

Westside



Elementary

Student Handbook
2022-2023

Dr. Cynthia Hammond, Principal

Mrs. Angienik Allen, Assistant Principal of Instruction

Mrs. Artia Shorter, Assistant Principal of Discipline

Ms. Linda Morse, Counselor & 504 Coordinator

Westside Elementary
201 N. Pleasant Hill Rd
Warner Robins, GA 31093

Welcome to Westside Elementary

Mission Statement: The mission of this school and this school system is to produce high achievement for all through continuous growth.

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. Due to COVID 19, some procedures have changed and will continue to change. Currently, students will eat breakfast and lunch in the cafeteria, although this may be subject to change.

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.

We will sell snacks daily from 8:00 a.m. - 8:25 a.m.

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

Teachers may utilize Class Dojo, email, and/or phone call 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.

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. All walkers will be accompanied by a Westside Staff to the front gate (Pleasant Hill Drive) or to the crossing guard (Pleasant Hill and Bernard Drive) based on what the enrolling parent/guardian indicated.

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 Card 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 Card, you must report to the front office with an I.D. and your child will be called to the office.**

Parent Pick Up: A parent pick-up is defined as a student whose parents legally park in a designated area and/or walk to the campus to pick up their child. You may then park and meet your child in the designated area. Please remember to show the faculty/staff your child's Silent Dismissal ID Number Card. ****If you do not have your Silent Dismissal ID Number Card, you must report to the office with your 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 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 Card -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 ID number cards.

For the safety of all stakeholders, anyone entering the building for **any reason** will be required to show a **picture ID**. In addition, anyone picking up a child must be listed on the designated pickup list.

We ask that you do not call the office to change the way your child is to go home, **unless it is an emergency.**

Clubs and Activities

We offer several extracurricular activities for students. We have attached the descriptions of the clubs at the end of this handbook. These are the following clubs offered:

- | | |
|-------------------------|---|
| -Boys II Men Club | -G.E.M.S. (Girls Embracing Moral Standards) |
| -Boys II Men Dance Team | -International Club |
| -Westside Safety Patrol | - H.Y.P.E (Helping Young People Exceed_ |

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 pro-social 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 TIME"

The school-wide discipline plan includes a technique called "THINK TIME." The "THINK TIME" discipline technique involves reasonable rules, logical consequences, and maintains the dignity of students and teachers. "THINK TIME" is for minor misbehaviors that interfere with instruction and is designed to provide the students an opportunity to gain self-control, reflect on their behavior, and plan for future success. "THINK TIME" is a warning. Students do not incur infractions for going to "THINK TIME." However, students who refuse to go to "THINK TIME" will incur an infraction for insubordination.

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.
- Lying to staff members
- Not wanting to/refusing participate in class
- Not following procedures during transition
- Profanity
- Other minor incidents
- Running in the building
- Not attempting to complete work
- Minor lunchroom behavior
- Playing in the restroom
- Name calling

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

- Think Time (designated area in the classroom)
- Time Out (in another classroom)
- Color coded clip system
- Minor Infraction Report (MIR)
- Conference with Principal or Assistant Principal
- Excluded from school activities/functions
- Parent conference
- Detention
- Warning
- Class Dojo
- Office Discipline Referral Form
- Counselor referral
- 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
- Extreme disrespect / Active Defiance
- Inappropriate touching
- Possession or sale of harmful substance
- Violation of Houston County Weapons Policy
- Sexual comments/actions/gestures
- Leaving assigned area or school campus without permission
- Other major incidents
- Possession of an inappropriate item
- Profanity (written, verbal, gestures)
- Biting and spitting
- Stealing/Theft
- Threats to do bodily harm
- Bullying

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 improvement.

If the misbehavior continues, the student may also be recommended for Alternative School 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 plan 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.

Westside Elementary School's Behavior Expectations Matrix

"An ounce of active supervision is worth a pound of referrals." PBIS

Expectations	Classroom and Instructional Areas	Cafeteria	Hallway	Restroom	Bus
Voice Level	1 or 2	1	0	0	1 or 2
C are for Others	<ul style="list-style-type: none"> Use a quiet voice, inside voice Use positive words when speaking to peers and staff Return materials in the same condition as they were given to you Keep school property free from litter and vandalism 	<ul style="list-style-type: none"> Use a quiet, inside voice Clean up your trash after eating Use positive words when speaking to peers and staff Keep property free of litter and vandalism 	<ul style="list-style-type: none"> Hold the door for the person behind you Use a quiet, inside voice Use positive words when speaking to peers and staff Keep school property free from litter and vandalism 	<ul style="list-style-type: none"> Knock on stall door to check availability Use a quiet, inside voice Use positive words when speaking to peers and staff Keep school property free from litter and vandalism 	<ul style="list-style-type: none"> Use quiet, inside voice Use positive words when speaking to peers, bus driver, and monitor Keep bus free from litter and vandalism
A lways be Respectful	<ul style="list-style-type: none"> Listen without talking when others are speaking; wait your turn Signal for help; wait quietly Keep hands, feet, objects and unkind words to self 	<ul style="list-style-type: none"> Eat your own food Clean up spills immediately or raise hand for help Keep hands, feet, objects and unkind words to self 	<ul style="list-style-type: none"> Keep hands, feet, objects, and unkind words to self Listen without talking when others are speaking 	<ul style="list-style-type: none"> Keep hands, feet, objects and unkind words to self Give people their privacy 	<ul style="list-style-type: none"> Keep hands, feet, objects and unkind words to self Listen without talking when the adults are speaking
T ake Responsibility	<ul style="list-style-type: none"> Clean up after yourself and put away materials you used Follow adult directions immediately 	<ul style="list-style-type: none"> Sit where you are instructed to sit Eat and keep food in the cafeteria Follow adult directions immediately 	<ul style="list-style-type: none"> Walk quietly on the right side of the hallway Follow adult directions immediately 	<ul style="list-style-type: none"> Go, flush, wash Put trash in trash can Return quietly to class Follow adult directions immediately 	<ul style="list-style-type: none"> Sit where you are instructed to sit Follow adult directions immediately Follow all bus rules
S tay safe	<ul style="list-style-type: none"> Use your own materials Admit mistakes; tell the truth the first time 	<ul style="list-style-type: none"> Admit mistakes; tell the truth the first time 	<ul style="list-style-type: none"> Have a hall pass when in the hall Admit mistakes; tell the truth the first time 	<ul style="list-style-type: none"> Have a restroom pass Admit mistakes; tell the truth the first time 	<ul style="list-style-type: none"> Admit mistakes; tell the truth the first time

Acknowledgement System Behavior Celebration Criteria

Time Period	Cut-off Date	Required Points	Celebration Date
1 st 9 Weeks	Sept. 9 th	175	Oct. 5 th
2 nd 9 Weeks	Dec. 9 th	175	Dec. 13 th
3 rd 9 Weeks	Mar. 3 rd	175	Mar. 9 th
4 th 9 Weeks	May 8 th	175	May 12 th
Mega VIP	May 18th	350	May 19th

-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 Dojo 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 expectation.

-9 Weeks Celebrations: Students will need to earn the minimum amount of behavior points (see chart), no office referrals, and 3 or less Minor Incident Reports (M.I.R.).

-Mega VIP Celebration: Students will need to earn the minimum amount of behavior points (see chart), no office referrals, and 3 or less Minor Incident Reports (M.I.R.), and attended **ALL** Wildcat Celebrations.

Positive Incentive Ticket

In addition to Class Dojo 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).

CATS Ticket Redemption Dates:

-August 29-Sept 2, 2022

-September 26-30, 2022

-October 24-28, 2022

-November 28-Dec. 2, 2022

-January 23-27, 2023

-February 22-28, 2023

-March 27-30, 2023

-May 15-19, 2023

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 action.

SCHOOL CLUBS LISTING

Name of Club/Organization: Boys II Men Club

Faculty Sponsor/Contact: Henry Jones Jr. and Linreccus Hampton

Membership Requirement: 3rd-5th grade boys and adhere to team requirements

Financial Obligations/Dues: No dues. Members are required to support fund-raising efforts to obtain club items. In addition, there may be fees required to attend off-campus events.

Mission/Purpose: The purpose of this club is to help our young men learn and practice life skills such as goal setting, academic excellence, wellness, respect for others, etiquette, manners, determination, conflict resolution, community service, and other interpersonal skills useful for being successful in life.

Planned Activities: Meet twice per month, life skills sessions, guest speakers, off-campus events, community service, end of the year celebration, and much more.

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Name of Club/Organization: Boys II Men Dance Team

Faculty Sponsor/Contact: Henry Jones Jr. and Linreccus Hampton

Membership Requirement: 3rd - 5th grade boys, pass tryouts, adhere to team requirements, and member of the Boys II Men Club.

Financial Obligations/Dues: Support fund-raising efforts to supplement the purchase of uniforms and other needed team items.

Mission/Purpose: To give the boys a chance to serve as ambassadors, and positively promote our school and the Boys II Men Club by using creativity and performance based learning.

Planned Activities: Perform at various community events to promote community involvement and service.

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Name of Club/Organization: G.E.M.S. (Girls Embracing Moral Standards)

Faculty Sponsor/Contact: Nikki Melonson

Membership Requirement: 4th & 5th grade girls

Financial Obligations/Dues: \$7.00

Mission/Purpose: The G.E.M.S Club of Westside Elementary is a school based Civic Club for girls in grades 4th-5th. The mission for this club is to inspire and enable young girls to realize their full potential as productive, responsible and caring citizens.

Planned Activities: G.E.M.S. meetings are once a month. We will have guest speakers; participate in community services, educational and life skills workshops/seminars, team building, and a back to school and end of year socials.

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Name of Club/Organization: Westside International Club
Faculty Sponsor/Contact: Peggy Deloach, Eliza Morales, Lorilyn Noble, & Renee Kelly
Membership Requirement: 3rd - 5th graders
Financial Obligations/Dues: \$10.00 to cover T-shirt and supplies
Mission/Purpose: Our mission is to promote awareness, acceptance, and appreciation of diverse cultures around the world. We will highlight a different country each month.
Planned Activities: The students will do crafts, sample foods, and learn the uniqueness each county brings through art, music, and dance. During the month of May, the club will have Family International Night to display every country learned throughout the school year. The club will meet twice a month after school. Fund-raisers will also be done during the school year.

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Name of Club/Organization: Westside School Safety Patrol
Faculty Sponsor/Contact: Mr. Hampton and Mr. Jones
Membership Requirement: 3rd - 5th selected by the program sponsors with a recommendation from their teacher.
Financial Obligations/Dues: No dues. In addition, there may be fees required to attend off campus events or to support fund-raisers for club items and meetings.
Mission/Purpose: To give students a chance to serve their school with a sense of responsibility, leadership and citizenship
Planned Activities: Meet for training and perform various school tasks to include but not limited to raising and lowering the American and Georgia flags, assisting teachers and students, and serving as ushers and ambassadors.

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Name of Club/Organization: H.Y.P.E (Helping Young People Exceed)
Faculty Sponsor/Contact: Dr. Littlejohn
Membership Requirement: 4th and 5th girls and boys
Financial Obligations/Dues: No dues. However, there may be fees required to attend campus events.
Mission/Purpose: The H.Y.P.E Club of Westside Elementary is a school based Club for students in grade 4-5th. The mission for this club is to assist students in realizing their potential through enriching activities designed to advance their social development and

leadership skills. Believing that each child is inherently good and immensely valuable, this club will strive to create an environment where it is easier for youth to do good and succeed.

Planned Activities: Leadership activities, community services, team building, and other beneficial skills needed to be victorious in life.