

# Wilkinson County Elementary School



## Student Handbook

WCES is “**S.O.A.Ring**” to New Heights:  
Successfully using Opportunities to Achieve great  
Results

2017-2018

# Wilkinson County Elementary School

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**Dr. Judith A. Geter, Principal**

**Ms. Christy King, Assist. Principal**

July 31, 2017

Greetings Students and Parents,

We welcome each of you back from a restful summer and to the window of opportunity at Wilkinson County Elementary School. Learning is our **PRIORITY**. Our faculty and staff will be **W**orking daily to **C**apture high **E**xpectations for **S**uccess. It is our intent to create and foster an educational environment that is safe and conducive to learning. We want our students to enjoy coming to school and our parents to feel welcomed when they enter our doors.

Our 2017-2018 school theme is: Wilkinson County Elementary is “**S.O.A.Ring**” to New Heights: **S**uccessfully using **O**pportunities to **A**chieve great **R**esults. Our district **Mission** is Expand – Empower – Excel (E<sup>3</sup>). Thus, our **Vision** is to make students competent builders of a globally competitive future. We will continue to challenge our students with rigor and academic relevance. We will also help your child be responsible for his/her own learning through student data notebooks. Using our grading rubrics, lexile and quantile measures, we continue our promise to raise student achievement and prepare students to be College and Career Ready.

Also included is our Title I Parent Involvement Plan and Handbook which outlines how you as parents can be active in our school and be included in plans for student performance.

Please read this handbook carefully and ask any teacher or administrator if you have any questions. The handbook contains policies, rules, and expectations regarding student performance and behavior as well as provides information about parent activities and resources available at Wilkinson County Elementary School. The last page should be signed and returned to school.

Sincerely yours in education,

**Judith Geter**

*Dr. Judith Geter*

Principal

**Christy King**

*Christy King*

Assistant Principal

*Expand – Empower – Excel (E<sup>3</sup>);  
Making students competent builders of a globally competitive future.*

# TABLE OF CONTENTS

|  |              |
|--|--------------|
| <b>I. Wilkinson County----School Information</b>   |              |
| a. Alma Mater  | 6            |
| b. School Creed /Bullying Creed  | 6            |
| c. School Calendar   | 7            |
| d. Vision  | 8            |
| e. Mission   | 8            |
| f. Beliefs   | 8            |
| g. Faculty & Staff Listing   | 9            |
| h. Leadership Team   | 10           |
| i. Administrative Team   | 10           |
| j. Grade Level Chair   | 10           |
| k. Department Chair  | 10           |
| l. GLISI Team  | 10           |
| m. RTI Team  | 10           |
| n. Schedules   | 11-12        |
| o. Student Behavior Code—The Wilco Way   | 13           |
| p. Chain of Command.   | 13           |
| q. Important Forms: (To be Turned in the First Five Days of School)                            | 13           |
| Lunch Form/Acceptable Use Form/Consent to Video/Student Information/Student Health Information |              |
| <b>II. Academic Policies:</b>  | <b>13</b>    |
| Grading Policy   | 13-14        |
| Honor Roll/Principal’s Honor Roll  | 14           |
| Homework   | 14           |
| Promotion Criteria   | 14-15        |
| Study Island   | 15           |
| Textbooks  | 15           |
| <b>III. Attendance: Attendance Policy</b>  | <b>15-16</b> |
| Absences   | 16-17        |
| Hospital/Homebound   | 17           |
| Saturday School  | 17           |
| Signing Out of School Early  | 17           |
| Tardy  | 17           |
| <b>IV. Discipline</b>  | <b>18</b>    |
| Student Behavior Code: The Wilco Way   | 18-29        |
| <b>V. General Policies</b>   | <b>29</b>    |
| Acceptable Use Policy  | 29           |
| Accident-Injury  | 29           |
| Advisement/Counseling  | 29           |

## TABLE OF CONTENTS (Cont'd)

|   |           |
|---|-----------|
| Announcements   | 29        |
| Assembly Etiquette  | 30        |
| Book Bags   | 30        |
| Care of Building & Grounds  | 30        |
| Cellphones  | 30        |
| Change of Personal Information                                    | 30        |
| Check Policy  | 30        |
| Communicable Diseases   | 30        |
| Communication:  | 31        |
| Various forms: Remind 101; Agendas; Media; Web Sites; School Call |           |
| Family Education and Rights and Privacy Act (FERPA)               | 31        |
| Field Trips   | 32        |
| Fine, Fees, and Charges   | 32        |
| Fundraisers   | 32        |
| Hall Passes   | 32        |
| Hatch Amendment   | 33        |
| Lost and Found  | 33        |
| Medical and Dietary Needs   | 33        |
| Media Center  | 33        |
| Nursing Services  | 33        |
| Medication  | 33        |
| Parents Right to Know   | 34        |
| Parent Teacher Conferences  | 34        |
| PTO   | 34        |
| School Nutrition: Smart Snacks                                    | 34        |
| School Records  | 34        |
| Selling/Trading   | 34        |
| Snacks  | 34        |
| Telephones  | 35        |
| Valuables   | 35        |
| Visitors  | 35        |
| <b>VI. School Safety:</b>   | <b>35</b> |
| Bus Evacuation Procedures   | 35        |
| Fire Drill Procedures   | 35-36     |
| Lock Down Drills  | 36        |
| Tornado Drills  | 36        |
| Inclement Weather   | 36        |
| School Resource Officer   | 36        |
| Search and Seizure  | 36        |
| Surveillance Equipment  | 36        |

## TABLE OF CONTENTS (Cont'd)

|  |                   |
|--|-------------------|
| <b>I. Student Support Services:</b>                  | <b>36</b>         |
| RTI  | 36                |
| 504 Plan   | 37                |
| Special Education (Program for Exceptional Children) | 37                |
| ELL/ESOL   | 37                |
| Gifted Services                                      | 37                |
| <br>   |                   |
| <b>APPENDICES</b>                                    | <b>38</b>         |
| <br>   |                   |
| <b>New/Additional Information</b>                    | <b>39</b>         |
| Acceptable Use Policy                                | 39-40             |
| Agendas  | 40                |
| Bullying Policy                                      | 40-42             |
| Bus  | 42                |
| Dress Code – School Uniform Explanations             | 43-44             |
| Harassment   | 44                |
| Hospital Homebound                                   | 44-47             |
| Medication   | 47                |
| Non-Discrimination/Discrimination                    | 47-48             |
| Promotion/Retention Rubrics                          | 48, 50a, 50b, 50c |
| School Hours   | 48                |
| School Nutrition/Wellness Policy                     | 48-50             |
| Receipt of Handbook Signature Sheet                  | 51                |

**WCHS ALMA MATER**  
FRIENDSHIP, LOVE, AND HONOR HAVE WE  
FOR OUR WILCO HIGH  
HIGHEST STANDARDS RAISE OUR BANNERS  
MAKE OUR COLORS FLY.  
WILKINSON, OUR ALMA MATER  
GLORY UNTO YOU  
YOU'RE THE JOY OF ALL OUR WARRIORS  
WILCO, WE'LL BE TRUE.

Each day during morning announcements, students and staff recite the following creeds to prepare for the school day.  
Please practice these creeds so that they may be committed to memory.

**SCHOOL CREED:**  
TODAY I CAN MAKE A DIFFERENCE!  
I WILL ACCEPT RESPONSIBILITY FOR  
MY LEARNING, MY DECISIONS, AND MY ACTIONS.  
I WILL ALWAYS DO MY BEST!

**BULLYING CREED**  
I AM A KID AGAINST BULLYING  
AND I WILL  
SPEAK OUT when I see bullying  
REACH OUT to others who are bullied  
and  
BE A FRIEND whenever I see bullying.

## Wilkinson County Elementary School 2017-2018 Expanded Calendar

|                  |  |
|------------------|--|
| July 31          | First day of school for students   |
| August 15        | Fall Picture Day   |
| August 16        | Meet & greet @ 6:00  |
| August 31        | OPEN HOUSE/Progress Reports  |
| September 1      | Ride for Literacy 8:00 am – 12:00 pm/ Early Dismissal 1:00   |
| September 4      | Labor Day Holiday (No School Students and Staff)   |
| September 5 – 7  | Benchmark Testing  |
| September 8      | Grandparents' Day Program  |
| September 29     | Fall Festival  |
| October 4        | End of 1 <sup>st</sup> Nine Weeks (Report Cards)   |
| October 16-20    | Fall Break (No School Students and Staff)  |
| October 23-27    | Red Ribbon Week  |
| October 27       | PTO/Parent Night: ELA/Math 6:00 pm/ Jr. Beta Induction 5:00 pm   |
| November 9       | Early Dismissal–Parent/Teacher Conferences<br>(Progress Reports) 4:00-7:00   |
| November 10      | Veterans Day/Career Day Programs   |
| November 13-17   | American Education/Bullying Week   |
| November 14-17   | Benchmark Testing  |
| November 17      | D.E.A.R. Day   |
| November 20-24   | Thanksgiving Holidays (No School Students and Staff)   |
| December 8       | CHAMPS Graduation 9:00 (5 <sup>th</sup> Grade Only)  |
| December 10      | PTO/ Parent Night: Christmas Program/Art Show 6:00 p.m.  |
| December 15      | Early Dismissal -End of 2 <sup>nd</sup> Nine Weeks (Report Cards go home)  |
| Dec. 18 – Jan. 3 | Christmas Holidays (No School Students and Staff)  |
| January 4        | First Day back for students - 2 <sup>nd</sup> Semester begins  |
| January 15       | MLK Jr. Holiday (No School Students and Staff)   |
| January 26       | School-Wide Spelling Bee   |
| January 31       | Mid-Year Honor's Program 2:00 pm   |
| February 7       | Progress Reports go home   |
| February 8       | Spring Pictures (Class Pictures)   |
| February 15      | PTO/Parent Night: Science/Social Studies Night 6:00 pm   |
| February 19-23   | Winter Break/President's Day (No Students and Staff)   |
| March 8          | Early Dismissal – Parent/Teacher Conferences (Report Cards); End of 3 <sup>rd</sup><br>Nine Weeks                          |
| March 23         | Spring Pictures (Free Pose-clothing of choice)   |
| March 31         | Spring Dance 6:00pm – 9:00 pm  |
| April 2-6        | Spring Break   |
| April 13         | Progress Reports go home   |
| April 16-20      | Georgia Milestones Testing   |
| April 27         | Spring Festival  |
| May 7-8          | Academic Bowl/Field Day  |
| May 22           | 3 <sup>rd</sup> /4 <sup>th</sup> Grade Honors Day  |
| May 23           | 5 <sup>th</sup> Grade Honors Day   |
| May 25           | Last Day of School; Early Dismissal- Report Cards go home.<br>End of 4 <sup>th</sup> Nine Weeks & 2 <sup>nd</sup> Semester |
| May 26           | WCHS School Graduation   |

## **VISION**

Expand – Empower – Excel (E<sup>3</sup>)

## **MISSION**

Making students competent builders of a globally competitive future.

## **BELIEFS**

We believe:

1. Educators should utilize varied instructional strategies, hands-on learning experiences, and seek professional and personal improvement through continuous learning and shared leadership.
2. Collaborative relationships with parents, school, and the community enhance schools' ability to positively impact student achievement.
3. Schools must provide a positive culture where students feel safe and are able to learn to their fullest potential.
4. High achievement is the direct result of high expectations.
5. The continuous use of data analysis processes is the foundation of informed instructional decision making.
6. The school environment should maximize instructional time and eliminate any obstructions to time on task.



**2017-2018**  
**Wilkinson County Elementary Faculty and Staff**

**Principal:** Dr. Judith Geter  
**Assistant Principal:** Ms. Christy King  
**Counselor:** Teresa Ingram  
**Registrar:** Tamara Underwood  
**Administrative Assistant:** Vickie Densley

**3<sup>rd</sup> Grade Team**

Charis Andrews      Connie Thornton  
Courtney Cartwright      Kimberly Daniel  
Carol Page

**4<sup>th</sup> Grade Team**

Devie Archebelle      Brandon Crockett  
Courtney Loftin      Staci Windham  
Paula Kimble

**5<sup>th</sup> Grade Team**

Carol Buckner      Yolunda Whipple  
Angela Robinson      Alma Loredó  
Lavern Stubbs

**School Nurse**  
Shondell Reese

**Rotation Team**

Timpy Overton      Robert Johnson  
Emily Chapman      David Harden  
LaTonya Robinson

**Teacher Assistants**

Mackenzie Bell      Wanda Nesbitt  
Jennifer Butler      Toni Sealy

**PEC Team**

Christy Amerson      Desi Whipple  
Monica Johnson      Graceanne Roddenberry

**In-School Suspension**

Wanda Dupree

**Media**

Lisa Whatley, Media Specialist  
Tegra Hillman, Assistant  
Laura Dudley, Technology

**Family Advocate/Title I Parent Involvement**

Chiquita Jackson

**Office Staff**

Tamara Underwood, Registrar/Bookkeeper  
Vickie Densley, Receptionist

**Other Support Personnel**

Brian Blann, Psychologist  
Linda Cannon, Speech  
Academic Coach - TBA  
Pamela Raley, Academic Interventionist  
Lois O'Neal, Part-time Academic Interventionist

**Custodians**

Charlotte Evans      Cassandra Lingo  
Laura Austin      Scott Jones  
Angela Jones      Tom Miller

**FOOD SERVICE**

Judy Brown, Director      Nell Robinson      Calvin Weeks  
Cheryl Davis, Mgr.      Genova Smith      Cornelia Curry  
Shirley Shy      Josualon Carswell

**ADMINISTRATIVE TEAM**

Dr. Judith Geter  
Christy King  
Teresa Ingram  
Academic Coach - TBA  
Lisa Whatley

**LEADERSHIP TEAM**

Dr. Judith Geter      Yolunda Whipple  
Christy King          Angela Robinson  
Teresa Ingram  
Academic Coach - TBA  
Lisa Whatley  
Courtney Cartwright  
Paula Kimble  
Christy Amerson  
David Harden

**GRADE LEVEL CHAIRS**

Courtney Cartwright, 3<sup>rd</sup> Grade  
Paula Kimble, 4<sup>th</sup> Grade  
Christy Amerson, 5<sup>th</sup> Grade  
Graceanne Roddenberry, PEC  
David Harden, Rotation

**DEPARTMENT CHAIRS**

Angela Robinson, SS  
Yolunda Whipple, Science

**RTI TEAM**

Teresa Ingram, Chair  
Connie Thornton, 3<sup>rd</sup>  
Pamela Raley, 4<sup>th</sup>  
Angela Robinson, 5<sup>th</sup>

**GLISI TEAM**

Carol Page  
Staci Windham  
Lavern Stubbs  
Emily Chapman  
Carol Buckner

**Wilkinson County Elementary School Grade Reporting Schedule  
2017-2018**

|                         | <u><b>Progress Reports</b></u> | <u><b>Report Cards</b></u> |
|-------------------------|--------------------------------|----------------------------|
| 1 <sup>st</sup> 9 Weeks | August 31                      | October 2                  |
| 2 <sup>nd</sup> 9 Weeks | November 9                     | December 15                |
| 3 <sup>rd</sup> 9 Weeks | February 7                     | March 8                    |
| 4 <sup>th</sup> 9 Weeks | April 13                       | May 25                     |

**LUNCH SCHEDULE**

|                                     |             |
|-------------------------------------|-------------|
| <b><u>3rd Grade:</u></b>            | 12:10-12:40 |
| <b><u>4<sup>th</sup> Grade:</u></b> | 12:00-12:30 |
| <b><u>5<sup>th</sup> Grade:</u></b> | 11:55-12:25 |

**EARLY DISMISSAL/CONFERENCE DAYS:**

|                   |  |
|-------------------|--|
| September 1, 2017 | Early Dismissal/1:00   |
| November 9, 2017  | Early Dismissal/1:00<br>Parent/Teacher Conferences/4:00pm-7:00pm |
| December 15, 2017 | Early Dismissal/1:00pm   |
| March 8, 2018     | Early Dismissal/1:00<br>Parent/Teacher Conferences/4:00pm-7:00pm |
| May 25, 2018      | Early Dismissal/1:00pm   |

**PTO**

The PTO meetings are scheduled as follows:

|                       |  |
|-----------------------|--|
| Thursday, August 31   | Open House/Parent Conferences 4:00pm-7:00pm                |
| Thursday, October 26  | ELA/Math Night 6:00 pm<br>Jr. Beta/YLS Induction 5:00 p.m. |
| Thursday, Dec 14      | Holiday Program 6:00 p.m.                                  |
| Wednesday, January 31 | Mid-Year Honor's Program 2:00 p.m.                         |
| Thursday, Feb 15      | Science/Social Studies Night 6:00 pm                       |

## **Saturday School Dates 2017 – 2018**

September 9  
September 23  
October 7  
October 28  
November 4  
November 11  
December 2  
December 9  
January 6  
January 20  
February 3  
February 10  
March 10  
March 24  
April 14  
April 28  
May 5  
May 9

## **Wilkinson County Elementary School Testing Schedule 2017-2018**

### **BENCHMARK TESTING DATES:**

September 5-8, 2017, November 14-16, 2017, and February 14-16, 2018.

**FITNESS GRAM TESTING** – September 1, 2017 – December 8, 2017

**PE/MUSIC/ART TESTING – PRETEST:** August 28-31, 2017; **POSTTEST:** May 1-3, 2018

**ACCESS TESTING:** January 29 – February 2, 2018

**GEORGIA MILESTONES TESTING (GMAP):** April 16, 2018 – April 20, 2018

**GEORGIA MILESTONES MAKE-UPS:** April 23-25, 2018

**GEORGIA MILESTONES RETEST:** June 18 -20, 2018 (tentative)

## **STUDENT CODE OF CONDUCT – THE WILCO WAY**

At WCES we work daily to provide a safe, orderly environment that is conducive to learning. Ongoing disruptive behavior impacts the school climate and such behavior will not be tolerated. Students must abide by the Student Code of Conduct. **Expected levels of behavior are clearly outlined in the “Wilco Way” Behavior Matrix.** Students who follow the Code of Conduct shall have the opportunity to participate in 9-week “AAA” activities. **(See Discipline Section for full details).**

Triple A discipline parties are designed to target Attitude, Attendance and Academics.

Discipline free activities are a part of Wilkinson County Elementary School’s positive behavior intervention support program. These activities are designed to reward students for good behavior and attendance for a specified time frame.

The criteria to be eligible to participate in these activities are:

- No office more than 1 office referral during designated time period
- No more than 3 tardies, Early Dismissals or absences during time period
- Grade average of 85% or higher on report card

Students who are ineligible to attend the discipline free activity will continue with the regular instructional day.

**Warrior tickets will also be given to students from adult personnel in the building, who recognize any student who is involved in a kind act, being a good Samaritan, are “caught being good”, etc.**

The tickets will be awarded at school personnel’s discretion and retained by the student. Warrior tickets can be redeemed at the Warrior store each Monday from 7:30-8:00 in the commons area.

## **CHAIN OF COMMAND**

Within the Wilkinson County School District there is a chain of command when presenting complaints, grievances, concerns, etc. All parents and students are required to report any complaints, grievances, concerns, etc. to the teacher/staff. If the complaint still exists, you shall report to the building level principal/designee. Following conference with the principal/designee, if the complaint still exists, you shall report to Central Office.

## **IMPORTANT FORMS**

**PLEASE MAKE SURE TO RETURN THE FOLLOWING FORMS WITHIN THE FIRST FIVE (5) DAYS OF SCHOOL:**

Lunch Form/Acceptable Use Form/Consent to Video/Student Information Sheet/Student Health Information/ Receipt of Handbook Form

**Title I Forms:** Student/Parent/Teacher Compact/Home Language survey/Parent Survey/Receipt of Title I Documents Signature Page

## **II. ACADEMIC POLICIES**

### **GRADING POLICY**

Educational progress and accomplishments must be evaluated and recorded in terms of numerical grades; therefore, the following criteria will be used to establish uniformity: Range of grades will be 0-100.

--The grading scale will be as follows:

A-90-100

B-80-89

C-70-79

F-Below 70

--Four evaluation periods of nine weeks each.

--**A student's grade will NOT be lowered as a means of punishment as noted below:**

-Students giving or receiving assistance during an exam period or plagiarizing will be sufficient ground to receive a grade of zero (0) on that exam.

--The student must make up work missed during his/her absence at the convenience of the teacher. If the work is not made up, the student will receive a zero (0) for the work.

More information about using grading rubrics will be shared the first few weeks of school.

**NOTE:** Rotation teachers are required to submit numerical grades for mid-nine week progress reports and report cards.

No grade lower than 65% shall be recorded on report cards. If a student's average falls below 65% at any time then the Response to Intervention process should be started immediately, beginning with parent notification.

Students are afforded multiple opportunities to achieve passing grades. When this occurs, your child's teacher will notate the number of attempts for the student to reach a passing grade. As a result, it is at the teacher's discretion whether the student has achieved mastery.

### **HONOR ROLL**

All students are encouraged to maintain the highest grades possible in all subject areas. Recognition is given to students that distinguish themselves as top academic achievers. The following honor roll categories are recognized at WCES:

|                        |                                   |
|------------------------|-----------------------------------|
| Principal's Honor Roll | 94.5 or higher cumulative average |
| Honor Roll             | 89.5-94.4 cumulative average      |

### **HOMEWORK**

Homework is a necessary part of every pupil's education. Every child in every class may be assigned homework according to their learning needs.

### **PROMOTION CRITERIA**

In order to be promoted, elementary school students must meet the following criteria. If the criteria is not met then the student will be brought before the promotion retention committee:

- Obtain 70% passing rate in three of four core academic classes (math, language arts, science, and social studies).
- Obtain 70% passing rate in three of four connections classes.

- Meet grade level standards on the Scholastic Reading Inventory and Scholastic Math Inventory
- Not accumulate more than 6 total absences during the school year.
- All third, fourth and fifth grade students must meet or exceed standards on the Georgia Milestones Test in ELA, Math, Science and Social Studies

**(SEE MORE DETAILED INFORMATION ABOUT PROMOTION RETENTION RUBRICS IN THE APPENDICES)**

**STUDY ISLAND**

Study Island is an academic software standards-based assessment, instruction, and test preparation e-learning program.

**TEXTBOOKS**

All students will report to class with textbooks and necessary materials.

**When issued a textbook, it becomes the responsibility of the student to assure that the book does not become lost or damaged beyond normal use.** Loss or damage to textbooks will result in the student being fined, and textbook fines and all other financial obligations must be cleared before a student receives his/her final grades. Textbooks will be paid for without exception. A teacher no longer employed does not excuse lost or missing books.

Charges for lost textbooks are as follows:

- New books to 2 years old . . . . . Full value
- Books 3 years old . . . . .  $\frac{3}{4}$  Original value
- Books 4+ years old . . . . .  $\frac{1}{2}$  Original value

**The school is not responsible for loss of items that are issued to students, nor personal items.**

**III. ATTENDANCE**

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of our district and schools is to provide each student with quality instruction and inform parents if their child is absent from school.

A student who knows in advance that he/she will be absent must notify the school data clerk. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Students are expected to be in school **on time every day**.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16.

This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school.

Students missing 6 or more total days from school will be required to make up those days through the after school program and/or Saturday school. Attendance is a factor for determining promotion and retention.

## Definitions

**Tardy** - A student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness to school and class is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, teachers or principals will take corrective/disciplinary action.

**Excused Absence** - The following are considered excused absences: Illness, funeral, medical or dental appointments, recognized religious holidays, absences mandated by other government agencies (e.g. court order) and other absences for which permission has been granted in advance. Even though an absence is excused it still counts towards a student's total days missed from school. If proper documentation is not received the absence will be considered unexcused and shall count for the purposes of determining student truancy.

**Unexcused Absence** –The following, **even with parental consent** (note), are considered unexcused absences: Truancies, working, missing the bus, oversleeping, shopping, car not starting, keeping personal non-medical appointments, visiting out-of-town, vacation, needed at home and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the office secretary.

160-5-1-10

(a) **Truant** –A student is considered truant if he/she: is on school property but does not attend classes; has excessive unexcused tardies to class or school; leaves the classroom without a signed teacher permission slip, or exceeds the total number of days he/she is allowed to miss from school (5 total days).

It is up to the student when he returns to school to make sure all work and tests are made up to the teacher's satisfaction and turned in for credit. Students who are absent 6 or more times in one school year may be brought before the promotion criteria board at the end of the year. Ten (10) or more absences may result in retention. Students will be required to attend Summer School to make up any absences over 5.

## ABSENCES

Research shows there is a direct correlation between student achievement and school attendance. Therefore, it is most important that students attend school unless there are legitimate reasons why they must be absent. Any student who does not check in to school by 11:30 a.m. is considered absent for the day. **Student absences may be excused for only the following reasons:**

1. personal illness
2. illness in immediate family
3. death in family
4. recognized religious holidays
5. absences mandated by other government agencies (e.g. court order)

Upon returning to school the student must bring a written excuse from the parent or guardian or doctor stating the reason for the absence. This written excuse must be presented to the student's homeroom teacher within three (3) days after the return to school. If proper documentation is not received the absence will be considered unexcused.

### **Helpful Reminders:**

Excused Absences: Upon returning to school after an absence, students must present a parent written or medical excuse within three school (3) days.



A parent may submit no more than two (2) written parent excuses per year. All other absences must be documented medically (e.g. physicians statement) or legally (e.g. court summons).

In order for students to be recognized for 'Perfect Attendance' at the end of the school year, they must not have greater than 5 (five) cumulative tardies and/or early dismissals. **Students who attend Saturday school to reduce the number of absences will not be eligible for Perfect Attendance.**

### **HOSPITAL/HOMEBOUND**

Each student receiving hospital homebound remains enrolled on a regular teacher's roll. The student is counted present for the entire time he/she is on homebound unless otherwise reported. Teachers are to provide work for the student during the entire period of the absence. Hospital Homebound is available for students who have been absent 10 or more consecutive days due to a medical condition. Please notify the school counselor/family advocate so a Hospital/Homebound teacher can be arranged. **Referral forms are available in the main office and the Family Advocate's office. (See Appendix for Hospital Homebound Policy)**

### **SATURDAY SCHOOL/AFTERSCHOOL**

Wilkinson County Elementary School offers Saturday School for students who have **ONE** or more absences (**excused or unexcused days**). Saturday School will be held two (2) Saturdays a month from 8:00 am – 12:00 pm. Each day of full attendance in Afterschool/Saturday School will reduce an absence that your child has accumulated. The time will be utilized wisely to ensure that your child will receive experiences that will help him/her overcome obstacles that may stand in the way of meeting the promotion criteria and high performance. Keep in mind this is not a punitive means to address your child's attendance, but it can prevent a referral to the family advocate if your child accumulates 5 or more unexcused absences.

### **SIGNING OUT OF SCHOOL**

All students leaving school must be properly signed out in the office by the parent or guardian. Students may not sign themselves out of school. If the student returns to school, the parent or guardian must sign the student in at the main office. The student will then be given a pass to return to class. Any student who leaves campus without properly signing out will be subject to disciplinary action. Any student signing out prior to 11:30 a.m. will be considered absent for the school day.

**Please note: Students may be signed out of school by persons other than the parent or guardian only if they are listed on the student information sheet.**

### **TARDY POLICY**

Students are expected to arrive to school and class on time. Any student arriving to school after 8:00 a.m. is considered tardy. Students will not be permitted to class if they have not properly signed into school through the office.

When a student reaches a certain number of tardies the following procedures will be implemented:

1. **Three (3) tardies – teacher referral to counselor; parental contact**
2. **Six (6) tardies – AST meeting**
3. **Students accumulating more than six tardies will have escalating consequences at administrative discretion**

## IV. DISCIPLINE

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. A major consideration in the application of the discipline may range from less severe to more severe depending on the circumstances surrounding the case. (See "WILCO WAY" BEHAVIOR MATRIX pg. 28a)

### Student Behavior Code: The Wilco Way

At WCES we work daily to provide a safe, orderly environment that is conducive to learning. Ongoing disruptive behavior impacts the school climate and such behavior will not be tolerated. Students must abide by the Student Code of Conduct. **Expected levels of behavior are clearly outlined in the "Wilco Way" Behavior Matrix.** Students who follow the Code of Conduct shall have the opportunity to participate in 9-week "Triple A" activities. Triple A discipline parties are designed to target Attitude, Attendance and Academics.

Discipline free activities are a part of Wilkinson County Elementary School's positive behavior intervention support program. These activities are designed to reward students for good behavior and attendance for a specified time frame.

The criteria to be eligible to participate in these activities are:

- No office more than 1 office referral during designated time period
- No more than 3 tardies, Early Dismissals or absences during time period
- Grade average of 85% or greater on report card

Students who are ineligible to attend the discipline free activity will continue with the regular instructional day.

**Warrior tickets will also be given to students from adult personnel in the building, who recognize any student who is involved in a kind act, being a good Samaritan, are "caught being good", etc.**

The tickets will be awarded at school personnel's discretion and retained by the students. These tickets can be redeemed in our "Warrior Store" at the beginning of each week.

### **"WILCO WAY" WARRIOR EXPECTATIONS (Warrior Ticket Rewards)**

These are our school expectations for different areas throughout the building. These expectations are posted and taught to our students. Students are rewarded for following the "Wilco Way" Behavior Matrix by receiving **Warrior Tickets** from adults in the building. Every 9 weeks we will have a **Triple A** Reward Day where individuals are rewarded for following our "Wilco Way" as well as being **Academically** sound (85% and greater on Report Cards), have a great **Attitude** (no more than 1 discipline referral) to office during designated time period), and have great **Attendance** (less than 3 excused or an unexcused absences during designated time period).

### **PROGRESSIVE DISCIPLINE POLICY**

A structured and disciplined environment is both necessary and expected at Wilkinson County Elementary School. We believe that discipline helps students develop responsibility, self-control, orderliness, and efficiency. The

Wilkinson County Elementary School discipline policies have been created to provide for close communication with parents at the onset of discipline problems. This is to ensure that students understand that together we, both school and home, can help students to have a positive experience and successful school year. Proper student conduct is a joint responsibility of students, parents, and staff. While the school will continuously help students to develop good decision-making skills, ultimately, the students must make choices for themselves and be responsible for their own behavior and actions. Together we can make WCES an effective place for learning and also help our students develop the habit of self-restraint, which will help develop individual character.

We are proactive in our communication of our disciplinary procedures to students and parents. We believe in the fair treatment of all students. Due process is provided for each student on any office referral and in all investigations. Students have the right to have their side heard before any disciplinary action is taken. Our staff has developed a discipline plan that involves reasonable rules and logical consequences, while maintaining the dignity of our students and our staff. Our method of discipline shows students these things:

- What they have done wrong
- How to solve the problems they created
- How to assume responsibility for their own actions

### **SUPERVISION**

- Rules will be posted in each classroom and each common area.
- All staff members will teach and review classroom rules and common area rules with their classes, as needed
- Staff members are responsible for reinforcing rules with all students.

### **RIGHTS AND RESPONSIBILITIES**

All WCES students have the right to:

- Be spoken to kindly and courteously by adults and children.
- Feel safe at school and on the bus.
- Have their property and personal space respected.
- Be in an environment conducive to learning.

All WCES staff will:

- Clearly teach, practice, and model rules and respectful interactions.
- Consistently enforce school and classroom rules and behavior guidelines.
- Keep accurate documentation of inappropriate behavior.
- Provide reasonable and consistent consequences in accordance with the school behavior plan.
- Monitor and assist students in modifying their behavior.
- Contact parents when behavior interferes with a child's education or the rights of others.

Student Responsibilities:

- Read the Discipline Plan with your parents.
- Follow the school rules and behavior guidelines consistently.
- Use good decision-making and problem-solving skills.
- Accept consequences rather than make excuses.

Parent Responsibilities:

- Read and discuss the school rules and behavior guidelines with your child.

Help your child take responsibility for his/her actions and avoid making excuses.

Work with the school to support your child's development in decision making, problem solving, and social skills.

### **School Wide Discipline Plan**

Effective instruction must take place in a school environment conducive to learning. It requires good order and discipline with the absence of distractions and disturbances that interfere with the instructional opportunities afforded at Wilkinson Elementary School. Therefore, the presence of a friendly, business-like atmosphere in which students and school personnel can work cooperatively toward established and accepted goals is the necessary aim for the school wide discipline plan.

#### **5 School Rules**

1. Treat others with respect.
2. Follow directions the first time given.
3. Keep hands, feet, and objects to self.
4. Remain in seat and on task unless you have permission to do otherwise.
5. Respect school and personal property.

Students will be encouraged to earn daily behavior points in the classroom. Students can earn a maximum of 3 points during any given day. Students' points will be based on good conduct. Points will be deducted based on daily infractions. For each infraction, one point will not be earned. These points will be tracked for each student using a class behavior folder. Each student's name will be inside the folder and beside his/her name will be a place for the documentation of the date, the location, and a description of the infraction. This information will be communicated to you weekly by the teachers. Students do not earn any points when they are absent from school. Students will receive a small reward every two weeks for points earned. Also, students maintaining at least 90% of possible points to be earned will be invited to a Behavior Celebration at the end of each nine weeks.

"Think Time" will be utilized for students. After two warnings about a negative behavior, students will be sent to another teacher's room for 10-15 minutes of "think time" where he/she will complete a writing assignment about the behavior and how to correct it. When this assignment is completed, the student will return to his/her classroom. Any missed work will be completed during recess time or as homework. This is only used as a time for students to think about their behavior and how he/she can correct it in the future.

Teachers may also complete a Plan For Improvement (PFI) for students with behavior infractions. This plan will be completed by the teacher and sent home for parents to sign and return to school the next day. There are various consequences for each PFI that is completed. These consequences consists of: parent consequences at home, parent contact/conference, after school detention (minimum of 1 and maximum of 2 days), and office referral. This plan is to keep parents informed and to enlist help with correcting inappropriate behavior at school. After school detention will be held on Wednesdays and Thursdays each week from 3:20-4:30. It will be the parents' responsibility to pick students up promptly at 4:30 from after school detention. **Students may not ride the after school bus when attending after school detention.** Dates of this detention will be included on the PFI form when the consequence gets to that level Students will be referred to the office after three Plan For Improvements. Appropriate consequences at this point will be determined by administration. The Plan for Improvement process resets at the beginning of each nine weeks.

## **USE OF CODES THROUGHOUT SCHOOL**

At Wilkinson County Elementary School the concept of CODES will be used to gain the attention of EVERYONE. These CODES will be used throughout the school (office, halls, classrooms, halls, lunchroom, etc.) The CODES are as follows:

### **CODE 0- orange**

No Talking!

Not to the teacher or anyone else.

### **CODE 1-pink**

You may only talk to the teacher.

Please raise your hand and wait to be called on.

### **CODE 2-purple**

You may talk to the teacher and your partner.

### **CODE 3- green**

You may talk to the teacher and your group.

### **CODE 4- yellow**

You may talk to the teacher and your classmates quietly.

## **PARENTS' ROLE IN DISCIPLINE**

**Parents are encouraged to participate in the education of their children. Without the cooperation and support of parents, the school cannot effectively help students reach their fullest potential.** One of the major roles of parents in discipline is to continually show the children that they are interested and supportive of how their children are doing in school. When the children see that their parents are actively interested in whether they are doing their best, the students are given a real incentive to strive for excellence.

Parents may be asked to support the teacher in helping the children to learn a particular skill. If parents are asked to help teach a skill of this type, the school staff will provide specific information on different ways to accomplish this goal.

If there is a severe or recurring problem, parents will be asked to help the school staff teach the students an alternative set of behavior. In such a case, everyone must recognize that the goal is to help the children learn to get along in the school environment. By working together, parents and staff can help the student learn behaviors that will increase his chances of success.

## **PARENT INVOLVEMENT**

Parents reinforce the school wide expectations by reviewing the rules and by signing a contract.

1. School wide Plan will be sent home on the first day of school.
2. A contract will be signed by both parent and child indicating the rules have been reviewed.
3. Parents will be kept informed when students receive a consequence and/or a problem solving form.
4. Parents will be a part of the development of behavior plans when appropriate.

## **DRESS CODE**

Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The principal will be the final authority for determining appropriate dress within the framework of the policy. Please contact the Principal for extraordinary circumstances related to the Dress Code Policy.

**(SEE APPENDIX FOR DRESS CODE EXPLANATIONS)**

### **Out of Dress Code Consequences**

- 1<sup>st</sup> Offense-** Verbal warning from teacher & parent contact (agenda, phone call, etc...)
- 2<sup>nd</sup> Offense-** Teacher calls parent as a friendly reminder
- 3<sup>rd</sup> Offense-** Refer to counselor (Mrs. Ingram will make parent contact and determine the reason for student not wearing uniform.)
- 4<sup>th</sup> Offense-** Refer to office (Administrator will give student punishment at their discretion.)

## **BUS POLICIES AND EXPECTED BEHAVIORS**

We believe all students can behave appropriately and safely while riding on a school bus. We cannot allow student behavior that may impair the ability of the bus driver to carry out his/her duties while driving the bus.

In order to insure the safety of our students riding the bus, the following general rules must be observed on the bus:

- Respect yourself and the rights of others.
- Follow the driver's directions the first time they are given.
- Stay in your seat; keep all parts of your body and all objects in the bus.
- Pushing, shoving, or fighting is not allowed.
- Eating, drinking, chewing gum, smoking, or spitting is not allowed.

A student may be suspended from the bus for 1-10 days on the first report if the principal determines the incident warrants suspension.

Even though there may be no other bus reports, some offenses will receive consequences beginning at the third report level. For other infractions, such as possession of weapons or drugs, severe disrespect of the driver, or in instances involving chronic misbehavior, the offending student may be suspended from the bus for the remainder of the year.

## **BUS DISCIPLINE CONSEQUENCES**

- 1st reported incident- Parent notification and warning; writing of bus rules
- 2nd reported incident- Parent Conference
- 3rd reported incident- One (1) day off bus/Conference with parent, bus driver, and administrator
- 4th reported incident- Three (3) days off bus
- 5<sup>th</sup> reported incident- Five (5) days off bus
- 6th reported incident- Ten days off the bus
- Reported incidents thereafter- Suspension from bus for school year

Major infractions, such as fighting, will result in bus suspension to be determined at the administrator's discretion.

**Riding the school bus is a privilege – it is not a required service. Bus suspension is a reasonable and often necessary discipline action. Bus privileges can be suspended either temporarily or permanently.**

## **EXPECTED CAFETERIA BEHAVIOR**

The school cafeteria will function as a pleasant, clean, and safe eating environment.

- When in the cafeteria, students should remain in their original place in line, single file.
- After receiving food (condiments & utensils) students are to sit at the assigned table and not get up without permission from monitors or teachers.
- Students are to raise their hands to gain the attention of the lunchroom monitors.
- Moving chairs is not permitted.
- Saving seats is not allowed.
- Students should talk in soft voices. If students become too loud, they will be asked to move to the silent table to have silent lunch.
- Students are to maintain a clean eating area.
- Students will be dismissed by the monitors to empty trays as a class.
- The monitor will stand at the end of the table, direct students to pick up all trash in their immediate areas on the table and floor, and dismiss from tables one side at a time.
- Students will walk in a single file line, emptying their trays and placing them in the window.
- Upon emptying trays, students will line up on one side of the middle doors and wait until all classmates have arrived to leave with their teacher as a group.
- Make sure the table is clean and chairs are pushed in.
- No glass containers are permitted.

**We welcome all parents/relatives to eat with their child at our designated guest table.**

## **LUNCHROOM CONSEQUENCES:**

1. If students use the wrong procedure, they will be sent back to practice the correct procedure.
2. If students litter the floor or table or throw food, they will be required to clean up their own mess
3. Children who frequently disrupt lunchtime for others may be removed from the lunchroom to receive disciplinary action with parent notification.

## **EXPECTED OFFICE BEHAVIORS**

The office will function as the “communication center” of the school to effectively direct a professional operation so that needed services and resources are provided to meet the needs of students, staff, parents, and other district and non-district personnel. For this to happen, students must have agendas and/or passes to use the office for the following purposes:

1. Get permission slips for riding a different bus
2. Receive attention for injuries or illness (See school nurse first; if nurse is not available, then report to the office).
3. Serve as a messenger
4. Use the phone with permission
5. Receive discipline
6. Respond to a special invitation or receive recognition
7. Check lost and found, or bring in found items
8. Called for early dismissal/late arrival

## **EXPECTED BEHAVIORS FOR ASSEMBLIES/PROGRAMS**

An assembly/program will extend and enhance the basic curriculum of the student and will provide the opportunity for the student to practice good audience skills.

1. Enter the program area in an orderly manner, and remain seated throughout the program.

2. Upon entrance to gym assemblies, students will walk to the specific areas used for moving up/down bleachers and walk an orderly fashion, remaining in a line up the bleachers. Students will sit in assigned areas in bleachers and remain in line unless moved by an adult. They will use a Level 2 voice until directions are given from the microphone.
3. Help themselves and others to listen by focusing and maintaining their attention on the performance throughout the program.
4. Demonstrate their appreciation at appropriate times in a polite manner. Clapping at the end is correct behavior; booing, hooting, whistling, shouting is incorrect and will not be allowed.
5. Exit the program in an orderly fashion. Students will wait on signal from teacher to proceed to designated areas for moving up/down bleachers. Students will proceed slowly down the bleachers in a line and move to stand in designated area on floor until otherwise told to proceed out of gym.

### **CONSEQUENCES**

1. The classroom teacher or monitoring adult will remind students of expected behavior. This is a warning.
2. Students who continue to misbehave will be removed from the group and seated beside the nearest adult staff member. They will also be required to review and practice appropriate assembly behavior during the next recess.
3. If behavior continues, student will be removed from the assembly, sent to the office, and not allowed to attend the next assembly/program.

### **EXPECTED RESTROOM BEHAVIORS**

Students will get permission; do their business, flush, wash hands, and return to class promptly. Restrooms can be used during school day by individual students who have agendas and/or passes from WCES staff.

1. Restroom pass/student agenda required at all times.
2. Only one student at a time should leave the classroom with 3<sup>rd</sup> - 5<sup>th</sup> grade students for emergencies. Otherwise, students will take restroom breaks as a class group with teacher.
3. Use the toilet appropriately.
4. Flush and wash hands.
5. No horse playing, no climbing walls or sitting on sinks.
6. Dispose of trash appropriately in the trash can.
7. Return promptly and directly to classroom.
8. Assign girls and boys restroom monitor.

### **CONSEQUENCES**

1. The classroom teacher or monitoring adult will remind students of expected behavior. This is a warning.
2. Students who continue to misbehave will receive disciplinary action from the office.

### **EXPECTED HALLWAY/ENTRANCE/EXIT BEHAVIORS**

Students will move safely from area to area with HALL PASSES/student agendas only. A student may not enter the hall from a classroom without a HALL PASS/student agenda. There will be no running, yelling, horseplay, etc. in hallways at any time.

Parents must report to the Elementary office to sign in and out before entering any classroom. **At no time will a parent interrupt instruction throughout the school day. You may schedule a conference with your child's teacher should you need to discuss concerns.**

### **EXPECTATIONS:**

1. Students are not to enter the building until 7:30 A. M. When they may have breakfast or go to their classroom.



2. Students will be accompanied by their teacher and/or assistant when going to the bus, from recess, to the playground.
3. Students will use an inside voice (if spoken to by an adult) & CODE 0- when in the hall.
4. Entrance and exits will be used in a safe manner according to the school rules.
5. Children will come in from the playground/cafeteria through the main entrances only. Side entrances may not be used during the school day.
6. Appointed monitor(s) will hold the doors.

### **EXPECTED MEDIA CENTER BEHAVIORS**

The Media Center will be a calm, quiet, working environment that enriches the curriculum.

1. Students must have Reading folders, agendas, or passes to enter the Media Center.
2. Students will talk and move quietly.
3. The center is to be used only when there is adult supervision.
4. Hardware will be operated appropriately.
5. Chairs will be placed under the table.
6. Students will ask for assistance by raising their hands and quietly asking a supervising adult.
7. Students will check in and out with supervising adult when work is completed.

### **CONSEQUENCES**

1. The monitoring adult will remind students of expected behavior. This is a warning.
2. Students who continue to misbehave will be removed from the media center with library privileges revoked for the day.
3. If behavior continues, student will receive disciplinary action.

### **EXPECTED COMPUTER LAB BEHAVIORS:**

During school, teachers of younger students will guide them toward appropriate technological materials and software. Outside of school, families bear the responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using each other's passwords or using a teacher's password.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

### **EXPECTATIONS OF NETWORK USE:**

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

2. The network is provided for students to conduct research; practice specific skills; and communicate with others. Independent access to network services is provided to students who agree to act in a responsible matter. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.
3. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.
4. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

### **EXPECTATIONS FOR SCHOOL DISMISSAL PROCEDURES:**

Students will exit safely and orderly from the school and enter the bus or car rider area.

Assigned hall monitors will make sure that all students depart the building safely.

### **EXPECTATIONS:**

1. Car riders will walk in an orderly fashion to the student pick-up area.
2. Bus students will remain in classes and wait for permission to load buses. Students may not stop and use vending machines during bus loading.
3. Students use quiet voices and stand quietly in line until they load buses

### **PROGRESSIVE DISCIPLINE MODEL**

This progressive discipline model is divided into five levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior and/or the frequency of the misconduct. Further, in utilizing an 'Assertive Discipline' philosophy, the student understands 'what the next step' will be should the current behavior not change. **Within each level, there is more than one possible consequence. Consequences depend upon the misbehavior. A list of possible misbehaviors and consequences are provided below for your information.**

# MISBEHAVIORS AND POSSIBLE CONSEQUENCES

## LEVEL I MISBEHAVIORS

1. Absenteeism
2. Bringing nuisance and non-related items on school property, to include but not limited to, fidget spinners, cell phones, paging devices, mp3 players, Ipods, other audio devices/toys, skateboards, hand held computer games and any other device at the school's discretion
3. Cheating or copying the work of another student
4. Dress code violation
5. Misbehavior on the school bus
6. Refusal to follow directions
7. Rude and disrespectful behavior toward anyone
8. Tardiness to class (includes early dismissals)
9. Misuse of technology (incl chromebooks), internet or software

## LEVEL I CONSEQUENCES

- Student Conference (Required)
- Parent Contact/Conference
- Counseling
- Confiscation of nuisance items; retention of items for remainder of year after 2 incidents
- Loss of Privileges
- Special Assignments
- Restitution
- Removal from Class; Isolation; Time Out
- Non-attendance or non-participation in extra Curricular activities (field trips)
- In-School Suspension
- Suspension of Bus Transportation (1 to 5 days)
- After School Detention
- Corporal Punishment

The misbehavior and consequences for Level I may be any or all of those listed, or others as allowed by Board Policy. These items are not exclusive, nor exhaustive of behaviors and/or consequences.

## LEVEL II MISBEHAVIORS

1. Forgery
2. Gambling
3. Skipping class; truancy
4. Petty Theft
5. Violation of Medication Policy
6. Violation of Cafeteria Rules
7. Repeated Level I offenses
8. Not following guided field trip rules

## LEVEL II CONSEQUENCES

- Student Conference (Required)
- Parent Conference (Required)
- Loss of Privileges
- Removal from Class
- Prohibit attending or participating in extra curricular activities (field trips)
- Out-of-School Suspension
- In-School Suspension (3 to 10 days)
- Suspension of Bus Transportation (1 to 10 days)
- Corporal Punishment
- Community Service
- Detention

The misbehavior and consequences for Level II may be any or all of those listed, or others as allowed by Board Policy. The items are not exclusive, nor exhaustive of behaviors and/or consequences.

### LEVEL III MISBEHAVIORS

1. Joining or being a member of any gang, or recruiting students for gang membership, or engaging in gang activity
2. Possession or use of alcohol or tobacco products, including matches, and lighters.
3. Minor damage of school property
4. Repeated Level II offenses

### LEVEL III CONSEQUENCES

**All Level III consequences require a student and parent conference**

- Unsatisfactory conduct grade
- Out-of-School Suspension at home (3 to 10 days)
- Long-term Suspension (more than 10 days)
- Expulsion (Beyond the current school term)
- Court referral
- Long term or permanent loss of bus privileges
- In School Suspension

**The misbehavior and consequences for Level III may be any or all of those listed, or others as allowed by Board Policy. The items are not exclusive, nor exhaustive of behaviors and/or consequences.**

### LEVEL IV MISBEHAVIORS

1. Bullying
2. Engaging in verbal assault, name calling, ethnic or racial slurs, derogatory or profane language or gestures directed toward anyone, including distribution of obscene materials
3. Extortion
4. Fighting
5. Trespassing on school property after hours for an unlawful purpose
6. Inappropriate Physical Contact (to include but not limited to inappropriate touching, kissing, body gestures, etc.)

### LEVEL IV CONSEQUENCES

- Student Conference (Required)
- Parent Conference (Required)
- Counseling
- Loss of Privileges
  
- Restitution
- Removal from Class
- Prohibit attending or participating in extra curricular activities (field trips)
- Unsatisfactory Conduct Grade
- In-School Suspension
  
- Out-of-School Suspension
- Suspension of Bus Transportation (5 to 10 days)

**The misbehavior and consequences for Level IV may be any or all of those listed, or others as allowed by Board Policy. The items are not exclusive, nor exhaustive of behaviors and/or consequences.**

### LEVEL V MISBEHAVIORS

1. Battery of another student
2. Engaging in conduct that violates School Board Policy relative to inhaling (huffing) glue, paint, or chemicals
3. Criminal/delinquent acts of theft or attempted theft
4. Terrorist threats
5. Assault on School Employee
6. Possession of weapon (knife, gun, lighter, bullets, etc...)

### LEVEL V CONSEQUENCES

- Unsatisfactory conduct grade
- Out-of-School Suspension at home (3 to 10 days)
- Long-term Suspension (more than 10 days)
  
- Expulsion (Beyond the current school term)
- Full calendar year expulsion
- Permanent expulsion
- Court referral
  
- Long term or permanent loss of bus privileges

**The following is an example of WCES Progressive Discipline Model:**

**1<sup>st</sup> Office Referral: Parent Notification/Warning**

**2<sup>nd</sup> Office Referral: Parent Notification/Office Detention**

**3<sup>rd</sup> Office Referral: ISS**

**4<sup>th</sup> Office Referral: ISS/OSS**

**Major infractions will be handled at the discretion of the administrator.**

## **V. GENERAL POLICIES**

### **ACCEPTABLE USE POLICY**

The use of technology is a privilege. The district acceptable use policy is provided to all students, teachers, and parents. All students and staff must complete the form and return it to school to be eligible to use technology on campus. Students and staff violating this policy are subject to disciplinary action. (**See Policy in Appendix**)

### **ACCIDENTS/INJURIES**

In the event that a student has a serious accident, the nurse or office staff will make every attempt to notify a parent or guardian immediately and take action at the parent's discretion. However, if a parent cannot be contacted, the school will act in the manner considered to be in the best interest of the student.

### **ADVISEMENT/COUNSELING**

Counseling / Guidance services are available to all students at WCES. These services include assistance with interpretation of test scores, classroom guidance, individual or group counseling, college and career readiness lessons, study techniques, help with home, school, and personal problems.

### **ANNOUNCEMENTS AND MOMENT OF SILENCE**

Whenever announcements are made on the public address system, insist on silence.

In compliance with Georgia Law, at the opening of every school day in each public classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all pupils. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison. LEGAL REF.: O.C.G.A. 20-2-1050, as amended, 1994; 20-59.

If you wish to have an announcement made, please complete and sign an announcement form and return it to the secretary.

### **ASSEMBLY ETIQUETTE**

All guests form an opinion of WCES by the conduct displayed during assemblies. Students are to enter the assembly in a quiet and orderly manner. Students are to display instant attention when the presiding officer or guest addresses the group. During the program, students are expected to demonstrate silent, appreciative attention to each

presentation. Following the assembly, students are to exit in an orderly manner. (See Student Code of Code – The Wilco Way Policy) p. 24

### **BOOKBAGS**

Clear or mesh book bags are recommended for this year.

### **CARE OF BUILDING AND GROUNDS**

Every person has the responsibility of keeping our school clean and attractive. Children should clean up and pick up when messes are made and when something is dropped.

### **CELLPHONE (ELECTRONIC DEVICES)**

Electronic devices such as cell phones, walk-mans, IPODS, MP3 players, cameras, video games, portable DVD players are not allowed at school. These items will be confiscated and the student is subject to disciplinary action. Parents will be required to pick up these items.

Use of a cell phone is prohibited at school and on the school bus. Teachers and bus drivers have the authority to confiscate cell phones.

- a. 1<sup>st</sup> offense – confiscate phone – parent must pick it up.
- b. 2<sup>nd</sup> offense – confiscate phone, parent conference with school administrators to pick up the phone.
- c. 3<sup>rd</sup> offense – confiscate phone for the duration of the term. 1 day ISS
- d. Any subsequent violations will result in suspension.

**Note:** According to a new state law, students can possess and use smart phones in the course of a approved class activity. However, smart phones and cell phones are subject to the search and seizure rule if it's use against school rules.

### **CHANGE OF PERSONAL INFORMATION**

A change of address, telephone number, or guardianship should be reported to the office immediately. This contact information is critical in cases of emergency. We also use this information for our automated school call system.

### **CHECK POLICY**

All checks written to WCES for anything need to have time to clear the bank before the school year ends. Therefore, **NO CHECKS** will be accepted after **May 1<sup>st</sup>** of this school year.

### **RETURNED CHECKS**

- \*The individual will be notified by telephone or letter of the returned check.
- \*Service Charge will be in accordance with bank charges.
- \*Only cash or money order payment for the check and service fee will be accepted.
- \*Once a returned check has been received, the school and the School Nutrition Program will not accept any additional checks from that person/account for the remainder of the school year.
- \*If the check was returned due to a bank error, the writer of the check must obtain a letter from the bank indicating the bank's error, and then future checks can be accepted.

### **COMMUNICABLE DISEASES**

The Wilkinson County School System recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases.

## **COMMUNICATION**

WCES makes every attempt to successfully keep parents informed of the school processes and events. Furthermore, WCES has an automated phone system that has the capability to call students and staff to provide information about upcoming events and other important information. In order to receive such messages, it is essential that all phone information is kept current. Please complete the Student Information sheet in its entirety and notify the office in writing of any changes in this contact information.

Other sources that are utilized as possible forms of notification: Remind 101, Student Agendas, Media, Web Sites, etc  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents or eligible students may ask the Wilkinson County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, S. W.  
Washington, D.C. 20202-4605

### **FIELD TRIPS**

Students will not be counted absent for field trips or other approved school related events. Students will be given opportunities to make up work. Field trips are a privilege and attendance is at the discretion of the teacher and administration.

### **FEES, FINES, AND CHARGES**

The Wilkinson County Board of Education is charged with providing free education for all students. The Quality Basic Education Act provides that neither tuition nor fees may be charged for state- funded courses. However, QBE provides that the local Board of Education may establish categories for which students may be expected to provide their own materials, supplies, or equipment.

The Wilkinson County Board of Education will provide basic materials required to complete each course of study funded for credit under QBE. Each student has the option of using basic materials provided by the system or an approved substitute at his/her own expense.

The school may require students to supply materials basic to all courses, such as paper, pencils, crayons, and pens. (NO specific types or brands of materials may be required.) Any required materials above and beyond these shall be provided by the system.

For instrumental music programs, the system has adopted a basic list of instruments and/or equipment that will be provided equitably to all students. However, students may rent or purchase their own instruments.

Schools may charge fees for extracurricular activities as long as charges are not made a condition of attendance or credit within the normal day academic program. Examples of legitimate charges include but are not limited to the following:

- gate admissions
- student publications
- graduation fees (if participation is not required)
- replacement/repair costs for loss or abuse of school property
- activity fees

The schools may charge students a reasonable fee for lost, damaged, or abused school system property.

### **FUNDRAISERS**

All fundraisers must be approved by the principal and the Board of Education. Participation in fundraisers is voluntary.

### **HALL PASSES**

Students must have a signed pass any time they are out of the class except when they are transitioning as a group with a teacher or if using the restroom on their hallway.



## HATCH AMENDMENT

Parents and students have certain rights under a federal law (20 U.S. 1232h) commonly known as the Hatch Amendment. Pursuant to this law, all instructional materials, including teacher's manual, films, tapes, or other supplementary materials which will be used in connection with any survey, analysis or evaluation shall be available for inspection by the parents or guardians of the students.

In this situation, no students shall be required to submit to a survey, analysis, or evaluation that reveals any information concerning any of the following:

political affiliations, mental or psychological problems potentially embarrassing to the student or his family, sex behavior or attitudes, illegal, anti-social, self-incriminating and demeaning behavior: critical appraisals of other individuals with whom the students have close family relationships, legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers or income without the prior written consent of the parent.

## LOST AND FOUND

Students must assume sole responsibility for loss or damage to any personal property left in classrooms or other places on campus. If items are lost students may check with office personnel. Students are advised to mark all personal property with permanent ink.

## MEDICAL OR SPECIAL DIETARY NEEDS

Regulations allow for substitutions in the food components on the basic meal requirements for individual students who have special dietary needs. The principal and food service director must receive a written statement annually from a licensed physician which includes the recommended substitute foods. If it is brought to your attention about a special dietary need of a student, please notify the principal and food service director immediately.

Every effort will be made to meet the special food needs of students within reason on approval from the food service director upon receipt of a written statement from a licensed physician.

## MEDIA CENTER

The Media Center is open from 7:30 a.m. until 3:20 p.m. Students who wish to use the media center must have a pass obtained from a teacher. Students are not allowed to take food and drink into the Media Center. Any items checked out from the Media Center must be returned by date designated by Media Center for return. If any item is lost or not returned to Media Center, the student will be responsible for paying for that item at the replacement price of that item set by the Media Center.

## NURSING SERVICES

Wilkinson County School District provides nursing services on each campus from the hours of 7:30 am-3:15 pm

## MEDICATION

**All medications that you need to take during the school day must be brought to the School Nurse and she will dispense it to you as prescribed.** Medicine must be in the original container and include the name of the student, the name of the medicine, and the times the medicine should be taken. Parents need to inform the school of any medication their child may be on. It is the parent's responsibility to notify the school. **Note: For the safety of all students, medication that needs to go home MUST be picked up by an adult.**

## **PARENTS RIGHT TO KNOW**

Local educational agencies (LEAs) must notify parents of their rights to request information regarding the professional qualifications of the student's classroom teachers. Also, in Title I schools the LEA must require the principal of each Title I school to submit an attestation annually requiring compliance with this provision.

In compliance with requirements, the Wilkinson County School District informs parents that you may request information about the professional qualifications of your child(ren)'s teacher(s). The following information may be requested:

- o Certification
- o College Major/Graduate Certification or degree held by the teacher
- o Qualifications of the paraprofessional, if paraprofessional services are provided.

If you wish to request information concerning the qualifications of your child's teacher, please contact the principal or the Wilkinson County Board of Education at 946-5521.

## **PARENT TEACHER CONFERENCES**

WCES welcomes the opportunity to engage in conferences with parents regarding student progress. Conferences may be arranged by contacting the school office (946-5527) to set up an appointment.

## **PTO**

All parents are encouraged to take an active role in the parent teacher organization (**See Calendar for dates on page 11**)

## **SCHOOL NUTRITION: SMART SNACKS**

The Wilkinson County School Nutrition Program continues to make every effort to provide our students with nutritious meals while attending school. Our main goal is to provide nutritious food for the body so the mind is equipped for learning. (**See School Nutrition & Wellness Policy in Appendix**)

## **SCHOOL RECORDS**

Occasionally an audit of student permanent records is done to insure our school records comply with State and Federal guidelines. Each student's record **MUST** include a current immunization form, social security card, a birth certificate along with other pertinent records. Should the school office determine your child's permanent record is missing required documentation, we will inform you of such missing information and provide a reasonable amount of time (no more than 30 days) for you to submit information to the office.

## **SELLING/TRADING**

Students are not allowed to sell tickets or merchandise of any type without permission of the principal. Students are not to bring articles from home to trade with other students at school. Teachers reserve the right to take games, toys, electronic devices, etc. from students and will not be responsible for these articles.

## **SNACKS**

Healthy snacks and juice are available for student purchase. Students may also bring snacks from home. We do have several students in our building with **SERIOUS** airborne food allergies. Please check with your child's teacher for more information. Students are prohibited from purchasing items from vending machines in the teacher lounge areas.

## **TELEPHONES**

The telephones in the school offices are for **business only!** No social calls are to be made or received on the school telephone. **STUDENTS ARE NOT ALLOWED TO USE THE TELEPHONE WITHOUT PRIOR PERMISSION FROM SCHOOL ADMINISTRATORS.** The office will receive messages which are important and deliver them to the student at a convenient time. Class time is not to be used for phone calls. Be sure to notify parents in advance of times they are to pick you up after special events.

## **VALUABLES**

Valuable items should not be brought to school. **The school is not responsible for your personal possessions.**

## **VISITORS**

Students are not to bring visitors with them to campus during the school day. Official business by visitors must be authorized through the principal's office. Visitors must check in at the main office to receive a visitor's badge before going to **ANY** other part of the building or campus.

# **VI. SCHOOL SAFETY**

## **BUS EVACUATION PROCEDURES**

At various times during the school year, students will practice evacuating a school bus from both the front and rear entrances. Instruction will be provided on the proper procedures to follow in evacuating a bus in case of an emergency while in route to and from school or while on a field trip.

## **DRILLS/EMERGENCY PROCEDURES**

Students, teachers, and other school system employees will participate in drills of emergency procedures. The following safety drills are practiced:

- \*Fire Drills – These are held once a month. When the alarm is sounded students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.
- \*Tornado/Severe Weather – Tornado drills are held twice a year. A practice walkthrough is conducted to ensure students know where to go and what to do.
- \*Bomb Threat – This is practiced at least once a year. Staff and students move 1000 feet from school.
- \*Bus Evacuation – Safe bus evacuation is practiced twice a year during bus unloading with all students

## **FIRE DRILLS:** (see below)

We will have at least one fire drill each month as required by Georgia State Law.

1. Proceed at once to your assigned exit door at the sound of the alarm as quickly and orderly as possible.
2. Have a pre-determined "fireman" to close all windows.
3. Teachers should take their roll books with them during the drill.
4. Teachers should be the last to leave.
5. Once outside, students will be checked by the roll book. Missing persons should be reported to the principal or fire marshal.
6. No one will be permitted to enter the building until the all-clear signal is given.

7. A tone operated manually from the office will serve as the signal for students to return to their classrooms.
8. Students will walk back to the classroom in line.

Fire regulations also require that:

1. Windows in classroom doors remain uncovered.
2. Nothing can be hung from the lights.
3. The windows on building doors are to remain uncovered.

### **SCHOOL LOCK DOWN DRILLS**

This is practiced at least once a year. When signal is given, staff and students immediately lock classroom door, cover windows in doors and sit quietly until further notice.

### **TORNADO DRILLS**

We will have tornado drills twice a year. When the signal is given, student and teachers will proceed to their designated place in the hallway and sit with their backs to the wall and head between legs until the all clear signal is given.

### **INCLEMENT WEATHER**

In case of unexpected bad weather, please listen to the local radio and television stations for information. Macon TV station 13 WMAZ will be contacted by the Board of Education office to announce emergency school closings. We may also utilize our automated School Call system.

### **SCHOOL RESOURCE OFFICER**

Wilkinson County School District has a full time school resource officer for security and other educational needs for our students. The SRO will be utilized in our character development programs as well as other student services.

### **SEARCH AND SEIZURE**

School administrators and/or designated representatives possess the authority to conduct a reasonable search of students and their possessions when on school campus or properties. Only a reasonable suspicion is required to conduct searches

### **SURVEILLANCE EQUIPMENT**

WCES utilizes surveillance equipment on campus and buses to ensure a safe and secure environment for our students, employees, and visitors. Surveillance tapes may be used by school personnel for disciplinary purposes, and where appropriate, turned over to law enforcement. To protect student privacy and confidentiality, parents or non-school personnel may not view footage of surveillance tapes.

## **VII. Student Support Services:**

### **RESPONSE TO INTERVENTION (RTI)**

The Response to Intervention Team is a joint effort among teachers, support staff, and administration to identify and plan alternative instructional strategies for students who are experiencing academic, social, emotional, or temporary

difficulties. Each Response to Intervention Team may consist of any combination of the following people: building administration, classroom teachers, counselor, family advocate, psychologist, paraprofessionals, etc. If you have any questions about the RTI process, please contact the Assistant Principal, Christy King at 478-946-5527 or Dr. Chiquita Geter, district coordinator, at 478-946-5521 ext. 226.

### **504 PLANS**

Information on services provided for students who qualify for 504 services can be found at [www.gadoe.org](http://www.gadoe.org) under the Special Education Services and Supports.

Information can also be found on our school website at [www.wilkinson.k12.ga.us](http://www.wilkinson.k12.ga.us) under the Resource tab. 504 information can be obtained through the counseling offices at the school.

Each principal designates a 504 contact person for each school.

### **SPECIAL EDUCATION (Program for Exceptional Children)**

Services provided through the Program for Exceptional Children are based on the Individual Educational Plan developed the IEP team. Please see [www.gadoe.org](http://www.gadoe.org) under Special Education Services and Supports for more information and resources.

PEC information can be obtained through the principal or lead PEC teacher.

Program for Exceptional Children office contact number: 478-946-5521 EXT 226.

### **ESOL/ELL Program**

Information on services provided for students under the English Speakers of Other Language can be located at [www.gadoe.org](http://www.gadoe.org) under Curriculum and Instruction tab.

ESOL information can be obtained through the principal or their designee.

Each principal designates an ESOL contact person for each school.

### **GIFTED SERVICES**

Wilkinson County School System endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of individual development, whether it is below, at, or beyond the level of their age peers. Programs for gifted students are one outgrowth of this commitment.

Students in grades K – 12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Wilkinson County's Program for Gifted Students, please contact your child's school.

## APPENDICES

| <b>Topic</b>                             | <b>Page(s)</b>      |
|--|---------------------|
| <b>New/Additional Information</b>        | <b>39</b>           |
| Acceptable Use Policy                    | 39-40               |
| Agendas                                  | 40                  |
| Bullying Policy                          | 40-42               |
| Bus                                      | 42                  |
| Dress Code – School Uniform Explanations | 43-44               |
| Harassment                               | 44                  |
| Hospital Homebound                       | 44-47               |
| Medication                               | 47                  |
| Non-Discrimination/Discrimination        | 47-48               |
| Promotion Retention Rubrics              | 48, 50a,<br>50b,50c |
| School Hours                             | 48                  |
| School Nutrition/Wellness Policy         | 48-50               |
| Receipt of Handbook Signature Sheet      | 51                  |
|  |                     |

**\*\*\*\*\*2017-2018 NEW INFORMATION\*\*\*\*\***

**STUDENT ARRIVAL/DISMISSAL**

**CAR RIDERS –**

- Car riders may be dropped off by using the right lane closest to building at the front entrance starting at 7:30 am. Students should be dropped off at their designated school in the mornings. Students may not be dropped off before this time.
- In the afternoons, please pick up children at the Primary School Entrance.  
Note: Staff will be available outside in the car rider area to assist with directing cars to the appropriate area to pick up your child.
- Parents of car riders should remain in far right lane for pick-ups/drop offs.
- Adults must remain in their vehicle.
- Children must load or unload from the RIGHT SIDE (passenger) of the vehicle only. Traffic is still moving on the driver's side.
- Car riders will be dismissed from class at 3:00 and remain at the front entrance until 3:15 pm. After this time, the students will be in the office and must signed out by an adult.
- Early Dismissal student pick-up from the office must be prior to 2:45pm. Locating children after 2:45, who are in transition, may be extremely difficult. If you have not picked your child up prior to 2:45, please report to the car rider lane to pick your child up by car rider procedures.

**BUS RIDERS-**

Changes in a student's bus schedule, **MUST BE IN WRITING** in the front office prior to 2:45 p.m. Phone calls compromises safety precautions because it is difficult to verify with complete certainty the person calling. Please include the dates(s), the signature of the person making the request, and an exact location of where the child should go. Sometimes a substitute bus driver may not know where 'Grandmother' lives. Also, include a contact number where you can be reached.

- Bus riders will load in the rear of the campus. Cars are not allowed in the bus zone at any time.

**NEW LUNCH PROCEDURES-**

- Students will no longer pay for breakfast or lunch in the lunchroom. Students will eat free.
- Breakfast will be served beginning at 7:30. Students will not be served prior to this time.
- No outside food can be brought in to students during the day. Students may bring items to school in their lunchbox.

**ACCEPTABLE USE POLICY (INTERNET)**

It is the belief of the school system that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

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

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

2. Procedures or guidelines developed by the Superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - i. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web; Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - ii. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - iii. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - iv. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.
  - v. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.

### **AGENDAS**

Student agendas will be used as an organizational tool for students and a communication tool for teachers and parents. Students will be taught how to use this agenda. The agendas will also serve as a Hall Pass. Therefore, students will be required to carry their agenda whenever unaccompanied by a teacher in the halls. Please feel free to send messages to your child's teacher in the agenda. Furthermore, please review/sign your child's agenda daily to see homework assignments, behavior reports, and other notes that your child's teacher may send home. Students will bring home any papers that need to be signed every two weeks. Your child's homeroom teacher will notify you which day of the week their grade level has chosen. **Each child will be given their first agenda at no cost. If the agenda is lost and needs to be replaced there will be a \$5.00 replacement fee.**

### **Board Policy**

**Descriptive Code: JCDAG**

### **BULLYING**

**Date: May 26, 2011**

The Wilkinson County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:



- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyber-bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

### 1. **Investigate**

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

### 2. **Notify**

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

### 3. **Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

### 4. **Follow Up**

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

Wilkinson County Board of Education  
Adopted: 5.26.2011

### **BUS**

Riding the school bus is a privilege earned by all students who show proper respect for the bus and bus driver, and who behave responsibly while riding. Failure to follow bus rules will ultimately result in suspension from the bus and/or school and possible loss of bus riding privileges. Students who receive a bus suspension are suspended from ALL bus transportation. **See Student Code of Code – The Wilco Way Policy)**

Students who need to ride a bus other than their regular bus, must present a note from their parent/guardian to the office for approval. Without a note requesting a change in buses, the student will have to ride his regular bus. This will prevent the student from changing his bus riding routine when the parent/guardian is not aware of a change. (See Bus Regulations under Student Code of Conduct)

**DRESS CODE**

Wilkinson County Elementary has adopted school uniforms as the method of dress on regular school days. Each Friday will be designated as “spirit/dress down day,” where students may choose to wear jeans and their favorite “Spirit Day” or our school colors of blue, gold, or white. **See detailed explanation of uniforms below.**

|   |   |   |
|---|---|---|
| <b>Top</b>  | <b>Bottom</b>   |   |
| <p><b>White, Yellow, Blue, Red, Pink or Green</b></p> <p>Golf/Polo shirts with Short or long sleeves<br/>A small unobtrusive logo is acceptable.<br/>(One that can be covered with a quarter.)</p>  | <b>Boys</b>   | <b>Girls</b>  |
|   | <p>Navy<br/>Khaki<br/>Black<br/>Dark Colored Jeans</p> <p>slacks or shorts</p>                                | <p>Navy<br/>Khaki<br/>Black<br/>Dark Colored Jeans</p> <p>slacks or shorts,<br/>Capri's, skirts, skorts,<br/>jumpers or dresses</p> |
| <b>Belt</b>   | <b>Shoes</b>  |   |
| <p><b>Solid</b><br/>Black, Brown, Tan or Navy</p> <p>Buckles must be no larger than 2 inches in length or width.</p>  | <p><b>Any Color</b></p> <p>No Flip-flops<br/>2 inch heel limit<br/>Tennis Shoes should be worn on PE days</p> |   |
| <b>Exceptions</b>   | <b>Coats/Jackets/Sweaters/Sweatshirts</b>   |   |
| <p>Fridays will be designated as Spirit/Dress Down Days</p>   | <p>No Overcoats or Trench Coats<br/>No Hoodies</p>  |   |
| <b>ITEMS NOT ALLOWED</b>  |   |   |
| <p>Wind pants, sweatpants, velour pants, over-sized clothing, unhemmed clothing, clothing with cuts, slits, holes, or slashes, sleeveless shirts, overcoats, and trench coats. Hats are not allowed indoors. No facial jewelry. Earrings are allowed.</p>   |   |   |
| <p>Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local principal will be the final authority for determining appropriate dress within the framework of the policy.</p> |   |   |

**Other Dress Code Guidelines:**

1. **BELTS:** Must be worn with pants that have belt loops.
2. **PANTS:** Pants must be secured at the waist. Pants cannot be "sagging." No banding at the hem.
3. **TOPS:** All shirts must be tucked in. Skin may not show. Undershirts must be solid white, khaki or navy with no wording or pictures.
4. **LENGTH:** Shorts, skorts, skirts, dresses, and jumpers must meet the fingertip rule.

5. **TRANSFERS:** Students who transfer from other school districts will be given (5) days to come into compliance with the dress code.
6. **T-SHIRTS:** Schools may use t-shirts on field trips or “spirit days” at the principal’s discretion.
7. Private parts, midriff, and underwear must be covered at all times.
8. Baggy attire hanging below the natural waistline is not acceptable. If wearing suspenders, these must be worn appropriately.
9. Apparel may not be worn too narrow or too tight. Low cut tops are not permitted.
10. Shoes must be worn properly and laced and/or buckled at all times. No shoes with heels over 1.5 inches, bedroom shoes, flip flops, or cleats are allowed.
11. Hats, head wear, or head coverings, and/or sunglasses are not to be worn inside the school buildings.
12. Slogans: Garments may not suggest, advertise, state, display, or promote words, signs, symbols, or gestures with the following:
  - a. Profanity
  - b. Violence
  - c. Alcohol, tobacco, and/or drugs

## **HARASSMENT**

The Wilkinson County Elementary School is committed to a positive, productive educational and working environment free from gender, racial, and sexual harassment, and free from threats of physical violence. Wilkinson County Elementary School prohibits ongoing harassment of any kind, directed at students, employees, and others involved in school district activities. Harassment is defined as deliberate verbal, visual, and physical advances, or physical violence that is made within the educational setting and that is unwelcome. When such unwelcome conduct interferes with learning, or creates an intimidating, hostile, or an offensive educational environment, it is harassment. Wilkinson County Elementary School will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment, or gender and racially-based harassment that comes to the attention of the school, either formally or informally. Harassing will result in disciplinary action and possible police referral. Students are to seek assistance from any staff member if they believe they have been the victims of harassment. Retribution for reports or complaints will be treated as harassment.

## **Hospital Homebound Services**

### **160-4-2-.31 HOSPITAL/HOMEBOUND (HHB) SERVICES.**

#### **(1) DEFINITIONS.**

- (a) **Adult Parent Designee** – an individual who is at least 21 years of age and who the parent designates to be present during homebound instruction.
- (b) **Chronic Health Condition** – a medical condition marked by a long duration or frequent recurrence.
- (c) **Educational Service Plan (ESP)** – an individual plan for students receiving HHB service developed by the local school team, to include a school reentry procedure. The plan may include accommodations and modifications from a Section 504 plan, or Individualized Education Program (IEP), as applicable.
- (d) **Hospital/Homebound (HHB) Services** – academic instruction and other services provided to eligible students who are confined at home or in a health care facility for periods of time that would prevent normal school attendance based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the presenting diagnosis.

- (e) **Instruction** – the teaching of standards as defined by Georgia Performance Standards (GPS), the Georgia Quality Core Curriculum (QCC), Section 504 plan, IEP, and any local curriculum for the classes in which the HHB student is enrolled and under the direction of the classroom teacher(s).
- (f) **Intermittent HHB Service** – HHB instruction and other services for eligible students who have a medically diagnosed chronic health condition which may cause the student to be absent at least a total of 10 school days for intermittent periods per year or equivalent on a modified calendar or five school days per year on a high school block schedule.
- (g) **Licensed Physician** – a person licensed to practice medicine under state law O.C.G.A. § 43-34-21 and licensed by the appropriate state board to assess the student’s physical condition for which the student is referred.
- (h) **Licensed Psychiatrist** – a person licensed to practice medicine under state law O.C.G.A. § 43-34-21 and trained to practice in the science of treating mental diseases to assess the student’s psychiatric and/or emotional condition for which the student is referred.
- (i) **Long-term HHB Service** – HHB instruction and other services for eligible students who have a medically diagnosed chronic health condition which may cause the student to be absent from school for more than nine consecutive weeks per year or equivalent on a modified calendar.
- (j) **Online Learning Course** – a State Board of Education-approved course of instruction directly correlated to the state-approved curriculum that is delivered via the Internet or in any electronic medium.
- (k) **School Day** – a day as specified by the local board of education which is the period between the time students are required to be present and their dismissal (160-5-1-.02 SCHOOL DAY FOR STUDENTS); ten school days on a regular high school schedule (six 50- minute classes per day) is equivalent to five school days on a high school block schedule.

2

- (l) **Temporary HHB Service** – HHB instruction and other services for eligible students who have a medically diagnosed physical or psychiatric condition, which confines the student to home or hospital and restricts activities for nine weeks or less, but for a minimum of ten consecutive school days or equivalent on a modified calendar or a minimum of five consecutive days on a high school block schedule.

**(2) STUDENT ELIGIBILITY.**

- (a) The local education agency (LEA) shall provide HHB services to students, including students with disabilities, who meet the following eligibility requirements:
  - 1. The student is enrolled in a public school prior to the referral for HHB services.
  - 2. The student must be anticipated to be absent for a minimum of ten consecutive school days per year or the equivalent on a modified calendar or the student has a chronic health condition causing him or her to be absent for intermittent periods of time anticipated at a minimum of ten school days per year or equivalent on a modified calendar or five school days on a high school block schedule per year.
    - (i) A student with a chronic health condition receiving intermittent HHB service must be anticipated to be absent for at least three consecutive school days for each occurrence before he or she will be eligible for HHB services.
  - 3. The parent or guardian must sign the parental agreement concerning HHB policies and procedures, and parental cooperation. A release for medical information relating to the reason for the request for HHB service may be required by the LEA.
    - (i) If the student is designated as an emancipated minor or is 18 years of age or older, that student is eligible to sign the parental agreement concerning HHB policies and procedures, parental cooperation, and release for medical information relating to the reason for the request for HHB services.
  - 4. The LEA must receive a completed medical referral form signed by a licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented. A statement from a treating specialist may also be required.

- (i) The medical referral form shall contain a statement that includes the following information:
  - (I) That the student is anticipated to be absent for a minimum of ten consecutive school days per year due to the relating documented medical condition or equivalent on a modified calendar (or five consecutive school days on a high school block schedule); or
  - (II) That the student with chronic and long-term illnesses will be absent for at least ten school days or equivalent on a modified calendar (or five school days on a high school block schedule) which need not run consecutively; and
  - (III) That the student is able to participate in and benefit from an instructional program; and
  - (IV) That the student can receive instruction without endangering the health and safety of the instructor or other students with whom the instructor may come in contact; and

3

- (V) That describes the disabling condition or diagnosis with any medical implications for instructional services.
- (ii) The medical referral form for a student with chronic or recurring conditions and long-term illnesses shall be obtained and updated on a schedule defined within the ESP and submitted to the LEA.
- (b) Students with absences due to psychiatric and/or emotional disorders, as defined in the latest edition of the *Diagnostic and Statistical Manual (DSM)*, are eligible for HHB services for a length of time as determined by the ESP provided that they satisfy the eligibility requirements as set forth in Subsection (2)(a).
- (c) Students with absences due to pregnancy; related medical conditions, services, or treatment; childbirth; and recovery there from are eligible for HHB services for a length of time as determined by the ESP provided that they satisfy the eligibility requirements as set forth in Subsection (2)(a).

[Title IX, 34 C.F.R. § 106.40(b)(4).]

- (d) Students with absences due to a communicable disease, as specified in Rule 160-1-3-.03 COMMUNICABLE DISEASES, are eligible for HHB services for a length of time as determined by the ESP provided that they satisfy the eligibility requirements as set forth in Subsection (2)(a).

### **(3) INITIATION OF HHB SERVICES.**

- (a) The LEA may require the parent, guardian, emancipated minor or student who is 18 years of age or older to provide a properly signed release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) that authorizes the licensed physician or licensed psychiatrist who is treating the student to provide all requested records related to the condition related to the request for HHB services to the LEA and to discuss the student's situation and the need for HHB services with the school team. If the release is required by the LEA, the form must be provided to the school team prior to any decision regarding the need for HHB services.
- (b) A completed written medical referral form requesting HHB services must be submitted to the LEA for HHB services to be considered.
- (c) The request will be forwarded to the appropriate local school team designee or IEP team, whichever is appropriate, to assist in the development of an ESP to deliver the appropriate HHB services. The ESP shall include a school re-entry plan. The school team shall use input from the medical referral form completed by the referring licensed physician or licensed psychiatrist who is treating the student for the diagnosis presented. The appropriate local school designee or IEP team responsible for the development of the ESP may consider requests for extensions.
- (d) Within five school days of receiving the completed medical referral form, the LEA shall provide written notification of the time and place of the local school team meeting, if for general education students, or the IEP meeting, if for students with disabilities, regarding HHB services.

### **(4) HHB INSTRUCTION.**

- (a) HHB instruction shall be provided by a certified teacher, who is selected by the LEA in which the student is enrolled. Students eligible for services under the Individuals with Disabilities Education Act (IDEA) shall be served by appropriately certified personnel.
- (b) HHB instruction may be offered, individually or in small groups, at the home of the student, the health care facility in which the student is confined, through online learning courses, or at other locations as identified in the ESP.

The type of HHB instruction offered is based on the ESP which takes into consideration the cognitive ability and medical condition of the student.

To provide HHB instruction to a student confined in a health care facility, the LEA in which the student is enrolled shall arrange with or contract directly with the health care facility, the LEA in which the health care facility is located, or the appropriately certified teachers in the geographic area in which the health care facility is located.

(c) Although the local school team or IEP team shall determine the number of hours necessary to meet the instructional needs of the student, the student must receive at a minimum three hours of HHB instruction per school week to be considered present by the school.

1. A parent, guardian, or an approved adult parent designee as identified in the ESP shall be present during each entire home instructional period in which an HHB instructor is present.

2. If the student is designated as an emancipated minor or is eighteen years of age or older, an approved adult parent designees' presence is not required during each home instructional period in which an HHB instructor is present.

3. If the student is unable to receive a scheduled HHB instructional session during the school week due to his or her medical condition as documented by the licensed physician or licensed psychiatrist who is treating the student for the diagnosis for which he/she is receiving HHB services, a make- up instructional session may be provided. Once the student completes the makeup instructional session, the student shall be counted in accordance with Rule 160-5-1-.10 Student Attendance.

4. If the parent, guardian, or the approved adult parent designee of the student cancels a scheduled HHB instructional session, the student shall be counted absent. The LEA may reschedule the canceled session.

5. Students confined in a health care facility shall be counted present if the health care facility submits a HHB Verification of Instruction form to the LEA HHB designee.

(d) HHB students must participate in required state assessments as determined by the ESP or IEP.

The appropriate local school team or IEP team shall develop strategies to ensure the delivery of these assessments services. If the student is medically able according to the licensed physician treating the student for the diagnosis for which he/she request HHB service, the student shall take the assessment in the school in which he or she is enrolled.

Authority O.C.G.A. § 20-2-151; 20-2-152, 20-2-240; 43-34-21.

**Adopted: November 4, 2009 Effective: November 24, 2009**

### **MEDICATION**

Wilkinson County Elementary School will have a school nurse on campus to help with minor injuries, immunization records and other health related needs. In case of a serious accident or sudden illness, parents will be contacted. If parents cannot be reached, the school will notify those listed on the student's Information Sheet. It is very important that information on the Information Sheet be accurate and up-to-date. If there are changes in the home or work phone numbers or addresses, please notify the school office immediately. If your child must take medication of any kind, please take it to the office of the school nurse.

**We cannot give any medication unless it is brought from home**, medication must be in the original bottle or package, along with complete dosage instructions and **WRITTEN PERMISSION** given by the parent or guardian. If a child takes any medication it is their responsibility to remember to go to the nurse's office to take it.

### **NON-DISCRIMINATION/DISCRIMINATION**

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

Whipple, Title IX coordinator is WCHS Principal, Jerome Miles, and the section 504 and Americans with Disabilities Act Coordinator is PEC Director, Debra Happoldt. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure of the Wilkinson County School District (GAAA/JAA) are found in the school district policy manual, which is available in the Wilkinson County Board office at 946-5521.

## **PROMOTION/RETENTION RUBRICS**

**See attachment at end of Appendices.**

## **SCHOOL HOURS**

Students may arrive at school beginning at 7:30 a.m. Please do not drop students at school prior to 7:30, as they will be unsupervised. Students in grades 3–5 that are not eating breakfast will report to their classrooms. Students in grades 3-5 eating breakfast will proceed directly to the serving line upon arrival. Breakfast service will end at 7:50 AM. Students should be ready to go to the classroom as soon as they have finished eating. Instruction will begin promptly at 8:00 A.M.

## **SCHOOL NUTRITION PROGRAM POLICIES**

The School Nutrition Program shall be viewed as a part of the total educational program through the cooperative efforts of administrators, teachers, and school nutrition personnel. Our School Nutrition Program continues to make every effort to provide our students with nutritious meals following U.S. Dietary Guidelines for reduced amounts of sodium, fat, and sugar. Our main goal is to provide nutritious food for the body so the mind is equipped for learning. Offer vs. Serve is approved for all grades 3-12.

**We are beginning a new program this year that allows all students to receive FREE breakfast and lunch. There will be NO APPLICATIONS to complete and return.**

**We will continue to use Computerized Point-Of-Sale programs to achieve accurate meal counts.**

**According to Federal Guidelines any previous charges owed for meals will have to be collected. Letters will be mailed and telephone calls made concerning the charges. Payments can be made in the cafeterias or in the School Nutrition Office. Questions concerning this matter may be directed to Judy Brown, Nutrition Director, (478) 946-5521 ext. 233.**

**Payments by check can be for School Nutrition only. If a check is returned for any reason, no future checks will be accepted from that person or family. No personal checks will be cashed for an individual by the School Nutrition Program.**

**During the school year we will be trying new procedures such as Grab-N-Go meals and Breakfast in the classroom. Letters will be sent advising parents of these activities.**



**Adult meal prices for the 2017-2018 school year are as follows:**

**Breakfast: \$1.90 Lunch: \$3.25**

Parents are invited to come visit your child's class and have lunch at school. The cost will be the same as the adult staff meal. Guidelines are as follows:

- Parent/Guardian needs to notify the child's teacher at least 24 hours ahead of the time for the visit.
- Parent/Guardian will need to check into the principal's office to receive a visitor pass.
- Parent/Guardian will go to their child's class and accompany that class to the cafeteria. The cost of the meal will be the school staff charge.

If there is a medical need to make substitutions in a student's meal, a diet order must be received from the doctor, including, at a minimum, food/foods to be omitted and appropriate suggested substitutes. The statement must be on file at the school and available for audit purposes. If requests are cost prohibitive, labor prohibited, or generally not available, the parent should provide the substitute food prescribed by the physician.

If modifications are needed for a handicapped student, the modifications must be included in the student's IEP. It must address verification that special meals are needed because of the handicap, and prescribe the alternate foods and forms of foods needed to meet the student's dietary needs.

Students and faculty may bring meals prepared at home into a school cafeteria. The School Nutrition Program will not be responsible for the safety of meals brought from home by student or faculty. Due to limited storage facilities and health department regulations, storage of meals brought from home are the responsibility of the person bringing the meal. A milk may be purchased at the lunch period. Beverages brought from home must be in insulated containers. No one is to bring foods into the cafeteria that display commercial wrapping from an outside food establishment (i.e. fast food restaurants). Students are not allowed to leave campus during the meal period.

Adults must be offered the same foods offered to students with portions equivalent to, but not more than those served to high school students. Larger portions, additional portions, or individual items without a meal will be sold at the current a la carte price established according to the standard for supplemental food sales.

## **Wellness Policy**

The Wilkinson County Board of Education is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside of physical education.
- All school-based activities are consistent with local wellness policy goals.
- All foods and beverages made available on campus during the school day are consistent with the current Dietary Guidelines for Americans, and meet all federal and state guidelines.
- All foods made available on campus adhere to food safety and security guidelines. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

## **Nutrition Education**

- Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts and social studies.
- The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned. Preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.
- Nutrition Education information will be reviewed by a qualified, credentialed nutrition professional (e.g. Local Certified School Nutrition Director, School Food and Nutrition Specialist, or a Registered Dietitian)
- The school cafeteria serves as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom.

# RECEIPT OF STUDENT HANDBOOK SIGNATURE SHEET

Teacher's Name \_\_\_\_\_

Grade \_\_\_\_\_

Dear Parents:

Please sign this page, tear completely from the handbook, and return to your child's school.

I have read the information in the *Wilkinson County Elementary School Student Handbook* and understand that the school must operate in accordance with the stated policies and procedures.

I have paid particular attention to information, some of which is new, addressing the following subjects:

- Attendance Policy
- Student Code of Conduct & Student Use of Electronic Devices
- Promotion Criteria

**Note: See handbook p. 50a, 50b, 50c to review full promotion requirements**

- Dress Code policy; Promotion/Retention Policy
- Bullying Policy; Grading Policy; Progressive Discipline Policy
- School Dismissal Procedures
- Appendix (which includes important Wilkinson County Board of Education Policies)

Parent's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

***NOTE TO PARENTS: PLEASE SIGN AND RETURN***

*Expand – Empower – Excel (E<sup>3</sup>);  
Making students competent builders of a globally competitive future.*