

WASHINGTON – WILKES MIDDLE SCHOOL

Wilkes County Schools: "Excellence without Exceptions"
Dr. Rosemary Caddell, Superintendent of Schools

This 2019-2020 STUDENT HANDBOOK belongs to:

AN OUTSTANDING STUDENT NAME: _____

GRADE: _____ FIRST PERIOD TEACHER: _____

1180 Tignall Road
Washington, GA 30673
706-678-7132
Fax 706-678-3546
Website: <http://wwms.wilkes.k12.ga.us/>

Deleki Lee, Principal
Dr. Roderick Hilton, Assistant Principal

**SHOW YOUR TIGER P.R.I.D.E
BY BEING**

Productive, Respectful, Prepared, Dependable, and Engaged!

A Title I School

**2019-2020
Wilkes County Schools
System Calendar**

Preplanning	Monday-Thursday	July 29 – Aug 1
First Day of School	Friday	August 2
Labor Day Holiday	Monday	September 2
Early Release Day	Wednesday	October 9
In-Service Day	Thursday	October 10
Fall Break	Friday & Monday	October 11 & 14
Thanksgiving Holidays	Monday-Friday	November 25-29
Early Release Day	Wednesday	December 18
End of Semester	Wednesday	December 18
Winter Break	Thursday - Wednesday	December 19 – January 1
In Service Day	Thursday	January 2
Students Return	Friday	January 3
MLK Holiday	Monday	January 20
President’s Day Holiday	Monday	February 17
In-Service Day	Tuesday	February 18
In-Service Day	Friday	March 13
Spring Break	Monday – Friday	April 6-10
Early Release Day	Wednesday	May 20
Last Day of School	Wednesday	May 20
Post Planning	Thursday – Friday	May 21 - 22
Graduation	Friday	May 22

***Early Release Days are for students to leave at 12:00 PM. This will provide time for Parent Conferences, Grading, Student Records, CCGPS work, etc.**

NONDISCRIMINATION POLICY:

In accordance with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the Wilkes County Board of Education prohibits discrimination against students or employees on the basis of race, color, religion, national origin, sex, age or disability in any of its educational programs or activities. Prohibited sex discrimination includes, but is not limited to, sexual harassment and sexual violence, and discrimination against pregnant and parenting students. This requirement not to discriminate in educational programs and activities extends to employment therein. Inquiries concerning the application of this policy by the Board of Education may be referred to the Title IX Coordinator: Lisa Isham, 313-A North Alexander Avenue, Washington, GA, 30673. Phone: 706-678-2718 email: ishaml@wilkes.k12.ga.us

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

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Mission Statement

The mission of WWMS is to produce students who are productive, respectful, prepared, dependable, and engaged in academics.

Vision Statement

The vision of Washington-Wilkes Middle School is to be a bridge enabling students to become successful and productive members of society.

Belief Statements

1. We believe that all students have the potential to learn if instructed at an appropriate level.
2. We believe that all students learn best in a safe and orderly environment.
3. We believe that instruction should meet the unique needs of the students.
4. We believe that students learn best when parent(s), students, and teachers work together in the educational process.
5. We believe that the school should prepare the students to become life-long learners and decision-makers.
6. We believe students need a strong instructional program that includes technology, problem solving, cooperative grouping, and student-focused learning.
7. We believe that students should accept ownership of their responsibilities in preparing themselves to be life-long learners and accountable citizens in a global society.
8. We believe that positive role modeling enhances student success.
9. We believe that effective communication and conflict resolution is vital in a democratic society.
10. We believe that shared decision-making contributes to a positive school environment and overall student success.

GENERAL INFORMATION

Wilkes County Board of Education Student Acceptable Use Policy

Wilkes County Board of Education is pleased to offer students of the Wilkes County School System access to the Internet. To gain access to the Internet, students attending WWPS, WWES, and WWMS must have a faculty member present. Teachers of younger students will guide them toward appropriate materials. All students must obtain parental permission to access the Internet.

Access to the Internet will enable students to explore libraries, databases, and other educational sites. Because some material accessible via the Internet may contain items that are inappropriate or potentially offensive to some people, we will continue to make every effort to monitor use. We, as educators, intend to provide supervised use of the Internet but your child(ren) must adhere to the guidelines imposed by your school. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Internet Rules and Guidelines:

Students are responsible for good behavior on computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior apply.

The Internet is provided for students to conduct research and access educational material. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. *Access is a privilege- not a right.* Access entails responsibility.

Users of the school networks as well as the Internet are responsible for their behavior and communications over the networks. Users will comply with standards and will honor the agreements they have signed. Students are not to share their user login names and passwords with anyone. Students are to log into the network using their user name and password. Students will be provided with a One Drive account where they may store school-related files. Use of travel drives (flash drives) is discouraged. See your school media specialist if you need to transfer files using a personal travel drive.

The following is not permitted:

- **Sending, displaying, or printing offensive messages, pictures, or musical lyrics**
- **Using obscene language**
- **Harassing, insulting, or attacking others**
- **Damaging computers, computer systems, or computer networks**
- **Violating copyright laws**
- **Using others' login information and passwords**
- **Trespassing in others' folders, work, or files stored in network drives**
- **Intentionally wasting limited resources**
- **Employing the network for commercial purposes**
- **Revealing personal addresses or phone numbers of self or other students and colleagues**
- **Purposely accessing inappropriate material including social networking sites**
- **Students may not bypass school internet filters by using any type of proxy or 'unblocking' site, vpn, TOR browser or any other method to mask Internet use**
- **Student may access wireless network with school provided devices only**

DISCIPLINARY PROCEDURES:

Violations will result in a loss of access to network, Internet and/or Office 365 in addition to other disciplinary or legal action.

**User Agreement and Parent Permission (Abbreviated)
Wilkes County Schools**

As a user of the computer network and Internet, I hereby agree to comply with the above stated rules – communicating over the school network/Internet in a reliable fashion while honoring all relevant laws and restrictions.

As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the Internet. I understand that the student may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

CIPA Compliance:

Wilkes County's Acceptable Use Policy for students was presented and approved as a school procedure before the local Board of Education on November 14, 1996.

ARRIVAL OF STUDENTS / STUDENT DROP OFF: Students arriving by car may arrive **no earlier than 7:30 a.m.** All students must be dropped off at the student drop off in the **front** of the school building (MS Student drop off). **For SAFETY reasons, parents are not allowed to drop students off on or near the bus ramp area.** Students arriving before 7:45 a.m. should report to the cafeteria or 200/300 halls for supervision. Students wishing to eat breakfast are to report to the lunchroom upon arrival at school. Breakfast will be served from 7:30-7:50 a.m. **Students are not to go to the gym. Students who enter the cafeteria for breakfast are required to eat and leave the cafeteria to return to the hallway until 7:45 a.m. Students not eating breakfast are to report to the middle school side of Tiger Alley.**

DAILY SCHEDULE:

Regular Schedule	Activity Schedule
Power Block 7:55-8:25	1 st Period 8:00-9:10
1 st Period 8:30-9:40	2 nd Period 9:15-10:25
2 nd Period 9:45-11:25	3 rd Period 10:30-12:10
Lunch 1 10:30-11:00	Lunch 1 10:30-11:00
Lunch 2 11:00-11:30	Lunch 2 11:00-11:30
Lunch 3 11:30-12:00	Lunch 3 11:30-12:00
3 rd Period 11:00-12:40	4 th Period 12:15-1:25
4 th Period 12:45-1:55	5 th Period 1:30-2:40
5 th Period 2:00-3:10	Activity 2:40-3:10

ATTENDANCE: School is in session for 180 days. In accordance with the Wilkes County Attendance Protocol, a student is required to be present at school for a minimum of 165 days. Within 3 days of absence, a note written by the parent stating reason for absence must accompany a student upon their return in order to receive an excused absence. If students do not provide a note, then the unverified absence will become unexcused. Absences excused by Georgia Law include: personal illness, if attendance would endanger the student’s health or the health of others, death or serious illness in the immediate family, religious holidays, absences mandated by governmental agencies, subpoena to court, a doctor’s appointment (accompanied by an excuse), students whose parents are in military service/National Guard and are being deployed overseas or is on leave from overseas deployment, and other reasons as outlined in the Wilkes County Attendance Protocol. Other reasons for absences (i.e. vacation, car trouble, missed bus) will be accepted; however, the student will receive an unexcused absence. It is the parent or guardian’s responsibility to ensure that the student attends school. If a student is out of school for more than five consecutive days due to illness, a doctor’s excuse will be required. It is the student’s responsibility to secure an admission slip when returning to school. **Students who miss more than 15 days of school unexcused must make up each day (over 15 days) by serving a Saturday School or Summer School (if available).**

Effective: December 1, 2018

Our Truancy Protocol has been updated to the following:

Pursuant to O.C.G.A. § 15-11-381(6), a “Truant” is defined as “A child having ten or more days of unexcused absences from school in the current academic year.”

Students with 5 unexcused absences, a letter will be sent home.

Students with 7 unexcused absences, a letter will be sent home scheduling an Attendance Support Team (AST) meeting with parents/guardian and school officials.

Students with 10 unexcused absences, a letter will be sent home and a referral will be made to the Department of Juvenile Justice.

Students with 15 or more excused/unexcused absences, a note from the student’s Doctor will be required and a referral will be made to the Department of Family and Children Services as deemed necessary.

Students may obtain an admission slip from the counselor’s office (room 207) prior to 7:55 a.m. Students must have all teachers sign the admission slip and return it to the office. The **student must request and obtain any work** that was **missed** from the teacher(s) and normally has 5 days to makeup that work. Students who sign in late, leave early, or are absent due to suspension must follow the same procedure.

Tardy to Class: A 5-minute passing time is a part of the schedule. Students will have 5 minutes (sufficient time) between classes in order to change classes, use the restroom, get water, or go to their lockers (during the grade level assigned locker time). Students with five or more tardiness to class during a grading period will be assigned Saturday School.

Tardy to School/Early Dismissals: Students who arrive at school after 8:00 a.m. are tardy. Students arriving after 8:00 a.m. should report to the main office to obtain an admittance slip. Excused tardiness must meet the same criteria as excused absences, with the exception of late buses. Only one parent note excuse will be allowed per nine-week grading period. **Students must bring notes in order for the tardy to be considered excused. Students who accrue 5 or more unexcused tardies to school or unexcused early dismissals from school in a nine week grading period will be required to make up that time at Saturday School.** (Refer to Student Attendance Protocol). Chronic tardiness or early dismissals will result in the parent being notified and a referral being made to the Department of Juvenile Justice.

Compulsory Attendance: Per Georgia code section 20-2-690.1 (O.C.G.A.), parents or guardians of children between the ages of 6-16 are required to enroll and send those children to a public school, private school, or home study program and that those children are responsible to enroll and attend that school. Failure to comply with the section is a violation of the Georgia code and carries with it specific penalties.

BUS & CAR RIDER NOTES PROCEDURE: All bus students must ride the bus that they are assigned. No child may board another bus or ride home with someone other than the guardian without an office-approved permission slip from the parent or guardian. Bus/car notes should be brought to room 207 by 8:00 a.m. Parents are asked to include a signature and phone number on the notes. **Notes faxed to the school must be received by 2:00 p.m. Please call the school to advise us when faxing information to the school so that we can be looking for your fax. The fax machine is not in the office and we do not want to miss the information being sent.**

DISMISSAL: Normal dismissal is 3:10 p.m. Students leaving school early must be signed-out by their parent/guardian in the main office. **It is suggested that students being picked up early be picked up at the end of a period to prevent disruption of classes.** Students leaving early will not be allowed to wait in the school lobby to be picked up. The parent or guardian must provide the school with a note (including a phone # to contact parent) if there is any change to your child's daily schedule (student is not riding assigned bus home, staying after school, being picked up by someone else. This note must be in room 207 by 8:00 a.m. **Any change in a student's afternoon transportation must be reported to the middle school office BEFORE 2:00 p.m.**

DRESS CODE: All students shall be clean, neat, and dressed in a manner conducive to academic achievement. The following guidelines, though not all-inclusive, will be employed. Each classroom teacher is best suited to determine what is distracting to the students in that classroom. A student will be in violation when he/she wears clothing that is near, but not within, the dress code guidelines as defined below.

HEAD:

- No curlers, picks, combs, hair sponges, bandanas, do-rags, scarves covering entire head (unless it is a religious or cultural custom), sweatbands, or sunglasses (unless prescribed by a physician) are to be worn.
- Grooming anywhere other than the restroom is prohibited.
- No "grills" will be worn at any time on campus.
- Hats and hoods are not allowed inside the building.
- Hoodies must be removed from the head prior to entering the building.

UPPER GARMENTS:

- Garments must be of a length and fit that are suitable to the build and stature of the student.
- Strapless garments are prohibited. The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Straps must be a minimum of 2 inches in width. Off the shoulder garments are prohibited.
- Upper garments must adequately cover the waistline and must not expose the midriff. Sports jerseys (or similar) must cover from armpit to waistline.
- Low cut necklines and necklines that expose cleavage are prohibited.
- Backless (holes, cutouts, low cut) garments are prohibited.

LOWER GARMENTS:

- Garments (pants/shorts/skirts/skort) shall conform to the build and stature of the student.

- Garments (pants/shorts/skirts/skorts) shall be worn at the waist. Garments may not be “low riding” or “sagging”. Underwear, gym shorts, or boxers should not be exposed. The wearing of a belt is not required unless necessary to keep pants at the waist. If necessary, the school will make needed adjustments to tighten or secure pants at the waist.
- Bike shorts and pajama/lounge pants are not permitted.
- Leggings/jeggings must be covered by another garment that is approximately fingertips length all the way around one’s body.
- Tights are not to be worn unless under pants, dress or skirt.
- Dresses/shorts/skirts/skorts must be an appropriate length (at or below fingertips). Short dresses/skirts/shorts are prohibited.
- Jeans with holes exposing the skin are not permitted. Jeans with patches are allowed.

ALL GARMENTS:

- See-through garments are only permitted when worn over a top that has straps that are 2” in width. Revealing apparel is prohibited.
- Clothing and hairstyles that displays writing, pictures, symbols, or logo that are crude, suggestive, or that promote alcohol, drugs, tobacco, gang activity, or things that are inappropriate for the school setting is prohibited.
- Undergarments shall not be visible.
- Student attire must be appropriate for a classroom setting.
- Students may not be covered in blankets.

FOOTWEAR:

- Stilettos and house shoes are prohibited.
- Footwear must be worn at all times.

Students who fail to comply with the dress code will be asked to call parents for a change of clothing, sent home to correct their dress, or sent to In-School Suspension (ISS).

The school’s administration and faculty reserve the prerogative to decide the suitability of all clothing.

DRIVER LICENSE: Certificate of Attendance must be obtained prior to getting a driver-permit. A request for the certificate must be submitted at least one week prior to the date of need. A cost of \$2 will be incurred for a certificate of attendance. Certificates of School Enrollment forms are only valid for 30 days. If the certificate expires, prior to obtaining license, students will be assessed the \$2 cost again.

Students must be enrolled in and not under expulsion from school in order to receive a Certificate of School Enrollment needed or driver license. Middle School students are not allowed to drive to school and park on campus.

ENROLLMENT: All students attempting to enroll in Washington Wilkes Middle School are considered to be unofficially enrolled until the school receives the following:

1. Academic grades from the last school(s) attended.
2. Discipline record from the last school(s) attended.
3. Immunization Certificate.
4. Social Security card/number.

5. Guardianship papers or Wilkes County's Guardianship Waiver (when enrolled by a non-parent)

FACULTY QUALIFICATIONS / RIGHT TO KNOW: Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications:

Wilkes County School System and Washington-Wilkes Middle School would like to inform parents that they may request information regarding the professional qualifications of their child's classroom teacher(s). At a minimum, the following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.

Whether the child is provided services by paraprofessionals and, if so, their qualifications. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Deleki Lee at 706-678-7132 or email at leed@wilkes.k12.ga.us.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.): The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.) Notice for Directory Information:

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wilkes County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wilkes County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wilkes County

Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want Wilkes County Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Wilkes County Schools has designated the following information as directory information:

- | | |
|--------------------------|--|
| -Student’s name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational agency or |
| -Dates of attendance | institution attended |
| -Grade level | -Student ID number, user ID, or other unique |
| | personal identifier used to communicate in |
| | electronic systems that cannot be used to access |
| | education records without a PIN, password, etc. |
| | (A student’s SSN, in whole or in part, cannot be |
| | used for this purpose.) |

FINANCIAL RESPONSIBILITIES: Students must clear up all financial responsibilities to the school as they accrue. A \$20 service charge will be added to any returned check from the bank due to insufficient funds. Students owing outstanding fines will not be allowed to receive report cards, records transferred to enrolling schools, etc. until the fine(s) is/are cleared.

HALLWAYS: Students are expected to follow the PBIS expectations for the hallway. Students in the halls must have a written hall pass or agenda in their possession signed by a

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

teacher stating the destination and time. **Students are asked to be quiet and courteous at all times and to keep to the right side when moving in the halls.**

HEALTH: All students must have a current Georgia Department of Human Resources Certificate of Immunization on file with the middle school that shows the date of all necessary immunizations. No student will be permitted to remain in school without an adequate certificate. **If a child is believed to have contracted a communicable or contagious disease/condition (i.e. lice, pinkeye, etc.) he/she must bring a doctor's note stating that the child is no longer contagious and may return to school. Students who leave school early with a documented fever will be able to return to school once they are fever free for 24 hours.**

HOSPITAL HOMEBOUND: Academic assistance offered to students who have been diagnosed (by a medical doctor) with an illness/disease/injury which requires a long-term absence (10 days or longer) from school. The parent must request the aforementioned services, have the physician complete and sign the form, and submit for approval. If approved, arrangements for a teacher will be made to provide the necessary services.

IDs/AGENDAS: As a safety measure, **all students are required to wear a school ID and carry their agenda while on the WWMS campus.** IDs and agendas are provided to all students by WWMS and as such are the property of the school. **They are not to be marked, have cut up edges, defaced, or destroyed. IDs that cannot adequately distinguish the wearer or is no longer useful due to damage (i.e. damage to the picture, name, or barcode) must be replaced at the student's/parent's expense.** There will be a \$5.00 charge to replace any lost or damaged student ID/student agenda. Metal chains may be replaced for \$0.50.

Note: Students will be allowed to call for IDs until 8:15 AM. Parents are allowed to bring IDs until 9 AM. Students may only owe for one ID or agenda. Fees charged must be repaid within 5 days.

IDs must be worn and visible daily while students are on campus. Agendas must be in the student's possession while the student is on campus. **Discipline will be imposed every day that students do not wear their IDs at school. Students who are unable to obtain an ID may receive a temporary ID up to three times. Students who are habitual violators of this safety policy, will receive disciplinary action usually in the form of In School Suspension for the day. Students who serve two day of In School Suspension for IDs will receive Saturday school on the third offense.**

LOCKERS: Lockers are available for all WWMS students and are accessible at designated times. Hall lockers are available for a **rental fee of \$5.00.** First period teachers will assist their students with locker rental. The locks/lockers remain the property of WWMS. Lockers are not to be shared with another student and combinations to locks should not be given to anyone else. **Lockers are subject to search at any time. Abuse of lockers (includes placing pencils in locks, defacing or otherwise damaging lockers) will result in fines, restitution, and disciplinary action. Students are not allowed to write on or attach items to their lockers with adhesives. Students may use magnets to attach items on the inside of their lockers.**

LOST AND FOUND: Please turn all "found items" into your teachers. Because vandalism, theft, and loss of property is a reality, **students and staff alike are strongly encouraged to**

leave valuables and non-school items at home. The school assumes no responsibility for any loss. Please use good judgment.

MEDICATION: Students are **not allowed to have any kind of medication (prescription or over-the-counter) in their possession at school!** Asthmatics and students with severe allergic reactions who must use auto-injectable epinephrine are the exception(s) and may have their inhalers and antihistamine/epinephrine kits in their possession.

Parents/guardians must provide a written statement 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.

The nurse and designated school personnel may administer parent provided medications at school only if **ALL** of the following requirements are met:

1. All medicine must be in a **labeled container, in date**, and kept in the school office.
2. A written request by the parent/guardian must be made to the school to administer the medication. A signed medical authorization and release must include the written instructions from the doctor or parent (if non-prescription) as to how to administer the medication. Please note: the recommended dosage will not be exceeded.
3. A daily log of medications administered shall be kept in the office.
4. **We will not assume the responsibility of giving any student medication not sent from home.** This includes aspirin, Tylenol, ointments, sprays, etc.
5. We will not accept telephone requests for administering medications.
6. We encourage parents to administer medication at home if possible.

MONEY AT SCHOOL: Students should refrain from bringing money/valuables to school. Parents may send checks to cover most expenses including crediting cafeteria accounts. **The school will not be responsible for reimbursement of any money (that is subsequently lost or stolen) that is brought to school by a student.**

PARENT CALLS TO SCHOOL: The staff at the middle school will make every effort to assist you with your request for assistance. Please call the school to notify us that you are faxing a note or important information. The fax machine is not in the main office and we may not receive your fax in a timely manner without prior notification. **Please do not call the school after 2:00 p.m. with a message that must get to your child.** The office is very busy and we need sufficient time to locate your child and provide him/her with that information.

PHYSICAL EDUCATION: All P.E. students are required to “dress out” and participate in order to be successful in class. Students are required to wear gray shirts and dark colored shorts that reach one’s middle finger tip (e.g. basketball shorts). **Gym sets will be available for purchase through WWMS.** Our school’s dress code will be strictly enforced in P.E. Through games, our students develop physically, morally, and socially. Lack of participation and/or

failure to “dress out” will result in the student losing points on their daily grade. For safety reasons, P.E. students may not wear jewelry (includes, but is not limited to, earrings, necklaces, bracelets, watches, rings, etc.) of any kind during P.E. classes. Refusal to remove jewelry will eliminate the student from participation. **The school is not responsible for lost or stolen items. Students are strongly encouraged to leave personal items locked in school lockers.**

PUBLICITY: From time to time, the names and/or pictures of students will be placed in school newsletters, school website, school Facebook page, School Way app, One-Call Now, yearbooks, local newspapers, and other school publications to publicize school events, awards, honors, and other school programs. If you object to the publicity of your child, please deny this right on the photo release form that your child receives at the beginning of the year, or you may write the school’s principal with a request that your child’s name and/or picture not be included in the aforementioned publications.

SCHOOL CLOSINGS: In case of bad weather, school cancellations will be broadcast over WLOV-1370 AM and WLWX-105.1 (radio) and Channels 6 & 12 (Augusta TV).

SCHOOL COUNCIL: This council serves as a liaison between home, school, and community. Parents are encouraged to contact members of the School Council to see how they can be of assistance to the school. The school council meets at least four times throughout the year. For contact information, please contact the school.

SCOLIOSIS SCREENING: All 6th and 8th grade students are screened for scoliosis (curvature of the spine) in cooperation with the Wilkes County Health Department. Each parent will be asked to complete a permission form and return it to your child’s homeroom teacher.

SIGNS (DISPLAY OF): All posters, signs, announcements, etc., must be approved by the administration prior to being posted. Signs must be removed when they are no longer current.

SPORTS ATTENDANCE & SCHOOL ACTIVITIES ETIQUETTE: When students attend a sporting event, (football game, basketball game, etc.) they are expected to:

1. Come to the game to watch the game and show your Tiger Spirit & P.R.I.D.E.!
2. Sit in the stands except to use the restroom and/or concession stands.
3. Stay on the “Tiger” side of the complex.
4. Walk and not run in and out of the stands.
5. Follow the “Code of Conduct” found in the Student Handbook.

Students should be mindful that the same rules and regulations that apply at school also apply at each sporting event/school activity. Students who are suspended from school (OSS) or in (ISS) In School Suspension are not eligible to participate in any school activity or event (includes attending/participating in games, dances, etc.).

STUDENT PICK-UP (3:10-3:30 p.m.): All students who are picked up by parents after school must wait for their parents in front of the 200 wing with a supervising teacher. Parents picking up children must enter the second driveway (north side of school) then turn right into the student drop-off/pick-up lane. Please do not enter the first driveway (south side of school) that driveway

is for buses/staff only. **Students are not allowed to walk to another location to be picked up by their parents!**

TELEPHONES: Students will not be allowed to use the office phones for personal calls except in case of emergency or due to illness, and the student must have teacher/staff written permission. All telephone calls will be documented in a logbook and could be screened by office staff. **The school phone is available for student use after meetings or practices.** Please send updated home, work, and cell phone numbers immediately after they have changed so we may have accurate numbers in our student information system. **Students are not allowed to have cell phones!**

TRAVEL (GAMES AND EVENTS): All team members for all sports, cheerleaders, and band will travel to and from all games and athletic events on the team bus. Exceptions may include an emergency or if the student/team member is traveling with parents from the game site to another destination other than Wilkes County. In these events, written permission must be requested from the sponsor/coach at least 24 hours prior to the event and the parents or designee(s) must be present to escort the student/team-member at the end of the activity. Searches are required of all students' carrying on bags prior to traveling on a Wilkes County School bus.

VISITORS: Students are not permitted to have guests at any time during the school day unless prior approval has been given by the administration. Per Georgia House Bill 161, **all visitors** having business on campus **will report directly to the administrative office to sign-in and receive a visitor's pass.** Visitors will not be allowed to roam the WWMS campus at will. Visitor's passes are only good for the pre-arranged classroom that they wish to visit. School tour requests must be guided by an administrator. Please make the following arrangements if you are interested in visiting your child's classroom:

1. Please call the school for a conference with an administrator.
2. A time will be arranged for the visit by the administrator.
3. Visits are subject to 24-hour notice before it can be conducted.
4. Any visit that the administration of WWMS believes to be disruptive, threatening or dangerous to students, faculty, the school or the normal operation of the school **will be denied.**

STUDENT ACADEMICS

ELIGIBILITY: All students must pass five (5) out of six (6) classes in the previous semester to be eligible to participate in extra-curricular activities for the next semester (including managers and water boys). Students who are retained may earn eligibility winter semester (January) if they meet the above eligibility requirements for fall semester.

GRADING SYSTEM: The following grade equivalencies are used for all classes and grades:
90-100=A 80-89=B 70-79=C 69 or below=F

Any grade below 70 is considered failing. There are no grades over 100. A student must have a 70 or above at the end of the grading period in order to pass each class.

INCENTIVES: We believe that a reward system is vital to meet the needs of all of our students. We further believe that good behavior and grades should be recognized. Various activities are planned throughout the school year to encourage and reward good conduct and/or academic excellence. These activities include, but are not limited to: Pass Parties, Ice Cream Socials, Lunch in the Sun, Honor Cards, certificates, Pride Cash drawings, PBIS incentives, etc.

HONOR ROLL: **Honor Roll** is established to recognize students who have achieved high academic standards. Honor Roll requires an 80 or above average in all subjects with no grade less than an 80. Honor Roll will be divided into two categories: A and A/B. Honor roll students will receive honor cards at the end of each nine weeks.

Honors Night will be held and numerous awards will be given. All students, maintaining a 90.00 or above average with no failing grades (for all classes), for the year-to-date (1st, 2nd, 3rd nine weeks, and 4th nine weeks progress report) will receive an Academic T-shirt.

PROGRESS REPORTS: Progress reports from each class will be sent home at the middle of each grading period. Parents are encouraged to discuss progress reports with the appropriate teacher. **Progress reports must be signed and returned to the 1st period teacher within two school days.**

REPORT CARDS: Report cards are distributed four times each school year, at the conclusion of each nine weeks. **Report Cards and Promotion Charts must be signed and returned to your child's 1st period teacher within two school days** (1st – 3rd nine weeks).

PROMOTION POLICY (Abbreviated Version): Based on CCRPI, students will be promoted to the next grade when all of the following criteria are met:

1. The student earns a final yearly grade of at least 70 in 5 out of 6 subjects including all four core content areas.
2. The student is achieving on a Lexile measure greater than 925 in 6th grade, 970 in 7th grade, and 1010 in the 8th grade as assessed by a standardized instrument, Georgia Milestones Assessment System and SRI.
3. On the Georgia Milestones Assessment System, student must earn the following: at/above grade level designation in reading, developing learning level designation in reading and mathematics. Eighth grade students must also earn developing level designation in science and social studies on the Georgia Milestones Assessment System
4. The student must also attend school at least 165 out of 180 days.

Students who do not meet the criteria for promotion may be eligible for placement in the next grade or retention in the same grade. *Please reference the Washington Wilkes Middle School Promotion and Retention Policy for more details.*

STANDARDIZED TESTING: *Students will take the following tests:* Iowa Test of Basic Skills (8th graders only), Georgia Milestones Assessment System, Scholastic Reading Inventory, Moby Max, iReady, benchmarks, and exams in all grade levels. Parents are encouraged to help their children prepare for testing. Parents will be notified of the test results when they become available. In case summer school is not available, remediation will begin immediately following the Georgia Milestones Assessment System.

TEXTBOOKS: All textbooks are loaned to students for their use during the school year. **Textbooks are to be covered at all times in order to minimize damage.** The student's name, grade, and school should be written in each book. **Students and parents are responsible for all lost or damaged textbooks. Fines will be assessed for all lost or damaged books (up to the full purchase price of that book) this includes Media Center books.**

CODE OF CONDUCT

This Code of Conduct is established by the school administration and approved by the Wilkes County Board of Education. It is effective until modified or rescinded by the Wilkes County Board of Education. This code of conduct applies to all students enrolled at Washington-Wilkes Middle School (WWMS), including special needs students, unless otherwise stated in their Individual Educational Plan (IEP).

This Code of Conduct is in effect for all students during school hours, at school related functions (on-campus or off-campus) during or after school hours, and while on the school bus. NOTE: Per Georgia law, parents and guardians are required to sign an acknowledgement of receipt of the Code of Conduct and return it to the school.

The disciplinary measures enumerated in this handbook are intended as a guide and the administration reserves the right to impose a more severe discipline consequence depending on the severity of the offense. Note: 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 infractions, the cumulative effect of which frequently interferes with classroom instruction or the orderly conduct of school activities.

Student Responsibilities:

- 1. Show your Tiger P.R.I.D.E. by being ...**
 - Productive**
 - Respectful**
 - I'm Prepared**
 - Dependable**
 - Engaged**

Teacher Responsibilities:

1. Consistently follow the school-wide discipline plan.
2. Teach, model and practice behavioral expectations throughout the year.
3. Show professionalism in classroom management, discipline, behavior, and dress.
4. Proactively eliminate distractions in the learning environment.
5. Set high, attainable expectations for student's behavior and learning.
6. Support students, parents, other teachers, administrators, paraprofessionals, custodians, lunchroom workers, media specialist, substitute teachers, and visitors.
7. Communicate with parents in a timely manner.

Administrator/Counselor Responsibilities:

1. Ensure an environment that is conducive to teaching and learning.
2. Be visible in classrooms, hallways, lunchroom, and gym to promote positive behavior.

3. Create order with high expectations for students, teachers, and parents.
4. Demonstrate consistent relationships with students, parents, and staff.
5. Promote students' physical, emotional, mental, and social growth.
6. Communicate with parents, teachers, and students in a timely manner.

Parent Responsibilities:

1. Be informed of WWMS's policies and procedures to assist your child in making good decisions.
2. Be involved in the educational experiences of your child.
3. Ensure that your child is at school on time prepared to learn.
4. Attend meetings and drop off/pick up your child at designated times.
5. Communicate with teachers frequently.
6. Check your child's agenda for daily notes.

Incentives for Positive Behavior

Pride Cash Store

Photo recognition board
 Be recognized during announcements Choose
 Music from a list
 Certificate for behavior
 Postcards home
 Email/call a parent at work telling of
 accomplishments

Eat lunch with a teacher or administrator Be the
 principal apprentice for 20 minutes
 Free choice time at the end of the day on
 scheduled day
 Ice cream social
 Cone ball tournament

Discipline Procedures

Classroom Managed

VIOLATION	Teacher Behavior Redirection Procedure
Cheating* Class Disruption* Disrespect* Dress Code Violation (Procedural) Food, Drink, & Gum Forgery Horse playing Inappropriate Display of Affection* Inappropriate Use of Technology* Off Task Behaviors Non-School Items Not Prepared for Class (Procedural) Profanity* Tardy to class Throwing Objects Unauthorized Area*	Step 1: Verbal Warning Restate Expectation/Rule Step 2: Re-teach Expectation; Apply Intervention; Contact Parent; and Begin Classroom behavior report Step 3: Apply New Intervention; and Contact Parent and Guidance Counselor/ Admin Step 4: Complete office referral

*Indicates teacher's discretion, but depending on the degree of severity, it may be office managed.

Office Managed

VIOLATION	1 st Offense	2 nd Offense	3 rd Offense
Damage or Destruction to School Property (Restitution Required) Defiance Gambling Insubordination Drawings of Weapons or Gang Related Signs without affiliation Cell Phone (Use or evidence of possession) Evidence of videoing of students or faculty/staff will incur more severe consequences.	Instigating Physical Contact School Disruption Skipping Class Skipping School Stealing ≤ \$100 (Restitution Required)	3 days ISS, Saturday School and/or Corporal Punishment Phone taken 5 school days	5 days ISS Phone taken 10 school days
Tardy to School ≥ 5 Tardy to Class ≥ 5	1 day Saturday School		
Phone taken 20 school days			

VIOLATION	1 st Offense	2 nd Offense	3 rd Offense
Bullying Threats/Intimidation Level 2	In School Suspension	Out of School Suspension and/or LIPT Referral	Tribunal or Waiver for Alternative School and/or Call Police
Threats/Intimidation Level 3 Fighting (Including group fighting)	5 days OSS May Call Police in uncontrollable situations	10 days OSS Call Police and/or Tribunal or Waiver for Alternative School (1 to 2 semesters)	
<u>Inappropriate Substance/Items</u> (Use, possession, sale, and/or distribution) ●Tobacco	3 days ISS	3 days OSS	OSS and Tribunal or Waiver for Alternative School (1 to 2 semesters)
Falsifying Report Gang Activity Habitual Discipline <u>Inappropriate Substance/Items</u> (Use, possession, sale, and/or distribution) ●Alcohol ●Drugs ●Weapons	Arson Pulling Alarms Sexual Harassment/Offenses Trespassing Vandalism/ Stealing ≥ \$100 (Restitution Required) Assault/Battery/Physical Abuse on School Employee	10 days OSS and/or Call Police and/or Tribunal or Waiver for Alternative School (1 to 2 semesters)	10 days OSS and/or Call Police and/or Tribunal Recommending Permanent Expulsion

These consequences serve as a guide only. After due process, consequences could be imposed as outlined in the Code of Discipline. The administration reserves the right to assign consequences based on the severity or nature of offense. Any offense may result in a more severe consequence, including referral to a discipline tribunal on the first occurrence, if the administrator feels such action is warranted

Washington-Wilkes Middle School Classroom Matrix

Expectation	<i>Class-Wide</i>	<i>Entering the Class</i>	<i>Whole Class Activities</i>	<i>Independent Seat Work</i>	<i>Transitions</i>
Productive	<ul style="list-style-type: none"> • Complete all assignments • Ask for help 	<ul style="list-style-type: none"> • Get out class supplies • Begin Openers 	<ul style="list-style-type: none"> • Complete assignments with class • Ask questions about the assignment 	<ul style="list-style-type: none"> • Completing assignments • Complete your own work • Follow directions 	<ul style="list-style-type: none"> • Move quickly
Respectful	<ul style="list-style-type: none"> • Be polite • Keep hands, feet, and objects to self • Follow directions from adults • Use Level 0 voice during instruction 	<ul style="list-style-type: none"> • Use Level 1 voice • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Raise hand to talk • Use appropriate voice level during instruction 	<ul style="list-style-type: none"> • Raise your hand to ask a question • Use a Level 0 voice 	<ul style="list-style-type: none"> • Use Level 1 voice during transition • Keep hands, feet, and objects to self • Maintain Personal Space • Be courteous to others
I Am Prepared	<ul style="list-style-type: none"> • Have ID on • Have supplies for class 	<ul style="list-style-type: none"> • Take care of personal business before entering class • Have the supplies you need to be turned in prepared 	<ul style="list-style-type: none"> • Sit in your assigned seat • Get out class supplies 	<ul style="list-style-type: none"> • Have supplies for class • Write your name on your work 	<ul style="list-style-type: none"> • Have supplies ready
Dependable	<ul style="list-style-type: none"> • Be present and on time • Follow classroom procedures • Clean up your area 	<ul style="list-style-type: none"> • Go straight to your desk and be prepared to work • Have your homework on your desk 	<ul style="list-style-type: none"> • Ask and make comments related to the topic • Keep supplies on your desk 	<ul style="list-style-type: none"> • Turn in your completed assignment 	<ul style="list-style-type: none"> • Begin working quickly
Engaged	<ul style="list-style-type: none"> • Be on task • Ask meaningful questions 	<ul style="list-style-type: none"> • Ask any questions before class starts 	<ul style="list-style-type: none"> • Stay focused on lesson • Face the speaker 	<ul style="list-style-type: none"> • Be attentive • Stay on task until it is completed • Ask meaningful questions 	<ul style="list-style-type: none"> • Follow the transition routines

Tiger Pride Expectations

Washington Wilkes Middle School Expectations

Expectations	Cafeteria	Hallway	Bathroom / Locker Room	Bus Loading Zone	Assembly	Classroom
Productive	<ul style="list-style-type: none"> Get food upon entering Throw trash away Return to seat 	<ul style="list-style-type: none"> Walk to the right Go to your destination 		<ul style="list-style-type: none"> Stop at the first white line Walk to your bus 	<ul style="list-style-type: none"> Go with your class to your destination 	<ul style="list-style-type: none"> Complete all assignments Ask for help
Respectful	<ul style="list-style-type: none"> Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices 	<ul style="list-style-type: none"> Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices 	<ul style="list-style-type: none"> Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices 	<ul style="list-style-type: none"> Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices 	<ul style="list-style-type: none"> Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voice upon entering Use Level 0 voice during presentation 	<ul style="list-style-type: none"> Be polite Keep hands, feet, and objects to self Follow directions from adults Use Level 0 voice during instruction
I Am Prepared	<ul style="list-style-type: none"> Have ID on Get supplies before sitting 	<ul style="list-style-type: none"> Have ID on Get supplies for multiple classes Have a hall pass unless classes are changing 	<ul style="list-style-type: none"> Have a bathroom pass unless classes are changing 	<ul style="list-style-type: none"> Get all supplies before exiting the building 	<ul style="list-style-type: none"> Have ID on Have materials if needed 	<ul style="list-style-type: none"> Have ID on Have supplies for class
Dependable	<ul style="list-style-type: none"> Clean up your area Keep all food/drinks in cafeteria 	<ul style="list-style-type: none"> Pick up trash in the hallway 	<ul style="list-style-type: none"> Keep walls clean Wash hands Flush Urinals & Toilets Dispose of trash in the proper receptacle 	<ul style="list-style-type: none"> Keep the area clean Make sure your co-riders are ready to load the bus 	<ul style="list-style-type: none"> Clean up your area 	<ul style="list-style-type: none"> Be present and on time Follow classroom procedures Clean up your area Periodically view your grades in Infinite Campus
Engaged	<ul style="list-style-type: none"> Food is to be eaten in the cafeteria 	<ul style="list-style-type: none"> Keep traffic flowing 	<ul style="list-style-type: none"> Quickly enter and exit the bathroom 	<ul style="list-style-type: none"> Listen and watch for your bus 	<ul style="list-style-type: none"> Keep eyes on the presenter 	<ul style="list-style-type: none"> Be on task Ask meaningful questions

EXPLANATION OF INFRACTIONS

ALARMS-PULLING A FIRE ALARM: The pulling of a fire alarm, when a fire does not exist, is a misdemeanor under Georgia law as well as a violation of school rules. Parents and police will be notified. The students caught will be criminally charged and administratively disciplined.

ALARMS-TRANSMITTING A FALSE PUBLIC ALARM: Calling in a false (where one does not exist) alarm (fire, bomb threat, etc.) is a felony under Georgia law.

ARSON: Any student who deliberately sets a fire as a prank or to deliberately damage school property will be suspended from school and the parents shall come for a conference with school officials if the student is eligible to return to regular school.

ASSAULT OR BATTERY: Any student who commits any act of verbal assault, including threatened violence of teachers, administrators, other school personnel or persons attending school related functions, will be subject to severe discipline. Any student who commits any act of physical assault or battery against any of the persons identified above will be subject to severe discipline also, which in either case may include referral to a disciplinary tribunal and law enforcement.

BULLYING: Bullying is prohibited! Wilkes County Board of Education policy defines bullying 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; 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 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.

CELL PHONES: Students are not permitted to possess and/or use (make phone calls, video or audio recordings, text message, photograph, post to social media, surf the web, or any other non-school use) a cell phone at any time while on campus. Evidence of cell phone usage on campus during school hours will result in disciplinary action. Because vandalism, theft, and loss of property is a reality, **students and staff alike are strongly**

encouraged to leave valuables and non-school items at home. The school assumes no responsibility for any loss.

CHEATING: Cheating will not be tolerated at WWMS. This includes, but is not limited to talking, sharing answers, taking tests for other students, looking at another's work or having a book/notes open while a test is in progress. This suspicious behavior could be concluded as cheating and will be considered as such.

CHRONIC DISCIPLINE PROBLEMS

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the student's parent or guardian of the disciplinary problem, invite such parent or guardian to observe the student in a classroom situation, and request at least one parent to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan. Parental notification will be made by telephone and by either certified mail with return receipt requested or first-class mail.

CRIMINAL LAW VIOLATION: A student who has been formally charged with a violation(s) of criminal law and whose presence on school property may endanger the welfare and/or safety of other students, faculty, staff, or whose presence may cause substantial disruption at school, may be subject to disciplinary action. **Discipline:** The penalty will range from immediate parent conference to a recommendation to the superintendent for long-term suspension or placement in Alternative School.

DAMAGE OR DESTRUCTION TO SCHOOL OR PRIVATE PROPERTY: A student shall not cause or attempt to cause damage to school or private property (either real or personal property) either on school grounds or during a school activity, function, or even off school grounds. Including but not limited to writing on the wall, sidewalks, doors, etc.

DISRESPECT: Student delivers socially rude or dismissive messages to adults or students.

DISRUPTION (WILLFUL) OF CAMPUS/CLASS/SCHOOL: Willfully disruptive students are defined as students who exhibit continual, willful, and overly undesirable behaviors in school/school related activities/on the school bus/at school bus stops. These behaviors interfere with teaching, learning, and/or the safety and orderly functioning of the school. Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

FALSIFYING REPORTS/LYING: Students will be in violation of this section of the Code of Conduct if they provide information "falsifying, misrepresenting, omitting, or erroneously reporting instances of alleged inappropriate behavior by school employees (teacher, administrator, or other school employee) toward a student (during school or off-school hours).

FIGHTING: Physical assault or battery/physical contact/fighting/major fighting/group fighting. **Fighting will not be tolerated and will result in corrective action, which may include expulsion and/or referral to legal authorities.** The administration will determine on a case-by-case basis the guilt of each party involved.

Fighting may include pushing, shoving, shouting, or inappropriate contact between two students.

Major fighting is defined as fighting that does not stop with verbal warnings, which disrupts school and the student body.

Group fighting is defined as a fight that involves more than two students.

Those students encouraging, instigating, or trying to incite a fight will be treated as having participated in the fight and will receive the same punishment.

FOOD AND DRINK: Open containers are not allowed. Food, drink, gum or candy will not be consumed in an area other than the cafeteria unless approved by the administration. Opened drinks/bottles are not allowed out of the lunchroom. Selling or distribution by students of food, drinks, gum, candy, etc., is not allowed.

FORGERY: The signing of another person's name to a paper, letter, and/or document without that person's permission, or claims someone else's work as their own.

GANG DISRUPTION-/ AFFILIATION DISPLAY OF GANGS: Gang activity will not be tolerated at WWMS. Any manner or style of dress, markings, signs, drawings, sketches, etc., on clothing, the body, or other personal items which denote gang participation, gang activity, or can reasonably be associated with gang activity is prohibited at WWMS. This includes, but is not limited to, items of dress (see dress code), the throwing of gang signs, and gang graffiti.

GANG-RELATED: Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. 16-15-3). It is against the code of conduct to wear or possess gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang. The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang is strictly prohibited.

GAMBLING: No student may play a game of chance, including but not limited to (cards, dice, pitching pennies, flipping coins, etc.).

HABITUAL DISCIPLINE: Is defined as willful and repeated or constant violations of the Student Code of Conduct.

HARASSMENT: The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.

INAPPROPRIATE DISPLAY OF AFFECTION: Overt public displays of affection are in poor taste. Students are prohibited from kissing, embracing, hugging, inappropriate touching, and similar gestures on campus or school related activities.

INAPPROPRIATE SUBSTANCES/ITEMS: May include, but are not limited to, alcohol, tobacco, drugs (prescription and over-the-counter), weapons, and explosives.

Tobacco: A student shall not possess, use, transmit, or solicit any tobacco products or paraphernalia (chewing, dip, snuff, smoking tobacco, matches, lighter, vapor apparatus with or without associated liquid, electronic cigars/cigarettes etc.) on school property, at any school activity (on or off campus), or while the student is on the way to or from school.

Alcohol: A student shall not possess, use, solicit, distribute, sell, or be under the influence of alcohol or substances thought to be or represented to be alcohol on school property, at any school event (on campus or off), or while the student is on the way to or from school.

Drugs: The term “drug” shall mean all substances, including but not limited to, prescription drugs, over the counter drugs, look alike drugs, inhalants, pills, tablets, capsules, and all other legal and/or illegal drugs (narcotics, depressants, or stimulants) or controlled substances (amphetamines, barbiturates, marijuana, cocaine, or hallucinogenic). A student shall not possess, use, be under the influence of, sell, attempt to sell, or distribute drugs, or substances thought to be or represented to be drugs on school property, at any school event (on campus or off), or while the student is on the way to or from school. Any drug offense carries a mandatory referral to law enforcement officials and a mandatory referral to a Discipline Tribunal for expulsion.

Weapons: A student shall not possess, handle, use, transmit, or threaten any person with any weapon (knife, gun, pellet gun, brass knuckles, razor blade, club, chain, firecracker, lighter/matches, pepper spray, or mace) or with any object having the general appearance of or that can reasonably be considered to be or converted to be a weapon while on school grounds, at any school event (on campus or off), or while the student is being transported to or from school in a school system provided vehicle. Any weapons offense (which includes a weapon as defined as per by O.C.G.A. 16-11-127.1) carries a mandatory referral to law enforcement officials, while all weapons offenses (not limited to those also constituting a crime) include a mandatory referral to a Discipline Tribunal for expulsion.

Dangerous weapons” shall have the same meaning as set forth in O.C.G.A. 16-11-121.

Hazardous object-any knife, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument

consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chukka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc of whatever configuration, having at least two points or blades which is designed to be thrown or propelled and which may be known as a throwing star, oriental dart, or any instrument of any kind, any nonlethal air gun, and any stun gun or Taser as defined in O.C.G.A. 16-11-106(a). This term shall not include any of these instruments used for classroom work authorized by the teacher.

Weapons – Handgun – Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. (*Note: This definition does not apply to items such as toy guns, cap guns, BB guns and pellet guns. Pursuant to Gun-free Schools Act – Public Law 107-110, section 4141*)

Weapons – Other Firearms – Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may actually be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e., bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (*Note: This does not include toy guns, cap guns, BB guns, pellet guns, or Class-C common fireworks.*) [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141]

Weapons – Rifle/Shotgun – The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned, made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned, made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each pull of the trigger.

Drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

INAPPROPRIATE LANGUAGE/PROFANITY: Any disrespect shown toward teachers, administrators, other school personnel, or other students and visitors including the use of profane, vulgar or obscene language or gestures, indecent exposure, possession and/or distribution of profane, vulgar or obscene material or other similar materials,

items, or gestures will not be tolerated at WWMS or while attending school related functions. This includes printing inappropriate material off the internet, and verbal messages that include swearing, name calling, or use of words in an appropriate way.

INCITING, INSTIGATING, ADVISING, OR COUNSELING: Of others to engage in prohibited acts (otherwise enumerated in this Code of Conduct) will result in the same disciplinary action as if the instigating student were directly involved in that act.

INSUBORDINATION/DEFIANCE: Refusal by a student to carry out the instructions of faculty and staff. A student shall not fail to promptly comply with the reasonable directions or commands of administrators, teachers, paraprofessionals, school bus drivers, and other authorized school personnel. This includes rude and disrespectful behavior by students toward faculty and staff.

NON-SCHOOL ITEMS: Students are not permitted to carry or possess the following items, including electronic communication and entertainment devices on school property, school buses, or at school sponsored activities. Items include, but not limited to: personal tablets or laptops, laser pointers, cell/smart phones, walkie talkie radios, CD / mp3/iPod devices, cameras, DVD players, portable gaming systems, rubber bands, etc., are not allowed on WWMS campus without permission from the administration. Items will be taken up and are subject not to be returned.

PHYSICAL CONTACT/AGGRESSION: Student engages in actions involving serious physical contact where injury may or may not occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

PHYSICAL VIOLENCE: Physical violence means intentionally making physical contact of an insulting or provoking nature with the person of another, or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself as provided under Georgia law.

SEXUAL HARASSMENT: Sexual harassment is unwanted and unwelcomed physical or verbal conduct of a sexual nature that is directed at the student/staff victim because of his or her sex. Sexual harassment will not be accepted or tolerated. A student is required to notify a faculty/staff member and/or administrator if the student feels that he/she is being sexually harassed. Sexual harassment is specifically prohibited by law and by the policies of the Wilkes County Board of Education. This prohibition includes but is not limited to: offensive sexual flirtations, advances, or propositions; verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual; offensive verbal or physical conduct of a sexual nature; creation of an environment that is sexually degrading. Accusations of sexual harassment will be fully investigated by the school administration. In addition, students should report any inappropriate behavior by an employee toward a student, directly and immediately to the principal. For additional information or questions, the Title IX Coordinator may be reached at (706) 678-7132.

SEX OFFENSES: Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. Inappropriate sexually based behavior or contact including but not limited to public groping, inappropriate bodily contact, sexting, lewd behavior, possession of pornographic material, simulated sexual acts, exposure of private body parts, or any other sexual contact is a sexual offense.

SKIPPING: When a student refuses to attend a class or required activity or leaves campus without authorization. Parents will be notified and law enforcement may also be notified.

STEALING/THEFT/POSSESSION OF STOLEN PROPERTY/SELLING OF STOLEN PROPERTY: Any student involved in the act of stealing, in possession of, having passed on, or being responsible for removing someone else's property will be subject to immediate disciplinary action and restitution will be required.

STUDENT SEARCH AND SEIZURE: The school administration reserves the right to conduct individual, locker, and full student population searches whenever deemed necessary and permitted by law.

TARDINESS/EARLY DISMISSALS: Refer to Attendance section

THROWN OBJECTS: The throwing of objects is disruptive and potentially dangerous to students and staff alike. For the purpose of this section, the throwing of any "object" shall mean any object listed, but not limited to, food, rocks, B-B's, staples, coins, paper, rubber bands, books, pencils, pens, or any other object thrown or propelled by a student at another student which cause or may cause harm, injury or disruption to the school environment.

THREAT/INTIMIDATION: Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

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.

UNAUTHORIZED AREAS: Students must be accompanied by a teacher or have a pass from their assigned teacher when going into an unauthorized area (in the middle school or high school). The high school is considered an unauthorized area. A high school area is defined as any area occupied by high school students and/or part of the high school physical plant. This includes, but is not limited to the high school student

parking lot, hallways, classrooms, bathrooms, outdoor areas, high school bus ramp, and high school office. **Other unauthorized areas may include, but is not limited to** another classroom, the counselor's office, the media center, gym, gym lobby and restrooms, field house (during normal school day), picnic area, parking areas, closets, teacher's lounge, areas marked as maintenance areas, do not enter areas, or the middle school office without approval from the teacher of the student at that particular time. Students may not loiter in the breezeways, hallways, restrooms, or any other part of the school.

VANDALISM: No student shall commit the offense of vandalism, which is defined as the willful and/or malicious destruction, marking 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 will be required and this violation may also result in further disciplinary action and/or be reported to the proper law enforcement agency.

WILLFUL AND PERSISTENT VIOLATION OF THIS STUDENT CODE OF CONDUCT WILL RESULT IN A HIGHER DEGREE OF PUNISHMENT THAN WOULD ORDINARILY BE IMPOSED.

Consequences for any violation that is not covered in this Code of Conduct will be administered at the discretion of the school administration.

Note: 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 on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult."

DISCIPLINE

Failure to comply with any section of the Washington-Wilkes Middle School (WWMS) Code of Conduct will result in one or more of the following disciplinary actions as assigned by an administrator:

DETENTION:

Lunch: Teachers may conduct their own lunch detentions during the lunch period.

Teacher: Teachers may conduct their own detentions from 3:15-4:00 p.m. Parents/students must be given 24-hour prior notice before detention assignment.

CORPORAL PUNISHMENT: An administrator may administer paddling to students whose parents have consented to paddling. All corporal punishment will be witnessed by someone other than the administrator and student.

SATURDAY SCHOOL: Saturday school is designed as an alternative to out-of-school suspension or in-school suspension. Saturday school will be located on the WWMS campus and the following rules will apply:

1. Students must provide their own transportation and report to Saturday school from 8:00 a.m. –12:00 noon.
2. A tardy student will be sent home or a no-show student will be assigned additional days of Saturday School. Students who missed the scheduled days will be assigned two days of in-school suspension (ISS).
3. Students will not be allowed early dismissals. All students must remain in class, except during one 10-minute restroom break at approximately 10:00 a.m.
4. All rules and regulations, as outlined in the Student Handbook and county policy, will apply to Saturday School.
5. Students must bring their own paper, pencils, pens, as well as textbooks, novel, and ample work for four hours of study. Materials must be brought to Saturday School because students will not be allowed to go to the locker that morning. Students not complying with the rules will be sent home and assigned to five days of in-school-suspension (ISS) the following Monday.
6. The teacher assigned to Saturday School will have complete authority with regard to student conduct and other problems that may arise.
7. If the student must miss Saturday School for a legitimate reason (illness, death in the family, etc.), it is up to the parent to notify an administrator prior to the assigned Saturday School date if possible. Parent contact with an administrator after the assigned date will be accepted for emergencies only.

Note: As previously referenced in rule # 5, students must bring enough work to keep them busy for the full four (4) hours of Saturday School. Students may complete their homework and study for each of their classes. When that work is completed, a student may read a novel that they have checked out. Failure to comply with the teacher’s direction will result in additional discipline.

IN SCHOOL SUSPENSION (ISS): In-school suspension is designed as an alternative to out-of-school suspensions (OSS). This program is very restrictive but is designed to allow the student to remain on campus, on a regular school day schedule (7:45 a.m. - 3:10 p.m.) and to continue to complete his/her classroom assignments. The following rules apply:

1. No getting out of assigned seat, talking, or socializing with other ISS students.
2. All rules and regulations as outlined in the Student Handbook and county-policy continue to apply while in ISS.
3. Students will remain in ISS (past the number of assigned days) until they have completed all of the work provided for them by their classroom teachers.
4. Lunch will be eaten in the ISS room. It will consist of a regular meal. No additional food allowed!
5. Any disruption(s) or rules violations that occur while in ISS will result in additional days of ISS or an out-of-school suspension (OSS).

6. **After students have served 20 -days of ISS in a school year, the student may be suspended out-of-school (OSS) for any offenses that normally warrant ISS.** A mandatory administrator-parent conference will be required for re admittance.
7. **A student who has incurred 10 days of OSS in addition to the 20 days of ISS will be recommended to an alternative education program.**

OUT-OF-SCHOOL SUSPENSION (OSS): OSS may be issued as a disciplinary action for more severe misbehaviors or because lesser disciplinary actions have failed to modify the misbehavior(s). **Students on OSS may make-up their class work/homework upon returning to school.** It is the student's responsibility to request the work from each classroom teacher. Students on OSS are not allowed to be on campus or at school related activities for the length of their out-of-school suspension. **Students who come onto school property while on OSS are considered to be trespassing and are subject to further school disciplinary action as well as criminal prosecution.**

ALTERNATIVE EDUCATION PROGRAM: The purpose of the Alternative Education Program is to provide an off-campus location for students who are having difficulty being successful on the main (WWMS) campus. Students may be placed at the Alternative Education Program, Cross Roads Alternative School, for academic or behavioral problems. Students who continue to have severe academic problems may benefit from the small class size and the one-to-one assistance available at the Alternative Education Program. A student who has violated the rules of the Code of Conduct to such a degree that long-term suspension might be the answer is also a candidate for the Alternative Education Program.

Students who are in ISS or have received OSS may not participate in any extracurricular activities or attend any school functions during the time assigned. This includes, but is not limited to participation in band, sports activities and attending sporting events or dances.

Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, the school shall request that at least one parent or guardian schedule and attend a conference with the principal or his or her designee to devise a disciplinary and behavioral correction plan. The request will be made by telephone and by either certified mail with return receipt requested or first-class mail. The principal shall ensure that a notation of the conference is placed in the student's permanent file.

ORDERING PARENTS TO ATTEND CONFERENCES

The Wilkes County Board of Education may petition the Wilkes County Juvenile Court to proceed against a parent or guardian for willful and unreasonable refusal to participate in efforts to improve a chronic disciplinary problem student's behavior. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate

to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court.

POSSIBLE CONSEQUENCES:

These consequences serve as a guide only. After due process, consequences could be imposed as outlined in the Code of Discipline. The administration reserves the right to assign consequences based on the severity or nature of offense. Any offense may result in a more severe consequence, including referral to a discipline tribunal on the first occurrence, if the administrator feels such action is warranted.

RESTRAINT FOR ALL STUDENTS

Mindset restraint procedures are implemented at WWMS by trained personnel. Restraint procedures will not be used except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. For further information, Wilkes County Schools have a policy available online at www.wilkes.k12.ga.us.

TEACHER REMOVAL AUTHORITY

(a) A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to a principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a teacher refers a student by employing appropriate discipline management techniques that are consistent with local board policy.

(b) On and after July 1, 2000, a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardian a written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

PROCEDURES

BUS TRANSPORTATION: School bus transportation is a privilege not a right.

The public school transportation program has but one purpose and that is to safely transport students. Therefore, it is extremely important that each student is aware of

his/her role and responsibility in seeing that the entire operation works smoothly and efficiently. Several of the important areas in which students are asked to cooperate are:

BUS-PICK-UP: Use the following guideline going to or from bus stops.

1. Students must be responsible for being at the designated stop when the bus arrives. Students are required to arrive at the stop five (5) minutes before the scheduled time for the bus to arrive at the stop. Buses will not be able to wait for students who are not at the stop when the bus arrives, except in inclement weather.
2. Students are to stand at least 12 feet off the road way.
2. Be prompt. Be at the bus stop by the designated bus arrival time.
2. Walk on the left side of the shoulder of the road, facing on-coming traffic, as you walk to or from the bus stop.
3. If other students are waiting at the bus stop, get in line without pushing, shoving, or jostling others, and stay off the roadway.

PLEASE BE CAREFUL!!!

BUS BOARDING: Use the following guideline when getting on the bus.

1. Line up in a single file line with younger children in the front so that they can board first.
2. Wait until the driver stops before attempting to board the bus.
3. Board the bus quickly but without crowding or pushing.
4. Never run on the bus. It may be slippery. Place your foot squarely on the step, not the edge. Use the handrail.
5. Be particularly careful, especially if you are carrying books and parcels.
6. Go directly to your seat, sit down, and stay seated.
7. If you must stand, hold onto a stanchion or seat handle, and be prepared for quick stops or unexpected lunges of the bus.

BUS-CONDUCT: Use the following guideline while riding on the bus.

1. Remain seated throughout the trip and leave your seat only when the bus has come to a complete stop. Do not rush when leaving the bus.
2. Keep your books and personal items on your lap. Keep the aisle clear.
3. Do not talk to the driver except in an emergency.
4. Avoid anything that might disrupt the driver or interfere with the driver's work. Refrain from loud talking or yelling.
5. Do not open windows without the driver's permission.
6. Never stick your hands, arms, head, or feet out of the window(s).
7. Do not throw anything inside the bus or out of the windows. You might injure a pedestrian or cause an accident. Place trash in the proper container.
8. Do not touch the emergency door or any part of the bus equipment.
9. Do not chew gum, eat, or drink on the bus.
10. The use of tobacco is strictly prohibited.
11. Balloons are not allowed on the bus.

12. Glass containers will not be allowed on the bus.
13. Promptly obey the instructions or directions of the bus driver/bus aide.
14. No “rough housing,” playing, or other unruly behavior.
15. Help keep the bus neat, clean, and orderly. Students are encouraged to help care for and to protect the valuable equipment in which they ride. Never tamper with the bus or any of its equipment. Willful damage or destruction of any part of the bus is prohibited and may result in disciplinary action, including but not limited to paying for any damage.
16. Student(s) should not operate the doors of the bus.
17. Acts of physical violence (bullying, verbal assault including profanity, physical assault / battery, fighting, and disrespectful conduct toward the bus driver/others) by students are prohibited and will be reported immediately.
18. Students are prohibited from using electronic devices (cell phones, pagers, audible radios, tape/CD players without headphones) or any other electronic device unless approved by administration.
19. Students are 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 safe operation of the school bus.

NOTE: Students who have engaged in physical acts of violence (as enumerated in # 17) will be subject to the discipline designated in this Code of Conduct (including suspension off the bus). Additionally, the parents/guardians of that student will be required to attend a meeting to form a school bus behavior contract, which may include, but not be limited to assigned seating, on-going parental involvement, and suspension from the bus.

The WWMS Student Code of Conduct is in effect at school, at school sponsored activities (on-campus or off-campus), and while on the bus.

BUS-DISCIPLINE: Remember: school bus transportation is a privilege, not a right. **Abuse of this privilege will result in loss of the privilege (suspension off the bus).**

1. Students will be reminded of proper bus conduct during the first week of school.
2. The first time a student breaks a bus rule, the student will be written up. The school administrator will discuss the violation with the student and that student will be issued a warning (unless it is a serious breach of conduct). A copy of the bus referral will be sent home to the parent for each violation.
3. After a second bus referral, the student may be suspended from the bus for up to three (3) days (also depending on the bus code violation).
4. A third bus referral will result in up to five (5) day bus suspension.
5. Subsequent bus referrals will result in additional days of bus suspension each time the student is written up. **Continued violations of the bus rules could result in the student being suspended off the bus for the remainder of the year.**
6. A parent conference may be requested of the parent, administrator, bus driver, or bus supervisor to discuss the student’s bus conduct.

7. Students fighting on the bus will result in an automatic suspension off the bus (for three days or more) and three additional days of out of school suspension.
8. Depending on the violation, an administrator may suspend a student off the bus indefinitely for the first bus code violation and/or refer the matter to law enforcement.

CAFETERIA:

Please use the following guideline concerning food, prices, and the proper use of the school cafeteria.

1. Students are to drink and eat in the cafeteria. No one is to eat off campus or in a classroom without permission from an administrator.
2. Students are not allowed to bring meals in from local restaurants or have them delivered. Brown bags or lunch boxes are permitted.
3. Students are to dump the content of their trays in the trashcan provided near the dirty-dish window after they finish their meals. A food service employee will collect the trays.
4. Students are to leave the cafeteria quietly and in line with a supervising teacher. Students should walk to the right and remain quiet in the hallway.
5. The numbers in the barcode of student IDs are their personal account numbers. Students can pay for their lunch and/or breakfast by the day, week, or month. It is strongly recommended that meals be prepaid. All payments will be entered into the students' personal accounts. Students must use their personal ID card or pay cash when they come through the line. It is very important that **EACH STUDENT USE HIS/HER OWN CARD EACH DAY** to avoid any problems. **DO NOT LEND YOUR ID CARD TO ANYONE.**
6. We ask that students not charge for more than three meals before a payment is made. They should arrange with the cafeteria manager ahead of time when they need to charge, not after they get in the lunch line.
7. Anyone abusing cafeteria property (tables, chairs, trays, silverware, etc.) will be reported to the office and held responsible for the cost to replace any destroyed/damaged property.
8. Free and Reduced Lunch applications will be handed out in 1st period but will be handled by food service. Please make any inquiries to the cafeteria manager. Please fill out the forms and return them promptly.

MEDIA CENTER:

WWMS-WWCHS Media Center
7:35 a.m. – 4 p.m. Monday – Thursday
7:35 a.m. – 3:30 p.m. Friday

Our mission is to provide materials and access to resources that support the school's curriculum within an atmosphere that is conducive to reading, study, and research.

Media Center Pass: In order to work in the media center during class, each student must have a media center pass signed by the teacher. Using the hall pass located at the end of this handbook and signed by the teacher, a student has permission to come to the media center to return a book, pick-up or return equipment, or to do other similar errands.

Before and After School: WWCHS students working in the media center before and after school must sign-in at the circulation desk upon entering the media center.

ID Cards: School ID cards are made in the media center and each student will be issued a new ID card at the beginning of the school year. If a student loses their ID card, they must purchase another one at a cost of \$5/card. Replacement chains are also available for \$.50 if the student loses his/her chain.

Circulation: Students are responsible for all materials checked out in their name and are cautioned to only check out materials for their own, personal use. Overdue notices are sent to the students through the homeroom teacher once each week.

*Students may log on to Destiny, our media catalog, using their school username and password to check their media center account and items on loan

Current newspapers and magazines are available for checkout and can be read in the media center.

School Store: We have a variety of school supplies for sale in the media center including notebooks, dividers, pens, pencils, folders, index cards, poster board, calculators, and more.

Printing/Copying: Printing must be academic in nature and students should get prior approval from the media staff before printing. We charge \$.10 per page for all photocopies.

Computer/Internet Use: The computers and Internet are available for research and assignments. Board policy requires students to have an Internet permission form signed by a parent/guardian and returned to the media center where it is kept on file. The Internet permission form is located at the front of this handbook and additional copies are available in the media center. Violation of policies outlined in this form will result in disciplinary action, including the loss of computer privileges.

Students are expected to use the computers/Internet in a responsible manner following the rules outlined in the acceptable use policy, which is found in the front of this handbook.

Note: Students must have their Student Identification Cards, agenda book, and media center pass to check out materials.

EMERGENCY PROCEDURES: Fires, severe weather, and tornados are a fact of life. The way we practice for them is the way that we will respond to them in a real life situation. Orderly evacuation of the classroom is necessary in the event of an emergency. Each room has an emergency evacuation route posted. Students should familiarize themselves with the directions. During emergency evacuations, students are to remain quiet and follow the evacuation route posted, as well as the instructions of the teachers. Emergency procedures should be taken seriously.

Fire/Fire Drills: Please use the following procedures when the fire alarm sounds:

1. When a fire alarm is sounded, students and teachers should leave the building as quickly and orderly as possible and report to the designated “safe” locations.

Tornado and Severe Weather: In the event a tornado or severe weather is sighted in the Washington area, the Police or Civil Defense will notify the principal, and the following procedures will be put into effect immediately.

1. Students and teachers shall report to the previously designated areas (i.e. hallways) for tornado evacuation.
2. As soon as students reach their designated area, they should sit down with backs against the wall, heads down, and hands or textbooks over their heads.

Other Emergencies: The main office should be notified in case of any injury or emergency. After referral to office, administration will direct any calls that will be made to parents or other agencies. Initial emergency contacts will be made through **911**.

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

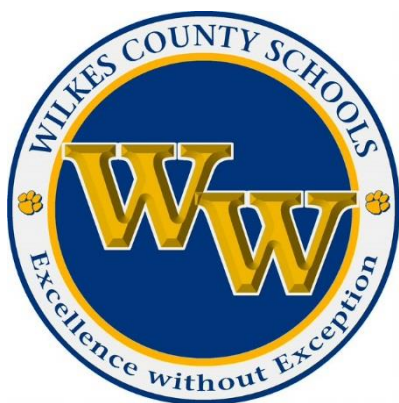
This information is provided according to HR 1317 effective 7/1/96.

Washington Wilkes Middle School

Parent and Family Engagement Policy

2019-2020
Revised June 6, 2019
1180 Tignall Road
Washington, GA 30673
www.wilkes.k12.ga.us
(706) 678-7132

What is Family Engagement?



Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).

About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, Washington Wilkes Middle School (WWMS) has developed this parent and family engagement policy that establishes the district's and school's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in our Title I school. This plan will describe WWMS's commitment to engage families in the education of their children and to build the capacity in its Title I school to implement family engagement strategies and activities designed to achieve the school and student academic achievement goals.

WWMS recognizes that greater family involvement is crucial if our students are to learn more, to achieve higher academic standards and to succeed in the world. It shall be the intent of all parent involvement activities at WWMS to encourage and support the efforts of home, school, and community in improving the

educational opportunities of all children. We believe, when schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. It is our hope that all stakeholders will help us to accomplish our vision by producing students who are productive, respectful, prepared, dependable, and engaged in academics. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. WWMS will work to ensure that the required parent and family engagement policy meets the requirements of federal law and each include a school-parent compact.

Jointly Developed

During the annual Parent Input meeting in May 2019, all parents were invited to participate and provide suggestions and ideas to improve this policy for the 2019-2020 school year. An invitation to attend was sent through the local newspaper, report cards, marquee, and School Way communication app, posted as an announcement on the school district website and parent portal. During this meeting, we reviewed the School Improvement Goals and pertinent data. In addition, we had an open discussion of the focus group questions. Lastly, each Title I school used its Parent Advisory School Council to review the parent and family engagement policy before the end of the 2018-2019 school year.

Upon final revision, parents were welcomed to submit comments and feedback regarding the policy at any time on surveys or by submitting written comments to our school. All feedback received by June 2019 was considered for revisions to this policy.

The school's plan to distribute this policy is to post it on district and school websites and in parent resource centers, disseminate it during the annual Title I school meetings in the fall, student handbooks, and open house orientations. We will also email the link to all parents in a format and language they can understand.



Strengthening Our School

The Wilkes County Schools district family engagement coordinator (FEC) provides coordination and support, assists in planning, implementing activities, and technical assistance and to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. WWMS receives monthly notifications and resources from the FEC to help improve and strengthen family engagement. In addition to frequent communication and school visits, the FEC holds monthly meetings and trainings with its Title I schools' principals to review family engagement plans and activities.

Additionally, the district will convene a summit in March for principals and FECs to review parent and family engagement requirements and plan opportunities for family engagement activities and meetings for the remainder of the school year.

Information and resources will be provided to assist parents in ways to help their children be successful in school and get involved through WWMS parent involvement, counselor resources, Communities in Schools (CIS), Wilkes Co. Partnership and UGA Educational Talent Search (ETS) and planned activities.

Assistance is also provided to non-English speaking parents through translation of information to languages other than English when such services relate to parent involvement. An interpreter/translator is available to assist Spanish-speaking parents in their involvement.

Reservation of Funds

The WWMS will reserve one percent of Title I funds it receives in 2019-2020 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, WWMS will distribute 90 percent of that amount to support our family engagement programs and activities. The FEC will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

WWMS will host an annual Parent Input Meeting in May for parents to provide suggestions on how these family engagement funds could be used in the upcoming year at the school-level. This information will be used to assess the need and create the budget. The information will be shared during the fall Title I parent meeting.

eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

Annual Title I Meeting ~ August 2019

All parents are welcome to hear the latest updates from the Wilkes County School District and WWMS as well as to inform parents of the requirements of Title I and parents' right.

Parent Input Meeting ~ May 2020

During this meeting, we will host a forum for parents and family members to participate in open discussions to review the schoolwide plan, the school's parent and family engagement policies as well as provide input on the family engagement budget and topics for school staff training. We will send invitations home as well as email and text parents to notify them about the date and time of the meeting. Information regarding the Parent Input Meeting will also be made available on the school websites.

Input on the use of Title I funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget and school staff training for parents to provide their comments.

Unable to attend these meetings? Please visit www.wilkes.k12.ga.us to review the meeting documents and minutes and leave your input.

Building Capacity

The WWMS will build partnerships between with families and community with the goal of developing mutual support for student achievement. To develop capacity for this support, WWMS will implement a variety of family and community engagement initiatives. The Academic Parent-Teacher Team (APTT) model of family engagement is one such initiative. Training and support of APTT was provided for through the Georgia Department of Education. APTT is a program wherein teachers and families partner to address academic goals through at-home learning activities.

Of Parents - The WWMS will provide families with information about the overall Title I program and its requirements. The district works with its Title I schools to help families understand academic expectations for student learning and progress. This year we will implement the Multi-tiered Systems of Support (MTSS) as a way of improving academic performance outcomes of students. In addition, specific information related to APTT, the State's challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. We will also offer assistance to parents in understanding use of Infinite Campus, our online student information system and other digital resources. We will also show parents how to use Class Dojo, a website used to connect teachers, students, and parents to build positive relationships. Formal reports are often sent home, parents will learn how to

read and understand Georgia Milestones data reports as well as iReady data reports. Notifications about these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

In addition, the district and school websites contain resources and materials such as parent guides, study guides, practice assessments, and APTT materials for at-home learning. Hard copies of these materials are also available at the school, including copies in Spanish.

The WWMS Parent Advisory Council, made up of parent representatives, advises the schools on all matters related to family engagement. Community leaders are also invited to serve on the council.

Washington Wilkes Middle School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among parents and the community to improve student academic achievement, through the following activities specifically described below:

- A. WWMS has provided information through workshops, Lincoln-Wilkes Retired Educators Association brochures, and in-service education about working with students and parents from varied cultures and economic backgrounds. Teachers, administrators, support staff, and parents, were provided information about the value and utility of the contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; implement and coordinate parent programs; and build ties between home and school.
- B. There is an on-going process to involve businesses and community-based organizations in parent involvement activities. Businesses and community-based organizations are encouraged to work with parents and schools in working toward increased academic achievement.
- C. Parents always stay abreast of what is happening at WWMS through the Tiger Paw newsletter, weekly Tiger Corner newspaper article in the *News Reporter*, One Call, flyers, marquee, website, teacher mass emails, and Power School. To the extent possible, information related to school and parent programs, meetings, and other activities are sent to the home of students in the language used in the homes.

Of School Staff - The WWMS will conduct trainings during most faculty meetings to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. WWMS will conduct an APTT training for the entire school staff. WWMS will also host a training for appropriate school staff and faculty that will focus on creating welcoming environments. School staff will also be trained on using current communication devices and technologies to efficiently communicate with parents.

We will also ensure that necessary information is available to parents in a friendly, native language.

Information posted on the district website will be translated to the extent practicable. WWMS will also utilize school phone call systems, district and school websites, local news media, and social media to post information for parents.

Parent and Family Engagement Evaluation

Each year, the WWMS will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of our Title I schools through an annual parent survey and the Parent Input Meeting.

Beginning in April, each Title I school will send home a survey and email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs.

In addition to the annual survey, each Title I school will also use the Parent Input Meeting to facilitate group discussions to discuss the needs of parents and to design strategies for more effective family engagement.

The WWMS will use the findings from the Parent Input Meeting and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

Adoption

This districtwide parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel.

This policy was adopted by the Wilkes County School District on June 7, 2019 and will be in effect for the 2019-2020 academic school year. The school will distribute this policy in multiple ways to all parents of participating Title I, Part A children before or during the first week of fall semester.

Mark Your Calendars

For Parents

Annual Title I Meeting
August 20, 2019 – 5:30 PM
WWMS Media Center

Annual Parent Survey
February 18 – March 6, 2020

Parent Input Meeting
April 28, 2020 – 5:30 PM
WWMS Media Center

**Wilkes County School System
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:	

INDEX

Alarms..... 24	Etiquette 15	Out-Of-School
Alcohol..... 27	F.E.R.P.A 11	Suspension (Oss)... 33
Alternative Education	Faculty Qualifications 11	Pesticides..... 39
Program..... 33	Falsifying Reports 25	Physical Education.... 14
Arrival Of Students 7	Fighting..... 26	Physical Violence..... 29
Arson..... 24	Financial	Profanity..... 28
Assault Or Battery..... 24	Responsibilities 12	Progress Reports 17
Attendance 7	Food And Drink 26	Promotion Policy
Belief Statements 5	Forgery 26	(Abbreviated
Bullying..... 24	Gambling..... 26	Version)..... 17
Bus Regulations 9	Gang-Related 26	Publicity 15
Bus Transportation.... 34	General Information... 5	Report Cards 17
Bus-Discipline..... 36	Grading System..... 16	Restraint 34
Cafeteria 37	Habitual Discipline ... 26	Saturday School 32
Calls To School..... 14	Hallways 12	School Closings 15
Cell Phones 24	Health..... 13	Search And Seizure... 30
Cheating 25	Honor Roll 17	Sex Offenses 30
Chronic Discipline	Hospital Homebound 13	Sexual Harassment.... 29
Problems 25	I.D.'S/Agendas..... 13	Signs (Display Of..... 15
Code Of Conduct 18	Inappropriate Display	Skipping 30
Conferences..... 33	Of Affection 27	<i>Standardized Testing</i> . 17
Criminal Law Violation	Inappropriate	Stealing 30
..... 25	Substances..... 27	Student Pick-Up..... 15
Daily Schedule 7	Incentives 17	Tardies..... 30
Damage Or Destruction	Incentives For Positive	Tardy 8
To School Property 25	Behavior..... 19	Teacher Removal
Detention..... 31	In-School-Suspension	Authority 34
Discipline 31	(Iss) 32	Telephones 16
Discipline Procedures 20	Instigating 29	Textbooks..... 18
Dismissal..... 9	Insubordination 29	Thrown Objects..... 30
Disrespect..... 28	Lockers..... 13	Tobacco..... 27
Disruption 26	Lost And Found 13	Travel 16
Dress Code 9	Media Center..... 37	Trespassing 30
Driver License..... 10	Medication 14	Unauthorized Areas . 30
Eligibility 16	Mission Statement..... 5	Vandalism 31
Emergency Procedures	Money At School 14	Vision Statement..... 5
..... 38	Non-School Items 29	Visitors..... 16
Enrollment..... 10		Weapons..... 27