WASHINGTON – WILKES
MIDDLE SCHOOL

Wilkes County Schools: "Excellence without Exceptions"
Michelle Smith, Superintendent of Schools

This 2026-2027 STUDENT HANDBOOK belongs to:

AN OUTSTANDING STUDENT NAMED:

_____

GRADE: ____ FIRST PERIOD TEACHER: _____

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

Arstasia Evans, Principal
Robert Jackson, Assistant Principal

SHOW YOUR Tiger P.R.I.D.E
BY BEING
Productive, **R**espectful, **P**repared, **D**ependable, and **E**ngaged!
A Title I School



Say Something Anonymous Reporting System (ARS) Wilkes County Schools is committed to maintaining a safe and supportive learning environment for all students and staff. The Say Something ARS allows students, parents, and staff to anonymously report safety concerns, threats, bullying, or other harmful behaviors. Reports may be made 24/7 through the app, website, or hotline. Students can also access Say Something through ClassLink and are encouraged to speak with a trusted adult when they see or hear something concerning.

For more information or to submit a tip, please visit the Wilkes County Schools Say Something ARS page: https://www.wilkes.k12.ga.us/page/say-something-anonymous-reporting-system

Wilkes County Schools
2026 - 2027 Calendar



July
27th-30th Pre-Planning
31st First Day of School



August



September
7th Labor Day Holiday



October
5th Start of 2nd Nine Weeks
7th Early Release
8th-13th Fall Break
14th In-Service



November
23rd-27th Thanksgiving Break



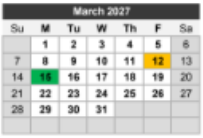
December
18th Early Release
21st-31st Holiday Break



January
1st New Year's Day Holiday
4th In-Service Day
5th First Day of Second Semester
18th MLK Holiday



February
12th Early Release
15th President's Day Holiday
16th In-Service Day



March
12th Start of 4th Nine Weeks
15th In-Service Day



April
5th-9th Spring Break



May
21st Last Day of School/Graduation
24th-25th Post-Planning
31st Memorial Day



June

School Start Days

Holiday/Schools Closed

Teacher Workday

Early Release Days 12 pm

***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:**

NONDISCRIMINATION POLICY:
In accordance with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the Wilkes County Board of Education prohibits discrimination against students or employees on the basis of race, color, religion, national origin, sex, age or disability in any of its educational programs or activities. Prohibited sex discrimination includes, but is not limited to, sexual harassment and sexual violence, 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 the Title IX Coordinator: Deleki Lee, 313-A North Alexander Avenue, Washington, GA, 30673. Phone: 706-678-2718 leed@wilkes.k12.ga.us

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

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

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

This handbook includes the school's Code of Conduct and outlines expectations for student behavior, discipline procedures and school operations.

Mission Statement

The **mission** of Washington-Wilkes Middle School is to produce students who are productive, respectful, prepared, dependable, and engaged in academic and personal growth.

Vision Statement

The **vision** of Washington-Wilkes Middle School is to cultivate a school environment that prepares students to excel academically, lead responsibly, and contribute meaningfully to an everchanging world.

Motto

Forever Standing on Business

Belief Statements

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

9. We believe that effective communication and conflict resolution is vital in a democratic society.
10. We believe that shared decision-making contributes to a positive school environment and overall student success.

GENERAL INFORMATION

Wilkes County Board of Education
Student Acceptable Use Policy (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.

Acknowledgment and Consent
By signing below, we acknowledge that we have read and agree to abide by the Wilkes
County Schools Student Acceptable Use Policy and consent to the use of Additional Google Services.

Violations of acceptable technology use are considered violations of the Student Code of Conduct and handbook and will result in disciplinary action in accordance with established school procedures. Consequences may include, but are not limited to, restriction or loss of access to school-issued devices, the school network, Internet services, or Google Workspace for Education accounts, in addition to other disciplinary or legal action as appropriate. Please refer to the discipline section of this handbook for additional information.

CIPA Compliance: Wilkes County's Acceptable Use Policy for students was presented and approved as a school procedure before the local Board of Education March 2026.

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 TechnologyDirector 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.

ARRIVAL OF STUDENTS / STUDENT DROP OFF:
Students arriving by car may enter the building **no earlier than 7:20 a.m**. All car riders must be dropped off at the student drop off area located at the **front office entrance. For SAFETY reasons, parents are not permitted to drop students off on or near the bus ramp area.** Students arriving before 7:30 a.m. should report to the cafeteria. Students wishing to eat breakfast are to report to the cafeteria upon arrival at school. Breakfast will be served from 7:30-7:50 a.m. **Upon arrival from buses or high school parking lot, students should enter the cafeteria. Upon entering the building, all students are required to go through the metal detectors.**

DAILY SCHEDULE:

PERIOD	TIME
1st Period	7:55-9:05
2nd Period	9:10-10:20
3rd Period	10:25-12:10
7th Grade Lunch	10:30-11:00
8th Grade Lunch	11:00-11:30
6th Grade Lunch	11:30-12:00
4th Period	12:15-1:25
5th Period	1:30-2:40
Power Block	2:40 – 3:10

Early Release Schedules

11:30 Release	12:00 Release
1st Period 7:55-8:35 2nd Period 8:38-9:18 3rd Period 9:21-10:01 4th Period 10:04-10:44 5th Period 10:47-11:55	1st Period 7:55-8:35 2nd Period 8:38-9:18 3rd Period 9:21-10:01 4th Period 10:04-10:44 5th Period 10:47-11:55 (Includes Lunch) 7th grade lunch 10:30-11:00 8th grade lunch 10:45-11:15 6th grade lunch 11:00-11:30

11:30 Release	12:00 Release

ATTENDANCE:

3.2 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.

3.2.1 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.

3.2.2 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.

3.2.3 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.

3.2.4 Makeup Work

An excused absence is required before middle and high school students can make up work. All 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.

Section 4.0 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.

4.1 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.
6. For students age **16 and older**, a letter will be mailed at five (5) unexcused absences, and the student will be referred for a meeting with the attendance coordinator at seven (7) unexcused absences.
7. For parents of students at **WWMS/WWCHS**, please review your student's student handbook in the code of conduct section for discipline consequences of tardies.

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

Educational Trips:

Parents/guardians must complete an **Application for an Educational Field Trip** and submit it to the school principal **at least one week prior** to the planned trip. A school administrator must review and approve the trip in

order for the absences to be excused. As part of the approval process, the administrator will review the student's attendance record **and current academic standing**.

- Students must be **passing at least 70% of their courses** at the time of the request for the trip to be approved.
- **One educational trip per school year** may be excused, **not to exceed five (5) school days**.
- Once the trip is approved, **it is the responsibility of the parent and student to make arrangements with the teacher(s)** to complete all missed assignments.
- **All missed work must be completed** in order for credit to be given.
- Students will have **three (3) school days upon returning** to complete and submit any missed tests, quizzes, or assignments assigned during their absence.
    - If a test or quiz is announced during the trip period or on the day of return, the student will **still have three (3) school days** before being required to complete it.

Additionally, if required by the school, the student must:

- **Keep a log** of activities related to the educational experience.
- **Write a paper** or complete another **age-appropriate assignment** related to the trip, as assigned by the teacher or administrator.

8th Grade Field Trip to Savannah

We are excited to offer Washington-Wilkes Middle School eighth grade students the opportunity to go on an overnight field trip to Savannah, Georgia. Savannah was where the Georgia Colony was founded. Students have studied about the importance of Savannah—its people and history. Students are eager to see it through their own eyes!
Students who are assigned OSS or two office referrals (not related to attendance\tardies) will immediately be removed from the trip. Students will be refunded the money they have paid minus their initial $100 deposit.

BUS & CAR RIDER NOTES PROCEDURE:

All bus students must ride the bus that they are assigned. **No child may board another bus or ride home with someone other than the guardian without an office-approved permission slip from the parent or guardian**. Bus/car notes should be brought to room 207 by 7:55 a.m. Parents are asked to include a signature and phone number on the notes. **Notes faxed to the school must be received by 2:00 p.m. Please call the school to advise us when faxing information to the school so that we can be looking for your fax. The fax machine is not in the office, and we do not want to miss the information being sent. Students will receive an approved note bearing an employee's signature and stamp. Students are required to present their car notes to the attending and supervising teacher on duty. Bus notes should be presented to the driver or attendant on the bus.**

COMMUNITY ELIGIBILITY PROVISION (CEP):

Washington-Wilkes Middle 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 meals. A second meal, if wanted, will be at the adult cost with no charging for this meal. A la carte items are available to students at all schools. Students cannot charge for a la carte items.

DISMISSAL:

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

DRESS CODE:

Students are expected to be clean, neat, and dressed in a manner that supports a safe and productive learning environment. The following guidelines are intended to promote consistency and minimize disruption.

Final determination of dress code compliance will be made by school administration.

HEAD:

- Head coverings such as hats and hoods are not permitted inside the building unless approved for religious, cultural, or medical reasons.
- Grooming activities are not permitted outside of designated restroom areas.
- Sunglasses may not be worn inside unless prescribed by a physician.

UPPER GARMENTS:

- Shirts must fully cover the torso and may not expose the midriff.
- Straps must be at least 2 inches wide. Strapless and off-the-shoulder garments are prohibited.
- Necklines must not expose cleavage.
- Backless or cut-out garments are prohibited.

LOWER GARMENTS:

- Pants, shorts, skirts, and skorts must be worn at the waist and may not expose undergarments.
- Garments must be at least fingertip length when arms are extended naturally at the student's sides.
- Pajama pants, lounge pants, and bike shorts are not permitted.
- Leggings must be worn with a top or garment that extends beyond fingertip length.
- Clothing with holes above fingertip length must have appropriate coverage underneath.

ALL GARMENTS:

- Clothing may not display images, symbols, or language that are inappropriate, offensive, or that promote, depict, reference, or imply alcohol, drugs, tobacco, weapons, gang activity, or violence.
- Undergarments must not be visible.
- Blankets are not permitted.

- Any attire that substantially disrupts the learning environment or poses a safety concern may be prohibited.

FOOTWEAR:

- Footwear must be worn at all times and must be appropriate for a school setting. House shoes and unsafe footwear are prohibited.

Students who do not comply with the dress code will be required to correct the violation. Parents or guardians will be notified of the violation, and written documentation of the incident may be maintained. Students may be asked to contact a parent or guardian to bring appropriate clothing or may be required to change into suitable attire provided by the school, if available. Repeated or refusal to comply with dress code expectations may result in disciplinary consequences in accordance with the Code of Conduct, which may include In-School Suspension (ISS).
The school's administration reserve the prerogative to decide the suitability of all clothing.

DRIVER'S LICENSE:

Certificate of Attendance must be obtained prior to getting a driver-permit. A request for the certificate must be submitted at least one week prior to the date of need. A cost of $2 will be incurred for a certificate of attendance. Certificates of School Enrollment forms are only valid for 30 days. If the certificate expires, prior to obtaining license, students will be accessed the $2 cost again.
Students must be enrolled in and not under expulsion from school in order to receive a Certificate of School Enrollment needed for driver license. Middle School students are not allowed to drive to school and park on campus.

ENROLLMENT:

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

1. Academic grades from the last school(s) attended.
2. Discipline record from the last school(s) attended.
3. Immunization Certificate.
4. Social Security card/number.
5. Guardianship papers or Wilkes County's Guardianship Waiver (when enrolled by a non-parent)
6. Proof of Residency

FACULTY QUALIFICATIONS / RIGHT TO KNOW:

Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications:

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

Whether the student's teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Arstasia Evans at 706-678-7132 or email at evansa@wilkes.k12.ga.us.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.):

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

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

requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

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

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

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

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

Student's Name Address Telephone Listing Electronic Mail Address Photograph Date and Place of Birth	Participation in officially recognized activities and/or sports
	Weight and height of members of athletic teams
	Degrees, honors, and awards received
	Major field of study
	Grade Level
	Dates of Attendance
	Most recent educational agency or institution attended
	Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

FINANCIAL RESPONSIBILITIES:

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

HALLWAYS:

Students are expected to follow the PBIS expectations for the hallway. Students in the halls must have a written hall pass or agenda in their possession signed by a teacher stating the destination and time. Students are asked to be quiet and courteous at all times and to keep to the right side when moving in the halls.

HEALTH: All students must have a current Georgia Department of Human Resources Certificate of Immunization on file with the middle school that shows the date of all necessary immunizations or an Affidavit or Religious Objection to Immunizations form provided by the Georgia Department of Health. No student will be permitted to remain in school

without an adequate certificate. **If a child is believed to have contracted a communicable or contagious disease/condition** (i.e. lice, pinkeye, coronavirus (COVID-19), etc.) **he/she must bring a doctor's note stating that the child is no longer contagious and may return to school. Students who leave school early with a documented fever will be able to return to school once they are fever free for 24 hours.**

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

IDs/AGENDAS: As a safety measure, all students are required to have their school ID in their possession and carry their agenda while on the WWMS campus. IDs must be presented to the cashier in the cafeteria when retrieving meals. Student IDs and agendas are provided by WWMS and remain the property of the school. They may not be marked, altered, defaced, or damaged. IDs that are no longer usable due to damage (e.g., damage to the picture, name, or barcode) must be replaced at the student's/parent's expense. A replacement fee of $5.00 will be charged for any lost or damaged student ID or agenda. Metal chains may be replaced for $0.50. Students will be allowed to contact a parent or guardian for their ID until 8:00 a.m. Parents may bring IDs to the school until 9:00 a.m. Students who are unable to present an ID may be issued a temporary ID. Students are limited to two (2) temporary IDs per semester.

If a student does not have their ID for two (2) or more days, a replacement ID will be issued and the student will be charged accordingly. Parents or guardians will be notified. If a student is charged for two replacement IDs, parents or guardians will be notified. Habitual failure to follow this safety expectation may result in disciplinary action in accordance with the Code of Conduct, which may include In-School Suspension (ISS) or other consequences.

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

LOST AND FOUND: Please turn in all "found items" to your teachers. If items are not claimed at the end of the school year, those items are subject to be donated to charity. Because vandalism, theft, and loss of property is a reality, **students and staff alike are strongly encouraged to leave valuables and non-school items at home**. The school assumes no responsibility for any loss. Please use good judgment.

MEDICATION: Students are **not allowed to have any kind of medication (prescription or over-the-counter) in their possession at school!** Asthmatics and students with severe allergic reactions who must use auto-injectable epinephrine are the exception(s) and may have their inhalers and antihistamine/epinephrine kits in their possession. In the case of inhalers or epinephrine, parents/guardians must provide a written statement including the name of the medication, method, amount, and time schedules for administration; a release authorizing school official to contact the medical doctor; and a release from civil liability if the student suffers an adverse reaction from the medication. Students who misuse such medication shall be subject to disciplinary action.

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

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

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

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

PHYSICAL EDUCATION: All P.E. students are required to "dress out" and participate in order to be successful in class. It is preferred that students wear colored shirts other than white and dark colored

shorts that reach one's middle finger tip (e.g. basketball shorts). Our school's dress code will be strictly enforced in P.E. Through games, our students develop physically, morally, and socially. Lack of participation and/or failure to "dress out" will result in the student losing points on their daily grade. For safety reasons, P.E. students may not wear jewelry (includes, but is not limited to, earrings, necklaces, bracelets, watches, rings, etc.) of any kind during P.E. classes. Refusal to remove jewelry will eliminate the student from participation. The school is not responsible for lost or stolen items. Students are strongly encouraged to leave personal items locked in school lockers.

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

SCHOOL CLOSINGS: In case of bad weather, school cancellations will be broadcast over WLOV-1370 AM and WLVX-105.1 (radio) and Channels 6 & 12 (Augusta TV), Infinite Campus Messenger, Facebook page, and the school website.

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

SCOLIOSIS SCREENING: All 6th and 8th grade students are screened for scoliosis (curvature of the spine) in cooperation with the Wilkes County Health Department. Each parent will be asked to

complete a permission form and return it to your child's homeroom teacher.

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

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

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

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

STUDENT PICK-UP (3:10-3:30 p.m.): Students who are picked up by parents or guardians after school must remain in the designated pick-up area in front of the 200 wing under the supervision of school personnel. Parents or guardians must enter the second driveway (north side of the school) and proceed into the designated student pick-up lane. The first driveway (south side of the school) is reserved for buses and staff only and should not be used for student pick-up. For safety reasons, students are not permitted to leave the designated pick-up area or walk to another location to be picked up.

TELEPHONES: Students will not be allowed to use the office phones for personal calls except in case of emergency or due to illness, and the student must have teacher/staff written permission. All telephone calls will be

documented in a logbook and could be screened by office staff. The school phone is available for student use after meetings or practices. Please send updated home, work, and cell phone numbers immediately after they have changed so we may have accurate numbers in our student information system. You may also update some personal information on Infinite Campus Parent Portal. **Students are not allowed to use/access cell phones during the day!**

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

VISITORS: Students are not permitted to have guests on campus during the school day unless prior approval has been granted by school administration (e.g., special events or approved lunch visits). All visitors must report directly to the administrative office upon arrival, present a valid government-issued photo ID, sign in, and receive a visitor's pass before proceeding on campus. Visitors must wear their pass at all times while on school grounds. Any individual arriving on campus to check out or pick up a student must also present a valid photo ID, and the student will only be released to individuals authorized in the school's records. School tour requests must be scheduled in advance and conducted under the supervision of an administrator. Visitors are not permitted to move about campus unescorted. Due to safety and instructional concerns, visitors are not allowed to visit classrooms during the school day unless authorized by administration. Any visit that school administration determines to be disruptive, threatening, or unsafe to students, staff, or the school environment will be denied. All volunteers must be approved by the administration, complete a background check, and comply with mandated reporter requirements prior to working with students on or off campus.

STUDENT ACADEMICS

ELIGIBILITY: Students participating in competitive interscholastic activities must maintain passing grades and may not fail more than one course at any time.

Academic eligibility will be monitored on an ongoing basis throughout the grading period to ensure students maintain satisfactory academic progress. Students who fail more than one course will be considered ineligible to participate until their grades improve to meet eligibility requirements.

This policy applies to all participants, including managers.

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

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

Late Work Policy:

This policy applies to students who are present in class but submit assignments after the due date.

- Students must complete and submit a **Late Work Form** with any late assignment.
- Point deductions for late work are as follows:
    - **1 day late:** 5 points deducted
    - **2 days late:** 10 points deducted
    - **3 days late:** 15 points deducted
    - **4 or more days late:** Assignment will receive a maximum grade of 50.
        - No teacher feedback is required for assignments submitted 4 or more days late.
- Teachers have 1 week from the date the assignment was submitted to update the gradebook.
- **Important:** Late assignments will **not** be accepted during the week prior to when grades are due.

STUDENT INTERVENTIONS: WWMS uses the Multi-Tiered System of Supports (MTSS) of Georgia student support system to best meet the needs of students. Our ultimate goal is to ensure that students are learning and meeting the standards. MTSS integrates the analysis of student assessments and interventions to maximize student achievement and reduce behavioral problems.

Parents are requested to attend all meetings for those students who are placed within the MTSS tiers. With parent input, a plan is developed to assist students with obtaining grade level performance and/or behavioral expectations.

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

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

Honors Events will be held and numerous awards will be given.

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

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

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

1. The student earns a final yearly grade of at least 70 in 5 out 6 subjects including all four core content areas.
2. The student is achieving on a Lexile measure greater than 925 in 6th grade, 970 in 7th grade, and 1010 in the 8th grade as assessed by a standardized instrument, Georgia Milestones Assessment System or MAP Growth Assessment.
3. On the Georgia Milestones Assessment System, student must earn the following: at/above grade level designation in reading, developing learning level designation in reading and mathematics. Eighth grade students must also earn developing level designation in science and social studies on the Georgia Milestones Assessment System
4. The student must also attend school at least 170 out of 180 days.

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

STANDARDIZED TESTING*:* Students will take the following tests: Georgia Milestones Assessment System, DRC Beacon, I Ready, Panorama ACL Survey, benchmarks, and exams in all grade levels. Parents are encouraged to help their children prepare for testing. Parents will be notified of the test results when they become available. In case summer school is not available, remediation will begin immediately following the Georgia Milestones Assessment System.

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

CODE OF CONDUCT

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

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

The disciplinary measures enumerated in this handbook are intended as a guide and the administration reserves the right to impose a more severe discipline consequence depending on the severity of the offense. Note: A student may be subject to a higher degree of punishment than would ordinarily be imposed for a relatively minor disciplinary infraction if the student has numerous infractions, the cumulative effect of which frequently interferes with classroom instruction or the orderly conduct of school activities.

Student Responsibilities:

Show your Tiger P.R.I.D.E. by being …

Productive
Respectful
I'm Prepared
Dependable
Engaged

Teacher Responsibilities:

1. Consistently follow the school-wide discipline plan.
2. Teach, model and practice behavioral expectations throughout the year.
3. Show professionalism in classroom management, discipline, behavior, and dress.
4. Proactively eliminate distractions in the learning environment.
5. Set high, attainable expectations for student's behavior and learning.

6. Support students, parents, other teachers, administrators, paraprofessionals, custodians, lunchroom workers, media specialist, substitute teachers, and visitors.
7. Communicate with parents in a timely manner.

Administrator/Counselor Responsibilities:

1. Ensure an environment that is conducive to teaching and learning.
2. Be visible in classrooms, hallways, lunchroom, and gym to promote positive behavior.
3. Create order with high expectations for students, teachers, and parents.
4. Demonstrate consistent relationships with students, parents, and staff.
5. Promote students' physical, emotional, mental, and social growth.
6. Communicate with parents, teachers, and students in a timely manner.

Parent Responsibilities:

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

Incentives for Positive Behavior

Pride Cash Store
Photo recognition board
Be recognized during announcements
Choose Music from a list
Certificate for behavior
Postcards home
Email/call a parent at work telling of accomplishments
Eat lunch with a teacher or administrator
Be the principal apprentice for 20 minutes
Free choice time at the end of the day on scheduled day
Ice cream social
Cone ball tournament

Classroom Managed

VIOLATION		Teacher Behavior Redirection Procedure
Cheating* Class Disruption* Disrespect* Dress Code Violation (Procedural) Food, Drink, & Gum Forgery Horse playing Inappropriate Display of Affection*	Inappropriate Use of Technology* Off Task Behaviors Non-School Items Not Prepared for Class (Procedural) Profanity* Tardy to class Throwing Objects Unauthorized Area*	Step 1: Verbal Warning; Restate Expectation/Rule Step 2: Re-teach Expectation; Apply Intervention (e.g. Lunch Detention); Contact Parent; and Begin Classroom behavior report Step 3: Apply New Intervention (e.g. On Team Suspension); Contact Parent and Guidance Counselor/ Admin to request a conference Step 4: Complete office referral 1st Offense – Assigned Saturday School/Detention or 2 days of ISS 2nd Offense – 3 days of ISS 3rd Offense – 5 days of ISS 4th Offense – Student Success Program (10 or more days)

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

Office Managed

VIOLATION		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Damage or Destruction to School Property (Restitution Required) Defiance Gambling Insubordination Drawings of Weapons or Gang Related Signs without affiliation	Instigating Physical Contact School Disruption Skipping Class Skipping School Stealing ≤ $100 (Restitution Required)	2 days ISS, Saturday School/Detention	3 days ISS	5 days ISS	Student Success Program (5-10 days)	3 days OSS
Cell Phone (Use or evidence of use) /Smart Watch (used for communication) Evidence of videoing of students or faculty/staff will incur more severe consequences.		Warning-Parent must pick up the device from school	1 day Saturday School/Detention-Parent must pick up the device from school	2 days Saturday School/Detention-Parent must pick up the device from school	1 day ISS-Parent must pick up the device from school	Progressive assignment of days in ISS-Parent must pick up the device from school
Tardy to School ≥ 5 Tardy to Class ≥ 5		1 day Saturday School/Detention				

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

STUDENT SUCCESS PROGRAM (STUDENT SUCCESS CENTER – SSC)

The Student Success Program is an in-school intervention designed to support students in improving behavior, maintaining academic progress, and developing positive decision-making skills. The program is housed in the Student Success Center (SSC) and is overseen by the Student Success Coach in collaboration with school administration. The program provides a structured environment where students receive academic instruction, behavioral support, and targeted interventions designed to address the underlying causes of misconduct. The 7 Mindsets curriculum, including Tier 2 self-paced modules, is utilized to support student growth in areas such as self-regulation, attendance, decision-making, and conflict resolution. Students assigned to the Student Success Program will continue to receive instruction aligned with classroom expectations and will be required to complete academic assignments provided by their teachers.

Placement in the Student Success Program:

Students may be assigned for the following reasons:

- Classroom-Managed Infractions 4th offense → 10 or more days
- Office-Managed Infractions: 4th offense → 5–10 days
- Fighting: 2nd offense → 10+ days
- Repeated or escalating behaviors
- Habitual discipline concerns
- Administrative determination

Length of Assignment: Assignments range from 1–10 days but may extend beyond based on severity and behavior.

Parent/Guardian Notification: Parents will be notified during a required conference prior to placement. Communication includes:

- Reason for placement
- Length of assignment
- Program expectations

Program Expectations:

- Complete academic work
- Follow expectations
- Participate in interventions
- Complete 7 Mindsets modules
- Demonstrate improved behavior

Exit Criteria: Students must complete the following:

- Exit Presentation (reason, growth, future plan)
- Student Success Coach Recommendation
- Parent Recommendation
- Schedule presentation with required team members

Exit Presentation Participants

- Principal
- Assistant Principal
- Student Success Coach
- School Counselor
- Teacher(s)
- Parent/Guardian

Final Determination & Behavior Intervention Plan (BIP): Administration will determine return eligibility. A Behavior Intervention Plan (BIP) will be developed with the following team members:

- Administrators
- Student Success Coach
- School Counselor
- Teachers
- Parent/Guardian
- Student

Non-Compliance / Escalation: Continued misbehavior may result in referral to a disciplinary tribunal and possible placement in an alternative school program.

Technology Violation Discipline Matrix

	1st Offense	2nd Offense	3rd Offense
Sending, displaying, or printing offensive messages, pictures, or musical lyrics Using obscene language	Verbal Warning	Saturday School/Detention	3 Days of ISS and loss of internet privileges
Harassing, insulting, or attacking others	3 Days ISS	5 Days of OSS and loss of internet privileges	10 Days of OSS and a tribunal referral
Damaging computers, computer systems, or computer networks (Level 2)	Verbal Warning and Restitution	3 Days of ISS and Restitution	5 Days of OSS and Restitution
Damaging computers, computer systems, or computer networks (Level 3)	10 Days of OSS Tribunal Referral Notify Police/SRO Restitution		
Violating copyright laws	Verbal Warning	Saturday School/Detention	3 Days of ISS and loss of internet privileges
Using others' login information and passwords / Trespassing in others' folders, work, or files stored in network drives	3 Days ISS	5 Days of OSS and loss of internet privileges	10 Days of OSS and a tribunal referral
Employing the network for commercial purposes	3 Days ISS	5 Days of OSS and loss of internet privileges	10 Days of OSS and a tribunal referral
Purposefully accessing inappropriate material including social networking sites	Verbal Warning	Saturday School/Detention	3 Days of ISS and loss of internet privileges
Students may not bypass school internet filters by using any type of proxy or 'unblocking' site, VPN, TOR browser or any other method to mask Internet use	3 Days ISS	5 Days of OSS and loss of internet privileges	10 Days of OSS and a tribunal referral
Student may access wireless network with school provided devices only			

Washington-Wilkes Middle School Classroom Matrix

Expectation	*Class-Wide*	*Entering the Class*	*Whole Class Activities*	*Independent Seat Work*	*Transitions*
Productive	Complete all assignments Ask for help	Get out class supplies Begin Openers	Complete assignments with class Ask questions about the assignment	Completing assignments Complete your own work Follow directions	Move quickly
Respectful	Be polite Keep hands, feet, and objects to self Follow directions from adults Use Level 0 voice during instruction	Use Level 1 voice Keep hands, feet, and objects to self	Raise hand to talk Use appropriate voice level during instruction	Raise your hand to ask a question Use a Level 0 voice	Use Level 1 voice during transition Keep hands, feet, and objects to self Maintain Personal Space Be courteous to others
I Am Prepared	Have ID on Have supplies for class	Take care of personal business before entering class Have the supplies you need to be turned in prepared	Sit in your assigned seat Get out class supplies	Have supplies for class Write your name on your work	Have supplies ready
Dependable	Be present and on time Follow classroom procedures Clean up your area	Go straight to your desk and be prepared to work Have your homework on your desk	Ask and make comments related to the topic Keep supplies on your desk	Turn in your completed assignment	Begin working quickly
Engaged	Be on task Ask meaningful questions	Ask any questions before class starts	Stay focused on lesson Face the speaker	Be attentive Stay on task until it is completed Ask meaningful questions	Follow the transition routines

Tiger Pride Expectations

Washington-Wilkes Middle School Expectations

Expectations	Cafeteria	Hallway	Bathroom / Locker Room	Bus Loading Zone	Assembly	Classroom
Productive	Get food upon entering Throw trash away Return to seat	Walk to the right Go to your destination		Stop at the first white line Walk to your bus	Go with your class to your destination	Complete all assignments Ask for help
Respectful	Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices	Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices	Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices	Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voices	Give personal space Keep hands, feet, and objects to self Follow directions from adults Use Level 2 voice upon entering Use Level 0 voice during presentation	Be polite Keep hands, feet, and objects to self Follow directions from adults Use Level 0 voice during instruction
I Am Prepared	Have ID on Get supplies before sitting	Have ID on Get supplies for multiple classes Have a hall pass unless classes are changing	Have a bathroom pass unless classes are changing	Get all supplies before exiting the building	Have ID on Have materials if needed	Have ID on Have supplies for class
Dependable	Clean up your area Keep all food/drinks in cafeteria	Pick up trash in the hallway	Keep walls clean Wash hands Flush Urinals & Toilets Dispose of trash in the proper receptacle	Keep the area clean Make sure your co-riders are ready to load the bus	Clean up your area	Be present and on time Follow classroom procedures Clean up your area Periodically view your grades in Infinite Campus
Engaged	Food is to be eaten in the cafeteria	Keep traffic flowing	Quickly enter and exit the bathroom	Listen and watch for your bus	Keep eyes on the presenter	Be on task Ask meaningful questions

EXPLANATION OF INFRACTIONS

ALARMS-PULLING A FIRE ALARM: The intentional activation of a fire alarm when no emergency exists. This act is a misdemeanor under Georgia law. Parents and law enforcement will be notified. Students may face criminal charges and school disciplinary action.

ALARMS-TRANSMITTING A FALSE PUBLIC ALARM: Knowingly communicating false information about an emergency such as a fire or bomb threat. This act is a felony under Georgia law and will result in disciplinary action and law enforcement involvement.

ARTIFICIAL INTELLIGENCE (AI) MISUSE AND ACADEMIC INTEGRITY: Students are expected to complete and submit their own original work. The unauthorized use of artificial intelligence (AI) tools or applications to generate assignments, essays, projects, or other academic work that is submitted as a student's own work is considered academic dishonesty. Unauthorized use of AI tools, including but not limited to generating written work, answers, images, or other content for academic assignments, may result in disciplinary consequences and academic penalties. In addition, the use of AI or other digital tools to create, alter, or distribute images, audio, or videos of students, staff, or others without permission, including content that is misleading, inappropriate, threatening, or disruptive is strictly prohibited. This includes, but is not limited to, the creation or sharing of AI-generated or manipulated media impersonation of others, or content intended to harm, embarrass, or disrupt the school environment. Violations of this policy may result in disciplinary action, up to and including suspension, referral to a disciplinary tribunal, and/or notification of law enforcement when appropriate.

ARSON: The intentional setting of a fire or causing an explosion to damage property or create a safety hazard. Students will be subject to suspension, parent conference, possible tribunal referral, and law enforcement involvement.

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

BREAKING & ENTERING – BURGLARY: Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

BULLYING: Bullying is prohibited! 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; or
2. Any intentional display of force; such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
   (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
   (B) Has the effect of substantially interfering with a student's education;
   (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
   (D) Has the effect of substantially disrupting the orderly operation of the school.

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.

CELL PHONES/SMART WATCHES/WIRELESS HEADPHONES/ ELECTRONIC DEVICES:

Personal devices capable of communication, recording, or internet access. Students in grades K-12 are not permitted to access personal electronic devices while on school premises during school hours, including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours. Any student found in violation of this policy and/or its procedures during the school day shall be subject to progressive discipline consequences as outlined in the Student Code of Conduct.

A student whose Individualized Education Plan (IEP), Section 504 Plan, or medical plan explicitly mandates the use of a personal electronic device shall be permitted access to the device as necessary to fulfill the requirements of the respective program or plan. Parents wishing to reach their child during school hours should contact the front office.

Evidence of cell phone, smart watch, or wireless headphones usage on campus during school hours will result in disciplinary action. Because vandalism, theft, and loss of property is a reality, students and staff alike are strongly encouraged to leave valuables and non-school items at home. The school assumes no responsibility for any loss.

CHEATING: Giving, receiving, or using unauthorized assistance on academic work. Examples include, but are not limited to: Using AI or electronic devices without permission, copying or sharing answers, using notes during tests without authorization, submitting work that is not one's own. Consequences: Violations may result in academic penalties and disciplinary action.

CHRONIC DISCIPLINE PROBLEMS

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

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

DAMAGE OR DESTRUCTION TO SCHOOL OR PRIVATE PROPERTY: A student shall not cause or attempt to cause damage to school or private property (either real or personal property) either on school grounds or during a school activity, function, or even off school grounds. Including but not limited to writing on the wall, sidewalks, doors, keycards, routers, hubs, etc. Students are not allowed to touch, tamper with, or engage the electronic devices that allow access to the building or used to activate emergencies. If a device is found, students are required to turn it in to a member of the faculty, staff or an administrator. Damaging or tampering with these devices will result in severe disciplinary actions.

DISRESPECT: Verbal, nonverbal, or written behavior that is rude, dismissive, or offensive. Examples include, but are not limited to: Talking back, inappropriate tone or gestures, derogatory or offensive comments. Consequences: Disciplinary action will be assigned according to the discipline matrix.

DISRUPTION (WILLFUL) OF CAMPUS/CLASS/SCHOOL: Behavior that interferes with teaching, learning, or school operations. Examples include, but are not limited to: Excessive talking or yelling, horseplay or roughhousing, repeated out-of-seat behavior. Consequences: Disciplinary action will be assigned according to the discipline matrix.

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

FIGHTING: Physical aggression between individuals that may result in harm or disruption. Examples include, but are not limited to: Pushing, shoving, or hitting, group fighting, Encouraging or instigating a fight. Consequences: May result in suspension, Student Success placement, tribunal referral, and/or law enforcement involvement.

FOOD AND DRINK: Open containers are not allowed. Food, drink, gum or candy will not be consumed in an area other than the cafeteria unless approved by the administration. Students may have water on their persons in a closed container. Opened drinks/bottles are not allowed out of the lunchroom. Energy drinks are not allowed. Selling or distribution by students of food, drinks, gum, candy, etc., is not allowed.

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

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

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

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

HABITUAL DISCIPLINE: Is defined as willful and repeated or constant violations of the Student Code of Conduct. This infraction will result in a referral to the tribunal committee.

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

INAPPROPRIATE DISPLAY OF AFFECTION: Students are expected to maintain appropriate behavior while on school grounds and at school-sponsored activities. Public displays of affection that are excessive or disruptive to the

educational environment are prohibited. Such behaviors include, but are not limited to, kissing, prolonged embracing, inappropriate touching, or other similar conduct.

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

Tobacco: A student shall not possess, use, transmit, sell, or solicit any tobacco products or paraphernalia on school property, at any school activity (on or off campus), or while traveling to or from school. This includes, but is not limited to:

- cigarettes, cigars, and smokeless tobacco (dip, snuff, chewing tobacco)
- lighters and matches
- electronic cigarettes (e-cigarettes), vape pens, vaporizers, vape cartridges, and any vaping device or cartridge containing nicotine, THC, CBD, or any other substance

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

Drugs, Alcohol, and any Drug related Objects: A student shall not possess, sell, attempt to sell, use, transmit, solicit, or be under the influence of any drug as defined under O.C.G.A. §16-13-30. This includes, but is not limited to, narcotic drugs, depressants, stimulants, hallucinogens, anabolic steroids, amphetamines, barbiturates, marijuana, and other controlled substances. This prohibition also includes THC-containing products and cannabis-related substances, including but not limited to marijuana, CBD, hemp, Delta-8, Delta-9, and edible products such as gummies, candies, or baked goods containing or suspected to contain these substances. A student shall not possess, sell, or distribute any substance represented to be a prohibited substance, regardless of its actual content. The misuse or unauthorized possession of prescription or over-the-counter medication shall be considered a violation of this rule. A student shall not possess, sell, attempt to sell, use, transmit, or solicit any drug-related paraphernalia (O.C.G.A. §16-13-1).

Violation of this policy will result in an automatic ten (10) day suspension from school. The offense may also result in referral to a Disciplinary Tribunal, which may lead to long-term suspension or placement in an alternative school program. Law enforcement may be notified as appropriate. Violators may be subject to criminal

prosecution in accordance with Georgia law. Nothing in this policy shall be construed to limit the authority of the superintendent or other appropriate administrative personnel to impose additional or more severe disciplinary action as warranted.

Any medication brought to school should be sent to the office and administered through the office. This includes over the counter medicines such as Motrin.

See the above section on Medication in order to be compliant with school expectations.

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

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

Hazardous object-any knife or knife-life item, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chukka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc of whatever configuration, having at least two points or blades which is designed to be thrown or propelled and which may be known as a throwing star, oriental dart, or any instrument of any kind, any nonlethal air gun, and any stun gun or Taser as defined in O.C.G.A. 16-11-106(a). This term shall not include any of these instruments used for classroom work authorized by the teacher.

Weapons – Handgun – Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. (*Note: This*

definition does not apply to items such as toy guns, cap guns, BB guns and pellet guns. Pursuant to Gun-free Schools Act – Public Law 107-110, section 4141)

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

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

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

INAPPROPRIATE LANGUAGE/PROFANITY: Any disrespect shown toward teachers, administrators, other school personnel, or other students and visitors including the use of profane, vulgar or obscene language or gestures, indecent exposure, possession and/or distribution of profane, vulgar or obscene material or other similar materials, items, or gestures will not be tolerated at WWMS or while attending school related functions. This includes printing inappropriate material off the internet, and verbal messages that include swearing, name calling, or use of words in an appropriate way.

INCITING, INSTIGATING, ADVISING, OR COUNSELING: Of others to engage in prohibited acts (otherwise enumerated in this Code of Conduct) will

result in the same disciplinary action as if the instigating student were directly involved in that act.

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

NON-SCHOOL ITEMS: Items not required for instruction that may cause disruption or safety concerns. Examples include, but are not limited to: Gaming devices, laser pointers, personal electronics. Consequences: Items may be confiscated and disciplinary action assigned.

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

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

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

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

SKIPPING: When a student chooses not to or refuses to attend a class or required activity or leaves campus without authorization. Parents will be notified and law enforcement may also be notified.

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

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

TARDINESS/EARLY DISMISSALS: Refer to Attendance section

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

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

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

UNAUTHORIZED AREAS: Students must be accompanied by a teacher or have a pass from their assigned teacher when going into an unauthorized area (in the middle school or high school). The high school is considered an unauthorized area. A high school area is defined as any area occupied by high school students and/or part of the high school physical plant. This includes, but is not limited to the high school student parking lot, hallways, classrooms, bathrooms, outdoor areas, high school bus ramp, and high school office. **Other unauthorized areas may include, but is not limited to** another classroom, the counselor's office, the media center, gym, gym lobby and restrooms, field house (during normal school day), picnic area, parking areas, closets, teacher's lounge, areas marked as maintenance areas, do not enter areas, or the middle school office without approval from the teacher of the student at that particular time. Students may not loiter in the breezeways, hallways, restrooms, or any other part of the school.

VANDALISM: No student shall commit the offense of vandalism, which is defined as the willful and/or malicious destruction, marking damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody of control of it. Restitution will be required and this violation may also result in further disciplinary action and/or be reported to the proper law enforcement agency.

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

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

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

DISCIPLINE

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

DETENTION:

Afterschool: Teachers may conduct after school detention from 3:15 p.m. until 4:00 p.m. Parents are expected to pick students up promptly at 4 p.m. in the front of the main building.

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

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

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

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

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

7. If the student must miss Saturday School for a legitimate reason (illness, death in the family, etc.), it is up to the parent to notify an administrator prior to the assigned Saturday School date if possible. Parent contact with an administrator after the assigned date will be accepted for emergencies only.

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

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

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

OUT-OF-SCHOOL SUSPENSION (OSS): Out-of-School Suspension (OSS) may be assigned as a disciplinary action for severe misbehavior or when other disciplinary measures have failed to correct the behavior.

Students serving OSS are permitted to make up classwork, homework, quizzes, and assessments upon their return to school. It is the **student's responsibility** to request missed work from each classroom teacher.

Students will have **three (3) school days** upon returning to complete any missed tests, quizzes, or assignments assigned during their

suspension. In the event a test or quiz is announced during the suspension period or on the day a student returns, the student will still have **three (3) days** before being required to complete it.

Parents may request to **pick up assignments** beginning on **Day 2 of the suspension**. Additionally, parents may request to **check out a Chromebook** for the student to complete assignments posted on Google Classroom, provided that **no outstanding media fees** are owed and **no reported damages** exist for the student's previously issued device. Parents must return the Chromebook on the day the student returns from suspension. If the device is not returned, the cost will be charged to the student's account.

Students on OSS are **prohibited from being on campus or attending any school-related activities** for the duration of their suspension. Students who enter school property while serving OSS will be considered trespassing and may face additional school disciplinary action, as well as possible criminal prosecution.

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

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

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

ORDERING PARENTS TO ATTEND CONFERENCES

The Wilkes County Board of Education may petition the Wilkes County Juvenile Court to proceed against a parent or guardian for willful and unreasonable refusal to participate in efforts to improve a chronic disciplinary problem student's behavior. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court.

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

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

TEACHER REMOVAL AUTHORITY
(a) A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to a principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a teacher refers a student by employing appropriate discipline management techniques that are consistent with local board policy.
(b) , A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day

on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardian a written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

BUS PROCEDURES

BUS TRANSPORTATION: School bus transportation is a privilege not a right. The public school transportation program has but one purpose and that is to safely transport students. Therefore, it is extremely important that each student is aware of his/her role and responsibility in seeing that the entire operation works smoothly and efficiently. Several of the important areas in which students are asked to cooperate are:

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

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

PLEASE BE CAREFUL!!!

BUS BOARDING: Use the following guidelines when getting on the bus:

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

BUS-CONDUCT: Use the following guidelines while riding on the bus:

1. Remain seated throughout the trip and leave your seat only when the bus has come to a complete stop. Do not rush when leaving the bus.
2. Keep your books and personal items on your lap. Keep the aisle clear.
3. Do not talk to the driver except in an emergency.
4. Avoid anything that might disrupt the driver or interfere with the driver's work. Refrain from loud talking or yelling.
5. Do not open windows without the driver's permission.
6. Never stick your hands, arms, head, or feet out of the window(s).
7. Do not throw anything inside the bus or out of the windows. You might injure a pedestrian or cause an accident. Place trash in the proper container.
8. Do not touch the emergency door or any part of the bus equipment.
9. Do not chew gum, eat, or drink on the bus.
10. The use of tobacco is strictly prohibited.
11. Balloons are not allowed on the bus.
12. Glass containers will not be allowed on the bus.
13. Promptly obey the instructions or directions of the bus driver/bus aide.
14. No "rough housing," playing, or other unruly behavior.
15. Help keep the bus neat, clean, and orderly. Students are encouraged to help care for and to protect the valuable equipment in which they ride. Never tamper with the bus or any of its equipment. Willful damage or destruction of any part of the bus is prohibited and may result in disciplinary action, including but not limited to paying for any damage.
16. Student(s) should not operate the doors of the bus.
17. Acts of physical violence (bullying, verbal assault including profanity, physical assault / battery, fighting, and disrespectful conduct toward the bus driver/others) by students are prohibited and will be reported immediately.
18. Students are prohibited from using electronic devices (cell phones, Bluetooth speakers, audible radios, etc.) or any other electronic device unless approved by administration.
19. Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's safe operation of the school bus.

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

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

BUS-DISCIPLINE: Remember: school bus transportation is a privilege, not a right. **Abuse of this privilege may result in loss of the privilege (suspension off the bus), as well as other discipline under the Code of Conduct**

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

SCHOOL NUTRITION:

Our School Nutrition Program is a vital part of the education system and serves good, nutritious meals at no cost to students. We encourage all students to eat school-prepared meals.

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.

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

1. Students are to drink and eat in the cafeteria. No one is to eat off campus or in a classroom without permission from an administrator.

2. Students are not allowed to bring meals in from local restaurants or have them delivered. Brown bags or lunch boxes are permitted.
3. Students are to dump the content of their trays in the trashcan provided near the dirty-dish window after they finish their meals. A food service employee will collect the trays.
4. Students are to leave the cafeteria quietly and in line with a supervising teacher. Students should walk to the right and remain quiet in the hallway.
5. The numbers in the barcode of student IDs are their personal account numbers. It is very important that **EACH STUDENT USE HIS/HER OWN CARD EACH DAY** to avoid any problems when recording meals served. **DO NOT LEND YOUR ID CARD TO ANYONE**.
6. Washington-Wilkes Middle School is pleased to provide breakfast and lunch meals at no cost to all students. Washington-Wilkes Middle School currently operates under Community Eligibility Provision (CEP). CEP allows all students of Wilkes County to eat breakfast and lunch at no cost. A second meal, if wanted, will be at the adult cost with no charging for this meal. A la carte items are available to students at all schools. Students cannot charge for a la carte items.
7. Anyone abusing school nutrition property (tables, chairs, trays, silverware, etc.) will be reported to the office and held responsible for the cost to replace any destroyed/damaged property.

MEDIA CENTER:

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

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

Media Center Pass: In order to work in the media center during class, each student must have a media center pass signed by the teacher. Using the hall pass located at the end of this handbook and signed by the teacher, a student has permission to come to the media center to return a book, pick-up or return equipment, or to do other similar errands.
Before and After School: WWCHS students working in the media center before and after school must sign-in at the circulation desk upon entering the media center.
ID Cards: School ID cards are made in the media center and each student will be issued a new ID card at the beginning of the school year. If a student loses

their ID card, they must purchase another one at a cost of $5/card. Replacement chains are also available for $.50 if the student loses his/her chain.
Circulation: Students are responsible for all materials checked out in their name and are cautioned to only check out materials for their ow, personal use. Overdue notices are sent to the students through the homeroom teacher once each week.
*Students may log on to Destiny, our media catalog, using their school username and password to check their media center account and items on loan
Current newspapers and magazines are available for checkout and can be read in the media center.
School Store: We have a variety of school supplies for sale in the media center including notebooks, dividers, pens, pencils, folders, index cards, poster board, calculators, and more.
Printing/Copying: Printing must be academic in nature and students should get prior approval from the media staff before printing. We charge $.10 per page for all photocopies.
Computer/Internet Use: The computers and Internet are available for research and assignments. Board policy requires students to have an Internet permission form signed by a parent/guardian and returned to the media center where it is kept on file. The Internet permission form is located at the front of this handbook and additional copies are available in the media center. Violation of policies outlined in this form will result in disciplinary action, including the loss of computer privileges.
Students are expected to use the computers/Internet in a responsible manner following the rules outlined in the acceptable use policy, which is found in the front of this handbook.

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

EMERGENCY PROCEDURES: **Fires, severe weather, and tornados are a fact of life. The way we practice for them is the way that we will respond to them in a real-life situation.** Orderly evacuation of the classroom is necessary in the event of an emergency. Each room has an emergency evacuation route posted as well as emergency lights to indicate the type of emergency. Students should familiarize themselves with the directions. During emergency evacuations, students are to remain quiet and follow the evacuation route posted, as well as the instructions of the teachers. Emergency procedures should be taken seriously. If students are on the computer and receive an emergency alert, students are not to clear the message off of the computer screen until directed by an administrator.

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

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

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

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

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

PUBLIC NOTICE

The following pesticides are applied to this location on a regular basis each month.
Maxforce FC Select – Cracks and crevices throughout interior
Niban Granular Bait – Exterior of schools on specific ant mounds
Phantom Pressurized Insecticide – Cracks and crevices throughout interior
Talstar P – Exterior and in cracks and crevices throughout interior
Uncle Albert's Super Smart Ant Bait – Cracks and crevices throughout interior
Top Choice Granular Insecticide – Exterior

Pesticides are applied on the following days and times:

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

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

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

Josh Fincher
Director of Plant Operations Wilkes County Board of Education
313 A North Alexander Ave.
Washington, GA 30673
Phone 706-678-7622
This information is provided according to HR 1317 effective 7/1/96.

WASHINGTON-WILKES MIDDLE SCHOOL

Parent and Family Engagement
Policy and Plan for Shared Student Success

2026-2027 School Year

Washington-Wilkes Middle School
Arstasia D. Evans, Principal Robert Jackson, Assistant Principal
1180 Tignall Road
Washington, GA 30673
706-678-7132
www.wilkes.k12.ga.us

Plan Revised June 2026

What is Title I?

Washington-Wilkes Middle School is a Title I school as a part of the Every Student Succeeds Act (ESSA). In support of strengthening student academic achievement by improving teaching and learning for students, **Washington-Wilkes Middle School** receives Title I, Part A funds and therefore must jointly develop with, agree on, 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 (ESSA).

About the Parent & Family Engagement Policy

Washington-Wilkes Middle School (WWMS) has developed this parent and family engagement policy that establishes the district's and school's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in our Title I school. This plan will describe WWMS's commitment to engage families in the education of their children and to build the capacity in its Title I school to implement family engagement strategies and activities designed to achieve the school and student academic achievement goals. The plan is incorporated into the school's plan submitted to Wilkes County Schools District Office, the local educational agency (LEA).

Who is it for?

This plan is designed for all students participating in the Title I, Part A program and their families. WWMS will ensure that all students and families are able to participate regardless of limited English or disabilities.

How is it Jointly Developed and Revised?

During the annual Parent Input meeting held in the spring of each school year, all parents are invited to participate and provide suggestions and ideas to improve this policy for the upcoming school year. During this meeting, we review the parent survey results, open forum questions, Title I funds and how they are used, and the current plan. Upon final revision, parents were welcomed to submit comments and feedback regarding the policy at any time on surveys or by submitting written comments to our school. All feedback received is considered for revisions to this policy.

Where is it available?

This plan is distributed at the beginning of each year in the student handbook, on the website, and in our office's Parent Resource Center. A copy of this plan is available at all meetings for parents as well. A copy of this plan as well as questionnaires may be sent home throughout the school year.

PARENT RESOURCE CENTER

Stop by to visit our Parent Resource Center to check out newsletters, brochures, study materials, and activities to use at home with your child. Computers are also available for parents to explore the parent portal of Infinite Campus, visit Google Classrooms, to complete surveys, and access other educational resources.

PARENT AND FAMILY ENGAGEMENT

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

(A) That parents play an integral role in assisting their child's learning.
(B) That parents are encouraged to be actively involved in their child's education.
(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
(D) The carrying out of other activities, such as those described in Section 1116 of Every Student Succeeds Act (ESSA). We will reserve 1% of the total amount of Title I funds received in FY23 to carry out the family involvement requirements listed in the policy. Throughout the year, we will collect input via surveys and feedback as to how funds can be best spent at WWMS from the allocated 1%.

Washington-Wilkes Middle School is committed to helping our parents and families attend activities. Please call us if you need assistance with childcare or transportation in order to participate.
(706)678-7132

WASHINGTON-WILKES MIDDLE SCHOOL IS REACHING OUT!

WWMS recognizes that greater family involvement is crucial if our students are to learn more, to achieve higher academic standards and to succeed in the world.

It shall be the intent of all parent involvement activities at WWMS to encourage and support the efforts of home, school, and community in improving the educational opportunities of all children. We believe, when schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. It is our hope that all stakeholders will help us to accomplish our vision by producing students who are productive, respectful, prepared, dependable, and engaged in academics.

We will…

- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents of students with disabilities, and parents of migratory children, including providing information and school reports in an understandable format, to the extent practicable, in a language parents understand.
- Work to help families understand academic expectations for student learning and progress especially through Multi-Tiered System of Supports.
- Aid parents in understanding the use of assessment tools, assessment reports, Infinite Campus, G-Suites with an emphasis on Google Classrooms, Rooms, iReady, DRC Beacon, and Panorama.
- Provide information through parent engagement opportunities about working with students and parents from varied cultures and economic backgrounds.
- Train teachers, administrators, and support staff on the value and utility of the contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; implement and coordinate parent programs; and build ties between home and school.
- Involve businesses and community-based organizations in parent involvement activities.

2026 – 2027 School Goals

- ✓ By the spring i-Ready assessment, at least 25% of students will meet their individual stretch growth goals in reading and math through effective Tier 1 instructional strategies focused on clarity, intentional instruction, and meaningful feedback.
- ✓ By the end of the 2026–2027 school year, we will decrease the total number of behavior referrals from 275 in 2026–2027 to fewer than 300, demonstrating measurable improvement in schoolwide behavior and alignment with our PBIS expectations.
- ✓ By May 2027, Washington-Wilkes Middle School will increase the fidelity of MTSS implementation by ensuring that at least 90% of students receiving Tier 2 or Tier 3 interventions have documented progress monitoring data entered according to the school's MTSS schedule and reviewed during monthly MTSS meetings, as measured by MTSS audits, intervention records, and MTSS meeting documentation.

School-Parent Compacts

WWMS 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.

- Conduct parent surveys
- Analyze and share survey data
- Receive input from parent meetings
- Develop or Revise the plan based on the collected data.



Join us!

Working Together to Achieve More!

Washington-Wilkes Middle School will host several events throughout the school year to build capacity for strong family engagement to support our partnership and improve student academic achievement.
All meetings will have a virtual option as well. Please look for specific dates and times in our parent portal, Rooms app, Infinite Campus Messenger, newsletters, Facebook page, and website.

6th Grade Orientation
July 29, 2026 6 P.M.

Open House
July 30, 2026, 4 P.M.– 6 P.M.

Annual Title I Meeting* \ Technology Night*
August 18, 2026, 6 P.M.

Grade Level Meetings**
August 2026

MTSS Night
September 1, 2026, 6 P.M.

Hispanic Heritage Night
September 29, 2026, 6 P.M.

Multicultural Night
November 17, 2026, 6 P.M.

Black History Night
February 23, 2027, 6 P.M.

Citizenship Dinner
March 2027, 6 P.M.

Parent Input Meeting\ GMAS Meeting**
March 30, 2027, 6 P.M.

Honors Day
May 4, 2026, 6 P.M.

** Virtual Option will be available.

Progress Report Meetings
September 23, November 12, February 9
Student Success Meetings**
1st Wednesday of Month

School Community Team

- ☐ Yes! I would love to join the school community team.
- ☐ Send me more information about our school community team.
- ☐ Add me to the email blast for meeting dates and updates.
- ☐ No, I am not interested in joining at this time, but will support the school in any way possible.

Name: _____
Child's Name & Grade: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

SHARE YOUR THOUGHTS…

We want to hear from you. If you have suggestions for this policy that will help us improve our school goals and student's academic achievement. Please provide us with your comments below.

Name (optional):_____
Suggestions for Improvement:
_____
_____
_____
_____
_____
_____

Parent and Family Engagement Standards

Washington-Wilkes Middle School and our parents have adopted the National PTA Standards for Family – School Partnerships as the school's model in engaging parents, students, and the community.
The standards are:

- **Standard One:** Welcoming all Families into the School Community
- **Standard Two:** Communicating Effectively
- **Standard Three:** Supporting Student Success
- **Standard Four:** Speaking Up for Every Child
- **Standard Five:** Sharing Power
- **Standard Six:** Collaborating with Community

School Community Team

Washington-Wilkes Middle School invites all parents to join the School Community Team to share ideas and ways to involve other parents and family members to build partnerships with school, families, and the community. The team will meet four times (quarterly) during the school year, but parents and family members can all submit their ideas or suggestions at any school activities and meetings, as well as through our parent surveys and website. If you would like to learn more about the School Community Team, please contact Principal Arstasia Evans at (706)678-7132 or complete the interest form and return it to the school.

What is a School-Parent Compact?

The compact outlines the shared responsibility of the teacher/school, parents, and students to improve student academic achievement and means by which we will do so.

Jointly Developed

WWMS will take 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.

Our Mission

The mission of Washington-Wilkes Middle School is to produce students who are productive, respectful, prepared, dependable, and engaged in academic and personal growth.

Activities to Build Partnerships

WWMS partners with Wilkes County Community Partnership, Wilkes County Sheriff Office, University of Georgia Educational Talent Search, and the Wilkes County Parks & Recreation Department to develop and build relationships with parents and gain community involvement.

Communication about Student Learning

WWMS will conduct multiple virtual and in person workshops to inform parents throughout the year.
You can expect to hear from us via:
www.wilkes.k12.ga.us
Parents Make a Difference monthly articles (website)
Monthly School Newsletter
Wilkes Co. Schools Official Facebook Page
Infinite Campus Portal
WW App \ Rooms
Report Cards & Progress Reports
Conferences & Workshops
Student Agenda Books

Washington Wilkes Middle School 2026-2027



1180 Tignall Road
Washington, GA 30673

Arstasia Evans, Principal
Robert Jackson, Asst. Principal

Tiger P.R.I.D.E.

Revised June 2026

Student Achievement Goals: School Goals	***Teachers, Parents, and Students—Together for Success***	
By the spring i-Ready assessment, at least 25% of students will meet their individual stretch growth goals in reading and math through effective Tier 1 instructional strategies focused on clarity, intentional instruction, and meaningful feedback. By the end of the 2025–2026 school year, we will decrease the total number of behavior referrals from 275 in 2024–2025 to fewer than 300, demonstrating measurable improvement in schoolwide behavior and alignment with our PBIS expectations. By May 2027, Washington-Wilkes Middle School will increase the fidelity of MTSS implementation by ensuring that at least 90% of students receiving Tier 2 or Tier 3 interventions have documented progress monitoring data entered according to the school's MTSS schedule and reviewed during monthly MTSS meetings, as measured by MTSS audits, intervention records, and MTSS meeting documentation.	***Teacher/School Responsibilities:*** Create a positive learning environment and build rapport with students. Provide a safe and clean environment for learning. Provide high quality instruction and engage students in a rigorous curriculum using high leverage practices in reading and math. Communicate and work with families to support students' learning and behavior. Provide parents with frequent reports on their child's progress and on all school-wide assessments in reading and math and help them understand the report. Teach students to set goals and work towards achieving them to increase growth. Provide programs with reinforce learning reading and math skills.	***Family Responsibilities:*** Have high expectations for my child as an individual to learn and perform well in academia emphasizing reading and math. Reinforce good study habits and practices that promote student achievement in reading and math. Ensure that my child attends school in person or virtually and is on time. Help my child learn to resolve conflicts in positive ways. Participate in conferences and testing meetings to address reading and math skills that need improvement. Read with my child. Assist in acquiring new vocabulary. Ensure my child utilizes i-Ready at home. Maintain updated phone numbers, physical and email addresses to ensure ease of communication between me and the school.
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.	***Student Responsibilities:*** P – Be Productive; work hard and do your best in all content areas! R – Be Respectful; help cultivate a positive school culture. I – "I am Prepared"; be prepared for learning. D – Be Dependable; help your school stay safe and clean. E – Be Engaged; attend school regularly; listen and actively participate; and ask for help.	

Wilkes County School System
Complaint Procedures under Title I, Part A
of the Elementary and Secondary Education Act of 1965 (ESEA)

A. Grounds for a Complaint

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

B. Federal Programs for Which Complaints Can Be Filed

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

C. Filing a Complaint

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

The complaint must include the following:

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

The complaint must be addressed to:
Wilkes County School Superintendent
Wilkes County School System
313A North Alexander Avenue
Washington, GA 30673

D. Investigation of Complaint

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

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

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

The Superintendent will review the information and determine whether:

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

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

E. Right of Appeal

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

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

The complaint must be addressed to:

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

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

Please Print

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