

WAYNE COUNTY SCHOOL SYSTEMS'
ELEMENTARY SCHOOLS

2018-2019

Jesup Schools

James E. Bacon Elementary

Mr. Jamie Ellis, Principal
Grades PK-5
1425 West Orange Street
Jesup, GA 35145
(912) 427-1077

Jesup Elementary School

Mrs. Karla Ogden, Principal
Grades PK-5
1155 US Highway 301 South
Jesup, GA 31546
(912) 427-1033

Smith Elementary

Dr. Brian Simon, Principal
Grades PK-5
1206 N. Fourth Street
Jesup, GA 31545
(912) 427-1044

Screven Elementary School

Mrs. Raeghan Given, Principal
Grades PK-5
414 School Street
Screven, GA 31560
(912) 579-2261

Odum Elementary School

Mrs. Gena Ierardi, Principal
Grades PK-5
1 Blue Jay Drive
Odum, GA 31555
(912) 586-2225

FOREWORD

This handbook was developed to give students and parents an understanding of the general requirements which must be followed by students. It does not, however, contain all of the rules and regulations which apply to specific areas of concern.

WAYNE COUNTY BOARD OF EDUCATION MEMBERS

District 1, Mitch Sutton (427-2514)
District 2, Janet Royal, Vice Chairman (579-6682)
District 3, Ray Davidson, (404-1693)
District 4, Sheron Daniel (202-2086)
District 5, Nicholas Ellis, Chairman (415-3511)

Regular meetings of the Wayne County Board of Education are held each month, usually on the fourth Tuesday at 6:00 p.m. at the TECH Center at 1335 W. Orange Street. Work Sessions with the Board are generally the second Tuesday of the month and will be held at the Tech Center. Called meetings are held on an announced basis as necessary. All meetings of the Wayne County Board of Education are open to the public except those sections of the meeting dealing with personnel, lawyer/client relations, or the future acquisition of real estate.

**WAYNE COUNTY SCHOOL SYSTEM
CENTRAL OFFICE
555 South Sunset Boulevard
Jesup, GA 31545
(912) 427-1000**

Superintendent Jay Brinson, Ed.D. is the Chief Administrative Officer of the Wayne County School System.

<http://www.wayne.k12.ga.us>

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WELCOME

Welcome to Wayne County Elementary Schools! We are excited about this new school year and want this to be a successful and rewarding year for you. Working together, we will reach our collective and individual goals and celebrate the achievements of our students. Thank you for sharing your children with us!

MISSION STATEMENT

Our mission is to empower all students to reach their highest levels of achievement.

ABSENCES

O.C.G.A 20-2-690.1: “Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian or another person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”

Georgia law allows a student to be excused from school for the following reasons:

- a. Personal illness
- b. Illness or death in the immediate family
- c. Special and recognized religious holidays observed by the student’s faith
- d. Mandates by order of a governmental agency
- e. Condition rendering school attendance impossible or hazardous to the safety of the student
- f. A student, whose parent or legal guardian is in the military service in the armed forces of the United States or National Guard, and the parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, may request a maximum of five excused school days per school year in order to visit with the parent prior to the parent’s deployment or during a parent’s leave. Parents must discuss the request with the building level administrator at least 72 hours in advance of absences.

Truancy Officer: Mr. Booker Wilson, 710 W. Pine Street, Jesup, GA 31545 (912) 810-0745 ext. 232, has been hired to enforce the system-wide attendance policy. Mr. Wilson will be making a variety of contacts such as telephone calls, letters, home visits, court referrals, etc. Mr. Wilson’s overall goal is to increase student attendance.

Excuses: A student must give his/her homeroom/first period teacher a written excuse stating the date and reason for the absence signed by his/her parent or guardian. **All excuses must be submitted within three (3) days after the student returns to school following an absence to be considered for validation as an excused day. Any excuses submitted after the three (3) day period will be received by the school but will not be changed to excused.** The school principal has the authority to determine if an absence is excused or unexcused. School principals may require specific and/or additional documentation to justify an absence as excused. Schools will establish procedures for maintaining accurate attendance records and excuses/documentation for the school year.

Tardies: Parents are required to come into the office to sign their children into school after the tardy bell rings.

Excessive absences may result in a referral to the retention/promotion committee.

ASBESTOS NOTIFICATION

This is to notify all persons, who work or attend class in this school, that a management plan has been developed for friable and non-friable asbestos-containing building material. The management plan shows the location of ACME and assumed ACME. Anyone can review or obtain a copy of the management plan at the school during regular operating hours.

BULLYING

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

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

Reports of bullying should be made to an administrator or counselor within the school. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

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

CHILD ABUSE AND NEGLECT

As mandated reporters, Georgia Educators are required by law to report suspected child abuse and neglect to the appropriate authorities. Specified neglect or abuse may be in the form of physical injury, neglect, exploitation, or sexual assault. Educators making such reports are acting in good faith, in compliance with the law, and in the interest of the child. The Department of Family and Children Services is designated in state policy as the investigating agency. Educators who report suspected cases of abuse or neglect have fulfilled their responsibility once the report is made to the designee in their school.

CLUBS

Clubs vary at each school. Students are encouraged to investigate the clubs at the school and take advantage of opportunities that are of interest to them.

School-sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organizes and meets for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school-sponsored club or organization designated by them. Parents and students will be provided with a list of school-sponsored clubs that will be in operation during this school year at the beginning of the school year. The information will include the name of each club, its purpose, faculty sponsor, and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization (Please see "Opt-Out Notification" form at the end of the handbook). If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

JR. BETA CLUB

Sponsor:

James E. Bacon Elementary - Amy Bobo

Jesup Elementary - Kim Ryan

Screven Elementary - Rachel Tyre and Lisa Kicklighter

Smith Elementary - Donna Mallard

Odum Elementary - Melanie Sapp

The Beta Club is an academic and leadership club. Its purposes are to encourage effort and reward merit and to promote those qualities of character that make for good citizenship.

STEAM

Sponsors:

Jesup Elementary - Kim Dudley

The Science, Technology, Engineering, Arts and Mathematics (STEAM) club promotes the hands-on experience necessary to fully understand and comprehend math and science content.

STEP CLUB

Sponsor:

Smith Elementary - Monica McGee

The MRSE step team consists of 4th and 5th grade students. The students unite to form a team to practice and perform step routines. They are required to maintain positive behavior reports during school and an overall C-average in their academic work.

STUDENT COUNCIL

Sponsor:

James E. Bacon Elementary - Erica Sisson and Melody Westberry

Jesup Elementary - Brianna Stanley

Smith Elementary - Mary Groot and Jahaan McClendon

Odum Elementary - Dallas Wooten and Holly Humphrey

Screven Elementary - Sue Adams

The Student Council is composed of students representing the total student body. The council promotes leadership and citizenship and renders service in general to the entire school program. Members of the student body are encouraged to participate through their Student Council class representatives to improve the total program at our school.

TIE CLUB

Sponsor:

James E. Bacon Elementary - Shane Thornton

The TIE Club membership is chosen by teacher reference of 4th and 5th grade boys and girls. The students are selected to serve as role models in the school. The young men wear ties and young ladies wear dresses. The duration of the TIE Club is 9 weeks.

4-H Club

Sponsor:

Wayne County Extension Office

4-H Club is offered to 5th grade students at James E. Bacon Elementary School, Jesup Elementary School, Martha R. Smith Elementary School, Odum Elementary School and Screven Elementary School.

4-H Club is an education program for all boys and girls with an emphasis on farming, home economics, and community activities. These activities are conducted through the science classes.

CORPORAL PUNISHMENT

Teachers and administrators have the authority and responsibility to take reasonable measures to maintain control and discipline of students under their care and supervision; such measures may include, but should not be limited to, corporal punishment. Corporal punishment has been approved by the Wayne County Board of Education as an acceptable method of punishment to be used by administrators. Administrators administering corporal punishment are required to follow the procedure prescribed in board policy. **State law stipulates that a parent or legal guardian who opposes corporal punishment for his/her child must, upon the day of enrollment of the**

student, file with the principal of the school a statement from a medical doctor licensed in Georgia stating that corporal punishment is detrimental to the child's mental or emotional stability. However, in an effort to work cooperatively with parents, the school system allows a parent to provide a personal written statement each year to the principal of the school requesting that corporal punishment not be used with his/her child so that a statement from a doctor is not necessary.

DISCIPLINE: STUDENT CODE OF 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 handbook and Code of Conduct.

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 and at school bus stops.

Also, students may be disciplined for conduct off campus under any of the following circumstances:

- conduct could result in the student being criminally charged with a felony;
- conduct makes the student's continued presence at school a potential danger to persons or property at school;
- conduct will disrupt the school's educational process;
- conduct has a direct and immediate effect on the discipline or general welfare of the school.

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.

As required by the Georgia General Assembly, parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Standards of Behavior

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district.

Each student is expected to:

- Demonstrate courtesy with all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the school standard of grooming and dress;
- Respect the rights and privileges of other students, teachers, and other employees of Wayne County Schools;
- Respect the property of others, including Wayne County Schools' properties and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

Disciplinary Procedures

The disciplinary procedures outlined in this behavior code are clearly stated to ensure that all students are aware of unacceptable behavior that is in violation of school district policies and the consequences of such policy violations.

Definition of Terms

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

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

Bullying: In accordance with Georgia law, bullying is defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.; (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student's education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

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.

Corporal Punishment: Physical punishment of a student by a school administrator in the presence of another certified employee.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

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

Disorderly conduct: Moderate or severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; classroom disruption, general bus misbehavior, spitting on property or persons; or encouraging disruptive behavior.

Disrespect: Words, acts, or omissions that are synonymous with contempt or lack of respect.

Dress Code: The current dress code is explained in the student handbook.

Drug: any substance recognized in the official pharmacopoeia or formulary of the nation; any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or other animals; any article, other than food, intended to affect the structure or any function of the body of humans or other animals; any substance intended for use as a component of such a drug, but not a device or a part of a device; or a habit-forming medicinal or illicit substance. The term "drug" does not include prescriptions issued legally to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Substances used, possessed, or sold in violation of stated board policy and/or product use recommendation will be considered a drug under this definition. Caffeine pills, as well as energy drinks, are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

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

Fighting: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. Arguing and then walking away is not making every effort to avoid a fight.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or 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.

Gang-related: Any group of two or more persons, whether formal or informal who associate together to advocate or conspire: (a) one or more criminal acts; or (b) acts which threaten the safety or well being of property or persons including but not limited to harassment or intimidation, or (c) acts which in any way disrupt the school environment. The term may also apply to the wearing and/or possessing of gang-related apparel; conveying gang membership or affiliation.

Habitual Violator: A student who has been referred to the administrative staff an excessive number of times.

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

Insubordination: The failure of a student to follow instructions of school personnel and/or failure to identify oneself on any school property.

Physical Violence: (This definition relates to disciplinary policy for students committing acts of physical violence against teachers, school bus drivers, school officials, or other school employees).

(1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or,

(2) intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.

Possession- the act of having or controlling any item.

Possession of Medical Marijuana-Student should not possess medical marijuana at school. Due to federal law, parents must make other arrangements for administering medical marijuana.

Public Display of Affection: A [physical demonstration of affection for another person](#) while in the view of others. For example, [holding hands](#), hugging, or [kissing](#) in public are commonly called public displays of affection.

Student Incivility: General disrespect or failure to follow directions; blatant insubordination; or profanity directed toward school staff.

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.

Theft/Larceny: 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.

Truant (Truancy): Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Under the Influence: Someone who has in his/her system any substance prohibited in accordance with this Code of Conduct.

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 in Code Section 16-11-127.1 and for the purpose of this policy includes 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 weapons designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

Prohibited Behavior

The administrator will have the authority to implement the appropriate discipline when dealing with each offense. The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. Other misbehaviors not listed below will also be dealt with at the appropriate level at the discretion of the building administrator. The items in parentheses have to do with the coding (more than one term may apply) in the student information system.

- Activating a fire alarm under false pretenses or making a bomb threat (Disorderly conduct);
- Any behavior which disrupts the learning environment of the classroom or school (Student Incivility);
- Any off-campus behavior of a student 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;
- Arson;
- Assault (Threat/intimidation);
- Battery;
- Bus incidence;
- Bullying;
- Cheating/ Plagiarism (Academic dishonesty);
- Chronic disciplinary problems (Repeated offenses);
- Classroom and school disturbances (Student Incivility);
- Criminal law violations;
- Disobeying directives given by teachers, administrators, or other school staff (Insubordination);
- Disrespectful conduct toward teachers, administrators, other school personnel, persons attending school-related functions, or other students, including use of vulgar or profane language (Student incivility);

- Disruption of the orderly school environment, including but not limited to the inciting, advising, or counseling of others to engage in prohibited acts or harassing other students or any school employee (Disorderly conduct);
- Dress code violation;
- Extortion;
- Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or another school employee toward a student (Student incivility);
- Failure to comply with compulsory attendance as required under Code Section 20-2-690.1 and the Wayne County Schools Attendance Protocol (Truancy; Attendance related);
- Failure to comply with the local and district-wide provisions relating to the use of the electronic communication network as defined by policy IFBG - *Internet Acceptable Use* (Computer trespass);
- Fighting;
- Forgery (Student incivility);
- Gambling;
- Gang-related;
- Giving false information to school officials (Student incivility);
- Habitual violator (Repeated offenses);
- Insubordination (Insubordination);
- Internet policy abuse (Computer trespass);
- Leaving campus without proper authorization (Attendance related);
- Marking, defacing, or destroying school property (Vandalism);
- Moving and non-moving driving violations (Parking lot violations);
- Off limits area (being in) (Student incivility);
- Parking lot violations;
- Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions (Assault; Battery; Sexual offenses; Sexual battery);
- Physical violence against a teacher, school bus driver, or other school personnel;
- Possession of a firearm in a school safety zone as defined by 18 U.S.C. § 921; (Weapon)
- Possession of a weapon in a school safety zone;
- Possession of explicit/obscene material (Sexual Offenses);
- Possession or use of fireworks or any explosive (Arson);
- Possession of electronic devices;
- Possession, use, distribution, attempted sale or sale of substances represented as drugs or alcohol (Alcohol; Drugs; Unapproved items);
- Possession, distribution, sale, attempted sale, use, and/or under the influence of narcotics, alcohol, stimulants, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, drug paraphernalia or other intoxicant (Alcohol; Drugs; Unapproved items);
- Possession, use, sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug (Drugs; Unapproved items);;
- Possession/use of tobacco products, lighters, matches, rolling papers, e-cigarettes; etc. (Tobacco);
- Pre-fight confrontations (Disorderly conduct);

- Profanity (Student incivility);
- Public display of affection;
- Sexual harassment (Sexual harassment; Sexual offenses; Sexual battery);
- Sexual offenses as defined by law (Sexual harassment; Sexual offenses; Sexual battery);
- Stealing, theft, or extortion of school district property or the property of others (Robbery with or without a weapon; Larceny/theft; Burglary/breaking and entering);
- Student Incivility
- Unexcused absence, tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law (Attendance related; Excessive tardies; Skipping class; Truancy);
- Use of profane, vulgar, or obscene words or indecent exposure (Sexual offenses; Sexual harassment);
- Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions (Threat/intimidation);
- Willful and persistent violation of the student code of conduct (Repeated offenses); or
- Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at school (Vandalism).

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

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
- In-school -suspension
- Loss of Privileges
- Isolation or Time Out
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention
- Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus

- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

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.

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 if possible. 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.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students' vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. 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 of normal school hours or off the school campus, at the discretion of administrators.

Student Support Processes

Student support processes are designed to consider, as appropriate in light of the severity of the behavioral problem, support services at each school, the school district and other public entities or community organizations which may assist students to address behavior problems:

These resources include *Multi-Tiered System of Supports*, school counselors, school social worker, principal and assistant principal, chronic disciplinary problem student plans, and the Wayne County Schools Attendance Protocol.

Parental Involvement Processes

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

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

The Code of Conduct specifies within its standards of behavior various violations of the code, which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

The law allows a local board of education to petition the juvenile court to require a parent/guardian 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.

Bus Conduct

Riding a school bus is a privilege, not a right. The student who persists in misbehaving on a school bus jeopardizes the safety of everyone on the bus and may lose the privilege of riding the bus. The bus driver is responsible for maintaining discipline on the bus and in this capacity has the authority to assign seats and to make other reasonable demands of students. Any necessary discipline will be administered by a principal or the principal's designee. In extreme circumstances, bus drivers may deliver a misbehaving student to a school principal or to the police before finishing the route. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus not previously assigned to the student should be requested in writing by the parent/guardian.

Bus transportation is provided as a service to eligible students attending Wayne County public schools. Failure of students to comply with regulations of this policy and policy JCDA governing student bus conduct may result in restricted and/or terminated bus-riding privileges. The student behavior code applies to all school district transportation and at school bus stops. Many of the violations of the student behavior code will result in immediate removal from any school bus transportation.

The following are additional provisions prescribing and governing student conduct and safety rules on all school buses and at school bus stops:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the loading or unloading of a school bus; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; all electronic devices must be turned off during the loading/unloading of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code Section. The consequences for physical violence against a teacher, school bus driver, or other school personnel may include expulsion for the remainder of the student's eligibility to attend public schools.

A meeting of the parent or guardian of the student and appropriate school officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in a physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include but are not limited to assigned seating, ongoing parental involvement, a suspension from riding the bus, and suspension from school. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require the use of a student bus behavior contract.

Other infractions of bus conduct rules include:

- Failure to remain seated;
- Eating or drinking on the bus;
- Putting any part of the body outside a window;
- Consistent tardiness to the bus stop;
- Unnecessary noise;
- Loading or unloading at unassigned stops; and/or
- Refusal to sit in the assigned seat.

Disciplinary actions by an administrator include, but are not limited to:

- Conference with the student;
- Conference with parent/guardian;
- In-school Suspension;
- Corporal Punishment
- Suspension from the bus transportation system; or
- Suspension from School.

Attendance

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

Attendance problems such as truancy, excessive tardiness without a legal excuse, and/or checking out of school early without a legal excuse will result in disciplinary action by the school including, but not limited to:

- In-school Suspension;
- Declaring a student ineligible to participate in extracurricular activities;
- Declaring a student ineligible to drive and park at school;

- Referral of students ages six (6) to sixteen (16) to Juvenile Court for truancy and/or as an unruly youth;
- Referral of the parent/guardian to State Court for failure to comply with the Compulsory Attendance provisions of the Official Code of Georgia Annotated (O.C.G.A.).
- Referral of the parent/guardian to the Department of Family and Children Services for suspicion or indications of abuse/neglect.

DISCRIMINATION

The Wayne County School System shall not discriminate on the basis of race, color, national origin, sex, disability, marital status, age, creed, religion, or native language in its educational programs and activities or in the employment and admissions practices under which it operates.

Grievance Procedures for Discrimination

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

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

memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

The following coordinators are located at:

710 W. Pine Street
Jesup, Georgia 31545
(912) 810-0745:

- Title II Coordinator of the ADA Coordinator, Mrs. Kim Sims
- Title IV, Title VI and Title IX Coordinator, Dr. Lisa Smith
- Section 504 Coordinator, Mrs. Kim Sims
- School Nutrition, Dr. Rindy Trapnell (555 South Sunset Boulevard, Jesup, 912-427-1000 ext 236)

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.

School Nutrition

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

DRESS CODE

Students, at all times, should observe the rules governing body cleanliness, neatness, or appearance and good grooming. T-shirts with improper suggestions or advertising of tobacco alcoholic drinks or illegal substances will not be allowed at school. Pants and skirts must be worn at the natural waistline of students. Cleats or shoes with wheels will not be allowed at school. When, in the opinion of the principal or teacher, a pupil is inappropriately dressed for school, he/she may be sent home to be properly attired for school. Though pupils have the right to choose individual dress, the school has the responsibility to see that the attire is not immodest, offensive to anyone, or disruptive to instruction during the school day. Hats and hoods are not to be worn inside the school building unless designated by administration for a school activity.

ELECTRONIC DEVICES

The use of electronic devices is not permitted at any time during normal school hours. Electronic devices are subject to confiscation by school officials and held until a parent/guardian picks it up. Unclaimed electronic devices will be donated to charity at the end of each semester. Students must report the loss of or theft of any electronic device to an administrator no later than the start of the next period class after realizing the electronic device was lost or stolen. **The school system is not responsible for, nor will investigate, the loss of, theft of, or damage to any electronic device.**

EMERGENCIES

As required by law, each school will hold monthly emergency drills (tornado, fire, lockdowns, etc.) to acquaint students with the signals for such events and with the appropriate precautions and/or evacuation procedures.

ENERGY DRINKS

Students are prohibited from bringing energy drinks such as Monster drinks, Red Bull, Surge, Full Throttle, Rockstar, etc. on campus.

FIELD TRIPS

In order to go on a field trip, a student must bring signed authorization from the parent. Students are required to follow school procedures. Field trips are an extension of the school day, and therefore, chaperones/parents shall not bring additional children with them.

GIFTED

A gifted-identified student, as defined by the Georgia Board of Education, is one who demonstrates a high degree of intellectual, creative, and/or artistic ability(ies); possesses exceptional leadership skills; or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with the student's abilities. Students, grades kindergarten through twelve, in the Wayne County School System who demonstrate a high degree of intellectual, academic, creative and/or artistic ability shall be provided special services by the Program for Gifted Students.

Students currently enrolled in the Wayne County School System may be nominated for consideration in the gifted program any time during the year. These nominations may be made by

teachers, parents, peers, or the students themselves. The gifted facilitator at each school site will be responsible for providing the documents for this nomination process. All nominations are reviewed by the system Eligibility Team three times during the school year for consideration for referral for formal evaluation. Students referred for formal evaluations will have data gathered in four assessment areas; aptitude, achievement, creativity, and motivation. Students who qualify for eligibility will begin gifted services at the beginning of the next grading period or earlier if determined appropriate by the school. Gifted students who were enrolled in a gifted program from another state will be evaluated immediately upon receipt of records. Newly enrolled students who were in a gifted program in another Georgia school will be placed immediately upon written confirmation of eligibility.

HONOR ROLL

Honor Roll for third, fourth and fifth grade indicates that the student earned grades 80 or above in all academic classes resulting in at least a 90 average. Academic classes are reading/language arts, mathematics, science, and social studies.

HOSPITAL/HOMEBOUND INSTRUCTION

A student who has received Hospital Homebound instruction is not eligible to receive perfect attendance status for the semester services were received or for the school year that instruction was received, as a student must physically attend school every established school day and be counted present for the school day to receive perfect attendance status.

INTERNET ACCESS

The Wayne County School System provides Internet access to every student enrolled in the system. The school system has an Internet/Computer Acceptable Use Policy that sets forth the guidelines for the use of computers, networks, and the Internet within the system. This policy is discussed with the students at the beginning of the school year. The school system provides a content filter to prevent users from accessing objectionable sites; although, students are informed that such electronic filters are not always completely effective.

Internet Safety/Computer Acceptable Use Rules

1. The network in the Wayne County School System is provided to students and staff for educational and research purposes. Students are not allowed to use chat lines, play computer games, or engage in commercial activities (buying, selling, and advertising) over the network.
2. The Wayne County School System is not responsible for any delays, non- or mis-delivery of e-mail, or any loss of data as a result of using the Internet.
3. The use of the network is a privilege. Any user identified as a security risk or having a history of problems with the use of computer systems will have his/her computer access severely limited and will be disciplined by an administrator.
4. The school system has no responsibility for the accuracy or quality of information obtained through the Internet. The Internet is unregulated and all of the information found on the Internet has not been verified for accuracy. Each user must exercise critical thinking skills when using Internet resources as source material for schoolwork. The school system will not be held responsible for the accuracy or quality of the information obtained from the Internet.

5. Electronic mail (e-mail) and network usage is not private. Messages relating to or in support of illegal activities will be reported to the authorities. Students are cautioned not to include anything in a message that they would not want made public.
6. Each user is expected to abide by the generally accepted rules of network etiquette. These include being polite, using appropriate language (no profanity, obscenity or vulgarity), and not disrupting network use by other users.
7. Students should not reveal any personal information (description, telephone numbers, address, etc.) about themselves or other students over the Internet. They should not contact anyone they have met using Internet resources, without the knowledge and permission of their parents.
8. Loading software and/or files onto a school computer or network by a student without the permission of the school network supervisor is prohibited.
9. Students should not access sites or send material over the network that contains obscene, abusive, threatening, or illegal material. Users should not deliberately use the computer to annoy or harass others with language, images, or threats.
10. A filter is in place to eliminate objectionable sites. If a student discovers inappropriate material during a routine search that was not recognized by the filter, he/she should notify the teacher immediately. Students should not attempt to bypass blocks on sites deemed objectionable by the school system.
11. The principal of each school will authorize all web pages that represent the school. Students may design and publish web pages through the school network as part of classroom instructional activities. These pages may be published through the school Intranet or on password-protected pages on the Internet.
12. Students may not check their email when it interferes with instructional time.
13. Vandalism of hardware will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school's equipment or materials, data, and/or the computer/Internet network. Vandalism includes, but is not limited to, removing components, placing foreign objects into hardware, and removing or altering placement of keyboard keys.
14. Vandalism of software will also result in disciplinary action. Software vandalism includes, but is not limited to, deliberate production or introduction of computer viruses, modifying passwords, tampering with the Internet filtering software, using passwords and logins not assigned to you, accessing and/or modifying information to which the user has not been given appropriate authorization.
15. Student vandals will be required to compensate the school or school system for any expenses or costs incurred relating to or arising out of such vandalism.
16. If the student identifies or perceives a security problem (for example, accessing files that should not be available), the student should immediately notify the principal, his/her designee, or other appropriate staff. The student must not demonstrate the problem to other students.
17. All computer users in the Wayne County School System must adhere to the copyright law regarding copying and installing computer programs. The law states that it is illegal to make or distribute copies of copyrighted software without authorization.

MEDIA CENTER

The Media Center will remain open for individual students and groups of students during the entire school day. Books may be checked out for a period of two weeks. Misbehavior will result in loss of Media Center privileges.

MOMENT OF SILENCE

Georgia law requires a brief period of quiet reflection each day for students and staff. Students are expected to sit or stand quietly and respectfully during these times if not participating. Parents whose religious convictions oppose such a tribute are requested to inform the principal of the child's school.

NONDISCRIMINATION NOTICE (GENDER EQUITY IN SPORTS)

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C. G. A. 20-2-315). Students are hereby notified that the Wayne County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is:

Dr. Lisa Smith
710 W. Pine Street
Jesup, Georgia 31545
(912) 810-0745 ext. 227

Inquiries or complaints concerning the sports equity in this school system may be submitted to the sports equity coordinator.

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

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to 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 education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.
- (2) The right to 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) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that 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 (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical

consultant, or therapist); a contractor consultant, volunteer, or other party to whom the school district has outsourced services; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks.

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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address, phone number;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) 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 financial assistance to provide military recruiters, upon request, with students' names, addresses, 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 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

(5) 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 the principal to your student being photographed, videotaped or interviewed. 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.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-8520

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law, to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

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 above. If any such activities are initiated during the school year; parents will be notified accordingly and will be afforded all the rights described herein.

Parents who believe their rights have been violated may file a complaint with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-8520

STUDENT DATA PRIVACY COMPLAINTS

It is the policy of the Board of Education that the School District (“District”) shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Any parent or eligible student (“Complainant”) may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints shall be handled in accordance with the following procedures.

The Chief Privacy Officer for the Wayne County School System is:

Sandra Jones
710 W. Pine Street
Jesup, GA 31545
912-810-0745 ext. 231
Sandra.Jones@wayne.k12.ga.us

1. Upon the receipt of a request from a Complainant, the Chief Privacy Officer shall provide within 3 business days a complaint form, which may also be made available on the District's website.
2. A written response shall be provided to the Complainant within 10 business days of the Chief Privacy Officer's receipt of the completed complaint form.
3. The Complainant may file an appeal with the Superintendent within 10 business days of receipt of the Chief Privacy Officer's response.
4. The Superintendent shall provide a written response to the Complainant within 10 business days of receipt of the appeal.
5. The Complainant may file an appeal to the Board of Education within 10 business days of receipt of the Superintendent's response.
6. The Board of Education shall render a final decision within 10 business days of receipt of an appeal.

PARENT CONFERENCES

As required by Title 1, parents of students in grades K-5 will be scheduled for parent/teacher conferences during the first grading period.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the Elementary and Secondary Education Act, you may request information about the professional qualifications of your child's teacher(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's qualifications, please contact the school's principal.

PLEDGE OF ALLEGIANCE

Georgia law requires that schools provide each student an opportunity to participate each day in the Pledge of Allegiance. Students should sit or stand quietly and respectfully during this time if not participating. Parents whose religious convictions oppose such a tribute are requested to inform the principal of the child's school.

PROMOTION/PLACEMENT/RETENTION (Policies IHE)

The Wayne County Board of Education has established promotion, placement, and retention criteria based on attendance, grades, and state regulations (Policy IHE).

1. For students failing the state mandated test in grades three and five, remediation will be offered after test scores are received. Following remediation, a re-test is available for students in grades three and five.
2. The school principal or designee may refer a student to a retention committee who does not meet local promotion standards and criteria.

PUBLICATION OF STUDENT INFORMATION

The Wayne County School System routinely publicizes school activities and individual student achievements in the newspaper, television, and on radio. Some student work is selected for participation in contests on the system, district, state, and national levels. Also, it is the practice of the individual schools to take student pictures each year for school yearbooks and parent purchase.

The system and schools will also publish school activities on web pages on the Internet. Our Internet policy is that we use individual pictures and names of students only on password protected pages that are not accessible by the public. However, a student might appear in a group photograph used in one of the public web pages.

If a parent or guardian does not want his/her child's picture, name, or work to be publicized in this manner, the parent or guardian of the child must notify the school of this decision. Parents or guardians who do not notify the schools in writing are allowing student publicity to take place within the guidelines established by the Wayne County School System and thereby release the Wayne County School System from any liability resulting from or connected with the publication of such work and information.

RESTRAINT AND SECLUSION

The Board of Education requires that all schools and programs within the district comply with State Board of Education Rule 160-5-1.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

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

For schools and programs within the district that use physical restraint as defined within the SBOE rule, written procedures (available at each school) governing its use shall include the following provisions:

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

SCHOOL HEALTH SERVICES

Optimal learning requires good health. School health services supplement rather than replace parental responsibility. Our school health program is designed to assist parents/guardians in devoting attention to child health, to discover health problems early, and to encourage use of the services of their physician, dentist, and community health agencies when needed. The school nurse is a resource for health related issues and for health education.

School Health Information may be accessed at www.wayne.k12.ga.us in the school health section or by contacting your school nurse. By working together, we can strive to ensure the health and well being of all children so that they can gain the most from their experiences at school.

ALL students should have a School Health Parent Permission form SHS – 00 completed by parents on file in the schools clinic.

Student Illness

- Students with a ***contagious illness or infection*** must stay home so they will not expose others. If your child is home with a communicable illness, please contact the school nurse.
- Children should be ***fever*** free (temperature below 100.4 degree) for **24 hours** without fever reducing medication before returning to school.
- Children who have had an illness with ***vomiting*** and/or ***diarrhea*** should not return to school until these symptoms have subsided for **24 hours**.
- If you find ***head lice*** in your child's hair, please notify the school nurse. Do not send your child to school with head lice. The school nurse can advise you how to treat appropriately before returning to school. Upon return to school, your child must be cleared by the school nurse (free of LICE) before returning to class.
- A child with ***chickenpox*** may return to school when all of the lesions have scabbed (usually 5-7 days).
- ***Impetigo, ringworm, shingles, scabies*** and ***staph infections*** must be under treatment to return to school. In some cases, lesions may have to be covered.
- A child with ***bacterial Pink Eye*** (thick drainage and redness of the whites of the eyes throughout) may return to school after **24 hours** of physician prescribed treatment.
- Professional health standards will be used to determine school management of conditions that may present a health issue for other students and staff.

Injury

Accidents requiring minor first aid are handled by the school health designee. In the event of a major accident or serious illness, the school will make every effort to contact the parent/guardian, as listed in our records. The Emergency Medical Services will be activated in the event of a medical emergency. The EMS will determine if transport to the local hospital is indicated.

Parents are required to provide the school with updated emergency contact information each time there is a change in home or work address or phone information.

SCHOOL NUTRITION PROGRAM

The Wayne County School Food Service Program offers balanced and nutritious breakfast and lunch meals each day. A written excuse from the doctor must be given to the school nurse alerting personnel about food allergies.

Faculty, staff, and students are encouraged to deposit money into their meal accounts. Money deposited on the account will be carried over to the next school year. Prepayments may now be made online at www.k12paymentcenter.com by credit or debit card. You will need your child's lunch number to set up an account.

Check Policy

After the School Nutrition Department has received two (2) checks for payment of meals and they are returned due to insufficient funds, all purchases thereafter will be on a cash only basis for the remainder of that school year. Parent/guardians and the school will be given written notification when affected by this policy.

CEP

All elementary schools are participating in the Community Eligibility Provision (CEP). Through CEP, all elementary schools may offer meals at no charge to all students. This eliminates the procedure of distributing and processing meal applications.

Breakfast & Lunch Prices for Adults Only

Adult Breakfast	Adult Lunch
\$1.75	\$4.00

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 www.wayne.k12.ga.us or may be picked up at the central office or at any of the school offices.

SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature. It shall be a violation of this policy for students to harass other students or any school employees through conduct or communications of a sexual nature.

Grievance Procedure for Discrimination or Sexual Harassment

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint (see Discrimination Grievance Procedure for detailed information) or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments. Such persons receiving complaints regarding sexual harassment will notify, in an expedient manner, the *Title IX Coordinator* at the Wayne County Board of Education.

SPECIAL NEEDS SCHOLARSHIP (SENATE BILL 10)

Parents of students who receive special education in our school system have the option to exercise public and private school choice. This choice is provided under [State Law SB10](#) passed by the Georgia State Legislature in 2007. Parents of a student who receives special education may choose to transfer their child to another public school or private school in Georgia.

Public School Choice Options ([SENATE BILL 10](#))

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

Private School Choice Options (SENATE BILL 10)

For Private School Choice Options refer to the Georgia Department of Education web site, www.doe.k12.ga.us.

STUDENT INSURANCE

Each year students in the Wayne County School System are given the opportunity to purchase low cost accident insurance. Students may select one of two plans: school time coverage or 24 –hour coverage. Questions regarding insurance may be directed to the Benefit Coordinator at the Board of Education (427-1000, Ext. 228)

TITLE 1 AND PARENT INVOLVEMENT

Wayne County has eight Title I schoolwide schools. These schools include James E. Bacon Elementary, Jesup Elementary, Odum Elementary, Screven Elementary, Smith Elementary, Arthur Williams Middle School, Martha Puckett Middle School, and Wayne County High School.

Information about Title I schools is disseminated through individual schools, meetings, community events, and Wayne County Parent Involvement website <http://www.wayne.k12.ga.us>. Title I parent rights, policies, compacts, handbooks, CCRPI status, and school brochures are distributed and available through the schools and on the schools' and county's websites.

Parents are encouraged to participate in their child(ren)'s education through the events provided at their child(ren)'s school. For more information contact:

Nelda Simmons, Title I Parent Involvement
nsimmons@wayne.k12.ga.us

Dr. Bonnie Gordon, Title I Director
912-427-1000 ext. 240

VALENTINE'S DAY DELIVERIES

By action of the Wayne County Board of Education no flowers, balloons, candy, or other gifts may be delivered to students at school in observance of Valentine's Day.

VISITORS ON CAMPUS

The Wayne County School System is proud of its schools and is pleased to have members of the public visit in the schools. However, because of practical considerations like safety, security, and instruction necessity, state law requires that all visitors report to the principal's office when they arrive on campus. If you would like to meet with any school personnel, please contact the front office to schedule an appointment.

VOLUNTEERS AS MANDATED REPORTERS

O.C.G.A. 19-7-5 now holds volunteers in schools, hospitals, social agencies, or similar facilities responsible for the same child abuse reporting requirements as employees. As a mandated reporter, you are legally required to report suspected child abuse or maltreatment if you encounter it in your role as a volunteer.

If you suspect that a child that you are working with at the school has been abused or neglected, immediately contact the counselor or administrator of the school with your suspicions. This information is confidential and shall not be shared with anyone other than the counselor or administrator.

WEAPONS (O.C.G.A. 16-11-127.1)

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, or on a bus or other transportation furnished by the school.

STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT PAGE

August 2, 2018

Dear Parents:

Thank you in advance for reading the Discipline: Student Code of Conduct for the Wayne County School System and reviewing its contents with your child. Each of your children in grades K-12 has been given this handbook. Information related to bullying; possible consequences and penalties for failing to comply with compulsory attendance under Georgia Code O.C.G.A. 20-2-690-1; and details of school attendance regulations are included in this student handbook and serve as notification to parents/guardians and students. Please verify that your child received the handbook by completing the section below and returning it to your child's homeroom teacher.

Your cooperation is greatly appreciated. Together we can help create an orderly climate in our schools conducive to student learning. We hope that your child will have a great year. We are confident that your school will help you and your child work through his/her discipline concerns. However, if you need further assistance with discipline concerns as well as academic concerns, you may contact me at 427-1000, or contact your child's principal.

Sincerely,
Jay Brinson, Ed.D.
Superintendent

"This note acknowledges that our family has received a copy of the Discipline: Student Code of Conduct for the Wayne County School System; Information on Bullying; Parents Right to Know; and a copy of compulsory attendance regulations, consequences, and penalties included in the student handbook for 2018-2019."

Child's Name _____
(Signature if 10 years old or older)

Child's School _____

Parent's Signature _____

Date _____

Teacher's Name _____

ELEMENTARY INTERNET SAFETY/COMPUTER ACCEPTABLE USE RULES

My teacher has explained the Wayne County School System Computer/Internet User Agreement to me, and I have been given an opportunity to ask questions about it. I know that my misuse of the computer and/or the Internet could lead to serious consequences that might include being suspended from school or being restricted from using computers. While I am using the computer I should follow these rules:

I will not tell anyone that I meet through e-mail any personal information about myself such as my name, address, or phone number or anyone else's name, address, or phone number.

I will not give my account name or password, if I have one, to any other student.

I will not enter anything in the computer that contains ugly or rude language or pictures.

I will not bring any software from home to use on school computers.

I will not try to go to Internet sites that have inappropriate pictures or words. If I accidentally go to a site that has information that I think should not be seen by students, I will tell my teacher right away and not show it to other students.

If I use information from the Internet in a report, I will make sure that I follow the rules my teacher gives me for documenting my sources of information.

I will not do anything to deliberately harm a computer, computer software, or the computer network.

Child's Name _____

Child's Signature _____

Child's School _____

Parent's Signature _____

Teacher's Name _____

OPT-OUT NOTIFICATION FORM

In accordance with state policy, I, _____, parent or legal guardian of _____, wish to “opt out” my student from participation in the following club(s):

I **do not** grant permission for my student to participate in the club(s) listed above.

Parent/Legal Guardian Signature

Student
Signature_____

Date_____

Teacher’s
Name_____