

# **White County High School**

## **2022-2023 Student Handbook**



**2600 Highway 129 North  
Cleveland, Georgia 30528**

**Office Hours Monday - Friday 7:30 - 4:00**

**Main Office: 706-865-2312**

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## **Welcome to White County High School - Home of the Warriors!**

Welcome to White County High School and the 2022-2023 school year. To help ensure the success of our students, it is important that parents and students review and understand important information regarding school policies and procedures as well as the academic and behavior expectations of WCHS. **This handbook is posted on the school website, emailed to all WCHS students, and is also available in the front office in hardcopy format upon request.** Please read and review the information contained in this handbook.

### **Administration**

Principal: Mary Anne Collier  
Assistant Principal: Stephanie Bolton  
Assistant Principal/Athletic Director: Lloyd Collins  
Assistant Principal/CTAE Director: Craig Turner  
Assistant Principal: Adam Wiley

### **Office Staff**

Front Office Secretary: Nancy Dorsey  
Attendance Clerk: Paula Roach  
Bookkeeper: Lee Swim  
School Nurse: Karen Vandiver, RN

### **Guidance and Counseling Staff**

Sarah Smallwood: Counselor (Last names A-F)  
Jerome Kukurugya: Counselor (Last names G-N)  
Keith Futch: Counselor (Last names O-Z)  
Francesca Smith: Mental Health Support Specialist  
Registrar: Kimberly Harris

*This document is presented as a matter of information only and should not be construed as an all-inclusive agreement. The school administration reserves the right to amend anything they may deem necessary without notice. Not all rules or situations may be covered in this handbook, but the principal may undertake corrective measures which he/she believes to be in the best interest of the student and school, provided any such action does not violate school board policies or regulations. 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.*

### **Alma Mater**

On the city's western border,  
Reared against the sky,  
Proudly stands our Alma Mater  
As the years go by.

Chorus:

Forward ever be our watchword,  
Conquer and prevail.  
Hail to thee, our Alma Mater,  
White County hail all hail.

### **WCHS Vision Statement**

Equipping Warriors for Success

### **WCHS Mission Statement**

Rigor, Relevance, Relationships

#### **WCHS Regular Bell Schedule**

|     |            |
|-----|------------|
| 1st | 8:00-9:35  |
| 2nd | 9:45-11:15 |
| 3rd | 11:20-1:25 |
| 4th | 1:30-2:55  |

#### **WCHS Advisement Bell Schedule**

|            |             |
|------------|-------------|
| 1st        | 8:00-9:25   |
| 2nd        | 9:35-10:55  |
| Advisement | 11:00-11:20 |
| 3rd        | 11:25-1:30  |
| 4th        | 1:35-2:55   |

## **ACADEMIC POLICIES AND PROCEDURES**

### **Academic Dishonesty**

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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, and other related acts. Academic dishonesty will not be tolerated and will result in a zero for the assignment or referral to an administrator.

The following situations are examples of academic dishonesty (this is not a comprehensive list):

- Misrepresenting someone else's work as a student's own
- Giving answers to questions from a test/quiz/assignment to others
- Copying from another student's test/quiz/assignment
- Plagiarism (to take and use as one's own the writing or ideas of another person)

### **Grading System**

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The grading system for high school shall be as follows:

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

Weighting for high school and academic post-secondary courses are as follows:

| <b>Courses</b>                       | <b>Weight</b>        |
|--------------------------------------|----------------------|
| Advanced Placement Courses           | 1.10 Weighting (10%) |
| Academic Post-Secondary (DE) Courses | 1.10 Weighting (10%) |
| Honors Level Course                  | 1.05 Weighting (5%)  |

In order to receive the weighting, the student must earn a minimum grade of 70 in the class. WCHS will only apply weighting to credits earned on a White County schedule.

Also note, Georgia Colleges and Universities will likely recalculate a student's GPA based on grades and rigor according to their school policy. Your HOPE GPA and other HOPE information is always available at Georgia College 411 ([www.gacollege411.org](http://www.gacollege411.org)). WCHS uploads each student's information to this site at the end of each academic year and will send a notification home annually.

### **Honor Graduates**

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Honor Graduates will be designated as "Cum Laude" (with honors) or "Summa Cum Laude" (with highest honors). Honor Graduates will be determined at the end of the first semester or an equivalent time period for post-secondary institutions. The cumulative numeric grade average used to rank honors students will include weighted scores and any transfer credits as described above. There will be no "rounding up" in determining a student's average for honors recognition. Cum Laude will designate a

student with a HOPE core courses numeric average of 90.00 or higher. Students must have no more than four of the required core curriculum HOPE courses remaining for completion during the second semester of their senior year to be considered an honor graduate. Summa Cum Laude will designate a student with a HOPE core courses numeric average of 90.00 or higher who is also in the top 10% of his or her class as determined by class ranking. Honor graduate status will be reviewed after second semester grades are finalized for recognition of additional honor graduates at graduation.

#### Valedictorian/Salutatorian

The student with the highest class ranking as determined by the HOPE core courses cumulative numeric grade average shall be recognized as the Valedictorian. The student with the second highest class ranking as determined by the HOPE core courses cumulative numeric grade average shall be recognized as the Salutatorian.

Students must take a minimum or combination of four courses in Honors, Advanced Placement and/or core Dual Enrollment.

Students must meet all state testing requirements.

\*If a student graduating under SB 2 has the highest average, a second Valedictorian will be named following the calculation requirements above.

\*\*If a student graduating under SB 2 has the second highest average, a second Salutatorian will be named following the calculation requirements above.

Transfer credit used for calculation of the HOPE numeric average for determination of the Valedictorian/Salutatorian shall be accepted only from a standard Georgia Public School as defined in Rule 160-3-2-.01 (Comprehensive Evaluation System) or a secondary school accredited by the Georgia Accrediting Commission and/or one of the following accrediting agencies:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Alabama Independent School Association

If two students achieve the same highest senior rank, they will be named Co- Valedictorians and no Salutatorian will be selected. If two students achieve the same second highest senior rank, they will be named Co-Salutatorians. Tie breaker goes to 3 places right of the decimal.

The Valedictorian and Salutatorian will be selected after the first semester grades are available or the equivalent time period of post-secondary institutions. Refer to WCSS BOE Policy: [IHF \(6\): Graduation Requirements](#)

*Please note that WCHS Counselors are here to support and provide guidance for all students as they work towards meeting graduation requirements. Counselors are not responsible for offering strategic advice on how to attain graduation accolades, including but not limited to Valedictorian/Salutatorian. Policies and protocols are publicly available in the Student Handbook and on the Board of Education website.*



## Letter Grade Conversion for College Credit

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Grades will be assigned in accordance with the post-secondary institution's protocol.

If a numeric grade is provided, WCSS will accept and record the grade with the appropriate weighting as described in the previous section.

If a letter grade is provided, WCSS will accept and record the grade with the following numeric grade conversion with the appropriate weighting as described in the previous section.

|   |  |
|---|--|
| A | 95   |
| B | 85   |
| C | 75   |
| D | Evaluated only if a credit or unit was awarded by the transferring institution |
| F | 65   |

If a student withdraws from a post-secondary course after the institution's drop date, the failing grade will be reflected on the student's transcript. WCSS will attempt to place the student in a comparable course on campus during the same semester with the college grade conversion as the transfer grade.

\*WCSS will NOT accept any grade other than those that have been assigned in accordance with the post-secondary institution's protocol.

## Promotion Requirements for Grades 9-12

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High school students in grades nine through twelve are promoted under the guidelines as follows:

- Promotion to Sophomore Class 4 units - (3 of these units must be from the core curriculum areas which are defined as mathematics, English, science, social studies, and foreign languages.) This does not apply to students entering ninth grade for the first time.
- Promotion to Junior Class 12 units
- Promotion to Senior Class 20 units\*

A student must complete a minimum of 24 units to graduate, beginning with the class of 2012 (9th grade start date of 2008-09). 28 credits are recommended and 32 are available. Refer to WCSS BOE Policy: [IHE: Promotion and Retention](#).

\* Students having 18 to 20 credits could be promoted per administrative approval.

## Transfer Credits

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Transfer credit shall be accepted only from a standard Georgia Public School as defined in Rule 160-3-2-.01 (Comprehensive Evaluation System) or a secondary school accredited by the Georgia Accrediting Commission and/or one of the following accrediting agencies:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Alabama Independent School Association

Transfer credit for state approved courses from non-accredited schools or schools accredited by an agency not approved by the White County Board of Education may only be accepted toward graduation if the student completes a comprehensive examination in the course by the end of the semester in which they enter White County High School. In order for students to earn credit they must pass the comprehensive examination or state mandated test for each academic course with a minimum score of 70. Once the testing requirement has been met, their grade earned in the course will be computed as follows: transfer grade = 80% transfer score + 20% comprehensive test score. Students may not retake the comprehensive examination or state mandated test in an effort to improve their overall transfer grade. Elective course credit will be reviewed by the Principal or principal's designee for credit consideration.

Letter Grade Conversion for Transfer Credit from Another Accredited School:

The counselor will attempt to secure the number grade or grading scale from the previous school(s) for students transferring into White County School System from another accredited school and/or system. If the number grade cannot be secured, the student will be awarded a grade for each course based on the following scale:

|   |  |
|---|--|
| A | 95   |
| B | 85   |
| C | 75   |
| D | 65 - if credit is awarded from previous school |
| F | 60 - no credit awarded                         |

Transfer Credit from a Non-Accredited Institution:

Refer to WCSS BOE Policy: [JBC \(4\) Awarding Units and Transferring Credits](#)

Transfer Credits & GHSA Eligibility:

Student Athletes transferring to WCHS must have transcripts reviewed by the athletic director's office and appropriate paperwork filed and approved by GHSA prior to athletic participation.

**ATTENDANCE POLICIES & PROCEDURES**

Refer to WCSS BOE Policy: [JB: Student Attendance](#)

**White County School System (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).
- At the elementary school level when a student has 3 unexcused absences, the primary teacher of the student will make contact with the parent via a PHONE CALL reminding the parent/guardian to bring an excuse (either parent note or doctor's note) to the school within 2 days of the student returning to school. The teacher will document their efforts in the infinite campus general contact log.
- When a student has 5 unexcused absences, at the middle school level the homeroom teacher will contact the parent/guardian by phone call. At the high school level the child's respective school counselor will contact the parent/guardian by phone. A letter will also be sent to all student's parents/guardians 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 by letter to the primary address of the parent/guardian. A phone call will also be made to the parent/guardian by either the School Counselor, Assistant Principal, or Principal. 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.

**Additional consequences for Grades 9-12:**

- When a student has 8 absences (excused or unexcused) in one semester in a course that is on the block schedule, then credit for the class may be denied. The student may have to repeat the course.

## Additional WCHS Attendance Information

### Check In

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Students arriving at school after school begins each day must go through the check-in process at the **student window** to document the reason for the late check in and get a pass to class.

### Check Out

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**A parent or guardian must approve checkout.** Students are not allowed to sign themselves out unless they are emancipated. Students leaving before school ends each day must go through a check-out process at the **student window** to document the reason for the early release and dismissal time. For pre-arranged check-outs, students should bring a note from a parent or guardian to the student window before school begins. Students who are ill must report to the nurse's office (914) where the nurse will contact a parent or guardian to obtain permission for them to leave school.

***Check-outs will not be accepted by telephone on days when special events (ie. yearbook day, pep rallies, etc.) are being held.***

### College Visits

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College visits are to be counted as a field trip and not as an absence. Students are allowed up to 3 college visits during their tenure at WCHS.

A. The student must get a form from the office before the visit and provide documentation from a college official indicating that the student participated in a recruitment program or arranged visitation through the admissions and/or registrar's office.

B. It is the student's responsibility to inform teachers of an upcoming college visit by showing them the college visitation form and to make up work missed in classes. If the student does not show the form to the teacher, he/she will be counted absent.

### Counting Present

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Attendance will be monitored per school day and by class period. Students shall be counted present for the *school day* when they are present for at least half of the instructional time required (2 full class blocks). Students must be present for 2 blocks (half a day) to participate in athletics and extracurricular activities.

For *individual classes*, students must attend 60 of the 90 minutes of class time to be considered present. Students will also be counted present if they are serving as a Page for the Georgia General Assembly or are attending a school-sponsored event.

### 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. Written notice must be received

within **three (3) days** of the student's return to school.

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 7 days each school year to be excused by a parent note in Grades K-12. After the seventh absence excused by a parent note, each subsequent absence will be considered unexcused unless the school receives a doctor's excuse.

## **Tardies**

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### 1st Block:

Students are expected to be on time for each class. A student is considered tardy to class if he/she is not in the classroom when the bell rings. Students arriving more than 30 minutes late will be considered absent from 1 block. Please note that absences affect exam exemption and other privileges. WCHS discourages students from waiting to be late rather than tardy. Doctor and dental appointments will not count against the student if a note is provided at the time of arrival. Every student is afforded one tardy per semester without consequence. Beyond the one "free" tardy, progressive consequences will be issued in an effort to teach the importance of timeliness and attendance. Progressive discipline is as follows (tardy count resets each semester):

1st Tardy: Warning

2nd Tardy: Lunch Detention

3rd-5th Tardies: After School Detention

6th + Tardies: ISS

\*Progressive discipline could also include loss of parking privileges and/or parent conference. Our goal is to help students learn the importance of timeliness and attendance.

### 2nd-4th Blocks:

Students tardy to blocks 2-4 will be sent to the student window for a pass to class. The following consequences apply (per block):

1st Tardy: Warning

2nd Tardy: Lunch Detention

3rd-5th Tardies: After School Detention

6th + Tardies: ISS

Students missing after-school detention are automatically placed in ISS for one day. Students who are absent the day of his/her assigned detention are to report to after-school detention the day upon returning to school.

## CAFETERIA INFORMATION

### White County School Nutrition Charge Procedures

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- Breakfast is served at no cost to all White County students. Lunch costs \$2.25 for elementary school students and \$2.50 for middle / high school students.
- Families are encouraged to apply for free or reduced price lunch. Application forms are sent home to every student's family prior to the beginning of the school year, given to families upon enrolling a student any time throughout the school year, and mailed to families with outstanding charges periodically throughout the school year. Application forms are also available for download on the White County School Nutrition website in English and Spanish, and can be completed online at [www.EZMealApp.com](http://www.EZMealApp.com). Families must reapply each school year for free and reduced price meals. Students will continue to receive benefits from the previous year the first 30 days of the new school year in order to give parents a reasonable time to apply.
- Lunch may be paid for daily, weekly, or monthly. We encourage families to prepay for their students' lunches. Payments can be made online using a debit card, credit card, or electronic check, at [www.EZSchoolPay.com](http://www.EZSchoolPay.com). Payments can also be made by check or cash at all schools and at the Central Office. Any check or cash payment received by a School Nutrition employee is immediately given to the cafeteria manager or cashier and is immediately placed in the cash register drawer or another locked, secure place.
- If necessary, a lunch may be charged. All charges must be paid as soon as possible.

#### White County School Nutrition

- does not allow a la carte or extra items to be charged;
- does not participate in an alternate meal;
- does not take away trays from any student who has a negative balance.
  
- Families are notified of charges frequently by phone calls / emails / text messages from the School Nutrition Office. Students will be allowed to continue eating regular meals in the cafeteria, but the charges will remain on the student's meal account until they are paid. White County School Nutrition is prohibited by law from writing off or absorbing unpaid meal charges.
- White County School Nutrition will inform parents that negative account balances will remain on the student account throughout the district. Students with unpaid meal charges may be denied a parking pass or participation in graduation ceremonies. Parents are strongly encouraged to pay all charges by the end of the school year. **Outstanding lunchroom balances must be paid prior to purchasing a parking pass for the current year.**

This charge procedure is provided in writing to all families via student handbooks and the White County School Nutrition website.

#### 2022-2023 School Year Cafeteria Pricing:

##### **Students**

Breakfast: FREE

Lunch – \$2.50

Reduced Lunch - \$ .40

##### **Adults - Staff**

Breakfast - \$2.00

Lunch - \$4.00

##### **Adults - Visitors**

Breakfast - \$2.00

Lunch - \$4.00

## White County High School Cafeteria Procedures

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In order to facilitate the operation of the cafeteria, the following regulations should be observed:

1. No breaking in line.
2. Dispose of all dishes and milk cartons in the proper place.
3. Deposit all lunch wrappings and debris in the proper place.
4. Students will conduct themselves properly and practice good table manners.
5. Students finished with lunch must remain seated in the cafeteria or other designated area(s).
6. Students have a two charge limit except during the last week of school. No charges will be allowed during the last week.
7. Outstanding lunchroom balances must be paid prior to purchasing a parking pass for the current school year.
8. Price increases may occur each year. Please check with the lunchroom for new pricing.
9. **Students may NOT leave campus during lunch in order to pick up food for themselves or others.**

## WCSS 6-12 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. (Refer to WCSS BOE Policy: [JCD: Student Conduct](#)).

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

**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 assembly takes place.

**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 discard trash. The students maintain the student dining area as a civic responsibility, and student resources may 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 (including Off Campus Functions):** Standards of student behavior extend to all school-related activities.

### **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
- Vape education
- 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.

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

\*Student drivers will lose parking permit for 20 school days from date of event.\*

2nd Offense:

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

### **Appeal Process**

If a parent believes that his/her child received discipline from an administrator and they are not satisfied with the consequences, the appeal process for a student's discipline is as follows:

- 1st: Contact the school administrator that dealt with the student situation. This is typically an Assistant Principal or the Principal
- 2nd: Contact the Office of the Assistant Superintendent
- 3rd: Contact the Office of the Superintendent

### **Student Searches**

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, school lockers, personal electronic devices, vehicles, 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 (20-2-751.4) 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 or other academic dishonesty**
- **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
- **Violating the school system's Internet Acceptable Use Policy**
- **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. (OCGA Section 20-2-751.5(c))
- **Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school**

- **Marking, defacing, or destroying school property or the property of another person**
- **Violation of school dress code as outlined in the student handbook**
- **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 (this includes taking video of those engaging 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 including falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.**
- **Inappropriate public displays of affection**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff**
- **Medical Marijuana:** Georgia Law, 16-12-191, provides that persons may be in possession of medical marijuana under limited circumstances defined in the law. Because of federal law, parents should make other arrangements for administering medical marijuana at school and students should not possess medical marijuana at school.
- **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 16-11-127.1.**
- **Use/possession or distribution of tobacco in any form.**
- **Use/possession or distribution of electronic smoking device/vape.**
- **Possession and/or use of fireworks or any explosive**

- **Rough play or "horseplay"**
- **Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug**
- **Solicitation:** Solicitation must be approved by the administration. Students selling items in the community and misrepresenting WCHS will be subject to criminal prosecution and in violation of the school's code of conduct. Disciplinary measures may be taken by the school if such an instance occurs.
- **Damaging or defacing personal property or school property (vandalism)**
- **Driving or parking permit violations**
- **Theft**
- **Use of profane, vulgar, or obscene words, inflammatory remarks or indecent exposure**
- **Use of cell phone or electronic communication device, 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**

### **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 (Refer to WCSS BOE Policy: [JCEB: Student Hearing Procedure](#)).

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**

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.

### **Definition of Terms**

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**After School Detention:** Takes place on Tuesdays and Thursdays from 3:00pm-3:30pm. Students are assigned ASD by an administrator.

**Assault:** Any verbal assault, 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)

**Behavior Contract:** Any student who chronically violates school rules may be placed on an administrative behavior contract.

**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. Refer to WCSS BOE Policy: [JCDAG: Bullying](#).

**Bus Suspension:** The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to 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.

**Due Process:** A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

**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 of 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.

**Harassment:** It is the policy of the White County Board of Education to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace, or at any school event or activity. Refer to WCSS BOE Policy: [JCAC: Harassment](#).

**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. While suspended, students may not participate in athletics and/or extra curricular activities.

**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. Refer to WCSS BOE Policy: [JCAC: Harassment](#).

**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. School officials may search any electronic media with probable cause for concern.

- **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. Refer to WCSS BOE Policy: [JCEB: Student Hearing Procedure](#).

**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, projectile, 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. Refer to WCSS BOE Policy: [JCDAE: Weapons.](#)

### **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.



## Conduct for Students Involved with Extracurricular Activities

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White County High School students involved in extracurricular activities represent their school and are expected to act responsibly. Any student involved in a demeaning, degrading, and/or illegal offense occurring off campus after hours, during the summer or during school breaks is subject to suspension or dismissal from a team, club or activity. Severity of consequences will be taken into consideration for students coming forth and self reporting.

## Field Trip Expectations

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Students are expected to follow all school rules including dress code on field trips. Students must take only school provided transportation to and from field trips unless written permission is received from an administrator. Failure to follow these rules could result in disciplinary action and loss of privileges to attend future field trips.

## Extracurricular Participation Following Disciplinary Action

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Students who are assigned in-school suspension (ISS) or out-of-school suspension (OSS) may not participate or attend any extracurricular functions at school or away (ie-athletic competition, practice, concert, and club events) for any day(s) the suspension is served. Overnight trips departing on the day of ISS or OSS are not eligible to attend due to disciplinary actions. Refunds are not available due to disciplinary infractions. It is the responsibility of the student to be in compliance with school and system rules to attend extracurricular activities.

## Conduct on the Bus

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The following rules are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to impress on their children the importance of obeying these rules so that all students may be transported safely and comfortably. The bus stop and the school bus is an extension of the classroom. All rules, policies, and procedures included in the Board of Education policy manual or a school's student handbook are enforced while boarding the bus at school, while riding the bus to or from school, on a field trip, or traveling to or from an athletic or extracurricular activity, and while waiting at a designated school bus stop.

*Riding a school bus is a privilege which can be lost if a student's behavior is disruptive or dangerous.*

Specific provisions of current Georgia law that require specific penalties include:

1. Students are prohibited from acts of physical violence or bullying as defined in Official Code of Georgia, Annotated (O.C.G.A.). This shall include physical assault or battery against the bus driver, other students on the bus, or any other persons on a school bus. Physical violence is defined as intentionally making physical contact of an insulting or provoking nature, or intentionally making physical contact which causes physical harm to another unless in defense of himself or herself as provided in Code Section 16-3-21. Bullying is defined as any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to

do so, or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm (Code Section 20-2-751.4).

2. Students are prohibited from using any electronic devices during the operation of the school bus, including but not limited to cell phones, pagers, radios, tape players or compact disc players without headphones, or any other electronic device that might interfere with the school bus communications equipment or operation of the school bus.
3. Students may not use mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.
4. Students must remain seated whenever the bus is in motion.
5. Students must be silent at railroad crossings.
6. Students must refrain from disrespectful language or behavior toward the bus driver or other students.

**NOTE:** WCHS supports our drivers' efforts to keep our students safe while being transported on a school bus. Bus discipline will be dealt with swiftly and firmly. Riding a bus is a privilege and inappropriate behavior will NOT be tolerated. This is for the safety of all. While discipline will be dealt with in a progressive manner, behaviors that promote a safety issue WILL result in loss of bus riding privileges.

## Cell Phones

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Research shows that student cell phones have proven to be a major distraction to the educational learning environment resulting in lower academic success. In fact, some students have faced legal consequences as a result of improper cell phone use. **Cell phones can only be used during class change, break, or before or after school.**

1. If cell phones and/or related devices are seen being used inappropriately during any part of the school day, it will be confiscated immediately by any staff member of White County High School, and the student will be subject to disciplinary action.
2. Refusal to surrender a phone and/or related device or attempting to be deceitful by turning in a secondary device when instructed to do so by any staff member at White County High School will warrant a disciplinary referral and a minimum of 1 day of ISS.
3. Students must turn in their cell phone to the teacher daily **if the teacher's protocol requires it.** When not in use, student cell phones are to be turned off and put away in their bag (or placed in an area designated by the teacher).
4. White County High School has a zero tolerance policy for the use of cell phones and/or related devices to bully, threaten, intimidate, or in any way violate the law in regards to another person either on or off campus. Any of these acts will immediately revoke your privilege to carry a cell phone and/or related device on campus.
5. **Students may not take pictures or videos of another individual (student or adult) without their knowledge and consent. This includes, but is not limited to, peer conversations, fights, etc. Students who video other students breaking the student code of conduct may face the same consequences as those students who actively break the code of conduct in the video.**
6. No music is to be played in the hallways or common areas at any time without headphones.
7. Headphones may not be used in classrooms without direct approval from the teacher.
8. Teachers may request smartwatches be removed during assessments - during State Testing no smartwatches may be worn.

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

Consequences for confiscated devices turned in to the office:

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

2<sup>nd</sup> Offense: Device will be turned in to the front office and kept for the rest of the day and must be picked up by a parent/guardian during normal school hours.

3<sup>rd</sup> Offense: 1 day ISS. Device will be turned in to the front office and kept for the rest of the day and must be picked up by a parent/guardian during normal school hours.

4<sup>th</sup> and Subsequent Offenses: Parent conference to determine disciplinary action.

**Dress Code**

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White County High School expects students to dress in a manner appropriate for school. One of the purposes of school is to prepare students for the world of work where appropriate dress is an expectation and is vital for success. Student attire should demonstrate respect for oneself, fellow students, and teachers. Except when in physical education class, each student will be expected to adhere to the dress code listed below. The following guidelines provide for a neat and professional appearance that is conducive to a positive school environment.

The following expectations for student dress have been established to promote a safe and optimal learning environment.

1. Hoods, bandanas, or other head garments and non-prescription sunglasses are NOT to be worn in the building during the school day. **Students may not cover their heads with the hood of a sweatshirt/jacket while at school.**
2. No clothing with logos, graphics, or words relating to alcohol, drugs, tobacco, violence, profanity, sexual acts or with sexual connotations, or anything deemed inappropriate by school administration.
3. No clothing, accessories or head covering (hats) that relates to or depicts gang symbols or colors.
4. No see-through clothing may be worn more than 5 inches above the TOP OF THE KNEE CAP unless used as an outer garment. All clothing beneath the see-through article must conform to the dress code. This includes leggings with sheer panels.
5. Shoes must be worn at ALL times while on campus to protect the feet (this includes before and after school).
6. Pants, shorts, skirts and dresses must be reasonable in length. Reasonable is defined as not more than 5 inches above the TOP OF THE KNEE CAP without modifications being made. Chubbies-style shorts are not permitted. (Modifications include, but are not limited to, pulling the clothing down to justify length, using cover-ups to hide the lowering of straps, etc.)
7. Torn jeans are permitted, but must not expose any skin more than 5 inches above the TOP OF THE KNEE CAP. If holes will expose any part of the leg more than 5 inches above the TOP OF THE KNEE CAP, leggings must be worn underneath.
8. Any garment worn over leggings, bike shorts, and/or spandex pants must be long enough in length to fully cover the buttocks.
9. Shirts must cover the midriff and have sleeves/straps at least 3 inches wide.. Shirts cannot expose the abdomen, side, back, chest or undergarments.
10. No chains (such as wallet chains), spiked necklaces, collars, leashes, oversized, or baggy clothes shall be worn. Students may not wear accessories or piercing objects which may be used as a weapon.
11. No blankets shall be used/worn at school.
12. No costumes or costume-related accessories (outside of designated spirit day attire) may be worn.

**NOTE:**

- The dress code will be evaluated each day during announcements. Anyone perceived to be in violation of the dress code will be sent to the administrative tardy table. The administration will have the student change if they have an appropriate change of clothes. If they do not have a change of clothing, the student will call home and have clothing brought to the school. If no change of clothing can be provided, the student will report to ISS to complete work.

**Consequences for violating dress code:**

Each dress code violation will be documented in Infinite Campus. Every student is afforded one dress code warning per semester without consequence (but is still required to change). Beyond the one warning, progressive consequences will be issued in an effort to teach the importance of appropriate school attire. Progressive discipline is as follows:

1st Dress Code Infraction: Warning + Change

2nd Dress Code Infraction: Lunch Detention + Change

3rd Dress Code Infraction: After School Detention + Change

4th + Dress Code Infraction: ISS + Change

**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 actions could result in consequences that range from Level I to Level II, as stated in the student agenda dependent upon the seriousness of the circumstances.

**False Report on a Peer**

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White County High School encourages students to report unlawful activity and/or possession of illegal or harmful items. However, students may be subject to disciplinary actions concerning falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a fellow student. Disciplinary actions may vary depending upon the seriousness of the circumstances.

**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.

**Discipline Levels – Offenses and Consequences**

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

## **GENERAL INFORMATION**

### **Bus Note**

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If a student is to ride a bus other than his/her normal bus, a signed note from a parent or guardian must be received in the front office by the beginning of 2nd block, and the student will be issued a formal bus note to ride the specified bus.

### **Certificate of Enrollment**

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Each student who applies for a driver's license or learner's permit must submit a *Certificate of Enrollment* to the state patrol examining station. This form must be completed and notarized by a school official. This form serves as certification that the student is enrolled and is not under suspension, and satisfies relevant attendance requirements. Certificates will be issued the following day after the initial request has been made. Certificate of Enrollment forms are valid for 30 days. The first certificate is issued free of charge. However, there will be a \$5 fee for each additional Certificate of Enrollment.

Contact the following for a Certificate of Enrollment:

Kimberly Harris, WCHS Registrar

Guidance Office

706-865-2312 ext. 8109

Email: [kimberly.harris@white.12.ga.us](mailto:kimberly.harris@white.12.ga.us)

### **Closed Campus**

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White County High School operates a **closed campus** during the school day. **Students are NOT allowed to check out of school in order to eat meals off campus.** Students are not allowed on campus before or after school hours unless they have a school-related reason to be present and are under the direct supervision of a teacher, coach, or sponsor. A student is considered on campus when he/she arrives on the school campus by any means. Once a student is on campus, he/she may not leave the campus for any reason without following the proper procedures regarding checking out. Students must move to the lobby of the building by 3:30 unless they are under the DIRECT supervision of a faculty and/or staff member. After 3:30, students must wait for parent pick up in the lobby or outside the front entrance of the school. Students may not "hang out" or remain after school waiting to attend a ball game or school function without supervision of a staff member. Non-school related after hours pickups will not be supervised by school personnel, unless prior arrangements have been made. Students in the building or on school property without direct supervision are subject to disciplinary action. Please note, that owners of private property adjacent to the school have requested that students NOT be on their property at ANY time. Students found on adjacent private property are subject to trespassing charges.

Should an emergency arise, such as an illness, the student should report to the front office. The parent will be contacted for the student and arrangements made for leaving school if it is deemed necessary.

Note: Students who drive to school and leave school without permission may have their driving privileges revoked.

## Deliveries to Students at School

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Deliveries to students are limited to school supplies and/or items needed for class. Any delivery made to school will need to be claimed by students between classes or during lunch. **Parents may deliver forgotten items such as a lunch box, but no food purchased from a restaurant and brought in to school may be eaten in the cafeteria. Students must sit in an area designated by the front office while eating.**

The school will not accept any other deliveries for students including those on special occasions, such as Valentine’s Day, Graduation, Birthdays, etc.

## Extracurricular Activities/Clubs

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White County High School provides an array of curriculum-related clubs for student participation. The following clubs have met protocol and will be active during the 2022-2023 school year. New clubs will only be started at the beginning of each school year and should be submitted NO LATER than the last two weeks of the previous school year in order to be considered for the following year. All clubs submitted will have to follow the school procedures of submitting a statement, purpose of the club, and a faculty advisor, to be considered.

| Name  | Sponsor(s)                                   | Purpose  |
|---|--|--|
| Academic Bowl                                 | Kay Miraglia, Trey Tippie                    | Academic (Quiz) Bowl challenges students through academic competitions.  |
| BETA  | Kayla Fulleron, Jeff Mann                    | BETA club promotes scholarship and service.  |
| Coding Club                                   | Kalin Kennedy                                | Coding Club helps students learn basic coding skills and gain experience with basic computer programming.  |
| Envirothon                                    | Michele Wiley                                | Envirothon is a club that participates in environmentally themed academic competitions.  |
| Fellowship of Christian Athletes (FCA)        | Nathan Adams, Noelle Holland, Shannon Smith  | FCA presents the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church. |
| Future Business Leaders of America (FBLA)     | Lora Lindsay                                 | FBLA provides development of leadership and business skills through a variety of activities and community service projects.                                    |
| Future Farmers of America (FFA)               | Dustin Keener, Amanda Keener, Makenna Mabrey | FFA provides members with leadership opportunities, as well as providing for personal growth and training for career success.                                  |
| Gaming Club                                   | Ethan Pierce                                 | The Gaming Club supports county government projects. Explores technology interests through gaming.   |
| Health Occupations Students of America (HOSA) | Libbye Sills                                 | HOSA provides leadership opportunities and provides a venue for students to showcase mastery of skills.  |

|  |  |  |
|--|--|--|
| Mountain Bike Club                     | Holly Witcher - TGAP                             | The Mountain Bike Team empowers students to be a part of a team that builds a sense of belonging while establishing healthy exercise habits.   |
| National Honors Society (NHS)          | Sherry Mayo, Bridget Moore, Renee Langston       | NHS is a nationally affiliated academic/service oriented club. Requires application for admission.   |
| NG3                                    | Sarah McCollum                                   | NG3 facilitates character development and small group mentoring.   |
| Project UNIFY                          | Michele Broadwell, Cynthia Vaughan, Megan Runkle | Project UNIFY brings youth with and without intellectual disabilities together through education and sports to create school communities of acceptance and respect.  |
| Pep Club                               | Megan Runkle                                     | Pep Club increases school spirit and attendance at school activities.  |
| Quill & Scroll                         | Beth Stewart                                     | Quill & Scroll encourages leadership, academic excellence, and superior journalism skills. This club encourages members of yearbook staff to produce excellent photography, quality interviews, and well-written articles that will thoughtfully represent WCHS students, staff, and activities in the yearbook. |
| Science National Honors Society (SNHS) | Kay Miraglia, Carrie Vandegriff                  | SNHS is a prominent scientific organization that equips young thinkers to be the future of industry, research, and scientific exploration for America.   |
| Skills USA                             | Mark Adams, Crystal Grier                        | Skills USA provides an opportunity for members to develop projects, improve teamwork skills, develop leadership skills, and provide community service.   |
| Spanish Honors Society                 | Yarixa Oakes                                     | SHS is a national/international academic honor society whose purpose is to recognize high achievement in Spanish and promote interest in Hispanic studies.   |
| Student Council                        | Sherri Manley                                    | The Student Council promotes leadership and school governance through delegates representing their respective classmates.  |
| Thespian Club                          | Jessi Reed                                       | The Thespian Troupe exists to promote excellence in theater.   |
| Tri-M Music Honor Society              | Michael Pickett                                  | Tri-M Music Honor Society is a high and middle school music honor society of the NAFME that recognizes students for their academic and musical achievements, rewards them for their accomplishments and service activities, and inspires other students to excel at music and leadership.                        |
| WTVN                                   | Kayla Amason, Robert Lundy                       | WTVN promotes the broadcast of school and community events.  |

### Field Trip Guidelines

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White County High School is pleased to offer a variety of partial day, extended day, and/or overnight field



trips. While field trips are planned for the educational benefit of our students, our foremost goal for each trip is safety. Students may be deemed ineligible to participate in a given field trip (including, but not limited to, field trips or activities sponsored by Band, Chorus, Theatre, or any other club representing WCHS) due to failing grades, discipline referrals, and/or excessive absences/tardies. Parents may participate in select field trips, but must follow WCSS Procedures before attending the trip. Refer to WCSS BOE Policy: [IFCB: Field Trips and Excursions](#)

## Final Exams and Exam Exemption

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All students are required to be present during the block(s) final exams are given unless the Exam Exemption policy has been met for that individual course. Final exams may not be taken early.

For courses with an EOC: The End- of-Course assessment (EOC) is a state-mandated assessment and therefore is not to be exempted. \*EOC(s) may be made up after the scheduled date. The EOC is weighted 20% of the student's final grade and will count as the final exam in these classes. During the block allotted for final exams for these courses, the assignment given is to be determined at the teacher's discretion (i.e. daily work, project, activity, quiz, test, etc.) and can be counted as a grade that pertains to each.

For courses without an EOC: The final exam is an exam created by the teacher to count as 20% of the student's final grade and will be given during the block allotted for final exams.

For AP courses: Students taking AP courses are required to take the AP exam. Students are not required to be at school during the AP block(s) once they have completed the exam and will not be counted absent. Therefore, they are not required to be present during the allotted time for the AP course's final exam.

### ***Exam Exemption***

WCHS students will be exempt from final exams on a class-by-class basis if they have no more than 2 tardies

**AND...**

- Grade of 90 or better with three or less absences **OR**
- Grade of 80 or better with two or less absences **OR**
- Grade of 70 or better with no absences, **and** no missing or late work

**AND...**

- Has not been given OSS during the corresponding semester.

**AND...**

- Has not received ISS during the corresponding semester. \*Unless otherwise approved by the administration.

Any student who qualifies for exam exemption but chooses to take the final will be allowed to decide if the grade will count towards his/her grade for the course.

**\*No final grade will be posted until all textbooks, uniforms and equipment are accounted for.**

**Front Office**

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The office is for official business only. The front office will be locked during the school day. Parents, for assistance please report to the window in the front lobby. Students, for assistance, please report to the student window. If a student needs to contact a parent/guardian, they may use the designated office telephone.

## **Homecoming**

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Parade: WCHS will host a homecoming parade the week of homecoming. This is a Student Council sponsored event.

Bonfire: WCHS will host a bonfire after the parade (weather permitting and pending the obtaining of a burn permit).

Dance: WCHS Student Council will host a homecoming dance the Saturday after the homecoming game. The gym is open to students in good standing and their date. No one younger than the ninth grade will be permitted and no one over the age of 21 will be permitted. Dates that do not attend WCHS must be approved by administration prior to obtaining a ticket to the dance. Fraud or misleading school officials could be a violation of the law and is certainly a violation of the code of conduct. Participation in the homecoming dance may have attendance requirements.

Homecoming Court: Students on the Homecoming Court must be “on track” and the student must show exemplary behavior. The student must have had no more than three in-school days and/or no out-of-school suspensions during the previous or current year. Any member of the court of representatives will be removed should he/she cause any embarrassment to the school or court. The Queen is elected by the entire student body from a list of senior girls nominated by their class.

Outside Guest Date Approval: In order for a WCHS student to bring a date that does not attend WCHS, they must complete the Dance Guest Approval Form & Contract.

## **Infinite Campus Portal Access**

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WCHS will utilize Infinite Campus Portal Access in order to keep parents and students informed 24 hours a day and foster the growth of personal responsibility of each student. Information through 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.

Portal Access allows parents to review their child's grades (to access attendance records parents should contact the attendance clerk). From time to time, general announcements about school-wide activities or extracurricular activities are posted to keep parents advised.

If you need portal assistance, please contact the Media Specialist, Hannah Lowendick (hannah.lowendick@white.k12.ga.us).

WCHS administration and faculty care about each individual student. If you need personal assistance or a conference, please feel free to call us at 706-865-2312. We will do our best to meet with you at the earliest possible time.

## Insurance

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WCSS offers student accident insurance through a 3rd party vendor for a nominal fee. Students participating in athletics, marching band, or CTAE courses need to have adequate insurance coverage. Please click the links below to download the student accidental insurance brochure. There is a link in English and Spanish. Please complete step 1 and download the brochure first before applying for the coverage. Please note that this insurance will be effective August 1, 2022 for the 2022-2023 school year. Click here for English: <https://twlord.net/application-for-enrollment/>  
Click here for Spanish: <https://twlord.net/solicitud-de-inscripcion/>

## Lockers

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Lockers are to remain locked at all times. School lockers may be subject to search at any time. Lockers may be rented from the school for a fee of \$5.00. Locker rentals may be obtained in the front office before and after school.

## Make-up Work

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A student who has an excused absence will have the following time to make up work except for announced assignments, tests, or projects due.

- 1 day absent - 2 days to make up
- 2 days absent - 3 days to make up
- 3 days absent - 4 days to make up
- 4 days absent - 5 days to make up

Make-up work for unexcused absences is at the discretion of the teacher.

*Previously announced assignments, tests, or projects are to be taken or turned in the day the student returns to school. It is the responsibility of the student to find out what other work was missed and arrange a time to make up those assignments and/or tests.*

Teachers have been instructed to adhere to this protocol. Students are expected to make up work in accordance with the timeline outlined above. WCHS does not promote cramming work at the end of a semester in order to eliminate zeros. Deviation from this protocol would require an intervention plan approved by the MTSS committee.

*Make-up work should not be carried over from one grading window to the next unless outlined in an IEP, 504 plan and/or Hospital Homebound.*

## Media Center

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The WCHS media center is open daily from 7:35 a.m. to 3:15 p.m. for student use. All those visiting the media center are expected to conduct themselves in a quiet, studious manner. Each student is responsible for materials issued to him/her and must pay for any damage while they are in his/her possession. Students may not use the Internet in the media center (or at any other location at the

school) unless there is a parent signed permission form on file with the school. Food, drinks, and gum are not allowed in the media center.

**Media Specialist**

Hannah Lowendick  
706-865-0727 ext. 8301

**Media Assistant**

Jessica Pruitt

**Money and Other Valuables**

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Students should leave money and other valuables at home except for that which is necessary for school. The school will **not** be responsible for money left in clothes, dressing rooms, and lockers or unattended in the classroom or other places on the school grounds.

**Off Limit Areas**

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All parking areas, athletic fields and facilities are off-limits to students unless they are under the direct supervision of a teacher or coach.

**Outside Food and Beverages**

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Outside food and beverages need to be disposed of before 1st block. Students may NOT leave campus during lunch in order to pick up food for themselves or others. No food purchased from a restaurant and brought into school may be eaten in the cafeteria. Students must sit in an area designated by the front office while eating.

**Parking Permits**

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Students driving cars to school must park them in the student parking lot. We suggest that all cars should be locked and windows closed after arriving at school. Each student who drives a car to school must register the car and have a decal displayed. Decals may be purchased for \$50.00 for the year or \$30.00 per semester. Parking permits will be sold until space is no longer available. Vehicles are subject to search and student drivers to random drug testing. For the safety of the student body, all parking rules and traffic regulations must be followed. Once students arrive on campus, they are to leave the car immediately and not return to it without permission. **Students must have permission from the front office to retrieve items from the parking lot and will be escorted to and from their vehicle. Any student found in the parking lot without permission will be assigned a minimum of one day of ISS.** Parking privileges may be revoked or denied as a result of tardies to school, reckless driving, inappropriate behavior, poor attendance, and/or holds (holds may include, but are not limited to fines, charges, books, uniforms, etc). Students must yield to buses at all times. Failure to yield to a bus will result in a suspension of driving privileges. **When parking privileges are revoked, no refund will be given.**

**Survey Release**

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At times, students may be asked to participate in school or system sponsored surveys and/or needs assessments in order to evaluate the effectiveness of programs, practices, and/or activities sponsored by the school or school system. Acknowledgement of parent consent for students to participate is given on the Student Handbook Acknowledgement Page.

### **Textbooks**

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Textbooks for select courses are furnished by the school and are issued at the beginning of each semester. Lost or damaged books must be paid for by the student. Parking privileges may be denied or revoked if a student does not make arrangements to pay for lost or damaged books. Seniors will not be cleared for graduation until all fines are cleared.

### **Transcripts**

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Transcript request forms can be filled out during normal office hours and will be ready within 48-hours of submission. All current students are eligible to receive official or unofficial transcripts at any time; however, transcripts requested by graduates will carry a \$5.00 fee.

White County High School retains transcripts at the school for 5 years. Transcript requests which are beyond the 5 years may be obtained from the White School System's Office of Student Services.

### **Visitors**

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All visitors MUST report to the front office upon arrival and receive a visitor's badge with permission to be in the building (all visitors must present a valid driver's license in order to obtain a visitor's badge). Students are not allowed to have visitors during the school day unless approved by the principal. Former students are considered visitors. Parents or Guardians may request to attend classes or lunch with administrative approval. For security reasons, a visitor may be asked to identify him or herself and state their business. The school administration retains full discretion relative to visitors at school and may deny admittance.

### **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.

#### Long Term Volunteers and Overnight Trip Chaperones:

Long term volunteers are those that volunteer more than 3-4 times in a school year, and must follow the proper procedures in order to participate. Visit the [WCSS district website](#) for more information.

### **Withdrawal Procedures**

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### 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

a. 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.

b. 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). The purpose of the conference is to share with the student and parent(s)/legal guardian(s) educational options available and the consequences of not earning a high school diploma. Let your school work with you on an alternative plan. Your education is critical for your future.

*\*NOTE: White County High School requires the enrolling parent/guardian to be present in order to give written consent for withdrawal.*

### Involuntary Withdrawal when Withdrawal Procedures Are Not Followed

a. 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.

b. 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. The superintendent or designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw the student. A student shall not be withdrawn due to excused absences (as defined in WCSS BOE Policy JB).

## **GRADUATION**

### **Graduation Ceremony**

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Per Board Policy, only students who have earned their diploma will be allowed to participate in the graduation ceremony and other graduation-related activities (i.e. senior picnic, senior picture, etc.). Students must complete all graduation requirements including passing all state required tests.

Those students who qualify and plan to participate in the graduation ceremony are required to participate in graduation practice. Practice sessions will be scheduled during school hours and students are expected to remain until dismissed even if the practice exceeds the regularly scheduled time allotment. Failure to practice or remain at practice could result in loss of ability to participate in the graduation ceremony. Failure to be in compliance with the graduation dress code will prevent students from walking during the ceremony. Students will be pulled by the final faculty sponsor before entering the ceremony if the student is not in compliance. Our hope is that students honor this request. However, it is up to the individual to decide if they want to participate in the ceremony.

Students are expected to be respectful to their classmates during the graduation ceremony. Any student exhibiting inappropriate behavior or that detracts from the ceremony may be removed from the event by the local law enforcement.

### Graduation Requirements

160-4-2-.48 – High School Graduation Requirements for students enrolling in the ninth grade for the first time in the 2008-09 school year and subsequent years.

| Areas of Study   | Recommended | Minimum         |
|--|-------------|-----------------|
| English/Language Arts*   | 4           | 4               |
| Mathematics*   | 4           | 4               |
| Science*<br>The 4 <sup>th</sup> science unit may be used to meet both the science and elective requirement | 4           | 4               |
| Social Studies*  | 4           | 4               |
| CTAE and/or Modern Language/Latin and/or Fine Arts   | 7           | 3               |
| Health and Personal Fitness **   | 1           | 1 (Health & PF) |
| Electives  | 4           | 4               |

\*Core academic credit

\*\*Requirement can alternatively be met with 3 JROTC credits

### Diploma Seals

Diploma seals are awarded to a student who successfully completes 3 or more classes in a specific area as outlined below.

- A. **Advanced Placement Seal** – successful completion of 3 or more Advanced Placement classes. Successful completion is determined by the student taking and passing 3 AP classes.

- The classes do not have to be in the same subject content area. The AP exam is not a factor determining qualifications for a seal. AP seal and AP scholar are not the same. A national selection process governed by the College Board determines AP scholar.
- CTAE SEAL** – successful completion of 3 or more courses within a career pathway. A student who completes and passes 3 courses in an area below will be a Pathway Completer. Pathway completers who successfully pass the associated End of Pathways Assessment on their **FIRST** attempt will earn a medal that will be given to them their senior year.
  - Fine Arts Seal** – successful completion of 3 or more classes within the same fine arts pathway.
  - World Language Seal** - successful completion of 3 or more classes within the same world language.

Refer to WCSS BOE Policy: [IHF \(6\): Graduation Requirements](#)

## **GUIDANCE AND COUNSELING**

WCHS is staffed with 3 guidance counselors. They are here to help students reach their potential by developing a five-year plan. The counselors are available to help with a variety of problems or questions - personal and social, academic, career, etc. Within the guidance and counseling office is the Career Education Center, which contains resources for the exploration of careers. The counselors coordinate testing, which includes, the Scholastic Aptitude Test (SAT), the ACT, the Preliminary Scholastic Aptitude Test (PSAT), the Accuplacer, and the Armed Services Vocational Aptitude Battery (ASVAB).

Students may make appointments with the counselors. The counselors are also available to assist parents and set up parent-teacher conferences.

### **Guidance and Counseling Staff**

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#### **Mrs. Sarah Smallwood**

Last Names A-F

706-865-2312 ext. 8602

[sarah.smallwood@white.k12.ga.us](mailto:sarah.smallwood@white.k12.ga.us)

#### **Mr. Jerome Kukurugya**

Last Names G-N

706-865-2312 ext. 8117

[Jerome.kukurugya@white.k12.ga.us](mailto:Jerome.kukurugya@white.k12.ga.us)

#### **Mr. Keith Futch**

Last Names O-Z

706-865-2312 ext. 8622

[keith.futch@white.k12.ga.us](mailto:keith.futch@white.k12.ga.us)

### **WCSS Crisis Intervention Specialist**

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#### **Mrs. Francesca Smith**

706-865-2315 ext. 1413

[francesca.smith@white.k12.ga.us](mailto:francesca.smith@white.k12.ga.us)

WCHS students may be referred by a counselor or administrator to the WCSS Mental Health Support Specialist, Francesca Smith. A Mental Health Support Specialist is a trained mental health professional who helps people in distress. A Mental Health Support Specialist counsels people in danger of harming themselves; supports those undergoing acute crises; and helps people dealing with other distressing issues, such as grief, depression and anxiety.



## **INTERNET USE POLICY**

### **Student Policy on Acceptable Use of Electronic Devices and Resources**

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Refer to WCSS BOE Policy: [IFGB: Internet Acceptable Use](#)

1. Summary

The White County School System is pleased to provide our students with electronic devices and 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 Schools 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 Schools. Transmission of any materials in violation of any Federal 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 commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is prohibited.

3. Responsible Use

As outlined in Board policy and procedures 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.

Any device utilized by students are the property of the White County School District. The use of a device by students is a privilege, not a right, and may be revoked at any time for inappropriate conduct or misuse or violation of the Acceptable Use Policy.

Any violation of school policy and rules may result in loss of school-provided 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. 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 Materials

To the extent practical, technology protection measures (or "Internet filters") shall 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 pornography, 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 insure that users are using 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.

## **PARENT INVOLVEMENT**

WCHS supports and solicits parental involvement of students being served at our school. The staff and faculty recognize that parental involvement is an essential component for increasing student achievement and ensuring continued success. Educational research clearly shows that parents who are

actively involved in their child's learning encourage their children to become more successful learners in and out of the school environment.

WCHS strives to promote the involvement of parents in the education of the child(ren). Various modes of communication will be used throughout the school year to inform parents of events and opportunities at the school.

- School website: <https://wchs.white.k12.ga.us/>
- Social Media Platforms: Twitter (@whitecounty\_hs), Facebook (@whitecountyhighschool), and Instagram (whitecounty\_hs).
- Student progress reports: sent home with students every 4.5 weeks and mailed home at the conclusion of each semester.
- Infinite Campus: access online or via the Infinite Campus App for up-to-date information regarding student grades and attendance.
- School Messenger: communicates upcoming events and emergencies via phone calls, emails, and text messages

If you would like to know more about the happenings at White County High School , feel free to contact the school office at 706-865-2312. Our front office hours are 7:30 to 4:00 Monday through Friday.

## **SAFETY PROCEDURES**

Safety drills will take place throughout the school year. We will practice fire safety, severe weather safety, and lock down procedures. While our intent is to prepare our students and staff for emergencies that might occur, we are aware that this may cause anxiety to some of our students. We do not want to cause any undue stress but merely educate and practice for as many circumstances as we can. Preparation and communication are our means of educating our schools for as many scenarios as possible. We ask that you help us with this endeavor by having these conversations in your home. Please stress with your children that White County Schools want to help them be aware of safety and it's importance. Please visit the [WCSS website](#) for more information.

### **General**

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Once all exterior doors are locked, no one is allowed to open doors to allow entrance for another person. Students, parents, staff, and visitors must enter the building through the main entrance. Students who violate this procedure will be assigned disciplinary consequences.

### **Bomb**

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Follow announced procedures. *DO NOT USE CELL PHONES!* Exit halls quickly and quietly. Sit with the class until notified.

### **Fire**

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Follow the procedures outlined by the classroom or substitute teacher. Exit halls quickly and quietly. Go to designated areas and stand with your class until notified.

## **Tornado**

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Students should go to an interior wall (opposite windows) or a hall outside the classroom as directed by the supervising teacher or substitute teacher. Students should crouch down facing the wall with fingers interlaced and hands over head and neck area.

## **SPORTSMANSHIP**

Participation in and attendance at athletic activities is a privilege. As representatives of White County High School, students are expected to conduct themselves in a manner that meets the highest standards at all times. It is the goal of WCHS to provide students with opportunities to engage in athletic activities that enrich their education and further develop the core values of respect, responsibility, fairness, trust, and good sportsmanship. It is the responsibility of the administration, staff, coaches, parents, and our community at large to create a climate that fosters the development of these values. This is accomplished by encouraging and modeling positive and appropriate behavior within the sporting environment while, at the same time, striving for excellence.

Unsportsmanlike behavior by students, parents, or other spectators at WCHS events, home or away, will be addressed by school administration and may result in removal from future events.

## **STUDENT HEALTH INFORMATION**

### **School Nurse**

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A full time nurse is on staff at WCSS 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 screenings 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. The nurse 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**

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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 (without the use of fever-reducing medication) 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.

### **Medication Administration at School**

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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. Refer to WCSS BOE Policy: [JGCD: Medications](#), outlines the district’s requirements for taking medications while on campus. 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 secretary. 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           | Dosage                 |
| Name of Medication     | Physician's Name       |
| Strength of Medication | Date Prescribed/Filled |

The parent/guardian will be asked to sign consent forms giving permission for the nurse or other school designee 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. Application of Essential Oils are not allowed or applied by WCSS staff.

### **WCSS Medication Policies**

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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 for by the Principal of each school. The parent/guardian or other adult MUST take all medications to the school office or nurses 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 of dosage. At WCHS, all prescription medications brought to school must be brought to the office and must be in accordance with all other school rules. At WCHS, 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 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 medications 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

### **Excusal from PE**

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If your child is excused from PE for medical reasons, he/she must present a medical note to the front office. Students who are unable to participate in the day's activity may be required to complete an alternate assignment.

### **Communicable and Infectious Diseases**

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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. If a student is home with a communicable illness, parents should contact the school secretary so the parent(s) of other classmates may be alerted of the symptoms.

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

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**

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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. 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.

### **Hospital Homebound**

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In order for a student to receive Hospital Homebound instruction, a licensed physician must declare that the student has a medically diagnosed physical condition that is non-communicable and restricts them to their home or hospital for a minimum of 5 school days on a block schedule per semester. When the student is absent due to his/her diagnosed illness, the parent will immediately notify the guidance office at the high school. The parent must contact the school to request the application for Hospital Homebound.

### **Medical Marijuana**

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Georgia Law, 16-12-191, provides that persons may be in possession of medical marijuana under limited circumstances defined in the law. Because of federal law, parents should make other arrangements for administering medical marijuana at school and students should not possess medical marijuana at school.

## **STUDENT RECORDS AND PRIVACY**

The White County Board of Education supports the need for and usefulness of educational records being kept for each student that will reflect the interrelationships of the physical, emotional, and social aspects of a student's development in the educational process. Information about a student demands judicious use and shall always be used so as to contribute to the student's welfare. Safeguards shall be established by the school administration to protect the student and family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

### ***The following relates to the release of student information:***

Personally identifiable information from student records may not be released or communicated to third persons without prior written consent from a parent or guardian of the student. This policy applies to information that includes enough clues that could result in the identity of the student being discovered.

### ***Exceptions:***

A. Any teacher(s) presently assigned a student may access that information needed to properly instruct and assess the student's performance. Teachers not assigned responsibility for instruction or evaluation of a student may not access a student's records. Teachers are legally and ethically bound to keep confidential any information taken from student records, and may not discuss such information with other teachers except as it is necessary for the instruction and evaluation of the student.

B. Administrators who are responsible for the discipline and supervision of students may access student records as necessary in the exercise of that responsibility in specific occasions.

C. Student records will be forwarded to any school or school district in which a student seeks or gains admission. In those circumstances, parents will be notified in writing mailed to the last known address of the parent(s) that the records are being forwarded to the school or school district.

### ***Information from student records may be made available:***

- to federal or state agencies to determine or verify compliance with state or federal law and regulations, or to respond or comply with a court order or subpoena. In those cases, reasonable effort shall be made to notify the parent(s) or guardian of the court order or subpoena in advance of compliance;
- to organizations conducting studies on behalf of or educational institutions specified in 34 C.F.R. 99.31(a) (6) and (7);
- if the disclosure is in connection with a health or safety emergency;
- in connection with financial aid applications of the student to determine eligibility for and amount of aid, and enforcement of terms and conditions of financial aid; and
- to accrediting institutions to carry out their accrediting and reaffirmation functions.

Each records custodian in the school system shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided. A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 CFR 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous,

the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

Refer to WCSS BOE Policy: [JR: Student Records](#)

Refer to WCSS BOE Policy: [JRA: Student Data Privacy Complaints](#)

## **REQUIRED DISCLOSURES**

### **Americans 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.

### **Asbestos Management Plan Notification**

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The White County Schools AHERA/Management Plan is available for public inspection upon request at the White County Board of Education office at 136 Warriors Path, Cleveland, GA. 30528. This notification is provided to fulfill the requirement of section 763.93 (4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the White County School System.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public Notification procedures.

Anyone interested in reviewing this plan should contact the White County Board of Education at 706-865-2315. Jack P. Nix Elementary, Mossy Creek Elementary, Mt. Yonah Elementary, Tesnatee Gap Elementary, and White County High Schools, have an Architect Asbestos Exclusion statement on file.

### **Career, Technical, and Agricultural Education**

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White County High School offers the following career and technical education programs for all students regardless of race, color, national origin, sex, or disability. In addition, arrangements can be made to ensure that a lack of English language proficiency is not a barrier to admission or participation.

- Agriculture
- Audio/Video Technology
- Business Management and Administration
- Cosmetology
- Health Science
- Industrial Maintenance
- JROTC
- Welding
- Work-Based Learning



For information about these programs, please contact:

Mr. Craig Turner  
CTAE Director  
2600 Highway 129 N  
Cleveland, GA 30528  
706-865-2312  
[craig.turner@white.k12.ga.us](mailto:craig.turner@white.k12.ga.us)

Inquiries regarding nondiscrimination policies should be directed to:

Dr. MaryKay Berry  
Director of Student Services  
136 Warrior Path  
Cleveland, GA 30528  
706-865-2315  
[marykay.berry@white.k12.ga.us](mailto:marykay.berry@white.k12.ga.us)

## Character Education

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Character Education will be addressed daily through the use of electronic media as well as by individual teachers throughout the curriculum using an on-going process to incorporate positive personality traits into classroom instruction. Through example, study, and practice, positive personality traits will be modeled and discussed with the entire student body. The Improved Student Learning and Discipline Act of 1999 required character education programs that included the following traits:

|                          |                                    |
|--------------------------|------------------------------------|
| Courage                  | Generosity Punctuality Cleanliness |
| Patriotism Citizenship   | Cheerfulness                       |
| Honesty Fairness         | School pride                       |
| Respect for others       | Respect for the environment        |
| Kindness                 | Respect of the creator             |
| Cooperation Self-respect | Patience Creativity                |
| Self-control             | Sportsmanship                      |
| Courtesy                 | Loyalty                            |
| Compassion               | Perseverance                       |
| Tolerance Diligence      | Virtue                             |

## Compulsory Attendance - Grades K-12

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O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and homeschooling. If a parent, guardian or another person who has control or charge of the child causes the child's absences, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that each day's absence constitutes a separate offense. Violators will be prosecuted.

For purposes of this notice, the term “parent” includes any adult who has charge and control over the child, including a biological, adoptive, foster, or stepparent, a guardian, or any other person who has primary responsibility for the child’s welfare. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school.

Older children share the responsibility for the school attendance with supervision adults and are subject to adjudication in White County Juvenile Court as an unruly child for violation of this statute. A complaint will be filed in the Juvenile Court of White County against a child age six (6) to fifteen (15) who is habitually and without justification truant from school. For the purposes of determining the pursuit of court complaints, truancy is defined as ten (10) or more days of unexcused absence from school. Please note that parents may themselves choose to file truancy complaints prior to any complaint made by the school system.

A child may be placed on probation for truancy by the Juvenile Court Judge upon admission or determination of guilt (adjudication) to a truancy charge. This Probation may last for up to two (2) years and may include specific conditions, including, but not limited to, a curfew, community service, participation in a truancy reduction program or counseling, and/or monetary fines. The District Attorney and/or the Department of Juvenile Justice may also request a protective order to ensure that the parent(s) actively assist in the child’s compliance with conditions of probation, including attendance in school. Further unexcused absences from school by the youth may result in immediate sanction by the Department of Juvenile Justice, including a possible violation of probation, which may result in more severe penalties, up to and including detention.

If you have any questions regarding the information included in this notice, please contact the Principal of your child’s school or the School Social Worker(s), who will be glad to address any questions you may have..

### Community Support

#### *Law Enforcement*

Each school in White County has access to, either on-site or within minimal driving distance, an employee of the White County Sheriff’s Department or Cleveland Police Department. These individuals are certified peace officers designated as “School Resource Officers.” In support of improved attendance, the School Resource Officers shall:

- Honor any applicable school-related transportation orders issued by a court

#### *Public Health*

The White County Health Department is an integral partner in community health related to school readiness, attendance, and success. White County Health Department shall:

- Provide immunization evaluations, immunizations, and immunization records required for school enrollment.
- Assist Middle School nurse with Scoliosis screenings of 7<sup>th</sup> and 8<sup>th</sup> grade students and any needed follow up.
- Provide various medical, dental, and prescription services, referrals, and education to students and families in White County to promote personal and community health.

#### *Mental Health*

White County Mental Health provides crucial support for the mental, physical, and emotional well being of students and their families, including individual and group sessions on-site at the schools for student clients of White County Mental Health. In support of this protocol, White County Mental Health shall:

- Notify and/or refer student clients to the School Counselor or Social Worker when efforts to conduct individual or group sessions at school repeatedly fail, due to absences.
- Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
- Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.
- Participate in Interagency Staffing meetings, which facilitate support and treatment planning for at-risk youth, including students who are truant.

*In accordance with state and federal laws related to confidentiality, White County Mental Health and White County Schools shall, as appropriate, obtain releases of information to allow communication as outlined above.*

#### *Department of Family and Children Services*

The White County Department of Family and Children Services often provides social services to the families of truant students. In support of this protocol, the White County Department of Family and Children Services shall:

- Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.
- Address school attendance in departmental case plans and safety plans.
- Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the Department, or foster care.
- Verify involvement of the School Social Worker when available attendance information indicates more than ten (10) absences.
- Attend court proceedings, when necessary, for cases involving truancy.

*Subpoena(s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.*

#### *Family Connection*

White County Family Connection is committed to working to increase the high school completion rate in White County. One resource that aids in this endeavor is the full-time employment of a Family Advocate. The Family Advocate may:

- Assist families with meeting basic needs.
- Refer families to appropriate agencies.
- Coordinate with school administrators to determine and provide needed services to students and families.
- Communicate with teachers regarding student progress.

#### **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 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: Student's date and place of birth ; Student's participation in official school clubs and sports; Weight and height of student if he/she is a member of an athletic team; Dates of attendance at schools within the school district; Honors and awards received during the time enrolled in the district's schools; Video, audio or film images or recordings; Photograph; and 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.

(6) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date 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.

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

(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: Political affiliations or beliefs of the student or the student's parent; Mental or psychological problems of the student or the student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of other individuals with whom respondents have close family relationships; Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; Religious practices, affiliations, or beliefs of the student or student's parent; 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.

## Non-Discrimination

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The White County School System does not discriminate on the basis of sex, race, creed, age, national origin, marital status, or handicap (Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 and Rehabilitation Act of 1973) in educational programs or activities receiving federal assistance. Employees, students, and the general public are hereby notified that the White County Board of Education does not discriminate in any educational programs or activities or employment policies. Inquiries concerning the application of Title VI, Title IX, or Section 504 in regard to the policies and practices of this board, may be addressed to Dr. Mary Kay Berry of the White County School System. In addition, other inquiries may be directed to the Regional Office of Civil Rights, Atlanta, Georgia, 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C., 30301. Refer to WCSS BOE Policy: [JAA: Equal Educational Opportunities](#)

## 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 student's teacher -
  - Has met state qualification 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; and
  - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child 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:

Mary Anne Collier, Principal  
White County High School  
706-865-2312 ext. 8104

## 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 processes 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 and Restraint**

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The White County School District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint (Refer to WCSS BOE Policy: [JGF \(2\): Seclusion or Restraint of Students](#)).

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

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### White County School System Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. MaryKay Berry  
136 Warriors Path

Cleveland, GA 30528  
706-865-2315  
marykay.berry@white.k12.ga.us

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of nondisabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the valuation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.  
\*\*The Section 504 Coordinator will obtain an impartial review official. This official will not be an employee or school board member of the district and will have knowledge of Section 504 of the Rehabilitation Act of 1973.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.



15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

#### Section 504 Procedural Safeguards

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.

#### **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;
- (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 High School**

Mary Anne Collier, Principal & Site based Title IX Coordinator  
Cleveland, GA 30528  
706.865.2312  
[maryanne.collier@white.k12.ga.us](mailto:maryanne.collier@white.k12.ga.us)

**Warrior Academy**

Shelly McDonald, Director & Site based Title IX Coordinator  
329 Old Blairsville Road  
Cleveland, GA 30528  
706.865.0727  
[shelly.mcdonald@white.k12.ga.us](mailto:shelly.mcdonald@white.k12.ga.us)

**White County School System**

MaryKay Berry, Director of Student Services & System 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 July 2022. 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.

### **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