

Washington-Wilkes Primary School Student Handbook

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Washington-Wilkes Primary School
Faculty and Staff
2014-2015

Kindergarten

Mary Lois Akins-Newsome
Mary Elizabeth Burdette
Lynn Connell
Nicki Dawson
Jan Fernandes
Julia Anne Holloway
Darren Pharr

First Grade

Tiffani Andrews
Jacquelyn Davis
Julie Driggers
April Guin
Crystal Jackson
Beth Lamar
Jennifer McAvoy

Second Grade

Tricia Bridges
Stacey Colvard
Julie Holloman
Wanda Jackson
Tina Lewis
Leslie McAvoy
Carol Souther

Third Grade

Kim Bearse
Sandra Gammon
Elizabeth Lunceford
Colby Morris
Whitney Richards
Nicole Smith
Sarah Wheatley

Early Intervention Program

Daphne Albertson
Iris Gartrell
Dawn Moore

Special Education

Debbie Borders
Beth Conard
Kay deBeaugrine
Amanda Hogan
Casey Nash
Susan Poss
Ginny Thornton

DELTA Program

Jennifer Holton

Activity

Sara Beth Moss—Media Specialist
Joy Martin—Physical Education
Melanie Stokes—Fine Arts
Patricia Rusher—Music
Tiffany Atkins--Counselor

Paraprofessionals

Michelle Bell
Gwen Gresham
Becky Griffin +
Cynthia Lewis
Charlene McAvoy
Shirley Mills
Andrea New
Dean Sisson
Tesi Standard
Barbara Stephens
Mary Wylie

Office Staff

Denise Armour
Lois Strong

School Nurse

Patty Stewart

Administration

Florence Sandifer, Principal
Janet Pharr, Assistant Principal

*Washington-Wilkes Primary School
910 E. Robert Toombs Avenue
Washington, Georgia 30673*

Dear Parents and Students:

We are expecting another great year at Washington-Wilkes Primary School. It takes all of us to have a great school--teachers who are enthusiastic, parents who are supportive, and students who are ready to learn.

This handbook contains the general information that you will need. If you have questions, please call 706-678-2633. Please read this handbook carefully.

Parents and community are encouraged to become involved in the school. The WWPS PTG (Parent-Teacher Group) offers many opportunities for volunteer service, and parents are encouraged to visit the school and take an active role in continuing to make WWPS a school of excellence and distinction. Calling to check the school schedule before your visit is encouraged. Please remember to check-in at the office each time you visit as well. We look forward to working with you and your child this year.

Please tear out the back page of the handbook, sign it, and return it to school.

Sincerely,

Florence Sandifer
Principal



S.T.A.R.S.
Students' and Teachers' Actions Result in Success

Philosophy: Belief that each child can be a "star." He can feel good about himself and reach some measure of success. Belief that teachers must create situations that allow children to be successful. Belief in the partnership of home and school; school and community.

S.T.A.R.S. SLOGAN: Every Child Is a STAR

S.T.A.R.S. PLEDGE: "On my honor, I will try to do my best in school, to be a good student, to have pride in myself, my school and my community, and to obey the teachers and school rules."

S.T.A.R.S. CRITERIA:

1. Good or improving classroom behavior.
2. Good or improving class work and homework.
3. Good citizenship: 3 C's . . .
character
concern
commitment

GENERAL INFORMATION 2014-2015

ARRIVALS, EARLY – The building does not open until 7:30 a.m. Children who arrive at school before 7:50 a.m. are to report to the lunchroom. A bell will ring at 7:50 a.m. to dismiss children to go to their classrooms.

ARRIVALS, LATE - Classes begin at 7:50 a.m. Pupils who arrive after 8:15 a.m. are considered **tardy** and are required to come by the principal's office for an admission slip before reporting to their class. See "Tardies" section for further explanation.

ATTENDANCE - In accordance with the Wilkes County Board of Education Policy a pupil is required to attend school 180 days. Of this 180, your child must be present 165 days, not missing more than 15 days. Any exception to the foregoing statement must be approved by the school administration. (see attendance policy on pg. 50-54)

Excused Absences for Students of Active Duty Military Personnel: Please see Wilkes County Attendance Protocol (pg. 50-54)

BAD WEATHER – In case of inclement weather, please tune to the local radio station (**1370 AM or WLVX 105.1 FM**) for information regarding school closings. 11ALIVE Emergency Weather Network in partnership with STAR94 Radio also provides severe weather information at www.11alive.com and www.star94.com.

BOOK BAGS—Having a book bag to transport important materials between home and school is very helpful. As student materials at this level are not extremely heavy, rolling book bags are discouraged.

COMMUNICATION -Communication between home and school is very important. Notes and important information for parents and students will be sent home in the student's homework folder which is provided by the school. It is the parents' responsibility to check this folder daily. We also encourage parents to use this opportunity to help their child learn to take personal responsibility for this communication. Allowing students to take personal responsibility for completing homework assignments and making plans for each school day (laying out clothes, packing book bags, etc.) provides wonderful practice for children as they learn to become independent, well-prepared students. The school website (<http://wwps.wilkes.k12.ga.us/>) provides up-to-date information for parents and excellent resources for students and parents.

Parents are encouraged to actively participate in their child's education and well-being. If any concerns arise during the year, parents/students are encouraged to communicate with the child's teacher(s), school counselor, and/or school administrators. Concerns of a serious nature should be reported to the

principal or assistant principal immediately. Administrators may be reached in person, by phone (706-678-2633) or in writing.

DISMISSAL, EARLY - A pupil who must leave school before the school day ends (3:00) is expected to bring a note signed by the parent(s) stating the reason and time for early dismissal.

Teachers are not allowed to dismiss students before 2:55 p.m. without administrative approval. Students being picked up early will be called to the office. Parents, guardians, etc. are to wait in the office area.

DISMISSAL, REGULAR – It is quicker and safer for parents to pick up children at the east Kindergarten wing entrance at the end of the day. Children will be sent to this location.

For safety purposes, parents who opt to walk inside the building to pick up their children after 2:30 should park in an area beyond the loading zone. Parking is available in the large parking lot behind CVS or off the road beyond the loading area.

DRESS CODE – Our main concern is that the students can study and learn without distractions caused by improper clothing. Therefore, we request that shorts/pants be “mid-thigh” or longer. Dresses are to be an appropriate length, and appropriate footwear should be worn for the many activities in which children are involved at school. Pants that drop below the waist, unless secured by a belt, sunglasses, and head coverings are not appropriate attire for school. Shirts that do not completely cover the waist or that are too revealing are not appropriate school attire. Caps and hoods should be removed upon entry into the building. Heelies, or shoes with roller skate options, are not appropriate for school. Tennis shoes should be worn on P.E. days. Clothing with offensive words/pictures are not appropriate for school.

EARLY DISMISSAL—see attendance policy on pg. 50-54.

END OF DAY - Two daily departure bells signal the ending school day. Departure bell schedule is as follows:

Classes Conclude/Pack-up: Bell 1 – 2:50

Car Riders/Buses: Bell 2 – 2:55

PHONE CALLS WILL NOT BE ACCEPTED FOR CHANGING THE BUS YOUR CHILD RIDES IN THE AFTERNOONS!

Notes or faxes (706-678-2666) must be received by 2:00 pm if there is a bus change! Be sure to include the address where student will get off the bus.

*The building closes at 3:30 each day.

FERPA - Please note that all student records will be sent to another school or school district if a student is seeking or intends to enroll in that school.

***Please note that names and/or pictures of students will be in school newsletters and other school publications and/or the local newspaper and school webpage*

from time to time to publicize school events, awards, honors, and/or programs/events. Artwork may also be posted on www.artsonia.com. If you object to the publicity, please call the school, 706-678-2633.

HOMEWORK - Each teacher has his/her own homework policy that he/she will explain upon your request. Some teachers give homework daily, others less often. Ask your child to let you see his assignments frequently. First, second and third graders will have homework each night, Monday through Thursday.

Be sure that your child has a quiet place to study and make sure that some time is provided for study.

ILLNESS—A nurse is on staff daily to handle medical needs that should arise during the school day. Since school attendance is imperative for optimal learning, students are encouraged to make efforts to come to school even on those “just feeling tired” days. Since the nurse is available to administer medications, some minor ailments can be treated at school without disruption in attendance. Medication must be sent to the nurse in the original container with a note specifying when the medication should be administered (see section about medication). For health reasons, however, students should not attend school if their illness is contagious, are vomiting, have diarrhea or have a fever of 100 or higher. Students should not return to school until the fever and/or vomiting/diarrhea have subsided for 24 hours without medication.

INSURANCE - The Wilkes County Board of Education will carry an accident insurance policy on each student for the current school year. However, this is no substitute for health insurance and will not, generally, provide any coverage related to childhood sickness or illness or in connection with any accident away from school.

INTERNET - The Internet will allow our students to access educational information from a variety of sources that are appropriate for young children. We, as educators, will provide strict supervision at all times the Internet is in use. Students new to the school will be asked to sign a permission form for Internet use.

LOST AND FOUND - All articles are placed on the cafeteria stage. Please encourage your child to look immediately for lost articles. Please place name tapes/labels in your child's belongings.

MAIL - Notices of PTG meetings, parent grade meetings, school pictures, and other items of general importance are sent home with your child. Please check with your child daily to see if he has brought home any school mail. A folder is provided for home/school communication.

MEDIA CENTER—The Washington-Wilkes Primary School Media Center seeks to provide: support for instructional programs of the school, enrichment through literature appreciation, an environment rich in learning resources, access

to information, and encouragement for students, faculty, and staff to live as lifelong learners.

Kindergarten classes rotate through the Media Center as part of their activity schedule. Students will check out one book of their choice during each visit to the media center. Students are encouraged to return their books and select new ones at each visit; however, books are not considered overdue until they are kept longer than seven days. Students who have not returned a book may not check out a new one.

First, second and third grade students have open book checkout. Students may visit the Media Center during checkout hours between 8:30 a.m. and 2:50 p.m. to choose a new book of their choice (provided they have turned in the last one checked out). First, second and third grade students also rotate through the Media Center as part of their activity schedule and may check out books during activity time. During this time, students will receive instruction in information literacy and computer skills.

Overdue notices are sent home when books are held past their due date. Requests for payment are made for long overdue or lost books.

Parents are charged the **cost for replacement of the lost book**, which includes any shipping charges and sales tax.

Refunds are given if a parent pays for a lost book then locates and returns it to the media center within the same school year.

Students who turn in books that are damaged beyond repair will be charged the lost book rate.

We encourage the use of the Mary Willis Library for parents to check out books for themselves and their children.

MEDICINE: Medication must be sent to the nurse in the original container with a note specifying when the medication should be administered.

Students who must use auto injectable epinephrine may carry their epinephrine kits with them while at school or on school property. Parents/guardians must provide a written statement from a physician including the name of the medication, method, amount, and time schedules for administration; a release authorizing school officials to contact the medical doctor; and a release from civil liability if the student suffers an adverse reaction from the medication. Students who misuse such medication shall be subject to disciplinary action. Students who are to self-administer medication must have written documentation from a medical doctor confirming their ability to perform such self-administration. Otherwise, administration of medication will be handled by a designated staff member.

MOMENT OF REFLECTION - In compliance with Georgia law, at the opening of school on every school day in each public school classroom, the

teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

The teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.

PERSONAL DATA - Please inform the school of any changes in your child's address, phone number, those who can pick up your child, etc.

PETS – Pets are not allowed at school.

PLAYGROUND RULES/PROCEDURES—

1. No fighting or rough playing on the playground. This includes refraining from participation in contact sports, such as football.
2. No running up or standing on the slide.
3. No standing in or twisting the swings.
4. One child at a time on the swing and slide.
5. No throwing rocks, sticks, bark or sand.
6. No running or rough play on the pavement.
7. No climbing trees or poles.

*Students should not be allowed to come back into the building to use the restroom, unless it is an emergency.

SCHOOL PRANKS -- No student shall commit the offense of school pranks. A student commits the offense of school pranks when he or she disrupts the school or defaces school property. If damages occur, the offense will be treated as an act of vandalism. Restitution may be required. This violation may be reported to the proper law enforcement agency.

TARDIES – Classes begin at 7:50 each day. A student is considered tardy after 8:15 a.m. Excused tardies must meet the same criteria as absences. All other reasons are unexcused.

TRESPASSING -- No student shall commit the offense of trespassing, which is defined as entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee. This violation may be reported to the proper law enforcement agency.

VANDALISM:-- No student shall commit the offense of vandalism, which is defined as the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or

the person having custody of control of it. Restitution may be required. This offense may be reported to the proper law enforcement agency.

VISITORS - Everyone must check-in at the office each time they enter the school. Visitors will be given a visitor's pass which must be worn at all times while on campus.

VOLUNTEERS - Washington-Wilkes Primary School has an active volunteer program for parents and other community members. Volunteers assist with tutoring students, assisting teachers in the classroom, and supervising students at lunch and other times during the school day. There are many other ways to volunteer! Please consider being one of WWPS's VIPs - - - a school volunteer! Call the school at 706-678-2633 or notify your child's teacher!

DISCIPLINE AND SCHOOL SAFETY

School Safety Procedures for Parents and other Adult Visitors

1. **All Parents and other visitors must come to the office for a pass upon entering the school.**
2. The double doors at the front of the building are the only doors any parents or other visitors are to use during the school day. All other doors are for buses unloading and loading in mornings and afternoons.
3. Teachers are teaching every minute of the day and any disruption causes a loss of teaching time. Any items (lunches, eyeglasses, etc.) brought by the parents for a student need to be left in the office to be sent to the room at an appropriate time. Please call the office or stop by the office to schedule a conference with your child's teacher(s). "Drop-in" conversations/conferences are discouraged.
4. Whenever a student needs to leave school before 2:50, please observe the following procedure: Stop by the office upon entering the building. Office personnel will call the student to the office. Parents need to wait in the office area for the student to come to them. Please do not go to your child's room unannounced. **Teachers are not allowed to dismiss students before 2:55 pm without administrative approval.**
5. Bus Policy – Please remember, **phone calls will not be accepted for bus changes**. No student will be allowed to get off a bus at any location other than his/her residence without prior written permission. Parents must send a note with their child or fax (706-678-2666) a note to the office during the school day **before 2:00 pm. Please include the address where your child will get off the bus.**

Your cooperation in these matters is greatly appreciated. This system may seem inconvenient at first. We appreciate your patience and cooperation as we strive to keep our students safe.

Washington-Wilkes Primary School Discipline Plan 2014-2015

Dear Parents,

Please post this Discipline Plan and keep for your personal reference along with the Student Handbook. Also, read over and discuss this discipline plan as well as the student handbook with your child.

Student Responsibilities: Students at the Washington-Wilkes Primary School are expected to fulfill the following responsibilities:

1. Be a good learner by:
 - a. participating fully in learning.
 - b. being prepared for school work.
 - c. being on time for school and class.
 - d. paying attention to instruction.
 - e. completing assignments.

2. Avoid behavior that interferes with his own or other students' learning by:
 - a. cooperating in maintaining orderliness.
 - b. taking care of books and other instructional materials.
 - c. encouraging a climate where learning can take place.

3. Show respect for teachers by:
 - a. obeying directions.
 - b. using acceptable and courteous language.
 - c. avoiding actions that show contempt.

4. Show respect for other students by:
 - a. recognizing the rights and human dignity of fellow students.
 - b. refraining from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.
 - c. showing concern for and encouraging achievement of others.

Positive School Climate Procedures

Major Offenses:

1. Hitting, roughing and physical abuse (includes physical assault or battery) with intent to hurt (includes pinching, scratching, and bullying) of other students, school personnel or persons attending school-related functions
Consequence: BC Room – Write action plan
2. Destroying, defacing, or stealing property of others (or school)
Consequence: BC Room – Write action plan.
Pay for damage
3. Throwing objects such as books, rocks, pencils, etc.
Consequence: BC Room – Write action plan
4. Defying authority
Consequence: BC Room – Write action plan
5. Using disrespectful and abusive language and/or gestures to other students, school personnel or persons attending school-related functions.
Consequence: BC Room – Write action plan
6. Having continuous disruptive behavior
Consequence: BC Room – Write action plan
7. Making threats (including verbal assault and sexual harassment in violation of Title IX) that are harmful to students and/or staff or persons attending school-related functions.
Consequence: BC Room –Referral to administrator

Students choosing to disobey these rules are immediately sent to the Behavior Control Room (BCR – pg. 17).

Continuous Disruptive Behavior means NOT following classroom rules. Before sending a student to the BCR, the student must sit in the BC Chair for 30 minutes and write an action plan. If the disruption continues after this intervention, the teacher sends the student with this plan and the Conduct Report to the BCR. If the student refuses to write a plan, the student is sent to the BCR for “offense 4”: defying authority.

Major-Major Offenses:

1. The use, possession or sale of devices or substances that are harmful to self and/or others.
Consequence: Immediate suspension from school
2. Inappropriate touching of self and others (including sexual harassment under Title IX).
Consequence: Immediate referral to counselor after reporting to BCR. Phone call to parent or proper agency.
3. Fighting & Biting – see procedures below

While all students are expected to fulfill these responsibilities, some will occasionally need guidance and correction. Some students will need more help than others in learning to behave in a responsible, mature manner. It is expected that persistent misbehavior will be dealt with appropriately in order to help students avoid establishing a pattern of unacceptable habits.

In reference to section 20-2-735(e) O.C.G.A.: The Wilkes County School System encourages parents and guardians 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.

, Disciplinary action may be taken in the case of “falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student”.

BULLYING—(K through 3rd Grade)

The term “bullying” refers to (1) “any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm”, 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 O.C.G.A. 16-5-23.1 or visible bodily harm as defined in O.C.G.A. 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 education environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

1st Offense: BC Room—Conference with Counselor; Administrator to contact parents of bully(ies) and victim(s).

2nd Offense: BC Room—Conference with Administrator who contacts parents of bully(ies) and victim(s)

3rd Offense: Suspension from school

FIGHTING - (K through 3rd Grade)

The teacher or supervising adult will decide if the altercation between students should be classified as a fight. All infractions are cumulative by the school year.

1st Offense: One-day suspension

2nd Offense Three-day suspension

3rd Offense: Five-day suspension

BITING – Biting others is considered dangerous behavior.

1st Offense: Full day in BCR

2nd Offense: Suspension from school

REPEATED HITTING AND PINCHING– One day suspension

TARDINESS – Classes begin at 7:50 each day. A student is considered tardy after 8:15 a.m. Excused tardies must meet the same criteria as absences. All other reasons are unexcused.

Procedure:

1. After **5** tardies, parent is notified of the accumulated tardies and reminded of the consequences of future tardies, as stated in attendance policy (see pgs. 50-54)
2. After **6** tardies, student is sent to the Behavior Control Room for one half hour and referred to the Counselor.
3. After **7** tardies, student is sent to the Behavior Control Room for one hour. An Attendance Support Team meeting will be scheduled to develop a plan of action to correct tardiness concern.
4. Repeated offenses may result in more severe action by the school administration. (see tardies/early dismissal section of attendance policy on pg. 50-54.)
5. An Attendance Support Team meeting will be scheduled when a student accumulates ten (10) tardies and/or early dismissals within two consecutive grading periods.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE MAY ALSO BE TREATED AS A CODE OF CONDUCT VIOLATION.

In all cases the parents will be notified.

THREATS—The term “threat” means “any statement or other indication of intention to hurt, punish, destroy, etc.” The teacher or supervising adult will determine whether the statement or indication of intent should be classified as a threat.

K-Third Grade

1st Offense—Student will be sent to the Behavior Control Room where he/she will remain for the remainder of the school day and parent will be notified. Student may not return to school until parent and student have had conference with administrator.

2nd Offense—Three-day suspension

3rd Offense—Ten-day suspension

WEAPONS - The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge club, or other bludgeon-type weapon, 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 nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

In addition to Georgia law, local Board of Education policy describes a knife of any length as a "weapon."

A weapon could also include any object that could or has been used as a weapon. A toy gun may also be considered a weapon.

K through 3rd Grade:

Firearms: Ten-day suspension and recommendation to the superintendent for expulsion from school for a (calendar) year.

Children under 12 years of age -- Weapons (other than firearms):

1st Offense: Three-day suspension

2nd Offense: Ten-day suspension

3rd Offense: Ten-day suspension and recommendation to the superintendent for expulsion for 60 days.

If injury occurs, perpetrator will automatically receive a ten-day suspension and recommendation to the superintendent for expulsion from school for a (calendar) year.

DRUG FREE SCHOOLS - Standards of Conduct and Disciplinary Sanctions

The Wilkes County Schools recognize that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Students will not make, sell, give, use or have on their person illegal drugs or alcohol in the Wilkes County Schools or at any school sponsored activity.

Kindergarten through 3rd Grade:

Any student found making, giving, selling, using or having illegal drugs and alcohol will be immediately suspended and the student's parent(s) or guardian(s)

will be notified. Student may not return to school until the parent(s) or guardian(s) return to school with the student and until appropriate counseling or other rehabilitation is begun.

Each school principal has a listing of available Drug Treatment Services. The parent(s) or guardian(s) will be referred to these agencies or they may make their own arrangements. School guidance counselors may also provide intervention for some students.

All students and parents must abide by the terms of this policy. All infractions are cumulative by the school year.

ALCOHOL—

1st Offense: Five-day suspension and five days additional punishment, which may include but is not limited to the following: after school detention, isolation, loss of privileges, etc.

2nd Offense: Ten-day suspension

3rd Offense: Recommendation to the superintendent for long term suspension

DRUGS—

1st Offense: Suspension of ten (10) days, placed on probation for the remainder of the year, and ten (10) days detention during which counseling will take place.

2nd Offense: Suspension of ten (10) days and recommendation to the superintendent for expulsion for the remainder of the semester.

3rd Offense: Suspension for ten (10) days and recommendation to the superintendent for expulsion for the remainder of the school year.

TOBACCO---

1st Offense: BC Room for three days

2nd Offense: Three-day suspension

3rd Offense: Five-day suspension

DISCIPLINARY ACTIONS

1. In most instances, the teacher will carry out his/her own discipline plan within the framework of the classroom. The plan will include loss of privileges and isolation in the classroom. If the teacher deems necessary, parents will be contacted. Students who continue to be disruptive are sent to the Behavior Control Room (BCR).

2. When a student's behavior warrants removal from the classroom, the following measures may be taken:

a. Behavior Control Room – students are required to report to the Behavior Control Room and to a designated staff member or school official to write an action plan for improvement. Such detention may require the student's attendance before or after school or at any time during school hours.

STEP 1. FIRST TIME IN BCR

30 minutes in BCR – student writes an action plan

The parent is called.

(Some major offenses may be viewed serious enough to warrant suspension from the classroom for a more extended period, for example, to give the student plenty of time to “cool-off” before returning to class).

STEP 2: SECOND BCR VISIT WITHIN 30 SCHOOL DAYS OF FIRST BCR VISIT

One hour in BCR – write action plan

Parent is called; Counselor is notified.

STEP 3: THIRD VISIT WITHIN 30 SCHOOL DAYS OF FIRST BCR VISIT

One half day in BCR – student writes action plan. Parent is called. A conference will be held with the teacher, parent, administrator, and child for an agreement to be signed.

STEP 4: FOURTH BCR VISIT WITHIN 30 SCHOOL DAYS OF FIRST BCR VISIT.

One full day in BCR – student writes an action plan. A conference will be held with the administrator, teacher, counselor, parent, and child for review of the agreement. At this point an individual behavior management plan will be developed. This plan may include out-of-school suspension for a set number of days and referral to the Student Support Team (SST).

STEP 5: FIFTH BCR VISIT WITHIN 30 SCHOOL DAYS OF FIRST VISIT

Parent is called: Principal intervenes--Suspension from school

When the student goes for 30 school days and does not return to the BCR, he/she will get to tear-up all the Conduct Reports and Action Plans pertaining

to him/her. We feel that if the student goes for 30 school days without a BCR visit, he/she is working on correcting his/her problem.

- A full day in the BCR is a positive alternative to nonproductive and ineffective out-of-school suspension
- Discipline of students with special needs will be handled in accordance with their IEP and O.C.G.A. code.

b. Corporal Punishment – Under certain conditions, corporal punishment may be administered by the principal or her designee and in the event such punishment is imposed, same shall be administered in accordance with the provision of Official Code of Georgia, Section 20-2-731, providing that it is "not excessive or unduly severe" and that it is administered "only in the presence of one other principal or teacher."

Corporal punishment will only be administered with written consent from a parent/guardian. Written consent will be obtained prior to the revision of the student's discipline plan. Parent/guardian will be contacted each time corporal punishment is administered.

c. Short-Term Suspension - Short-term suspension shall mean the denial of a student of the right to attend school and take part in any school functions for a period not exceeding ten (10) school days.

CONTINUED AND WILLFUL DISOBEDIENCE -A student may be subject to a higher degree of punishment than would ordinarily be imposed for a relatively minor disciplinary infraction if the student has numerous such infractions, the cumulative effect of which frequently interferes with classroom instruction or the orderly conduct of school activities.

CHRONICALLY DISRUPTIVE - Students with chronic discipline problems: The parent or guardian will be notified of the disciplinary problem, and the parent or guardian will be requested to attend a conference to devise an individual behavior modification plan.

INCITING, ADVISING OR COUNSELING OF OTHERS TO ENGAGE IN PROHIBITED ACTS.

***The school principal has the right to review all disciplinary referrals at the school. If the principal finds evidence to support that a student's misbehavior is of a more severe nature than was reported, a more severe punishment will be administered. Likewise, if the principal finds evidence to support that misbehavior of a less severe or even frivolous nature has been reported, a less severe punishment will be administered.**

***Consequences for any violation that is not covered in this handbook will be administered at the discretion of the school administrator.**

In the event that student behavior becomes aggressive in nature, physical restraint procedures may be implemented by certified staff members of the Crisis Management Team in accordance with Wilkes County Board Policy JGF(2) which can be viewed at www.wilkes.k12.ga.us. When necessary or appropriate, law enforcement may also be contacted.

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

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

Bus Conduct. Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

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

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.

A meeting of the parent or guardian of the student and appropriate school district 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 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, and suspension from riding the bus.

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 use of a student bus behavior contract.

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.

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

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

ADOPTED: 12/16/02

WILKES COUNTY BOARD OF EDUCATION

TRANSPORTATION TO AND FROM SCHOOL

BUS POLICY - Please remember - Phone calls will not be accepted for bus changes. No student will be allowed to get off a bus at any location other than his residence without prior written permission. **Phone calls are not acceptable.** Parents must send a note with their child or bring or fax (706-678-2666) a note to the office during the school day and **before 2:00 p.m.** Please include on the note the address where your child will get off the bus.

Bus Discipline Procedures:

1. All children and parents are informed of bus rules and regulations regarding bus conduct and safety.
2. If a child is brought to the principal's office for the **first offense**, the principal/assistant principal counsels the student, gives the student a warning and informs the parent(s) of the misconduct.
3. If a child is brought to the principal's office for a **second offense**, the principal/assistant principal counsels the student, may deny bus privileges for one day or send to BCR for one hour, and informs the parents of the consequence of the misbehavior.
4. If a child is brought to the principal's office for a **third offense**, the principal/assistant principal counsels the student, may deny bus privileges for three days or send to BCR for half a day, and informs the parents of the consequence of the misbehavior.
5. If a child is brought to the principal's office for the **fourth offense**, the principal counsels the student and may send student to the BCR for one whole day or deny bus privileges for up to ten days and may recommend suspension of bus privileges for the remainder of the year. Parents are informed of the consequence of the misbehavior.
6. Fighting on the school bus is an automatic three-day suspension. Parents are informed.

"Don't lose your riding privilege!"

BUS RULES: 1. Observe same conduct as in the classroom. 2. Be courteous, use no profane language. 3. Do not eat or drink on the bus. 4. Keep the bus clean. 5. Cooperate with the driver. 6. Do not smoke. 7. Do not be destructive. 8. Stay in your seat. 9. Keep head, hands and feet inside the bus. 10. Bus driver is authorized to assign seats.

CAR RIDERS -

- Students who are brought to school and picked up by vehicles other than school buses will use the designated area in front of the building. These doors are locked each morning at 8:10. Students arriving after 8:10 should enter at the front entrance.

- Students must be at school by 7:50 a.m. in order to eat breakfast. **The building does not open until 7:30.** Breakfast begins at 7:30.
- Car riders are to be picked up at the same designated area in front of the building in the afternoons. For safety purposes, a number will be issued to car riders. Car numbers should be displayed in the windshield of the car for easy visibility to the adults on duty at the car pad.. Students will not be allowed to load a car without a displayed car number or note from a parent.
- It is quicker and safer for parents to drive through the pick-up line to drop off and pick up children.
- For safety purposes, parents who opt to walk inside the building to pick up their children (after 2:30) should park in an area beyond the loading zone. Parking is available in the large parking lot behind CVS or off the road beyond the loading area.
- Parents should hold students' hands and take appropriate safety precautions when escorting students to and from vehicles.

BOARD POLICY
Off-Campus Conduct

Descriptive Code: JCDA (2)
Date: December 16, 2002

The Board has a responsibility to provide protection for students and employees and to provide and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the Board of Education to make necessary rules and policies to regulate student conduct for the purposes of maintaining good order and discipline in the schools.

Administrators are authorized to take disciplinary action for conduct, which occurs: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event, or (c) en route to and from school or a school activity.

Authority to take disciplinary action also extends to any off-campus non-school related actions by students, at any time of the year, which could be reasonably calculated to have direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and staff.

A student who has committed a criminal act while off-campus is subject to disciplinary action and may be excluded from school. Such acts would include, but would not be limited to, a felony, or an offense which would be considered to be a felony if the student were an adult, or an assault upon another, a violation of the drug laws or sexual misconduct of a serious nature. Such student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action, including but not limited to, in-school suspension or assignment to an alternative educational program or site.

School officials shall contact proper authorities to verify any or all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school.

Any suspension, expulsion, or exclusion, from enrollment under this policy shall be handled in accordance with due process as set out in Board policy relating to suspension or expulsion.

LEGAL REF: Georgia Constitution, Art. VIII, Sec. V. Par. II

STATE REF: Georgia Board of Education Rule JCDAD 160-5-3-.13
State Standards B 1 (la. 23)

ADOPTED: November 1995

REVISED: 12/16/02

The Wilkes County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

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

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm ; or
3. Any intentional written, verbal, or physical act, which a 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.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. 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 finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Adopted: May 16, 2011

Wilkes County Board of Education

FOOD SERVICE

FOOD SERVICE PROGRAM- A TYPE-A lunch and breakfast are served in the school cafeteria daily. Meal choices include regular menu, grilled cheese sandwich, or salad. All money is to be sent to the cafeteria. Please be sure to put your child's money in an envelope, sealed with the child's name, amount enclosed, and what it's for and your child's homeroom teacher's name. **FOODS FROM HOME ARE NOT PERMITTED ALONG WITH SCHOOL LUNCH. Students who bring their lunches to school will sit in the lunchroom with their classmates. All purchased food should be consumed during the designated time and should not be taken out of the cafeteria.**

The School Nutrition Program is a vital part of the education system. Our School Nutrition Program serves good, nutritious meals at low prices. We encourage all students and adults to eat school-prepared meals. Those persons not electing to eat a school meal may bring a lunch from home in an unmarked container. Canned drinks must be poured into a thermos. **No foods from outside vendors or commercial establishments may be brought in for meals.**

Ice cream is sold by the School Nutrition Program. It is sold daily for \$1.00. Ice cream is available to everyone for \$1.00. Teachers cannot make change for ice cream money and there is no ice cream account for your child, so please send \$1.00 each day your child plans to eat ice cream. **Students punished during lunch will not be allowed to purchase ice cream that day.** Their money will be held to receive ice cream the following day.

Wilkes County is pleased to be part of the USDA Community Eligibility Option which provides **FREE** breakfast and lunch to **ALL** Wilkes County students. No applications are taken as part of this process. Please encourage your child to join us and eat a healthy, nutritious breakfast and lunch as part of your family's overall healthy lifestyle plan!

BEHAVIOR IN THE CAFETERIA: Children at WWPS are expected to use acceptable behavior during meal times. This includes talking in a conversational tone, not playing with the food, and following the prescribed seating procedure. The 1st ten minutes of lunchtime is spent in silence so children have the opportunity to eat. After that time period, students may talk in a quiet voice. After warnings, children who do not follow the cafeteria rules are separated from their classmates. This may mean that they must eat at another table or in the Behavior Control Room. Parents need to review the rules and consequences with their children. **CHILDREN WHO ARE PUNISHED DURING MEALTIME WILL NOT BE ALLOWED TO PURCHASE ICE CREAM THAT DAY.** Their money will be held to purchase ice cream the next day.

****Repeated disruption** – Students will be sent to the Behavior Control Room!

CAFETERIA RULES:

- I will remain in my seat until my class is dismissed.
- I will talk quietly to my friends at the lunch table.
- I will keep my food on my tray.
- I will clean up around my tray when I finish my lunch.
- I will obey the adults and lunchroom monitors.

****Students must be at school by 7:50 a.m. in order to eat breakfast at school.**

****Students wishing to eat breakfast must do so upon arrival at school.**

HEALTH

HEALTH REQUIREMENTS- All pupils must have on file with the primary school a Georgia Department of Human Resources Certificate of Immunization. No pupil will be permitted to remain in school without an adequate certificate. All pupils must have on file an HVD- hearing, vision, dental screening certificate.

Parents are expected to do the following for their children in order to help their mental and physical development:

- See that they get the proper rest and sleep at home each night.
- Monitor and limit television and video viewing.
- Make sure that they have something to eat before leaving home each morning unless they have breakfast at school.

HEALTH EDUCATION - Georgia Department of Education Georgia Performance Standards mandates the following for personal health/safety education for kindergarten through third grade.

National Health Education Standards:

A general description of the National Health Education Standards includes the following:

Standard 1: Students will comprehend concepts related to health promotion and disease prevention to enhance health. The acquisition of basic concepts and functional health knowledge provides a foundation for promoting health-enhancing behaviors among youth. This standard includes essential concepts that are based on established health behavior theories and models.

Standard 2: Students will analyze the influence of family, peers, culture, media, technology, and other factors on health behaviors. Health is affected by a variety of positive and negative influences within society. This standard focuses on identifying and understanding the diverse internal and external factors that influence health practices and behaviors among youth.

Standard 3: Students will demonstrate the ability to access valid information and products and services to enhance. Access to valid health information and health-promoting products and services is critical in the prevention, early detection, and treatment of health problems. This standard focuses on how to identify and access valid health resources and to reject unproven sources.

Standard 4: Students will demonstrate the ability to use interpersonal communication skills to enhance health and avoid or reduce health risks. Effective communication enhances personal, family, and community health. This standard focuses on how responsible individuals use verbal and nonverbal skills to develop and maintain healthy personal relationships.

Standard 5: Students will demonstrate the ability to use decision-making skills to enhance health. Decision-making skills are needed to identify, implement, and sustain health enhancing behaviors. This standard includes the essential steps that are needed to make healthy decisions.

Standard 6: Students will demonstrate the ability to use goal-setting skills to enhance health. Goal-setting skills are essential to help students identify, adopt, and maintain healthy behaviors. This standard includes the critical steps that are needed to achieve both short-term and long-term health goals.

Standard 7: Students will demonstrate the ability to practice health-enhancing behaviors and avoid or reduce health risks. Research confirms that the practice of health-enhancing behaviors can contribute to a positive quality of life. In addition, many diseases and injuries can be prevented by reducing harmful and risk-taking behaviors.

Standard 8: Students will demonstrate the ability to advocate for personal, family, and community health. Advocacy skills help students promote healthy norms and healthy behaviors. This standard helps students develop important skills to target their health-enhancing messages and to encourage others to adopt healthy behaviors.

(1) National Health Education Standards: achieving excellence/ developed by the Joint Committee on National Health Education Standards; the American Cancer Society, 2007.

We will also be teaching an award-winning personal body safety curriculum called “Good Touch-Bad Touch”. This program is widely used throughout the country as a tool for teaching children the skills they need to prevent or interrupt child sexual abuse. It works by teaching children what abuse is and emphasizes personal body safety rules. **IF PARENTS DO NOT WANT THEIR CHILDREN TO PARTICIPATE IN THIS PERSONAL BODY SAFETY PROGRAM, THEY MAY MAKE THEIR REQUEST IN WRITING.** Children so identified will be assigned other instructional activities during this time in the media center or at another appropriate location. SEE OBJECTIVES FOR GRADES K-3 ABOVE.

HEARING, VISION, AND DENTAL SCREENING - The Wilkes County Health Dept will conduct this screening. This screening is required by the state of Georgia for all students in the public school system and should be done before school starts.

LICE---Protocol for Head Lice:

1. If a child shows signs of head lice, the teacher brings the child to the office and the child's head is examined in private.
2. If you notice signs of head lice, keep your child at home, check with the Health Dept. or your physician for confirmation. If head lice are confirmed, call and notify school officials so that proper precautions may be taken.
3. When head lice are detected, the child's parents are called and the child goes home from school. Any brothers or sisters in school are also sent home.
4. Parents are instructed to wash the hair of every person in the home with prescription or over-the-counter shampoo prescribed by the pharmacist; wash bed linens, pillows, blankets, spreads, etc. and dry in the dryer at high heat; vacuum/clean carpet and dispose of vacuum bag; and spray with insecticide.
5. **Students must have clearance from the family doctor or health department to return to school.** Parents must present evidence of treatment for clearance...such as empty shampoo bottle, box bottle came in, etc. The student/family must be retreated in seven (7) days.
6. When a case is detected in the classroom or reported to the school, a letter will be sent home to the parents of the students in that classroom. The letter will inform parents of a case of head lice and the signs for which to watch.
7. If a number of cases are detected or reported, a letter will go out to all parents of the school informing them of the presence of head lice and the signs.
8. The classroom of students found to have head lice will be fogged with insecticide---specifically for head lice.

Students required by their physicians to take any medicine, excluding self-administered asthma medication, during the school day shall upon arrival at school leave such medicine at the school office and report to the office at the designated times required to take the medication.

Definitions

Medication—Medicine prescribed by a physician, dentist, podiatrist, or other individual authorized by Georgia law to prescribe medicine.

Self-administration of asthma medication—a student's discretionary use of asthma medication prescribed for him/her.

A teacher or school designee may administer medication provided all of the following requirements are met:

- The medication must be in its original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and times for dosage.
- A written authorization must be signed by the student's parent or guardian to allow the teacher or school designee to administer the medication.
- The teacher or school designee shall keep written documentation of medication administered. School personnel shall not provide students with any medication except as authorized by this policy.

A student who has asthma may possess and use his/her asthma medication as prescribed:

- while in school;
- at a school-sponsored activity;
- while under the supervision of school personnel; or
- while in before-school or after-school care on school operated property.

LEGAL REF.: O.C.G.A., 16-13-73; 16-13-75

ADOPTED: 8/24/74

REVISED: 1/1/76

REVISED: 12/16/02

WILKES COUNTY BOARD OF EDUCATION

RINGWORM PROCEDURES -

1. If a child shows signs of ringworm, the teacher brings the child to the office.
2. When ringworm is detected, the child's parents are called and the child goes home from school. Any brothers or sisters in school are also examined for ringworm.
3. Parents are instructed to check with their pharmacist and/or doctor for proper medication.
4. Students must have a clearance from the family doctor or health department to return to school.
5. When a case is detected in the classroom or reported to the school, a letter will be sent home to the parents of the students in that classroom. The letter will inform parents of a case of ringworm and the signs for which to watch.

SPECIAL EVENTS/ DATES

CALENDAR: see last page of handbook

FIELD TRIPS: Students participating in all school-sponsored field trips **must** ride to and from the destination on the designated school buses. Chaperones must also ride buses to and from the destination. Parents who are not selected as chaperones will **not** be allowed to follow the school bus or participate with the group in its field trip activities. All students participating in the field trip **must** have a permission slip signed by their parent or guardian. **No siblings are allowed to accompany chaperoning parents on the trip.** Field trip money will not be refunded after the designated date on the permission slip.

PARTIES - Parents and grade mothers are encouraged to keep parties and refreshments simple and nutritious. The school administration discourages bringing birthday gifts to school to be opened but simple party favors for the entire classroom are acceptable. Students or siblings from other classrooms **may not attend** birthday parties outside their own classroom.

REPORT CARDS - Grades K-3: Report cards will be issued four times during the school year, with progress updates throughout the year. The parent(s) will sign the report card and return it to the school with his child on the following day. Parents of 1st-3rd graders can view current academic performance at <http://powerschool.wilkes.k12.ga.us/public/home.html>

The report cards will be sent home on the following dates:
October 16, January 6, March 19, and May 22.

VALENTINE'S DAY PROCEDURES--- Wilkes County Schools, in cooperation with local florists and other merchants, will announce a date in which

all orders for Valentine items must be placed in order for them to be delivered to school. We cannot accept responsibility for deliveries except from the approved vendors who agree to deliver an alphabetized list of recipients to the schools by 10:00 a.m. and provide the schools with representatives to distribute the deliveries. The schools will NOT accept deliveries from anyone but the businesses on the approved list. Please remember that the school will only accept plastic vases (NO glass or other breakable items) and NO BALLOONS are to be delivered. Personal items from parents, other family members, or friends WILL NOT be accepted. The schools will make available prior to Valentine's Day a list of approved vendors.

W.W.P.S. Guidance Program

Dear Parents/Guardians:

I would like to welcome you to another great school year at Washington-Wilkes Primary School! As the WWPS School Counselor, I am excited about working with your child this year. Of course you know your child better than anyone, which is why I want to invite you to stop by my office or contact me, either by phone or e-mail, during the school year when you feel I may be of some help to your child. My job as the school counselor is to support all students in their efforts to do their best in school. Sometimes personal problems may get in the way of your child's learning. I often work with students individually or in groups to help students identify problems that may be interfering with their learning. Through individual or small group counseling, students learn different skills that help them manage any difficulties they may be experiencing. In addition, I will be teaching all students social and personal development skills, through classroom guidance, that will help promote positive emotional growth. Please look over the following guidance program, and contact me if you have any questions or concerns. I can't wait to get to know you and your child over the course of the school year.

Tiffany I. Atkins, School Counselor

WWPS Guidance Services

The counselor at WWPS will provide the following services to the students in Kindergarten through 3rd grade:

- **Individual counseling and guidance:** Counselor works with students individually on specific concerns that are interfering with that child's ability to succeed at school. The counselor provides short-term counseling, meeting with the child 3 to 5 times. The primary goal of individual counseling is to help students understand the sources of their struggles and develop a plan of action to help them become successful in the classroom.
- **Small group counseling and guidance:** Counselor works with a group of 3 to 6 students on particular skills and concerns. Group counseling allows students to help each other on topics like friendship, self-esteem, and anger management that they are all experiencing.
- **Classroom guidance:** Counselor works with an entire class on specific social, emotional, and academic skills. Classroom guidance promotes personal development by teaching students skills that will help them increase their levels of respect and responsibility.

Classroom Guidance Topics for 2014-2015

Each student at WWPS will participate in classroom guidance about two to three times a month. In Kindergarten, I teach students how to be “World Famous,” which basically just means being your very best. Students learn how to help others, be nice to others, and how to have a positive attitude. Classroom guidance topics for 1st-3rd graders will focus on the CHOICES children have when it comes to their social, emotional, and academic development. We will look at the difference between making bad choices, good choices, and “World Famous” or great choices. While academics are the number one priority at WWPS, we also believe that social and emotional learning are important parts of helping young children grow into successful, responsible adults. Classroom guidance will focus on teaching students those skills through the following monthly topics:

- August: **CHOICES:** What are the choices we make at school? What happens when we make bad choices? What are “World Famous” choices?
- September: **C**hoosing Our Futures: What are the different choices for our future (careers)? How does what we learn and like at school lead to the choices you make about your future?
- October: **H**armful Effects of Drugs: How do drugs limit the choices in our future? (Drug awareness-Red Ribbon Week)
- November/
- December: **O**ptions for Controlling our Feelings and Solving our Problems: How do we choose to react when we are angry? What are the different choices we have when solving a problem?
- January: **I**ndividual responsibility: What are our responsibilities? What happens when we choose to not be responsible?
- February: **C**ooperation: How do we cooperate? What choices do we have when someone is not cooperating with us?
- March: **E**stablishing test-taking skills: How can you do your best on a test? What is the best choice?
- April/May: **S**afety rules: What choices can keep us out of danger? What are the rules for keeping our bodies safe?

Tiffany I. Atkins, School Counselor
Phone: 706-678-2254 or 706-678-2633

Washington Wilkes Primary School Title I Distinguished School

Florence Sandifer, Principal • Janet Pharr, Asst. Principal

PARENT INVOLVEMENT POLICY

--- revised 5-20-14 ---

Washington-Wilkes Primary School recognizes each student as an individual who needs to develop attitudes, academic skills and ideals that will help him/her become a worthwhile, respectful, honest, productive and knowledgeable citizen. We are committed to the belief that success lies in working hand in hand with students, parents and the community to insure a healthy, safe, inviting and adequate learning environment for every child.

The involvement of parents is essential to the success of our students' education. An ongoing effort is made to involve the parents and to give them input into the education of their children.

Efforts are made to involve parents in the following ways:

- Information about county and school policies are communicated to the parents through distribution of a WWPS Student Handbook. A copy of the handbook is given to parents at the beginning of each school year and/or upon a student's enrollment. Parents are asked to sign they have received the handbook and have discussed its contents with their child. Signatures are kept on file in the office.
- Information about upcoming events is posted on the school's website, school marquee, and sent via "Notes from the Office".
- Daily communication is sent to parents using school-provided homework folders/agendas.
- Parents can volunteer to assist in school activities by contacting the child's teacher or the office.
- A school/parent compact is sent to parents of all students served under Title I.
- Parents hold membership on the WWPS School Council, WWPS School Wellness Council and leadership positions on the PTG.
- Parents are invited a minimum of twice each year to participate in parent/teacher conferences.
- Parents are invited to RTI meetings throughout the school year, in an effort to address individual student needs promptly.
- Parents are given the opportunity for "public participation" at School Council meetings.
- Parents are given the opportunity to participate in a school improvement survey each year.
- Newsletters are sent home throughout each month.
- CRCT results are sent home to parents each year.
- Parents are given a school calendar magnet highlighting important events to take place throughout the school year.
- Parents are given monthly copies of "Parent and Child" magazines to promote positive parenting skills.
- Parents are given alphabet/sight word cards and other practice materials for home use.
- The WWPS Resource Room, which houses instructional materials, is available for parent check-out upon request.

PARENTS' RIGHT TO KNOW

You may already be aware that we are a Title I School (Actually, we are a **Distinguished** Title I School!). Designation as a Title I School means that we are eligible to receive and *do* receive Federal Title I funding. What this also means is that we are required to make you aware of certain things. In compliance with the requirements of the *No Child Left Behind* statute, you may request and receive qualifications of teachers who are teaching your child.

The following information may be requested:

- 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;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you have any questions or would like any of the information above, please do not hesitate to contact Florence Sandifer, principal, at 706-678-2633.

Washington Wilkes Primary School Title I Distinguished School

Florence Sandifer, Principal • Janet Pharr, Asst. Principal

School/Parent Compact

--- Revised 5-20-14---

SCHOOL MISSION: The mission of Washington-Wilkes Primary School is to inspire and empower young minds to reach their fullest potential by meeting individual needs in a consistent and supportive environment.

As educators, we recognize each student as an individual who needs to develop those attitudes, academic skills and ideals that will help him/her become a worthwhile, respectful, honest, productive and knowledgeable citizen. We are committed to the belief that success lies in working hand in hand with students, parents and the community to ensure a healthy, safe, inviting and adequate learning environment for every child.

TEACHER AGREEMENT – I believe that each child can be successful. I will.....

- Believe that each child can learn as I come to class prepared to teach.
- Prepare lessons that differentiate instruction to meet the needs of each student.
- Show respect for each student and his/her family.
- Enforce school and classroom rules fairly.
- Demonstrate professional behavior and a positive attitude.
- Seek ways to involve parents in the school program.
- Schedule parent conferences on various dates and times of the day annually.
- Provide frequent reports of students' progress to their parents.

Teacher's Signature _____ Date _____

STUDENT AGREEMENT – I believe that I can be successful. I will follow the school pledge "On my honor, I will try to do my best in school, to be a good student, to have pride in myself, my school and my community and to obey the teachers and school rules". In addition, I will.....

- Attend school regularly and on time.
- Work cooperatively with my classmates, teachers and other school staff.
- Complete all classroom and homework assignments.
- Maintain courteous, cooperative school behavior and attitudes.
- Learn to be responsible for my own actions.
- Take an active role in my learning through personal goal setting.

Student Signature _____ Date _____

PARENT/GUARDIAN AGREEMENT – I believe that my child can be successful. I will.....

- See that my child is punctual and attends school regularly.
- Communicate with my child's teachers on a regular basis.
- Support the school in developing positive behaviors.
- Provide a home environment that encourages my child to learn.
- Stay aware of what my child is learning.

Parent/Guardian Signature _____ Date _____

ADMINISTRATIVE TEAM AGREEMENT – We believe WWPS will continue to be successful. We will.....

- Create an atmosphere that is warm and accepting, encouraging positive attitudes toward self and others
- Provide an environment that allows positive communication between the teacher, parent, and student.
- Support the teachers in providing high quality instruction.
- Provide a safe and orderly school environment that is conducive to learning.
- Provide reasonable access for parents to obtain information on their child's progress.
- Encourage students, their families, and staff to abide by this compact.

Principal _____ Asst. Principal _____ Date _____

HELPING WITH READING AT HOME

Many parents ask what they can do at home to help their child be successful at school. The single most important thing that you can do to help your child become a skilled reader is to read with your child on a regular basis. Reading aloud to children is important, even if they are able to read on their own. When you read to your child, you are modeling good reading. Taking the time to discuss what you've read also enhances your child's vocabulary and comprehension skills. Below you will find some other suggestions for working on specific reading skills at home. Remember, you are your child's first teacher. Communicate with your child's teacher throughout the year to see what you can do at home.

Vocabulary/Language/Comprehension

- Talk to your child about the day's events every night.
- Help your child learn new words by elaborating on what he/she says (For example---If your child says "That's a big dog", you can reply "He is huge, enormous or gigantic", etc.)
- Read books that introduce new words/concepts to your child and use those words when speaking to your child.
- When reading a book, stop now and then and talk about the meaning of the book. Allow your child to make predictions about what might happen next or to make connections to his/her own life. Ask him questions to get him thinking about the characters in a fiction story or the information presented in a nonfiction story.

Letters of the Alphabet

- Use alphabet cards (with letters and pictures)
- Point out letters around you (labels, newspapers, magazines and signs)
- Read alphabet books.
- Encourage writing for different purposes (write a letter, a note, a story, etc.)

Sounds/Phonics

- Talk about beginning, ending and middle sounds in words.
- Read rhyming books.
- Read nursery rhymes or poems or sing songs.
- Listen for words that begin or end the same.
- Write words on paper and cut the letter apart...have your child put them in the correct order to spell the word (Magnetic letters can also be used for this).
- Dictate simple words or sentences to your child and have him write them (Dry erase boards make this a fun activity).

Oral Reading Fluency

- Read aloud to your child to model fluent reading.

- Work on learning the Dolch 220 sight words—the more automatic these are for your child, the more fluently he will read. Write the words on index cards and flash to your child. (3 seconds per word is a good rule of thumb).
- Have your child read to you. These should be books that are on his/her grade level so that skills being taught are being reinforced.
- Have your child re-read books to increase fluency. Reading the same book or page over and over again is great for fluency building.
- Time your child reading a passage or short book to see if he/she can improve the number of words per minute he/she is reading.

Goals for each grade level are:

By the end of 1st grade—60 words per minute

By the end of 2nd grade—90 words per minute

By the end of 3rd grade—120 words per minute

***Visit the school website at
wwps.wilkes.k12.ga.us
for a multitude of resources.***

Kindergarten Reading Words

zero	two	five	three
one	six	eight	four
nine	seven	ten	
blue	red	black	white
brown	orange	yellow	green
purple			
a	and	be	away
big	all	can	come
down	find	play	not
my	me	make	look
little	jump	it	is
in	run	said	see
the	to	up	have
we	where	for	funny
go	help	here	I
at	he	like	ran
you	eat	no	so
mom	from	of	girl
boy	dad	good	get
do	did	came	but
ate	say	saw	are
am	she	ride	with
was	that	what	pretty
please	out	our	on
now	new	must	yes
will	who	went	well

Dolch Sight Words 1-50

a	jump	here
and	it	i
be	is	at
away	in	he
big	red	like
all	run	ran
black	said	you
blue	see	eat
can	the	no
come	three	so
down	to	little
find	two	help
play	up	
one	we	
not	where	
my	yellow	
me	for	
make	funny	
look	go	

Dolch Sight Words 51-100

have	on	let
good	now	into
get	new	by
four	must	going
do	yes	his
did	with	soon
came	will	this
but	who	they
brown	white	there
ate	what	that
are	went	
am	well	
she	was	
say	want	
saw	under	
ride	too	
pretty	an	
please	as	
out	fly	
our	had	

Dolch Sight Words 101-150

give	how	us
from	him	over
every	her	made
could	has	read
ask	when	sleep
any	were	cold
again	walk	green
after	think	or
been	then	sing
call	them	tell
first	thank	
five	take	
open	stop	
once	some	
old	round	
of	put	
may	gave	
live	its	
know	pull	
just	sit	

Dolch Sight Words 151-220

fast	those	light	never
don't	their	keep	long
does	far	hot	kind
buy	drink	warm	hurt
both	your	today	grow
best	write	six	together
before	would	seven	start
because	work	cut	shall
around	wish	bring	own
always	which	only	small
full	very	much	
eight	upon	laugh	
right	these	if	
off	got	hold	
many	fall	try	
goes	draw	ten	
found	done	show	
why	carry	pick	
wash	about	clean	
use	myself	better	

Top Ten Ways to Help Your Kids Do Well in Math

Mastering mathematics is absolutely essential for future opportunities in school and careers. Your children will need to reach a certain level of competency in math to take many advanced high-school courses, to be admitted to college, and to have a wide variety of career choices. Here's how you can help them maximize their math-smarts.

- Make sure your children understand mathematical concepts. Otherwise, math becomes a meaningless mental exercise of just memorizing rules and doing rote drills. Have your children manipulate objects to figure out basic concepts. For addition, they could add one, two, or more blocks to a pile of blocks and then tell you how many blocks are in the pile.
- Help them master the basic facts. Mastery of a basic fact means that children can give an answer in less than three seconds. Considerable drill is required for children to give quick responses. Use flash cards to help your children learn the basic facts. When they don't know an answer, have them lay out objects to solve the problem.
- Teach them to write their numbers neatly. Twenty-five percent of all errors in solving math problems can be traced back to sloppy number writing. Improve your children's number-writing skills by having them trace over numbers that you have written. Suggest they use graph paper to keep the numbers in problems neatly aligned.
- Provide help immediately when your children need it. Math is one subject in which everything builds upon what has been previously learned. For example, a failure to understand the concept of percent leads to problems with decimals. If your child is having difficulty with a concept and you need help determining ways to help at home, call your child's teacher as soon as possible.
- Show them how to handle their math homework. Doing math homework reinforces the skills your children are learning in class. Teach them to begin every assignment by studying the textbook or worksheet examples. Then have them redo the examples before beginning the assignment to make sure they understand the lesson.
- Encourage your children to do more than the assigned problems. Considerable practice is necessary for your children to hone their math skills. If the teacher only assigns the even problems, having them do some of the odd ones will strengthen their skills. The more time your children

spend practicing their skills, the sooner they will develop confidence in their abilities.

- Explain how to solve word problems. Mathematicians have an expression: To learn to solve problems, you must solve problems. Teach your children to read a word problem several times. Also, have them draw a picture or diagram to describe it. Make it easier for them to understand the steps in a problem by teaching them to substitute smaller numbers for larger ones.
- Help your children learn the vocabulary of mathematics. They will never get a real feeling for math nor learn more advanced concepts without an understanding of its vocabulary. Check that your children can define new terms. If not, have them use models and simple problems to show you they understand how the term is used.
- Teach them how to do math "in their head." One of the major ways to solve problems is by using mental math. Kids should use this method frequently instead of using pencil and paper or a calculator. When helping your children with a problem, help them determine when it would be appropriate to use mental math.
- Make mathematics part of your children's daily life. Mathematics will become more meaningful when your kids see how important it is in so many real-life situations. Encourage them to use math in practical ways. For example, ask them to space new plants a certain distance apart, double a recipe, and pay bills in stores.

http://school.familyeducation.com/mathematics/parenting/38812.html?wtIAC=FE>Your-Child_7-11_2007-01-08,email-h

***Visit the school website at
wwps.wilkes.k12.ga.us
for a multitude of resources.***

ATTENDANCE PROTOCOL

Absences:

Absence: A student is considered absent any time he or she is missing from any assigned class or school activity, with or without permission.

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

1. Personal illnesses or attendance in school endangering the student's health or the health of others. (Medical, counseling, dental, and other agency appointments that cannot be scheduled before/after school hours.
2. A serious illness or death in the student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency
4. Observing religious holidays, necessitating absence from school
5. Conditions rendering attendance impossible or hazardous to student health or safety
6. Educational trips if approved by the school administrator after the parent/guardian submits the required form (available from the principal)
7. Visit with military parent on leave or being deployed to combat zone (5 days)

*****Written documentation for absences should be turned-in to the school within three (3) days of the absence.** Examples include a parent note explaining the absence, a doctor's excuse, a hospital intake form from an immediate family member, an obituary of an immediate family member, or a copy of a court order or subpoena. **If a student has had several parent notes explaining that a child has been ill, the school may ask for verification from a doctor or medical advisor.

Unexcused Absence: Absence without a valid excuse is considered unexcused. **Any absence** in which a note has not been presented to the school by the third day after the absence will be counted as unexcused and assignments will not be made up.

Exception for suspension: School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Parent: For purposes of this protocol, the term “Parent” may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step-parent, a guardian or any other person who has control or charge of the child’s attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school.

Truant: Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences is considered truant.

Attendance Procedures:

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parents/guardians. The following attendance procedures shall be observed and practiced according to school grade.

1. Parents/Guardians and students 10 years old (as of September 1st) will sign the form indicating that they have received the attendance information.
2. When a student has obtained five (5) absences (excused or unexcused), the school will send a letter to the parent/guardian to notify them of the law, attendance procedures, and possible consequences and penalties of absences.
3. When a student has ten (10) absences (excused or unexcused) the school will send a letter to the parent/guardian and contact the parent/guardian by telephone.
4. When a student has ten (10) unexcused absences, a referral will be made to the School Social Worker or other designee of the school, who will schedule an Attendance Support Team meeting with the parent/guardian of the student.
5. A doctor’s excuse will be required following 15 absences (excused or unexcused).
6. Further unexcused absences will result in a complaint being filed with the appropriate court.

Consequences and Penalties of Excessive Absences:Parents/Guardians:

- Referral to the Attendance Support Team meeting for parents/guardians of children under age 16
- Any combination of the above
- Charges may be filed against the parents/guardians if their child is under age 16 and has excessive absences
- Judges may invoke the following consequences for each separate offense:
 - \$25 - \$100 fine per unexcused absence
 - Imprisonment not to exceed 30 days
 - Community Service
 - Probation
- Each subsequent absence shall constitute a separate offense.
- If juvenile charges are filed against the student under age 16, the parents/guardians may be placed under a protective order and must abide by the rules set forth by the Juvenile Court Judge.

Students:

- Referral to the Attendance Support Team meeting for students under age 16
- Students may earn poor grades and test scores resulting in being retained
- Suspension from participating in extra-curricular activities pursuant to applicable school policy
- Charges may be filed in Juvenile Court if a student is under age 16 and has excessive absences
- The Juvenile Court Judge may invoke the following consequences:
 - Informal Adjustment (90 days supervision)
 - Probation for up to 24 months
 - Denial or suspension of Driver's instruction permit or license for one year or until the student's 18th birthday
 - Community service
 - Referral to Counseling or Community Based Treatment Program
 - Detention/Placement outside of the home
 - Any combination of the above
- Each subsequent absence shall constitute a separate offense
- Denial or suspension of driver's instruction permit or license for one year, or until the student's eighteenth birthday.

Tardy and Early Dismissal Procedures:

Tardy: A student is tardy when they arrive at school after 8:15 am

Early Dismissal: When a student is checked out early before the end of the school day.

Excused Tardy and Excused Early Dismissal: A tardy or early dismissal may be considered excused for any of the following reasons:

1. the student is personally ill and when attendance in school will endanger their health, the health of others, or for medical, dental, or counseling appointments;
2. in the student's immediate family there is a serious illness or death which will reasonably necessitate a tardy or early dismissal from school;
3. tardy or dismissal is mandated by governmental agencies, child protective services, or by Court order;
4. the student is prevented from school attendance due to conditions rendering attendance impossible or hazardous to their health or safety.

*****Excused Tardies/Early Dismissal:** A tardy or early dismissal may be considered excused for any of the following reasons:

1. When the student is personally ill and when attendance in school will endanger their health, the health of others, or for medical, dental, or counseling appointments;
2. when in the student's immediate family there is a serious illness or death, which will reasonably necessitate a tardy or early dismissal from school;
3. when mandated by governmental agencies, child protective services, or by Court order;
4. when prevented from school attendance due to conditions rendering attendance impossible or hazardous to their health or safety.

*****Written documentation should be provided to the school for tardies or early dismissals in the same manner as for excused absences.**

Tardy Procedure:

Primary School children must be checked in at the office by a parent/guardian when they arrive at school after the beginning of the school day (8:15). Classroom teachers record and report any student who is late to school or class as tardy. Records of tardiness are monitored and maintained in the School Student Information System.

Early Dismissal Procedure:

When a student must leave school early,

- Students should bring a note from the parent/guardian stating the reason and time for the early dismissal; or
- Parent/guardian should call the school to explain the reason for the early dismissal; or
- Parent/guardian can come to school to pick up their child and explain the reason for the early dismissal

The note must be turned in to the appropriate office for verification and approval. Primary students must be signed out by a parent/guardian at the front office before leaving campus.

Tardy and Early Dismissal Consequences:

Parents/guardians will receive a letter or be contacted by the school when there are five (5) tardies or early dismissals in a particular grading period. When there are 10 tardies or early dismissals in a particular grading period, a referral to the School Social Worker will be made and he/she will contact the parent/guardian. An Attendance Support Team meeting will be scheduled when a student accumulates ten (10) tardies and/or early dismissals within two consecutive grading periods.

Chronic Unexcused Tardies and/or Early Dismissals:

The school through the Social Worker or other designee will communicate with the parents/guardians about the student's chronic unexcused tardies and or early dismissals. After the parents/guardians are informed and the situation persists, a referral will be made to the Wilkes County Department of Family and Children's Services by the School Social Worker.

Educational Trips:

- Parents/guardians must complete the application for an Educational Trip and submit the request to the school principal at least one week before the trip.
- A school administrator must approve the educational trip in order for the absences to be excused. The administrator will review the student's attendance record prior to approving the trip.
- One educational trip per school year may be excused, not to exceed a total of five (5) school days. Trips will not be excused during the last week of a six (6) week grading period.
- All work missed must be made up in order for credit to be given.
- In addition, the student must keep a log of activities that occurred which are related to his/her educational experiences, if required to do so by the school. The student may also be required to write a paper concerning these activities or may be given another age appropriate assignment by the teacher or administrator. These documents must be presented to the administrator in a similar manner as all other make-up work.



Wilkes County Board Of Education

313-A North Alexander Avenue
Washington, Georgia 30673
Phone 706-678-2718 Fax 706-678-3799

District Accredited

Dr. Rosemary W. Caddell
Ricky Callaway

Superintendent
Chairman

Dorothy Jordan
District 1

Dann Standard
District 2

Andrew Jackson
District 3

Steve Albertson
District 4

PUBLIC NOTICE

The following pesticides are applied to this location on a regular basis each month.

- Maxforce FC Select – Cracks and crevices throughout interior
- Niban Granular Bait – Exterior of schools on specific ant mounds
- Phantom Pressurized Insecticide – Cracks and crevices throughout interior
- Talstar P – Exterior and in cracks and crevices throughout interior
- Uncle Albert’s Super Smart Ant Bait – Cracks and crevices throughout interior
- Top Choice Granular Insecticide – Exterior

Pesticides are applied on the following days and times:

1. Interior of schools will be treated on the 1st Friday of each month after 3:00 p.m. in the cafeteria and classroom.
2. Emergency called treatments will be done on the 3rd Friday of each month.
3. Treatment of the exterior of schools is scheduled for the 1st Saturday of each month.
4. During the months of June and July, treatment at the schools is scheduled for Thursdays.

The United States Environmental Protection Agency warns that pregnant women should reduce or eliminate their exposure to all pesticides.

Any person requiring information concerning pesticides used during these applications may review the MATERIAL SAFETY DATA SHEET by contacting:

Shelton West
Director of Plant Operations
Wilkes County Board of Education
906 East Robert Toombs Avenue
Washington, GA 30673
Phone 706 678-3093

This information is provided according to HR 1317 effective 7/1/96.

Complaint Procedures Under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Wilkes County Board of Education if that individual, organization or agency believes and alleges that a school or school system is violating a Federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy.
3. Title I, Part C: Education of Migrant Children.
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part E: National Assessment of Title I.
6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
7. Title II, Part D: Enhancing Education Through Technology
8. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
9. Title IV, Part B, 21st Century Community Learning Centers.
10. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program.
11. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program.
12. Title VI, Part B, Subpart 2: Rural and Low-Income Schools.
13. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
14. Title X, Part C – McKinney-Vento Homeless Assistance Act

C. Filing a Complaint

A formal complaint must be filed in writing to the Wilkes County School Superintendent or his/her designee.

The complaint must include the following:

1. A statement that the School System has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency.
6. Copies of all applicable documents supporting the complainant's position; and
7. The address of the complainant.

The complaint must be addressed to:

Wilkes County School Superintendent
Wilkes County School System
313A North Alexander Avenue
Washington, GA 30673

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the School System received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Department may investigate or address the complaint; and
4. Any other pertinent information.

If the complaint involves a school, the Superintendent or his or her designee will also send a copy of the Letter of Acknowledgement to the school principal, along with a copy of the complaint. The Superintendent will contact the principal to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the Superintendent will invite the principal to submit a written response to him/her, and to provide a copy of the response to the complainant.

The Superintendent will review the information and determine whether:

1. Additional information is needed.
2. An on-site investigation must be conducted.
3. Other measures must be taken to resolve the issues raised in the complaint.
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

E. Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the Superintendent, that individual, organization or agency has the right to request review of the decision by GaDOE. The review is at the GaDOE's discretion.

For complaints filed pursuant to Title IX, Part E, Subpart 1, Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Superintendent's decision to the GaDOE no later than 30 days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Tower East
Atlanta, GA 30334

Wilkes County Schools

Complaint Form for Federal Programs under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

Please Print

Name of (Complainant):	
Mailing Address:	
Phone Number (home):	
Phone Number (work):	
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that the Wilkes County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):	
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):	
List the names and telephone numbers of individuals who can provide additional information.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail or deliver this form to:	
Dr. Rosemary W. Caddell, Superintendent Wilkes County Schools 313A North Alexander Avenue Washington, GA 30673	
Date Received:	
Date of Response to Claimant:	

2014-2015 Wilkes County Schools System Calendar

Preplanning	Monday-Wednesday	August 4 - 6
First Day of School	Thursday	August 7
Labor Day Holiday	Monday	September 1
In-Service Day	Monday	October 13
Thanksgiving Holidays 28	Monday-Friday	November 24-
Early Release Day (12:00)	Friday	December 19
End of Semester	Friday	December 19
Winter Break Jan. 2	Monday-Friday	December 22 –
In-Service Day	Monday	January 5
Students Return	Tuesday	January 6
MLK Holiday	Monday	January 19
President’s Day Holiday	Monday	February 16
In-Service Day	Tuesday	February 17
Early Release Day	Thursday	March 19
In-Service Day	Friday	March 20
Spring Break	Monday-Friday	April 6 – 10
Early Release Day (12:00)	Friday	May 22
Last Day of School	Friday	May 22
Post Planning	Monday-Wednesday	May 25- 27

***Early Release Days are for students to leave at 12:00.**

Please Sign and Return

Please sign the affirmations below, tear out this page, and return it to your child's teacher.

Teacher's Name _____

Child's Name _____

I have read and discussed the WWPS Student Handbook with my child.

(Parent's/Guardian's Signature)

I have read and discussed the WWPS Discipline Plan with my child.

(Parent's/Guardian's Signature)

I have read the Attendance Policy and understand my responsibility in assuring my child's attendance at school.

(Parent's/Guardian's Signature)

I have read the Title I Parent Compact and agree to the compact.

(Parent's/Guardian's Signature)

I understand that names and/or pictures of students may be in school newsletters and other school publications and/or the local newspaper and school webpage from time to time to publicize school events, awards, honors, and/or programs/events. I understand that student artwork may be posted on www.artsonia.com. I understand that if I disagree with this, I have the right to deny such privilege in writing.