

# ***White County Middle School***

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<http://www.white.k12.ga.us/wcms/>



## **STUDENT HANDBOOK**

**2022-2023**

### **Administrators**

**Nara Allen, *Principal***  
**Darell Dorsey, *Assistant Principal/Athletic Director***  
**Jason Nix, *Assistant Principal***  
**Holly Pardue, *Assistant Principal***

### **Counselors**

**Chelsea Brannon**  
**Joshua Ferguson**

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## Class Schedule

6th		7th		8th	
<b>HR</b>	8:00-8:05	<b>HR</b>	8:00-8:05	<b>HR</b>	8:00-8:05
<b>1<sup>st</sup> period</b> Connections	8:10-8:55	<b>1<sup>st</sup> period</b>	8:10-9:05	<b>1<sup>st</sup> period</b>	8:10-9:05
<b>2<sup>nd</sup> period</b> Connections	9:00-9:45	<b>2<sup>nd</sup> period</b>	9:10-10:05	<b>2<sup>nd</sup> period</b>	9:10-10:05
<b>3rd period</b>	9:50-10:45	<b>3<sup>rd</sup> period</b> Connections	10:10-10:55	<b>3<sup>rd</sup> period</b>	10:10-11:05
<b>4<sup>th</sup> period</b> <b>FLEX+lunch</b>	10:50-11:55	<b>4<sup>th</sup> period</b> Connections	11:00-11:45	<b>4<sup>th</sup> period</b> <b>FLEX+lunch</b>	11:10-12:15
<b>5<sup>th</sup> period</b>	12:00-12:55	<b>5<sup>th</sup> period</b> <b>FLEX+lunch</b>	11:50-12:55	<b>5<sup>th</sup> period</b> Connections	12:20-1:05
<b>6<sup>th</sup> period</b>	1:00-1:55	<b>6<sup>th</sup> period</b>	1:00-1:55	<b>6<sup>th</sup> period</b> Connections	1:10-1:55
<b>7<sup>th</sup> period</b>	2:00-2:55	<b>7<sup>th</sup> period</b>	2:00-2:55	<b>7<sup>th</sup> period</b>	2:00-2:55

## WHITE COUNTY SCHOOL DISTRICT

### *Motto*

To know, value, and inspire every child

### *Vision Statement*

To inspire and equip each student to be a world changer.

### *Mission Statement*

To develop well rounded students and prepare them for life.

### *Belief Statement*

We must develop positive relationships and know each student's strengths and weaknesses in order to prepare them for success. We are committed to building partnerships between school, home, and the community to engage all stakeholders in the education process.

We must value each student by providing a safe, healthy, and challenging environment. We are committed to engaging our students by providing current technology, individualized educational plans, and extracurricular activities.

We must foster a culture of high expectations that inspires each child to succeed.

We believe in the use of professional learning teams where best practices are partnered with data-driven decisions.

## White County Middle School

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### School Motto

*Be Kind, Be Confident, Be a Warrior!*

### School Vision Statement

*Student oriented community that focuses on growth, potential, and success.*

### School Mission Statement

*To provide students with the tools necessary to grow, persevere, and succeed.*

### Welcome

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The middle school is designed especially to meet the unique characteristics and needs of pre-adolescents by offering a sensitive, caring, supportive learning environment that is designed to provide experiences that will assist students in making the transition from late childhood to adolescence. The middle school is also designed to help bridge the gap between the structure of the elementary school and the departmental structure of a high school.

Enclosed in this handbook a student will find general information regarding White County Middle School. **Please read it carefully in order to become familiar with school policies and procedures.**

Always remember that cooperation and communication between home and school are vital in order to provide a quality education for students. Education will be much more effective and enjoyable when dedicated staff, concerned parents and conscientious students work together to reach common goals.

### School Beliefs

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- Each student has the potential to learn.
- Each student has the opportunity to receive a quality education in a safe, non-threatening environment.
- Education is the result of a partnership formed by the student, the school, the home, and the community sharing talents, resources, and responsibilities.
- Learning is a lifelong process.
- Each student must be offered a diverse and challenging curriculum in order to meet his/her potential.
- Extra-curricular activities are important to the overall development of the student.
- Technology is an integral part of our students' future.

### Parent Involvement Policy

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White County Middle School (WCMS) is committed to providing a quality education for every student. It is the intent of White County Middle School to establish partnerships with parents and with the community. Working cooperatively affords WCMS the opportunity to provide its students with experiences and skills needed to succeed.

White County Middle School in its effort to encourage greater involvement of parents in the education of their children and the school has established the following practices and procedures to promote parental involvement:

**Communication:**

- School website and social media outlets
- Remind 101 updates
- Monthly parent newsletter
- Student progress is reported every four and one half weeks and report cards are sent home every nine weeks. Parent teacher conferences are scheduled as needed.
- Global Connect communication system communicates upcoming events and emergencies via phone and email.
- Infinite Campus Student Information system keeps parents and students informed of grades and events.
- Open house events

**Opportunities for Families:**

- Volunteers
- School Governing Council

**Resources for Families:**

- Family Connections
- School Counselor
- School Clinic
- Media Center
- Outside Counseling Services
- Mentor Program
- Clothes Closet

White County Middle School will utilize various sources of information: test data, enrollment, and demographics of our community in establishing an appropriate parental plan for our school. We have an established School Governing Council composed of seven members, including parent representation, which will review the plan and provide advice throughout the school year.

## **STUDENT CODE OF CONDUCT**

### **Introduction**

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

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

Students at White County Middle School are expected to be familiar with and follow the White County Board of Education Code of Conduct as well as the guidelines established at the local school level. Students are asked to follow these rules:

1. No food, gum, drinks (except transparent water bottles), bookbags, or cell phones allowed in the classrooms.
2. Students should walk on the right side of the hallway when transitioning.
3. Students will be respectful when interacting with others in the building.
4. Students are expected to be on time to homeroom and all classes.
5. Students are expected to complete all assignments.
6. Students are expected to be responsible and resourceful.

Applying these rules to the school environment should ensure a safe and orderly place for all students to learn. Students are asked to remember the following applications:

**In class:** During periods of organized instruction, each student should act respectfully and responsibly so as not to distract themselves and others from the learning environment.

**In assemblies:** Each student should act respectfully and responsibly while moving to and from the assembly and while the performance is given.

**On school campus:** Students are expected to act responsibly and respectfully.

**On the bus:** Conduct on the bus is expected to be the same as that in the classroom. Safety depends on the skill of the driver and nothing should occur that would impede the driver's performance.

**In the cafeteria:** Students are expected to act responsibly and respectfully while moving to and from the cafeteria during lunch/breakfast. Students should form orderly lines to get their food and to return trays and discard trash. The students maintain the student dining area as a civic responsibility, and student resources will be used to accomplish this.

**In the halls:** Students should move from room to room and from lockers respectfully and responsibly during scheduled locker breaks or under the direction of a teacher. *Students should walk on the right side of the hallway.*

**In the Media Center:** Students should utilize the media facilities with respect and should be responsible to follow established media policies while with their classes or while working on their own.

**Other School Functions:** Standards of student behavior extend to all school related activities.

The goal of the Middle School staff is to develop and foster self-discipline by establishing guidelines and consequences for behavior choices.

### **Authority of Principal**

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

### **Code of Conduct**

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

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

Also, students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony, and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

The White County Board of Education in compliance with Georgia law § 20-2-751.2 is authorized to refuse to enroll a student under a disciplinary order from private schools in Georgia and public schools in and outside of Georgia in which the student was previously enrolled.

The General Assembly of Georgia stated in Senate Bill 413, parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

The Board of Education, superintendent and principal fully support the authority of a teacher to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. The school administration will follow the procedures outlined by state law and local Board of Education policy in determining the consequences and/or placement of the student.

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

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an unsafe school according to the provisions of State Board Rule 160-4-.16, Unsafe School Choice Options.

### **Progressive Discipline Procedures**

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When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. Each incident of inappropriate behavior is unique in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors specific to the student involved in the misbehavior.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them

substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- After school detention
- Alternative School
- In-School Suspension
- Out of School Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate. The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the White County Board of Education policies.

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

### **Student Searches**

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

### **Behaviors That Will Result in Disciplinary Procedures**

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The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. The following are behaviors that are not allowed on school property or any school function, and will result in a discipline consequence. This list is not all encompassing.

- **Activating a fire alarm under false pretenses or making a bomb threat**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.**
- **Any type of buying, selling or trading is prohibited unless specifically authorized by the principal.**
- **Arson:** Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (**Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.**)



- **Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
- **Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
- **Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant.**
- **Bullying/Harassment:** Georgia law mandates that upon finding 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.
- **Burglary:** Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).
- **Cheating on school assignments**
- **Chronic tardiness, skipping class, leaving campus without permission**
- **Classroom and school disturbances**
- **Computer Trespass:** Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data
- **Criminal law violations/Off-campus misconduct:** A student who has been charged with a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such acts could include but would not be limited to a felony or offense which would be considered to be a felony if the student were an adult, or an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature. Such students whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action including, but not limited to, in-school suspension, and/or an assignment to an alternative educational program
- **Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
- **Enticing, advising or counseling of others to engage in prohibited acts**
- **Extortion or attempted extortion**
- **Fighting:** Retaliation is considered fighting
- **Gambling or possession of gambling devices**
- **Gangs and gang activity are not permitted.** Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)
- **Giving false information to school officials**
- **Inappropriate public displays of affection**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff**
- **Physical violence against a teacher, school bus driver, or other school personnel:**
  - (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have caused physical harm unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the student may be authorized to attend alternative school for the period of the expulsion; if such student is in kindergarten through grade 8, the student may be permitted to re-enroll in regular programs for grades 9 through 12; if the student is in kindergarten through grade 5, the student may be permitted to re-enroll in the regular program of the school system at the point determined through the hearing.

- The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
- Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
- **Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.**
- **Possession or use of a weapon or dangerous instrument:** A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials, including those provided for in Code Section 16-11-127.
- **Possession or use of tobacco in any form and/or electronic cigarettes / vape.**
- **Possession and/or use of fireworks or any explosive**
- **Possession of unapproved items: such as, Pets, Playing Cards, Toys, etc.**
- **Rough play or "horseplay"**
- **Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug: Damaging or defacing personal property or school property (vandalism)**
- **Theft**
- **Use of profane, vulgar, or obscene words or indecent exposure**
- **Use of cell phones or electronic communication devices, except for health or other unusual reasons approved by the school administration.**
- **Violation of school dress code**
- **Willful and persistent violation of the student code of conduct**

## VAPING/ELECTRONIC SMOKING DEVICES

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The following disciplinary actions will be imposed for students who distribute/possess/use electronic smoking devices:

1st offense:

- 3 days OSS and Vape Education
- Vape/Juice is not returned

2nd Offense:

- Tribunal/Alternative School and Vape Education through Warrior Academy
- Vape/Juice is not returned

## Tribunal/Waiver Procedures

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Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

If a waiver is not signed a student may be brought before a disciplinary tribunal. A tribunal panel made up of trained educators will determine if a student is guilty and decide the consequences/punishment/school placement recommendation.

## Criminal Law Violations

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A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

This is by no means an exhaustive list. Any other behavior that is deemed inappropriate will be subject to discipline.

## **Definition of Terms**

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**After School Detention:** Takes place on Tuesdays and Thursdays from 3:00pm-4:00pm. Students are assigned ASD by a teacher or administrator.

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

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

**Bullying:** In accordance with Georgia law, GA Code § 20-2-751.4, bullying is defined as 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; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. (3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm or visible bodily harm; (B) Has the effect of substantially interfering with a students' 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.

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

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills and other over-the-counter medications are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

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

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

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

**Gangs and gang activity:** Includes all of but not limited to the following:

- Wearing bandanas, body markings, any unnecessary bandages or sashes, chains, certain types of clothing, or any other attempt to identify oneself as a gang member.
- The use of signals, written or visual, which can be used to identify gang members or gang activities.
- Any marking on books, notebooks, or papers that are gang related.
- Students who form a group at breaks or other times at school for the purpose of giving the impression of a gang or attempting to intimidate others by acting as a group.

**Horseplay:** Any type of pushing, shoving, kicking, tripping or other type of physical contact.

**In-School Suspension:** Removal of a student from class or regular school program and assignment of that student to an alternative program isolated from peers.

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

**Sexual Harassment:** Any unwelcome behavior (physical, verbal, or visual) of a sexual nature that makes someone feel uncomfortable. Any employee or student feeling they have been sexually harassed needs to report the incident to one of the administrators or counselors.

**Student Searches:** The principal or her/his designee (someone she/he assigns) is required to search students whenever there is a "reasonable suspicion" that a student has a weapon, drugs, alcohol, other substances in violation of school rules or suspected stolen items. The school's position in matters of student searches is covered under Georgia Law. The school officials will attempt to preserve the dignity of all students, but the search will be as thorough as is deemed necessary by the circumstances. The search can include scanning by a portable metal detector.

**SPECIAL NOTE- Drug Dogs:** School property, including parking lots, student lockers, hallways, etc., will be subject to inspection by specially trained dogs under the control of law enforcement officers. This does not include students. Students will not be subject to search by the drug dogs.

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

**Tribunal:** A court of justice with the authority to deal with particular problems or disputes dealing with educational issues.

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

**Weapons:** The term weapon is defined as any object, which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## **Student Support Process**

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The White County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, peer mediation, mentoring program, etc.

## **Parental Involvement in Discipline Process**

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This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely

their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

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

Georgia law, O.C.G.A. § 20-2-765, mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law, O.C.G.A. § 20-2-766, also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The Georgia law, O.C.G.A. § 20-2-766.1, allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

#### **False Report on a Teacher (House Bill 1321)**

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Schools are required by law to notify students that they are subject to disciplinary actions concerning falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

## Discipline Levels – Offenses & Consequences

Level 1 Offenses	Level 1 Consequences
Academic dishonesty Classroom disturbance Failure to serve detention General student misconduct Lack of responsibility Tardy	Warning Teacher/student conference Lunch detention Parent notification Team/student/parent conference Loss of field trip Loss of privileges After school detention
Level II Offenses (Administrative Disciplinary Referral)	Level II Consequences (Administrative Disciplinary Referral)
Abuse of fire alarm Aggressive horseplay Articles releasing odors/smoke Bullying Chronic violations of Level 1 offenses Classroom disturbance - major Cutting class Disobedience/insubordination Disrespect to teacher/staff Fighting Gambling Giving fraudulent information Inappropriate display of affection Indecent language or gestures Possession of a weapon Possession of fireworks or explosives Possession of lighter/matches Profanity (spoken or written) Racial harassment Sexual harassment Stealing Threatening the safety of students Use/possession/distribution of drugs or substances represented as drugs Use/possession/distribution of tobacco Use/possession/distribution of an electronic cigarette device or vape Use/possession/distribution of alcohol Vandalism	Level 1 Consequence <b>or</b> Lunch detention After school detention Parent Conference In School Suspension (ISS) Out of School Suspension (OSS) Tribunal Loss of field trip

# ACADEMIC POLICIES AND PROCEDURES

## Academic Honesty

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One important aspect of a student's education process is to learn honesty in all endeavors. This includes academic honesty. Academic dishonesty is defined as the giving or receiving of information among students when they are expected to be working individually, plagiarism (to take and use as one's own writings or ideas of someone else) and other related acts. Repeated violations of the code will result in referral to an administrator.

The following situations would be examples of academic dishonesty:

- Misrepresenting someone else's work as a student's own
- Giving answers to specific questions from a test to others between classes
- Plagiarism (to take and use as one's own writing or ideas of someone else)
- Purposefully looking at someone else's paper during a test
- Copying someone else's homework or assignment

## Grades

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You will receive a progress report every four and one-half weeks and a report card at the end of every nine weeks. Grades are cumulative for the year and all classes will assign a numeric (number) grade. Any grade below 70 is failing.

## Grading Scale

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A	90-100
B	80-89
C	70-79
F	Below 70 (Below 70 denotes failing grade)

## Infinite Campus

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WCMS will utilize Infinite Campus in order to keep parents and students informed 24 hours a day and foster the growth of personal responsibility of each student. Information on Infinite Campus is free to each student. In addition, the staff will be happy to review the use of the system with parents by phone or in person.

Infinite Campus allows parents to receive homework information and regularly updated grade averages from the student's teachers for each subject. From time to time, general announcements about school-wide activities or extra-curricular activities are posted to keep parents advised. If you encounter a problem with Infinite Campus, please call WCMS for assistance.

## **Homework**

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Students are expected to complete homework in a timely manner. Homework is not optional. Points will be deducted from the student discipline sheet for late or missing work. Skills and concepts are reinforced through assignments completed outside of the school. Homework provides an opportunity for enrichment, extension and/or remediation of instructional goals and the opportunity for practice of basic skills.

Homework is more valuable when there is a strong partnership between home and school. A role of the home is to provide support, encouragement, and a place to complete homework. A role of the school is to assign meaningful homework. Through a strong home-school partnership, homework has the potential to increase learning time, to accomplish academic goals and to advance the student's academic skills and achievement.

## **Promotion and Retention Grades 6, 7 & 8**

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The White County Board of Education has approved rules and regulations governing promotion and retention of students in grades K-12. Such rules and regulations may be found in Board Policy IHE.

In Grades 6, 7 and 8, a middle school student shall be promoted to the next grade if he/she has met the requirements as stated in Board Policy IHE and passes three (3) out of four (4) required academic courses: English Language Arts, Mathematics, Science and Social Studies.

Students who do not meet all of the above criteria shall be referred to a Review Committee.

The retained student will not be eligible to participate in interscholastic athletic activities during the year of the retention.

## **Review Committee**

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An administrative process led by the principal or designee will determine student promotion or retention. The principal shall appoint a Review Committee that will make a promotion/retention recommendation to the principal with input as appropriate from the Student Support Team. Promotion or retention of such students shall be based on a review of factors specified within the district's rules and regulations, including, but not limited to, the student's performance on the EOG(s). The principal is responsible for interpreting the System's promotion/retention policy to the instructional staff and the Review Committee.

## **After School Remediation Program and Summer School**

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White County Middle School will plan after school remediation and summer school sessions on a year to year basis when funding is available. It is highly recommended that students and their parents take advantage of these services.



# ATTENDANCE

White County Middle School expects students to participate in their educational experience by attending school regularly and participating in class activities on a daily basis. Regular and punctual attendance is a desirable work habit in school and in all career choices; therefore, we expect students to be at school and on time for all classes unless circumstances arise which make it unsafe.

## Counting Present

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Attendance will be monitored per school day and by class period (if applicable). Students shall be counted present for the school day when they are present for at least half of the instructional time required which is 165 minutes out of 330. Students will be counted present for an individual class if they attend at least half of the allotted class time. Students will also be counted present if they are at least 12 years of age and serving as a page for the Georgia General Assembly or are attending a school sponsored event (S-day).

## Excused Absences

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An excused absence is an absence that is the result of one of the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others. This includes appointments with health professionals, i.e. doctors and dentists.
2. A serious illness or death in a student's immediate family—father, mother, grandparent, brother, sister, husband, wife, child, or relative residing permanently and continuously in the student's home.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Special and recognized religious holidays observed by the student's faith.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. Excused status can be obtained for special circumstances at the discretion of the principal. Such approval should be obtained prior to the date of the absence.
8. Out-of-School Suspensions— for truancy purposes but not for course credit.
9. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

## Unexcused Absences

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Unexcused absences are those resulting from any reason or combination of reasons not included in the list above. An absence without a **valid** written excuse is considered unexcused.

## Process for Excusing an Absence

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In order for an absence to be excused, the school must receive written notice from a parent/guardian or a doctor's office as to why the student was absent. **This written notice must be received within three days of the student's absence.**

### ***Doctor Excused Absences***

- There is no limit on the number of doctor excused absences that a student is allowed to have in a school year. However, additional documentation may be required for student absences exceeding 10 days.

### ***Parent Excused Absences***

- Students are allowed 5 days per school year to be excused by a parent note in grades K-9 and 5 days each semester to be excused by a parent note in grades 10-12. After the fifth absence excused by a parent note, each subsequent absence will be considered unexcused unless the school receives a doctor's excuse.
- The school will contact the parent/guardian by letter when a student has reached the limit for parent excused absences.

### **Truant**

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Any child subject to compulsory school attendance who, during the school calendar year, has more than 5 unexcused absences is considered truant.

### **Check In**

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Students arriving at school after school begins each day must go through a process in the front office to document the reason for the tardy and the arrival time. Students are expected to be on time for class. A tardy occurs if he/she is not in class when the bell rings to start class.

**Students should be in homeroom each day by 8:00.** Anyone arriving after 8:00 will have to sign in with the office and will receive a tardy notice if the tardy is unexcused.

In order for the tardy to be excused, the school must receive written notice from parent/guardian or doctor's office as to why the student was absent. (Oversleeping is not excused)

Unexcused Tardies Per Semester	
1st tardy:	Warning
2nd tardy:	Warning
3rd tardy:	Warning
4th tardy:	Parent Contact
5th tardy and any subsequent tardy:	After school detention

***Students who fail to attend After School Detention will serve one half day of In School Suspension.***

***Students who are tardy to school more than 10 days in a semester will be ineligible for field trips.***

## Early Dismissal

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Students leaving school before school ends each day must go through a process in the front office to document the reason for the early release and dismissal time. If a student checks out before 11:30am he/she is considered absent for the day, which requires an excuse. If a parent is called by the **school nurse or administration** to pick up a sick child before 11:30am the student will be considered excused by a parent note, which will use one of the students 5 allowable parent notes per year. **Due to bus routing, no students will be allowed to check out after 2:30 pm.** (A written excuse must be turned in within 3 days of check out or check out will remain unexcused.)

## Make-Up Work

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Students are expected to make up work for any missed assignments within 3 days of returning to school unless other arrangements are made with the teacher.

## WCSS (K-12) Attendance Procedures

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Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s)/guardian(s). While the following procedures indicate the required contacts on behalf of the school, the principal or his/her designee may at his/her discretion contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern.

- At the beginning of the school year, a letter from the principal and a copy of the attendance procedures shall be sent home with each student for a parent to sign and return.
- When a student is absent from school (excused or unexcused), the school will contact the parent(s)/guardian(s).
- When a student has 5 unexcused absences, the school will contact the parent/guardian by letter to notify them of the law, attendance procedures, and possible consequences and penalties of absences. As the law instructs, after 2 reasonable attempts have been made to contact the parent/guardian with no response, a letter will be sent via mail. The school will keep documentation of attempts and contacts.
- When a student has 7 unexcused absences, an Attendance Support Team (AST) meeting may be requested. An AST meeting will be held at the discretion of the principal, and will involve at least one school personnel and the school social worker. The parent(s)/guardian(s) and student (ages 10 and older) may be asked to sign an attendance contract and 2 community referrals will be made by the School Social Worker on the student and/or parent's behalf. Appropriate consequences and incentives may be put into place at the discretion of the school to encourage school attendance.
- The school and the school social worker will continue to monitor the student's attendance. When the student reaches 10 or more unexcused absences, the school social worker may make a visit to the home of the student to ensure the safety and well-being of the child. All efforts will be documented into the Infinite Campus general contact log.
- Continued unexcused absences after the school social worker completes a home visit may result in a Juvenile Court referral for truancy after discussion with the school's principal once the student's unexcused absences exceed 15 days.
- Prior to a truancy/educational neglect referral to Superior Court at 15 unexcused absences for elementary age students, the parent/guardian will be notified by certified mail. Prior to a truancy referral to Juvenile Court for middle and high school age students (under age 16), the parent/guardian will be notified by certified mail.

## Consequences and Penalties of Excessive Absences

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### *Parents/Guardians*

- Charges can be filed against parents if their child is under age 16 and has an excessive number of absences.
- A judge can invoke the following consequences:
  - \$25 - \$100 fine
  - Imprisonment not to exceed 30 days
  - Community service
  - Any combination of the above
- If juvenile charges are filed against the student, then the parent can be placed under protective order and must abide by the rules of the court set forth by the Juvenile Judge.

### ***Students***

- Charges filed in Juvenile Court which can result in the following:
  - 24 months probation
  - Maintenance of an 80 average or above in all classes
  - Participation in an extracurricular activity
  - Referral to Mental Health when deemed appropriate

## **Withdrawal from School Procedures**

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White County Middle School main office handles all withdrawals. Parents must contact the main office before withdrawal procedures can begin.

### **No-Shows**

A student who is not in attendance on the first day of school but was expected based on prior year enrollment shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts.

### **Voluntary Withdrawal In Accordance With Procedures**

When a parent, guardian or other person withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of the withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension.

If a sixteen or seventeen-year-old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. § 20-2-690.1(e).

### **Involuntary Withdrawal When Withdrawal Procedures Are Not Followed**

When a parent, guardian, or other person does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school, school system, private school or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.

With no proof of enrollment in another school, school system, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone. The student withdrawal date shall be the last day of attendance or the day the school system obtains documentation validating the student no longer resides in the school's attendance zone unless the student is allowed to continue to attend in accordance

with board policy or an exception granted previously on the basis on O.C.G.A. § 20-2-293 or §20-2-294. The superintendent or designee shall use his or her best efforts to notify the parent, guardian, or another person if the school system plans to withdraw the student.

A student shall not be withdrawn due to excused absences defined in Board Rule 160-5-1-.10 (JB-Student Attendance) and O.C.G.A. § 20-2-690.1(a).

## **DRESS CODE**

Within every profession, people are expected to dress in a manner that reflects their job. White County Middle School believes students should dress in a manner that reflects a respect for their job of being good students and has implemented the following dress code to maintain a positive educational environment. Please note the intent is not to repress freedom of expression, but to foster a school climate that clearly communicates that White County Middle School students take their education seriously. Therefore, the dress code seeks to avoid manners of dress that would be objectionable in most places of employment.

### **Appropriate Clothing for WCMS**

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1. Shirts should be crew or v-neck, polo, or button-style shirts (all with sleeves) that cover the upper body and are long enough to be tucked into pants. Shirts may not expose any part of the breast or midriff.
2. Pants, skirts, and shorts should not have holes that expose skin more than 5 inches above the TOP OF THE KNEE CAP. This includes leggings with sheer panels. Clothing may not have writing in inappropriate places, excluding Warrior Wear. All pants, skirts and shorts must be worn at the waist. Skirts and shorts should be no shorter than 5 inches above the TOP OF THE KNEE CAP.
3. Shoes must be worn at all times.
4. Leggings, bike shorts, and spandex may only be worn when accompanied by an over garment that completely covers buttocks in the front and back.
5. Physical Education teachers will set dress code guidelines for participation in P.E. and Weight Training classes.

### **Inappropriate Clothing for WCMS**

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1. Baggy clothing, excessively large clothes, or pajama clothing
2. Shirts with key-hole sleeves
3. Clothing with graphics or lettering that names, shows, or implies any alcoholic beverage, tobacco products or illegal drugs
4. Clothing that is sexually suggestive or has sexually suggestive lettering, graphics or pictures
5. Clothing with any graphics or lettering that depicts or implies violence or weapons; that shows or implies blood, and death; that promotes hatred of any person or people, supports any illegal activity; supports gang activity; or promotes racial discrimination (expressed or implied)
6. Head coverings worn in the building for boys and girls of any kind including hats and bandanas, doo rags, etc.
7. “Heely” tennis shoes
8. Chains or studded accessories (necklaces, bracelets, etc.)
9. Fish hooks
10. Costume or costume-related accessories (outside of designated spirit days) may not be worn.

## **Failure to Comply**

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1. Students will be given the option of changing into acceptable clothes that they have with them; or
2. Students may contact parents/guardians to request parents/guardians bring acceptable clothes and change;  
or
3. Students will be provided clothing to be worn for the remainder of the school day; or
4. Students will be placed in ISS for the remainder of the school day.
5. Parents of repeat dress code offenders will be notified.

# EXTRACURRICULAR

## Athletic Program

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Students in the seventh and eighth grades may choose to participate in the following athletic programs: baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, tennis, wrestling, and volleyball. These activities require practice after school and involve games with other schools. To participate, students must meet eligibility guidelines as established by state and local policy. Students must pass five out of six classes, excluding ELT, the previous semester to be eligible to participate.

Prior to trying out, practicing, or playing, students are required to have parent permission to participate and obtain the approval of a medical doctor on a school physical form. These are available on the school's website which may be accessed at [white.k12.ga.us/wcms](http://white.k12.ga.us/wcms).

It is the responsibility of each coach to determine positions and playing time.

To participate in games, students must be present at least half of the school day in which the game is scheduled to be played.

In any activity in which students are representing White County Middle School, good sportsmanship will be required of all. Unsportsmanlike acts will not be tolerated. Students who act in such a way as to be penalized by an official for unsportsmanlike conduct may lose team membership and/or face school discipline as well.

In addition to players, all students in attendance for games must conduct themselves in an appropriate manner. Baiting or taunting (somehow making fun of) an opponent will be treated as a serious matter. Offending students could be banned from games and could face school discipline.

Students may not quit one sport to participate in the tryouts or conditioning of another sport.

## Parent Sportsmanship Agreement

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The GHSA and the White County School System make sportsmanship a priority. Please agree to the below GHSA message statement, by signing you agree to make sportsmanship a priority at all White County athletic events. In the event a spectator is removed from an event site (*home or away*) the following will occur:

First Ejection- The spectator is suspended for a period of 2 games.

Second Ejection- The spectator is suspended for the remainder of the season. This would carry over to the next season if the the spectator was removed in the last game of the season.

*"The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today's event."*

## School Sponsored Clubs Senate Bill 413

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School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. **If you do not wish for your student to participate in a particular club, please request the designated form.** If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

White County Middle school offers a variety of student clubs and organizations. See Appendix A for complete listing.

## CENTRAL STATION (MEDIA CENTER)

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The Media Center operates on an open schedule. Students are required to have a hall pass when visiting the Media Center and to bring the necessary materials, and to leave the Media Center only to return to class. The Media Center is open 7:30 a.m. to 4:00 p.m. Monday through Friday. A school store is available for students to purchase supplies. Each student will be issued a coded library card that can be used throughout his/her middle school years. Students are responsible for following the rules concerning due dates and resource material. The rules are available in the Media Center.

At the end of each grading period, a letter will be sent home notifying student of overdue books or fines. Books should be returned and fines paid before a child withdraws or receives his/her year-end report card.

## Student Policy on Acceptable Use of Electronic Resources

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### 1. Summary

The White County School System is pleased to provide our students with electronic resources for the purpose of supporting the school system and its educational mission. To gain access to the Internet, all students under the age of 18 must obtain parental permission by signing and returning an Acceptable Use form to the school. This policy establishes the boundaries of "acceptable use" of these limited electronic resources, including computers, networks, email and other electronic information and services. Authorized users of these electronic resources assume personal responsibility for their appropriate use and agree to comply with this policy, other related school policies, and state and federal laws and regulations. While our sole intent is to make Internet access available as another means to further educational goals and objectives, students may find ways to access other materials as well. We strongly believe that the benefits of the Internet and the wealth of information that is accessible, exceeds any disadvantages.



## **2. Acceptable Use**

The purpose of the White County School's provision of access to the Internet is to support research and education in and among the system's academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of White County School System. Transmission of any materials in violation of any U.S. or state organization is prohibited. This prohibition includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secrets. Use for product advertisement or political lobbying is prohibited.

## **3. Responsible Use**

As outlined in Board policy on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

**Students shall not send, create post or access material that is:**

- obscene
- pornographic
- trespassing in another's folders, work or files
- a violation of copyright laws
- abusive, harassing, or insulting
- damaging to another person's reputation
- threatening or demeaning to another person
- illegal
- inappropriate for educational purposes
- unauthorized downloading of music or streaming radio
- using school resources to engage in "hacking" to bypass filters, run unapproved programs, to gain access to unauthorized material or applications, using any form of DOS commands or unauthorized scripting or written programs.

School level administration and classroom teachers shall approve the use of cell phones and other electronic devices for instructional purposes. Students using cell phones or Internet enabled electronic devices not according to school policy will be subject to disciplinary action.

Any violation of school system policy and procedures may result in loss of our system access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

## **4. Privacy Expectations**

The school system's network resources are the property of the school system. There is no guarantee of privacy associated with the use of school technology resources. These resources include networking, computer hardware and software, connection to the Internet, email, telephone equipment, voice mail and other services.

## **5. Child Internet Protection Act (CIPA) Compliance**

It is the policy of White County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## **6. Access to Inappropriate Material**

To the extent practical technology protection measures (or "Internet filters") will be used to block or filter Internet access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornographic, or to any material deemed harmful to minors.

## **7. Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the network, you must notify a system administrator. Do not use another individual's account or password. Attempts to access the system as any other user may result in cancellation of user privileges. Network administrators may review files and communications to maintain system integrity and ensure that users are utilizing the system responsibly.

## **8. Vandalism**

Vandalism may result in cancellation of privileges and/or criminal prosecution. This definition includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

# **GENERAL STUDENT INFORMATION**

## **Bus Notes**

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If a student is to ride a bus other than his/her normal bus, a signed note from a parent must be received in the front office during the morning hours, and the student will be issued a new note to ride a bus. **The school will not accept telephone calls for messages of this type. No bus notes or changes will be accepted after 2:00pm.**

## **Lockers**

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Lockers will be available to all students; there is a \$5.00 fee for maintenance and service.

## **Cell Phones and Electronic Devices**

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The use of cell phones is PROHIBITED in the building unless permission is given by a faculty or staff member. Students are permitted to possess cell phones in purses, book bags, or locked lockers. Students should NOT have cell phones in the pockets of clothing. These devices must remain “OFF” during the school day unless WCMS staff members grant permission. **White County Middle School is not responsible for lost, stolen, or damaged electronic devices. The administration will not investigate lost or stolen electronic devices.** Telephones in all offices are for school business only. Classroom phones can be utilized for phone calls home with permission from a teacher.

\*Cell phone in this document refers to any smart/communication device including, but not limited to watches, iPods, and other personal electronic devices.

1<sup>st</sup> Offense: Phone will be turned in to the front office and kept for the rest of the day. Students may pick up the device at the end of the day.

2<sup>nd</sup> Offense: Phone will be turned in to the front office. Parents must pick up the phone and conference with administration to discuss further disciplinary actions.

3<sup>rd</sup> Offense: 1 day of ISS. Parents must pick up the phone.

4<sup>th</sup> Offense: Parents must pick up the phone. Students are no longer permitted to have devices at school.

Students will receive disciplinary action for photographing, video or voice recording any student or staff member, during the school day or at a school function, without prior permission from that person.

## **Outside Food and Beverages**

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Outside food and beverages need to be disposed of before homeroom dismissal.

Outside food and beverages, other than homemade lunches, are NOT allowed in the school cafeteria during lunch (Food from restaurants, fast food, etc).

## **Schedule Changes**

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No schedule changes will be made unless for medical reasons along with medical documentation.

## **Deceased Students**

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### ***Yearbook - Grades K-8***

If a student dies before the yearbook deadline and his/her school photo is available, the child's picture will be included in the yearbook that year. If a student dies after the yearbook deadline, the child's picture will be in the yearbook as a memorial the following year.

### ***Death of a Student Athlete***

The student athlete's jersey, uniform, etc. will be placed in a display case for the remainder of the school year. The uniform will return to the uniform rotation after the student athlete's class would have graduated or been promoted out of the participating school. All other memorializing of the student athlete must come in the form of a recommendation from the head coach or sponsor and be approved by the principal.

### ***Naming of Events***

Before any event can be named, it must be presented to the superintendent for approval. The superintendent will make the recommendation to the White County Board of Education for final approval.

### **Field Trip Guidelines**

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The White County Middle School is pleased to offer a variety of extended day and/or overnight field trips. These educational activities will include all of their current studies: Mathematics, Science, English, and History. This comprehensive program is supported in part by the Georgia Department of Education and recommended as a unique hands-on activity for students in middle grades.

However, our foremost goal for each trip is safety. We are willing to take with us the students who have demonstrated proper behavior during the school year. These are the rules, which will govern participation in school based field trips or activities: **These include, but are not limited to field trips or activities sponsored by Band, Chorus or any other club representing WCMS.**

Students who demonstrate the following behaviors will lose their privilege to go on the field trips:

1. Those who receive 2 or more incidents of ISS, or those who receive any days of OSS at any time during the academic year.
  2. Any student who has missed 5 or more days unexcused eighteen weeks prior to the date of the field trip.
- Note: The administrative staff reserves the right to evaluate excessive absences on a case-by-case basis.**
3. Any student who is not passing 5 out of 6 (excluding ELT) courses at the time of the grade specific field trip.
  4. Students who are tardy more than 10 days to school in a semester will be ineligible for field trips.

### **Flowers and Gifts**

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Sending flowers, gifts, balloons, etc. to students for special occasions is discouraged. In the event these items are delivered to school such items will remain in the office until the end of the day and are prohibited on the school bus.

### **Student Health Information**

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**School Nurse:**

A full time nurse is on staff at all elementary and middle schools. School nurses are a liaison to the student, parent, and health care providers by promoting wellness and improving the health status of students, which advances academic success. Each nurse conducts screening and immunization programs based on CHOA and DPH guidelines, follows up on absences, provides care for students with special needs, and provides health education and counseling for students, staff and families. She cares for students who become ill or injured, and oversees required health records. Parents will be notified of significant injuries, deficiencies in screenings, and possible needs for referrals to other professionals. The nurse does not diagnose or replace the advice of your personal physician.

### **Fever Policy:**

Students are to be “fever free” for 24 hours before returning to school. This means that your child’s fever should remain lower than 100.0 degrees before returning to school. This guideline is in place to protect all children from any communicable illness that may cause a fever. Your child will be sent home from school for any temperature greater than 100.5 degrees.

### **Medications given at school:**

Whenever possible, medications should be given at home. However, the school system realizes that for students to maintain school attendance, and for students to maintain their best attentiveness, certain medications might be required during school hours. Over the counter medication will only be administered if permission has been given on the Health information form, or if a parent or guardian has brought it in for the student. If your child must be given medication at school, please contact the school nurse.

Essential oils will not be administered by the nurse or faculty/staff members and should not be in students’ possession.

ALL medication should be brought to the school by a parent in the original pharmacy container with the following information on the prescription label:

Child’s Name

Name of Medication

Strength of Medication

Dosage

Physician’s Name

Date Prescribed/Filled

The parent/guardian will be asked to sign consent forms giving permission for the nurse to administer the prescribed medication. They may also in certain instances be asked to have a form filled out by the Physician and returned to the school.

### **Excusal from PE/Recess:**

If your child is excused from PE for medical reasons, he/she may not participate in recess.

### **WCSS Medication Policies:**

All medications other than the exceptions listed in this policy, whether prescription or over the counter, may be administered only in accordance with the guidelines set forth by the Principal or each school. The parent/guardian or other adult MUST take all medications to the school office or clinic immediately upon arrival to the school. Exceptions to this rule may be made at middle and high school level and only with prior permission from the school nurse and/or Principal. Medication may only be left in the office if prior authorization is already on file in the school clinic, or if a detailed note is left with the medication. The medications must be in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. At WCMS, all prescription medications brought to the school, must be brought to the office and must be in accordance with all other school rules. At WCMS, any over the counter medications that need to be administered at school, MUST be brought in an unopened container and a parent consent form must be signed. This form may be received from the school nurse. Any student possessing prescription or over the counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission, inhalers for asthma, auto-injectable epinephrine for allergic reactions, and medical needs for diabetes.

Students authorized to self administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self- administer such medications, or in order for the school to store and administer the medication for students who are unable to self administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication, must be on file in the school clinic or office. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self- administering student suffers an adverse reaction as a result of self administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an auto injectable epinephrine, if available to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an auto injectable epinephrine to a student in such circumstances shall be immune from civil liability.

The school nurse will make sure that the appropriate school staff has had training in any/all emergency medications that are kept at school. The school nurse will also make sure that all regularly scheduled medications as well as emergency medications that are kept in school clinic will be prepared for the teacher or other staff member to take on any field trip the student is going on. A student who carries his/her own emergency epinephrine, diabetes medication or inhalers, must be responsible for making sure that the proper medication is brought on any field trip he/she is going on. The school system will send trained staff on a field trip with a diabetic student in the event a parent cannot attend the trip.

#### **Communicable and Infectious Diseases:**

Children having any contagious or infectious disease, including those shown in the list below, should not return to the school unless a written note from the physician is provided clearing the student to return to school. Exceptions may be made to this rule if the school nurse or Principal, after speaking with the parent, determines that the child has in fact received the proper treatment.

Meningitis	Whooping Cough	German Measles
Chicken Pox	Poliomyelitis	Staph Infection
Pink-eye	Scarlet Fever	Mumps
Strep throat	Hepatitis	Influenza
Ringworm	Mononucleosis	Scabies
Measles (Rubella)	Impetigo	Worms/parasites

Any child affected by any illness that will be absent for three days or more, the parent is requested to please contact the school for makeup of missed work.

### **Head lice:**

Lice outbreaks are common among school children, and even the cleanest child can easily become infested. It is important that parents act immediately to prevent spreading to other family members or classmates. Parents may either use one of several non-prescription products from the local drug store, or contact a physician or the health department to prescribe a product. Olive oil may also be used as a treatment for lice, and instructions can be given on how to use it by the school nurse. Parents must also wash their child's coats, clothes and bed linens as part of the treatment for lice. As soon as parents have used the shampoo or other product on the child's head and removed all the nits, it is safe for the child to return to school. As part of the total treatment, based on the discretion of the school nurse and principal, students returning to school must be cleared by the school nurse or designee before returning to class. Repeated occurrences will be referred to the school social worker.

### **School Breakfast and Lunch**

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The cafeteria offers a variety of choices each day. Payment may be made daily, weekly, monthly or annually. An online payment processing service is available to facilitate payments for breakfast and/or lunch. This program can be accessed by going to the school website and clicking on the red apple.

### **Free and Reduced Lunches**

Free and reduced lunches are served for students who qualify. Applications are issued to each student upon enrollment. Application may be made throughout the year if family circumstances change. The School Nutrition

Director verifies all applications for free and reduced lunches, and the automated system is updated with the child's status which remains confidential. If you are in need of financial assistance, please call the lunchroom manager or school counselor for a free/reduced meal application. The cost of lunch is \$2.50. Breakfast will be provided at no cost to all students. If you have questions about your child's account you may call the School Nutrition Office at (706) 865-2315

- To apply for free or reduced price school meals online, visit [www.EZMealApp.com](http://www.EZMealApp.com)
- To pay for school meals online, visit [www.EZSchoolPay.com](http://www.EZSchoolPay.com)

### **Charges**

Charging of meals is strongly discouraged. Students and parents are encouraged to pre-pay for student meals using our online payment system. If a student has to charge for his/her meal, they will be required to sign for their charges. They will not be allowed to purchase extra meal items if they have any negative balance on their account. Charge notices will be sent home with students periodically throughout the school year. Parents are encouraged to pay the charges or contact the School Nutrition Director to discuss the free and reduced lunch program. All charges must be paid before a child withdraws or receives his/her year-end report card.

### **Drink and Fast Food Information**

If a student has a medical excuse from a doctor stating he/she has diet restrictions, every effort will be made to accommodate substitution recommendations. In addition, no cola drinks (cans or bottles) are allowed. Students are able to have a water bottle containing water or may purchase approved drinks from the cafeteria and vending machines.

### **Valuables**

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Students should bring only enough money to school to buy lunch and cover occasional expenses. All items, which could be misplaced or stolen, should be labeled with the student's name. Items that are found will be stored in lost and found and may be given to charity should they not be identified in a timely manner.

### **Visitors**

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Parents are welcome at any time. When visiting, please report to the office to sign in and receive a visitor's badge. Students may not bring other visitors to school during regular school hours. For security reasons, a visitor may be asked to identify him or herself and state their business. Former students are considered visitors.

### **Volunteers**

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#### **Short Term Volunteers**

Short term volunteers are those who volunteer two or three times at most a year or chaperone and/or attend one (1) daytime field trip.

- 1.) Contact the school you are interested in volunteering with. To see where there is a need.
- 2.) Complete the required Mandated Reporting module on the Compliance Director. Instructions can be found on the White County School System website ([www.white.k12.ga.us](http://www.white.k12.ga.us)) at **Volunteering at WCSS** under the home tab on the right side.



- 3.) The school will provide you with additional information and requirements including but not limited to verifying your ID and background check conducted at the school.
- 4.) All short-term/day field trip chaperone badges are issued at the school level.

### **Long Term Volunteers and Overnight Chaperones**

Long term volunteers are those that volunteer more than 3-4 times in a school year, and must complete the following steps:

- 1.) Complete the required Mandated Reporting module on the Compliance Director. Instructions can be found on the White County School System website ([www.white.k12.ga.us](http://www.white.k12.ga.us)) at **Volunteering at WCSS** under the home tab on the right side.
- 2.) Submit the Long-Term Badge request form also found on the WCSS website at **Volunteer- ing at WCSS**.
- 3.) After confirmation is received of your completion of the Mandated Reporting module and a request for a badge has been made, a volunteer badge will be sent to the school you list on the form within about 7 to 10 days.
- 4.) Before you become a WCSS volunteer other requirements including ID verification/school background, and criminal background check (Sheriff's Department) will need to be completed.

*Note: All Long-Term Volunteer Badges are only valid for one school year. At the beginning of each school year you are required to complete the Mandated Reporting module again along with a request for a new Long-Term Volunteer Badge valid for that school year.*

## **REQUIRED DISCLOSURES**

### **American with Disabilities Act**

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In compliance with the Americans with Disabilities Act, anyone attending school activities and needing assistance due to a disability should notify the school in advance. Any concerns regarding the Americans with Disabilities Act should be directed to the respective school's principal.

### **Family Educational Rights and Privacy Act (FERPA)**

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Under the Family Education Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

- (1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own educational records. Parents or eligible students should submit to the Superintendent a written request identifying the records(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The White County School District has designated the following information as directory information:

- (i) Student's name, address and telephone number;
- (ii) Student's date and place of birth;
- (iii) Student's participation in official school clubs and sports;
- (iv) Weight and height of student if he/she is a member of an athletic team;
- (v) Dates of attendance at schools within the school district;
- (vi) Honors and awards received during the time enrolled in the district's schools;
- (vii) Video, audio or film images or recordings;
- (viii) Photograph; and
- (ix) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 15 days after officially enrolling in school or within 15 days of the date of the release of this notice.

(5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the White County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, video-taped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the time frame specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

## **Non-Discrimination**

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The White County School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth

groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: MaryKay Berry, Director of Student Services, 136 Warriors Path, Cleveland, GA 30528, 706-865-2315

### ***Section 504 of the Rehabilitation Act of 1973***

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

### **Parents Right to Know**

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In compliance with the requirements of Every Student Succeeds Act (ESSA) of 2015, the White County School District informs parents at the beginning of each school year that they are able to request information about the professional qualifications of their student’s classroom teachers and paraprofessionals. The following information may be requested:

1. Whether the teacher has:
  - Met state qualifications and licensing criteria for the grade levels and subject areas 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.
2. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child’s teacher’s qualifications, please contact:

Nara Allen, Principal  
White County Middle School  
706-865-4060 ext. 6403

### **Protection of Pupil Rights Amendment (PPRA)**

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(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance to regulations developed by the Superintendent.

- (A) The administration of any survey containing one or more of the following items:
- (i) Political affiliations or beliefs of the student or the student's parent;
  - (ii) Mental or psychological problems of the student or the student's family;
  - (iii) Sex behavior or attitudes;
  - (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - (v) Critical appraisals of other individuals with whom respondents have close family relationships;
  - (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - (vii) Religious practices, affiliations, or beliefs of the student or student's parent;
  - (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program, without prior written consent of the parent or eligible student).
- (B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- (C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
- (2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
- (3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

## **Title IX Sexual Harassment Information**

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The White County Board of Education has adopted [Board Policy JCAC](#) to maintain an environment that is free from all forms of discrimination and, harassment on the basis of sex. The White County Board of Education (the "Board") does not discriminate on the basis of sex in the education program or activity that it operates. The Board is required by Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.) and its regulations (34 C.F.R. § 106.8) not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX and its regulations to the Board may be referred to the Board's Title IX Coordinator, the Assistant Secretary for Civil Rights of the Department of Education, or both. Retaliation against individuals who file complaints of alleged sexual harassment or those who assist in the investigation of complaints of alleged sexual harassment is expressly prohibited.

It shall be a violation of this JCAC policy for any student or employee of the District to engage in sexual harassment. Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following criteria:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). Any student or employee who believes that he or she has been exposed to sexual harassment or retaliation in the Board's education program or activity should immediately report the act to the Board's Title IX Coordinators. Any employee that is on actual notice of sexual harassment or retaliation must immediately report the act to the Board's Title IX Coordinators.

Any student or employee has the right to file a formal complaint alleging sexual harassment or retaliation to the Board's Title IX Coordinators. The Board has adopted a grievance process to address all formal complaints filed. That grievance process can be found within the [Board Policy JCAC](#) and ensures the following:

1. Treats complainants and respondents equitably.
2. Requires an objective evaluation of all relevant evidence.
3. Assures that all Title IX Coordinators, investigators, decision-makers, or any person designated to facilitate an informal resolution process do not have a conflict of interest or bias.
4. Presumes that the respondent is not responsible for the alleged conduct.
5. Provides for reasonably prompt time frames for the conclusion of the grievance process.
6. Describes the range of possible disciplinary sanctions and remedies following a determination of responsibility.
7. Adopts the preponderance of the evidence standard for complaints against both students and employees.
8. Provides for and describes the appeal process.
9. Describes the range of supportive measures available to both complainants and respondents.
10. Does not require, allow, rely upon, or otherwise questions or evidence that constitute or seek the disclosure of information protected under a legally recognized privilege unless it has been waived.

Title IX Coordinators under Board Policy JCAC Specifically, the following school-based persons have been designated to handle inquiries and concerns regarding federal protections against discrimination based on sex in education programs or activities under Title IX of the Education Amendments of 1972:

#### **White County Middle School**

Nara Allen, Principal & Site based Title IX Coordinator  
283 Old Blairsville Road  
Cleveland, GA 30528  
706.865.4060  
[nara.allen@white.k12.ga.us](mailto:nara.allen@white.k12.ga.us)

#### **White County School System**

MaryKay Berry, Director of Student Services & Site based Title IX Coordinator  
136 Warriors Path  
Cleveland, GA 30528  
706.865.2310 ext 1306  
[marykay.berry@white.k12.ga.us](mailto:marykay.berry@white.k12.ga.us)

\*Names of Site-Based Title IX Coordinators have been updated as of June 2021. Should any of the principals or school leaders who serve as Site-Based Title IX Coordinators change throughout the year, then the new principal or school leader shall serve as the Site-Based Title IX Coordinator and his/her contact information shall be made publicly available.

#### **Reporting Acts of Sexual Abuse or Sexual Misconduct**

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20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

### **Seclusion or Restraint of Student**

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The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include the following provisions:

1. Staff and faculty training on the use of physical restraint;
2. Written parental notification within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used to restrain a student;
3. Procedures for observing and monitoring the use of physical restraint;
4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in item 4.

### **Disclaimer**

This document is presented as a matter of information only and should not be construed as an all-inclusive agreement. The administration of the school reserves the right to change anything in the student handbook without prior notice. School and board policies may be changed during the school year, and students and parents should be aware of possible amendments and attachments to the student handbook.

## Middle School Calendar 2022-2023

Aug 5 .....	1 <sup>st</sup> Day of School
Sep 5.....	School Holiday
Oct 7 .....	Student Holiday/Teacher Workday
Oct 10 & 11 .....	Student/Staff Holiday
Nov 21-25 .....	Thanksgiving Holidays
Dec 15 & 16.....	Student Half Days
Dec 19-Dec 30 .....	Christmas Holidays
Jan 2 & 3 .....	Student Holiday/Teacher Workday
Jan 4 .....	Students Return
Jan 16 .....	School Holiday
Feb 17-21.....	Student/Staff Holiday

March 10 .....Student Holiday/ Professional Learning Day  
Apr 3-7.....Spring Break  
May 25 & 26.....Student Half Days  
May 26 .....Last Day of School



## APPENDIX A: CLUBS AND ORGANIZATIONS

Activity	Purpose	Teacher/ Sponsor	Description	When will this activity occur?
4-H Club	Assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive, and contributing members of society.	Lyn Forest {White County 4-H – (706)865-2832 – white4h@uga.edu}	Hands-on learning experiences focused on agricultural and environmental issues, leadership, communication skills, food and nutrition, energy conservation, and citizenship.	Second Monday of each month,
FCA	To present to all students and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.	Laura Sangster	Rock Out for Christ	Every Thursday morning at 7:20am in the Media Center
FFA	FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education	Meg Dickerson	Career Development Events (Floral Design, Horse Judging, Prepared Public Speaking, etc.), Livestock SAE Projects, Leadership activities, Summer Leadership Camp	Meeting will be the 3rd Wednesday of each month (unless noted) from 3:00pm until 4:30pm. Practices for contests and teams will take place after school
Flag Marshalls	To take care of the flags including raising and lowering the state and federal flags each day.	Laura Burgess	Daily activity of raising and lowering the flags.	Daily
Kids In Super Shape	The purpose is to learn healthy habits.	Debbie Carter -Dye	Exercise and healthy eating  Dance  Performance	Monthly

Mountain Bike Team	To enable all students to strengthen body, mind, and character, through the lifelong sport of cycling, in an equal and inclusive environment.	Katie DeFoor Coaches: James Himstedt Jeff DeFoor Chad Knott  Facebook: Warrior Mountain Bike Team @wchscyclingclub	The WC Warrior Mountain Bike Team is open to all students, 6th through 12th grade, and empowers them to be a part of a team that builds a sense of belonging and establishes healthy exercise habits through regular practice and competition. The Warrior Mountain Bike Team partners with the community to use, maintain, and protect the Yonah Preserve Trails.	The Warrior Mountain Bike Team practices at the Yonah Preserve Trail Complex off Albert Reid Rd.  <b>July 7th through October 31st</b>  Tuesdays - 6:00 Thursdays - 6:00 Sundays - 2:30  Riders who attend at least two of the three practices per week are eligible to race.
Tome Society	The purpose of the Tome Society is to promote literacy among middle school students through: service; collaboration; and competition-based club activities. Reading bowl competitions, fan fiction, book trailer creation, and digital scrapbooking are a few of the creative competitions members will be involved in.	Margaret Melton	Members will read a selection of books that are the focus of activities throughout the year.	The Tome Society will meet the second and fourth Thursday of each month.
Warriors in the Kitchen	To educate students in basic level food safety and culinary skills.	Laura Burgess  Catherine Hardy	Students will learn Basic food safety, nutrition, and culinary techniques.	Once a month

Warrior Tribune	Design, Develop, and Distribute an online school newspaper	Julie Collins	Students will use a variety of ELA skills to distribute a school newspaper.	Weekly
WCMS Dreamcatchers Drama Club	The club will introduce members to theatrical experiences beyond the classroom and provide for additional performance opportunities.	Kelly Williams	The club will meet biweekly throughout the year to engage in theater activities. Additionally, several field trips are planned.	Biweekly on Tuesdays

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