

Wilcox County Elementary School

STUDENT HANDBOOK

Diane Walker
PRINCIPAL

Gary Howell
ASSISTANT PRINCIPAL

Kelly Hanner
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104 Gordon Street
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Accredited By
Southern Association of Colleges and Schools
and
the Georgia Accrediting Commission

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NUMBER _____

Wilcox Elementary School
104 Gordon Street
Rochelle, GA 31079
Diane Walker, Principal
Gary Howell, Assistant Principal
Kelley Hanner, Counselor

Telephone (229) 365-7231

Fax (229) 365-2553

Dear Parents:

We are very excited about beginning a new school year. We welcome your child to Wilcox County Elementary School. This handbook is provided so that you can have information readily available on schedules, policies, and other information of importance.

For children to be successful students, it is important that the parent and school work together. Our faculty and I are available to help you if you have any concerns about your child. Please do not hesitate to call the school at 365-2541. We will be ready to schedule a time to discuss any issue regarding your child.

I always appreciate your support.

Sincerely
Diane Walker, Principal

Wilcox Elementary School Staff

Principal

Diane Walker

Assistant Principal

Gary Howell

Counselor

Kelly Hanner

Secretaries

Nadine Conner
Gladys Gregory

Pre-K Resource Coord.

Michelle Keene

Receptionist

Teresa Gordon

Pre-Kindergarten Staff

Dawn Gibbs
Joye Lynn Owens
Catrina Thompson

Kindergarten Staff

Wanda Holliday
Julie McDuffie
Christina Morrison
Joselyn Studstill
Pam Sutton
Mary Williams

First Grade Staff

Anne Brooks
Kathy Dozier
Lisa Fuller
Janet Gordon
Georgianna McGuinty
Cody Greene

Second Grade Staff

Nicole Anderson
Mandy Bloodworth
Hailey Davis
Tracy Mullis
Valerie Oliver
Melinda Rawlins

Third Grade Staff

Carla Brooks
Tanya Copeland
Tracey Futch
Pamela Gibbs
Delaine McDonald
Diane Sapp

Fourth Grade Staff

Kim Clements
Pam Cohen
Reatha McSwain
Rhonda Smith
Pearlye Troutman
Queen Woodham

Fifth Grade Staff

Dawn Harris
Regina Lovett
Dianne Stubbs
Dori Terry
Brooke Thompson

Special Education Staff

Bobbie Nell Wilson
Melissa Rountree
Ann Stone

EIP Teacher

Tilquanita Fitzgerald

Gifted

Dana Barnard

Computer

Susie Gordon

Art

Debbie McDonald

Music

Angela Lindsey

P.E.

John Woodham

Media

Sue Powers

School Nurse

Gail Goodman

Speech Pathologists

School Psychologist

Elaine Bower

Pre-K Assistants

Frances Dixon
Tami Harpe
Sharon Morris

Kindergarten Para-Pros

Allene Conner
Andrea Harmon
Donna Spires

Special Education Para-Pros

Liz Bartlett
Bernice Dantley
Keisha Fuller
Friendly Miller
Chandy Clark

Media Assistant

Andrea Batchelor

EIP Para-Pros

Jacquelyn Penn
Ty Robbins

Character Education

Rita Knight

Teacher Assistant

Sara Nell Thompson

Custodial Staff

Willie Williamson
Tommy Sapp
Michael Stevens

Lunchroom Staff

Denise Greene, Manager
Peggie Harris, Asst. Manager
Deena Gibbs
Bernadette Youngblood
Jeanette Miller
Sarah Stevens
Benita Tyson

Transportation Personnel**Foreman**

Edwin Nutt

Assistant Foreman

Ed Futch

Bus Drivers

Larry Balam
Susan Barwick
Raymond Bloodsworth
Charles Brady
James Clark

Bus Drivers

Phil Conner
Gloria Darley
Dana Haire
Bonnie Harvey
Nancy Lamson

Bus Driver

Madison Lewis
Mike McElmurray
Harold Plemons
Harry Rhodes
Debra Rogers

Bus Drivers

Tommie Scott
Greg Shoemaker
Marsha Stubbs
Freddie Thompson
Homer L. Conner, Jr.

MISSION STATEMENT

At Wilcox County Elementary, our mission is to instruct all children academically, socially, physically, and emotionally to enhance their ability to become wise decision makers with a lifelong love for learning; thus enabling them to be successful in a rapidly changing society.

OUR STAFF BELIEVES:

At Wilcox County Elementary School, we believe:

- * Teachers have high expectations for all students.
- * Appropriate educational programs are provided.
- * Students that are taught moral and ethical values develop mutual respect for all people.
- * Students learn best in a safe, stimulating, and motivating environment.
- * A positive, caring school climate, parental involvement, and supportive community nurtures everyone's self-esteem.
- * The pace and rate of learning varies from student to student.
- * Assessment results are used to modify and adjust teaching strategies to meet the needs of students.
- * Students are more successful with strong parental support and community involvement.
- * Students are accountable for their actions.
- * Students will acquire the basic academic skill and critical thinking needed to function in a literate and technological society
- * Educators actively promote and encourage parent/teacher communication.
- * All students are treated equally and justly

Dismissal of Students.....

School dismisses at 3:10. Students must leave the school campus immediately after the dismissal bell rings. The school will be responsible for the safety of students from 7:40 AM to 3:40 PM.

Media Center.....

The school library or media center is open at all times during the school day. This enables students and teachers to have access to the library at all times.

All students are taught library skills, courtesy, and usage. Misuse of library materials could result in the loss of such privileges. Books checked out from the library are to be returned promptly and in good condition on the due date. Students are expected to pay for any book that is lost or excessively damaged while it is checked out.

Books left at school are still the students' responsibility. Students are responsible for books when they are checked out! The media specialist is most willing to assist students, teachers, and parents in the library.

Telephone.....

The telephone at school is for emergency use only! Students will not be allowed to call home for reasons other than sickness, unless approved by an administrator! Students will not be allowed to have cell phones at school.

Bicycles:

Due to the high traffic around the school, students will not be allowed to ride bicycles to school.

Concession:

Students will be allowed to buy snacks at a designated time each day. Snacks will sell for .50.

THE SCHOOL DAY**Arrival Time**

The school day begins at 8:20 a.m. When students arrive on campus they should report immediately to the lunchroom for breakfast if they desire to eat. After breakfast students are to report to their homeroom.

Pre-K students will report to homeroom upon arrival. Students not eating breakfast are to report to homeroom on arrival. Breakfast will be served in the lunchroom from 7:30-8:15. Students who do not ride the bus but plan to eat breakfast at school should arrive before 8:00. Homeroom begins at 8:20 a.m.

Tardiness

All students who arrive at school after 8:20 a.m. should report to the office for a tardy slip.

Early Dismissal.

Should a student find it necessary to leave school before 3:10 they must be signed out and picked up at the front office. A student will be released only to the parents unless the school has been notified by the parent they have granted permission for someone else to pick up their child. This must be in writing and on file at the office.

Students should not leave the school campus at any time during the school day without permission from the office.

The school will not prevent either one of a child's natural parents from picking him/her up from school unless: The parent having custody of the child provides the school with a legal copy of the court's custody order and/or the person having custody provides the school with specific written instructions. No student will be allowed to walk home early.

Withdrawal Procedures

Please notify your child's teacher(s) immediately if your child transfers to another school during the school year. All school records will be transferred to the receiving school upon request.

Clubs/Organizations

Students in 5th grade may participate in 4-H Club and Junior Beta Club (if GPA meets requirements). If you do not want your child to participate in the clubs mentioned, please provide a written letter to that effect to Mrs. Diane Walker, Principal by August 31, 2008.

ELECTRONIC DEVICES

Cell phones, Beepers, Walkmans, Radios, CD players, Cameras and any other electronic devices are not allowed at school. Other disruptive materials such as Hair Sprays, Shaving Creams etc. are not allowed on campus as well.

Elementary School:

Parents will be called. Parents or Guardians must come to the school to pick up device.

DISCIPLINARY INFORMATION FOR ELEMENTARY SCHOOL STUDENTS

1. PARENTS, PLEASE PROVIDE UPDATED INFORMATION WITH PHONE NUMBERS SO THAT YOU MAY BE REACHED IN CASE OF DISCIPLINE, EMERGENCY, OR OTHER RELATED SCHOOL BUSINESS.
2. CHARACTER EDUCATION CONSISTS OF 2, 3, 5, 7, OR 10 DAY INCREMENTS DEPENDING ON EACH SITUATION OR ADMINISTRATOR'S DISCRETION (ALSO COINCIDES WITH DETENTION HALL AFTER A CERTAIN NUMBER OF OFFENSES).

Each grade level has a detention hall that is used before students are written up. This is a preventive tool for the children and teachers.

DRESS CODE

Students are expected to dress in a proper manner at school and all school functions. Students are expected to dress in a manner that is not distracting to other students or faculty members. Students should dress appropriately for classroom instruction. Extreme styles and fads should be avoided. Proper dress is conducive to good scholarship and behavior. The Administration reserves the right to determine what is proper dress.

- 1) Hair should be fixed in an acceptable manner. Hats, scarves, rollers, etc. are not to be worn in the building. Fluorescent colored/sprayed hair is disruptive and taboo.
- 2) See-through garments are not allowed.
- 3) Proper and acceptable undergarments will be worn at all times.
- 4) Shirts may be unbuttoned only two buttons down.
- 5) All belts must be buckled. No oversized belt buckles will be allowed. **ALL PANTS MUST BE WORN AT THE WAISTLINE WITH SHIRT TUCKED IN. Exception: Grades Pre-K thru five: All shirts must be tucked in unless specifically designed to be worn outside.**
- 6) No sleeveless tops are to be worn. (To include shirts, blouses or dresses)
- 7) For students attending Wilcox Elementary School, walking shorts are permissible. No short shorts (NO Shorts, Skirts, or dresses SHORTER THAN THREE INCHES ABOVE THE KNEE WHILE STANDING).
- 8) Sunglasses may be worn inside only if prescribed by doctor.
- 9) Tank shirts, halter-tops, and sun dresses are not to be worn.
- 10) No headbands are permitted.
- 11) No suggestive designs on clothes will be permitted. (Drugs, alcohol, profanity, tobacco)
- 12) Grooming is allowed only in the restroom.
- 13) No bandannas worn on extremities.
- 14) No sweat pants are to be worn.
- 15) Outfits that expose bare backs, bare midriffs, or bare sides may not be worn. No cleavage shall be shown.
- 16) No boys will be allowed to wear earrings.

17) Eyebrow rings, nose rings, tongue rings, and lip rings are not allowed by either sex.

18) Stirrup-pants shall be worn with tunic-length tops only. No leotards. (Grades Pre-K thru 5 only).

19) Skin tight apparel is not allowed.

20) All shoes that are worn must completely cover the toes or have a heel strap. All straps must be fastened. Students must wear shoes at all times.

21) No pants shall be worn with holes in them bigger than the diameter of a quarter.

Violations of any of the above dress codes may result in the following:

Students who are inappropriately dressed will be sent home to change clothes, or parents will be called to bring a change of clothing to the school.

Student's dress shall be neat and in good taste as dictated by common sense and propriety.

The school authorities reserve the right to make the final judgment as to what is neat and in good taste.

SYSTEM WIDE POLICIES AND PROCEDURES FOR ALL SCHOOLS

Charles Bloodsworth

Superintendent

Lynn Greene

Technology Director

Julie Childers

Assistant Superintendent

Ed Willis

Food Services/Vocational Director

Myra Davis

Testing/SST/504 Coordinator/
Attendance

103 North Broad Street
Abbeville, GA 31001

Telephone: (229)-467-2141
Website: www.wilcox.k12.ga.us

All schools are accredited by
Southern Association of Colleges and Schools
and the Georgia Accrediting Commission

Mission Statement

The mission of Wilcox County Schools is to provide a challenging and relevant education that enables everyone to meet community and global expectations.

Vision Statement

The vision of Wilcox County Schools is that all students are learning the intended, relevant curriculum in a safe environment that is conducive to learning. This enables them to become positive, contributing members of society. Our professional, dedicated staff, in cooperation with parents and community, is providing meaningful experiences evaluated by a variety of assessments.

Non-Discrimination Statement

Wilcox County School System does not discriminate on the basis of sex, race, color, or national origin in its educational programs and activities.

Purpose of Handbook

This handbook is prepared as a guide for your school life. Many of your questions will be answered in the information that follows. If you find further explanation desirable, ask your teachers. They will be pleased to assist you or to refer you to someone who can help.

The basic pattern of school life and guidelines for your conduct are important. It is even more critical that you consider the sort of person you really want to be and how you prefer to have others think of you.

Take part in school activities. This will add interest and enthusiasm to your years here and widen your circle of friends. Do your work as well as you can to avoid that reluctant feeling about going to class unprepared. Dress neatly and keep yourself well groomed and pleasant to be around. Cultivate a courteous and respectful attitude and manner. Teachers and students will assist those who make an honest effort to achieve and exhibit thoughtful and considerate attitudes toward others.

Make this image a habit - you'll be surprised how much more pleasant and rewarding school and home will be.

SCHOOL CALENDAR 2008-2009

PRE-PLANNING	07/28/08 – 07/31/08
OPEN HOUSE	07/31/08
SCHOOL BEGINS	08/01/08
MID TERM 1	08/21/08
LABOR DAY HOLIDAY	09/01/08
END FIRST SIX WEEKS	09/12/08
MID TERM 2	10/03/08
TEACHER INSERVICE	10/8/08
OCTOBER HOLIDAYS	10/8/08 – 10/10/08
END SECOND SIX WEEKS	10/29/08
MID TERM 3	11/19/08
THANKSGIVING HOLIDAYS	11/24-28/08
END THIRD SIX WEEKS	12/17/08
DECEMBER HOLIDAYS	12/18/08 – 12/31/08
JANUARY HOLIDAYS FOR STUDENTS	01/01/09 – 01/06/09
TEACHER INSERVICE	01/05/09– 01/06/09
STUDENTS RETURN TO SCHOOL	01/07/09
MARTIN LUTHER HOLIDAY	01/19/09
MID TERM 4	01/28/09
PRESIDENT HOLIDAY	02/16/09
END FOURTH SIX WEEKS	02/19/09
MARCH HOLIDAYS (Students)	03/11/09-03/13/09
TEACHER INSERVICE	03/11/09
MID TERM 5	03/17/09
END FIFTH SIX WEEKS	04/07/09
EASTER HOLIDAYS	04/9/09– 04/13/09
MID TERM 6	05/01/09
END SIXTH SIX WEEKS	05/22/09
GRADUATION	05/23/09
MEMORIAL DAY	05/25/09
POST PLANNING	05/26/09 – 05/27/09
PICK UP REPORT CARDS	05/27/09

PROGRESS REPORTS/REPORT CARDS

A progress report is given to each student every three weeks. Each progress report contains grades and attendance data. It is to be signed by the parent/guardian within three days and returned to school. Report cards go out every six weeks. The report card is to be signed by the parent/guardian and returned to the school within three days.

GRADING SYSTEM

Kindergarten -Twelfth

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D FAILING

60 - Below F FAILING

INC – INCOMPLETE

SCHOOL BUILDINGS AND EQUIPMENT

You are expected to care for school buildings and equipment as if they were your own. Artistic efforts should be confined to art class and sketch pad.

Equipment is expensive and adds to your understanding in many fields of study. In some areas, you could not learn the skills that are the object of the programs without the tools and machinery provided for your opportunity to learn. Set an example of doing things right and urge your friends to do the same.

SCHOOL GROUNDS

Your school is set on an attractive site. Enjoy the lawns and shrubbery. Preserve them for others to enjoy by avoiding walking on the grass as much as possible. Refrain from breaking branches from trees and shrubs and use the trashcans for litter.

Leave your school in the afternoon in such condition that you could immediately return to the campus and “show it off” to a stranger with a feeling of pride.

The Administration of Wilcox County Schools reserves the right to regulate the disciplinary actions needed to maintain a sound academic atmosphere for all students. All disciplinary actions will be within the guidelines of the policies of the Wilcox County Board of Education and the Georgia Department of Education.

ATTENDANCE

Every parent, guardian, or other person residing within the State of Georgia having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public or private school under such penalty for non-compliance, as provided.

ABSENCES AND EXCUSES

The Wilcox County Board of Education believes that regular school attendance is essential to gaining a quality education. Students need to participate in the experiences, discussion, activities, and special projects integral to the learning process. Consequently, regular attendance is essential to maximizing academic achievement and parents/guardians have a legal responsibility to assure that their children attend school regularly.

Parents can be prosecuted in Superior Court and students can be prosecuted in Juvenile Court for violating compulsory attendance laws.

A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No one shall encourage, urge, or counsel other students to violate this policy.

As required under state law and State Board of Education rule, a student’s absences are excused if validated by school officials within three days of returning to school for the following reasons:

1. Personal illness or attendance in school endangering a student’s health or the health of others.
 - (i) Local boards of education may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence. With proper verification a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31 Hospital/Homebound Instruction.
 - (ii)
2. A serious illness or death in a student’s immediate family necessitating absence from school.

- (i) In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
 4. Observing religious holidays, necessitating absence from school.
 5. Conditions rendering attendance impossible or hazardous to student health or safety.

Written excuses for absences must be furnished to the school by the student's parent or guardian within three (3) days after the student returns to school and shall specifically state the reason for the absence. Students with valid excuses shall be permitted to make up work missed, except in the case of absences caused by out-of-school suspension. **All make-up work must be completed within three (3) days of the student's return to school, unless the principal or his/her designee allows the student additional time for completion. It is the responsibility of the parent and/or student to arrange for makeup work.**

For perfect attendance purposes, students who are serving as pages of the Georgia General Assembly shall be counted present on the days missed for this purpose. In addition, students who are present for at least one-half of the instructional day or three full periods, whichever is greater, shall be counted present for perfect attendance purposes only.

Irregular Attendance

Any student having more than fifteen (15) unexcused absences in a class during the school year will receive no credit for that class unless a waiver is granted by the School Attendance Committee. The School Attendance Committee will review all files of students with irregular attendance. Students and/or parents shall be invited to appear before the committee only when excuses are questionable and/or make-up work is unsatisfactory. **Written excuses for absences must be furnished to the school by the student's parent or guardian within three (3) days after the student returns to school and shall specifically state the reason for the absence. The School Attendance Committee is a school-based standing committee composed of five (5) members appointed by the principal and chaired by an administrator. The chair shall vote only in case of a tie. Committee meetings shall be scheduled as needed.**

The School Attendance Committee shall use the following guidelines in determining whether to grant a waiver:

1. If absences are validated as excused within the framework established in policy JBD, and if all work is made up satisfactorily, the student shall not be denied credit for the class based on excessive absences.
2. If any absences are not appropriately justified and validated, the School Attendance Committee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation, which would require that the provisions of the policy be waived. If so, the student shall not be denied credit for the class based on excessive absences.

- 3. If the student has unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student’s personal life or family situation, the student shall not be allowed to receive credit for the class, even if the student has passing grades.**

The decisions of the School Attendance Committee shall be final.

The Superintendent and each school principal have the authority to affect the procedures and rules to carry out this policy.

TESTING DATES

Attached is the testing schedule for grades K-12. The tests to be given at each grade as well as the dates for test administration are included. Wilcox County test dates were chosen and agreed upon by both central office and building level administrators and comply with the state testing window requirements.

A quick summary of the attachment is as follows:

1. Kindergarten will only take the GKIDS.
2. Grades 1, 2, 4, 6, and 7 will take only the CRCT.
3. Grades 3, 5, and 8 will take the Ga. Writing Assessment, ITBS, and CRCT.
4. Grades 11 and 12 will take the GHSGT and GHSWT.
5. Grades 9, 10, 11, and 12 will take the EOCT.

Improving the academic achievement of all students is a goal of our system level improvement plan as well as a goal of each school level improvement plan. Students please continue your hard work and extra effort to improve all student achievement scores.

Grade(s)	Test Administered	Wilcox County Test Dates
K	GKIDS	To be announced
3, 5, & 8	ITBS	9/22/08 – 09/26/08
8	Writing	01/21/09
5	Writing	03/04/09
3	Writing	03/16/09 – 03/27/09
1-8	CRCT	04/20/09– 05/01/09
9-12	EOCT	05/05/09– 05/12/09
11-12	GHSWT	09/24/08
11-12 Retest	GHSWT Retest	02/25/09
12 Retest	GHSGT Retest	09/15/08 – 09/19/08
12 Retest	GHSGT Retest	11/3/08– 11/7/08
11-12	GHSGT	03/23/09 – 03/27/09

SCHOOL BREAKFAST AND LUNCH PROGRAM

Wilcox County School System provides a nutritious and well-balanced breakfast, and lunch daily. Information on the FREE AND REDUCED PROGRAM is made available to all students at the beginning of each school year. If you desire to apply for either program, all forms must be completed correctly and returned to the school. All required information must be verified. Notification of approval or denial will be given to the students.

Breakfast will be offered each regular school day only between 7:30am and 8:00 AM to insure instruction can begin promptly each day at 8:15 AM.

Students who bring lunches from home will eat them only in the cafeteria. Milk can be purchased for \$.30 per carton. The cost for student meals is as follows:

Wilcox Elementary School

Regular Breakfast: \$.50
 Regular Lunch: \$.75
 Reduced Breakfast: \$.30
 Reduced Lunch: \$.40
 Adult Lunches: \$2.25

Wilcox Middle/High School

Regular Breakfast: \$.60
 Regular Lunch: \$1.25
 Reduced Breakfast: \$.30
 Reduced Lunch: \$.40
 Adult Lunches: \$2.25

SCHOOL COUNCILS

School councils formed as a result of House Bill 1187 (the A+ Education Reform Act). The focus of school councils is to "provide advice, recommendations, and assistance and represent the community of parents and businesses in order to bring communities and schools closer together in the spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school based decision making process".

RELEASE OF STUDENT INFORMATION FOR MILITARY RECRUITMENT

Under Section 9528 of the No Child Left Behind Act of 2001 (NCLB), local school systems are required to disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning, unless individual students 18 or older or their parents request that the information not be released. Parents or students 18 and older must notify the school principal in writing by August 31, 2008 if they choose to opt out of this information disclosure. School districts are also obligated to provide military recruiters with the same access to secondary students as is provided generally to post secondary educational institutions or to prospective employers of those students.

CHARACTER EDUCATION HOUSE BILL 605

The following is a list of the character qualities featured in our program and the week they will be used.

Character Quality	Date Used
FALL SEMESTER	
School Pride	August 4-8
Politeness	August 11-15
Patience	August 18-22
Fairness	August 25-29
Responsibility	September 2-5
Cleanliness	September 8-12
Citizenship	September 15-19
Loyalty	September 29-October 3
Helpfulness	October 13-17
Cooperation	October 20-24
Creativity	October 27-31
Compassion	November 3-7
Kindness	November 10-14
Respect for Yourself	November 17-21
Sportsmanship	December 1-5
Courteousness	December 8-12
Punctuality	December 15-17
Joyfulness	January 12-16

Tolerance	January 20-23
Courage	January 26-30
Honesty	February 2-6
Perseverance	February 9-13
Virtue	February 17-20
Respect for Teachers	February 23-27
Thriftiness	March 2-6
Diligence	March 16-20
Generosity	March 23-27
Self Control	March 30-April 3
Respect for Others	April 6-8
Dependability	April 14-17
Respect for the Environment	April 20-24
Patriotism	April 27- May 1
Pride	May 4-8
Cheerfulness	May 11-15
Kindness	May 18-22

ACCEPTABLE USE POLICY

IFBGA

The Board of Education believes that the use of the Internet in instructional program is an educational tool, which facilitates communication, innovation, resource sharing and access to information. Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines are warranted in order to serve the educational needs of students.

It shall be the policy of the Wilcox County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b) (1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b) (2) of the Children's Internet Protection Act of 2000.

ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES FOR THE COMPUTER NETWORK OF THE WILCOX COUNTY SCHOOL DISTRICT

The Wilcox County School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

The school district has made a significant investment to ensure that every classroom and student has access to the Internet. Access to the school district's computer systems and the Internet is provided for educational purposes and research that is consistent with the school district's educational mission and goals. In order for the school district to be able to continue to make its computer network and Internet access available, every student must take responsibility for appropriate and lawful use of this access and practice Internet Responsibility. Students must understand that the use of the school district's computer network and Internet access is a privilege, not a right. Misuse may jeopardize those privileges and subject the student to potential disciplinary and legal action.

Wilcox County School District will enforce the following Acceptable Use and Internet Safety Guidelines. Upon reading the guidelines, each student must sign the Internet Network Access Agreement before they will be given the opportunity to enjoy Internet access at school. If a student is under the age of 18, his or her parents or legal guardian must also read and sign the agreement. The school district will not provide access to any student who fails to obtain the required signature on the agreement.

Below are the provisions and guidelines you agree to comply with and uphold. If you have any questions about these provisions, you should contact Lynn Greene, Technology Director. Anyone violating these guidelines shall be subject to, at least, the revocation of privileges.

I. PERSONAL RESPONSIBILITY

The act of signing the Internet Network Access Agreement signifies your agreement to follow not only the rules in these guidelines, but also your agreeing to refrain from any other misuse of the computer network that is not included in the guidelines but has the effect of harming another or his or her property. Students and their parents will be responsible for compensating the school district for any losses, costs, or damages incurred by the district relating to or arising out of the misuse of the school's network.

II. TERM OF PERMITTED USE

A student who submits to the school, as directed a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new agreement each year during which they are students in the school district before they are given access to the Internet.

III. ACCEPTABLE USES

The school district is providing access to its computer networks and the Internet for only educational purposes and research consistent with the school district's educational mission and goals. If you are unsure about whether a particular activity is educational or consistent with the school's mission, you may consult with your teacher to help you decide if a use is appropriate.

IV. UNACCEPTABLE USES

Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

- A. Accessing, sending or posting materials or communications that are:
 - 1. Damaging to another's reputation
 - 2. Abusive
 - 3. Obscene
 - 4. Sexually oriented
 - 5. Threatening
 - 6. Contrary to the school's policy on harassment
 - 7. Illegal
- B. Using the network for any illegal activity, including violations of copyright or other contracts or transmitting any material in violation of Federal and State laws and regulations
- C. Using the network for private financial or commercial gain
- D. Wastefully using resources (i.e.: game playing via the Internet is strictly prohibited at the Wilcox County School System)
- E. Utilizing any software having the purpose of damaging the school district's system or other user's system
- F. Gaining unauthorized access to resources or entities
- G. Invading the privacy of others
- H. Using another user's password or account
- I. Posting material authorized or created by another without his or her consent
- J. Posting of anonymous messages
- K. Using the network for commercial or private advertising
- L. Forging of electronic mail messages

- M. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send or receive electronic mail
- N. Using the network while access privileges are suspended or revoked
- O. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette
- P. Making use of Internet chat lines

V. INTERNET SAFETY

- A. Individual Responsibility of Parents and User: All users and their parents or guardians are advised that due to the nature of the Internet, it is extremely difficult for the Board of Education to completely regulate and monitor the information received or sent by students. Students will be required to make independent decisions and use good judgment in their use of the Internet. Parents are the best guides as to which material should not be accessed. Therefore, parents must participate and communicate their own expectations to their student regarding materials on the Internet.
- B. Personal Safety: Be safe. In using the computer network and Internet, do not reveal personal information such as your full name, home address or home telephone number. Do not arrange an in-person meeting with someone you “meet” on the computer network or Internet without your parent’s permission.
- C. “Hacking” and Other Illegal Activities: It is a violation of these guidelines to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.
- D. Active Restriction Measures: The school district, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technical means, to ensure that the students are not accessing such depictions or any other materials, which are inappropriate for minors.

VI. PRIVACY

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor all computer and Internet activity by a user. Therefore, privacy is not guaranteed. All such information files shall be and remain the property of the school district and no user shall have the expectation of privacy regarding such materials.

VII. FAILURE TO FOLLOW GUIDELINES

The use of the computer network and the Internet is a privilege, not a right. Anyone violating these guidelines shall be subject to having their privileges revoked and potential disciplinary or legal actions.

INTERNET NETWORK ACCESS AGREEMENT

I accept responsibility to abide by the Board of Education's Acceptable Use Guidelines. I understand that the use of the computer network and Internet is a privilege not a right, and I agree:

To use the computer network and Internet for appropriate educational purpose and research;

To use the computer network and Internet only with permission of teachers and administrators;

To be considerate of other users on the network and use appropriate language for school situations;

Not to intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;

To immediately report any security problems or breeches of these responsibilities to appropriate School staff;

To comply with all of the rules and expectations included in the policy and procedures;

Not to divulge personal information such as addresses and telephone numbers over the Internet.

WILCOX COUNTY SCHOOLS STUDENT BEHAVIOR CODE

I. INTRODUCTION

The Wilcox County Board of Education expects and requires student behavior, which is consistent with law, policies, regulations, and accepted standards of the community. The purpose of the Student Behavior Code is to protect all members of the educational community while ensuring an atmosphere conducive to learning. This code provides information on unacceptable behavior and outlines procedures and disciplinary actions to follow in the event unacceptable behavior occurs. Each school may have supplemental information and additional rules to which students are expected to adhere.

The student behavior code is effective during the following times and in the following places:

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

Each student will be given a copy and sign-off page of the Student Behavior Code annually to take home to parents. The sign-off page should be returned and filed in each school's main office.

II. THE PURPOSE

The purpose of this code is to provide students in the Wilcox County School System an effective and safe learning environment. This brochure has been prepared in accordance with the Discipline Procedures of the Wilcox County School System. It contains information for school personnel, students, and parents. Included in the brochure are an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals. Students SHOULD:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Wilcox County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

PARENT INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way 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 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 a hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys and order of the court under this law.

SCHOOL BOARD POLICIES RELATIVE TO STUDENT BEHAVIOR:

Harassment/Discrimination

The Wilcox County School District does not discriminate on the basis of race, color, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs.

It is the policy of the Wilcox County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability, or sex should promptly report the same to the principal of their school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures.

The Title VI Coordinator is Julie Childers, the Sports Equity Coordinator is Julie Childers, the Title IX Coordinator is Julie Childers, the Section 504 Coordinator is Myra Davis and the Americans with Disabilities Act Coordinator is Julie Childers. Any of these coordinators may be contacted by calling the Wilcox County Board of Education at 229-467-2141. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

Student Searches

Student cars brought on campus, student book bags, and school lockers, desks, and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using "drug-sniffing" dogs or hand-held metal detectors.

The Wilcox County School System reserves the right to use "walk-through" and "hand-held" metal detectors and "drug-sniffing" dogs at any school function, including activities, which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used in the discretion of administrators.

Electronic pages are prohibited. No area, county, or independent board of education shall permit any pupil to carry a pocket pager or electronic communication device in school except for health or other unusual reasons approved by the board of education. Any student found in violation of the provisions of this Code section shall be subject to in-school suspension.

(Code 1981, 20-2-1183, Ga. L. 1989, p. 1394, 2)

VII. SUMMARY

This Code of Student Conduct has been developed to help your son or daughter gain the greatest possible benefit from school experiences. The consequences of student actions, which disrupt the learning process, are clearly stated. This document constitutes the rules and regulations governing student conduct. This listing is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal or designee consistent with this code and board policies.

This code applies to every student who is under the authority of the Wilcox County School System and shall be in effect on school property, at school-sponsored events, and on school buses.

It is the desire of the Wilcox County School System that all students should have every possible opportunity to take advantage of the instructional programs offered in Wilcox County. Whatever distracts from a favorable learning environment decreases that opportunity. Students, parents, and schools working together will help maintain a safe atmosphere where students can learn.

Promotion and Retention

Wilcox County Elementary School K-1-2-3-4-5

Kindergarten: In order for kindergarten students to be promoted to the first grade, they will be required to pass both reading and math with a yearly average of 70 or above.

First Grade: In order for first grade students to be promoted to the second grade, they will be required to pass reading and math with a yearly average of 70 or above.

Second Grade: In order for second grade students to be promoted to the third grade, they will be required to pass reading and math and two other major subjects with a yearly average of 70 or above. Overall, second graders will be required to pass four of the six major subjects, (READING, MATH, language, science, social studies, and CAMPE).

Third Grade: In order for third grade students to be promoted to the fourth grade, they will be required to pass reading and math and two other major subjects with a yearly average of 70 or above. Overall, third graders will be required to pass four of the six major subjects, (READING, MATH, language, science, social studies, and CAMPE).

Also, an additional state requirement is listed in Appendix I: ALL THIRD GRADE STUDENTS MUST PASS THE READING CRCT BEGINNING 03-04 SCHOOL YEAR.

Fourth Grade: In order for fourth grade students to be promoted to the fifth grade, they will be required to pass reading and math and two other major subjects with a yearly average of 70 or above. Overall, fourth graders will be required to pass four of the six major subjects, (READING, MATH, language, science, social studies, and CAMPE).

Fifth Grade: In order for fifth grade students to be promoted to the sixth grade, they will be required to pass reading and math and two other major subjects with a yearly average of 70 or above. Overall, fifth graders will be required to pass four of the six major subjects, (READING, MATH, language, science, social studies, and CAMPE).

Also, an additional state requirement is listed in Appendix I: ALL FIFTH GRADE STUDENTS MUST PASS THE READING CRCT AND THE MATH CRCT BEGINNING 04-05 SCHOOL YEAR.

Wilcox County Middle School 6-7-8

Sixth Grade: In order for sixth grade students to be promoted to the seventh grade, they will be required to pass at least four of their six subjects with a yearly average of 70 or above. The listing of subjects is: (Reading, Math, Language, Science, Social Studies, and Connections).

Seventh Grade: In order for seventh grade students to be promoted to the eighth grade, they will be required to pass at least four of their six subjects with a yearly average of 70 or above. The listing of subjects is: (Reading, Math, Language, Science, Social Studies, and Connections).

Eighth Grade: In order for eight grade students to be promoted to the ninth grade, they will be required to pass at least four of their six subjects with a yearly average of 70 or above. The listing of subjects is: (Reading, Math, Language, Science, Social Studies, and Connections).

Also, an additional state requirement is listed in Appendix I: ALL EIGHTH GRADE STUDENTS MUST PASS THE READING CRCT AND THE MATH CRCT BEGINNING 05-06 SCHOOL YEAR.

Low-performing students and/or at-risk students will be offered summer school contingent upon state funding.

APPENDIX I : State CRCT Requirements

1. Grades 3, 5, and 8 (Promotion and Retention of Students)

(a) Promotion of a student shall be determined as follows.

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the CRCT in reading and meet promotion standards and criteria established for the school system.
2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the CRCT in reading and the CRCT in mathematics and meet promotion standards and criteria established for the school system.
3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the CRCT in reading and the CRCT in mathematics and meet promotion standards and criteria established for the school system.
4. Requirements in this section shall apply to students in the following grade levels.
 - i. Third grade beginning with the 2003-2004 school year.
 - ii. Fifth grade beginning with the 2004-2005 school year.
 - iii. Eighth grade beginning with the 2005-2006 school year.

(b) When a student does not perform at grade level in grades 3, 5, or 8 on the CRCT in section (a) above, then the following shall occur:

1. Within 10 calendar days, excluding weekends and holidays, of receipt of the CRCT individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
 - i. The student's below-grade-level performance on the CRCT;
 - ii. The specific retest(s) to be given the student and testing dates(s);
 - iii. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the CRCT;
 - iv. The possibility that the student might be retained at the same grade level for the next school year.
2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior** to the retesting opportunity; and **pending availability of scores and timelines.
3. The student shall be retested with appropriate section(s) of the CRCT or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board.

(c) When a student does not perform at grade level on the CRCT in grades 3, 5, and

8 also, does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
 - (i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student.
 - (ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed.
 - (iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
 - (i) The Placement committee shall be composed of the principal or designee, the student's parent or guardian and the teacher(s) of the subject(s) of the CRCT or the alternative assessment instrument on which the student failed to perform at grade level.
 - (ii) The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
 - (iii) The placement committee shall review the overall academic achievement of the student in light of the performance on the CRCT or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.
 - (iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - (v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - (vi) The placement committee shall provide for a plan of assessment

during the subsequent school year in order to monitor progress of the student.

4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, and 8 on the CRCT(s) specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
5. A student who is absent or otherwise unable to take the CRCT in reading and/or mathematics on the first administration or its designated make-up days(s) shall take the CRCT in reading and/or mathematics on the second administration days or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
6. A student's failure to take the CRCT in grades 3, 5, and 8 in reading and/or mathematics on any of designated testing date(s) or an alternative instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained.
The option of the parent or guardian or teacher(s) to appeal the decision to retain shall follow the procedure set forth in this rule.
7. For students receiving special education or related services, the IEP Committee shall serve as the placement committee.

2. DEFINITIONS.

- (a) Accelerated instruction – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by Department of Education, to meet grade-level standards in a compacted period of time.
- (b) Additional instruction – academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Department of Education, to grade level performance. It may include instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- (c) Differentiated instruction – instructional strategies designed to meet individual student learning needs.
- (d) Grade level – standard of performance, as defined by the Department of Education, on a Criterion-Referenced Competency Test.
- (e) Placement – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other service needed to succeed and progress to the next higher level of academic achievement

- (f) Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the CRCT. This committee shall be comprised of the principal or designee, the student’s parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the CRCT.
- (g) Promotion – the assignment of a student to a higher grade level based on the student’s achievement of established criteria in the current grade.
- (h) Retention – the re-assignment of a student to the current grade level during the next school year.

GEORGIA HIGH SCHOOL GRADUATION REQUIREMENTS

For students graduating in the 2009, 2010, and 2011 Class

THERE WILL ONLY BE TWO TYPES OF DIPLOMAS - ONE WITH A COLLEGE SEAL ENDORSEMENT AND ONE WITH A VOCATIONAL SEAL ENDORSEMENT. A STUDENT IN THE CLASS OF 2004 AND BEYOND MUST PASS A MINIMUM OF 22 UNITS TO GRADUATE. IT IS POSSIBLE FOR THESE STUDENTS TO HAVE A TOTAL OF 24 UNITS FOR GRADUATION.

For students that are entering the 9th grade class:

Tiered diploma options are no longer included in the graduation requirements for students entering the ninth grade in 2008-2009. All students are expected to complete a common set of requirements to earn a regular diploma. Students will be required to have at least 23 units to graduate.

**ANY STUDENT WHO HAS NOT MET FULL
REQUIREMENTS FOR GRADUATION
WILL NOT BE ALLOWED TO PARTICIPATE IN
GRADUATION EXERCISES.**

GEORGIA HIGH SCHOOL GRADUATION TESTS:

All students entering grade nine after July 1, 1994, will be required to post passing scores on the five sections of the Georgia High School Graduation Test (Writing, Language Arts, Mathematics, Social Studies, and Science) as one requirement for earning a high school diploma. All students must meet this requirement in order to walk with their graduating class. Students experiencing difficulty after the initial test will have an opportunity for remediation in a class held prior to the summer administration of the Georgia High School Graduation Test.

ECTI Courses require the student to be 16 years old and take the ASSET, an entrance test for Vocational/Technical Schools. Students can be from either College or Vocational Tracks.

HONORS AND AWARDS

1. **ALL A HONOR ROLL**” - Students earning a grade of 89.5 or higher for the year in each of their classes will receive this award. Grades will be reviewed on the 175th day of school or 1 week prior to the end of school. The elementary school will include the following classes in their averages: reading, language arts, math, spelling, science, and social studies. The middle school will include: reading, language arts, math, science, social studies, and connections classes. The high school will include all classes except those excluded by Board Policy IHAD.

2. “A AVERAGE HONOR ROLL” - Students earning an average of 89.5 or higher for the year will receive this award. Grades will be calculated on the 175th day of school or 1 week prior to the end of school. The elementary school will include the following classes in their averages: reading, language arts, math, spelling, science, and social studies. The middle school will include: reading, language arts, math, science, social studies, and connections classes (all 6 connections classes will be averaged together to formulate one yearly average). The high school will include all classes except those excluded by Board Policy IHAD.

3. “SUPERIOR SUBJECT ACHIEVEMENT” - Students earning a grade of 94.5 or higher in any subject will receive this award. Grades will be averaged on the 175th day of school or 1 week prior to the end of school. The elementary school will include the following classes in their averages: reading, language arts, math, spelling, science, and social studies. The middle school will include: reading, language arts, math, science, and social studies. The high school will include all classes.

4. “CERTIFICATE OF ATTENDANCE” - Students will receive this award if they attend school each day during the school year (students are counted present if they attend school for three instructional hours. This is derived from state criteria.).

5. “PRESIDENTIAL AWARDS” – (Grade 5 and grade 8 only) - Students who maintain a grade of 89.5 or higher in their 6 major subjects during fourth and fifth grade will receive this award at the end of the 5th grade year. At the middle school, students who maintain a grade of 89.5 or higher in the eighth grade will receive this award. No presidential awards are given at the high school level.

6. “ACADEMIC REPRESENTATIVES” - (Grades 9-12 only) - Beginning in the 2003-2004 school year, academic representatives will be selected based on the previous year’s work; i.e., 9th grade representatives will be selected according to their 8th grade achievements. Grades will be averaged on the 175th day of school or one week prior to the end of school. Only students participating in College Prep or Career Tech classes are eligible.

7. “VALEDICTORIAN AND SALUTATORIAN” - See File IHD (JN) Only students participating in College Prep classes are eligible.

8. “STAR STUDENTS” - See File IHD (JN) pg 2.

9. “BETA CLUB” - Students who wish to join the Wilcox County High School Beta Club must maintain an average of 89.5 or higher during their previous year. It is the responsibility of the student to contact the Beta Club sponsor and express his/her desire to become a member. After being notified of the student’s desire to join the Beta Club, the sponsor will review the student’s academic record.

“Wilcox County Elementary School Junior Beta Club” – During the 2004-2005 school year, WCES fifth grade teachers started the Fifth Grade Junior Beta Club. The Junior Beta Club is a national organization that promotes character, leadership, service, and scholastic achievement. The purpose of the Junior Beta Club is to reward students for their hard work and effort in the classroom. Students who are eligible for Junior Beta Club membership must be working on grade level or above, maintain an academic average of 89.5 and a conduct grade of A. Membership into the club is a privilege for the students. Also, many activities are held throughout the school year which includes an induction service and school service projects.

10. "HOMECOMING QUEEN" - The senior class votes on the members of the homecoming court. The entire high school student body votes on who will be the homecoming queen for the year.

11. "HONORS PROGRAMS" - The superintendent and principals together will decide on days and times for honors programs. The superintendent will coordinate with each principal to minimize conflicts.

SCHOOL NURSE AND HEALTH EDUCATION

Wilcox County School System has the service of one registered nurse and one licensed practical nurse. The services will include but are not limited to, first aid, temperature and weight checks, communicable disease control, and educating students of health issues pertaining to personal safety and human growth and development. Parents will not be charged for these services.

HEALTH PROBLEMS

The school nurse should be advised in writing about students who have chronic health problems. (An example of such might be chronic kidney problems). We do not encourage student absences; however, if your child is nauseated or feverish, has an unexplained rash, pink eyes or has ring worm, we do strongly encourage you to keep him/her home. Many times these conditions are symptomatic of communicable illness. This is in the best interest of all students in Wilcox County Schools.

GUIDELINES FOR ADMINISTRATION OF MEDICATION

In the event that medication must be administered to a student during school hours, the guidelines set forth below should be followed.

1. Parent/Guardian must sign School Clinic Permission form for any services, including administration of medication, to be rendered by the school nurse. A phone call from parent or guardian will not be accepted as permission to administer medication.
2. Parent/Guardian must sign Authorization for Medication Administration before any long-term medications may be administered. This form must be completed at least once per year or when any medication changes are made.
3. Short-term prescription medications i.e. antibiotics, cough syrup, etc. will be administered according to the following guidelines. Short-term medications are prescribed for a period of time not to exceed two weeks. A properly labeled container bearing the physician's name can be accepted in lieu of the physician's order for short-term medication. Parent/guardian **MUST** also send written permission to administer the medication with the students name, name of the medication, dosage and times to be administered at school and must have the parent/guardian's signature & date.
4. Any OTC (over-the-counter) medications sent from home **MUST** have written permission from the parent/guardian with students name, name of medication, dosage and times to be administered at school and must have the parent/guardian's signature & date.
5. Any medications brought to school **MUST** be in the original, labeled container. All prescription medication must be contained in the original container with the name of the student, prescribing physician name, and instructions regarding the dosage clearly indicated. You can ask for an additional bottle from your pharmacist for the school. They should supply this at no additional charge to you.
6. If your physician gives you samples for your child to take, the samples must be in the original packaging and must have a physician's prescription with name, dosage and frequency of medication to be taken. These sample medications **CAN NOT** be given without the physicians prescription
7. Under no circumstances will any medication be given that is sent in any container, bag, wrapping, etc. other than the original container.

8. Any OTC (over-the-counter) medications i.e. Tylenol, Benadryl, etc. that are given on a daily basis for greater than two weeks must have a physicians order for the school nurse to administer.
9. It will be the responsibility of the parent to report to the school nurse or office personnel any changes in pertinent information regarding student health.
10. Parent/Guardian must immediately notify the school of any changes in medication.
11. All medication will be taken directly to the school nurse or office by the parent, guardian or other responsible adult.
12. A daily medication record will be kept on each student with name, date, medication administered, time and initials of person administering medication.

ILLNESS OR INJURY

In case of illness or serious injury, an attempt will be made to notify a parent or guardian. If parents cannot be reached, the person listed on the enrollment card will be notified. If it appears that a student is in a life-threatening situation, the proper medical assistance will be secured, and then parents will be notified.

HOMEWORK

Students are routinely required to do homework assignments away from school. These assignments should be completed and brought back to the teacher on the date directed by the teacher. Failure to complete homework assignments without a valid reason may result in one or more actions, such as:

1. Students may be required to stay in at break to complete assignments.
2. Students may receive a grade of "F" on missed assignments.
3. Students who habitually fail to complete homework assignments may be referred to school administration for parent conference.

GENDER EQUITY POLICY

It shall be the policy of the Wilcox County Board of Education ("Board") to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

It shall be the policy of the Board to conduct an ongoing assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, the school system will conduct an athletic interest survey to determine student interest in various sports.

The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The Superintendent, at his or her discretion, may also designate school-level coordinators to assist the sports equity coordinator. The school system shall annually notify all of its students of the name, office address, and office telephone number of the sports equity coordinator. This notification shall be included in the student handbook. In addition, each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender.

The sports equity coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures for resolution of complaints regarding gender equity in sports, as adopted by the Board.

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 Wilcox County School System does not discriminate on the basis of gender in its athletic programs.

The sports equity coordinator for this school system is Julie Childers, 103 North Broad Street, Abbeville, Georgia 31001; Phone 229-467-2141. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

PARENT-TEACHER CONFERENCES

In order for students to make better grades and to enjoy school more, parent-teacher conferences are encouraged. Teachers are always ready to meet with parents to discuss grades, behavior, attitudes, extra-curricular activities, etc. A simple call to the school office will enable the secretary, counselor, principal, or assistant principal to arrange a convenient time outside of classroom instructional time for the parent(s) and teacher(s) to meet together. Usually these conferences are arranged after 3:15 PM.

SCHOOL VISITORS

No one is permitted to enter a classroom for any reason without a visitor's pass obtained from the principal's office. Official business by parents or others must be authorized through the office. Teachers will not be allowed to see visitors before this procedure is done.

TEXTBOOKS

Books left at school are still the students' responsibility. Students are responsible for books when they are checked out!

TELEPHONE

The telephone at school is for emergency use only. Students will not be allowed to call home for reasons other than sickness, unless approved by an administrator.

LOST AND FOUND

Students should not bring personal possessions of value with them to school. The school cannot be responsible for protecting students' personal possessions. Lost and found articles should be reported to the office immediately when lost, and all articles found on the school campus should be brought to the office.

PHYSICAL EDUCATION RULES

All students will be expected to participate in the PHYSICAL EDUCATION PROGRAM unless a note from a doctor excuses them. Each student should come to school dressed comfortably to participate. Students may be excused from PE only three days at a time without a doctor's excuse

BUS STUDENTS

Riding a school bus is a privilege extended to students that can be taken away at anytime for disruptive or unsatisfactory conduct. Bus students are expected to obey the rules and regulations given by the bus driver. A bus conduct report will be sent home to notify parents of a student who persists in disregarding the bus driver's authority. He/she

may be denied bus transportation or be duly punished. School bus rules are designed to ensure the students safety while being transported. Please make sure your child is aware of the bus rules and is encouraged to obey them.

BUS RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language, and speak softly.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke, consume alcohol or drugs.
7. Do not be destructive.
8. Take your seat when you board the bus, and remain there with feet out of the aisle until you have permission to move.
9. Keep all parts of your body and all personal belongings to yourself and inside the bus.
10. Bus driver is authorized to assign seats if necessary.

CONSEQUENCES OF BREAKING A BUS RULE (MINOR OFFENSES)

1ST OFFENSE – DRIVER WILL WARN STUDENT.

2nd Offense – Driver will notify school administration of misbehavior. School administration will notify parent of misbehavior. Driver may assign student a seat.

3rd Offense – Driver will notify school administration of misbehavior. Bus riding privileges will be suspended for three days. A parent conference will be required prior to your child's returning to the bus.

4th Offense – Driver will notify school administration of misbehavior. Bus riding privileges will be suspended for five days. A parent conference will be required prior to your child's returning to the bus.

5th Offense or greater – Driver will notify school administration of misbehavior. Bus riding privileges will be suspended for ten days. A parent conference will be required prior to your child's returning to the bus.

SEVERE MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED!

The following behaviors may result in immediate suspension from the bus and/or school.

1. Vandalism
 2. Abusive Language/Racial Remarks
 3. Smoking
 4. Pornography
 5. Defiance
 6. Alcohol/Drugs
 7. Weapons
 8. Obscene/Suggestive Behavior
 9. Fighting/Assault
 10. Other Severe Disruptive Behavior(s) Not Listed
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