

2020-2021

Worth County Achievement Center  
Code of Conduct



**Worth County Schools 2020-2021 Calendar**

## Worth County Board of Education Members and Superintendent

Mr. Tommy Coleman, Board Attorney; Dr. Shannon Norfleet, Superintendent  
 Members: Mr. Hubert Souter, (Chair), Mr. William Oliver  
 Mr Randy Bacon, Mr. Melvin Jefferson, Mr. Russ Beard.

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

### Principals

|                             |                                 |               |              |
|-----------------------------|---------------------------------|---------------|--------------|
| <b>Mr. Jared Worthy</b>     | Worth County Primary            | Grades PreK-2 | 229-776-8660 |
| <b>Dr. Steven Rouse</b>     | Worth County Elementary         | Grades 3-5    | 229-776-8605 |
| <b>Mrs. Tiffany Sevier</b>  | Worth County Middle             | Grades 6-8    | 229-776-8620 |
| <b>Mrs. Melissa Edwards</b> | Worth County High               | Grades 9-12   | 229-776-8625 |
| <b>Mr. Will Smith</b>       | Worth County Achievement Center | Grades 6-12   | 229-463-3056 |

## Worth County School District Vision, Mission, and Slogan

**Vision:** Worth County Schools will prepare students to graduate and be productive citizens by providing them with access to high quality programs.

**Mission:** Worth County Schools provides a quality education that develops graduates and life-long learners.

**Slogan:** Committed to the Success of Every Student

### Philosophy

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

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

The code will:

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

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

- Parents and guardians are encouraged to review the Code of Conduct with their children and to support its enforcement throughout the community.
- Parents and guardians are to sign or confirm receipt of the Code of Conduct.
- Failure to acknowledge receipt does not absolve the parent/guardian of any responsibility for the 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.

Dispositions may range from administrator/parent conference to out of school suspension, or expulsion.

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](http://www.worthschools.net)). Student handbooks are written to be consistent with Board of Education Policies and this Code of Conduct.

### **Authority of the Principal**

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

### **Progressive Discipline Procedures**

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 ongoing opportunities for school personnel to hear parents' concerns and comments.

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

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

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student; the principal shall notify by telephone call and by mail the student's parent/guardian of the disciplinary problem 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**

All visitors to WCAC's campus must report to the Board of Education's front office before visiting other parts of the school. A valid driver's license is required for admission on campus as well as student check-out. 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 students enrolled in a Worth County school shall be able to utilize school facilities, equipment, and programs, and participate in extracurricular and co-curricular activities, subject to all other existing rules of participation.

### **WORTH COUNTY SCHOOL DISTRICT'S STUDENT IDENTIFICATION CARD (STUDENT ID) POLICY GRADES 6-12**

The purpose of this policy is to ensure safety and security on school campuses each day. Student Identification (ID) Cards will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. Student ID cards increase the sight security of all students on school campuses. Student ID cards help us in identifying students as well as trespassers. Ensuring safety and security for all staff and students is our top priority each and every day.

EVERY student must wear their ID cards at designated times from 7:30 a.m. – 3:30 p.m. while on school grounds. Administration and teachers try very hard to be familiar with all of our students. However, it is a challenge for every staff member to know each of our 1,500 secondary students. Therefore, it is crucial that we are able to identify everyone on campus.

One Student ID Card, lanyard, and protective case will be provided at no cost to every student at the start of the school year. Students can display their ID in a holder of their choice if they choose not to use the school provided lanyard and holder.

#### **Student ID Badge Requirements:**

1. All students are required to wear their ID Badges on a lanyard around their necks. Lanyards must be visible while on school and district properties.
2. School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
3. If a student is wearing a jacket or sweatshirt, the Student ID must be visible.
4. The ID Card must be presented to any school staff member or person of authority when seeking student identification. Failure to comply with a reasonable

request from any staff member is defined as Defiance of Authority. Any consequence will be in addition to the one for the ID violation.

5. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.

6. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY.

7. Cost for replacement is \$5.00 for a new ID Card.

8. ID Cards must be worn every day. Students should be in compliance with the ID Card Policy during the school day (7:30-3:30). Refusal to comply with the School ID policy can result in disciplinary action according to the district code of conduct.

9. Teachers will do an ID check at the beginning of each day.

10. Students are excused from wearing IDs during classes where they present a hazard to student safety (i.e. P.E., Operating certain machinery). They should be properly secured during this time. 11. Damaged or defaced ID cards will be confiscated and must be replaced at the student's expense.

12. Students are responsible for their I.D. cards. A student who has lost his/her identification card should apply for a replacement in the Main Office.

13. ID badges shall not be duplicated.

14. Any student with unauthorized possession of an I.D. card not belonging to him or her will be subject to disciplinary action.

15. Students withdrawing from school must return the ID badge in order to complete the checkout process.

## **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. 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.

### **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.

## **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. Students vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, purses, 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, or at school-related functions. 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:

- 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**

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

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

1. All schools will provide to the parent, guardian, or other person having control or charge of each student enrolled in school, a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child, or children. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy.
2. Parents of all students will provide a written excuse from a physician/certified medical practitioner, parent or guardian, stating days missed and reason for absence to the school within the **first three (3) days after the** student returns to school after an absence.
3. Parents of students in grades K – 8<sup>th</sup> will provide an excuse from a physician/certified medical practitioner after the **fifth (5<sup>th</sup>)** written parental excuse.
4. Parents of students from ages 6-9 who have **five (5) unexcused absences** will receive notification from the WCSD Child Attendance Team (CAT) for a parent meeting. The notice shall outline the penalty and consequences of such absences. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send notice via certified mail with return receipt requested, or first class mail. Upon the **6<sup>th</sup> unexcused absence**, a warrant will be taken against the parent(s). Prior to any

action to begin court proceedings against a parent for violation of the compulsory attendance law, the school will notify the parent by certified mail, return receipt requested.

5. Parents of students from ages 10 – 16, who have **five (5) unexcused absences**, will receive notification from the WCSD's CAT team for a parent meeting. The notice shall outline the penalty and consequences of such absences. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send notice via certified mail with return receipt requested, or first class mail. Upon **the 6<sup>th</sup> unexcused absence**, a juvenile complaint will be filed against the student and a warrant will be taken against the parent (s). Prior to any action to begin court proceedings against a parent for violation of the compulsory attendance law, the school will notify the parent by certified mail, return receipt requested. Failure to receive written notices in no manner absolves the parents/guardians responsibility in complying with all system/school attendance policies and rules.
6. If a student ages 14-18 has **more than ten (10) consecutive school days of unexcused absences** in any semester, notice will be given, by the school system, to the juvenile court.
7. In grades 9 -12, the WCSD will mail attendance letters on the third (3<sup>rd</sup>), fifth (5<sup>th</sup>), and seventh (7<sup>th</sup>) absence. These letters will be for unexcused absences per class period and will outline the WCSD's attendance policy as it relates to course credit(s).
8. Student tardiness will be addressed through each school's progressive discipline plan.
9. The WCSD's CAT team consists of a (an): school social worker and administrator from each school. Additionally, each school has a building-level CAT team consisting of a (an): administrator and other support staff as needed. The school-level team is responsible for monitoring and enforcing the rules and regulations adopted by the Attendance Protocol Committee and other support staff, as needed.
10. Local law enforcement officials will take an active role in questioning school-age students whom they see on the streets or in other public places during the school day and who are not accompanied by a parent/guardian. Police officers are to return truant students to their appropriate school where school administrators will provide appropriate discipline.
11. The WCSD shall report student attendance rates to the Attendance Protocol Committee and the State Board of Education at the end of each school year, according to a schedule established by the State Board of Education.

## Definitions

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

1. **Alternative School** – school designed to meet the needs of students in grades 6-12 who have not been behaviorally successful in a regular school setting
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) 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.
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. Students who are serving in excess of more than 3 days ISS (per semester) will not be allowed to participate in any school related activity until the student resumes a normal school schedule.
21. **Major Disturbance** – student behavior of such a 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 suspension from the K-5 classroom, usually lasting from 50 minutes to one day, 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, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any 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.

## Vapor Products

*Vapor product* means “any noncombustible product containing nicotine that employs a heating element, a power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other forms. The term ‘vapor product’ shall include any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.”

Possession of a vaping device by a minor under the age of 18 is prohibited by GA Code Ann. §§ 16-12-171(b)(1)(A); 16-12-174(d) (2019).

According to the US Surgeon General, “E-cigarette aerosol is not harmless, most e-cigarettes contain nicotine – the addictive drug in regular cigarettes, cigars, and other tobacco products. Nicotine exposure during adolescence can harm the developing brain – which continues to develop until about age 25. Nicotine exposure during adolescence can impact learning, memory, and attention. Using nicotine in adolescence can also increase the risk for future addiction to other drugs. In addition to nicotine, the aerosol that users inhale and exhale from e-cigarettes can potentially expose both themselves and bystanders to other harmful substances, including heavy metals, volatile organic compounds, and ultrafine particles that can be inhaled deeply into the lungs. Many e-cigarettes also come in kid-friendly flavors. In addition to making e-cigarettes more appealing to young people, some of the chemicals used to make certain flavors may also have health risks. E-cigarettes can also be used to deliver other drugs, including marijuana (THC). In 2016, one-third of U.S. middle and high school students who ever used e-cigarettes had used marijuana in e cigarette

# **BUS TRANSPORTATION**

## **WCSD Bus Transportation Requirements for 2020-2021**

Student safety is the number one priority of WCSD and students and parents are reminded that riding a school bus is an extension of the school day, and that students are expected to follow the same rules of respect and following directions as they are in the school building. Riding a school bus is a privilege that the school district does not want to see any student lose; however, unruly, misbehaving students will be removed from the bus to protect the safety of all students. Students that ride the school bus must go by these rules in order to ride the bus. We want our drivers to be able to focus on the road ahead as well as student loading and unloading zones rather than being distracted due to student behavior.

According to the National Highway Safety Transportation Administration (NHSTA), a school bus is the safest vehicle on the road. NHSTA also states students are about 70 times more likely to get to school safely when taking a school bus instead of traveling by car. It is the mission of WCSD Transportation Department to ensure that our busses are the safest on the road!

We want to inform the parents of the following rules that were approved by the Board of Education:

- At no time will students act toward or address comments to a bus driver or monitor in a disrespectful manner or refuse to cooperate with the driver.
- Students shall get on or off the bus only at their assigned stop/route, unless otherwise directed with a note from the school office.
- Students riding a route other than what has been assigned will be returned to the school for the parent/guardian to pick them up.
- Students shall not refuse to sit in an assigned seat or deny another person a place to sit. 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.
- 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.
- Students shall not take or handle any emergency equipment inside the bus, and shall never board or leave the bus through the emergency door except in an emergency.
- Students shall never attempt to operate the passenger door except in cases of extreme emergency.
- Students shall not yell, scream, whistle, or operate an electronic device to a point where it interferes with the safe operation of the school bus.

- Students shall not write upon, disfigure, or destroy any part of the school bus. The parent or guardian may be held responsible for any damages to the school bus.
- The use of obscene, vulgar, or profane language are forbidden.
- Students shall not carry tobacco, including E-cigs/Juuls, etc., weapons, explosives (such as fireworks), knives, pointed articles, animals (pets), intoxicating beverages, drug paraphernalia or drugs on the bus.
- 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 student's lap. Balloons are prohibited. Arrangements can be made with the parent or guardian and school staff for the pickup of large items.
- Students shall not eat, drink, or litter on the bus.
- Students shall arrive at the bus stop at least five minutes before the scheduled 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.
- 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 that are horse playing etc. to transport the student. 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.
- 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.
- 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.
- Students will abide by the individual school's rules and regulations concerning bus students.
- Serious offenses are defined but not limited to those listed above.
- Rough housing, 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.
- Be silent at railroad crossings. Do Not distract the driver.
- Be courteous to the driver and other students.
- All rules apply on field trips as they do on a regular school day.
- Emergency drills will be conducted each year. Student participation is required.
- 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 assigned Assistant Principal at the school attended by the rule violator. The Assistant Principal in charge of bus discipline will follow the district's code of conduct for transportation. The Director of Transportation will be notified of all discipline issues on a school bus by the Assistant Principal. The student's parent or guardian copy of the report will be issued to the student.

Step 1. Student violates rule.

Step 2. Driver completes discipline referral form and submits to Assistant Principal.

Step 3. Assistant Principal investigates and resolves the discipline issue and notifies both the Director of Transportation and the student's parent.

**Bus riding privileges may be revoked by the Administration of the Worth County School District.**

### **Note:**

- Worth County Schools has the authority to skip steps for serious violations or to designate such other punishment as deemed appropriate.
- If your child needs to be picked up or dropped off at a different location, please send a written note with your child to your child's school. The bus driver will be made aware of the change by school administration.
- Any complaints in reference to concern with your children on the bus can be made to the Student Services Coordinator, Mrs. Sandi Giddens, 229-776-8600.

If there are any complaints or concerns in reference to the bus driver, a formal written complaint should be submitted to Rusty Parten, Director of Transportation. The WCSD Transportation Complaint Form can be found at [www.worthschools.net](http://www.worthschools.net) under the Transportation tab, or forms can be picked up at each school or the bus shop.

### **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:**

- Follow directions of the school bus driver the first time given.
- Go directly to an available or assigned seat when entering the bus.
- Remain seated. \*\*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).
- Tell your bus driver if someone is picking on you or making you feel uncomfortable.
- Keep aisles and exits clear.
- Exhibit classroom conduct at all times.
- Respect the rights and safety of others.
- Not destroy property.
- Remain quiet enough not to distract the driver. \*\*Remain absolutely quiet at railroad grade crossings. This is a critical moment. The bus driver must be able to hear an approaching train.
- Refrain from chewing gum, eating and drinking on the bus.
- Not throw objects.
- Refrain from extending head, arms or objects out of the bus windows.
- Not use or possess tobacco, alcohol, drugs, or weapons.
- Not use obscene language or gestures.
- Not operate cell phones while on the bus. This includes getting on and off the bus.
- Not bring onto the bus any animals, glass objects or items too large to hold in your lap.
- Help keep the bus clean.
- 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.
- Refrain from spraying fragrances such as perfume, cologne or body spray.
- Not use mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the bus driver's 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 earbuds 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 the 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 the 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 voice at a normal speaking level while speaking to other students.
- Keep conversation to the driver to a minimum while the bus is moving.
- Never speak to the driver while loading and unloading at another 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 instructions 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 students are instructed to assist you to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and 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 earbuds 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 of 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 circumstance.

### **Automatic Bus Suspensions:**

- Fighting
- Bullying
- Vulgar language towards bus driver or bus monitor.

# Code of Conduct

## Progressive Discipline Plan

### Worth County Achievement Center

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

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

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

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

| Violation   | Disposition  |
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| <b>Acts of physical violence:</b> against a teacher, school bus driver, or other school official or employee. | Suspension pending hearing within 10 days, complaint filed with law enforcement and parents notified.  |
| <b>Arson:</b>   | Suspension pending hearing within 10 days. Parents notified. Restitution for damages, notification to the fire department. Law enforcement notified.   |
| <b>Assault/Battery:</b> With significant provocation  | <b>1<sup>st</sup> Offense:</b> Parents notified-7 days home suspension (OSS) Law enforcement notified.<br><b>2<sup>nd</sup> Offense:</b> Parents notified, 10 days home suspension (OSS), pending hearing. Law enforcement notified. |

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|  | Recommendation-Expulsion   |
| <b>Assault/Battery:</b> Without significant provocation                              | Suspension pending hearing within 10 days. Parents notified. Law enforcement notified.   |
| <b>Body Piercing (refer to dress code for allowed piercings):</b>                    | <b>1<sup>st</sup> Offense:</b> Parent notified.<br><b>2<sup>nd</sup> Offense:</b> Required parent conference<br><b>3<sup>rd</sup> Offense:</b> 1 day Home suspension<br><b>4<sup>th</sup> Offense:</b> 3 days Home suspension<br><b>5<sup>th</sup> Offense:</b> Suspension, pending evidentiary hearing within 10 days.  |
| <b>Bomb Threat/Terroristic Threats</b>   | Suspension pending hearing within 10 days. Parents and law enforcement notified. Recommend minimum one year expulsion.   |
| <b>Threats against Teacher/Student/Staff</b>   | School administration reserves the right to discipline based upon the severity of the threat.  |
| <b>Bullying:</b>   | <b>1<sup>st</sup> Offense:</b> Notify parents of accused and victim. 3 days home suspension.<br><b>2<sup>nd</sup> Offense:</b> Notify parents of accused and victim. 5 days home suspension. Notify law enforcement.<br><b>3<sup>rd</sup> Offense:</b> Notify parents of accused and victim. Suspension pending hearing within 10 days. Notify law enforcement.  |
| <b>Bus Violations:</b><br><br>Worth County Achievement Center Middle School Students | <b>1st Offense</b> - Warning/Parent Contact<br><b>2nd Offense</b> - 3 Days bus suspension<br><b>3rd Offense</b> - Suspension from bus 5-10 days<br><b>4th Offense</b> - 15 - 20 Days Bus Suspension<br><br><b>Note: All discipline matters are handled at the administrators discretion. Nothing in this section shall restrict the administrator from using his/her discretion to escalate or lessen the suggested discipline when deemed appropriate. Repeated bus misconduct will lead to expulsion of bus riding privileges for the remainder of time in WCSD.</b> |
| <b>Bus Violations:.</b><br><br>Worth County Achievement Center High School Students  | <b>1st Offense</b> - Warning/Parent Contact<br><b>2nd Offense</b> - 3 Days bus suspension  |

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|  | <p><b>3rd Offense</b> - Suspension from bus 5-10 days</p> <p><b>4th Offense</b> - 15 - 20 Days Bus Suspension</p> <p><b>Note: All discipline matters are handled at the administrators discretion. Nothing in this section shall restrict the administrator from using his/her discretion to escalate or lessen the suggested discipline when deemed appropriate. Repeated bus misconduct will lead to expulsion of bus riding privileges for the remainder of time in WCSD.</b></p>   |
| <p><b>Bus Violations:</b></p> <p>Worth County Achievement Center<br/>Alternative School Students</p> | <p><b>1<sup>st</sup> Offense:</b> Parent Contact.</p> <p><b>2<sup>nd</sup> Offense:</b> 10 days bus suspension</p> <p><b>3<sup>rd</sup> Offense:</b> 30 Days off the bus Suspension</p> <p><b>4<sup>th</sup> Offense:</b> Suspension from bus for remainder of the school year.</p> <p><b>Note: All discipline matters are handled at the administrators discretion. Nothing in this section shall restrict the administrator from using his/her discretion to escalate or lessen the suggested discipline when deemed appropriate. Repeated bus misconduct will lead to expulsion of bus riding privileges for the remainder of time in WCSD.</b></p> |
| <p><b>Campus/Classroom Disturbance:</b><br/>Inappropriate student demeanor.</p>                      | <p><b>1<sup>st</sup> Offense:</b> 1 day Home Suspension (OSS) - Parents notified</p> <p><b>2<sup>nd</sup> Offense:</b> 2 days home suspension - Parents notified.</p> <p><b>3<sup>rd</sup> Offense:</b> 3 days home suspension</p> <p><b>4<sup>th</sup> Offense:</b> 5 days home suspension</p> <p><b>Subsequent Offenses:</b> 10 days pending hearing.</p>  |

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| <p><b>Cell Phones and Electronic Communication Devices USAGE IS NOT ALLOWED on campus during the instructional day.</b> <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></p> <p><b><u>Note: Additional punishment will be issued if cell phone is used for purposes such as inappropriate pictures, cheating violations, or student’s refusal to turn over cell phone. If student refuses to turn cell phone over, it is considered a major campus disturbance and law enforcement may be notified. Habitual Violators of this policy are also subject to additional punishment.</u></b></p> | <p>Students who bring or use an electronic device during the school day without permission from a school authority:</p> <p><b>1<sup>st</sup> Offense:</b> Warning; phone confiscated; returned at the end of the day</p> <p><b>2<sup>nd</sup> Offense:</b> Phone confiscated; parent must collect phone from school</p> <p><b>3<sup>rd</sup> Offense:</b> 1 day home suspension</p> <p>Consequences for additional offenses at the discretion of the administration.</p> <p>The school is not responsible for theft, loss or damage to electronic devices brought to school.</p> |
| <p><b><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></b></p>  |  |
| <p><b>Cheating</b></p>   | <p><b>1<sup>st</sup> Offense:</b> Notify parent--Student will receive a grade of zero</p> <p><b>2<sup>nd</sup> Offense:</b> Student will receive a grade of zero; student will have to restart the unit to receive credit.</p> <p><b>3<sup>rd</sup> Offense: all grades will be nullified;</b> student will have to begin course from beginning; 1 day home suspension</p> <p><b>4<sup>th</sup> Offense:</b> 2 days home suspension with a grade of zero.</p>  |
| <p><b>Computer/Internet Misuse:</b> <i>Note: punishment will be at the discretion of administration if misuse includes pornography, any social networking site, etc.</i></p>   | <p>Administrator's discretion. Parents notified. When appropriate, legal action.</p> <p><b>1<sup>st</sup> Offense:</b> Parent notified</p> <p><b>2<sup>nd</sup> Offense:</b> 1 day home suspension</p> <p><b>3<sup>rd</sup> Offense:</b> 2 days home suspension</p> <p><b>Subsequent Offense:</b> Home suspension</p>  |
| <p><b>Destruction of Personal or School Property (Vandalism)</b> disposition may depend on the value of the vandalized property</p>  | <p>Up to 10 day suspension, pending hearing, restitution made. Parents notified. Law enforcement may be notified.</p>  |
| <p><b>Displays of Affection</b> <i>Note: punishment will be at the discretion of administration based on the offense</i></p>   | <p><b>1<sup>st</sup> Offense:</b> Warning; Parents notified</p> <p><b>2<sup>nd</sup> Offense:</b> 1 day OSS-Parents notified</p> <p><b>3<sup>rd</sup> Offense:</b> 2 days OSS</p>  |

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|  | <b>4<sup>th</sup> Offense:</b> Home suspension pending parent conference   |
| <b>Dress Code Violation</b>  | <p><b>1<sup>st</sup> Offense:</b> Teacher/administrator warning and parents notified. Violation may require correction before student is permitted to resume normal school activities.</p> <p><b>2<sup>nd</sup> Offense:</b> parent notified. Violation may require correction before student is permitted to resume normal school activities.</p> <p><b>3<sup>rd</sup> Offense:</b> 1 day OSS</p> <p><b>4<sup>th</sup> Offense:</b> 3 days OSS/Required parent conference</p> |
| <p><b>Drugs: for example but not limited to: Narcotics, Marijuana, Alcoholic Beverages, Depressant, and Stimulant Drugs or substances represented as drugs or alcohol:</b></p> <p>Possession, use, under the influence, or transmission of these on the school grounds, at any school function or on any school vehicle.</p>                                     | Suspension, pending hearing within 10 days. Parents and law enforcement notified.  |
| <b>Extortion</b>   | Suspension, pending hearing within 10 days, parents notified.  |
| <p><b>Failure to comply with any reasonable directions, regulations, or rules (to include classroom assignments) by a teacher and/or adult NOTE: Administrator discretion may be used based on infraction</b></p>  | <p><b>1<sup>st</sup> Offense:</b> Parent contact</p> <p><b>2<sup>nd</sup> Offense:</b> 1 day OSS</p> <p><b>3<sup>rd</sup> Offense:</b> 3 days OSS/Parent conference</p> <p><b>4<sup>th</sup> Offense:</b> Administrative discretion</p>  |
| <b>Fighting</b>  | <p><b>1<sup>st</sup> Offense:</b> 5 days home suspension ,notify law enforcement and charges may follow</p> <p><b>2<sup>nd</sup> Offense:</b> 10 days home suspension, pending an evidentiary hearing, notifies law enforcement and charges may follow.</p> <p><b>The severity of the fight may result in immediate suspension pending a hearing.</b></p>  |
| <p><b>Gang Related Activity</b></p> <ul style="list-style-type: none"> <li>• Use of gang related hand signs</li> <li>• Use of gang related handshakes</li> <li>• Display of gang signs, symbols, or insignia on personal belongings or placing/writing/drawing gang signs on Worth County School District property or the property of another student</li> </ul> | Parents notified. Students will be suspended/expelled from school. If your student is in ALT, there will not be a hearing. Legal authorities notified  |

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| <ul style="list-style-type: none"> <li>Confirmed participation in a gang, with evidence of the commission, attempted commission, or conspiracy to commit a criminal offense</li> </ul>                |  |
| <b>Harassment</b>   | <b>1<sup>st</sup> Offense:</b> /Parents notified<br><b>2<sup>nd</sup> Offense:</b> 1 day OSS parent conference<br><b>3<sup>rd</sup> Offense:</b> Begin disposition for 1 <sup>st</sup> offense of Bullying (3 days home) as outlined in Code of Conduct as evidence of pervasive behavior.   |
| <b>Inappropriate Student Demeanor by Action or Words (including social media/electronic communications):</b> <i>Note: punishment will be at the discretion of administration based on the offense</i> | <b>1<sup>st</sup> Offense:</b> 1 day OSS<br><b>2<sup>nd</sup> Offense:</b> 2 days OSS<br><b>3<sup>rd</sup> Offense:</b> 3 days OSS<br><b>4<sup>th</sup> Offense:</b> 5 to 10 day home suspension, pending a disciplinary hearing, notify law enforcement.  |
| <b>Leaving Campus without Permission</b><br>Students are not allowed to leave campus for lunch  | <b>1<sup>st</sup> Offense:</b> 3 days out of school suspension (OSS)<br><b>2<sup>nd</sup> Offense:</b> 5 days OSS, required parent conference<br><b>3<sup>rd</sup> Offense:</b> 5 days home suspension, pending disciplinary hearing..   |
| <b>Leaving Class without Permission</b>   | <b>1<sup>st</sup> Offense:</b> 1 day OSS<br><b>2<sup>nd</sup> Offense:</b> 3 days OSS, required parent conference<br><b>3<sup>rd</sup> Offense:</b> 5 days OSS   |
| <b>Prescription and Over the Counter Drugs</b>  | Parents must sign a Medication Consent Form before any medication will be issued at school. Students are not permitted to bring any medication to or from school.<br><b>1<sup>st</sup> Offense:</b> Medication turned over to school nurse and parent contacted for conference; punishment at administrator discretion<br><b>Subsequent Offenses:</b> Administrator discretion |
| <b>Safety (hazard)</b>  | <b>1<sup>st</sup> Offense;</b> Warning; parents notified.<br><b>2<sup>nd</sup> Offense:</b> 1 day OSS<br><b>3<sup>rd</sup> Offense:</b> 3 days OSS, required parent conference<br><b>4<sup>th</sup> Offense:</b> 5 days OSS<br><b>5<sup>th</sup> Offense:</b> 5 to 10 day home suspension, pending behavior hearing, possible referral to law enforcement.                     |

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| <b>Sending false alarms or possessing fake weapon(s)</b>   | Suspension pending hearing within 10 days. Parents and law enforcement notified.  |
| <b>Sexual misconduct/inappropriate sexual behavior</b> (see definition)  | 5-10 days suspension pending hearing within 10 days. Law enforcement notified. Depends on severity; administration discretion   |
| <b>Skipping Class:</b>   | <b>1<sup>st</sup> Offense:</b> 1 day OSS<br><b>2<sup>nd</sup> Offense:</b> 3 days OSS or corporal punishment<br><b>3<sup>rd</sup> Offense:</b> 5 days OSS/Required parent conference to sign behavior contract.   |
| <b>Stealing</b> (*disposition may depend on the value of the stolen item(s). <i>Note: punishment will be at the discretion of administration based on the offense</i> )  | <b>1<sup>st</sup> Offense:</b> 1 day OSS/Administrator's discretion*<br><b>2<sup>nd</sup> Offense:</b> 3 days home suspension<br><b>3<sup>rd</sup> Offense:</b> 10 days home suspension pending hearing, possible criminal charges and restitution for any offense. Administrator's discretion.   |
| <b>Tardiness to school and/or class</b>  | <b>5<sup>th</sup> tardy-</b> 1 day OSS<br><b>4<sup>th</sup> tardy</b> after 1 day OSS will result in an additional day of OSS<br><b>3<sup>rd</sup> tardy-</b> 1 day OSS<br><b>2<sup>nd</sup> tardy-</b> 1 day OSS<br><b>Each subsequent day of tardiness will result in 1 day of OSS.</b><br>Students with repeated tardiness who accumulate 10 days of OSS may be removed from the program.  |
| <b>Threat: Any Verbal or Written Statement Toward Bodily Harm</b>  | Administrative Discretion with a minimum of 3 days home suspension. Law enforcement will be notified.   |
| <b>Tobacco Use and Possession/Including Electronic Cigarettes or Vaping</b> <i>Note: punishment will be at the discretion of administration based on the offense</i><br><b>Electronic cigarettes, including but not limited to cigarettes, dip, snuff, Juuls, e-cigs, e-cigarettes, vapes, vape pens, electronic nicotine delivery systems (ENDS), nicotine vaporizers, e-hookahs, or wops; this includes possession of or use of corresponding accessories, including but not limited to pods, chargers, wop machines, and other items required for or related to</b> | <b>1<sup>st</sup> Offense:</b> 2 days OSS<br><b>2<sup>nd</sup> Offense:</b> 2 days OSS/required parent conference<br><b>3<sup>rd</sup> Offense:</b> 3 days home suspension<br><b>4<sup>th</sup> Offense:</b> 5 days home suspension<br><b>5<sup>th</sup> Offense:</b> 10 days homes suspension; possible hearing<br><br><b>*All tobacco and electronic cigarettes (including but not limited to accessories, chargers, and pods) will be confiscated by administration and not returned</b> |

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| <p><b>the function of using an e-cigarette device with or without the possession of the main e-cigarette device. Any device or juice found to contain substances other than nicotine (i.e. marijuana) will be deferred to the appropriate consequence per the handbook</b></p>   |  |
| <p><b>Trespassing -ALTERNATIVE School Students are not allowed on any other school properties</b></p>  | <p>Suspension pending hearing within 10 days. Parents notified. Law enforcement may be notified</p>  |
| <p><b>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.</b></p>  | <p>Suspension up to 10 days per administrator's discretion. May include hearing, expulsion, and referral to law enforcement.</p>   |
| <p><b>1. Weapons:</b> 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: 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.</p> <p><b>2.</b> 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 connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and</p> | <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 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> |

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| which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, fake weapon and any stun gun or taser. |  |
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## 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:

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| Parent/Guardians   |  |
| Adult Education  | 702 Walnut Street<br>Sumner, GA 229-776-7645<br>Worth County High School 229-776-8625                    |
| Aspire Behavioral Health   | 1120 West Broad Avenue<br>Albany GA, 31702   |
| Churches   | Family's Choice  |
| Department of Family & Children Services   | 503 North Henderson Street<br>Sylvester, GA 229-777-2000   |
| Family Connections   | 304 N. Isabella St., P.O. Box 171<br>Sylvester, GA 31791 229-886-3067                                    |
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| Guidance Counselors /Advisors  | WCMS 229-776-8620, WCHS 229-776-8625   |
| Intervention Prevention Services, Inc.<br>(Youth/Adult prevention and development service company) | 128 First Street Suite #226<br>Tifton, GA 31794 229-386-2100   |
| Mental Health Services   | Dougherty County Mental Health Services<br>601 W. 11 <sup>th</sup> Ave.<br>Albany, GA 31701 229-430-4140 |
| Network of Trust   | WCHS Guidance Counselors   |
| Pathways to Hope Counseling Service  | 1341 W. Hill Avenue<br>Valdosta, GA 31601 229-249-7730   |
| Response to Interventions  | WCPS 229-776-8660, WCES 229-776-8605<br>WCMS 229-776-8620, WCHS 229-776-8625                             |

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| School Resource Officers                              | WCMS & WCHS; also available at other schools for specific programs  |
| School Social Worker                                  | Worth County Board of Education<br>Sylvester, GA 31791 229-776-8600 |
| Student Support Teams (all schools)                   | All schools; see guidance counselor                                 |
| Title I Parent Coordinators                           | WCAC 463-3056   |
| Worth County Health Department                        | 1012 West Franklin Street<br>Sylvester, GA 229-777-2150             |
| Other - Professional agencies that parents may select |   |