<p>The school is not responsible for theft, loss or damage to electronic devices brought to school.</p> <p>Students who use an electronic device to contact a parent/guardian during the school day without permission from a school authority will be assigned to ISS</p> <p>For WCMS the school day begins at 7:30 AM and ends at 3:30 PM.</p> <p>Students who use an electronic device during the school day without permission from a school authority will be subjected to:</p> <p>1st Offense: Device is confiscated and returned at end of school day</p> <p>2nd Offense: Device is confiscated and will be released to parent only</p> <p>3rd Offense: Device is confiscated and released at end of school year</p>
<p>Cheating</p>	<p>Student given a grade of zero; prohibited from making up the work; parents notified.</p>
<p>Cell Phones and Electronic Communication Device Use during the instructional day. A student may possess a cell phone or other electronic device on school property or during school activities; however, the device must be turned off and not visible for any reason from the opening time until the</p>	<p>The school is not responsible for theft, loss or damage to electronic devices brought to school.</p>

<p>closing time of each school day, including bluetooth devices. Students may not wear ear buds or earphones in the building except for instructional purposes. Each school's building principal shall establish the opening and closing times. <i>(The administration has the authority to scroll/search a cell phones contents including its pictures, video, voice and text messages, address books, incoming/outgoing calls, calendars, e-mail and instant messages if the administrator has "reasonable suspicion" that there is student misconduct.)</i> Note: <u>Additional punishment will be issued if cell phone is used for purpose such as inappropriate pictures, cheating violations, or student's refusal to turn over cell phone. If student refuses to turn cell phone over, it is considered a major school/class disturbance and law enforcement may be notified.</u> <u>Habitual Violations concerning cell phones will also result in additional punishment.</u> <i>*Students may not remove batteries, memory cards, or component parts before handing the phone to school authorities. The Worth County School District will not be responsible for lost or stolen communication devices.*</i></p>	<p>Students who use an electronic device to contact a parent/guardian during the school day without permission from a school authority will be assigned to ISS</p> <p>For WCMS the school day begins at 7:30 AM and ends at 3:30 PM.</p> <p>Students who use an electronic device during the school day without permission from a school authority will be subjected to: 1st Offense: Device is confiscated and returned at end of school day 2nd Offense: Device is confiscated and will be released to parent only 3rd Offense: Device is confiscated and released at end of school year</p>
<p>Computer/Internet Misuse and Unacceptable Use of Internet: <i>Note: punishment will be at the discretion of the administration if misuse includes pornography, any social networking site, etc.</i></p>	<p>1st Offense: Warning – parent notified 2nd Offense: 1 day ISS 3rd Offense: 3 days ISS Subsequent Offense: 1 day home suspension</p>
<p>Destruction of School Property or Personal Property/Theft or possession of stolen property. Includes marking, defacing, mutilating, or otherwise damaging school or personal property.</p>	<p>1st Offense: 3 days home suspension, parents notified 2nd Offense: 3-5 days home suspension</p> <p>Please note: parents may be responsible for financial restitution for any damage to school property. Law enforcement may be notified.</p>
<p>Displays of Affection:</p>	<p>1st Offense: Warning 2nd Offense: 1 day ISS 3rd Offense: 2 days ISS 4th Offense: Home suspension pending parent conference</p>
<p>Disruption or Obstruction of the Educational Process or Function of the School</p>	<p>1st Offense: 3 days home suspension 2nd Offense: 5-10 days home suspension and possible disciplinary hearing.</p>
<p>Dress Code Violation:</p>	<p>1st Offense: Teacher/Administrator warning, parents notified; dress code violation corrected/if not corrected ISS will be assigned; 2nd Offense: 1 day ISS, parent notification/dress code violation corrected 3rd Offense: 2 days ISS / dress code violation corrected 4th Offense: 2 days home suspension. (All violations must be corrected before student is permitted to resume normal school activities).</p>
<p>Drugs: for example but not limited to: Narcotics, Marijuana, Alcoholic Beverages, Depressant, and Stimulant Drugs or substances represented as drugs or alcohol: Possession, use, under the influence, or transmission of these on the school grounds, at any school function or on any school vehicle.</p>	<p>Suspension pending hearing within 10 days. Parents and law enforcement notified. . Minimum one year assignment to alternative school recommended.</p>
<p>Falsification, Misrepresentation, Omission, or Erroneous reporting regarding</p>	<p>Administrator discretion. Consequences may include referral to law enforcement and possible disciplinary hearing</p>

instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student	
Failure to comply with any reasonable directions, regulations, or rules (to include classroom assignments) by a teacher and/or adult Failure to Obey School/Classroom Rules	1 st Offense: 1 day ISS 2 nd Offense: 3 days ISS 3 rd Offense: 5 days ISS/Parent conference to sign behavior contract 4 th Offense: 1 day home suspension/Parent conference required
Fighting:	1 st Offense: 3 days home suspension. 2 nd Offense: 4 days home suspension – referred to counselor 3 rd Offense: 5 days home suspension: notify law enforcement and charges may follow. Repeat Offenses and/or the severity of the fight may result in <u>immediate</u> suspension pending hearing. Administrators have the right to increase or decrease disposition as warranted by circumstances.
Gang Related Activity	Parents notified. Suspension from school, hearing. Legal authorities notified
Habitual Offender/willful and persistent Violation of student Code of Conduct	Student will be suspended 5-10 days and taken to a disciplinary hearing.
Inappropriate or Disrespectful Conduct, Verbal Assault, Insubordination, Falsification by Written or Verbal Statements.	1 st Offense: 3 days ISS 2 nd Offense: 3 days home suspension 3 rd Offense: 5 days home suspension
Inappropriate Student Demeanor by Action or Words (including social media and electronic communications):	1 st Offense: 3 days ISS 2 nd Offense: 5 days ISS 3 rd Offense: 3 days home suspension 4 th Offense: 5 days home suspension 5 th Offense: 10 days home suspension
Inappropriate Sexual Behavior	Administrator discretion– Depends on severity Counseling to 10 days suspension pending hearing; May include reference to law enforcement.
Intimidation or extortion against another student	1 st Offense: 3 days ISS 2 nd Offense: 3 days home suspension 3 rd Offense: 5 days home suspension Subsequent Offenses: 5-10 days suspension, may include hearing and referral to law enforcement.
Misconduct while in ISS	1 st Offense: Add one day ISS/or administrator discretion 2 nd Offense: Change remaining days to home suspension.
Out of area/Leaving class on wrong bus shift	1 st Offense: 1 day ISS 2 nd Offense: 2 days of ISS 3 rd Offense: 3 days ISS 4 th Offense: 1 day home suspension pending parent conference.
Possession of Tobacco/E-cigarettes/E-cigarette paraphernalia	1 st Offense: 3 days ISS 2 nd Offense: 5 days ISS 3 rd Offense: 3 days home suspension Subsequent Offenses: Administrator's discretion

<p>Prescription and Over the Counter Drugs</p>	<p>All medications must be brought to school by a responsible adult. Parents must see school nurse to complete appropriate paperwork. No student is allowed to transport ANY drugs to school.</p> <p><i>Discipline consequences may follow if students break rule. Disposition may be increased or decreased depending upon the type of drug if it is brought to school by any student.</i></p>
<p>Profane Language or Gestures</p>	<p><i>1st Offense: 1 day ISS 2nd Offense: 2 days ISS 3rd Offense: 3 days ISS Subsequent Offenses: Administrator discretion from 3 days ISS to home suspension.</i></p>
<p>Sending False Fire Alarms/Possession of fake weapons/Falsly Calling 911</p>	<p>Suspension pending hearing within 10 days. Parents and law enforcement notified.</p>
<p>Skipping Class or School</p>	<p>1st Offense: 3 days ISS 2nd Offense: 1 day home suspension 3rd Offense: 2 days home suspension Subsequent Offenses: Administrator's discretion – ISS to home suspension or hearing.</p>
<p>Stealing (disposition depends on value of stolen items) Robbing or Possession of Stolen Property</p>	<p>Law enforcement notified. Administrator discretion – ISS to home suspension or hearing.</p>
<p>Tardy to Class/School</p> <p>Please note: Even when students are picked up early from school, it is detrimental to their academic success. Please make every attempt to have students at school every day and on time for class.</p>	<p>1st Offense: Warning 2nd Offense: Parent Conference 3rd Offense: 1 day ISS 4rd Offense: 2 days ISS 5th Offense: 3 days ISS Subsequent Offenses: Referral to Social Worker, if necessary.</p>
<p>Use of any electronic device for the purposes of photographing, filming (video), audio recording, circulating and/or posting inappropriate behavior to any website on the internet.</p>	<p>Parent notified. ISS/Suspension up to 10 days per administrator's discretion. May include disciplinary hearing & referral to law enforcement.</p>
<p>Vandalism, burglary:</p>	<p>Parents notified. 5-10 days suspension, pending hearing. Law enforcement notified.</p>
<p>Weapons - A student may not, possess, handle, use or transmit a dangerous instrument or weapon on school property, at school functions or on school bus. Weapons may include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-21, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. 2. Any hazardous object, including any dirk, bowie knife, switchblade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts 	<p>Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion and reported to law enforcement. The Superintendent may either before or after the student is referred for a tribunal hearing reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.</p> <p>Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as determined by the principal to be appropriate, which may include in-school suspension, out of school suspension, or a tribunal referral, depending on the seriousness of the offense, the age of the student and other relevant factors.</p>

<p>connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.</p>	
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**Dress Code for Worth County Middle School
2018-2019**

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

1. Students may not wear any outer garments, accessories or clothes that have any printed words that might be considered suggestive, vulgar, degrading, violent or profane; or advertise and/or promote the use of alcohol, drugs or tobacco products; and/or show affiliation with any gang, group or social club not approved by the school administration. No gothic or “emo”-like appearance is allowed.
2. No dresses or skirts are to be worn which are more than three inches above the knee. Shorts may not be more than four inches above the knee.
3. Dresses, blouses, sweaters and shirts must not be strapless, low-cut front and/or back, halter top or see-through fishnet or crotch type material. Bare midriffs or tank tops are NOT allowed. No clothes with slits or holes that show skin beneath are to be worn to school. Pants and jeans should fit around the waist and should be the proper length. No sleeveless shirts for boys are to be worn. All clothes must be worn as intended; not backwards, inside out, etc. No oversized shirts may be worn.
4. No wallet chains, vendor chains, biker chains, combs with exaggerated points or medallions (greater than 2” in length) are allowed.
5. Shoes (except for medical reasons) must be worn at all times. No bedroom shoes are allowed. Shoes must be tied, fastened and/or buckled. Appropriate footwear may be required for specific courses and/or specific areas.
6. No skin-tight clothing such as spandex shorts, leggings, jeggings and tights unless outer clothing worn over it is no more than 3 inches above the knee. Items considered appropriate to wear over such clothing: shorts, skirts, dresses. This does not include coats/jackets.
7. Pants made of soft material such as: sweat pants, jogging pants, yoga pants, wind suits, soft pants, sleepwear or swim suits are not acceptable as school apparel (any exception to this rule requires the explicit approval of the principal). See-through material allowing undergarments or skin to be visible is not permitted. No pajama pants, lounge pants or pajama-like clothing is allowed.
8. Hats, caps, head coverings of any type are not allowed. Sunglasses are not to be worn inside the building. This includes sunglasses worn on top of the head.
9. For student safety, jewelry must not be worn during physical education. Students cannot wear P.E. clothes in the classroom or on buses. For example, but not limited to: basketball shorts are not acceptable school attire.
10. Belts, suspenders and overalls will be buckled and/or buttoned. All clothing will be worn at the appropriate level and not below the waistline. If necessary, a belt will be worn to keep clothing at the appropriate waist level. No “sagging” is allowed.
11. No body piercing is allowed except for ear studs.
12. Neatly trimmed mustaches and/or beards and sideburns are allowed. Hairstyles must not be unruly or unkempt.
13. Students will not be allowed to leave school to correct dress code violations. Administrator’s discretion will be used to the method to correct a violation.

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

Code of Conduct Behavior Support Process

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

Parent/Guardians	
Adult Education	702 Walnut Street Sumner, GA 229-776-7645 Worth County High School 229-776-8625
Aspire Behavioral Health	601 11 th Avenue Albany GA, 31701 229-430-4140
Churches	Family's Choice
Department of Family & Children Services	503 North Henderson Street Sylvester, GA 229-777-2000
Family Connections	304 N. Isabella St., P.O. Box 171 Sylvester, GA 31791 229-886-3067 ldylinski@hotmail.com (Lisa Dylinski)
Fellowship of Christian Athletes	WCMS & WCHS
Georgia Crisis & Access Line (Suicide Hotline)	1-800-715-4225
Guidance Counselors /Advisors	WCPS 229-776-8660, WCES 229-776-8605 WCMS 229-776-8620, WCHS 229-776-8625
Intervention Prevention Services, Inc. (Youth/Adult prevention and development service company)	128 First Street Suite #226 Tifton, GA 31794 229-386-2100
Mental Health Services	Dougherty County Mental Health Services 601 W. 11 th Ave. Albany, GA 31701 229-430-4140
Network of Trust	WCHS Guidance Counselors
Pathways to Hope Counseling Service	1341 W. Hill Avenue Valdosta, GA 31601 229-249-7730
Response to Interventions	WCPS 229-776-8660, WCES 229-776-8605 WCMS 229-776-8620, WCHS 229-776-8625
School Resource Officers	WCMS & WCHS; also available at other schools for specific programs
School Social Worker	Worth County Board of Education Sylvester, GA 31791 229-776-8600
Student Support Teams (all schools)	All schools; see guidance counselor
Title I Parent Coordinators	WCPS 229-776-8660, WCES 229-776-8605 WCMS 229-776-8620, WCHS 229-776-8625
Worth County Health Department	1012 West Franklin Street Sylvester, GA 229-777-2150
Other - Professional agencies that parents may select	

Worth County Middle School Clubs

Below is information regarding school clubs and organizations at Worth County Middle School. **Parents or legal guardians may decline permission for their student to participate in a club or organization.** Students are regularly photographed during school activities. Photographs may be displayed on classroom bulletin boards, in the newspaper, school and/or system websites, the school year book, newsletters, etc. **Parent or legal guardians may decline in writing, permission for photographs of their student to be displayed.**

Yearbook Club – Yearbook staff is a great way to get involved! Being on yearbook staff allows students to help create the WCMS yearbook and to learn the level of commitment necessary for many important real world tasks. It requires being a superlative student, a diligent worker, and a team player. Sample of activities: Fundraisers and production of school yearbook. Advisors: Sandy Bozeman & Kerri Hancock

The Environmental Club – The mission of this club is to educate students on issues that impact our planet and to improve eco-friendly practices in our school and community. Sample of activities include an aluminum can recycling, school grounds beautification, fundraisers, school awareness and community projects.
Advisors: Jennifer Easom and Brent Joyner

Eighth Grade Ambassadors –The Ambassadors are representatives of our school to schoolmates and the community. Students are nominated by their seventh-grade teachers based on academics and behavior. Sample of activities: they assist the Guidance Department during Red Ribbon Week, Smooth Moves, special events, and morning and afternoon announcements.
Advisors: Greta Webb, Jaki Johnson and Deirdere Smith

The Beta Club recognizes academic achievement, promotes character, develops leadership skills, encourages service involvement, and provides technological advantages to students in grades 6-8. The purpose of the Beta Club shall be to promote the ideals of character, service and leadership among middle school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school. Beta Club members learn to lead while serving others. Members are selected by the faculty of WCMS based on the criteria of good academic standing, worthy character, creditable achievement, and commendable attitude. Sample of activities: fundraisers and community service projects. Advisors: Sandy Bozeman Kelly Diaz, Sharon Siniard, Angela Rachels, and Shelia Jackson

Future Farmers of America – The FFA programs and activities help members develop public speaking skills, conduct and participate in meetings, compete in various events requiring agricultural knowledge, carry out supervised agricultural projects, manage financial matters, strengthen problem-solving, and assume civic responsibilities. Students will attend conferences and competitions throughout the year. Sample of activities: participation in meetings, various competitions, and civic activities. Advisor: Alan West

Fellowship of Christian Athletes - The mission of the club is to present Christian values to athletes, coaches, and all whom they influence. Students will meet monthly to discuss integrity, service, teamwork, and excellence. Sample of activities: meetings and community service activities. Advisor: Lisa Story and John Allen Popham

GEMS – The objective of GEMS is to focus on positive character development of young ladies. The GEMS will develop a nurturing environment to help the students grow and develop an empowered attitude that will help them make positive choices. Sample of activities: afterschool activities and community service. Advisors: Sandy Bozeman, Lynn Thomas, Angela Rachels, Shavonne Williams, Sharon Siniard, Sheila Jackson, and Felecia Baisden.

T.I.E Club- The T.I.E. Club is a collaborative effort between male students, mentors and school staff with the purpose of *Together Impacting Education*. Once a month, students meet with the 7th grade assistant principal, Mr. Walker and a 7th grade teacher, Mr. Thomas on learning how to tie a tie. After the students learn how to tie a tie, they will then learn how to tie a bow tie and afterwards, they will learn how to tie and wear an ascot. The long-term goals are for each member to expand and increase their reading skills, dress with tie, bowtie or ascot once a week, participate in a school/community related project, speak to different classes pertaining to a character trait, and set examples for their peers in what it means to be a “Ram”.
Advisors: Mr. Jacque Walker and Mr. Ira Thomas

STUDENT HANDBOOK/AGENDA ACKNOWLEDGMENT PAGE

Student's Name _____

Homeroom Teacher _____

1. The 2018-2019 Student Handbook/Agenda contains important sections of the Worth County School System Code of Conduct and is provided to every student at the beginning of the school year. Parents or guardians are required to read and sign or confirm receipt of the Student Handbook.

____ **My child received and read the 2018-2019 Worth County Middle School Handbook/Agenda.**

Parent Signature

Date

The Student Handbook is provided to every student at the beginning of the school year. Parents or guardians are required to sign or confirm receipt of the Student Handbook. Parents, guardians, and students must read the Student Handbook in its entirety. Failure to acknowledge receipt does not absolve the parent, guardian or student of any responsibility for information contained within the handbook.

CLUB MEMBERSHIP OPT-OUT FORM
SCHOOL EVENTS OPT-OUT FORM
2018-2019

Dear parent:

After reviewing the approved clubs at Worth County Middle School, you may prefer that your child **NOT** participate in one or more of these organizations. This is an Opt-Out form that will prohibit your child from participating in one or more clubs and/or events at WCMS during the 2018-2019 school year.

If you prefer that your child **not** participate in one or more clubs and/or events, please complete this form, sign and date the form and return it to your child's teacher by **Friday August 17, 2018**

_____ My child **MAY NOT participate in any club** at WCMS during the 2018-2019 school year.

_____ My child **MAY NOT participate in** _____ club at WCMS during the 2018-2019 school year.

_____ My child **MAY NOT participate in any additional activities (such as pep rallies, talent shows, etc...)** at WCMS during the 2018-2019 school year.

Student name (please print)

Parent Signature

Date

**Worth County Middle School
Field Trip Permission Form
2018-2019**

I, the parent or legal guardian of _____,
(Name of the student)

Give my permission for the above named student to participate in school/club sponsored field trips during the 2018-2019 school year. **Students will be required to meet the minimum basic academic and behavior standards to participate in the field trips.**

It is my understanding that all reasonable precautions and plans for the care and supervision of the students will be taken. I hereby relieve members of the Worth County Board of Education, the Worth County School Superintendent, and all employees of the Worth County Board of Education, both in their official capacity and as individuals, of any and all liability for injury sustained by the above named student and/or family members while participating in this activity or while in transit to from said activity.

I agree that in the event treatment is required in the case of an emergency, school officials may secure the necessary medical attention.

_____ Date _____
(Signature of Parent/Guardian)

My child is allergic to the following medications:

Other pertinent health information:

Home Phone Number _____ Work Phone Number _____

Persons to contact in an emergency if parent/guardian cannot be reached:

Name _____ Phone Number _____

Relationship to the student _____

Name _____ Phone Number _____

Relationship to the student _____

***It is my responsibility to contact WCMS, if I decide that I do not want my child to participate in any trip for the 2018-2019 school year.**