



Westside Elementary School

Student Playbook

2025-2026

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Welcome to Westside Elementary

Mission Statement: To produce high achieving students by fostering continuous growth for the whole child.

Vision Statement: The vision of this school is to create high-levels of learning through collaboration, results, and a culturally responsive environment.

Making good decisions, being responsible, and learning how to get along with others are important facets in your child's education. Within these pages, you will find general school procedures, discipline policies and guidelines.

For Your Information

School Office	478-929-7820
*Press 0 (zero) to speak to someone in the office or enter the extension number.	
Health Tech.	Extension 3756
Media Center	Extension 3749
School Counselor	Extension 3750
Lunchroom	Extension 3741
Family Engagement Liaison	Extension 3747

Our School Day

Our instructional day is from 8:30 a.m. to 3:30 p.m.

Students may enter the building at 7:45 a.m. Please do not drop them off prior to this time, as there is no one to supervise them.

We serve breakfast from 7:45 a.m. - 8:20 a.m. If your child arrives after 8:20 a.m., he/she will receive a "Breakfast Buddy," which is a snack in a bag, because the cafeteria will be closed and instruction begins promptly at 8:30 am.

From 8:00 a.m. to 8:30 a.m., our students get their materials and work area ready for the instructional day. They begin their morning work once they arrive in the classroom.

At 8:25 a.m., morning announcements are conducted, and our school's mission and vision statements are read. A moment of quiet reflection is also observed at this time. After the announcements, the instructional day begins. It is very important that our students start each day without being rushed. If your child does not ride the bus, please have him/her on campus before 8:20 a.m., but not earlier than 7:45 a.m.

Communication

Houston County School District (HCS D) App is the primary method of communication between WES teachers and parents. We highly encourage all parents to download the HCS D app and connect to your child's class at the beginning of the school year. Your child's teacher

will help you with gaining access to their class in the app.

In addition, teachers may utilize email, and/or phone calls to communicate behavior and classroom information during non-instructional periods of the school day.

Students will receive weekly take-home information folders on Wednesdays. Please review information and send items on the "Return" side to school by the following day.

Arrival and Dismissal

Arrival

Students may enter the building at **7:45 a.m.**, when the doors are unlocked. **Students may not be dropped off at a door to wait before the arrival time of 7:45 a.m. to ensure the safety of our students who are walkers.** No one is available to supervise students before 7:45 a.m.

If you bring your children in the morning, we ask that you enter through the gate behind the cafeteria between 7:45 a.m. - 8:25 a.m. If your child arrives at or after 8:30 a.m., you must sign him/her in as "tardy" in the office. A breakfast buddy will be given to your child to eat in the classroom.

Buses deliver students each morning on the bus ramp next to Bernard Drive beginning at 7:50 a.m.

Our standard procedure is that the child goes home the same way every day unless we have a written note from the enrolling parent or guardian. At 3:00 p.m., all teachers are notified via silent dismissal of any changes in transportation. If you have an emergency, where a note could not be sent to the teacher, please call the school and speak with one of our office personnel about any transportation changes **before 2:30 p.m.** We begin releasing students at 3:30 p.m.. Please help us with this by making sure your child's teacher has received a note from you or you have called the school with a transportation change in a timely manner. Please do not leave a message regarding transportation on a teacher's text or class dojo. Teachers are unable to check their messages until all students have gone home for the day.

Dismissal

Student dismissal is a very important component of our school day and must be well coordinated among students, staff and parents/guardians to ensure safety. It is our intent to provide this coordination during our dismissal process. Children will be fully monitored as they proceed to their designated area of departure.

To better facilitate this process, we will be using the Silent Dismissal Service for daily dismissal. With this service, students are dismissed electronically from their classrooms with their name displayed on the classroom Smart Board. Each student will be assigned a number and parents will receive a copy of this number.

If your child is to go home by any means other than his/her regular way, please notify us by sending a note to your child's teacher. For safety reasons, we **cannot take your child's word** that he/she is going home a different way. **Only** the enrolling parent/guardian is permitted to change the usual method of transportation home. In case of an unexpected emergency, **parents/guardians should call the school before 3:00 p.m.** The time between 3:00-3:30 p.m. is one of the busiest times of the day, and it may be difficult to get the message to the student's teacher.

For students' safety and parents'/guardians' convenience, we ask that the following dismissal procedures be observed daily

Bus Riders: A bus rider is defined as a student who takes the bus to their home address. In the afternoons, buses are called as they arrive and students are dismissed from their classrooms to the bus ramp.

Walkers: A walker is defined as a student who walks from the school building to their home address. To ensure student safety, all walkers will be accompanied by a Westside staff member either to the front gate on Pleasant Hill Drive (referred to as NorthGate Walker) or to the crossing guard at Pleasant Hill and Bernard Drive (referred to as Tree Walker), depending on the dismissal preference indicated by the enrolling parent or guardian.

We kindly ask parents to wait on the sidewalk to meet their children. If you need to meet your child on campus, beyond the sidewalk area, please be prepared to present your child's dismissal tag. This procedure helps us ensure a safe and orderly dismissal process for all students.

FOR SAFETY REASONS, PARENTS WILL NOT BE PERMITTED TO PARK ON THE SIDE OF THE STREET OR IN THE PARKING LOT IN FRONT OF THE SCHOOL TO PICK UP THEIR CHILD. THIS IS UNSAFE FOR YOUR CHILD, UNSAFE FOR OTHER CHILDREN, AND UNSAFE FOR OTHER VEHICLES IN TRAFFIC.

Car Riders: A car rider is defined as a student who is brought to school or picked up in a vehicle. When the parent or guardian arrives at the school for student pick-up, we ask that they enter through the gates behind the cafeteria between 3:30 p.m. - 3:50 p.m. Please have your Silent Dismissal Number Tag clearly displayed in your vehicle at all times while in the car line. Your carpool number will be entered into the system, which will be displayed in the classroom, indicating your arrival. Students will be shown their name and dismissal location with the assistance of their teacher. Once their name is displayed, they will proceed to their designated pick-up area. Please do not leave your vehicle. Your child will be brought to you. **If you do not have your Silent Dismissal Number Tag, you must report to the front office with an I.D. and your child will be called to the office.**

Early Dismissal: If you come to pick up your child before school ends at 3:30 p.m., please report to the office before 3:15 pm. and we will check your child out to you. Do not go directly to the classroom, as teachers have been instructed not to release students from there.

If a child is signed out prior to 3:30 p.m., it will be counted as an early dismissal. Be prepared to show your I.D. when checking out your child. We **will not** release your child to anyone who is not listed on the Student Information sheet filled out by the parent/legal guardian this school year.

Silent Dismissal Number Tag: To expedite time, please make sure brothers and sisters from the same household have identical numbers. You can call the office to make these changes if siblings receive different carpool I.D. number tag.

For the safety of all stakeholders, anyone entering the building for **any reason** will be required to show a **picture I.D.** In addition, anyone picking up a child must be listed on the designated pickup list. At the beginning of the school year, all parents are required to complete a Student Information Sheet, which indicates the people allowed to pick up their child. If anything changes regarding your child's list of approved "pick up people," you must come to the office to make the changes. We ask that you do not call the office to change the way your child is to go home, **unless it is an emergency.**

Students will not be admitted to school prior to 7:45 a.m. It is essential that students be picked up from school by **3:50 p.m. each afternoon**. A parent who continues to drop students off before 7:45 a.m. or fails to pick them up by 3:50 p.m. will be reported to the appropriate authorities such as the local police and DFACS (*see page 8 of the Houston County School District Student Handbook*).

Absences

Student attendance is very important. For students to optimize their learning, they must be at school. When students are absent or early dismissal, please send a note within 5 days of the absence. Please ensure that parent notes include a reason for being absent. Notes that will be excused include personal illness, death in immediate family (parent, sibling, or grandparent of child), mandated court order, or celebrating religious holidays. All students missing 5 or more unexcused days in Georgia are declared truant by law.

Excessive/extended absences due to illness must be justified by a physician's statement. Please see the Houston County attendance guidelines in the Elementary student handbook beginning on page 8.

Breakfast and Lunch

Breakfast and lunch is free for all students at Westside Elementary. Restaurant food should not be brought/delivered to school and given to students. Please remind your children of appropriate lunchroom behavior to include the following:

- Talk quietly to your neighbor
- Use a voice level 0 when the music is on
- Remember to walk
- Remain seated at all times
- Clean up your area after eating
- Throwing or sharing food is not allowed.
- Use your restaurant manners.

Due to school safety, parents cannot eat school breakfast or lunch with their children during the 2025-2026 school year unless there is an invited event.

Class Parties

WES allows two class parties per year (Christmas and End of the School Year). Birthday parties do not take place at school. If parents wish to bring birthday cupcakes or treats for their child's class, they may do so and drop these items off in the office. Office staff will deliver the items. All food items must be store purchased and sealed. Balloons will not be delivered to classrooms because they are a distraction.

Coats, Jackets, Sweatshirts

Each year we end up with dozens of unclaimed coats, jackets, sweatshirts, and water bottles. Please write your child's name on these items so they are easier to claim and get back to your child. After each grading person, all unclaimed items will go to Goodwill or another charitable organization.

Conference with our Staff Members

Parent teacher communication is **very** important for the success of your child. I encourage you to collaborate with your child's teacher throughout the school year. If you would like a conference, please contact your child's teacher to schedule an agreed upon day and time. To preserve instructional time, teachers will not be able to conference or communicate via phone or in person during instructional hours.

Dress Code

Students may not wear clothing that could potentially be a distraction to others due to extremes in style, fit, length, color, wording, pattern...etc. Examples: (very short shorts, shirts that expose the waist/stomach, see through clothing, shirts with inappropriate language, pants with holes above the knee that shows skin). Students cannot come to school with extreme hairstyles, clothing, makeup, or any other fad that would interfere with our teaching and learning process, or cause a disruption of the educational environment. For additional information on dress code guidelines, please refer to the Houston County Schools Elementary Handbook

Field Trips

Houston County School Board Procedure: Students participating in school-sponsored field trips MUST be transported to AND from the field trip location on the bus with their peers. We do not allow students to be transported to and/or from the field trip location by parents or guardians. Parents must have approved background checks prior to the field trip. Background checks can take several weeks to complete; therefore, please plan accordingly to ensure your background check is cleared prior to the field trip if you'd like to chaperon.

Medicine

If your child needs to take medication at school, please contact our Med Tech, Mrs. Crocker, for specific procedures to follow. Parents should never send over the counter medication including cough drops or prescription medications to school with their child.

Sickness/Illness

If your child is out sick, please refer to the following guidelines before your child can return to school:

- A child must be fever-free for 24 hours without medication
- A child with strep throat must be on an antibiotic for 24 hours before returning to school
- A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note
- A child with chickenpox may only return to school when all lesions have crusted over
- A sick child must be kept home if he/she:
 - Has had a fever in the past 24 hours
 - Has a fever of 100 degrees or higher
 - is vomiting and or has diarrhea
 - Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.

A fever refers to a temperature of 100 degrees or more without the use of Ibuprofen or Acetaminophen to reduce the fever.

Recess

Classes will have recess each day. Students will go outside on days the weather is permissible. Students may eat their snacks at recess. Please note that snacks should be provided by parents, and not by the school.

Walking Students to Class Each Morning

Parents are not allowed to walk students to class. Students will learn the morning routine, and staff will be available in the hallways to help your child get to their designated area. If students have large items to take to their classroom, please stop in the front office and they will help deliver these items to the classroom.

Testing/ Assessment

Amira- Students in grades K-5th are assessed in reading to support the five pillars of Reading.

MAP Assessment: Students in grades 1st-5th will take the MAP assessment three times throughout the school year (beginning, middle, and end). Kindergarten students will take the assessment twice a year (middle & end). Teachers use the results of this assessment to assist students in their learning.

I-Ready Assessment: Students in grades Kinder-5th grade will complete the I-Ready diagnostic test three times a year. The platform creates an individualized learning plan that students will work on throughout the school year.

Georgia Milestones Test: Students in grades 3-5 take the state standardized Georgia Milestones test at the end of the school year. All students in grades third-fifth grade will take the state-mandated Georgia Milestones Assessment System (GMAS) test in the spring.

2025-2026 Houston County District Assessment Calendar Adjustments in the assessment calendar may be necessary due to system needs or state requirements	
August 4-29	i-Ready Diagnostic
August 11-29	MAP Growth Fall Administration
August 18-Sept 5	Amira Screener (K-5)
Sept 11- May 8	G-KIDS 2.0 Main Administration
Dec 1-19	Amira Screener (K-5)
Jan 5-23	i-Ready Diagnostic
Jan 7- Feb 27	ACCESS for ELLS/ALT ACCESS for ELLs
January 5-31	MAP Growth Winter Administration (1-10)
March 24-May 5	GAA 2.0 Administration
TBD	Georgia Milestones EOG Main Administration (3-5)
April 27-May 15	i-Ready Diagnostic
April 27-May 15	AMIRA Screener (K-5)

Student Devices at School

Houston County Schools provide each student with a school-issued device, so students do not need to bring personal devices from home. While students are allowed to bring cell phones, we strongly recommend they leave them at home.

For the safety and privacy of all students, any personal device that can record sound or images, such as cell phones, smartwatches, or smart glasses, are not allowed to be used during the school day including school

If a student must bring a phone to school, it must be turned off and kept in their bookbag throughout the day.

Please note that the school is not responsible for lost, damaged, or stolen personal items. We ask that students leave toys, electronic games, and other personal belongings at home.

Students who do not follow these guidelines may face disciplinary action, especially if issues

continue.

Clubs and Activities

We encourage all students to be a part of the fun, after-school clubs offered at WES. A list of clubs is located at the end of the school handbook, as well as on our website. Club sponsors will notify parents of tryout dates (if applicable), or additional information on clubs.

We offer several extracurricular activities for students. We have attached the descriptions of the clubs at the end of this handbook. Students participating in clubs are expected to adhere to guidelines of the club established by the sponsor(s). Parents and students will receive a copy of the guideline for their selected club(s) and sign acknowledgment of guidelines. These are the following clubs offered:

- | | |
|-------------------------|--|
| -Boyz II Men Club | -G.E.M.S. (Girls Embracing Moral Standard) |
| -Boyz II Men Dance Team | -Westside Safety Patrol |
| -Classy Cats Dance Team | -Academic Bowl |
| -Westside Steppers | -5th Grade STEAM |
| -Lego Club | -Westside Singers |
| -Art Club | |

Student Expectations

At Westside Elementary School, we believe that the education of our students is a shared responsibility among all of our stakeholders to include faculty, staff, parents and community. We also believe that students learn best in an orderly and positive climate. In order for our school to be effective in meeting this responsibility, we will strive to teach every child academic subjects, self-discipline, and respect for themselves, their peers and adults. Positive Behavioral Interventions and Supports (PBIS) is used to support students in making appropriate behavior choices.

What is PBIS?

School-wide Positive Behavioral Interventions & Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

PBIS at Westside Elementary

A term you will hear at Westside Elementary School is Positive Behavior Interventions & Support, or PBIS. PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the playground, halls, cafeteria, bathrooms, the classroom, or with an individual student. PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15- 20% of the students not responding to universal interventions will receive additional support through group and individual interventions. Another key element is an analysis of discipline referral data. This team-based approach to data analysis allows Westside's PBIS Team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students and parents. The goals of PBIS are consistent with those found in educational initiatives for the state

of Georgia.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

"THINK Zone"

Think Zone is a brief suspension of activity inside of the classroom. After consistently redirecting a student, if the student continues to disrupt the learning environment, the student will receive a suspension of activities inside of the classroom for no more than 10 minutes. Once the teacher notices the student is ready to be redirected, the teacher will discuss the desired behavior, model the desired behavior, and allow the student to practice as well. If the student continues with the disruptive behavior, the student will continue on the next step for the grade level's behavior plan.

School-wide Behavior Plan

The Westside Elementary School-wide Behavior Plan is based upon the concept that having reasonable rules and logical consequences applied consistently, will help motivate students to make good decisions and meet the positive expectations we have of them. In addition, the teacher has certain needs, which must be met, if the classroom is to have a healthy learning environment. In order for these needs to be adequately met, the teacher must implement the following rights:

1. The right to establish a classroom structure and routine that provides for teaching and learning.
2. The right to determine and request appropriate behavior and respect from students.
3. The right to ask for help from parents and school administrators when assistance is needed.

With this in mind, Westside Elementary expects its teachers to be assertive teachers. An assertive teacher is one who clearly and firmly communicates expectations to the students. The teacher is prepared to reinforce her/his words with appropriate actions. By being assertive, the teacher establishes what is expected from the child, and what the child can expect in return from the teacher.

In this plan, students are taught to examine their actions, solve problems, and assume responsibility. We stress to students that they are responsible for their own choices/actions and they must accept the consequences for their own behavior.

Students are taught that breaking a rule means accepting a consequence. We expect that when school and classroom procedures are taught at the beginning and throughout the year, students will choose to make good decisions that will result in them being successful.

Each grade or class will send home a classroom behavior plan. This plan is designed to help students learn classroom rules through discussion, practice, and modeling. It is our wish that, with the help of parents, this plan will be taught so positively, it will not be necessary to refer a single child to the office. If a referral is needed, parents will be contacted so we may work together to be successful in teaching self-discipline.

Discipline

Minor offenses

Minor disciplinary offenses will be handled by the classroom teacher using the classroom discipline plan. Students are taught school and classroom rules at the beginning of the year and are frequently reviewed throughout the year. Each child is taught that choosing an action means also accepting a consequence. A combination of positive incentives and a progressive discipline approach will be used to limit misbehavior.

Minor infractions include, but are not limited to, the following:

- | | |
|---|----------------------------------|
| -Talking without permission | -Stealing |
| -Getting out of seat without permission | -Making noises |
| -Playing with toys, games, cell phones, etc. | -Running in the building |
| -Lying to staff members | -Not attempting to complete work |
| -Not wanting to/refusing participate in class | -Minor lunchroom behavior |
| -Not following procedures during transition | -Playing in the restroom |
| -Profanity | -Name calling |
| -Other minor incidents | |
| -Cell phone violation | |

Minor consequences include, but are not limited to the following:

- | | |
|--|----------------------------------|
| -Loss of privilege | -Detention |
| -Time Out (in another classroom) | -Warning |
| -Minor Infraction Report (MIR) with consequence | -Class Dojo |
| -Conference with Principal or Assistant Principal | -Office Discipline Referral Form |
| -Excluded from school activities/functions | -Counselor referral |
| -Parent conference | -Silent lunch |
| -In School Suspension | |

Major Offenses

Major school offenses may result in an immediate suspension, depending on the severity of the infraction. The suspension could be 1-10 days of In-school Suspension (ISS), 1-10 days of Out-of-School Suspension (OSS), or 1-10 days of Bus suspension for an infraction. Severe or Chronic bus incidents may result in a bus suspension for the remainder of the year.

Major infractions include, but are not limited to, the following:

- | | |
|--|--|
| -Fighting / Extreme physical aggression | -Possession of an inappropriate item |
| -Extreme disrespect/ Active Defiance | -Profanity (written, verbal, gestures) |
| -Inappropriate touching | -Biting and spitting |
| -Possession or sale of harmful substance | -Stealing/Theft |
| -Violation of Houston County Weapons Policy | -Threats to do bodily harm |
| -Sexual comments/actions/gestures | -Bullying |
| -Leaving assigned area or school campus without permission | |
| -Other major incidents | |

For students who are referred to the office, the following consequences will be used:

The first office referral may result in a parent conference with the Principal or Assistant Principal. Thereafter, In-School Suspension (ISS), Out-of-School Suspension (OSS), or Bus Suspension will be assigned in progression, **depending on the severity of the infraction.** A

student could receive 1-10 days of ISS; 1-10 days of OSS; or 1-10 days of bus suspension for an infraction.

If suspended (alternative school placement, three or more days home, or upon principal's request), parents must accompany their child back to school, at which during that time, a conference will be held with one or more of the following school personnel: Principal, Assistant Principal, Counselor, or child's teacher, to set a behavior goal for improvements.

If the misbehavior continues, the student may also be recommended for Alternative Program Placement. An Alternative Placement assignment can last from 15 to 45 days. Students are assigned additional days if they are absent or fail to follow rules and procedures during their placement.

Suspension Guidelines

Westside will define a chronic discipline problem student as one who has been referred to the office five times.

In cases where student behavior appears to lead toward home suspension, Westside will use the following guidelines:

1st-The school will notify the parents by mail, telephone, in-person, or a home visit that the student's behavior can no longer be handled through means outlined in this discipline handbook without suspension from school.

2nd-The school will request that at least one parent attends a conference with the teacher and/or principal to devise a disciplinary and behavioral correction plan.

For any student returning from any expulsion or long-term suspension, the school will:


































1. Request a conference with the parent upon the student's return to school.
2. Review expectations and a plan of action. (Re-visit Tier 2 and Tier 3 plans if the student is chronic.)
3. Document the conference in Infinite Campus, and finalize the referral process.
4. Ensure that the student makes up all classwork and/or tests missed during the suspension period.

Positive Behavior Expectations and Acknowledgements

Westside students are taught behavioral expectations known as C.A.T.S., which is an acronym that refers to students who demonstrate positive behaviors as follows:

C - Caring for others,
A - Always be respectful,
T - Take responsibility, and
S - Stay safe.

When students exhibit behaviors that support their understanding of the behavior expectations, they are acknowledged with incentives to encourage them to continue to meet expectations school-wide.

	G	A	T	S
	CARE FOR OTHERS	ALWAYS BE RESPECTFUL	TAKE RESPONSIBILITY	STAY SAFE
RESTROOM	<ul style="list-style-type: none"> Be considerate to other students' privacy 	<ul style="list-style-type: none"> Use Voice Level 0-1 Keep restroom clean Follow adult directions 	<ul style="list-style-type: none"> Use it, flush it, wash/dry hands Walk out the door Put items in the correct place 	<ul style="list-style-type: none"> Enter carefully in and out of the restroom One person at a time in the stall 
BUSRAMP	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Be helpful 	<ul style="list-style-type: none"> Raise your hand Use kind words Respect others 	<ul style="list-style-type: none"> Keep your items in your backpack Use kind actions Walk promptly to your destination 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Line up correctly 
CAFETERIA	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Be helpful 	<ul style="list-style-type: none"> Use Voice Level 0-1 Follow directions Keep your food on your plate 	<ul style="list-style-type: none"> Hold your tray with both hands Know your lunch number Pick up trash 	<ul style="list-style-type: none"> Walking feet Line up correctly Keep hands, feet, and objects to yourself 
HALLWAY	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Use appropriate body space between others 	<ul style="list-style-type: none"> Use Voice Level 0-1 Follow adult directions 	<ul style="list-style-type: none"> Keep your things with you Walk directly to your destination 	<ul style="list-style-type: none"> Walk on the right side Stay on the blue squares 
MEDIA CENTER	<ul style="list-style-type: none"> Use sanitizer as you enter Take turns and share 	<ul style="list-style-type: none"> Follow directions Use Voice Level 0-1 Listen when others are speaking 	<ul style="list-style-type: none"> Return your books on time Place books in the designated area Report if your book is lost or damaged 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Wait patiently to check out your book Use appropriate body spacing 
PLAYGROUND	<ul style="list-style-type: none"> Use equipment correctly Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Use Voice Level 1-4 Play and stay in supervised area Play by the rules Line up on time 	<ul style="list-style-type: none"> Use kind words and actions Respect others Clean up trash 	<ul style="list-style-type: none"> Take turns and share Include others Show teamwork 
GYM	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Take turns and share 	<ul style="list-style-type: none"> Play by the rules Enter the gym quietly Use kind words Use Voice Level 1-3 	<ul style="list-style-type: none"> Use the restroom first Wear proper shoes Follow directions 	<ul style="list-style-type: none"> Sit quietly Wait for instructions Use the equipment correctly 
CLASSROOM	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Be helpful 	<ul style="list-style-type: none"> Raise your hand Use kind words Respect others Use Voice Level 0-1 	<ul style="list-style-type: none"> Use kind actions Use materials correctly Keep up with your materials Follow rules 	<ul style="list-style-type: none"> Take turns and share Include others Show teamwork 

Acknowledgement System

Point requirements are the minimum amount of points students need to attend the end of grading period Wildcat Celebration. Students earn points for exhibiting attributes of Westside Elementary Behavior Expectations. Remember it is the students' responsibility to earn Paw points for meeting Westside expectations.

Behavior Celebration Expectations

Weekly classroom acknowledgement: Students that meet their grade level classroom points as defined in each grade levels' weekly points expectations.

Good Behavior Celebrations: Students will need to earn the minimum amount of behavior points (see *chart*), no office referrals, and no more than four Minor Incident Reports (M.I.R.).

Mega Celebrations- students have earned the privilege to attend the end of the year celebration. The student has 0 MIRs and 0 ODRs and have attended **ALL** celebrations.

Positive Incentive Ticket

In addition to Paw points and Wildcat Behavior Celebrations, students are also acknowledged for meeting any of our four school-wide expectations throughout the school, including the bus. Staff acknowledges students by issuing "CATS" tickets to students who meet Westside expectation(s).

Staff issuing the ticket(s) will connect each ticket issued to students directly to one of our 4 school-wide expectations. Students can redeem tickets for supplies, snacks, or other incentives given by Westside Elementary. Students redeem tickets once a month. (*see redemption dates below*).

Ticket Redemption Dates
August 25, 2025 - August 29, 2025
September 22, 2025 - September 26, 2025
October 27, 2025 - October 31, 2025
November 17, 2025 - November 20, 2025
December 15, 2025 - December 19, 2025
January 26, 2026 - January 30, 2026
February 23, 2026 - February 27, 2026
March 23, 2026 - March 27, 2026
April 27, 2026 - May 1, 2026

Title IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination based on sex in education programs and activities. Our school does not discriminate based on sex in its education programs and activities. Any inquiries concerning Title IX may be referred to a school administrator.

504 Plans

Any inquiries concerning 504 Plans must be referred to our school's 504 Coordinator, Ms. Linda Morse.

Bullying

Bullying and the Law: House Bill 250 states that each local Board of Education shall adopt a policy that prohibits bullying of a student and shall require such prohibition to be included in the student code of conduct for schools in that system.

Bullying and its Consequences: Each school will have procedures for the administration to promptly investigate and determine whether bullying has occurred. Acts of bullying may be punished by a range of consequences through the Houston County progressive discipline process. Consequences shall include, at a minimum, counseling and/or school disciplinary actions.

