



## Whigham School: “A Tribe of Excellence”

**Talented Students**  
**Remarkable Community**  
**Involved Parents**  
**Believing Teachers**  
**Enthusiastic Learners**

August 3rd, 2018

Dear Student:

Welcome to a new school year. Whether you are a newcomer to our school or returning, we are glad you are here.

We hope our handbook will answer many of the questions you may have about rules and activities at Whigham School. The handbook has been compiled to help you understand the part you play in keeping with our school's tradition of excellence. This book serves as a reference guide and is not exhaustive on all topics and changes that may occur after printing. Please be sure to read it carefully and share it with your parents.

Feel free to come to me or any member of the faculty and staff if you have questions or need help. We stand ready to assist you.

Sincerely,

Mark A. Willis  
Principal

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### **WHIGHAM SCHOOL MISSION STATEMENT**

The mission of the Whigham School community is to empower all students with the knowledge and skills to think critically and independently. Our students will become productive members of society who are self-motivated to becoming life-long learners. Whigham School provides a variety of rigorous educational programs through the use of engaging and relevant instruction. Whigham maintains high expectations of all students and educators while simultaneously addressing the effective use of multiple talents and intelligences. Whigham School provides an environment that nurtures the social, emotional, and academic growth of every child. The Whigham School team, consisting of parents, community, educators and staff, works together with students to provide a safe and orderly school climate wherein excellence in education is paramount.

## **WHIGHAM SCHOOL VALUES**

- We will develop students with the moral qualities of cooperation, loyalty, respect, integrity and self-discipline.
- We will strive to motivate, encourage and instill responsibility in our students.
- We will create a community of learners by promoting confidence, excitement and high expectations by providing positive learning environments for our students.
- We will provide highly qualified teachers that will develop students to their fullest potential.
- We will strive to create open, honest and flowing communication between school and home.
- We will celebrate student successes!

## **WHIGHAM SCHOOL VISION**

Our school vision has three essential components: 1) a supportive leadership, 2) strong teacher/student relationships, and 3) parent and community involvement.

### **Leadership:**

- Everyone feels appreciated and respected, and feels that they are significant members of a very important team
- Teachers and students are encouraged to take risks
- Low anxiety and high standards are promoted for both teachers and students

### **Teacher/Student:**

- High achieving learning environments
- Desire for knowledge
- All learners will reach full potential through differentiated instruction
- Instill moral values of honesty, hard work, integrity, and respect for all types of students
- Capitalize on the unique talents of teachers and students

### **Parent/Community:**

- Parental support and involvement
- Community support and partnership
- Strengthen links with outside agencies to support learning

Within a friendly, caring and stimulating environment, Whigham School will educate and prepare all students for life.

## **VISITORS**

All visitors are welcome at Whigham School. ANYONE who visits the campus during school hours should report to the office for a Visitor's pass. Parents are encouraged to arrange for teacher conferences during teachers' planning times, before or after school. All are encouraged to cooperate in keeping classroom disruptions to a minimum. To set up a conference, please call the school office at 229-307-1714.

### **PTO OFFICERS**

President – TBA  
V. President – TBA  
Secretary – TBA  
Treasurer – TBA  
Teacher Representative – TBA

### **PTO MEETINGS**

Meeting – August 23<sup>rd</sup>, 2018  
Meeting – September 20<sup>th</sup>, 2018  
Fall Festival – October 20<sup>st</sup>, 2018  
Meeting – February 7<sup>th</sup>, 2019  
Meeting – April 11<sup>th</sup>, 2019

### **SCHOOL COUNCIL**

Parent Representative Members: TBA  
Faculty Representative Members: TBA  
Business Representative Members: TBA

### **SCHOOL COUNCIL MEETINGS**

Sept. 6<sup>th</sup>, Nov. 15<sup>th</sup>, Jan. 10<sup>th</sup>, April 25<sup>th</sup>

### **TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

At Whigham Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. In compliance with the requirements of the Every Student Succeeds Act, you have the right to request information about the professional qualifications of your student's teacher(s) and /or paraprofessional(s). The following information may be requested:

\* Whether the student's teacher-

- has met State qualification and licensing criteria for the grade level and subject area in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- is teaching in the field of discipline of the certification of the teacher.

\* Whether your child is provided services by paraprofessionals, and if so, their qualifications.

The staff at Whigham Elementary School is committed to helping all students reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of the teachers and paraprofessionals are highly skilled and delivering quality instruction to your child. If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Mark Willis at Whigham School at 229-307-1714, [m.willis@grady.k12.ga.us](mailto:m.willis@grady.k12.ga.us) . (August 3, 2018)

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mr. Mark Willis at Whigham Elementary School at 229-307-1714, m.willis@grady.k12.ga.us. (August 3<sup>rd</sup>, 2018)

<b><u>GRADE</u></b>	<b><u>ROOM NO.</u></b>	<b><u>TEACHER</u></b>
<b>Pre-K</b>	207	Gordon, Amy
<b>K</b>	206	Johnson, Sharolyn
<b>K</b>	205	Rehberg, Vonda
<b>1<sup>st</sup></b>	204	Hampton, Sonya
<b>1<sup>st</sup></b>	203	Maxwell, Marie
<b>2<sup>nd</sup></b>	209	Fowler, Amy
<b>2<sup>nd</sup></b>	202	Nelson, Janet
<b>2<sup>nd</sup></b>	208	Ponder, Elizabeth
<b>3<sup>rd</sup></b>	200	Dumas, Ashley
<b>3<sup>rd</sup></b>	210	Hancock, Jessica
<b>3<sup>rd</sup></b>	201	Harrison, Peggy
<b>4<sup>th</sup></b>	126	Ausburn, Tammi
<b>4<sup>th</sup></b>	125	Hayes, Rhonda
<b>4<sup>th</sup></b>	124	Lee, Cecilia
<b>5<sup>th</sup></b>	123	Daniels, Lisa
<b>5<sup>th</sup></b>	121	Sharp, Lisa
<b>5<sup>th</sup></b>	122	Walker, Carissa
<b>8<sup>th</sup></b>	117	Carter, Allison
<b>6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup></b>	103	Champagne, Tracy
<b>7<sup>th</sup>, 8<sup>th</sup></b>	101	Harrison, Carmen
<b>6<sup>th</sup></b>	106	Jackson, Dawn
<b>7<sup>th</sup></b>	116	Miller, Jessie
<b>6<sup>th</sup>, 7<sup>th</sup></b>	115	New Hire
<b>6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup></b>	118	Moore, Nive
<b>6<sup>th</sup>, 8<sup>th</sup></b>	104	Poppell, Julie
<b>7<sup>th</sup></b>	119	Stewart, Katina
<b>6<sup>th</sup>, 8<sup>th</sup></b>	105	Watson, Dianne
	Gym	Bostick, Augusta PE
	Gym	Burke, Adam PE
	406	Moore, Bradley Music/Band
	401	Trulock, Jana Art
	404	Bentley, Andrea Inst.Coor.
	413	DePlato, Brittany Counselor
	402	Godwin, Kelli Special Ed
	403	Hudson, Cassie Special Ed
	Media Ctr	Cox, Misty Special Ed
	107	Herndon, Melanie Special Ed
	Wkrm – Elem. hall	Long, Jill Speech
	Media Ctrl	Edwards, Alice ELL
	Library	Bell, Erin Media Specialist
	Office	Wilson, Zack Assistant Principal
	Office	Willis, Mark Principal

## WHIGHAM SCHOOL STAFF 2018 – 2019

### Office Staff

Ann Harrell  
Kelli Ponder  
Crystal Singletary

Secretary  
Bookkeeper  
School Nurse

### Para Professionals

Anetta Bowen  
Jennifer Hatcher  
Nicole LaMoute  
Lynda Lodge  
Brenda Miller  
Nicole Lewis  
Malynda Wilde  
Kimberly Wilham  
Christy Green  
New Hire

Kindergarten Parapro  
PE/ Elem Parapro  
ISS Parapro  
Sp. Ed. Parapro  
Kindergarten Parapro  
Sp. Ed. Parapro  
Pre-K Parapro  
Media Ctr/ Parapro  
2<sup>nd</sup> grade Parapro  
Sp. Ed. Parapro

### Lunchroom Staff

Brandy Noriega-Manager  
Natalia Hawthorne

New Hire

Glenda Lovins  
Wanda Davis

### Bus Drivers

07-07 Carolyn Walden  
12-48 News Driver  
05-57 Ricky Keen  
05-68 Tim Keller  
10-71 Mindy Harrison  
16-01 Roy Adams

### Custodial Staff

Arthur Brown

Zoelle Grullon

Jackie Robinson

### **Middle School Bell Schedule**

Report to Duty Posts (Faculty and Staff)	7:30
Report to Classrooms (Faculty and Staff)	7:45
Go to Homeroom	7:55
Tardy Bell	8:00
Homeroom	7:55 - 8:15
1 <sup>st</sup> Period	8:15 – 9:02
2 <sup>nd</sup> Period	9:05 – 9:52
3 <sup>rd</sup> Period	9:55 – 10:42
4 <sup>th</sup> Period	10:45 – 11:30
5 <sup>th</sup> Period	11:33 – 12:20
Lunch/Break	12:20 – 1:00
6 <sup>th</sup> Period	1:03 – 1:48
7 <sup>th</sup> Period	1:51 – 2:36
8 <sup>th</sup> Period	2:39 – 3:24
Dismissal	3:24

## Grady County School Calendar

2018-2019

Professional Learning Teacher Pre-Planning	Monday, July 30 <sup>st</sup> & Tuesday, July 31 <sup>st</sup> Wednesday, August 1 <sup>st</sup> & Thursday, August 2 <sup>nd</sup>
First Day for Students	Friday, August 3 <sup>rd</sup>
Labor Day Holiday	Monday, September 3 <sup>rd</sup>
Midterm	Wednesday, September 6 <sup>th</sup>
End of 1 <sup>st</sup> 9 Weeks	Friday, October 5 <sup>th</sup>
Fall Break	Monday, October 8 <sup>th</sup> – Friday, October 12 <sup>th</sup>
Teacher Workday/Student Holiday	Monday, October 15 <sup>th</sup>
Grades Stored	Tuesday, October 16 <sup>th</sup>
Report Cards Go Home	Thursday, October 18 <sup>th</sup>
Midterm	Tuesday, November 13 <sup>th</sup>
Thanksgiving Holiday	Monday, November 19 <sup>th</sup> – Friday, November 23 <sup>th</sup>
End of 2 <sup>nd</sup> 9 Weeks/1 <sup>st</sup> Semester/Early Release	Friday, December 21 <sup>st</sup>
Winter Break	Monday, December 24 <sup>th</sup> – Friday, January 4 <sup>th</sup>
Teacher Workday	Monday, January 7 <sup>th</sup>
Professional Learning Day/Student Holiday	Tuesday, January 8 <sup>th</sup>
Students Return/2 <sup>nd</sup> Semester/Grades Stored	Wednesday, January 9 <sup>th</sup>
Report Cards Go Home	Friday, January 11 <sup>th</sup>
Martin Luther King Jr. Holiday	Monday, January 21 <sup>st</sup>
Midterm	Friday, February 8 <sup>th</sup>
End of 3 <sup>rd</sup> 9 Weeks	Thursday, March 14 <sup>th</sup>
Teacher Workday/Student Holiday	Friday, March 15 <sup>th</sup>
First Day 4 <sup>th</sup> Nine Weeks	Monday, March 18 <sup>th</sup>
Grades Stored	Tuesday, March 19 <sup>th</sup>
Report Cards Go Home	Thursday, March 21 <sup>st</sup>
Spring Break	Monday, April 1 <sup>st</sup> – Friday, April 5 <sup>th</sup>
Midterm	Wednesday, April 24 <sup>th</sup>
Grades Stored	Tuesday, May 21 <sup>st</sup>
Report Cards Go Home	Friday, May 23 <sup>rd</sup>
End of 2 <sup>nd</sup> Semester/Last Day of School/Early Release	Friday, May 24 <sup>th</sup>
Memorial Day Holiday	Monday, May 27 <sup>th</sup>
Post Planning/Teacher Workday	Tuesday, May 28 <sup>th</sup>
Professional Development	Wednesday, May 29 <sup>th</sup>



**Grady County Student Attendance Protocol 2018-19**

**K – 8<sup>th</sup> Grade**

**Definitions for Student Attendance Protocol**

**Tardy** – A student is tardy to school when he/she arrives after the school tardy bell rings. Each school will determine the start of the school day.

**Excused tardy** – includes events that are physically out of your control such as: an accident, road closed due to an accident, power outage, etc.

**Unexcused tardy** – includes: over-sleeping, traffic too heavy, errand for parents, delayed at train crossing, etc.

**Tuant** - any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

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

**Unexcused Absence** – An absence that is not excused as defined under “Excused Absences”.

<p><b>1-4 unexcused absences</b></p>	<p><b>School Contact.</b> School will make a minimum of <b>two</b> reasonable attempts to talk with parent, guardian and/or other person having control of the student to inquire about the reason for the absence and to inform regarding the attendance protocol. A parent conference may be held when a student reaches 3-4 unexcused absences to develop interventions to deter further unexcused absences. School will document all information to the social work portal. A School level Attendance Letter will also be mailed to parents/guardians.</p>
<p><b>5 unexcused absences</b></p>	<p><b>School Social Worker Referral.</b> The school will submit an attendance referral and supporting documentation to the social work portal. The school social worker will mail an attendance letter to offer assistance in preventing further absences. School Social workers will work in collaboration with the School faculty and/or Judicial System to develop and implement strategies to work with students and/or parents/guardians to prevent further unexcused absences.</p>

<p><b>7 unexcused absences</b></p>	<p><b>Attendance Task Force Committee Interventions.</b> The Parents/Guardians will attend a mandated Attendance Task Force Hearing to discuss unexcused absences and recommendations from the committee. The school social worker will mail a certified letter to the parents/guardians along with signed documents from the attendance hearing.</p>
<p><b>10 unexcused absences</b></p>	<p><b>Referral to Criminal/Juvenile Court.</b> A warrant and/or juvenile complaint will be issued for violation of the Georgia Compulsory Attendance Law if the student continues to increase unexcused absences.</p>
<p>* <b>Parent Excuses</b></p>	<p>Each school will only accept <b>5</b> parent/guardian handwritten excuses.</p>
<p>* <b>Excuses</b></p>	<p>Excuses are to be submitted within <b>5</b> days of student returning to school.</p>
<p>*<b>Previous school year : 10 UNA or more</b></p>	<p><b>Mandated Attendance Task Force Hearing.</b> When a student reaches 5 UNA this school term and the previous school year they had 10 UNA or more, the parent/guardian will attend a Mandated Attendance Task Force Hearing or Mandated Conference to discuss unexcused absences and recommendations to prevent further unexcused absences. The school social worker will mail a certified letter to the parents/guardians along with signed documents from the hearing or conference.</p>

**Excessive Absences** – A student will be considered to have excessive absences once he/she has 5 unexcused absences. Excused absences may be determined excessive at the discretion of the principal. These cases may be referred to the system social worker for investigation and possible consequences that may include referral to the court. If, in the opinion of the principal, the absences are for legitimate reasons, the student will not be referred to the Social Worker.

**Excused Absences:**

**Students may be temporarily excused from school when:**

1. Personally ill and when in school would endanger their health or the health of others, and parent/guardian requests in writing the absence be excused.
  2. A serious illness or death in their immediate family necessitates absence from school, and the parent/guardian requests in writing the absence be excused.
  3. Mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order, and a copy of the order is presented to the school.
  4. Celebrating religious holidays.
  5. Conditions render attendance impossible or hazardous to their health or safety.
  6. Registering to vote or voting, for a period not to exceed one day.
- A parent or guardian must personally present a written and signed reason for the absence(s) to the Attendance Clerk the day the student returns to school. **If no documentation is presented for an absence, it will be counted as unexcused.**
- Students shall be permitted to make up work when absences are excused.

**Students shall be counted present when they are:**

1. In attendance at least one half of the instructional day;
  2. Serving as pages of the Georgia General Assembly.
- The school principal or designee shall release a student from school during the school day only to the person having lawful custody of the student or to someone who can present evidence that they have permission from the custodial party to pick up the student from school.
3. Foster Care\_– Students in foster care shall be counted present when they attend court proceedings related to their foster care.

**The Grady County Board of Education adopts the following policies and procedures to reduce truancy.**

Statement of Receipt

By September 1 of each school year or within 30 school days of a student's enrollment in the Grady County School system, the parent, guardian, or other person having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties. 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 system's policy.

Drivers License Denial

The Grady County Board of Education requires the local school superintendent or the superintendent's designee to use his or her best efforts including certified mail to notify students 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. ss40-5-2 regarding the denial of driver's permits and licenses.

The following guidelines shall apply to all students in grades K-12. The principal of each school may determine when extenuating circumstances exist such that a student may be exempt from these guidelines. In these guidelines the term parent means the person who has control or charge of the student. **REFER TO ATTENDANCE PROTOCOL CHART**

**\*Parent Excuses** – Each school will only accept 7 parent/guardian handwritten excuses.

**\*Excuses** – Excuses are to be submitted within 5 days of student returning to school.

**Hospital Homebound Services:**

Students who become seriously ill or who will be hospitalized for an extended period may be eligible for Hospital Homebound instruction. Parents should contact the school Guidance office for information as soon as the problem is known. Students enrolled in the Hospital Homebound program are not considered absent because they receive services from a certified teacher for a specified number of hours each week.

**School-Sponsored Non-Instructional Absences:** Students may be allowed to be absent from class for non-instructional or administrative purposes only in accordance with state laws and Standards for Georgia Public Schools. The Board of Education may approve absences for school-sponsored non-instructional activities under the following guidelines.

1. Exceptions will be considered on an individual basis only.
2. All requests for exception must be approved by the Board prior to the student's participation in the activity.
3. Individual requests must be in writing and contain the name and specific dates of the activity.
4. Requests for exceptions must have the principal's approval.
5. The student's name and activity must be entered in the Board minutes.

**Admissions**

Enrolling students of the Grady County School System are requested to provide evidence of the following:

1. Written proof of age such as:
  - a. Birth Certificate (copy is acceptable)
  - b. Record of live birth with signature of certification
  - c. State Registration of Birth
  - d. Passport
  - e. Green card, pink card, or Federal I-94 card
2. Certificate of immunization on the Georgia Department of Human Resources Certificate of Immunization Form 3231. In the case that immunization has been started but not completed, new students may be registered provisionally, if a provisional certificate of immunization is presented. A special certificate must be presented in the case where children cannot be immunized for medical or other reasons
3. Reside with natural parent or legal guardian
4. Eye, ear and dental examination

5. Original social security card or a waiver signed by the parent or guardian objecting to the use of social security number
6. A transferring student applying for admission to a grade higher than sixth grade shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

Course credit earned by a student transferring from an accredited school shall be accepted by the receiving school. An accredited school is a school as defined in State Board Policy JBC. Students entering or returning to the school system from home-study programs, a school outside the United States, or a non-accredited school, will be admitted and placed using the following criteria:

1. Any student entering grades K-8 will be evaluated on a basic skills test provided by the school system and administered by school personnel.
2. Student grade placement will be determined based on the results obtained from school-administered tests.

**Withdrawals from school** - The office should be notified when a student learns that they will be moving to another school. On the last day of attendance the office will provide that student with a withdrawal form. This should be shown to each teacher, librarian, lunchroom manager, and then returned to the office. This form will serve as a transfer to the new school and may be picked up at the end of the day.

### **WHIGHAM SCHOOL ACTIVITIES EXTRA-CURRICULAR ACTIVITIES/CLUBS**

The following clubs and activities are available for student participation. Students are encouraged to participate in at least one club. Parents or guardians may decline permission for their student to participate in clubs and activities.

**Athletics/Cheerleaders** Sixth through eighth grade students may participate in the athletic program. Grady County Middle School students attending Whigham School who would like to participate in sports must do so through programs offered at Whigham School. Soccer, football, and football cheerleading are offered through the Grady County Middle School program. Participation requires that team members show evidence of medical insurance to play. Students absent from school MAY NOT participate in athletic events on the day of absence or while serving time in ISS or OSS.

**Jr. Beta Club** Students who maintain an 85 or better average in each academic subject, on grade level, may be selected to join this honorary club. Students in grades six through eight may be considered for selection and may be inducted at the end of 6<sup>th</sup> or 7<sup>th</sup> grade year. Eligibility is based on academic grade point average, prescribed behavioral standards, and teacher recommendation.

**Student Council** Sixth through eighth grade students are elected by their student body to participate. Students should maintain satisfactory conduct and grades of 75 or above in all subject areas.

**The Community Cares Club (CCC)** The CCC is a service club dedicated to helping our community through a Christmas gift drive and Relay for Life events. Join the fun! Monthly meetings will be announced. Any middle school student can join.

**Fellowship of Christian Athletes (FCA)** The FCA is dedicated to encouraging students to make a difference for Christ. The club sponsors "See you at the Pole" day in September and FCA Day at some college games.

**4-H Club** 4-H is open to all students in grades 4-8. Students are encouraged to participate in club events such as market hog show, steer and heifer show, peanut sales fundraiser, vidailia onion fundraiser, shotgun team, DPA and summer camp. There's something of interest for everyone! 4-H will meet once a month. Sponsors are from the Grady County Extension Office.

**Future Farmers of America (FFA)** FFA is open to students in grades 6-8. Mrs. Tracy Champagne is our FFA sponsor. There are many activities such as livestock shows, floral design, and creed competitions that you can be involved in as a member of the FFA club.

**Newspaper** Any students taking computer classes in 8<sup>th</sup> grade may be involved in creating the paper.

**Yearbook** Students may be involved in creating the yearbook.

**Drama Club** Drama Club is open to sixth through eighth grade students who want to learn to act and produce a dramatic presentation. A \$10 fee is required and a Mandatory parents meeting. Students must maintain excellent behavior and attend all rehearsals.

**Band** Sixth through eighth grade students may participate in the band. The band performs at various parades, concerts and other selected events during the year. Mr. Brad Moore teaches and directs the band.

**K-Kids** The K-Kids club is dedicated to teaching elementary school students about the rewards of helping others. Leadership skills and citizenship are developed through planning, organizing and implementing service projects.

**Builders Club** Middle and junior high school students can actively work on projects to improve their school and community. Teamwork and the rewards of helping others are stressed to these developing leaders as they run their own clubs.

**Fitness Club** The Fitness Club was established to encourage students and staff to stay healthy. Meeting during and after school, keeping track of their progress, and making friends, keeps everyone involved.

**Cross Country Club** If you like running to stay healthy or if you just enjoy running this club is for you.

**Whigham Athletic Booster Club** The purpose of this group is to support Whigham School athletic teams and sports. The club is responsible for planning, organizing and carrying out various activities and projects. Membership is open to students, parents and businesses. A membership fee is required.

### **WHIGHAM SCHOOL STUDENT DRESS**

Whigham School recognizes the importance of being well-groomed. Clothing should be appropriate for the occasion, in good taste and in good condition. Extremes in dress are considered in poor taste and will result in parents being contacted to bring appropriate clothing. Student may be sent home or taken out of class at which time his/her absence will not be excused. Students are encouraged to be clean and neat in appearance. The principal and teacher shall have final authority of what should not be worn.

#### **APPROPRIATE FOR ALL STUDENTS:**

- Belts must be buckled and neat.
- Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited.
- Hair – No unnatural colors such as purple, blue, green, etc. Hair should be worn so eyes are visible. Grooming should occur in restrooms.
- No hats, caps, sweatbands, sunglasses, bandanas, combs, picks, etc. worn on campus
- Hoodies are not worn inside buildings.
- Tattoos, real or stick on are to be covered by clothing.
- Middle school students must bring appropriate clothes for physical education. Students will dress back into school clothes after P.E.
- PreK – 5: Tennis shoes are to be worn and **no flip-flops or sandals**. Middle School students should bring tennis shoes to wear for P.E. Shoes requiring strings must be laced and tied neatly.
- No Slides are to be worn.
- Extreme fads in clothing and hairstyles are prohibited. Writing on clothes or bodies shall not be allowed. Clothing with holes must be from natural wear and below the knee. Suspenders are worn over the shoulders.
- Body piercing: nose, lip tongue, eyebrow, etc.- no body piercing jewelry allowed.

- If body odor becomes an issue, the student will be referred to the counselor.
- No obscene emblems, pictures including alcohol/tobacco, slogans or emblems of gangs are allowed.

#### **APPROPRIATE DRESS FOR FEMALE STUDENTS:**

- Feminine attire with traditional undergarments is required.
- No halter, midriiffs, off the shoulder, crop, low cut blouses, tube tops, or lace-up clothing. Shirts must cover the top of the pants or be tucked in.
- Straps of tops and dresses should be at least 1”.
- Shorts may be worn for PreK-5 **if hemline is touching fingertips**. Shorts for 6-8 **must reach the top of the knee**. NO cheer or cycling shorts.
- Skirt hemlines should be near the top or below the knee. No miniskirts, with or without tights. Leggings are not permitted.
- Sundresses, backless dresses or halter dresses are not allowed. All jumpers should be worn with a blouse underneath.

#### **APPROPRIATE DRESS FOR MALE STUDENTS:**

- Masculine attire with traditional undergarments is required.
- Hair must be neat and well groomed.
- Pants must be worn on the waistline, front & back.

### **Positive Behavioral Interventions and Supports (PBIS)**

#### **The Whigham Way: Be respectful. Be responsible. Be ready.**

As a weekly incentive:

- Free 15 Friday- Give an additional 15 minute recess on Friday for the students that accumulate a set amount of tickets for showing positive behavior. Teachers have the flexibility of choosing their grade's target ticket numbers. This time will also serve as an opportunity to reteach the desired behaviors.
- Ticket Tuesday- Students drop their PBIS tickets in a bucket in the front office throughout the week. Then every Tuesday morning, Mr. Willis will draw an elementary school ticket and a middle school ticket winner.
  - The two winners will choose a reward from a choice board. (This will also serve as a way to monitor the issuance of PBIS tickets by teachers!)

As a nine week incentive for teachers:

- Teacher Incentive- On the last Tuesday of each nine weeks, Mr. Willis will pull an elementary school teacher and a middle school teacher PBIS ticket. The teachers that are selected will choose a reward from the teacher choice board.

As a nine week incentive:



- Students that are on the Positive Behavior Honor Roll for the nine weeks attend the nine weeks award incentive. (1st Nine Weeks- Dance at school, 2nd Nine Weeks- Movie in the auditorium, 3rd Nine Weeks- Play and lunch in the park, 4th Nine Weeks- Pizza and play on the grounds.) A student will be eligible for Positive Behavior Honor Roll if he or she has 0-2 minor behavior referrals (detentions) and 0 major behavior referrals (office referral). Five study halls equal one minor referral when calculating conduct grades.

### **WHIGHAM SCHOOL: STUDENT DISCIPLINE CODE**

NOTICE: You are duly informed that the principal of each school in the Grady County School System, his/her authorized representative and/or School Resource Officers possess the authority to conduct reasonable interviews/investigations of students in order to properly investigate and punish student misconduct without parental consent. This includes the authority to conduct a search of students and their property, including book bags, back packs, purses, and personal vehicles parked on campus, when there is reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

NOTE: Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and/or school function and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Grady County School Board, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.

The student discipline code is a guide for discipline. Administrative discretion factoring age level, behavior history, severity of incident and etc. may be applied.

### **RULES AND REGULATIONS WITH CONSEQUENCES**

#### **1. AGGRESSIVE BEHAVIOR: THREATENING, OR INTIMIDATING ANOTHER STUDENT WITH OR WITHOUT ACTUAL PHYSICAL CONTACT**

Legal authorities may be contacted in repeated or extreme cases.

##### **Without physical contact:**

**Grades 4-8:** 1st Offense: Administrative Discretion, 2nd Offense:

1 day ISS, 3rd Offense: 2 days ISS and Possible Behavior Intervention Plan

##### **With physical contact:**

**Grades 4-8:** 1<sup>st</sup> Offense: 1 - 3 days ISS or Corporal Punishment, 2<sup>nd</sup> Offense: 2-3 days ISS and Possible Behavior Intervention Plan, 3<sup>rd</sup> Offense: 3 days ISS or 1 day OSS

**\*Excessive or extreme cases Administrative Discretion up to a request for tribunal may apply.**

**With or without physical contact**

**Grades K-3:** 1<sup>st</sup> Offense: Verbal Administrative Warning & Parent Contact, 2<sup>nd</sup> Offense: Office visit, 1 day ISS or Corporal Punishment

## **2. ALCOHOL/ILLEGAL DRUGS/INHALANTS**

Drug paraphernalia will be confiscated and delivered to law enforcement for testing. If drug residue is found, student(s) will be considered in violation of rules A, B, and C.

**A. Drugs:** No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substances under the Georgia Controlled Substances Act or any substance believed or misrepresented by the student to be an illegal drug.

**B. Paraphernalia:** No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.

**C. Alcohol:** No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell or otherwise distribute or possess with intent or attempt to buy, sell or otherwise distribute, or possess with intent to distribute alcoholic beverages or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an alcoholic product. Legal intoxication is not required of this Code of Conduct.

**D. Inhalants:** No student shall sniff or be under the influence of inhalants and/or other substances.

1<sup>st</sup> Offense: 10 days OSS, Referral to School Resource Officer and Recommendation for Tribunal

## **3. ASSAULT AND/OR BATTERY/THREATS ON SCHOOL EMPLOYEES**

Any student who touches, places hands on, pushes or obstructs a teacher, faculty member, or administrator will be recommended for a tribunal and proper authorities will be contacted.

## **4. ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Feet should always be on the floor with student sitting erect in his/her seat. Students who fail to follow these procedures will be removed from the program, and sent to the office.

## **5. ATTENDANCE VIOLATIONS**

**Truancy:** A student shall be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws.

**Skipping:** No student shall miss or be tardy to any class or activity for which he or she is enrolled without a valid excuse from a teacher or administrator. Students reporting ten (10) minutes or more late to class are considered skipping and will be marked absent.

**Unauthorized Area:** An unauthorized area is any location a student is not given specific permission to go (gym, restroom, lockers, parking lot, hallways, media center, offices, etc.)

1<sup>st</sup> Offense: Administrative Discretion, 2<sup>nd</sup> Offense: 1-2 days ISS, 3<sup>rd</sup> Offense: 2-3 days ISS

## **6. BOMB THREATS**

Willful and malicious destruction of, and/or threat to destroy school property, includes such actions as the use of threats of bombs, explosives, setting fires, and the deliberate and serious destruction of school property.

Punishment will be restitution for all damages, 10 days OSS, and recommendation for tribunal. Proper law officials could be notified if students appear to be in violation of the law.

## **7. BULLYING**

Bullying behavior is defined as willful attempts or threats to inflict injury, physical and/or mental stress on another person, when accompanied by apparent present ability to do so; or intentional displays of force such as would give the victim reason to fear or expect immediate bodily harm. No student shall engage in verbal or written harassment, threat or abuse of, or towards, another student or students.

1<sup>st</sup> Offense: Up to 5 days OSS, Administrative Discretion, Counselor Referral, 2<sup>nd</sup> Offense: Up to 10 days OSS, Counselor Referral, and 3<sup>rd</sup> Offense: 10 days OSS, possible Tribunal Referral

## **8. CELL PHONES/ELECTRONIC DEVICES AND TOYS**

When cell phones or other electronic devices are visible, whether on or off, and/or in use during the school day, the following procedures will be followed. 1<sup>st</sup> Offense: Taken by the teacher and given to the office. Parents may pick up – no charge. 2<sup>nd</sup> Offense: Parents may pay \$10.00 and pick up the phone/ electronic device. 3<sup>rd</sup> Offense: Parents may pay \$20.00 and pick up the phone/ electronic device, or the item is confiscated and kept in the vault until the end of the year. No toys at school. Toys will be taken and returned at the end of the year. Stolen electronic devices are not the responsibility of the administration.

## **9. CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken.

## **10. CLASS DISRUPTION**

No student shall intentionally make noise or act in any manner so as to interfere with a teacher's ability to conduct class or another student's ability to learn. 1<sup>st</sup> Offense: 1 day ISS or Administrative Discretion, 2<sup>nd</sup> Offense: 1-3 days ISS or Corporal Punishment, 3<sup>rd</sup> Offense: 2-5 days ISS  
Continuous disruptions may result in OSS and possible referral for tribunal

## **11. CLASSROOM RULES**

Each individual teacher has his/her own classroom rules and procedures. Parents will be provided a copy to sign and return. Violation of these rules may result in detentions. If excessive detentions in a nine weeks period are reached, a parent conference will be scheduled by the teacher. Further consequences will be determined at that time.

## **12. CHRONIC MISBEHAVIOR**

Students who willfully and persistently violate the student discipline code for the same or a variety of offenses may be recommended for a tribunal.

## **13. DISRESPECTFUL AND RUDE BEHAVIOR AT SCHOOL, SCHOOL FUNCTIONS OR ON THE BUS**

No student shall at any time be disrespectful towards any adult. This includes, but is not limited to, arguing with, walking away from, raising their voice interrupting, being offensive in manner, displaying a poor attitude, intimidating, threatening, and/ or any other action that is deemed impolite.  
Middle School: 1<sup>st</sup> Offense: 1 - 3 days ISS, 2<sup>nd</sup> Offense: 3 days ISS, 3<sup>rd</sup> Offense: 1-10 OSS and possible Referral for Tribunal  
Elementary: 1<sup>st</sup> Offense: Administrative Discretion, 2<sup>nd</sup> Offense: 1 day ISS, 3<sup>rd</sup> Offense: 2 days ISS  
Disrespectful conduct towards other students –Administrative Discretion  
Consequences may vary depending on severity.

## **14. EXCESSIVE BREAK DETENTIONS**

4<sup>th</sup> & 5<sup>th</sup> grade: 7 break detentions within a nine-week grading period will equal one day of ISS  
Middle School: 5 break detentions within a nine-week grading period will equal one day of ISS

## **15. DRESS CODE**

No student shall repeatedly violate the school dress code. Students must follow the school's excepted Dress Code policy. 1<sup>st</sup> Offense: Warning and Parent Contact, 2<sup>nd</sup> Offense: Administrative Discretion or 1 Day ISS, Parent Contact, 3<sup>rd</sup> Offense: 2-3 days ISS, Parent Contact

## **16. FALSE REPORTS**

No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsify school records; or forge signatures. Elementary: 1<sup>st</sup> Offense: One

day ISS or Administrative Discretion, Middle School: Up to 10 days OSS at Administrative Discretion

### **17. FALSE SAFETY REPORTS**

No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.

Fall Call to Emergency Services: No student shall knowingly make or cause a false call to emergency services to be made.

False Fire Alarm: No student shall knowingly give or cause a false fire alarm to be given.

1<sup>st</sup> Offense: Administrative Discretion

### **18. FIGHTING**

No students shall participate in any type of fighting, physical altercation, or physical harassment. Whenever students are guilty of fighting, they will be sent directly to the principal's office. Parents will be contacted.

Middle School: 1<sup>st</sup> Offense: 2 days OSS and 2 days ISS, 2<sup>nd</sup> Offense: 3 days OSS, 2 days ISS and Tribunal Warning, 3<sup>rd</sup> Offense: 10 days OSS and Recommendation for Tribunal Elementary: 1<sup>st</sup> Offense: 1 day ISS, Counselor Referral or Corporal Punishment, 2<sup>nd</sup> Offense: 1 day OSS, Counselor Referral, 3<sup>rd</sup> Offense: 3 days OSS

No student shall gang up with any other student or students and physically attack another student or other persons: Administrative Discretion

### **19. FOOD & DRINK**

No food or drink in the hallways. Energy drinks and coffee are not allowed. Students will only be allowed to eat in the lunchroom and occasionally other designated areas with teacher permission.

### **20. GAMBLING**

No student shall participate in any type of gambling activity that involves the wagering or betting of services, money or other items. 1<sup>st</sup> Offense: 3 days ISS, 2<sup>nd</sup> Offense: 5 days ISS and 3<sup>rd</sup> Offense: 3 days OSS

### **21. GANGS**

No gangs or unauthorized clubs will be permitted on the school campus.

Elementary: 1<sup>st</sup> Offense: Administrative Discretion

Middle School: 1<sup>st</sup> Offense: Administrative Discretion up to 10 days OSS and Recommendation for Tribunal

### **22. GUM CHEWING**

No gum at school. 1<sup>st</sup> Offense: Warning, 2<sup>nd</sup> Offense: Break or Lunch Detention

### **23. HALLS**

All students should be in the halls only at the beginning and close of school, going to buses or to pick up, and while moving from one class to another. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, shoving, pushing, and scuffling in the halls are never permitted. Middle School students in the halls during class time **must have a pass**. Elementary students in halls must be monitored and supervised by the teacher. Punishment is at the discretion of teacher.

### **24. INCENDIARY DEVICES**

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.

1<sup>st</sup> Offense: Administrative Discretion

Any activity deemed arson will result in 10 day OSS, recommendation for tribunal and referral to the School Resource Officer.

### **25. INSUBORDINATION**

A student is "Insubordinate" when they fail to comply or follow instructions/directions given by an administrator, teacher, faculty or staff.

This includes, but is not limited to, turning over to authority cell phones/electronic equipment, going where they were instructed to go,

disregarding directives. Insubordination also includes failure to identify oneself when asked. 1<sup>st</sup> Offense: 3 days ISS – Student may be suspended for up to 5 days OSS for refusing to comply with an Administrator's directive,

2<sup>nd</sup> Offense: 5 days ISS – Student may be suspended for up to 5 days OSS for refusing to comply with an Administrator's directive, 3<sup>rd</sup> Offense:

Administrator Discretion

### **26. LEAVING CAMPUS WITHOUT PERMISSION**

Students shall not leave school grounds once they come onto campus without the permission of a parent and the school principal or designee.

This includes students arriving on campus before the 8:00 bell. Students must follow the established procedures for checking in or out of school before leaving campus. 1<sup>st</sup> Offense: 2 days ISS, Parent Contact, 2<sup>nd</sup> Offense: 3 days ISS, Parent Contact, 3<sup>rd</sup> Offense: 4 days ISS, Parent Contact

2<sup>nd</sup> Offense: 3 days ISS, Parent Contact, 3<sup>rd</sup> Offense: 4 days ISS, Parent Contact

3<sup>rd</sup> Offense: 4 days ISS, Parent Contact

### **26. LOCKERS**

Students need to get their books and supplies at the designated locker times. Locker times will be posted. **No one should be at lockers between classes.** Students are furnished a lock for their locker to secure their possessions during the school day. Locks are to be on lockers and locked at all times. Book bags and books are to be placed on hangers or in lockers, not left in hallway. Lockers are property of the school and may be searched at any time. Students not following procedure will lose the privilege of a locker.

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locker.

## **28. OBSCENE MATERIALS**

No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. Legal authorities may be contacted for offense. Elementary: Administrative Discretion, Middle School: 5 days ISS or up to 10 days OSS at Administrative Discretion

## **29. OTHER BEHAVIORS**

No student shall participate in any activity that is subversive to the good order and discipline of the school not specifically addressed in any other sections of this handbook. 1<sup>st</sup> Offense: Administrative Discretion

## **30. PRESCRIPTION / NON-PRESCRIPTION DRUGS**

**A. Over-the-counter Medications:** Possession of all over-the-counter medication on school property must be in compliance with Grady County School Board policies. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. 1<sup>st</sup> Offense: Administrative Discretion possible Recommendation for Tribunal, Referral to School Resource Officer

**B. Prescription Drugs:** No student shall be in possession of prescription medication not prescribed for that student. All prescription medication prescribed for a student must be in compliance with Grady County School Board policies. In addition, a student shall not sell, distribute, or possess with intent to sell or distribute any prescribed medication on school property. 1<sup>st</sup> Offense: Administrative Discretion with possible 10 days OSS, Recommendation for Tribunal, Referral to School Resource Officer

## **31. PROFANE, VULGAR, OR OBSCENE WORDS OR GESTURES**

No student shall verbally assault, use any type of profane, vulgar, obscene, abusive or offensive language (written or oral) and/or gestures toward another person on school property or at a school sponsored event. This includes hand signs, ethnically offensive language, suggestive initials or jargon commonly known to mean something disrespectful. This includes profanity not directly aimed at, but in the presence of an adult and any threatened violence.

**Directed toward staff members** 1<sup>st</sup> Offense: 3-5 days ISS, 2<sup>nd</sup> Offense: Administrative Discretion up to 5 days OSS, 3<sup>rd</sup> Offense: Administrative Discretion up to 10 days OSS with possible Tribunal

### **Directed toward students or in general conversation**

1<sup>st</sup> Offense: 1- 3 days ISS or corporal punishment, 2<sup>nd</sup> Offense: 3 -5 days ISS, 3<sup>rd</sup> Offense: 5 days ISS up to 10 days OSS at Administrative Discretion

\*Excessive or extreme offenses may result in the recommendation for tribunal

## **32. PROPERTY DAMAGE**

Willful and malicious vandalism destruction, defacement, and/or vandalism of, and/or threat to destroy school or private property of school system employees or to the personal property of any person legitimately at the

school Private property will include, but not be limited to, vehicles, building structures, and grounds. Defacement of or damage to property of other schools will be treated in the same manner as if the damage were done to Grady County School's property. Middle School 1<sup>st</sup> Offense: Restitution for all damages, parent conference, 5 days ISS, 2<sup>nd</sup> Offense: Restitution, Possible Referral to School Resource Officer, 10 days OSS and Referral for Tribunal

### **33. PUBLIC DISPLAY OF AFFECTION**

No student shall engage in Public Displays of Affection while on school property or while attending school events.

1<sup>st</sup> Offense: Warning and parent notification, Administrative Discretion 2<sup>nd</sup> Offense: 1- 3 days ISS, 3<sup>rd</sup> Offense: 2-5 days ISS

### **34. SCHOOL DISTURBANCES**

No student shall, in any manner, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of learning opportunities and/or threaten the safety of others. 1<sup>st</sup> Offense: Administrative Discretion

### **35. SEXUAL MISCONDUCT**

No student shall consent to and participate in any form of sexual activity. No student shall expose one's intimate body parts or "moon" in public. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct. No student shall purposefully touch another student on either their skin, hair, outside clothing, and/or body parts.

**A. Sexual harassment:** No student shall participate in physical, verbal or visual conduct of a sexual nature (including, but not limited to, unwelcomed sexual advances, requests for sexual favors, sexually offensive drawings or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.

**B. Sexual battery:** Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another student without the consent of that person.

**C. Sexual Molestation:** Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another student to make physical contact with the student's intimate body parts.

1<sup>st</sup> Offense: Administrative Discretion up to 10 days OSS, Referral to School Resource Officer, Possible Recommendation for Tribunal.

### **36. SKATEBOARDS, HEELIES, SKATES and BIKES**

Skateboards, Heelies, and Skates are not allowed on campus and will be confiscated if found. Bikes are not to be ridden in hallways and must be parked in front of the school. We encourage students to ride their bikes to school.



### **37. SMOKING/TOBACCO PRODUCTS**

Possession and/or the use of tobacco in any form or vaping devices are prohibited on campus, on school buses, and at school activities or functions. Cigarettes, lighters, matches, dips and tobacco alternative products will be confiscated.

1<sup>st</sup> Offense: 3 days ISS, 2<sup>nd</sup> Offense: 3-5 days ISS, 3<sup>rd</sup> Offense: 3 days OSS

### **38. STEALING / THEFT**

Grades K-3 – 1<sup>st</sup> Offense: Restitution for theft, office visit, 2 days break detention, and parent contacted by teacher. 2<sup>nd</sup> Offense: Restitution for theft, 4 days break detention and counselor visit. Parents contacted by office. 3<sup>rd</sup> Offense: 1 day ISS, counselor, administrator and parent conference.

Grades 4-8 – Theft of school or private property while student is under school supervision will not be tolerated. POSSIBLE WARRANT TAKEN FOR OFFENDER AND LAW ENFORCEMENT NOTIFIED. 1st Offense: restitution for theft, counselor visit, parents notified, Up to 5 days OSS - Administrative Discretion, 2<sup>nd</sup> Offense: 10 days OSS - Administrative Discretion, 3<sup>rd</sup> Offense: 10 days OSS, Recommendation for Tribunal

### **39. SUSPENSION**

Anyone receiving out of school suspension from any Grady County school is not to attend any school sponsored or PTO sponsored activities.

### **40. TARDINESS or EARLY DISMISSALS**

Students who arrive late to school should report to the office, with a NOTE from parent or guardian explaining why they are late, and get a tardy slip. Parents will be notified of a student's unexcused and excessive tardiness.

**After 5 tardies, students are ineligible for Perfect Attendance incentives.**

1<sup>st</sup> – 3<sup>rd</sup> Offense: Warning, 4<sup>th</sup> – 6<sup>th</sup> Offense: Parent Contact, 7<sup>th</sup> + Offense: Social Worker Referral

**EARLY DISMISSALS** Students leaving the campus during the school day, regardless of reason, must clear with Mrs. Harrell or Mrs. Ponder in the office and sign out on the provided form. Upon your return, you are to sign in with the attendance clerk. Students absent for dentist or orthodontist appointments should report to school as soon as possible to miss as little class time as possible. **Early dismissals should be limited to doctor or dentist appointments or emergency reasons. Parents/Guardians are asked to honor the school class time. Early dismissals should not occur on a regular basis.** Students who are dismissed from school before the end of the school day are to leave campus and not return unless they come by the office and obtain a pass to class.

**SCHOOL PERSONNEL RECOGNIZES THE PERSON THAT ENROLLED THE CHILD AND IS CURRENTLY LISTED IN POWERSCHOOL AS THE CUSTODIAL PARENT/GUARDIAN**

**MAKE-UP WORK** A student who has been absent is to contact his/her teachers when he/she returns to arrange for making up work he/she has missed. When absence is anticipated, the student should arrange for doing work in advance to prevent a heavy load of make-up work.

#### **41. TECHNOLOGY OFFENSES**

School technology cannot be used for purposes that are not school related. Misuse of school technology may result in computer privileges being revoked. 1<sup>st</sup> Offense: Administrative Discretion

#### **42. THROWING OBJECTS**

There is to be no throwing of objects, such as pencils, balls, rocks, sticks, paper, paperclips, staples, or the like in classrooms or on campus, buses, or on the way to and from school. 1<sup>st</sup> Offense: Loss of recess, 2<sup>nd</sup> Offense: Office visit. Throwing objects on buses will be taken care of by administration.

#### **43. VANDALISM**

No student shall intentionally cause damage to the personal property belonging to a school employee or another student. No student shall damage, destroy, or vandalize private property or school property on school grounds or during a school activity. Middle School: 1<sup>st</sup> Offense: Up to 3 days ISS, 2<sup>nd</sup> Offense: Up to 5 days ISS, 3<sup>rd</sup> Offense: Up to 3 days OSS Elementary: Administrative Discretion - Parents and/or students will be held responsible for restitution of the full value of any damaged or stolen property. There is the possibility of notification of law officials where student appears to be in violation of the law.

#### **44. WEAPONS**

A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or at a school-sponsored function, event or activity. Administrative discretion will be used in determining to legitimate threat level of any weapon. 1<sup>st</sup> Offense: **Administrative Discretion or up to 10 days OSS, Referral to School Resource Officer, Possible Recommendation for Tribunal** – Note: Any misconduct that threatens the health, safety or well-being of others may result in the immediate removal of the student from the school and /or school function and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Grady County School Board, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.

## DEFINITION OF CONSEQUENCES

**ADMINISTRATIVE DISCRETION:** Examples are, but not limited to: verbal administrative warning, parent notification of offense, corporal punishment, office time-out, lunch detention, loss of privileges and/or events including recess, field trips, Field Day, Fall Festival, etc., school counselor referral, School Resource Officer referral AND/OR referral to law enforcement.

**BREAK/RECESS DETENTION:** Teachers are given discretion of under what circumstances they will issue a break detention. Examples of infractions that will result in a break detention might include but are not limited to: failure to complete assigned classwork or homework, minor class disruptions, failure to comply with classroom rules, failure to follow instructions, or other misbehaviors not severe enough for an office referral. **Behavioral Break Detentions: After 5, Students will be assigned 1 day of ISS. Non-Behavioral Detentions: Study hall session during break (Will not count towards an ISS day).**

**IN-SCHOOL SUSPENSION (ISS):** In-School Suspension is assigned for behavioral infractions. Refusal to attend ISS will result in out-of-school suspension in addition to the assigned ISS. Removal from ISS for disciplinary reasons will result in out-of-school suspension. Students suspended for any part/fraction of a day will not receive credit for attending ISS that day and will be required to make that day up. Students will be required to complete all remaining ISS days and assignments once they have returned to school.

### **In-School Suspension Rules:**

1. In addition to all regular school rules students serving ISS will also adhere to posted ISS rules.
2. Students assigned to/serving ISS will not be allowed to leave ISS early for any reason.
3. The ISS teacher may suspend any student assigned to ISS for insubordination for the remainder of the day. The student will then be assigned an additional day of ISS.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Students may not attend any school related activities while suspended. Example: If suspension is through Friday, student cannot participate on Saturday. Suspension is considered ended when student is readmitted to the classroom.

**STUDENT TRIBUNAL (Student Disciplinary Hearing)** For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

The Superintendent or designee shall convene a hearing in the following cases:

Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;

Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.

The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing, the Superintendent or his or her staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.

Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.

The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.

The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the

Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.

In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.

Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.

The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.

Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the

school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

**SURVEILLANCE CAMERA POLICY:** Whigham School recognizes a need to strike a balance between the individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for all students and faculty.

The purpose of video surveillance at Whigham is to:

1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals.
3. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
4. Assist in the daily monitoring of student conduct and behavior.

Any person purposely touching, blocking, damaging, and/or causing a surveillance camera to malfunction will be charged with vandalism of school property.

Surveillance cameras operate 24 hours per day, seven days a week and record continually for several months. Cameras are monitored by designated school officials who may include, but are not limited to, administrators, teachers, and School Resource Officers (SRO).

Surveillance DVDs will not be viewed by or provided to students or parents. However, this does not preclude an administrator or deputy sheriff (SRO) from obtaining the aid of students, faculty and staff in identifying persons of interest who may be implicated in a surveillance recording. Request to view surveillance evidence will require Grady County School Board approval.

Surveillance evidence may be used to corroborate or verify an act has taken place, identify a specific person(s) involved in an act/incident, and/or to witness the extent of which an act has been committed.

### **GRADY COUNTY BUS CONDUCT**

Students shall be prohibited from using any electronic devices during the operation of the school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

### **BUS SAFETY RULES AND REGULATIONS**

- Remain quiet while on the bus
- Always stay in your seat

- Wait until the bus comes to a complete stop before attempting to get off the bus.
- Do not eat or drink on the bus
- Keep your head, hands and feet inside the bus
- Keep the bus clean
- Do not be destructive to the bus
- Stay clear of bus when bus is in motion

### **CONDUCT ON BUS**

Misbehavior on the bus is punishable by lunch detention, recess detention, ISS, corporal punishment or suspension from the bus. Parents will be contacted.

#### **Misbehavior/Vandalism**

1<sup>st</sup> Offense: Office Visit, 2<sup>nd</sup> Offense: 1 day ISS, 3<sup>rd</sup> Offense: 1 day off bus, 4<sup>th</sup> Offense – 3 days off bus

#### **Fighting on the bus**

The bus is considered an extension of the school campus. Bus Suspension as well as dispositions found under #18 fighting will apply

### **Car Drop-Off & Pick-Up Procedures**

- \* Only drop off and pick up students in designated area. The West side of the school inside of fence bordering Trulock St.
- \* Please arrive before 7:50 a.m. to avoid congestion. The line flows quicker between 7:30 a.m. and 7:50 a.m.
- \* Please do not park your vehicle to walk your child to class or pick your child up. Help us teach your child independence. When you are crossing the traffic flow or backing out into the traffic, it is an added, unnecessary danger.
- \* Please do not get out of line.
- \* Drive slowly and be cautious.
- \* Pull forward as far as possible before stopping to drop off or pick up your child. Please follow the directions of the teachers on duty.
- \* Do not enter the driveway in the afternoons before: 3:15.
- \* Have your car tag number visible every day.

## **GENERAL INFORMATION**

### **TELEPHONE USE**

Students must pay \$1.00 to use the telephone in the office. If students have an emergency, or need eyeglasses, the office will call for them. Parents may leave messages, but students will not be called from classes or allowed to use the phone to return calls. Arrangements for after school instructions for students should be handled before the student comes to school and if

changes must be made during the school day, parents should make those requests no later than 2:00 p.m.

### **MEDICATIONS**

To insure the safety of all students at our school, the following guidelines should be followed when medications are to be sent to school.

1. All medications (prescription and non-prescription) must be taken directly to the nurse's office for safe storage
2. All medications, both prescription and over-the-counter, must be brought to the school by the parent or guardian. Parent must fill out the Request for Administration of Medication Form. Medications required for more than one day must be accompanied by an Administration of Medication Request form which can be obtained from the nurse's office.
3. All medications must be in the ORIGINAL CHILD-PROOF CONTAINER. Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc., will not be administered.
4. Administration of prescription and over-the-counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medications prescribed for three times daily often can be given before school, after school, and at bedtime.

### **TEXTBOOKS**

Students are expected to take care of textbooks. Students will pay for lost or damaged books. Each student will need a cover on his/her textbook. Adhesive covers are not recommended.

### **FIRE DRILLS**

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. An evacuation plan is posted in each room which shows the route of evacuation for that particular room. In case of an alarm, walk quietly and quickly to fire exit area designed for your room. Practice fire drills will be held during the year. When you hear the fire alarm, leave the building and do not return until notified to do so by a teacher or the principal. You must leave the building in a single file line remembering to be very quiet in the event you are given instructions to move to another location, etc. You must be able to hear and respond.

### **HOMEROOM – SCHOOL CEREMONIES AND OBSERVANCES**

At 8:05 a.m. each day we shall observe a moment of silence to reflect on the anticipated activities of the day, the Pledge of Allegiance to the Flag and daily announcements. Students and teachers should be in their rooms. There shall be absolute quiet during this time of silence. Any student wishing NOT to participate in the Pledge of Allegiance to the Flag may stand or remain seated while others stand. Students who are not in their rooms



during these ceremonies are to stop remain still and silent until the announcements are over.

### **HOMEWORK/AGENDA BOOKS/PARENT PORTAL PROGRESS REPORTS/REPORT CARDS**

**Homework** - It is necessary to assign homework, either on a daily basis, or as special assignments. We expect students to have their homework completed as assigned.

**Agenda Books** can be issued to students in grades 3-8. Communication folders are issued to students K-2. Students are expected to keep their agenda books or folders for parents and teachers. Teachers will communicate to parents through agenda books and folders. Agenda books provide a consistent means of communication between parents and teachers. Replacement cost for lost agenda books will be \$3.00.

**Power School Parent Portal** – Parents can request log-in information from the office. Parents can set up an account to have access to their students' grades all during the school year.

**Midterm Progress Reports** shall be sent home between grading periods. These are designed to inform the parent or guardian if a student is experiencing academic difficulty prior to the end of a grading period. Parents are asked to return the report signed to indicate they have been made aware of the student's progress.

**Report Cards** Grades are averaged every nine weeks. Report cards are sent home the third school day following the last day of the grading period. Parents are asked to sign the report card to indicate they have viewed the report and send it back to the student's homeroom teacher.

### **LUNCH DELIVERIES**

Students will have a thirty minute lunch period each day. The student may eat a school lunch or bring a lunch from home. A student's lunch should not be delivered to the office. If a lunch delivery is necessary, an adult needs to hand the student the lunch at the child's designated lunch time.

### **LOCKS/LOCKERS**

Middle School students will be issued combination locks and assigned lockers at the beginning of the school year. Books and belongings need to be kept in the lockers neatly. Lockers can be searched at any time. Locks will be turned in at the end of the year. There will be a \$6.00 fine for a lost lock.

### **HONOR ROLL**

**Grades 1-8** All students on grade level with A's and an H or S in conduct are listed on the A Honor Roll. All students on grade level with A's and B's with an H or S in conduct are listed on the A-B Honor Roll. A's and B's must be in academic subjects and P.E./Computers/Band.

### **EIGHTH GRADE HONOR STUDENTS**

Honor graduate status will be determined based on the following criteria:

1. A student with an A year-end average in each academic subject for seventh and eighth grade will be eligible to be recognized as an Honor Graduate. The eighth grade year-end average will be calculated at the 4<sup>th</sup> nine weeks midterm.
2. Students with numerous discipline referrals or poor conduct are not eligible.
3. Students who have not attended Whigham School for the entire eighth grade year will not be considered for valedictorian, salutatorian or historian. These students are eligible to be honor graduates.

Valedictorian, salutatorian and historian will be determined from the list of honor graduates based on academic subject grades only (language arts, social studies, science and math).

### **EIGHTH GRADE GRADUATION**

Eighth graders must follow graduation procedures and protocol to participate in the program. All fees must be cleared prior to participation in the program.

### **INSURANCE**

The Grady County Board of Education offers school day insurance upon request. (See insurance brochure located in the office for details)

### **LUNCH & BREAKFAST PRICES**

Breakfast and Lunch: Free to all students

Adults: Breakfast \$2:00, Lunch \$3.50

A la Carte Entre' \$1.50

Extra Milk \$.35

### **MEDIA CENTER**

The Library/Media Center is open from 7:45 a.m. – 3:40 p.m. each day, including morning break and lunch break. The center operates on a fixed/flexible schedule which includes classes visiting the library/media center (LMC) as well as students visiting the LMC throughout the day. Students in grades 1-8 may check out two books at a time while Kindergarten students may check out one book at a time. When a student checks out a library books, they are responsible for the book and its condition until it is returned to the LMC. Lost or damaged books will result in a fine to replace or repair the book. Students may not lend a book they have checked out to another student. Books may be checked out for a period of two weeks and may be rechecked out one time unless another student patron places a request, or hold, on the book. Middle school students will be charged a \$0.05 per book late fee for overdue books. Maximum fees will be \$2.00 per book.

**Accelerated Reader:** Accelerated Reader (AR) is a student self-motivating program that encourages students to read and improve their

comprehension. Students select books, take tests on those books, and earn points. This program does not count as a grade, but offers a reward each nine-week grading period to those students who have met their AR goal. AR goals are set by the student's reading teacher and must be met with 80% accuracy. Reading teachers determine each student's goal based on their reading level (as indicated by their STAR test score) and the amount of time given during school hours for silent, sustained reading. Reading teachers set the start date for AR in their respective class. Parents are not allowed to be present when their student is taking AR tests, and AR tests may not be deleted once taken.

### **PERSONAL PROPERTY**

Students are cautioned not to bring large amounts of money or valuables to school – expensive rings, bracelets, necklaces, toys, etc. Students, not the school, are responsible for their personal property.

## **GRADY COUNTY PROGRAMS**

### **HONORS ACADEMY**

The Honors Academy is a county-wide (K-12) initiative for Grady County Schools that will allow our students that exhibit high achievement in academics, scholarly competitions, community service, and extracurricular activities to be recognized. For more information, contact Mrs. Danielle Jones at (229) 377-3701.

### **ESOL**

The English for Speakers of Other Languages (ESOL) program is designed to provide special language instruction to students whose first language is not English and who, through assessment, have been identified as eligible for ESOL

### **RtI**

Response to Intervention (RtI) – The Grady County School System does not believe that any student should have to struggle educationally due to academic or behavior problems. For that reason, each school has established the Pyramids of Intervention to help struggling learners. The pyramid is based on a four tier system. Instructional supports are in place at each tier to assist teachers and students. If the supports at the lower tier are not successful, additional supports may be necessary at the next tier. For students who do not “respond to intervention” (RTI), a referral to special education may be necessary.

## **SPECIAL EDUCATION**

The Grady County Special Education Department goal is to help exceptional students experience success, both academically and socially. Each child is unique in their talents and abilities; therefore, the special education staff strives to provide students with an individualized education that focuses on their strengths with emphasis on improving any weaknesses.

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Section 504 guarantees certain rights to individuals with disabilities, including the right to full participation and access to a *free and appropriate public education (FAPE)* to all children regardless of the nature or severity of the disability. Section 504 ensures that a qualified child with a disability has equal access to education. The child may receive appropriate accommodations and modifications tailored to the child's individual needs. **Grady County 504 Coordinator - New Hire**

### **EIP**

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the Early Intervention Program is to provide additional instructional resources to help student who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

### **PROMOTION / RETENTION PROCEDURES**

The Grady County Board of Education shall require all schools governed by its authority to abide by the Georgia State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students as the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

Please note the following criteria for Grady County students to meet promotion.

Students to 1st grade - Students must master 80 percent of skills on the Kindergarten report card for the four grading periods. In addition, students must identify 90% of uppercase and lowercase letters and 90% of letter sounds. Students who do not meet promotion policy can be placed in 1st grade by a promotion committee consisting of the student's parent/guardian, current teacher, and principal or designee. For placement to 1st grade, the promotion committee must agree by consensus that placement in 1st grade is the best option for the student.

\*Grades 1-5 – Students must achieve an average of 70% or above in Reading/Language Arts and Math for the school year and one other academic subject, (Science or Social Studies) for promotion to the next grade level. **(See additional requirements below.)**

\*Grades 6-8 - Students must achieve an average of 70% or above in Reading/Language Arts and Math for the school year and one other academic subject, (Science or Social Studies) plus ½ of their connections/exploratory classes for promotion to the next grade level. **(See additional requirements below.)**

**\*Additional Requirements for Grades 3, 5, and 8**

I. Promotion of a student shall be determined as follows:

A. No third grade student shall be promoted to the fourth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments and meet promotion standards and criteria established in this policy for the school that the student attends. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

B. No fifth grade student shall be promoted to the sixth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

C. No eighth grade student shall be promoted to the ninth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

D. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion standards and criteria established in this policy. A student may be placed into the next grade if the committee unanimously decides it is the best option for the student.

II. When a student does not perform at grade level in grades 3, 5, or 8 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above, then the following shall occur:

A. The school principal or designee shall notify the parent or guardian of the student regarding the following:

(i) The student's below-grade-level reading designation and/or the mathematics achievement level on the Georgia Milestones End-of-Grade Assessments;

(ii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestones End-of-Grade Assessments; and

(iii) The possibility that the student might be retained at the same grade level for the next school year.

B. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s)

C. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.

D. The school principal or designee shall notify the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

(i). The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;

(ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and

(iii) The notice shall include the requirement that the decision to place the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.

E. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

(i) The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument on which the student failed to perform at grade level.

(ii) The principal or designee shall notify the parent or guardian and teacher(s) of the time and place for convening the placement committee.

(iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to place or retain.

(iv) The decision to place must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

(v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

(vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

F. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5 or 8 on the Georgia Milestones End-of-Grade Assessments

specified above whether the student is retained, placed, or promoted for the subsequent year.

G. A student's failure to take the Georgia Milestones End-of-Grade Assessments in grades 3, 5, and 8 in language arts and/or mathematics on any designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

H. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

Administrators and teachers at each school shall provide a variety of assessments on grade level, providing acceleration, differentiated instruction, instructional extension opportunities and/or interventions. By mid-term of the third nine weeks parents will be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.

Each school has a Placement Committee that will determine retention, placement, or promotion. The Committee will also consider any additional criteria established by the schools, which may include attendance and summer school options.

#### **INTERNET ACCESS INFORMATION AND USE COMPUTER SOFTWARE MANAGEMENT**

It is the policy of the Grady County Board of Education to respect all computer software copyrights and adhere to the terms of all software licenses to which the Board of Education is a party. The purpose of Internet use in the Grady County School System is to support and enhance education by providing access to unique resources and the opportunity for collaborative work. Use of the systems connection to the Internet must be in support of education and academic research consistent with the educational objectives of Grady County Schools. The use of Grady County School's Internet access is not a right; it is a privilege. Inappropriate use will result in the cancellation of access privileges and possible disciplinary action.

#### **SEARCHING STUDENTS**

Any student may be searched without a warrant where there is a reasonable suspicion and such circumstances which make it impractical to secure a warrant. (Example – where a student is obviously under the influence of drugs or where the school officials have reasonable reliable reports or reasonable suspicion that the student possesses drugs and/or dangerous weapons and the student could get away if the authorities delayed to get a warrant)

Other conditions under which school authorities would be acting properly in searching a student or his possessions without a warrant are:

- If the student has consented.

- If the contraband item is in plain view.
- If the evidence or contraband is discovered while responding to an emergency.
- If the official has reasonable suspicions to believe the individual is armed and dangerous.
- All other circumstances where the school official acts to protect the life, property and health of students, teachers, and other individuals.

School lockers, desks, and other school property should be subject to inspection by school authorities at all times. Students shall be advised each year that the school has reserved this right.

### **SOLICITING ON SCHOOL PROPERTY**

No soliciting or selling of unauthorized items of any kind permitted.

### **SEVERE WEATHER**

#### Weather Warning Definition

In order that actions recommended are effected in the correct time frame, the following storm warnings used by the National Weather Service are defined in the order of severity.

1. Severe Thunder Storm Watch – means that weather conditions are such that a severe thunderstorm may develop.
2. Severe Thunder Storm Warning – means that a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
3. Tornado Watch – means that weather conditions are such that a tornado may develop.
4. Tornado Warning – means that a tornado has formed and been sighted, and may affect those areas stated in the bulletin.

#### **Action in Case of a Tornado Warning**

1. Updates will be provided by the school office.
2. Signal will be an all call “This is \_\_\_\_\_. At this time we are experiencing severe weather please move to the tornado safe zones in your hallway”.
3. Lower blinds and drapes (this will keep flying glass at a minimum) and relocate students to areas offering the greatest tornado resistance.
4. Do not house children in the auditorium, gym, or lunchroom as these structures have expansive ceilings. If time fails to permit students to leave these buildings, have them lie flat on the floor under tables and chairs if possible.
5. It is estimated that 95% of all tornadoes move from the southwest to the northeast, therefore the south or the west wall of a building is more vulnerable and should be avoided.



NOTE: When located in the best protected areas, students should sit with their heads to knees and their backs toward any glass areas. A coat or large book may be held over the neck and head for added protection.

## **TRANSPORTATION**

All students who live 1½ miles or farther from the school are eligible for transportation by system owned buses. The principal will assist in informing the bus drivers of necessary pick-ups when asked. Students at Whigham School are NOT permitted to drive vehicles to school.

## **SPORTS GUIDELINES**

### **PURPOSE**

The Board of Education supports the offering of competitive interscholastic activities in grades 6-8 subject to reasonable rules and regulations concerning eligibility to participate and on the condition that participation in such activities shall not interfere with the academic achievement of participating students.

### **REQUIREMENTS**

The Board of Education is responsible for regulating competitive interscholastic activities, and therefore adopts the following requirements as to student eligibility and physical examinations.

### **STUDENT ELIGIBILITY**

The grading period shall be a semester as specified by the Board of Education policy. The same period shall also be the minimum length of the ineligibility period. Students participating in competitive interscholastic activities shall pass three subjects in the grading period immediately preceding participation. These subjects shall carry credit toward grade promotion. Students in grades 6-8 participating in any competitive interscholastic activity shall take a minimum of three subjects during the grading period of participation.

Eighth graders promoted to the ninth grade during the year shall meet the first on-tract test upon completion of one school year (two semesters).

### **PHYSICAL EXAMINATIONS**

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

## **Board Policy - STUDENT BEHAVIOR CODE**

It is the policy of the Grady County Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgement of the receipt of the code of conduct and return promptly the acknowledgement to the school. The student code of conduct shall be available in the school office and each classroom.

## **Board Policy – STUDENT ALCOHOL USE**

### **1. Student Alcohol Use**

It shall be the policy of the Grady County Board of Education to take any appropriate positive action through education, counseling, parental involvement, discipline procedure, medical referral, and law enforcement

referral in handling incidents in the schools involving student use of behavior affecting substances or controlled substances.

No student shall possess, sell, use, distribute, manufacture, transmit or be under the influence of any behavior affecting or controlled substance defined by Georgia law. These substances shall include but are not limited to, cocaine, marijuana, LSD, alcohol, methamphetamine, any product represented to be non-alcoholic beer or beverage, barbiturates, and anabolic steroids. No student shall possess, sell, use, distribute, manufacture or transmit any non-controlled substance that by express or implied representation is or is of the nature of a behavior affecting substance or controlled substance.

Any student required to take medication while at school will follow the guidelines and procedures of the school. Any possession or use of prescription or over the counter medication not in accordance with the provisions of such guidelines shall be deemed a violation of this policy, and the student can be subject to the disciplinary actions set forth in this policy. This policy is in effect in the following circumstances:

- a. at school or on school property at any time;
- b. off the school grounds at a school activity, function or event, or;
- c. enroute to and from school;
- d. in a hotel, motel, and/or any additional place of lodging set aside for student(s) and/or student competition.

In addition, no student shall have on his/her person, or in any way be in possession or control of drug-related paraphernalia. A student shall be deemed to be in possession of substances or paraphernalia prohibited by this policy if such substances or paraphernalia are found in cars, lockers, book bags, desks, motel/hotel/lodging or other personal effects controlled by and/or in possession of the students.

## **2. Procedure for Handling Alcohol and Drug Abuse Policy Violations**

- a. The principal will be responsible for carrying out the policy and its supporting procedures within his/her school.
- b. The principal will serve as the clearing point for records, reports, and inquiries relating to his/her school.
- c. Staff members shall immediately as possible report any violation of this policy to any of the school administrative staff. Administrative staff members are the principal and assistant principals.
- d. Administrative staff shall immediately as possible investigate a staff member report of violation of this policy.
- e. Students suspected to be in violation of this policy shall be released only to parents/guardians, law enforcement, or others deemed appropriate by the principal.
- f. The parent or guardian of any involved student shall be contacted in a timely manner.
- g. Appropriate law enforcement shall be contacted in an appropriate time frame.
- h. The principal will request a discipline tribunal hearing, which will be held within the 10-day out of school suspension.
- i. A student in violation of this policy will be suspended from school by the

administration for up to 10 school days. Student work missed during this 10-day suspension may be made up; however, it must be completed by the end of this suspension.

### **3. Procedures for Handling Alcohol and Drug Abuse Policy Violations: Emergency Situation**

- a. An emergency situation exists when a student while away from his or her home school plans to be, or is involved, or has been involved with alcohol and/or drug use, and the adult in charge (administrator, chaperone, coach, or teacher) feels compelled to take immediate action either because of safety or a necessary corrective response.
- b. In the event a situation occurs away from school (which can include but is not limited to: another city, airport, bus, hotel/lodge, another school, college campus, tour, program academic/sporting/artistic/elective event, and/or any other additional activity) whereby the adult in charge believes the student plans to use, has used and/or is involved with alcohol and/or drug use to some extent, the adult must act to assure the safety of the student.
- c. This includes a student who is in the proximity/location (hotel room/bus/area in common) where this illegal activity took place and the student had knowledge but did not leave to find an adult.
- d. The adult in charge at a minimum will secure the safety of the student first, remove the student from any and all competitive events (any event where the student will represent the school) and immediately contact the student's principal for further instructions. The principal will notify the student's parent(s) of the incident and the situation.
- e. Formal disciplinary procedures will be followed by the building administrator upon the return of the student to their home school.
- f. In some situations the parents may be required to make arrangements to pick up the child even if out of town. In the event the child has been arrested the parent is responsible for all bond and travel arrangements.

### **Board Policy – Bullying**

The 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 responsible person would perceive 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.

Procedures will be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity.

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal.

Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken.

Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures. 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.

### **Board Policy – WEAPONS**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a

weapon. Weapons may include, but are not limited to: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any type of knife or switchblade, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, or any flailing instrument, nunchaku, chains, throwing star, oriental dart, or any bat, club or other bludgeon-type weapon, as well as other weapons described in O.C.G.A. § 16-11-127.1. Students, who possess firearms, as defined under federal law, on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.

### **Discipline Action and Procedures**

All employees must report violations of this policy to the principal or assistant principal of the school where the violation occurred. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

### **Board Policy - NON DISCRIMINATION**

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

### **COMPLAINTS PROCEDURE**

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint

- made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
  3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
  4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
  5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
  6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
  7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
  8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
  9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the

truth and the elimination of unlawful harassment shall be the overriding consideration.

**Parent Confirmation:**

Receipt of Whigham School

2018-2019 Student Handbook

**Please complete form and return it to your child's school.**

Student Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

