

# WESTSIDE

Atlanta Charter School

## 2017-2018

# Parent/Student Handbook

“Leadership and learning are indispensable to each other.” - John F. Kennedy

Westside Atlanta Charter School does not discriminate on the basis of race, creed, color, national origin, sexual orientation, religion, sex, age, or handicap in its educational programs, vocational offerings, or employment practices.

This handbook is issued to provide detailed information to the families of the Westside Atlanta Charter School. It is subject to change based on the needs of the school.

Westside Atlanta Charter School

1903 Drew Drive NW

Atlanta, GA 30318

Our innovative language and literacy focus will provide a firm educational foundation for the students we serve, enabling them to grow in leadership and character through applied learning opportunities. Each child entrusted to our care should leave our school ready to engage in meaningful ways with their broader community, having internalized our core values of imagination, rigor and service.

### **Mission Statement**

Imagination, Rigor, and Service form our core as Westside empowers a diverse community by growing learners and building leaders.

### **Vision Statement**

Westside Atlanta Charter School aspires to create a culture of service and leadership where students and educators grow in curiosity, critical thinking and creativity. We envision our school as a place of exceptional academic preparation and dynamic social engagement, with the goal of becoming an integral part of a vibrant community

At Westside Atlanta Charter School we believe that every student has the capacity to be a leader. At Westside we incorporate the values and principles of Dr. Stephen R. Covey to help students discover their true leadership potential.

#### Habit 1: Be Proactive®

- Take initiative.
- Manage change.
- Respond proactively.
- Keep commitments.
- Take responsibility and practice accountability.
- Create positive education results.

#### Habit 2: Begin With the End in Mind®

- Define vision and values.
- Create a mission statement.
- Set measurable team and personal goals.
- Start projects successfully.
- Align goals to priorities.
- Focus on desired outcomes.

#### Habit 3: Put First Things First®

- Execute strategy.
- Apply effective delegation skills.
- Focus on important activities.
- Apply effective planning and prioritization skills.
- Balance key priorities.
- Eliminate low priorities and time-wasters.
- Use planning tools effectively.
- Use effective time-management skills.

#### Habit 4: Think Win-Win®

- Build high-trust relationships.
- Build effective teams.
- Apply successful negotiation skills.
- Use effective collaboration.
- Build productive relationships.

#### Habit 5: Seek First to Understand Then to Be Understood®

- Apply effective interpersonal communication.
- Overcome communication pitfalls.
- Apply effective listening skills.
- Understand others.
- Reach mutual understanding.
- Communicate viewpoints effectively.
- Apply productive input and feedback.
- Apply effective persuasion techniques.

#### Habit 6: Synergize®

- Leverage diversity.
- Apply effective problem solving.
- Apply collaborative decision making.
- Value differences.
- Build on divergent strengths.
- Leverage creative collaboration.
- Embrace and leverage innovation

#### Habit 7: Sharpen the Saw®

- Achieve life balance.
- Apply continuous improvement.
- Seek continuous learning.

## **Board of Directors**

Monica Allen

Kim Day

Terrell Gilbert

Hannah Heck

Chuck Johnston

Julius  
Farrington

Katrina  
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Peter Pettit

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Donovan Potter

Tyler Skelton

## **Partners**

Rollins Center for Language and Learning

Atlanta Housing Authority

Columbia Residential

Brock Built Homes

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## **ENROLLMENT REQUIREMENTS**

### **Admission**

Kindergarten students must be 5 years old on or before September 1. First grade students must be 6 years old on or before September 1. Please bring the following items when you register:

- ◆ Completed and signed Application
- ◆ Signed and notarized Westside Atlanta Charter School Affidavit of Residency
- ◆ Signed Healthy Student Form
- ◆ Copy of a mortgage statement or lease agreement with your Atlanta Public School zoned address
- ◆ Copy of electric bill with your Atlanta Public School zoned address
- ◆ Copy of your driver's license or other valid photo ID with your Atlanta Public School zoned address
- ◆ Copy of student's official birth certificate
- ◆ Copy of the student's social security card with the social security number OR Form IS-2, Statement of Objection to the Use of Social Security Number for Student Identification
- ◆ Georgia Department of Human Resources (Form 3231) Certificate of Immunization showing that the child has adequate protection against varicella (chicken pox), Hepatitis B, diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.
- ◆ Certificate of Ear, Eye and Dental (Form 3300)

### **Additional Information about Immunization Guidelines:**

- ◆ The Certificate of Immunization (Form 3231) must be signed by a physician licensed under the laws of Georgia OR by a qualified employee of a county health department.
- ◆ A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be obtained from the School District.
- ◆ In July 2007, Georgia revised immunization guidelines and require all students entering Kindergarten and Sixth grade must have a certificate showing proof of two measles, two mumps and rubella vaccinations administered since the first birthday. Sixth graders must also have a certificate for 2 varicella (chicken pox) vaccinations or history of disease or blood test and date by the health care provider. These forms must be submitted to the school by September 1<sup>st</sup>.

## **Attendance Zone**

Students who reside in the Atlanta Public Schools District are eligible to attend Westside Atlanta Charter School. Enrollment is limited. Classes are made up based on state guidelines. As classes fill, students who wish to enroll will be placed on a wait list and contacted as space becomes available.

## **Re-enrollment**

To secure your child's place at Westside Atlanta Charter School for the next school year, you must officially complete the re-enrollment process by **January 30, 2015**.

## **Transfers**

Students transferring to Westside Atlanta Charter School from another school must:

- ◆ Meet the appropriate age to enter the grade requested according to the criteria stated in this Parent/Student Handbook.
- ◆ Demonstrate successful completion of last grade level with promotion clearly indicated by current school report card and/or principal's letter.
- ◆ Provide an official withdrawal form from the student's previous school indicating clearance for grades, discipline, fees, and textbooks.
- ◆ Be aware that we have high academic and behavioral standards as outlined in our Parent/Student Handbook.

## **Withdrawal**

Parents needing to withdraw their child should come by the front office to a withdrawal form. A Withdrawal Form is necessary when a family removes a student from the school during the school year. It must be signed by the Principal and a parent. We must ensure that all school property and textbooks have been turned in by the child and all outstanding financial balances have been cleared before he or she leaves the school. Please give the office 48 hours to process your request once the completed form is received.

## **HOURS and ATTENDANCE**

### **Annual Calendar**

Westside's school calendar is posted on the Website.

## **SCHOOL HOURS OF OPERATION**

Before School Care: 7:15 am – 7:30am

School Instruction: 8:00 am – 3:00 pm

After School Care (Boys & Girls Club): 3:00 pm – 6:30 pm.

## **Attendance Policy**

We believe that regular school attendance is necessary for students to engage in learning, develop as leaders and to ultimately achieve their academic goals. Therefore, all children should be in attendance each and every school day. We are aware that situations will occur that require students to be out of school from time to time. In order to encourage excellent attendance, we will be diligent in enforcing our attendance and tardy policy. Please follow these attendance guidelines to ensure your child's academic success.

School officially begins for students at 8:00 am. Students should be in the classroom prepared to begin work. Students are allowed to arrive as early as 7:15 and will be held in the multi-purpose room where they may have/purchase breakfast. Students are allowed into the classrooms at 7:30 am.

The school day ends at 3:00 p.m. Students, who are not picked up by 3:15 p.m. respectively, will be released to aftercare and charged the hourly rate for that day. Release times will vary at the start of the year allowing students to become familiar with the car line procedure.

## **Absences**

Students are expected to attend school at all times when classes are in session. Exceptions are included below.

All other absences are considered unexcused. When a student is absent, his or her parent or guardian should inform the school's office manager with a written note. A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to school authorities by all students on the date of return to school. Failure to submit a note within three schools days after a student's return from an absence will result in the absence being marked as unexcused.

If a student is not present at least 4 hours during a school day, they will be counted as absent. We encourage parents to schedule appointments after school hours in order to minimize disruption to the classroom. If your appointment must be scheduled during school hours, please ensure that your child is present at least 4 hours during that school day. Seat time is essential to increasing students' knowledge and proficiency, students who are repeatedly picked up early may experience a decline in student achievement.

Teachers will make a good faith effort to provide assignments in advance of and during absences when timely notice is given. Parents are urged to plan their vacations in such a

way that students do not miss any school as extended absences have a detrimental effect on learning. Absences due to vacations, holidays, trips, or other non-academic activities are Unexcused Absences.

**Note: Georgia State Law** indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. 20-2-690.1[a]) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20- 2-690.1[b]).

### **Excused and Unexcused Absences**

Excused Absences are legally constituted of the:

1. Personal illness of the student and when attendance in school would endanger the health of the student or the health of others.
2. Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
3. Quarantine either by the county health department or by the family's physician.
4. Special or recognized religious holidays observed by the faith of the student.
5. Medical/dental appointments with verifications; however, such non-emergency appointments are encouraged during non-school hours when possible.
6. Absences caused by order of the government.
7. Service as a page in the Georgia General Assembly by a student who is at least twelve (12) years of age.
8. Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student.
9. Instances which attendance could be hazardous as determined by WACS & the Atlanta Public School System.

Anything other than these is considered an UNEXCUSED absence. Absences, for which the parent does not call the school or send a written note, will be considered unexcused.

### **Unexcused Absences - Corrective Action**

- ❖ 3rd unexcused absence: Parent will be requested to meet with Teacher

❖ 4th unexcused absence: Parent will be requested to meet with the Principal to form a corrective action plan including any action listed below.

### **Additional Potential Corrective Action:**

Additional corrective actions, including such as the following, may be used appropriately in concert with or in addition to actions stipulated above:

- ◆ Parent Conference (to sign an attendance contract)
- ◆ Student Support Team referral (SST)
- ◆ Individual Counseling

### **Tardy Policy**

Important information is shared at the beginning of each day; therefore, promptness is very important. ALL students must be IN their classrooms, seated and ready to work by 8:00 am, and not just in the building. Students who are not in their respective classrooms by the 8:00 am must be escorted to the front desk to receive a tardy pass for classroom admittance. A student must be in school for at least one-half of the school day in order to be counted present. Students arriving after 8:00 am will be marked tardy. Students arriving after 11:30 am will be marked absent for that day.

Parent(s) or a designated adult MUST enter the main office and sign in students who arrive after 8:00 a.m. Students who are tardy will receive a tardy slip after signing the late sheet in the office. The student, not the parent, should present the tardy slip to the teacher. After five or more (5-11) unexcused tardies, a student will be referred to the school's principal and may be referred to the **Department of Children and Family Services**.

**Please Note:** We understand that situations occur that can delay our parents in transporting their children to school on time. However, as concerned educators, it is our hope that every provision is made in advance to avoid such delays.

### **Excused Tardy**

Includes illness, injury and medical appointment and must be accompanied by a doctor's note

### **Unexcused Tardy**

Includes over-sleeping, traffic too heavy, delayed at train crossing, ice on streets and/or sidewalks (when aware of changing weather), errand for parents, etc.

### **Tardy Policy - Corrective Action**

- ❖ 1st- 3rd tardies: Student receives a warning. Teacher contacts the parent.
- ❖ 4th tardy: Parent will be requested to conference with the Principal.

### **Additional Attendance Guidelines and Expectations:**

1. To be considered “in attendance” for a school day, a student must be present for 4 hours minimum during the school day.
2. Students who are absent or tardy are required to provide a written note from the parent/legal guardian explaining the absence(s) and/or tardiness upon the student's return to school. Failure to submit such notes after returning to school will result in an unexcused absence being recorded.
3. Whenever a student is released from school prior to the end of the regular school day, the student shall bring a written note from his/her parent/legal guardian stating the reason for the early dismissal. The student shall only be released to his/her parent/legal guardian or to a person designated by the parent/legal guardian, as documented by school records, and upon presentation of proper identification.
4. Students absent due to illness for more than three consecutive days must provide a doctor's note.
5. Students who miss more than ten days (excused or unexcused) in a semester risk failing and may potentially not receive credit for the class. This action may be appealed to the WACS administration. Extenuating circumstances such as extended illness or hospitalization will be considered valid reasons for overturning this rule. Official documentation and medical files must be presented in such cases.
6. Students are TARDY to school or class when they are not in one's assigned class or other location within the school at the beginning of the official school day for all students.
7. All students arriving at school after 8:00 am must come into the main school office and be signed in by their parent. Please do not drop your child off at the front door and send them into the school alone. Parents must walk their child (ren) in and sign them in. All tardy students will be escorted to class by a WACS faculty member.
8. Parents will need to provide a written note to explain the circumstance of his/her child's tardiness. Tardies will be recorded as excused for the same acceptable reasons delineated for absences as outlined in WACS' Attendance Policy.
9. Work for excused absences can be made up within three days after the student returns to school.

10. Work for unexcused absences or tardies will need to be discussed with the teacher in order to receive credit.

### **Early Dismissals**

Early dismissal is certainly discouraged as students miss critical instruction. When possible, arrange all appointments on early release days or after school. When a student is checked out of school early for a medical appointment, a dated, written excuse from the doctor must accompany the student back to school the following day.

If a child has an appointment and will leave the school before the day is over, a written note signed by a parent must be sent to the school. E-mails to the teacher will not be accepted. This note must be sent in the morning of the day you will check the child out. The note must state the time that you will be in to pick the child up and you must report to the reception desk in the front office to sign your child out. Be prepared to show ID. Office personnel will contact the room, and the child will report to the front office. Students will not be called until a parent physically walks in and signs the child out. The parent is to wait in the front office until the child arrives. Parents are not to go to the classroom, the playground, or any other area of the school unannounced or unaccompanied to pick up their child. Members of the faculty and staff will not release students except through the office after all the proper procedures have been followed.

### **STUDENT RECORDS**

In compliance with Family Educational Rights and Privacy Act (FERPA), parents may review their children's cumulative education records at the school office upon request. If student education records are inaccurate or misleading, the student's parent or guardian may request an amendment by contacting the registrar and/or school principal. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent. If records are copied, a minimal fee of \$0.20 per page will be charged and a 48 hour notice is required after a records request has been filled out by the concerned parties.

### **HEALTH**

Each student must have a Healthy Student Form completed and signed by parent/guardian filed in the clinic. It is imperative that information be updated as changes occur.

Students will be sent home from school for the following reasons:

1. Diarrhea/Watery Stools: One episode of diarrhea occurring during a school day. Children may return to school 24 hours after the last diarrhea stool if they feel well and do not have a temperature over 100° F without taking a fever-reducing medication such

as Tylenol.

2. Vomiting: One episode of vomiting and/or if other symptoms are present (e.g. fever, abdominal discomfort, diarrhea, etc.). Students may return to school 24 hours after the last vomiting episode.

3. Fever (Normal oral temperature is 98.6 degrees F):

Low-grade (Oral temperature 99.5 to 99.9 degrees F): Students will be sent home from school with low- grade fever if other symptoms (e.g. cough, sore throat, headache, abdominal discomfort, etc.) are present.

High-grade:

(A) Oral temperature of 100 degrees F or above: Students will be sent home from school for a high-grade fever. Students may not return to school until free of fever for 24 hours.

(B) Oral temperature of 104 degrees F or above: The school nurse will institute measures to bring down the child's temperature. The parent/guardian will be notified immediately.

The school nurse will initiate the school's Emergency Management Plan if the parent/guardian is unable to arrive at school within fifteen minutes to pick up their student. The school nurse will notify school administrator that 911 has been called.

4. Drainage: It is not necessary to exclude every student from school who has drainage from the nose, eye, ear or open sores. Exclusion from school will be at the discretion of the school nurse, and/or principal or designee based on the following criteria:

- Color of discharge
- Child's personal hygiene skills and need for assistance
- Classroom setting
- Child's developmental level

### **Injury during the School Day**

If a student is injured, the teacher or school nurse will contact the parent or guardian if deemed appropriate by the school. In cases where an injury or illness is serious or life-threatening, emergency services will be called to transport the student to a hospital. A school accident report will be completed and provided to parents in the event of an accident or injury at school.

Depending on the nature of the illness/injury your child may require a doctor's note upon returning to school.

### **Other Medical Information**

It is a legal requirement in the state of Georgia that certain health forms, such as certification of immunizations, must be on file (and updated yearly) for every student enrolled in school. WACS also requires parents to inform the school of any known medical conditions such as allergies and/or chronic diseases/illnesses affecting their children. Such identified students will require the implementation of a Student 504 Plan prepared by the guidance counselor and school nurse to ensure maximum safety and accountability.

## **HOME NOTES**

If your child has a contagious disease, he/she should be kept at home and the fact of the condition reported to the school. Contagious disease includes illnesses such as: strep throat, pinworms, conjunctivitis (pink eye), impetigo, head lice, measles, mumps, chicken pox, scarlet fever, fifth disease, etc.

### **Authorization for Medication**

A form must accompany any medication (over the counter or prescription) to be given to your child. A separate form must be filled out for each medication and be brought personally to the clinic by the parent. Do not send medications to school with your child. Medications will only be accepted from the parent. **PLEASE DO NOT PUT MEDICATION IN LUNCH BOXES OR BACKPACKS.** If you need additional authorization for medical forms, please let the clinic know. These forms will always be available in the clinic. No over the counter drugs will be given to your child unless authorized by a parent.

Prescription medicine must be in the original labeled container. The label must include the student's name, the name of the medicine, instructions for dispensing the medicine, and doctor's name. Pharmacists can provide a duplicate labeled container with only the dosage to be given at school. Over the counter medicine must be in the original container and marked with the student's name. Parents are to pick up unused medicine from the nurse in the clinic. Any medication not picked up will be discarded at the end of the school year. Medicine will not be sent home with the student.

### **Restricted Physical Education Activities**

If for any reason you feel your child should have restricted physical activity, please provide the school with a doctor's note stating the reason and length of the restriction. This information will be forwarded to both the classroom and the PE teacher.

### **Head Lice**

Students must be free of head lice and nits. It is important for parents to routinely check their children's hair for lice. Lice are small insects about the size of sesame seeds. Nits are tiny yellowish-white oval eggs attached to the hair. Nits don't come off easily like dandruff or lint. Lice do not jump or fly. They are transmitted via head-to-head contact and personal articles such as hats, combs, and pillows. Please remind your children not to share such things with others.

When head lice are identified at school, an administrator will notify parents of affected students and provide information on treatment of the hair and the household. Students must be free of head lice and nits for a minimum of 48 hours after treatment in order to return to school. Spraying pesticides for the control of head lice at home or at school is not recommended.

## **IMMUNIZATIONS**

Please make sure that all of your child's immunizations are kept up to date. Students not in compliance may not be allowed to start school.

### **Immunization and Health Screening Requirements:**

Georgia law requires that each student present the following forms prior to being enrolled:

- A. “Certificate of Immunization” (Georgia Department of Human Resources Form 3231) showing that the child has adequate protection against varicella (chicken pox), Hepatitis A, Hepatitis B, diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.

#### **Further guidelines:**

- i. The Certificate of Immunization (Form 3231) must be signed by a physician licensed under the laws of Georgia OR by a qualified employee of a county health department.
  - ii. A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be obtained from Westside Atlanta Charter School.
  - iii. Immunization Requirements for students entering Kindergarten and / or sixth grade:
    - ◆ There are additional doses added to 2 existing vaccine requirements for children entering Kindergarten, 6th grade or new entrants into any grade (K-12).
    - ◆ Mumps--2nd dose required or serologic proof of immunity.
    - ◆ Varicella--2nd dose required or healthcare provider documentation of disease history or proof of serologic immunity.
- B. “Certificate of Ear, Eye and Dental Examinations” (Georgia Department of Human Resources Form 3300). This Form 3300 Certificate must be dated within 12 months of the first day of school.

### C. Students transferring from another state or country.

Students transferring to an Atlanta Public School from another state or country must obtain a certificate from a Georgia licensed physician or the Atlanta Public Health Department. A parent may present a written, dated immunization record attested to by a licensed physician or an authorized representative of a health agency of another state or country that adequate immunizations have been received by the student. Atlanta Public Schools Public Health will place the record on file and issue a Certificate of Immunization, and the student can be admitted to school.

If you have more questions about immunization: contact a Georgia family physician, Atlanta Public Health at (770) 514-2300, or the Georgia Immunization Program at (404) 657-3158.

## **EMERGENCY DISMISSAL / SEVERE WEATHER Emergency Information**

It is critical that the school is able to contact parents at any time students are at school. The school must have the parent's current address, home, cellular and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parent's address, telephone, or emergency contact information.

### **Emergency Drills**

Fire, severe weather, and emergency drills are held on a regular basis throughout the school year. Students should follow their teacher's instruction and go to the designated areas in a prompt and orderly fashion. Evacuation routes, areas, and procedures are posted in each classroom and fully explained to students. An Emergency Procedure/Crisis Plan is kept current. Each faculty member has a copy and will have thoroughly read and practiced the procedures.

### **Inclement Weather**

In case of severe weather or other emergencies, Westside Charter School will follow the action taken for all Atlanta Public Schools. Information will be broadcast on local television and radio stations. Please refrain from calling the school for information. The office must keep phone lines clear in emergency situations. Parents will receive a message through a calling post to inform them if the school will close early. Please monitor the local TV and radio stations following APS guidelines. TV: Channels 2 (WSB/ABC), 5 (WAGA/FOX 5) and 11 (WXIA/NBC) Radio: 94.1 FM (Star 94).

## **GRADING**

## Scale

Report Cards will be sent home at the end of each quarter. We ask that you review report cards with your child, acknowledge receipt in the appropriate manner, and return it to the school as soon as possible.

Students will have grades reported for each of the Georgia Common Core Standards in Math and Reading/English Language Arts within each subject. Students will have grades reported for the Georgia Performance Standards in Science and Social Studies/ Students are assessed compared to standards to which they are expected to master by the end of the school year. Student reports in these grades are meant to be formative, indicating where they are in the process of acquiring the required skills and knowledge for students at the completion of their present grade level. Most students will begin the school year at the Minimal Performance and Basic Performance level (approaching) for most standards and throughout the year progress to Proficient Performance (meeting) and Advanced Performance(exceeding).

These assessment categories are meant to be more descriptive and informative than traditional grades and should help parents assist their students in their studies at home.

Level 4 – **Exceeding Standard**: The student independently demonstrates superior academic performance on assessments and class work. Student consistently meets and at times exceeds (more depth/extension with grade level work and/ or performing at a higher grade level) the standards for the grade level. Student, with relative ease, grasps, applies, and extends the key concepts, processes and skills for the grade level.

Level 3 – **Meeting Standard**: The student meets grade level expectations. Student demonstrates solid performance on assessments and classroom work. Student regularly meets the standards for the grade level. Student, with limited errors, grasps and applies the key concepts, processes and skills for the grade level. Student rarely requires support to demonstrate mastery.

Level 2 – **Approaching Standard**: The student is approaching grade level expectations. Student inconsistently demonstrates mastery or demonstrates partial mastery of the knowledge and skills required on assessments and classroom work. Student is beginning to grasp and apply key concepts, processes and skills required on assessments and classroom work. Student is beginning to grasp and apply the key concepts, processes, and skills for the grade level but produces work that contains many errors. Student requires some support to demonstrate mastery.

Level 1 – **Standard Not Met**: Student has yet to demonstrate partial mastery of the knowledge and skills required on assessments and classwork. Student is not grasping or applying key concepts, processes, and skills that are fundamental for the grade level. Student requires extensive support to demonstrate skills. Student has significant gaps in learning and knowledge of grade level material. Student may be working on standards that are one or more years below grade level. The student is at risk of retention.

## Grade Placement

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination

as to a final grade placement can be made.

### **Promotion Requirements**

The following list constitutes requirements for promotion at the Westside Atlanta Charter School. These requirements are in addition to the minimal promotion and diploma requirements required by the Atlanta Public Schools.

1. Students must pass a minimum of five (5) core academic subjects to be promoted to the next grade.
2. Students in 3rd, 5th and 8th grades must also pass or meet standard on the State Standardized Assessment examinations in reading, language arts, and mathematics to be promoted to the next grade.
3. Student must have less than fifteen absences in order to be promoted to the next grade.

### **Retention**

Retention will be dependent upon a mutual agreement between parents and the teacher regarding the ability of the student to succeed at the particular grade level. As previously stated, students for grades 3, 5 and 8 will be eligible for retention if passing grades are not attained on the State Standardized Assessment.

### **TEXTBOOKS / SUPPLIES**

The textbooks issued for student use becomes the responsibility of the student and/or parent, and must be returned at the end of the year in the same condition in which they were issued. Any damaged or lost books must be paid for before another book is issued for home use.

Students will be expected to provide the basic supplies as listed by grade level on the School Supply List issued by the school. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

### **CODE OF CONDUCT**

Westside Atlanta Charter School follows the procedures and guidelines stipulated in the Atlanta Public Schools Code of Conduct. For more detailed information about school and district Student Code of Conduct and discipline procedures you will find complete copies of the document at the Atlanta Public Schools (<http://199.239.30.196/content/apshome.aspx>). Ignorance of the rules, expectations, and procedures in the WACS Family Handbook and the APS Student Code of Conduct is not an excuse for inappropriate behavior. The discipline guidelines in the Westside Atlanta Charter School Family Handbook supplement and clarify those in the Atlanta Public

Schools Code of Student Conduct.

## **BULLYING**

Bullying is a major infraction in the school code of conduct and will result in consequences up to and including in-school suspension, out-of-school suspension, and/or expulsion. Students, parents and school administrators are encouraged to report known instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Students and parents should report bullying to their classroom teacher. Teachers should report known, suspected or reported bullying to the school principal or his or her designee. The school principal or his or her designee will investigate such reports and notify parents or guardians and discipline students appropriately. Where bullying has occurred, the teacher, principal or his or her designee will follow up with the bullied student 2 weeks later to confirm that no incidents of bullying have re-occurred.

Age appropriate disciplinary action shall be taken against students in grades K-5 who have violated this prohibition against bullying. Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

## **COMPULSORY ATTENDANCE LAW**

According to Georgia Law (20-2-690-1), children between the ages of 6 and 16 must enroll in a private, public, or home school program. Children under age six are subject to the law after they are enrolled in a Georgia School for 20 days. The school is responsible for enforcing the Compulsory Attendance Law. The school social worker, counselor (listed as visiting teacher in the law) must investigate, monitor, and follow-up with student attendance problems. While the school social worker/counselor may be required to file charges in State Court or Juvenile Court for chronic attendance problems, we are primarily dedicated to working with the family to improve student attendance. Children may be temporarily excused from school (see Administrative Rule JE).

1. When personally ill and when attendance in school would endanger their health or the health of others
2. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school
3. On special and recognized religious holidays observed by their faith
4. When mandated by order of governmental agencies (examples: armed forces physical exam or court order)
5. Prevented from attendance due to conditions rendering school attendance impossible or hazardous to their health or safety
6. If they are 12 or older and serving as a page in the Georgia General Assembly

**THE PARENT/GUARDIAN MUST WRITE A NOTE TO THE SCHOOL EXPLAINING THE REASON FOR THE ABSENCE WITHIN 3 DAYS OF THE STUDENTS RETURN TO SCHOOL, OR THE ABSENCE WILL BE MARKED AS**

## UNEXCUSED.

Westside Atlanta Charter School wants to work with you in partnership concerning your child's attendance and education because poor attendance is associated with low and/or failing grades, defects in understanding important learning concepts, discipline problems, low self-esteem, and school dropout.

You should hold an important key to your child's education by valuing learning and making this apparent to your child. Daily school attendance, unless your child has a legitimate excuse, is a good habit to start. Be sure to review the Truancy section of the student codes of conduct. If you need additional information or assistance, feel free to contact the school at 404-228-9678.

## TRANSPORTATION CHANGES

All transportation changes with the exception of attending the after school program (ASP), must be in writing and sent in with the student in the morning. Please talk with your child in advance to ensure they are aware of any changes in transportation as changes from the normal routine sometimes cause confusion for the child.

For security and safety reasons, anyone picking up a student must be listed on the emergency contact card as a designee before the student is released and must show a picture ID.

If a note is not sent in for changes, the student will keep his/her normal routine.

## DISCIPLINE

Discipline is the process of changing a student's behavior from inappropriate to acceptable. We are never satisfied with merely stopping poor behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a loving desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive.

Students are expected to respect the authority of teachers. All teachers have authority over all students.

1. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
2. Students shall help keep the school clean at all times.
3. Items such as pocketknives, water pistols, matches, personal electronic devices, skateboards, toys, etc. are not permitted at school. (They will be confiscated. Only the parents will be allowed to pick up the item.)
4. No students should leave the school grounds during the school day without express permissions from the administration.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture, alcohol, tobacco products, profane, abusive or

- slang language.
6. Possession of personal technology, including but not limited to iPods, MP3 players, laptops used for educational purposes, etc. is a violation of the Code of Student Conduct. Confiscated electronic equipment will only be returned to the parent/guardian of the student.
  7. Sole possession of a wireless communication device (camera phone, cell phone, or pager) is not a violation of the Code of Student Conduct. However, the possession of a wireless communication device (cellular telephone, camera telephone, or pager) which disrupts the educational process; the use of a cellular telephone, camera telephone, or pager during school hours; the use of a cellular telephone, camera phone, or pager on school buses in the absence of an emergency concerning safety-to-life issues; and the possession or use of a cellular telephone, camera telephone, or pager which disrupts or interferes with the safety-to-life issues would be a violation of the Code of Student Conduct, subjecting violators to progressive discipline.

(Note: If students possess a cellular telephone, camera telephone, or pager, it should be turned off and kept out-of-sight inside a pocket, book bag, purse, or similar container, and it may not be used or allowed to emit any ring tone or other noise on school grounds during school hours.) School employees will not be held liable for wireless communication devices (cell phones, camera telephones, or pagers) that are lost, stolen, or confiscated. WACS is required to notify parents that students who use wireless communication devices (cell phones, camera phones, or pagers) in the commission of a criminal act may face school disciplinary action and/or criminal penalties.

## **DEFINITION OF DISCIPLINE TERMS:**

**Assault:** Any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike.)

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.(Example: fighting).

**Bullying:** In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Corporal Punishment:** Physical punishment of a student by a school official in the presence of another school official.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that the parents or guardians can make arrangements for transportation.

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Drug:** The term "drug" does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Title IX of the Education Amendments of 1972 applies this definition to students; therefore, the terms “education” and “school” will be included in the employment/work environment.

**In-School Suspension:** Removal of a student from class (es) or regular school program and assignment of that student to an alternative program within the regular school but isolated from peers.

**Suspension:** Removal of a student from the regular school program for a period not to exceed ten days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Truancy:** Five days or more of unexcused absences for any student subject to compulsory attendance laws. **Uniform Policy and Dress Code:** Please refer to this section outlined in the Student/Family Handbook. **Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** The term “weapon” is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks,

chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## **SCHOOL-PARENT-STUDENT CONTRACT**

Westside Atlanta Charter School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards and master skills. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on the child (ren)'s progress, Progress Reports and parent teacher conferences.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents by appointment only. Phone messages for teachers may be left with office personnel and will be placed in teachers mailboxes or you may request a teacher's voice mail. Teachers are responsible for returning calls within 24 hours. Parents will be given individual teachers school e-mail address to facilitate communication.
- Provide parents opportunities to volunteer and participate in their child's classroom and other events pertaining to their child (ren).

### **Parent Responsibilities**

As a parent, I will support my child's learning in the following ways:

- Making sure they get enough sleep each night.
- Making sure they eat breakfast in the morning.
- Making sure they arrive to school on time each morning.
- Making sure homework is completed, without doing the work for the child.
- Reading to/with my child daily.
- Monitoring amount of television/video games my child watches or plays.
- Volunteering in my child's classroom.
- Reading communications sent home by the school.
- Staying informed about my child's education.
- Promoting positive use of my child's extracurricular time.
- Participating, as appropriate, in decisions relating to my child's education.
- Become involved in Community Council activities.
- I will make sure all financial obligations surrounding my child will be kept current at all times.

### **Student Responsibilities**

I share the responsibility to improve my academic achievement and to meet or exceed State standards. I also understand that I may listen to my teacher and participate in the

learning process that is provided. I will:

- Come prepared for class every day.
- Pay attention in class and participate in all classroom activities.
- Do my homework independently every day and ask for help when I need to.
- Give all information sent home by the school, to my parent or guardian, every day.
- Show respect, responsibility and make right choices every day.
- Maintain satisfactory attendance, academics and behavior.

## **STUDENT SAFETY**

### **Reporting Child Abuse**

According to state law, school employees and volunteers for Westside Atlanta Charter School must report reasonably suspected cases of neglect, non-accidental injury, or sexual offenses against children to the Department of Family and Children Services or local law enforcement agencies. Failure to comply with this requirement may result in prosecution of the school employee. People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability.

Once a report has been made, official representatives of the Department of Children and Family Services have the right and may come to the school to interview the child. Parent permission need not be obtained by the department of the school.

### **Search and Seizure**

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff. School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students and/or staff may be in danger.

### **Search of Lockers and Desks**

The school is the owner and has control of student lockers, cubbies, and desks. School officials may inspect cubbies, desks, and/or lockers for cleanliness and order at any time without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

### **Search of Student's Person**

A search of a student's person, bag or purse shall be undertaken only if there are reasonable grounds to suspect that the student possesses a dangerous, prohibited or illegal

substance or items that may interfere with school purposes and/or present a threat to people or property.

### **Closed Campus**

Westside Atlanta Charter school is a closed campus. This means that when students arrive at school, they must stay on campus at all times, including lunchtime, unless they are released to their parents or other permissible adult. Parents **MUST** check-in to the Main Office during academic hours for a Visitor's Pass. For safety reasons, we require that **ALL** visitors report to the office before going on campus. A "Visitor's Pass" is required of all guests at school.

### **Prohibition of the Use of Physical Force or Corporal Punishment**

The Atlanta Board of Education prohibits the use of corporal punishment. Employees may use reasonable and appropriate action, including physical force, to:

1. Disarm a student in the process of harming another person with a weapon.
2. Stop a fight between students.
3. Prevent a student from harming self, school employees, or others (see Policy JDA).

### **Prohibition of Pets**

For safety reasons, **NO** pets are allowed on campus due to student allergies. We ask that you please leave pets at home or in your vehicle when dropping off or picking up students from school.

## **COMPUTER / INTERNET POLICY**

Students are responsible for proper 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 behavior and communications apply. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility; each individual user of the school computer networks is responsible for his/her behavior and communications over those networks.

Network storage areas may be treated like school lockers. Network and School 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 school servers would be private. The school has the right to check the computers in order to determine what materials and who has accessed sites. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, it is the families' responsibility to guide the children as they are exposed to the Internet, movies, television and other potentially offensive sources.

**The following are not permitted:**

- Sending or displaying offensive messages or pictures. Offensive is anything, which is or could be perceived as violent, pornographic or otherwise offensive to a reasonable person.
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

School Staff will act as a guide, but cannot be a full-time guaranty.

- Violations may result in a loss of access.
- Additional disciplinary action may be determined in line with existing practice regarding any inappropriate language or behavior.
- Student/parents may be responsible for paying for the repair of damaged files, programs and/or equipment caused by misuse.
- When applicable, law enforcement agencies may be involved.

## **FIELD TRIPS**

Field trips, which correspond to Georgia Common Core and Performance Standards, may be planned throughout the year for various academic and enrichment activities. Parents will receive advance notice of all such trips. A permission slip must be signed by the student's parent and applicable fees collected in order for the student to participate in a field trip.

Students going on the field trip that have preordered lunch will receive a credit that will be issued to your child's account.

Parents may be asked by the classroom teacher to serve as chaperones on class field trips. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and remain vigilant and attentive to the students' needs throughout the trip. Children who are not enrolled in the class may not accompany the chaperones. It is the teacher's decision of selection of parent chaperones. However, parents wishing to attend a field trip and have not been requested to chaperone may do so on their own will. Admission and transportation will be that parent's responsibility.

## **NUTRITION BREAK**

Each day student's will be given an opportunity to have a nutritious snack sent by the parent. We encourage you to send a snack consisting of fruit, vegetables or other

nutritious items. Candy is discouraged for nutritional snacks!

## **PHYSICAL EDUCATION**

The Physical Education program is an important part of the elementary education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. In order for a student to be excused from physical education for a short period (up to two (2) days) a written request from a parent is sufficient.

## **VISITORS**

Parents, guardians and other visitors are welcome between the hours of 8:15 a.m. and 2:45p.m. It is our policy that all visitors stop by the front office and check in and obtain a visitors pass before proceeding. Please note that you will need to have your driver's license and any person in the building without a visitors pass will be directed to the front office.

Please note, after 1 week students should be responsible enough to walk to class without parental assistance. Please help us and follow this request. Small children in the classrooms are a distraction to students and should not be brought with you when visiting the classroom.

Please pay close attention to the time that the teachers have placed outside the classroom door regarding volunteering in class. Teachers will inform you of when it is a most convenient time to assist. Thank you for your understanding.

When in the building, please refrain from cell phone usage.

## **SOLICITATION**

Solicitation of or by any student, parent, or staff member on School property for any cause except those authorized by the Principal is strictly prohibited.

## **HOME / SCHOOL COMMUNICATIONS**

### **Conferences**

Westside Atlanta Charter School will hold parent/teacher conferences throughout the school year. Please refer to the current school calendar for scheduled parent/teacher conferences. Parents and/or teachers may request additional conferences as needed. Please contact your child's teacher to schedule any additional conferences.

## **Newsletters**

Classroom teachers will send home regular updates on classroom and school events and well as newsletters from Administration.

## **Email**

Please make sure your current email address is provided and kept updated on your students contact card. Regular email updates will be sent to you on school events.

## **Website**

The Westside Atlanta Charter School's website address is <http://www.wacs.us>. Our website is updated with current and upcoming events including the date and time of monthly board meetings.

## **CANDY, GUM, TOYS AND ELECTRONIC COMMUNICATION DEVICES**

WACS prohibits any student from using a pocket pager or cellular phone in school. Unless teacher approval is given ahead of time, students are not to bring toys, games, or other unnecessary items to school. This includes sports and other types of collection cards, headsets, iPods, hand-held games, CD players etc. These items are not permitted and will be confiscated. Parents will be required to pick these items up from the main office. Students are not allowed to chew gum or eat candy during the school day unless in conjunction with a teacher initiated educational activity.

## **TELEPHONE USE**

Telephones are not available to students except in an emergency. Our policy is that students will not be called to the telephone at any time except in an emergency.

## **LOST AND FOUND**

### **Care of personal items**

WACS makes every attempt to help student safeguard their valuables and belongings. Unclaimed items will be placed in lost and found. We strongly recommend that all personal items (clothing, book bags, etc.) have the student's name on them. We also request that you do not send valuable items (e.g. jewelry, personal electronics, iPods, Game Boys, family heirlooms, money) to school with your child. Please write a note to your child's teacher first and then to the school office if your child is missing something. Students and Parents are welcome to check for lost items between the hours of 8:30 and 2:30 or after 3:45. After a reasonable amount of time, unclaimed items will be given to a charitable agency.

### **Labeling**

Please help us by labeling all students' items including but not limited to clothing, books, lunch boxes and backpack.

## **FUNDRAISING**

Westside Atlanta Charter School and the school's Community Council will sponsor fundraising activities and events to raise funds for school projects. Only fundraising activities approved by the Principal may take place in support of the school; COMMUNITY COUNCIL fundraiser must also receive the Principal's pre-approval. The school's name, logo, website, newsletters, and letterhead may only be used to support fundraisers pre-approved by the Principal. No outside organizations or individuals may fund raise or sell items on the school campus. Students should never solicit door-to-door for any school fundraisers, as this exposes children to unforeseeable dangers.

## **COMMUNITY COUNCIL**

### **Community Council Purpose:**

*The Westside Community Council is an organization of Westside families committed to helping facilitate a learning environment that fosters rigor, imagination and service; and to developing meaningful engagement among staff, families and the local community.*

It is our hope that the Westside Community Council will be a meaningful opportunity for Westside families to work together toward a common purpose and shared vision. It is our goal to be minimalistic in what we take on as a Council, so that we can do the things that we prioritize as well as possible. With the help of our Principal, the teachers and the Board, we have focused our attention on parent opportunities that will enhance the learning environment for our children and build community among our families.

The following is a description of volunteer opportunities we hope you will consider committing to for the 2013-2014 school year. Each of the leadership roles on the Westside Community Council will be Co-Chaired because we believe that we all work better in teams. In the future, the Co-Chair positions will allow for one person to have had previous experience in the role and one person to be newer to the position.

If you have a particular area of interest or expertise but fear the time commitment, please come to us and we will help work out an appropriate solution. We hope to engage as many Westside families as possible so that service in our school community provides a unique opportunity to get to know other families better.

There will be many opportunities to get involved at Westside, especially at the classroom level. Specific classroom needs will be announced by individual teachers as school begins. If you don't see something listed here that suits you, please know that opportunities will be made available throughout the year as well.

### **Community Council Volunteer Opportunities**

*(Opportunities are listed from greatest to least time commitment)*

#### **Community Council Co-Chairs:**

The Community Council Co-Chairs will be a point of contact for each of the other positions and will facilitate communication between the Principal, teachers, the Board and the rest of the Community Council. These positions should be filled by individuals who have a solid understanding of the vision of the school, who delegate well and who communicate promptly and effectively. The Community Council Co-Chairs will assist the school staff and the Board with any communication that needs to go out to Westside families.

#### **Room Parent Co-Chairs:**

The Room Parent Co-Chairs will serve as a resource to Room Parents and also a point of contact and support for the Principal. They will facilitate communication between school leadership and the Room Parents. They will also assist the school staff with a quarterly Parent Survey.

#### **Room Parents:**

Perhaps one of the most important roles to be played by the Westside Community Council is that of Room Parent. We will have two Room Parents per class, including Room Parents for the PE teacher and the Art teacher. Room Parents will serve the Westside community by supporting teachers in the following ways:

- Coordinating classroom volunteers (mystery readers, special project

- assistants, class parties)
- Coordinating administrative volunteers (school pictures, crafts, newsletter contributions)
- Communicating with parents in their class (teachers' needs, special requests, changes in daily schedule)
- Building community among the grade level (parents and students)

Being a Room Parent is a wonderful way to connect with your child's class and teacher. The role requires a person who is able to make phone calls, text and email as needed. Additionally, Room Parents can anticipate volunteering at the school or in the classroom one or two times per month.

### **Treasury Co-Chairs:**

The Treasury Co-Chairs will be responsible for overseeing the financial aspects of the Community Council. This will include a Community Council annual fund and managing the account of the Community Council. It would be helpful for the Treasury Co-Chairs to have a background in accounting or a strong level of comfort working with budgets and successfully implementing one.

### **Community Connection Co-Chairs:**

The Community Connection Co-Chairs will help develop meaningful relationships with business owners on the Westside. These relationships will lead to field trip opportunities, school speakers/special guests, and service opportunities in the local community for our students. The Community Connection Co-Chairs will work with the teachers and Room Parents to coordinate field trips (community contacts, funding, and parent volunteers) in the local community.

### **School Events Co-Chairs:**

The School Events Co-Chairs will help plan school wide events. They will assist in forming an event committee, recruiting volunteers, and overseeing the event. There will be three school wide events during the year: Back To School, Thanksgiving Potluck Feast, and a Spring Party.

### **Historian Co-Chairs:**

The Historian Co-Chairs will be responsible for coordinating photography and videography of important school events. Especially during this momentous first year of the school, we are looking for individuals who are skilled in camera work and are also organized and savvy with online and hard copy distribution of photos.

### **Carpool Co-Chairs:**

The Carpool Co-Chairs will assist the staff as needed in coordinating carpool. They will help families find neighbors to carpool with and oversee a committee that recruits parent volunteers to help with morning carpool lines.

## **COMMUNITY STANDARDS**

All parents, teachers, business partners, community partners, Board members, Community Council Board of Directors, and others affiliated with the school agree and promise to uphold and live the following Community Standards:

◆ Volunteer and actively participate in school events, cultural festivals, curriculum activities, parent seminars, Community Council meetings and events, parent-student-teacher conferences, and socials.

- ◆ Support the school with your time, financial resources, and heart.
- ◆ Treat all members of the community with respect, honor, and patience.
- ◆ Speak to all community members in a professional, empathetic, and caring manner.
- ◆ Follow all school policies and procedures.
- ◆ Proactively address minor issues and concerns before they become major problems.
- ◆ Embrace and publicly support the school's mission, curriculum, policies, procedures, school uniform, Student Code of Conduct and expectations, and Family Handbook.
- ◆ Support faculty, staff, and administrative decisions and actions in the presence of children and students, and later in private share concerns and philosophical differences with the appropriate school personnel.
- ◆ Address concerns and issues first to the school staff members most closely and directly responsible for the area of concern. If more information is needed, privately bring unresolved concerns and issues to school staff and administration to address.
- ◆ Maintain privacy laws by not sharing confidential information about other student/family/community members.
- ◆ Issues should be discussed, communicated, and maintained within the appropriate spheres of responsibility and only to those who need to know. Refrain from broadcasting concerns, issues, problems and needs to the broader school community.
- ◆ Provide solutions and offer to assist in school improvements, in lieu of complaints.
- ◆ Agree to the decisions and policies set by committees, groups, and task-forces, even if you disagree with the majority decision.
- ◆ Abide by the ordinances, statutes, and laws of City of Atlanta, State of Georgia, and United States Federal Government.
- ◆ Politely follow the directions of all school personnel and their representatives while on the school campus or participating in school related activities.
- ◆ Follow all traffic and parking laws, carpool rules, and the directions of carpool staff, volunteers, law enforcement, and school crossing guards. Drive safely and watch for children.

## **TRANSPORTATION CHANGES**

All transportation changes with the exception of attending the after school program (ASP), must be in writing and sent in with the student in the morning. Please talk with your child in advance to ensure they are aware of any changes in transportation as changes from the normal routine sometimes cause confusion for the child.

For security and safety reasons, anyone picking up a student must be listed on the emergency contact card as a designee before the student is released and must show a picture ID.

If a note is not sent in for changes, the student will keep his/her normal routine.