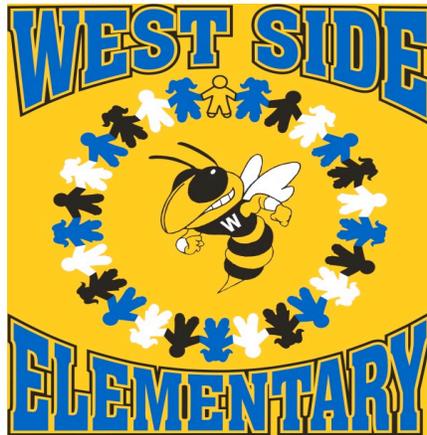


West Side School

Parent/Student Handbook & Calendar 2017-2018



Dan McGuire, Principal
Ashley Bagwell, Assistant Principal

344 Polk Street
Marietta, Georgia 30064
(770) 429-3172
www.marietta-city.k12.ga.us

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Notice of Non-Discrimination

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

Title VI Compliance Officer/Alternate Title IX Compliance Officer

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Title IX Compliance Officer

(Issues of discrimination on the basis of gender or sexual harassment)

Director of Athletics
Marietta High School
1171 Whitlock Avenue, Marietta, GA 30064
770-429-3154

Title II of the Americans with Disabilities Act and Section 504 Compliance Officer

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Employment Issues

(Issues of discrimination on the basis of any category listed in policy GAAA)

Director of Human Resources
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Complaints may also be filed directly with the Office of Civil Rights at the address below:

The U.S. Department of Education
Atlanta Office for Civil Rights
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
(404) 562-6350

Sexual Harassment

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.

The vision of West Side Elementary School is to provide a compassionate, family-oriented environment that builds character and motivates 21st Century learners through rigorous academics and technology-based instruction.

West Side Mission

Envision a school...

Where all children are encouraged to explore and strengthen their Talents and Gifts (TAG).

Where all children have equal access and opportunities to master the knowledge and skills necessary for success in college, career pathways and the global economy.

Where students achieve this success through a variety of learning opportunities and differentiated tasks that challenge and engage 21st century learners in all core content areas.

Where members of the learning community collaborate to set high expectations and achieve this mission.

Where ideas are just the beginning...



West Side Elementary Core Values and Beliefs

Curriculum

Curriculum will be rigorous and relevant using a variety of research-based resources that are standards based and developmentally appropriate. The content will be vertically aligned, cohesive, and consistent within each grade level.

Instruction

Instruction will be differentiated and student-centered using best practices to increase achievement.

Assessment

Assessments will consist of purposeful, ongoing, balanced methods to measure student growth in order to drive instruction.

Environment

Students will be immersed in a safe, respectful community that fosters responsible citizens, empowering them to succeed.

West Side School Song

(To the tune of THIS LAND IS YOUR LAND)

West Side is your school,
West Side is my school.
We'll always cherish
And honor our school!
Our pride is showing,
Our dreams are growing.
West Side's the school
For you and me.

Mascot – Stingers

Motto – “Thinking is cool at West Side School”

School Colors – Blue and Yellow



ACCREDITATION

West Side is accredited by the Southern Association of Colleges and Schools. Our school has been recognized as a Georgia Public School of Excellence.

ATTENDANCE/ABSENCES

Regular school attendance is required by law for all children between the ages of six and sixteen. Regular attendance means actual attendance of a pupil during the entire day of school.

Although circumstances may necessitate that a student be absent from school, Marietta City Schools recognizes that optimal learning takes place when the student is present and involved in classroom activities. It is critically important that parents make every effort to have their children attend school and avoid all absences, except those that are absolutely necessary and reported as such.

An excused absence means that your child is absent for a legitimate and acceptable reason. The lawful reasons for an excused absence are personal illness, illness or death in the family, religious holiday, court appointment, quarantine or conditions rendering school attendance hazardous to health and safety. On the first day back in school after an absence, the parent should send a note to the teacher giving a reason for the absence. The school must receive a written excuse for absences within two days of the child's return to school, from parents/guardians or a doctor, in order to be considered an excused absence. The school may require a doctor's note to excuse absences if a child misses school frequently. E-mails are not considered a valid form of written notification.

All other absences will be considered unexcused. Excessive unexcused absences will be reported to the school social worker. It is important for the school to know why your child is absent. You can call the school office to report your child's absence, but you must also send a note when your child returns to school.

Students should be in their classroom by 8:25 a.m. Students are tardy after 8:30 a.m. and a parent must come to the office and sign the student in at the office. A student is counted present for the day if they arrive before 11:45 a.m. or leave after 11:45 a.m. At the end of the year, awards are presented for Perfect and Excellent Attendance. Perfect Attendance is defined as being present for each day of school with no more than 10 tardies. Excellent Attendance is defined as up to 3 absences and no more than 12 tardies from school.

For the purpose of record keeping and the inclusion on report cards, Marietta City Schools has determined that the term "tardy" will indicate a late arrival. The term "early dismissal" as noted in ASPEN indicates **any time when a student is checked out early** that does not result in a student being marked absent **This includes leaving and returning during the day, or leaving prior to afternoon dismissal.** Early dismissals count as tardies as per the Marietta City Schools attendance policy. **If the time missed accounts for over one half of the school day, the student will be marked absent.** Valid written excuses must be submitted to the school within two days of the student's return to school for tardies to be considered excused.

The following are valid excuses:

- Personal illness or attendance in school endangers a student's health or the health of others.
- Serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examination for services in the armed forces.
- Observing religious holidays, necessitating absence from schools.
- Conditions rendering attendance impossible or hazardous to student health and safety.
- Serving as page of the Georgia General Assembly.

There is no conversion of multiple tardies to absences in the law, State Rule, or Marietta Board policy.

BEELINE

Our weekly communication envelope is sent home every Wednesday. Please check it carefully, sign, and return on Thursday.

BEFORE SCHOOL/AFTER SCHOOL/HOLIDAY CARE PROGRAMS

Before School and After School Programs are coordinated by Marietta Community School and supervised by certified teachers and paraprofessionals. Before School hours are from 6:30 a.m. until the start of school and After School hours are from the end of school day until 6:30 p.m. There is a non-refundable registration fee for each program of \$10.00. The daily fee for the Before School Program is \$5.00/day or \$25.00/week and the fee for the After School Program is \$7.00/day or \$35.00/week. A new registration form must be completed every year before the child can attend either program. For additional information about the Before and After School Programs and Holiday Camps, please contact Kristen Felix @ kfelix@marietta-city.k12.ga.us or 770-429-3170 Ext. 4495 or visit our web site at www.mariettacommunityschool.com

BIRTHDAY TREATS

Please contact the classroom teacher if you would like to send a special snack that has been commercially prepared with nutritional label included for safety reasons as well as possible allergy concerns. In an effort to be sensitive to all children, please refrain from sending individual party invitations unless the entire class has been invited.

BYOT

The “Bring your Own Technology” (BYOT) initiative is an innovative practice that arose from discussions by the School Governance Team during the 2012-13 school year. It provides the opportunity for fourth and fifth grade students to use electronic readers at school. We know that many of our students use electronic readers at home to enjoy books of their choice and that it can be frustrating when they cannot continue reading these books at school. This is a voluntary program for those who wish to participate. Those who wish to participate may bring e-reader devices (Nooks, Kindles, tablets with Nook/Kindle or other reader apps, etc.) for use in the school setting. Smart/cell phones are discouraged but if your child truly uses this device as an electronic reader, he/she may bring it but only to be used as an e-reader.

CALENDAR

A full calendar of school and PTA events is included at the back of this handbook. Please note that all events are subject to change. As events are added or in the event of changes, we will notify you through the Wednesday Beeline, email blasts, Facebook and it will also be added/changed in our WS website calendar.

CAFETERIA

Our lunchroom payment process is computerized to make paying for your child's meals more convenient. We strongly encourage parents to utilize the My Payments Plus Program to prepay for meals online at www.MyPaymentsPlus.com as well as check account balance information and receive email reminders regarding your child's account. To sign up for My Payments Plus you need to have your child's lunch ID number. If you need assistance signing up for My Payments Plus, please contact the cafeteria (770-429-8355). You can pay for lunch by the week, month, or any amount you choose to send. If there is a credit in your child's account at the end of the year, you will receive a refund, if requested. To avoid confusion, if you have more than one child at West Side, please see that each child brings his/her own lunch money. A student lunch or salad is \$2.20 per day. Adult lunches are \$3.50. Student breakfast is no charge. Adult breakfast is \$1.50. If a student wants only milk or extra milk, the cost is \$.60 per carton. Juice is \$.60. Free lunch and reduced price lunches are available to qualifying families. Only one form is required per family. Please do NOT include payment for the student lunch/breakfast in the same check that pays for fieldtrips or other classroom items. The cafeteria and school accounting systems are not connected and we cannot accept one check paying for multiple items.

We encourage you to pay by the week or month so your child does not have to keep up with lunch money each day. The following guidelines should be followed in the lunchroom:

- Parents/visitors shall sit at the guest tables with their child(ren).
- Only 5th graders are allowed to invite one friend to eat with them and their guest.

- Children are not allowed to save seats.
- Trading/sharing food is not permitted among children.
- Children are to remain seated during lunch.
- No carbonated beverage cans or any glass containers are permitted in the lunchroom. Please use plastic containers or juice boxes. No open containers of food or beverage should be taken from the cafeteria.
- During the lunch block, short intervals of music are played. When the music begins, students will take a break from their conversations, enjoy the music, and focus on eating their lunch. During their thirty minutes of lunch, students will average nine minutes of eating/listening to music and twenty-one minutes of conversation.

For student safety, all visitors requesting to eat with students must be listed on your child's registration form or, if a visitor is not listed, you will need to send written permission for the individual to visit with your child at breakfast or lunch.

CAR LINE PROCEDURES

Students are dropped off and picked up at Maple Avenue, **not on Polk St.** The Polk St. entrance is reserved for buses during dismissal and arrival.

- Staff and student patrols are available to assist students in the morning. Staff members load students in cars in the afternoon.
- Please remain in your car to keep the car rider line moving efficiently.
- No student drop-offs before 8:00 a.m.
- If your child is a car rider, please use the car pool line. Do not park in the neighborhood and walk to the school to pick up your child. This creates additional traffic congestion and unsafe conditions.
- Please refrain from using your cell phone in the car rider line.
- No left hand turns are permitted into the circular drive on Maple Avenue. This backs up traffic.
- Students should exit from the right hand side of car.
- Staff and student patrols are available to assist students in the morning. Staff members load students in cars in the afternoon.

CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important for the school to have current home, work, and cell phone numbers as well as parent email addresses for each student. If your home address, any phone numbers, or your email changes during the year please notify the school office and classroom teacher. It is required the office be notified of a change of address as soon as it occurs.

CHARACTER EDUCATION PLAN

West Side Elementary implements the state mandated Character Education program. The school counselor, T'Shunta Rambert, is responsible for coordinating this program. The goal of the plan is to teach children the importance of character and give examples of how to use good character in their decisions and actions. Our school teaches acceptance and tolerance of others. Also included in our Character Education program is the teaching of a "zero tolerance for bullying."

CHECK-IN AND OUT

Early dismissals are handled by the school office. A note signed by the parent is sent to the school requesting early dismissal, listing reasons for dismissal, and time and person responsible for picking up your child. Children to be dismissed early are called to the office upon the parent/guardian arrival. Early dismissal will NOT be permitted after 3:00 p.m. to avoid interruptions to dismissal procedures. Please be prepared to present photo identification upon request. A record is kept in the school office of early dismissals and tardies. When a student arrives late (after 8:30) an adult must sign the student in at the office.

CHILD ABUSE/NEGLECT

The laws of the State of Georgia require that members as well as volunteers of such professions as medicine, nursing, counseling, and teaching must report to the proper authorities' cases of suspected abuse. Members and volunteers of these professions are held legally accountable for failure to make such reports and are protected against legal

consequences when living up to this expectation. Our school will report suspected child abuse and neglect immediately to the proper authorities.

CONFERENCE WEEK

To promote strong home-school communication, Marietta City Schools designates two weeks each year for parent-teacher conferences. First semester conferences will be held the week of September 18-22, 2017. Second semester conferences will be held the week of February 12-16, 2018. Students are dismissed at 1:15 during Conference Week.

DISMISSAL

Children should be sure of their afternoon ride arrangements when they arrive at school each morning. To insure safety, please send a note to your child's teacher with any changes. Dismissal changes must be received in writing before 2:15 p.m. Without a note, your child will be required to follow his/her usual routine. Please be aware that to keep students safe we cannot accept transportation changes made over the telephone, faxes, or via e-mail. Please do not come to the office to check your child out after 3:00 or during dismissal. Walkers are dismissed on the Maple Avenue side of the building and should be met by a designated adult. For student safety, please do not wait for your child in the hallway and take them out another exit. Students must be picked up by 3:30. If students are not picked up by 3:30, parents will be expected to enroll their children in the after school program.

ELECTRONIC DEVICES

Students are permitted to possess personal communication/electronic devices but are not permitted to use them for personal reasons during school hours (beginning bell to ending bell) unless students are participating in the BYOT program (see page 6) or they have been given special permission by school personnel. Any devices that are not approved for use through the BYOT program must be powered off during the school day and kept in student book bags.

EMERGENCY CLOSING OF SCHOOL

For information on school closings or late openings, please listen to radio channel WSB 750 AM. If the school closes early, the After School Program and other after school activities are also cancelled. Be sure your child knows where to go if school closes early. It is extremely important that you keep the school up-to-date with any changes in emergency contacts.

EMERGENCY PREPAREDNESS PLAN

A school emergency plan is maintained in the school office and one copy is filed in the system office. This file lists duties and persons responsible should a mass disaster or emergency situation occur requiring school-wide measures. Various drills (fire, tornado, intruder, and medical emergency) are practiced throughout the school year to make sure staff and students know what to do in the event of an emergency.

FIELD DAY

This special day is tentatively scheduled for Friday, May 18, 2018. The rain date is scheduled for Monday, May 21, 2018. Parent volunteers are welcome to help supervise activities and help with the class as they participate during the day.

FIELD TRIPS

Teachers are encouraged to schedule field trips to enrich a particular unit of study or class project. To attend, a student must have written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. A donation for transportation and admissions is often requested. Younger siblings/friends are not permitted to go on the field trip.

HOMEWORK

Students are usually assigned homework Monday through Thursday. Nightly homework for the average student should generally fall within the following guidelines:

Grade	Time
K-1	No more than 20 minutes

2-3	No more than 30 minutes
4-5	No more than 50 minutes

Students placed in advanced classes or courses may be assigned homework that exceeds these suggested times. Students involved in making up work due to absences and/or who are involved in short, or long-term projects may experience homework times that exceed recommended limits. If your child is spending an inordinate amount of time on homework, please contact your child’s teacher for guidance and support.

HONORS DAY – May 2018

→ Wednesday, May 23rd

- Kindergarten Honors Day at 1:00 p.m.

→ Thursday, May 24th

- First and second grade students will be honored at 8:30 a.m.
- Third and fourth grade students will be honored at 9:45 a.m.
- Fifth grade honors program will be held at 11:00 a.m.

Students will be recognized for academics, conduct, citizenship, and attendance.

ILLNESS AT SCHOOL

There is a full-time licensed, registered nurse on staff for minor ailments. If a child becomes sick or has an abnormal temperature, the school nurse will call you to pick up your child. We must have current telephone numbers for emergencies. Students should not come to school if:

- They have a fever. They must be fever free without medication for 24 hours.
- If they have had vomiting or diarrhea in the last 24 hours.

LATE PICK UP

Students waiting to be picked up after 3:30 will be sent to the After School Program if they are pre-registered (\$10.00 fee). Regular after school charges will apply. If your child is not registered for the After School Program, then the school staff will try to contact the parent and other people authorized to pick up the child. If a parent or authorized person cannot be contacted or is unable to come to the school during a reasonable period of time, the police department may take the child into protective custody until a parent is located.

LOST AND FOUND

West Side provides separate bins in the auditorium for items left at school. Items not claimed are donated to a local charity quarterly. Please label all items your child brings to school with your child’s name. This is especially important with jackets, coats, sweaters, etc. that are often removed during the day and left behind.

MATERIALS AND SUPPLIES

Materials and supplies vary with each class. Supply lists are posted on the school website. Parents are asked to contribute for classroom supplies, performing arts, and Studies Weekly. Students will be required to pay for all lost and damaged books and materials. This includes library and textbooks as well as other instructional materials.

MEDIA CENTER

Students may check out books for one week at a time and are encouraged to bring them back before the due date. If books are damaged or lost while in a student’s possession, the student will be responsible for the damage or replacement fee before any other materials may be checked out.

MEDICINE FOR STUDENTS

If prescription medication is required, a parent or guardian must complete an “Assistance with Medication” form in the school clinic. This form is also available on the Marietta City Schools website (www.marietta-city.k12.ga.us). Controlled medications, such as those given for ADD or ADHD must be brought to school by an adult and not sent in with the student. The following criteria as outlined in Marietta Board of Education Policy JGCD must be met:

- Atlanta Gas Light
- Chick-fil-A West Cobb
- Kroger Whitlock
- United Community Bank
- Marietta Martial Arts
- Marietta Kiwanis
- The Strand Theater
- Zaxby's

PHYSICAL EDUCATION

P.E. is a required class. A written statement is required if a student must be excused from participation in P.E. A written statement from a physician is required if a chronic problem exists. Tennis shoes are required for participation in P.E.

PICTURE DAY

School pictures are taken twice a year. Fall individual pictures will be taken on Friday, October 6th with retakes scheduled for Friday, November 10th, 2017. These photos will be used for the yearbook, unless the parent/guardian has informed the school principal in writing that photos and other directory information may not be shared. Spring individual photos and class pictures will be taken Friday March 16th, 2018. Photos may be purchased using the order forms that come home in your Beeline.

PTA

We have an active PTA with an excellent staff of officers. We encourage you to become a member of our PTA. The cost of PTA membership is \$6.00. It is our goal to have 100% parent and staff membership in our PTA. We expect to accomplish this goal this year with your support.

Your PTA officers for 2017-2018:

Co-Presidents:	Emily Gross / Shelley Kelley
Co-Vice-Presidents:	Katie Glover / Rhonda Ivester
Secretary:	Elizabeth Weigle
Treasurer:	Rachel McClain
Parliamentarian	Jamie Patrick
Teacher Liaison:	Karen Sudduth

Dates for PTA Meetings

- Tuesday, August 1st, 2017 at 6:00 p.m. – Kindergarten Parent Open House
- Tuesday, August 15th, 2017 at 6:00 p.m. – PTA Mtg & Curriculum Night
- Thursday, October 12th, 2017 from 5:00 – 7:00 p.m. – Fall Festival
- Tuesday, January 23rd, 2018 at 6:00 p.m. – PTA Mtg & Second Grade Play
- Tuesday, May 1st, 2018 at 6:00 p.m. – PTA Mtg, 5th Grade Talent Showcase & Art Show at The Strand

RECESS

Teachers make every attempt to take students outside for a 15 minute recess, except when inclement weather does not allow. Please dress your child for the weather. All students go outside with the class unless a doctor's note is sent to the teacher. Children cannot be left unsupervised in the classroom during recess and will have to stay in the office or with another class. No siblings or visitors are allowed on the playground during recess or during the school day.

REPORT CARDS

Report cards are issued every nine weeks. Progress reports are issued at the midpoint of each nine-week period. Students and parents are provided with continuous information regarding academic progress through a web-based program called Aspen. This resource can be accessed via any computer connected to the Internet. Log-in information is distributed at the beginning of the school year or during the registration process.

SCHOOL GOVERNANCE TEAM

Your West Side School Governance Team is composed of three teachers, two parent representatives, one community representative, and the principal. All School Governance Team meetings are open meetings. The team will meet monthly starting at 3:30 pm in the Front Office Conference Room. Please visit our school website for dates of meetings and individuals serving on the School Governance Team.

SCHOOL DAY

The school day begins at 8:30 a.m.

Dismissal time is as follows:

- Car riders & Walkers – 3:10 p.m.
- After School Pgm & Classes – 3:15 p.m.
- Bus riders at 3:25 p.m. or when all buses are on campus.

Children should be sure of their afternoon ride arrangements when they arrive at school each morning. To insure safety, please send a note to your child's teacher with any changes. Dismissal changes must be received in writing before 2:15 p.m. ****Without a note, your child will be required to follow his/her usual routine. Please be aware that we cannot accept transportation changes made over the telephone, faxes, or via e-mail.**

SEXUAL HARASSMENT

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends. Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.

SPECIAL EDUCATION SERVICES

Special Education services are available. Teachers of learning disabilities, visually impaired, hearing impaired, speech, and behavior disorders work directly with students. Please contact your child's teacher about concerns that might require Special Education services.

STANDARDIZED TESTING

Standardized test results are used to help track student progress and to guide instruction. Students in grades 1-5 will participate in Measures of Academic Progress (MAP) testing in August, January and April. Students in Kindergarten will participate in MAP testing in January and April. This is a norm referenced achievement test and provides comparisons to national norms. Students in grades 3-5 will participate in the Georgia Milestones assessment, a state test based on the grade level curriculum. The Georgia Milestones assessment gives information about how well students are learning the state standards. Parents will receive copies of test results. More information will be sent home as the dates approach second semester.

STUDENT CONDUCT

Student conduct is expected to conform to a high standard at all times. The cooperation of parents is an important element in modifying behavior that is unsatisfactory. Student behavior will be reflected in the conduct grade on each report card. Please refer to the Discipline Handbook for further guidelines.

West Side students are expected to:

- Be respectful
- Be responsible
- Be ready to succeed

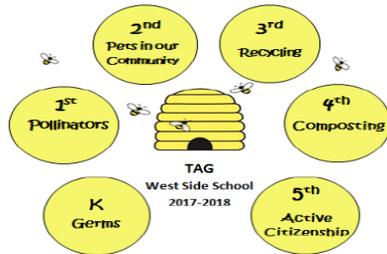
STUDENT RECORDS

It is the school's policy to send educational records upon request from another school. Student records may be made

available to either natural parent by written request unless a legal document instructs the school otherwise.

TAG (TALENTED AND GIFTED)

Students will be participating in TAG within the classroom throughout the week. Each grade level has chosen a long term project to work on. The project is based on a real problem in our community and related to specific content within the grade level. Project work will take place throughout the week and across all subjects with a strong focus on STEM. Parents will be invited into classrooms throughout the year for student led showcases. These dates will be determined by each grade level and communicated to parents through grade level newsletters.



TRANSPORTATION/BUS CONDUCT: BUS SAFETY PARTNERSHIP CODE OF CONDUCT

The safety of your children is our number one concern and “The Safe Rider Program” is a student management program which promotes and teaches proper school bus safety. The core of the program promotes personal accountability as it relates to bus safety because unsafe choices endanger the safety of all passengers.

How the Program Works:

The program promotes instant accountability for unsafe behavior as shown below. The program also includes a defined and graduated discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of those techniques include role play, videos and class work which will be scheduled to not interfere with the student’s academic work.

Unsafe Behavior on the Ride Home:

If unsafe behavior occurs before the bus leaves the school; the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented) or (2) be removed from the bus and taken to MCAA with staff supervision until a parent or guardian can pick up the student (behavior documented.)

If unsafe behavior occurs after the bus leaves the school the driver will contact their Dispatch. Transportation staff will assess the situation and if necessary, a staff member will remove the student from the bus to return the student to MCAA to remain under staff supervision until a parent or guardian can pick the student up.

If either of the above instances occurs, the graduated discipline plan will be in effect.

MCS Policies for students supersede the Safe Rider Program.

We need your partnership as we move forward in making Marietta City School buses safer and more enjoyable part of the student’s day. Please review the **Safe Rider Policies and Regulations** with your student. Please complete and sign the **Safe Rider Contract / Emergency Form** with your child and return to your bus driver within 5 days to continue bus rider privileges and to insure your child’s assigned seat.

GRADUATED BUS DISCIPLINE PLAN

- 1st Offense – Driver Student Conference & Parent Contacted. (Courtesy Notice) Student on probation and re-assigned to the front of Bus for 1 week.

- 2nd Offense – Driver Student Conference & Parent Contacted. (Courtesy Notice) Student on probation and re-assigned to the front of Bus for 2 weeks.
- 3rd Offense– Referral submitted, 3 Days Bus Suspension. Upon return student placed on probation and re-assigned to the front of Bus for 1 week. *Safe Rider Class and Behavior Contract Required.
- 4th Offense– Referral submitted, 5 Days Bus Suspension. *Conference required before returning to the school bus.
- 5th Offense– Referral submitted, Transportation Director recommends Bus suspension for the remainder of the year.

Safe Rider Behavior Policies and Regulations

- Students must show respect for school bus drivers at all times and follow the “The Safe Rider Program.”
- All students shall comply with reasonable directives of a Marietta City Schools Employee. Failure to do so is considered an act of insubordination.
- NO student shall refuse to identify one’s self upon request of any Marietta City Schools Employee.
- Students must be standing at the bus stop AT LEAST FIVE (5) MINUTES prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
- Students must WAIT for instructions (hand signals or otherwise) from the school bus driver EVERY TIME when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver and cross in full view of the school bus driver.
- Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus, while at school.
- Students MUST remain SILENT and STILL at ALL railroad crossings until the school bus crosses railroad tracks completely.
- Elementary and Middle school students will be assigned a seat assignment on the school bus. (High School at driver’s discretion)
- Students MUST remain seated properly in the seat at all times unless otherwise directed by the school bus driver. (BACK to BACK – BOTTOM to BOTTOM)
- Unnecessary noise is prohibited. Students must talk at a low volume level - **NO** loud voices.
- Student shall not talk on a cell phone. No other electronic devices can be used without use of headphones and must not be heard by others. Students may not have any type of head phones or ear buds on their ears when boarding or exiting the school bus. Students must be able to hear bus driver at all times. Students may not use any electronic device to video or audio record while on the school bus.
- Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
- Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
- Obscene language and gestures are prohibited.
- Fighting, pretend fighting, roughhousing or horseplay is NOT permitted.
- NO objects are to be thrown on, in, out or at the school bus.
- Destruction or defacing any part of the school bus is prohibited. Replacement cost at parent’s expense.
- Emergency doors, windows, and hatches are to be opened ONLY at the direction of the school bus driver.
- Students must keep all body parts inside the school bus at all times.
- Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces as it may interfere with the operation of the school bus.
- Weapons (or objects that look like and/or could be used as weapons) are NOT permitted at bus stop, on the school buses or school grounds.
- Tobacco, illegal drugs and/or alcohol is NOT permitted at bus stop, on the school buses or school grounds.
- Objectionable and/or dangerous items are NOT allowed on the school bus. Such as; glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, perfume/cologne, aerosol cans, plastic bags,

insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard.

- Band instruments, sporting equipment and school projects can be transported ONLY if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
- Students must board and exit the school bus at their designated bus stop ONLY. Alternate arrangements must be pre-approved using a MCS Bus Pass which has been completely filled out by Parents/Guardian and with a school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus. (Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender)

Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of the Safe Rider Program.

UNIFIED DRESS CODE

The Marietta Board of Education and West Side School recognize that the dress and grooming of students are significant factors in the successful operation of the educational program. It is recognized as an educational responsibility of the school to make students aware that appropriate dress, appearance and hygiene are conducive to their personal well-being. In keeping with this understanding, each student at West Side School shall be responsible for maintaining a dignified and well groomed appearance while attending school. To this end, each student will be required to dress in compliance with our unified dress code policy. This policy includes the wearing of school uniforms.

School principal may accordingly regulate the dress and grooming of students.

West Side School believes the wearing of clothing that is uniform in appearance, promotes a positive and safe school atmosphere and diminishes numerous difficulties with purchasing, selection and acceptance of clothing options. We respect that there may be a desire by a small number of parents to not allow their child's participation in this school-wide policy. Parents wishing to request their child "opt out" of the uniform dress code may find the appropriate form on the school website or contact the school directly. Your request must be submitted to the school principal no later than 5 days after your child has been enrolled in school. Failure to do so will constitute an understanding and agreement by student and parent of full compliance to the West Side Uniform Dress Code Policy for the school year.

Parents will be contacted to provide appropriate clothing when in violation of dress code.

Fridays are considered spirit days/non-uniform days. Exceptions are made to the dress code for Field Day and Honors Day.

The West Side unified dress code is as follows:

- Uniform polo-style embroidered shirts (Peter Pan collared shirts are allowed).
- Non-embroidered polo-style shirts in white, light or navy blue, or yellow from any store you choose.
- Button down shirts and blouses in white, light or navy blue, or yellow.
- Uniform screen-print WS logo t-shirts can be purchased through the PTA.
- The bottoms (solid navy and khaki only –no designs/patterns-no jeans) may be purchased on your own as well. Jumper dresses are allowed as long as they are within the color specifications.
- There are no specific shoe requirements, but we do require tennis shoes on P.E. days.

Winter/Outwear options:

- Long sleeve white, light or navy blue, or yellow t-shirt or turtle neck under short sleeve polo or t-shirt with West Side Logo.
- Long sleeve polo-style shirt (same colors as above without logo).
- Long sleeve polo-style shirt with logo.
- Long sleeve West Side Logo t-shirt.

- Sweatshirts, jackets, and hooded sweatshirts with West Side logo
- Navy, light blue or white Cardigan sweaters only.
- Solid navy, light blue or white sweatshirts.

Students will be asked to remove all other outwear (coats, jackets, sweatshirts) during school hours that do not follow the “unified dress code”. They can wear these jackets to and from school and at recess.

VISION/HEARING SCREENINGS

Mass hearing and vision screening of third and fifth grades will be conducted. The school nurse screens students who are new to West Side. Teachers and parents will be notified of children who do not pass screenings. Hearing failures will be rescreened. A completed DHR Form 3300 – Eyes, Ears, and Dental Certification form is required for all new students during registration.

VISITORS TO THE SCHOOL

We welcome visitors to our school. According to Georgia State law, all visitors must go to the school office first. If you need to bring anything to your child during the day, please bring it to the office. To maximize classroom instruction and minimize daily interruptions, **all** classroom visitations should be **scheduled** with the classroom teacher 24 hours in advance. All visitors must enter through the main doors of the building. All other doors remain locked during the day and we ask that you not knock on locked doors to gain access to the building.

VOLUNTARY CONTRIBUTIONS

From time to time our school may request a voluntary donation from parents to help defer the cost of some of those additional opportunities and/or experiences which state and local tax dollars do not provide. Any time we request a contribution, we will tell you how the money will be used. The donations sought will be completely voluntary and no student will be penalized if he/she does not contribute.

WITHDRAWAL/TRANSFER

Parents should notify the Main Office immediately when a student is to be withdrawn from school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his/her school records and provide you with necessary documentation for entry into his/her next school. Withdrawal paperwork requires 48 hours to be completed.

WEST SIDE SCHOOL STAFF E-MAIL ADDRESSES

In most cases, school staff members can be contacted through e-mail by using their first initial and last name along with @marietta-city.k12.ga.us (example: dmcguire@marietta-city.k12.ga.us OR abagwell@marietta-city.k12.ga.us). Our school email is filtered by a SPAM account to prevent e-mails containing viruses or inappropriate material from entering our network. If your email address is unfamiliar, it may be identified as SPAM. If you have not received a response to your email after 24 hours, please call the office to make sure your email was received. If you have problems or questions please call the West Side office at 770-429-3172.