Washington-Wilkes Primary School

Student Handbook

2026-2027

Every Tiger, Every Day!

Washington-Wilkes Primary School

910 E. Robert Toombs Avenue
Washington, Georgia 30673

Joshua A. Rider
Principal

Ty McGill
Assistant Principal

Dear Parents, Students, and Community Members,

Welcome to Washington-Wilkes Primary School! We are excited to begin another school year filled with learning, growth, and success. At WWPS, our strength comes from the partnership between our dedicated staff, supportive families, and enthusiastic students. Together, we build a learning environment where every child can thrive.

One of the cornerstones of our school culture is **PAWS Pride** - **Positive Attitudes, Responsible Actions, Hard Work, and Showing Respect**. These values guide everything we do and help us create a safe, encouraging space for students to grow academically, socially, and emotionally. By practicing PAWS Pride every day, our students become not only better learners, but also thoughtful, responsible members of our school and community.

This handbook contains important information about our school's policies, expectations, and procedures. Please take time to review it with your child, as it will help everyone stay informed and prepared for a successful school year. Be sure to sign and return the enclosed forms at your earliest convenience.

We look forward to partnering with you for an incredible 2026-2027 school year filled with discovery, progress, and PAWSitive achievements!

Warm regards,



WWPS Principal

Phone: 706-678-2633 Fax: 706-678-2666

GENERAL INFORMATION

ARRIVALS (Early) - The building does not open until 7:30am. Children who arrive at school before 7:50am are to report to the cafeteria, pick up breakfast, and report to classrooms.

ARRIVALS (Late) - Classes begin at 7:50am. Pupils who arrive after 8:10am are considered **tardy** and are required to be signed in by a parent in the office for an admission slip before reporting to class.

ATTENDANCE - In accordance with the Wilkes County Board of Education Policy a pupil is required to attend school 180 days. Of this 180, your child must be present 165 days, not missing more than 15 days. Any exception to the foregoing statement must be approved by the school administration. (see attendance policy on pg. 40-46)
Excused Absences for Students of Active Duty Military Personnel
Please see Wilkes County Attendance Protocol (pg. 40-46)

INCLEMENT WEATHER - In case of inclement weather, please tune to the local radio station (1370 AM or WLVX 95.3 FM) or surrounding area TV stations and the WW School Facebook pages for information regarding school closings. Please be sure to have **UP TO DATE PHONE NUMBERS** on file because alerts will be sent from contact information pulled from our Infinite Campus student information system.

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

CALENDAR - See last page of handbook

CELL PHONES - Students should not bring cell phones, smart watches, or other smart devices to school. Personal devices may not be used during the school day unless approved by school staff for medical, safety, instructional, IEP, or Section 504 reasons. Devices will be kept in the office until a parent or guardian picks them up. Repeated violations may result in the device being held longer and other disciplinary consequences.

COMMUNICATION - Communication between home and school is very important. Notes and important information for parents and students will be sent home in the student's homework folder which is provided by the school. It is the parents' responsibility to check this folder daily. Whole class and school reminders will be sent through Rooms, the WWPS webpage and the WWPS Facebook page. Your child's homeroom teacher will send sign-up information for Infinite Campus with the beginning of the school year packet. The school website (http://wwps.wilkes.k12.ga.us/) provides up-to-date information for parents and excellent resources for students and parents. The school marquee displays important information as well.

DISMISSAL (Early) - A pupil who must leave school before the school day ends (3:00pm) is expected to bring a note signed by the parent(s) stating the reason and time for early dismissal. (Attendance Protocol pg. 40-46)

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

DISMISSAL (Regular) - It is quicker and safer for parents to pick up children at the east Kindergarten wing entrance at the end of the day.
For safety purposes, parents who opt to walk inside the building to pick up their children after 2:30pm should park in an area beyond the loading zone. Parking is available in the large parking lot behind CVS or off the road beyond the loading area.

Classes Conclude/Pack-up: 2:50pm
Car Riders: 2:55pm
Regular Bus Dismissal: 3:00pm

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

ALL car rider and bus changes must be faxed to 706-678-2666 or emailed to newtona@wilkes.k12.ga.us AND bellm@wilkes.k12.ga.us AND must be received by **12:00 noon** if there is a dismissal change. Be sure to include the address where the student will get off the bus. After faxing or emailing, please call the school to verify the note has been received.

DRESS CODE - Our main concern is that the students can study and learn without distractions caused by improper clothing. Dresses and shorts are to be an appropriate length (at or below finger tips), and appropriate footwear should be worn. Pants that drop below the waist, unless secured by a belt, sunglasses, and head coverings are not appropriate attire for school. Shirts that do not completely cover the waist or that are too revealing are not appropriate school attire. Caps and hoods should be removed upon entry into the building. Tennis shoes should be worn on P.E. days. Clothing with offensive words/pictures are not appropriate for school. Clothing that displays writing, pictures, symbols, or logos that are crude, suggestive, or that promote alcohol, drugs, tobacco, gang-related activity or things that are inappropriate for the school setting are prohibited. Cleats are not allowed.

FERPA - WWPS complies with the Family Educational Rights and Privacy Act (FERPA, which protects the privacy of student education records. Under FERPA, parents and eligible students have the right to inspect and review the student's education records, request amendments, and exercise some control over the disclosure of personally identifiable information. The school will not release information from a student's education records without written consent, except as permitted by law.

***Please note that names and/or pictures of students will be in school newsletters and other school publications and/or the local newspaper and school webpage from time to time to publicize school events, awards, honors, and/or programs/events. If you object to the publicity, please call the school, 706-678-2633.*

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

EVENT PARTICIPATION - Students who frequently visit the Behavior Control Room (BCR) or face multiple suspensions during the school year may forfeit the opportunity to partake in events or activities. Parents will be notified in writing if their child has repeatedly visited the BCR and may risk losing the privilege of event attendance. A communication will be sent home with your child, informing you of their non-participation. Participation in events will be subject to the principal's discretion.

HOMEWORK - Each teacher has his/her own homework policy that he/she will explain upon your request. Some teachers give homework daily, others less often. Students should read or be read to for at least 20 minutes per night**. Reading is the key to learning!**

ILLNESS or INJURY - A nurse is on staff daily to handle medical needs that should arise during the school day. Teachers may refer sick or injured children to the nurse. Parents/guardians will be called if further treatment is warranted, and the school reserves the right to call for emergency assistance whenever deemed appropriate. Since school attendance is imperative for optimal learning, students are encouraged to make efforts to come to school even on those "just feeling tired" days. Since the nurse is available to administer medications, some minor ailments can be treated at school without disruption in attendance. Medication must be sent to the nurse in the original container with a note specifying when the medication should be administered (see section about medication). **For health reasons, however, students should not attend school if their illness is contagious, they are vomiting, have diarrhea or have a fever of 100 or higher. Students should not return to school until the fever and/or vomiting/diarrhea have subsided for 24 hours without medication.**

INTERNET - The Internet will allow our students to access educational information from a variety of sources that are appropriate for young children. Strict supervision will occur at all times. Students new to the school will be asked to sign a permission form for Internet use.

LOST AND FOUND - All articles are placed on the cafeteria stage. Please encourage your child to look immediately for lost articles. Please place name tapes/labels in your child's belongings. At the end of the school year, items remaining in lost & found will be donated to charity and/or the Wilkes County Care Room.

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

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

MOMENT OF REFLECTION - In compliance with Georgia law, at the opening of school on every school day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. The teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny any student the right to use it for a moment of quiet prayer.

PARENT/GUEST LUNCHES - Each grade will be allowed to invite parents/grandparents/guests for seasonal lunches. Attendance for the luncheon is reserved for the particular grade. Older and/or younger siblings and other related WWPS students will not be allowed to accompany the specified grade. Only WWPS students in the particular grade will be included in the following special lunches:

3rd Grade – Thanksgiving Lunch
2nd Grade – Christmas Lunch
1st Grade – Valentine's Lunch
Kindergarten – Spring/Easter

PARTIES - Parents/Guardians are encouraged to keep parties and refreshments simple and nutritious. The school administration discourages bringing birthday gifts to school to be opened, but simple party favors for the entire classroom are acceptable. Students or siblings from other classrooms may not attend birthday parties outside their own classroom. Birthday cupcakes may be shared with the entire class. **Be sure to ask your child's teacher about food allergies and other food related issues in his/her classroom.**

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

PETS - Pets are not allowed at school.

REPORT CARDS - Report cards will be issued four times during the school year, with progress updates throughout the year. The parent(s) will sign the report card and return it to the school with their child on the following day. Parents of 1st – 3rd graders can view current academic performance using our school student information system, Infinite Campus.

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

SURVEY - Third grade students will take a climate survey during the school year, if a parent would like to opt out of this survey, please let the school know.

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.

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

VANDALISM - No student shall commit the offense of vandalism, which is defined as the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody of control of it. Restitution may be required. This offense may be reported to the proper law enforcement agency.

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

VOLUNTEERS - Washington-Wilkes Primary School welcomes and encourages parents and community members to volunteer during the school day. Your time and support make a positive difference for our students and staff. If you are interested in volunteering, please contact the school at 706-678-2633 or reach out to your child's teacher to learn about the steps needed to get involved.

Washington-Wilkes Primary SCHOOL SAFETY



1. **Visitor Check-In:** All parents and visitors must report to the office to obtain a visitor pass upon entering the school building. Picture identification is required.

2. **Building Entry:** The double doors at the front of the building are the only entrance to be used by parents and visitors during the school day. All other doors are designated for buses unloading and loading in mornings and afternoons.

3. **Minimizing Classroom Interruptions:** Our teachers are engaged in instruction every minute of the school day, and interruptions disrupt valuable learning time. Items such as lunches, eyeglasses, or other student needs should be delivered to the office. Office staff will ensure items are sent to classrooms at an appropriate time. If you would like to meet with your child's teacher, please call or stop by the office to schedule a conference. **Unscheduled "drop-in" visits to classrooms are discouraged.**

4. **Early Dismissal Procedures:** If a student needs to leave school before 2:50pm, please follow these steps:
    a. Check in at the office when you arrive. Office staff will call your child to the office.
    b. Parents should wait in the office area for their child. Please do not go directly to classrooms without prior approval.

5. **Student Dismissal Time:** Teachers are not permitted to dismiss students before 2:55pm without administrative approval.

6. **Bus Change Procedures:** Phone calls for bus changes will **not** be accepted. Students will only be allowed to get off the bus at their assigned residence unless prior written permission is provide. To request a bus change, parents must:
    a. Send a note with the child, or
    b. Fax a note to 706-678-2666, or
    c. Email a note to newtona@wilkes.k12.ga.us or bellm@wilkes.k12.ga.us
    All requests must be submitted before **12:00 noon** and must include the specific address where the child will get off the bus.

P.B.I.S

Positive **B**ehavioral **I**ntervention and **S**upports

Students at the Washington-Wilkes Primary School are expected to fulfill the following **P.A.W.S. Pride** responsibilities by:

1. Having a **P**OSITIVE attitude by:
    a. participating fully in learning.
    b. paying attention to instruction.
    c. encouraging a climate where learning can take place.

2. **A**CTING responsibly by:
    a. cooperating in maintaining orderliness.
    b. being prepared for school work.
    c. being on time for school and class.

3. **W**ORKING hard by:
    a. completing assignments.
    b. taking care of books and other instructional materials.

4. **S**HOWING respect by:
    a. recognizing the rights and human dignity of fellow students.
    b. refraining from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.
    c. showing concern for and encouraging achievement of others.
    d. obeying directions.
    e. using acceptable and courteous language.
    f. avoiding actions that show contempt.

Students recite the P.A.W.S. Pledge each morning.

"Today I will have a Positive attitude, Act responsibly, Work hard, and Show respect."

P.A.W.S. Pride Behavior Expectations

	Positive Attitude	**A**ct Responsibly	**W**ork Hard	**S**how Respect
Bus	● Do what the bus driver says. ● Be polite to others.	● Follow bus rules. ● Keep all your belongings in your book bag and with you.	● Use a quiet voice. ● Stay seated on your bottom in your seat. ● Keep your hands and feet to yourself and out of the aisle	● Use a quiet voice. ● Use nice words.
Classroom (including Media Center, Music/Art, Guidance, and Gym)	● Use your manners ● Keep trying even when it's hard	● Be honest ● Follow rules ● Take care of classroom and materials	● Complete work on time ● Stay actively involved in the lesson ● Stay in your seat ● Keep hands and feet to yourself	● Quiet while others are talking ● Follow directions ● Wait your turn ● Use nice words
Restroom	● Wait for your turn	● Use soap and water wisely.	● Use your time wisely ● Be quiet ● Only feet on the floor	● Only one person in a stall at a time ● Give other students their privacy
Cafeteria	● Wait for your turn ● Be polite to lunchroom workers	● Pick up trash and put in trash can ● Clean your area when finished	● Follow the rules ● Stay in your seat/space ● Line up quietly on the lines	● Remain quiet to non-talking time ● Quiet voice when talking ● Eat only your food
Hall		● Walk quietly in the hall	● Stay on the paws ● Keep hands and feet to yourself ● Keep hands and feet off the wall	● Quiet while others are working in classrooms ● Stay in your space
Playground	● Use good sportsmanship ● Take turns	● Report danger ● Get a teacher if someone is hurt ● Take care of the equipment	● Keep hands and feet to yourself ● Work together to solve problems ● Play safely	● Use nice words ● Wait for your turn

Discipline Plan

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

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

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

STEP 1. First time in BCR

30 minutes in BCR – student writes an action plan
The parent is called.
(Some major offenses may be viewed as serious enough to warrant suspension from the classroom for a more extended period, for example, to give the student plenty of time to "cool-off" before returning to class).

STEP 2: Second BCR visit within 30 school days of first visit

One hour in BCR – write action plan
Parent is called. Counselor is notified.

STEP 3: Third BCR visit within 30 school days of first BCR visit

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

STEP 4: Fourth BCR visit within 30 school days of first BCR visit

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

STEP 5: Fifth BCR visit within 30 school days of first BCR visit

Parent is called. Principal intervenes - Suspension from school.

When the student goes for 30 school days and does not return to the BCR, he/she will get to tear-up all the Conduct Reports and Action Plans pertaining to him/her. We feel that if the student goes for 30 school days without a BCR visit, he/she is working on correcting his/her problem.

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

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

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

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

Inciting, Advising or Counseling of Others to Engage in Prohibited Acts - A student who incites, advises, or counsels others to engage in prohibited acts will be subject to similar disciplinary action.

Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process is prohibited and could result in a change of placement and/or additional school consequences.

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

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

In the event that student behavior becomes aggressive in nature, physical restraint procedures may be implemented by certified staff members of the Crisis Management Team in accordance with the State of Georgia Code: JGF(2) 160-5-1-.35 which can be viewed at www.wilkes.k12.ga.us. When necessary or appropriate, law enforcement may also be contacted.



PLAYGROUND RULES/PROCEDURES

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

* If a restroom emergency arises on the playground, students will be allowed to come back into the building.

Disciplinary Actions for Severe Offenses

1.The use, possession or sale of devices or substances that are harmful to self and/or others.

Consequence: Immediate suspension from school

2. Inappropriate touching of self and others (including sexual harassment under Title IX).

Consequence: Immediate referral to counselor after reporting to BCR. Phone call to parent or proper agency.

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

Consequence: 1st Offense: One-day suspension

2nd Offense: Three-day suspension

3rd Offense: Five-day suspension

4. Severe Biting

Consequence: 1st Offense: Full day in BCR

2nd Offense: Suspension from school

5. Repeated Hitting and Pinching

Consequence: One-day suspension

It is expected that persistent misbehavior will be dealt with appropriately in order to help students avoid establishing a pattern of unacceptable habits.

The Wilkes County School System encourages parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

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

6. Bullying - The term “bullying” refers to (1) “any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm”, or (3) any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of O.C.G.A. 16-5-23.1 or visible bodily harm as defined in O.C.G.A. 16-5-23.1; (b) has the effect of substantially interfering with a student’s education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

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

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

3rd Offense: Suspension from school

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

Consequences**:** 1st Offense: Student will be sent to the Behavior Control Room where he/she will remain until a parent is notified by the administrator.

2nd Offense: Student will be sent to the Behavior Control Room where he/she will remain the rest of the day. A parent conference is required.

3rd Offense: One-day suspension

8. Weapons - The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind. In addition to Georgia law, local Board of Education policy describes a knife of any length as a "weapon." A weapon could also include any object that could or has been used as a weapon. A toy gun or toy knife may also be considered a weapon. The school principal or her designee has the right to determine if the toy gun/knife was used in a threatening way toward other students or school personnel.

Consequence for Weapon - Firearm

(K through 3rd Grade) - Ten-day suspension and recommendation to the superintendent for expulsion from school for a (calendar) year.

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

Consequence: 1st Offense: Three-day suspension

2nd Offense: Ten-day suspension

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

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

Consequence for "look-alike weapon":

1st Offense (look-alike weapon): BC Room until parent is notified; administrator to contact parent; toy to be picked up by parent

2nd Offense (look-alike weapon): BC Room all day and parent conference required

3rd Offense (look-alike weapon): One day suspension; conference with parent(s), student, and administrator

9. Alcohol

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

2nd Offense: Ten-day suspension

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

10. Drugs

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

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

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

11. Tobacco

Consequence: 1st Offense: BC Room for three days

2nd Offense: Three-day suspension

3rd Offense: Five-day suspension

12. Technology Violations

Consequence: 1st Offense: BC Room time and loss of computer

2nd Offense: BC Room time and loss of computer privileges for 10 days

3rd Offense: BC Room time and loss of computer privileges indefinitely

DRUG FREE SCHOOLS

Standards of Conduct and Disciplinary Sanctions

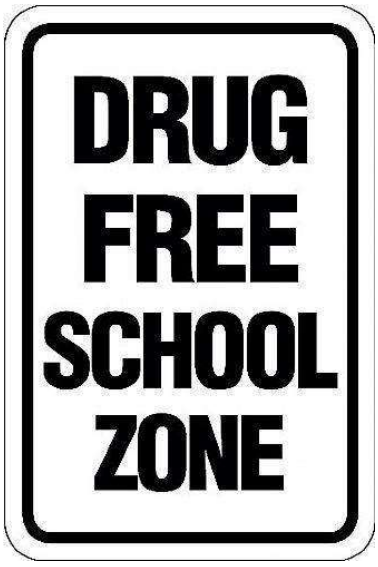
The Wilkes County Schools recognize that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Students will not make, sell, give, use or have on their person illegal drugs or alcohol in the Wilkes County Schools or at any school sponsored activity.

Kindergarten through 3rd Grade:

Any student found making, giving, selling, using or having illegal drugs and alcohol will be immediately suspended and the student's parent(s) or guardian(s) will be notified. Student may not return to school until the parent(s) or guardian(s) return to school with the student and until appropriate counseling or other rehabilitation is begun.

Each school principal has a listing of available Drug Treatment Services. The parent(s) or guardian(s) will be referred to these agencies or they may make their own arrangements. School guidance counselors may also provide intervention for some students, though school counseling is not a substitute for professional drug treatment services.

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



BOARD POLICY **Descriptive Code: JCDA**
Student Behavior Code **Date: 11/21/11**

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

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors, which detract from the learning environment.
5. All other specific requirements as set forth in any existing State Board of Education Rules or in Georgia Law.

All student codes of conduct shall be submitted to the board for approval.

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

TEACHER REPORTING REQUIREMENT

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in 20-2-738 and 20-2-751.5(d).

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principals or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737 through 738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

ADOPTED: 11/21/11 WILKES COUNTY BOARD OF EDUCATION

BOARD POLICY **Descriptor Code: JCDAG**
Bullying **Date: 08/17/15**

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

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

The term applies to acts which occur 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Adopted: November 11, 2011 Revised August 17, 2015 Wilkes County Board of Education

TRANSPORTATION TO AND FROM SCHOOL

BUS PROTOCOL - Please remember - Phone calls will not be accepted for bus changes. No student will be allowed to get off a bus at any location other than his residence without prior written permission. Parents must send a note with their child, fax (706-678-2666), or email newtona@wilkes.k12.ga.us or bellm@wilkes.k12.ga.us a note to the office during the school day **before 12:00 noon.** Please include on the note the address where your child will get off the bus.

If the school administrator finds evidence to support that a student's misbehavior is of a more severe nature, a more severe punishment will be administered. Consequences for any violation that is not covered in this handbook will be administered at the discretion of the school administrator.

Bus Discipline Procedures:

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

**The administration will follow the consequences for bus referrals dependent upon the nature of the referral. There are certain offenses that do not warrant a student being suspended from the bus and therefore it will be at the discretion of the administrator to determine the consequences.

CAR RIDER PROTOCOL:

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

- Students must be at school by 7:50am in order to eat breakfast. **The building does not open until 7:30am**. Breakfast begins at 7:30am.

- Car riders are to be picked up at the same designated area in front of the building in the afternoons. For safety purposes, a number will be issued to car riders. Car numbers should be displayed in the windshield of the car for easy visibility to the adults on duty at the car pad. **Students will not be allowed to load a car without a displayed car number or note from a parent**.

- It is quicker and safer for parents to drive through the pick-up line to drop off and pick up children.

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

- Parents should hold students' hands and take appropriate safety precautions when escorting students to and from vehicles.

- Morning car riders should dismiss 2 cars at a time, weather permitting, in order to avoid traffic back-up into Robert Toombs Ave.

- Afternoon cars should line up from Robert Toombs Ave. Cars waiting on the drive-thru road behind CVS/Subway will need to wait until the end of the line in order to not block or slow down the flow of traffic.

Media Center



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

First, second, and third grade students have open book check-out. Students may visit the Media Center during checkout hours between 8:30 a.m. and 2:50 p.m. to choose a new book of their choice (provided they have turned in the last one checked out).

First, second, and third grade students also rotate through the Media Center as part of their activity schedule and may check out books during activity time.

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

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

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

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

School Nutrition



SCHOOL NUTRITION PROGRAM – Washington Wilkes Primary School is pleased to be part of the USDA Community Eligibility Option which provides breakfast and lunch to its students at no cost. No applications are taken as part of this process. Please encourage your child to join us and eat a healthy, nutritious breakfast and lunch as part of your family's overall healthy lifestyle plan!

Breakfast and lunch are served in the school cafeteria daily. Meal choices include regular menu, grilled cheese sandwich/deli sandwich, or salad tray. Students who bring their lunches from home will be offered a Lunch Buddy meal. All meals should be consumed during the designated time and should not be taken out of the cafeteria.

The School Nutrition Program is a vital part of the education system. Our School Nutrition Program serves good, nutritious meals at no cost to students. We encourage all students to eat school-prepared meals. Those persons not electing to eat a school meal may bring a lunch from home in an unmarked container. Students may not bring gum or sodas in lunch boxes. It is suggested that students drink juice or water. No foods from outside vendors or commercial establishments may be brought in for meals.

All money for extra items such as ice cream, chips, Switch juice, etc. is sent to the cafeteria. Be sure to put your child's money in an envelope, sealed with the child's name, amount enclosed, what it's for and your child's homeroom teacher's name. Ice cream is sold daily by the School Nutrition Program and is available to everyone for $2.00. Teachers cannot make change for ice cream money and there is no ice cream account for your child, so please send $2.00 each day your child plans to eat ice cream. Students punished during lunch will not be allowed to purchase ice cream that day. Their money will be held to receive ice cream the following day.

Students with food allergies must submit a physician's prescription for their food allergy to the school nurse and School Nutrition Director. The Parent Request for Food Allergy form is available in the school office and/or with the School Nutrition Director at the Board of Education. We cannot offer soy milk, juice or water as an alternative for milk without proper documentation.

BEHAVIOR IN THE CAFETERIA: Children at WWPS are expected to use acceptable behavior during meal times. This includes talking in a conversational tone, not playing with the food, and following the prescribed seating procedure. The first 10 minutes of lunchtime is spent in silence so children have the opportunity to eat. After that time period, students may talk in a quiet voice. After warnings, children who do not follow the cafeteria rules are separated from their classmates. This may mean that they must eat at another table or in the Behavior Control Room. Parents need to review the rules and consequences with their children.
CHILDREN WHO ARE PUNISHED DURING MEALTIME WILL NOT BE ALLOWED TO PURCHASE ICE CREAM THAT DAY. Their money will be held to purchase ice cream the next day.

**Repeated disruption - Students will be sent to the Behavior Control Room.



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

HEARING, VISION, DENTAL, and NUTRITION SCREENING (Form 3300) - The Wilkes County Health Dept. or your family physician can conduct this screening. This screening is required by the state of Georgia for all students in the public school system and should be done before school starts.

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

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

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

National Health Education Standards

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

Standard 1: Use functional health information to support health and well-being of self and others.

Standard 2: Analyze influences that affect health and well-being of self and others.

Standard 3: Access valid and reliable resources to support health and well-being of self and others.

Standard 4: **Use interpersonal communication skills to support health and well-being of self and others.**

Standard 5: Use a decision-making process to support health and well-being of self and others.

Standard 6: Use a goal-setting process to support health and well-being of self and others.

Standard 7: Demonstrate practices and behaviors to support health and well-being of self and others.

Standard 8: Advocate to promote health and well-being of self and others.

(2024 National Health Education Standards, SHAPE America).

Speak Up, Be Safe

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

PROTOCOL FOR HEAD LICE

1. If a child shows signs of head lice, the teacher brings the child to the office and the child's head is examined in private.
2. If you notice signs of head lice, keep your child at home, check with the Health Dept. or your physician for confirmation. If head lice are confirmed, call and notify school officials so that proper precautions may be taken.
3. When head lice are detected, the child's parents are called and the child goes home from school. Any brothers or sisters in school are also sent home.
4. Parents are instructed to wash the hair of every person in the home with prescription or over-the-counter shampoo prescribed by the pharmacist; wash bed linens, pillows, blankets, spreads, etc. and dry in the dryer at high heat; vacuum/clean carpet and dispose of vacuum bag; and spray with insecticide.
5. **Students must have clearance from the family doctor or Wilkes County Health Department to return to school**. Parents must present evidence of treatment for clearance such as an empty shampoo bottle, box that bottle came in, receipt for the lice treatment, etc. Students that have had lice will be checked for live lice when they return and 7-10 days after they have returned.
6. When a case is detected in the classroom or reported to the school, a letter will be sent home to the parents of the students in that classroom. The letter will inform parents of a case of head lice and the signs for which to watch.
7. If a number of cases are detected or reported, a letter will go out to all parents of the school informing them of the presence of head lice and the signs.
8. The classroom of students found to have head lice will be fogged with insecticide - specifically for head lice.

PROTOCOL FOR RINGWORM

1. If a child shows signs of ringworm, the teacher brings the child to the office.
2. When ringworm is detected, the child's parents are called and the child goes home from school. Any brothers or sisters in school are also examined for ringworm.
3. Parents are instructed to check with their pharmacist and/or doctor for proper medication.
   Students must have a clearance from the family doctor or health department to return to school. Students that have had ringworm will be checked when they return and 7-10 days after they have returned.
4. When a case is detected in the classroom or reported to the school, a letter will be sent home to the parents of the students in that classroom. The letter will inform parents of a case of ringworm and the signs for which to watch.

Student Health Services

Medicines

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.
Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

ADOPTED: 11/21/2011 REVISED: 8/17/15 WILKES COUNTY BOARD OF EDUCATION



WWPS Guidance Program

Dear Parents/Guardians:

I would like to welcome you to another great school year at Washington-Wilkes Primary School! As the WWPS School Counselor, I am excited about working with your child this year. Of course, you know your child better than anyone, which is why I want to invite you to stop by my office or contact me, either by phone or e-mail, during the school year when you feel I may be of some help to your child. My job as the school counselor is to support all students in their efforts to do their best in school. Sometimes personal problems may get in the way of your child's learning. I often work with students individually or in groups to help students identify problems that may be interfering with their learning. Through individual or small group counseling, students learn different skills that help them manage any difficulties they may be experiencing. In addition, I will be teaching all students career social and emotional development skills, through classroom guidance, that will help promote positive emotional growth. Please look over the following guidance program, and contact me if you have any questions or concerns.

We also offer long-term individual counseling through two agencies that work with students at school. These are Georgia Hope and Serenity. If you are interested in your child receiving individual counseling with either of these agencies, you can contact me, and I will assist you with the referral process. I can't wait to get to know you and your child over the course of the school year!

Tiffany I. Atkins

School Counselor

WWPS Guidance Services

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

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

WWPS Guidance Program

Mission Statement - As the School Counselor, my mission at WWPS is to provide a developmentally appropriate counseling program which inspires and empowers ALL our students to reach their fullest potential by meeting individual needs in a consistent and supportive environment. The school counseling program develops skills which promote academic excellence, college and career development and fosters responsible student behavior in order for all students to reach for their goals and beyond. The school counselor develops these skills through individual counseling, small group counseling, and classroom guidance. The counselor advocates for equity for ALL students and works in partnership with parents, teachers, administrators and members of the community to remove barriers to facilitate student success.

Vision - Washington-Wilkes Primary students strive for academic excellence and high college and career expectations. Students will develop confidence in their own abilities and the skills necessary to meet the challenges of today's world.

Beliefs -

- All students have dignity and worth.
- All students can have a positive attitude, act responsibly, work hard, and show respect.
- All students have different learning styles and are all able to achieve which will result in college and career success.
- All students have the right to be served by the school counseling program which provides preventive and developmentally appropriate support in all domains: academic, career and personal/social.
- All students, regardless of ethnic, cultural, racial differences and special needs, should feel welcome and supported at school.
- The counselor and stakeholders will use data to evaluate, plan and coordinate activities, objectives and goals in order to maximize student achievement.
- Using leadership, advocacy and collaboration, the school counselor will facilitate student success and create systemic change.

Classroom Guidance Topics for 2026-2027

Each student at WWPS will participate in classroom guidance about two to three times a month. In Kindergarten, there are two main concepts I teach. First, I help them identify different feelings, which is vital in their emotional development. Second, I teach them basic school behavior skills through the P.A.W.S. Pride philosophy, which helps them learn how to have a positive attitude, act responsibly, work hard, and show respect at school. Classroom guidance topics for 1st-3rd graders will focus on the CHOICES children have when it comes to a positive attitude, acting responsibly, working hard, and showing respect (P.A.W.S. Pride) in their personal/social development, career readiness, and academic development. We will look at the difference between making bad choices and good choices. While academics and career readiness is the number one priority at WWPS, we also believe that personal, social and emotional learning are important parts of helping young children grow into successful, responsible adults. Classroom guidance will focus on teaching students those skills through the following monthly topics:

August:	**P.A.W.S. Pride and Good CHOICES:** What are the choices we make at school when it comes to our attitude, responsibility, working hard, and showing respect? What happens when we make bad choices? What are the good choices you are going to make this year?
September:	**C**hoosing Our Futures: What are the different choices for your future (careers)? How does what you learn and like at school lead to the choices you make about your future?
October:	**H**armful Effects of Drugs: How do drugs limit the choices in our future? (Drug Awareness-Red Ribbon Week)
Nov/Dec:	**O**ur responsibility: What are our responsibilities? What happens when we choose to not be responsible?
January:	**I**n-Control of my Feelings: How do we choose to react when we are angry?
February:	**C**onflict Management: What are the different choices we have when solving a problem?
March:	**E**stablishing test-taking skills: How can you do your best on a test? What is the best choice?
April/May:	**S**afety rules: What choices can keep us out of danger? What are the rules for keeping your body safe?

Tiffany I. Atkins, School Counselor
atkinst@wilkes.k12.ga.us

Title I School Parent and Family Engagement Policy

Washington-Wilkes Primary School
2026-2027

Revision Date: June 2, 2026

In support of strengthening student academic achievement, Washington-Wilkes Primary School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Washington-Wilkes Primary School agrees to implement the following requirements as outlined by section 1116:

* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

* Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.

* Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.

* If the school-wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

* Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

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

(A) Parents play an integral role in assisting their child's learning

(B) Parents are encouraged to be actively involved in their child's education at school

(C) 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) Other activities are carried out, such as those described in the ESSA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

JOINTLY DEVELOPED

W-W Primary School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Invite, advertise, and conduct a Fall Parent Title I Meeting in August.
- Invite, advertise, and conduct a Spring Parent Title I Revision Meeting in April/May.

ANNUAL TITLE I MEETING

W-W Primary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- In August, parents will be invited through an office newsletter, the school marquee, school webpage and WWPS Facebook page. The Annual Title I Meeting will occur both after school hours and during the school day. The school's Title I program, the parents' requirements, the engagement policy, the schoolwide plan, and the school-parent compact will be discussed with the aid of a visual presentation/slideshow and references to the student handbook which will contain the above information.

COMMUNICATIONS

Washington-Wilkes Primary School will take the following actions to provide parents of participating children the following:

- Timely information about Title I programs.
- Flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.
- The Parent and Family Engagement Policy will be distributed in the student handbook. Spanish versions of the student handbook will be available online. The policy will also be available at the Annual Title I meeting in paper form as well as on a PowerPoint format.

SCHOOL-PARENT COMPACT

Washington-Wilkes Primary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- The School-Parent Compact will jointly be developed at the Spring Title I Parent Input Meeting(s). In addition, the WWPS School Council will review and revise the compact prior to the Spring meetings.

COORDINATION OF SERVICES

Washington-Wilkes Primary School and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Invite, advertise in multiple locations, and encourage parents to attend School Council Meetings.
- Utilize social media, Google Meet, and other media outlets such as Facebook to broadcast school related meetings. (PTG, Open House, Title I, Parent Conferences, etc.)
- Schedule parent/teacher conferences and MTSS conferences throughout the year with multiple options for venue, times, and dates to sign up.
- Invite, advertise in multiple locations, and encourage parents to attend quarterly scheduled PTG meetings that include student/parent activities, Make It/Take It workshops, etc.

Activities: PTG meetings, MTSS and parent/teacher conferences, School Council meetings and Holiday Lunches. Online Resources: Student access to and iReady during home hours; Parent access to Infinite Campus, school webpage, Google Classroom, and the WWPS Facebook page with additional online sites.

BUILDING CAPACITY OF SCHOOL STAFF

Washington-Wilkes Primary School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Book Studies, magazine articles, etc. included during PLC monthly meetings within each grade.
- Invite guest speakers for faculty meetings (such as Community in the Schools coordinator, WW Parks and Recreation Coordinator).
- All school personnel will participate in professional development on parent engagement.

Washington-Wilkes Primary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Providing Parent Workshops on Helping with Homework, Understanding GA Milestones, School/Parent Discipline Partnership, How to Practice Reading Comprehension at Home, How to Review Phonics at Home, etc.

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT

POLICY COMPONENTS

* Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training. WWPS will survey parents as to additional training suggestions; Topics for further training will be discussed at School Council Meetings.

* Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training. WWPS will use school literacy coaches, technology coordinators, and school media specialists to conduct literacy training.

* Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. WWPS will work with the local transit system to coordinate pick up times and possible reduced fees for school related activities; Provide in-school child care during after school meetings supervised by school personnel.

* Train parents to enhance the engagement of other parents. WWPS will conduct surveys to get suggestions on ways to enhance parent engagement. Have parents lead workshops on school campus or at a community center for other parents.

* To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times and venues, including, but not limited to, Google Meet or other virtual venue, or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school. WWPS will schedule multiple meetings with some during school hours and some after-school hours at various locations in the community (churches, community centers, parks, etc. Work with the school social worker to plan in-home conferences, if needed.)

* Adopt and implement model approaches to improving parent and family engagement. WWPS Leadership Team and Parent Engagement Coordinator will research model approaches to share with the administrative team and staff as well as the School Council.

* Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs. WWPS will work with each of the 3 other schools in the county plus the Title I Coordinator and Instructional Coach to establish a districtwide parent advisory council.

* Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities. WWPS will continue to work with Serenity and Georgia Hope.

School-Parent Compact
Washington-Wilkes Primary School
2026-2027
Revision Date: June 2, 2026

Dear Parents/Guardians:

Washington-Wilkes Primary School students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

JOINTLY DEVELOPED

The parents and staff of Washington-Wilkes Primary School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies and parents added input about the types of support they needed. Parents are encouraged to attend annual revision meetings held in the Spring of each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

WILKES COUNTY DISTRICT GOALS:

- To achieve academic excellence by providing high-quality education, personalized support, and engaging learning experiences that prepare students for future success.
- To enhance the efficiency of school operations while attracting, retaining, and developing skilled staff to support student success.
- To foster a safe, inclusive, and supportive school climate through open communication, strong relationships, and a collaborative culture that empowers all stakeholders.

WASHINGTON-WILKES PRIMARY SCHOOL GOALS:

- Washington-Wilkes Primary School will increase the percentage of students passing ELA GA Milestones by 3%.
- Washington-Wilkes Primary School will increase the percentage of students passing Math GA Milestones by 3%.

- All students will show progress toward reading on grade level by the end of the year as measured by the Beacon and GA Milestones Lexile Levels (3rd).
- Washington-Wilkes Primary School will increase the percentage of students scoring 2, 3, or 4 in the area of narrative writing on GA Milestones.
- Washington-Wilkes Primary School will maintain or decrease the number of repeat offenders in the Behavior Control Room.

To help your child meet the district and school goals, the school, you, and your child will work together to:

Washington-Wilkes Primary School will:

- Provide weekly newsletters emphasizing learning goals.
- Provide monthly lunch menus with games, activities, etc. on the back side to increase health and reading for pleasure activities such as crosswords, word finds, etc.
- Prepare lessons that differentiate instruction to meet the needs of all students
- Enforce school and classroom rules fairly.
- Schedule parent conferences on various dates and times.
- Provide frequent reports of students' progress through signed-papers, notes home, agendas, and report cards.
- Provide extra support resources (ABC/123 or sight word flash cards, books, worksheets, online resources).
- Utilize Google Classroom and other virtual learning tools to both teach and enhance instruction.

We, as parents, will:

- Communicate with my child's teachers on a regular basis.
- Attend scheduled meetings or reschedule in a timely manner.
- Read to or with my child.
- Support the school in developing positive behaviors.
- Utilize extra support resources sent home.
- Learn to utilize virtual learning venues such as Google Meet and Google Classroom.

We, as students, will:

- Complete all classroom and homework assignments, both virtually and in-person.
- Return signed papers, agendas, notes, extra work, etc. in a timely manner to my teachers.
- Learn to be responsible for my actions.
- Take an active role in my learning through personal goal setting.
- Read to or with an adult/older sibling regularly.

COMMUNICATION ABOUT STUDENT LEARNING:

Washington-Wilkes Primary School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Parent Portal – Infinite Campus
- Rooms (Text Messaging)
- School website
- Parent-Teacher conferences (In-person or Virtual)
- Google Meet
- Weekly folders
- Emails to parents on student's progress
- Class Newsletters to Parents
- Phone Calls

ACTIVITIES TO BUILD PARTNERSHIPS:

Washington-Wilkes Primary School offers ongoing events and programs to build partnerships with families. WWPS will be utilizing various media outlets to broadcast school activities.

- Parent-Teacher Conferences
- Back to School Bash
- Parent Workshops
- Parent Engagement Nights
- Parent Resource Room
- Open House
- Parent/Grandparent lunches/breakfasts
- Honors Day
- Student Programs

Right to Know Professional Qualifications of Teachers and Paraprofessionals
Washington-Wilkes Primary School
2026-2027

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, Washington-Wilkes Primary School would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). 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.

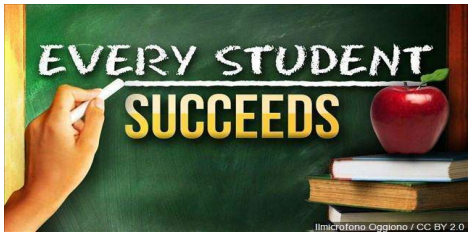
* Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the Principal, Josh Rider, at 706-678-2633 or at riderj@wilkes.k12.ga.us.

Sincerely,



Josh Rider
WWPS Principal



ATTENDANCE PROTOCOL

Process for Excusing an Absence

To excuse an absence, the school must receive written documentation explaining the reason for the absence. Documentation must be submitted to the school **within three (3) school days** of the student's return.

Acceptable forms of documentation may include a **parent/guardian written excuse, a doctor's note, hospital or medical documentation, an obituary for an immediate family member, court documentation, or official government documentation** verifying the reason for the absence.

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from School.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.
8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U.S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans' organization that qualifies as a 501 (c) (19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for

absence under this provision, the principal or designee may consider the student's attendance record.

9. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

Doctor's Excuse:

Absences verified by a licensed healthcare provider will be recorded as medically excused. Documentation should include the date(s) of the absence and be submitted to the school upon the student's return.

A doctor's note is required to excuse absences when:

- A student is absent three (3) or more consecutive days due to illness, or
- A student has reached five (5) handwritten parent/guardian notes, or
- A student has accumulated ten (10) total days absent (excused or unexcused).

After these thresholds are reached, absences will remain unexcused unless a doctor's note is submitted. There is no limit on the number of medically excused absences a student may have during the school year. However, additional documentation may be requested when medically excused absences exceed 10 days. At that time, a medical release form may be sent to the parent/guardian to allow the school to verify absences with the healthcare provider if necessary.

Parent/Guardian Excuse:

Parents or guardians may submit a written excuse explaining the reason for the student's absence. Parent/guardian excuses must be submitted within **three (3)** school days of the student's return.

Up to **five (5) parent/guardian handwritten notes** may be accepted to excuse absences for personal illness or other allowable reasons. After five notes or once a student reaches ten total absences, a doctor's note will be **required** for additional absences to be excused. Absences without appropriate documentation within the required timeframe may be recorded as unexcused.

A parent excuse template form is available for families who would like to use it when submitting a written absence excuse for their child; however, use of this form is optional and not required.

Out of School Suspension:

Does not count as excused absences, but do not count towards the student's total number of absences when counting absences towards truancy charges.

Makeup Work:

All missed work should be completed satisfactorily by the due dates specified by the classroom teacher. Asking for make-up work is the responsibility of the student/parents.

Wilkes County School System (K-12) Attendance Procedures

Regular and punctual school attendance is important and expected. Ensuring consistent attendance is a shared responsibility between the student and his or her parent(s)/guardian(s). While the following procedures outline the required contacts made by the school, the principal or designee may contact parents/guardians by phone, mail, or in person at any time when attendance becomes a concern. Each school will establish an Attendance Support Team (AST). The school principal will appoint an administrator to serve as the Attendance Support Team Coordinator. AST meetings will be led by the Attendance Support Team Coordinator. The district attendance officer will be invited to all AST meetings and may attend when requested by the school.

Procedure for Excessive Absences

1. The Notice of the Georgia Compulsory Attendance Law pursuant to **O.C.G.A. Code 20-2-690-1** and Wilkes County School System attendance procedures and expectations can be found in the school's student handbook. Parents/guardians will be required to sign off on this information in the student handbook.
2. A daily automated text or call will be sent when a student is absent. The school is encouraged to make a human contact via designated staff member if a student reaches 3 consecutive absences.
3. When a student reaches **five (5) absences (excused or unexcused)**, the school will notify the parent(s)/guardian(s) by letter of the Georgia Compulsory Attendance Law, attendance procedures, and possible consequences and penalties related to absences. As required by law, after two reasonable attempts have been made to contact the parent(s)/guardian(s) with no response, a letter will be sent via certified mail with return receipt.
4. When a student reaches **seven (7) absences (excused or unexcused)**, an Attendance Support Team (AST) meeting will be requested. The meeting may include the AST Coordinator, school administration, school counselor, system attendance officer, school nurse, teachers, and other relevant staff. The parent(s)/guardian(s) and students age 10 or older will be asked to sign an attendance contract. If the parent(s)/guardian(s) are unable to attend, the AST Coordinator will attempt to contact them by phone to review the contract and will send it home for signature.
5. When a student reaches **ten (10) or more absences (excused or unexcused)**, the school may refer the student to the district attendance officer or student support facilitator for additional review and support. Continued unexcused absences after contact from the district attendance officer may result in a Juvenile Court referral for truancy. If appropriate, a referral to the Department of Children and Family Services may also be made.

Excused Tardy: A tardy is excused when a student arrives late to a school with a valid excuse (see “Tardies and Early Dismissals”). Other tardies may be excused at the Principal’s discretion.

Foster Care Student: A foster care student who attends court proceedings relating to the student’s foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school. A foster care student is defined as a student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services.

Tardy: A student is tardy when he or she is not present in the assigned class or school activity at the designated time.

Truant: Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences is considered truant. (S.B.O.E. 160-5-1-.10)

Unexcused Absence: Absence without a valid excuse is considered unexcused. For high school students: Students with unexcused absences will not be allowed to make up assignments for credit. Any absence in which a note has not been presented to the school by the third day after the absence will be counted as unexcused and assignments will not be made up. Students are encouraged to make up work whether or not they receive credit, in order to continue sequential learning.

Unexcused Tardy: A tardy when a student arrives late to school without a valid excuse. (Examples include over-sleeping, traffic congestion, errands for parents.)
Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parents/guardian. While the following procedures indicate the required contacts on behalf of the school, the Principal or his/her designee may, at his/her discretion, contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern. The following attendance procedures shall be observed and practiced according to school grade.

Primary & Elementary (1st – 5th Grades) Attendance Procedures

* At the beginning of the year and/or upon enrollment, the school will review the attendance procedures, list of excused absences and possible consequences and penalties of excessive absences with the students. This attendance information will be sent home to parents/guardians. Students 10 years old (as of September 1st) and older and parents/guardians will sign the enrollment form indicating that they have received the attendance information.

* When a student has obtained five (5) unexcused absences, the school will contact the parent/guardian by letter to notify them of the law, attendance procedures, and possible

consequences and penalties of absences. As the law instructs, after two reasonable attempts have been made to contact a parent/guardian with no response, a letter will be sent via mail.

*When a student has obtained 7 unexcused absences, an AST meeting will be scheduled with the school AST coordinator. Parents are to be notified at each occurrence of five (5) unexcused absences (5 unexcused absences, 10 unexcused absences, etc.). The school will keep documentation of attempts and contacts.

* When a student has ten (10) unexcused absences, the school will send a letter to the parent/guardian, providing information about the impact of attendance in regard to promotion requirements, if applicable, and contact the parent/guardian by telephone.

* When a student has ten (10) unexcused absences, an Attendance Support Team (AST) meeting will be scheduled with the parent/guardian and student by the school AST coordinator. A referral will be made to the System Social Worker. The school will forward as part of the referral, documentation of notification of attendance information with parent/guardian and student signatures, as well as notification to parent/guardian of the student having 5 or 10 unexcused absences. The System Social Worker will make a referral to the Department of Family and Children Services and DJJ, Department of Juvenile Justice. Any further absences will require a doctor's excuse.

* A doctor's excuse will be required following 10 absences (excused or unexcused).

* Further unexcused absences will result in a complaint being filed with the appropriate court.

Consequences and Penalties of Excessive Absences
(for students subject to compulsory school attendance)

Parents / Guardians:
* Referral to the Attendance Support Team meeting for parents/guardians of students in K-12.
* Charges may be filed against the parents/guardians if their child is under age 16 and has excessive absences.
* Judges may invoke the following consequences for each separate offense:
    - $25 - $100 fine per unexcused absence
    - Imprisonment not to exceed 30 days
    - Community Service
    - Probation
    - Any combination of the above
* Each subsequent absence shall constitute a separate offense.
* If juvenile charges are filed against the student under age 16, the parents/guardians may be placed under a protective order and must abide by the rules set forth by the Juvenile Court Judge.

Attendance Support Team (A.S.T.)

Each school will establish an AST. The AST should include the following members: School Counselor, School Attendance Representative, and other designated professionals as deemed appropriate by the Principal. Each AST will meet to review attendance issues. The AST is responsible for implementing and monitoring policy to reduce tardy days, early checkouts, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings in accordance with established laws and procedures. The AST is directly responsible for reviewing all cases of students with ten (10) or more unexcused absences.

The AST will review the student's attendance, grades, and discipline record with the parents/guardians and/or student depending on the student's age and circumstances surrounding the attendance issue. The AST will give suggestions and inform the family of referral resources when needed and appropriate. The law and possible consequences of further absences will be discussed. A contract will be signed with the parents/guardians, student (if present), and the AST representative. Further unexcused absences will result in a legal complaint being filed.

Early Dismissal

In order to leave school early:

- Students should bring a note from the parent/guardian stating the reason and time for the early dismissal; or
- Parent/guardian should call the school to explain the reason for the early dismissal; or
- Parents/guardians can come to the school to pick up their child and explain the reason for the early dismissal.
- The note must be turned in to the appropriate office for verification and approval. Primary School students must be signed out by a parent/guardian or designee at the front office before leaving campus.

A tardy or early dismissal may be considered excused for any of the following reasons: (1) when personally ill and when attendance in school will endanger their health, the health of others, or for medical, dental, or counseling appointments; (2) when in their immediate family there is a serious illness or death which will reasonably necessitate a tardy or early dismissal from school: (3) when mandated by governmental agencies, child protective services, or by Court order; (4) when prevented from school attendance due to conditions rendering attendance impossible or hazardous to their health or safety. Written documentation should be provided to the school for tardies or early dismissals in the same manner as for excused absences.

Parents/guardians will receive a letter and/or be contacted by the school when there are 5 tardies/early dismissals in a nine week grading period. Upon 10 tardies/early dismissals, an AST meeting will be scheduled by the school. Upon 15 tardies/early dismissals, the school system Social Worker will be contacted by the school; the school system Social Worker will contact the parents/guardians. The school will notify the school system Social Worker with the occurrence

of additional tardies/early dismissals. Additional tardies/early dismissals will result in a referral to the Wilkes County Department of Family and Children Services.

The school will communicate with the parents/guardians about the student's chronic unexcused tardies and/or early dismissals. After the parents/guardians are informed and the situation persists, the school will notify the school system Social Worker, who will make a referral to the Wilkes County Department of Family and Children Services.

An Attendance Support Team meeting will be scheduled when a student accumulates ten (10) tardies and/or early dismissals within two consecutive nine week grading periods.

Educational Field Trip

Parents/guardians must complete the application for an Educational Trip and submit the request to the school principal at least one week before the trip.

A school administrator must approve the educational trip in order for the absences to be excused. The administrator will review the student's attendance record prior to approving the trip.

One educational trip per school year may be excused, not to exceed a total of five (5) school days.

Trips will not be excused during the last week of a nine (9) week grading period because of exams.

All work missed must be made up in order for credit to be given.

In addition, the student must keep a log of activities that occurred which are related to his/her educational experiences, if required to do so by the school. The student may also be required to write a paper concerning these activities or may be given another age appropriate assignment by the teacher or administrator. These documents must be presented to the administrator in a similar manner as all other makeup work.

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:

Josh Fincher
Director of Plant Operations
Wilkes County Board of Education
313 North Alexander Ave
Washington, GA 30673
Phone 706 678-7622

NONDISCRIMINATION POLICY

In accordance with Title VI of the Civil Rights Act, 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, discrimination on the basis of sexual orientation, 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 Deleki Lee, 313-A North Alexander Avenue, Washington, GA 30673 Phone: 706-678-2718 email: leed@wilkes.k12.ga.us

Grievance Policy

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 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. a. Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or 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. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.
   b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.

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.

Discrimination against students or staff in violation of Title IX will be handled in accordance with BOE Policy JAA.

2026-2027
Wilkes County Schools School Calendar

Preplanning	Monday-Thursday	July 27-30
First Day of School	Friday	July 31
Labor Day Holiday	Monday	September 7
Start of 2nd Nine Weeks	Monday	October 5
Early Release	Wednesday	October 7
Fall Break	Thursday-Tuesday	October 8-13
In-Service Day	Wednesday	October 14
Thanksgiving Break	Monday-Friday	November 23-27
Early Release Day	Friday	December 18
End of Semester	Friday	December 18
Winter Break	Monday-Friday	Dec 21 - Jan 1
In-Service Day	Monday	January 4
Students Return	Tuesday	January 5
MLK Holiday	Monday	January 18
Early Release Day	Friday	February 12
President's Day Holiday	Monday	February 15
In-service Day	Tuesday	February 16
Start of 4th Nine Weeks	Friday	March 12
In-service Day	Monday	March 15
Spring Break	Monday-Friday	April 5-9
Last Day of School	Friday	May 21
Post Planning	Monday-Tuesday	May 24-25
Memorial Day Holiday	Monday	May 31

**Early Release Days are for students to leave at noon. This will provide time for Parent Conferences, Grading, Student Records, Professional Learning, etc.

WCBOE Approved: October 20, 2025

WILKES COUNTY BOARD OF EDUCATION
STUDENT ACCEPTABLE USE POLICY (AUP)

The Wilkes County Board of Education believes that providing students with access to technology and the Internet can enrich learning, foster creativity, and improve communication. To protect students and comply with the Children's Internet Protection Act (CIPA) and the Protecting Georgia's Children on Social Media Act of 2024 (SB 351), the district uses safeguards on all school devices to block or filter content that is obscene, depicts child pornography, or is harmful to minors. This Student Acceptable Use Policy (AUP) explains the guidelines students must follow when using district owned devices, school networks, or district approved online services. By using these resources, students and their parents/guardians agree to follow these rules.

1. Prevention of Obscene or Harmful Content

In accordance with state and federal law, Wilkes County Schools uses GoGuardian and other technology protection measures to block or filter access to material that is obscene, depicts child pornography, or is harmful to minors as defined by CIPA and SB 351. These protections are in place on all school owned computers and Internet connected devices. The IT department promptly reviews requests to access material that is blocked but believed to be appropriate for educational purposes. To ensure these protections are effective and that students are using technology appropriately, the district monitors all activity on district devices, accounts, and networks. Students should have no expectation of privacy when using district technology. Any attempt to bypass or disable filtering or monitoring systems including the use of VPNs, proxies, or other methods, is prohibited. Violations may result in loss of Internet privileges, disciplinary action, and, if necessary, referral to law enforcement.

Wilkes County Schools provides opportunities for parents and guardians to collaborate with school staff regarding appropriate Internet access for students. Families may contact school administrators to discuss how online resources are managed and to request changes or restrictions to their child's Internet access that are consistent with district capabilities, applicable law, and the student's instructional needs. Upon written request, parents or guardians will receive a copy of this AUP, information on how the policy is enforced and related consequences, and the process for submitting a formal complaint if they believe the policy is being enforced inappropriately. Formal complaints must follow the district's established procedure and will receive a written response from an appropriate school or district official.

2. Respectful and Responsible Behavior

Students must act respectfully and responsibly in online spaces, just as they would in a classroom. Cyberbullying, harassment, threats, or posting harmful or offensive content are strictly prohibited. As part of the district's digital citizenship program, students receive age appropriate instruction on safe and appropriate behavior online, including how to recognize, avoid, and respond to cyberbullying. All digital communication should reflect courtesy and

respect. Students are also required to follow copyright laws by crediting creators and never downloading or sharing copyrighted material without permission.

Note: For guidelines concerning social media use on district devices, please refer to our **Social Media Policy**.

Note: For more information on how Wilkes County Schools addresses harassment or cyberbullying, please refer to our **Anti-Bullying Policy**.

3. Use of School Devices Only

All district owned devices are for educational purposes only. Students may not connect personal devices to the district network. They may not download or install unauthorized software or apps, and may not engage in any activities that disrupt learning or violate school rules when using district devices.

4. Damages to School Devices

Students are responsible for the careful and proper use of any district owned devices assigned to them. If a device is damaged due to intentional actions or careless behavior, the district will charge a flat repair fee of $75 to attempt repair. If the device is deemed irreparable by a district technician, the student (or the student's parent or guardian) will be responsible for the full replacement cost of the device. Repeated or serious incidents of device damage may also result in the loss of technology privileges and other disciplinary measures.

5. Privacy and Security

Wilkes County Schools reserves the right to review and inspect any files or messages sent or received on the school network or district-issued devices. Students must use only their assigned usernames and passwords and must not share login credentials or use someone else's account. They must avoid sharing personal information such as home address, phone number, or personal photos online, and immediately report suspicious emails, links, or attachments to a teacher or staff member. Students may not attempt to bypass security filters, including GoGuardian, or hide Internet activity through methods such as VPNs or proxies. They are also prohibited from attempting to gain unauthorized access to any account, network, or computer system. This includes hacking and any other type of unauthorized online activity.

6. Additional Google Services Parental Consent

Beginning March 2025, Google requires parental consent for users under 18 to access certain additional Google services (YouTube, Google Maps, and other non-core Google products). Without consent, students under 18 will be unable to use these services, even for school assignments.

Parents or guardians with questions should contact the district's Technology Director.

By signing this AUP, parents acknowledge that these Additional Google services will be used in the classroom and confirm their consent for their child to use these services.

7. Consequences of Misuse

Any violation of this policy may result in the loss of technology and Internet privileges and/or disciplinary action. Serious or repeated violations can lead to suspension, legal action, or referral to law enforcement. The severity of the consequence depends on the nature of the violation and the student's prior conduct. Parents or guardians will be informed of major or repeated infractions and may be asked to participate in resolving ongoing issues. These measures apply whether the violation occurs on or off school property if it involves district technology, accounts, or services.

8. Prohibited Uses

Students may not use district technology resources, devices, accounts, or networks to:

● Bypass or disable content filtering, monitoring, or security systems (including VPNs, proxies, or similar tools).
● Access websites, applications, or online services that are blocked, restricted, or inappropriate.
● Download, install, or run unauthorized software, apps, games, or browser extensions.
● Use another person's account, login credentials, or identity.
● Share personal information (such as full name, address, phone number, passwords, or images) without permission.
● Engage in hacking, unauthorized access, or activities that disrupt or damage systems, devices, or networks.
● Intentionally damage, alter, or remove hardware, software, settings, or cables from district devices.
● Introduce or spread viruses, malware, ransomware, or other harmful programs.
● Disable antivirus, firewall, or security settings on district devices.
● Post, send, or store content that is obscene, threatening, harassing, discriminatory, or otherwise harmful.
● Engage in cyberbullying or any form of online harassment.
● Use technology for non educational purposes that disrupt the learning environment.
● Access, create, or distribute inappropriate, explicit, or illegal material.
● Use technology to cheat, plagiarize, or gain unfair academic advantage.
● Attempt to change, delete, or tamper with district files, records, or accounts.
● Connect personal devices to the district network without authorization.
● Use technology for personal commercial gain, fundraising, or political campaigning.
● Attempt to impersonate staff, other students, or outside individuals online.
● Share or forward false, misleading, or harmful information.
● Access another student's work, assignments, or files without permission.

● Remove asset tags, barcodes, or identifying labels from district equipment.
● Use peer-to-peer file sharing, torrent sites, or other high-bandwidth services not required for classwork.

9. Acknowledgment and Updates

By signing this policy, students and their parents/guardians confirm they understand these rules and agree to follow them. Wilkes County Schools may update the Acceptable Use Policy as technology evolves or when legal requirements change. Questions about the policy should be directed to the school media specialist or the district's Technology Director.

WILKES COUNTY BOARD OF EDUCATION
STUDENT SOCIAL MEDIA POLICY

Purpose

The Wilkes County School District recognizes that social media platforms can be valuable educational tools but also present risks and distractions if misused. This policy ensures that social media is used responsibly and safely in the school environment and on school issued devices. The district employs GoGuardian and additional monitoring software to restrict access to social media sites on all school-issued devices, with limited exceptions for approved purposes.

Applicability

This policy applies to all students using school issued devices at any time (on or off campus), as well as to social media use during school related activities, events, or programs.

Prohibited Use

1. Students are not permitted to access social media platforms on school issued devices for personal use.

2. Students must not attempt to circumvent or disable GoGuardian or any other web filtering/security measures through proxies, VPNs, or other methods.

3. Any form of bullying, harassment, hate speech, or posting of offensive content on social media platforms is strictly forbidden and subject to disciplinary action under the school's code of conduct and/or Anti-Bullying Policy.

4. Students may not create social media accounts that impersonate the school, staff members, or other students.

Approved Educational Use

1. Students may access age appropriate social media platforms only when a teacher or authorized staff member explicitly directs such use for a school related activity or project.

2. During approved usage, teachers must supervise students and ensure the online materials or activities are relevant, safe, and aligned with instructional goals.

3. Once the specific class activity is completed, students are expected to exit the social media site.

Parental Involvement

1. **Requesting Information**: Parents and guardians may request information regarding which social media platforms have been accessed by their child on a school issued device. To do so, they should contact the district's Technology Director or the building principal.

2. **Opt Out of Specific Platforms**: A parent or guardian who wishes to block their child's access to specific social media platforms (even for educational purposes) may submit a written request to the district's Technology Director or the building principal. The district will work with parents to accommodate these wishes whenever feasible.

3. **Home Monitoring:** Parents and guardians are encouraged to discuss social media safety and responsible online behavior with their children, even when students use personal devices outside of school.

Enforcement and Consequences

1. **Loss of Privileges:** Any student found violating this policy may lose the privilege of using school issued devices and/or face other disciplinary consequences under the school code of conduct.

2. **Severe Violations:** Serious or repeated infractions (e.g., consistent bypass attempts, cyberbullying, or posting harmful content) can result in suspension, referral to law enforcement, or other appropriate legal action.

3. **Documentation:** Violations will be documented by the appropriate staff member, and parents or guardians will be notified.

Social media activity that occurs off campus or outside of school hours may still be subject to school disciplinary action if the content substantially disrupts the school environment, targets students or staff, involves bullying or harassment, threatens school safety, or otherwise violates district policies.