

Wesley Heights Elementary School

2016 - 2017 **Scholar & Parent** **Handbook**



Dr. S. Precious Evans
The Proud Principal

Wesley Heights Elementary
1801 Amber Drive
(706) 569-3733
FAX (706) 569-3737

Established 1964 52 YEARS OLD!

Please direct questions regarding bus transportation concerns to WHES school's Zone Supervisor listed below:

Terry Chambley, East Zone 1 Coordinator 706-748-6980

Peter Danois, East Zone 1 Supervisor 706-748-6984

Willie Brown, Assistant Director of Transportation 706-748-6988

Frank Brown, Director of Transportation 706-748-2876

Tina Beltz, Routing Specialist, 706-748-2876

In Case of Emergency:
Contact the Transportation Office
706-748-2882

R³
We are Responsible
Respectful
Role Models



Mascot: The Bulldog

Colors: Royal Blue and White



WESLEY HEIGHTS ELEMENTARY

Dear Proud Parents,

Welcome to Wesley Heights Elementary, home of the Bulldogs, where I am extremely proud to be the principal! Another exciting year lies before us! I am honored to be the principal of such a wonderful school and look forward to sharing a rewarding relationship with you and your family this school year.

Together, everyone helps to create a supportive school where all are welcome, respected and encouraged to reach their full potential. We are proud of our dedicated faculty, staff and enthusiastic learners. It is evident teaching and learning is the top priority of our scholars, staff and parents. We have gained significant academic growth in all areas and we thank you!

As demands and complexities of teaching children continue to increase, it becomes more evident that we must work together to ensure our children reach their full potential. We believe it is everyone's responsibility to empower children with creative, decision-making skills necessary for them to become academically, socially, physically and emotionally responsible and successful.

With that in mind, you are invited to become an active participant at Wesley Heights Elementary. I hope you will actively participate in the school community through membership in the PTA, volunteering in your child's classroom and throughout the building in areas such as the office and media center. Reading to a class, eating lunch with your child and simply "Being There" is vital. The success of our children depends on a strong partnership between the home, the school and the community. Please let us know how you would like to assist; we would be extremely appreciative of your participation in enhancing the success of our school!

Communication is a vital part of our scholars' success. It is our desire to keep you informed of all school events that will take place. Additional information will be updated and sent to you through Connect Ed, teacher newsletters, student agendas and on our school website. Let us continue to work together, collaboratively, to rigorously meet the needs of all scholars. We value our relationship with you. Come and see!



**"We are Responsible.
Respectful Role
Models**



Dr. J. Precious Evans

Principal

**Muscogee County School District
Traditional Calendar 2016-2017**



DATE	EVENT
Monday, August 1	Temfic Teachers & Super Staff Report
Monday-Friday August 1-5	Pre-Planning
Wednesday, August 3	Scholars Report to Verify Assignments
Monday, August 8	School Begins; 1st Semester Begins
Monday, September 5	Labor Day: System-wide Shut Down
Thursday, September 8	Progress Reports
Monday, October 10	1 st Nine Weeks Ends
Tuesday, October 18	Report Cards
Wednesday, October 19	Wear orange to unite against Bullying
Friday, November 11	Veteran's Day: System-wide Shut Down
Monday, November 14	Progress Reports
Wednesday – Friday, November 25– 27	Thanks giving Break: No School System-wide Shut Down
Tuesday, December 20	1st Semester Ends; 2nd Nine Weeks Ends
Wednesday, December 21 - Friday, January 6, 2017	Winter Break: No School for Scholars/Teachers
Monday, January 9 & Tuesday January 10	Staff Professional Dev & Planning Day: No School for Scholars
Wednesday, January 11	Classes Resume: 3rd Nine Weeks Begins; 2nd Semester begins
Monday, January 16	Martin Luther King, Jr. Holiday: System-wide Shut Down
Tuesday, January 17	Report Card
Monday, February 13	Progress Reports
Monday, February 20	President's Day: No School for Students/Teachers
STATE TESTING	APRIL 4 –MAY 12
Thursday, March 16	End of 3 rd Nine Weeks
Monday – Friday, March 20 - 24	Spring Break – System-wide Shut Down
Thursday, March 30	Report Cards
Tuesday, April 25	Progress Reports
Thursday–Saturday May 25-27	Graduation Ceremonies
Friday, May 26	Last Day of School
Thursday, May 26	Report Cards (elementary)
Monday, May 29	Memorial Day: No School for Teachers
Monday, May 29	Summer Break Begins for Students
Tuesday, May 30 and Wednesday May 31	Post Planning for Teachers

WESLEY HEIGHTS ELEMENTARY SCHOOL

Introduction

The Muscogee County Board of Education on May 17, 1976, required each school principal to provide scholars/parents with a "Local School Code of Conduct", as a joint effort among scholars, parents, faculty, and administrators which would coincide with Muscogee County School District's "Behavior Code and Discipline Policy."

It is important to remember that student behavior is governed by this "Local School Code of Conduct" and the Muscogee County School District "Behavior Code and Discipline Policy", copies of which will be given to each scholar enrolled at Wesley Heights Elementary School. (Parents will sign for each of these documents on the first day of school.)

The principal shall be designated as the final authority in interpreting the code when questions or comments arise. These rules will be strictly enforced.

Registration

All scholars of the Muscogee County School District must furnish the following upon Registration or have on file:

1. Birth Certificate or adequate proof of birth. (We will copy the original.)
2. Required immunization records (Georgia Department of Human Resources Form 3231)
3. Ear, eye, dental and nutrition examination form (Form 3300)
4. Social Security card. (We will copy the original Social Security card.)
5. Current utility bill AND lease, mortgage, or property tax
6. State issued photo ID

A scholar must be five years old on or before September 1st to enroll in Kindergarten, and must be six years old on or before September 1st, to enroll in the First Grade.

District and School Mission Statement

The Muscogee County School District and Wesley Heights Elementary are committed to providing educational experiences that will enable each student to become a lifelong learner, enter the work force with necessary skills, and achieve academic and personal potential.



District and School Vision

We envision a school district in which

- √ WHES parents are welcome and **strongly encouraged** to visit every day, any day.
- √ Each scholar is given multiple opportunities to excel in his/ her academic, social, emotional, and physical development in a safe, nurturing environment.
- √ Well-prepared, responsible, and caring employees are committed to excellence in education.
- √ Parents, community members, staff and scholars, are full partners in the education of children.

District and School Belief Statements

We believe...

- √ All scholars learn when provided high-quality instruction that is engaging and challenging with rigor and relevance.
- √ All scholars must have a physically and emotionally safe learning environment.
- √ All staff work collaboratively to build positive relationships and improve student achievement.
- √ All organizational and instructional decisions are data driven.
- √ All personnel are committed to continuous, professional learning.

Statement of School Philosophy

The Wesley Heights Faculty recognizes that the basic needs of children must be met before optimal academic achievement and physical well-being are realized. Therefore, the Wesley Heights Faculty continuously strives to provide an atmosphere conducive to learning by meeting the physical, emotional, and social needs of the scholars.



Objectives should fulfill the total needs of all individuals in a given population. As our society embraces the informational and technological age, the Wesley Heights Faculty believes that the school program should adapt to reflect these changing needs.

The Wesley Heights Staff believes that the school's task is to encourage the fullest self-realization of the total child through the mastery of essential competencies, the development and maintenance of desirable health and safety habits, the acquisition of knowledge, the development of appropriate social behavior, and the acceptance of responsibilities inherent in a democratic society.

The Wesley Heights Faculty also believes that the home, school, and community must share the responsibility of establishing an adequate foundation of cooperative interaction. Establishment of such a base will enhance each child's opportunity for achieving his/her fullest potential.

Academic Expectations

All instruction offered at Wesley Heights' follows Muscogee County School District guidelines, Common Core Georgia Performance Standards and Georgia Performance Standards. An integrated approach to learning is incorporated through the use of Reading Wonders and Envision.

- Scholars:** Each scholar will be encouraged to assume responsibility for learning by exerting the effort required to achieve to his/her highest potential.
- Parents:** Parents are requested to support the school and their child's learning by:
 - displaying a positive attitude toward school and learning;
 - insisting that their scholar makes his/her best effort to learn;
 - providing a time and place for study at home;
 - checking to insure that homework is completed and returned to school daily;
 - maintaining frequent contact with the teacher to monitor their Scholar's progress and attending teacher/parent conferences;
 - attending Scholar led Conferences, parent meetings;
 - and **insuring that your scholar is on time and prepared for learning.**
- Homework:** Homework provides the scholar with the opportunity to practice the concepts taught in school. Understanding, or the lack thereof, becomes readily apparent when homework practice is checked. Practice improves our performance, regardless of the kind of activity.



All Wesley Heights scholars will be expected to complete and return homework as specified by the teacher. Consequences for failing to do so will be determined by each classroom teacher. Homework will not be given in excess.

Reading is always a part of the homework assignment, regardless of whether the teacher specifies it or not. Reading may be any material the child selects. It may be silent reading, reading to a parent, relative, or friend. It may be listening to someone read to him/her. Daily reading is the important thing!

Scholars are responsible for making up homework when they are absent from school, unless excused by the teacher. They have three days to return work missed when an absence is excused.

PARENT-SCHOLAR-TEACHER COMPACT

The Muscogee County School District's Parent-Scholar-Teacher Compact outlines the attitudes and actions each of us must adopt to successfully educate our scholars.

“A promise made by one of us is a promise kept by all of us.”

School Name: *Wesley Heights Elementary*

School Mission: *The mission of Wesley Heights Elementary School is committed to providing an educational experience that will enable each student to become a life-long learner, enter the work force with necessary skills and achieve academic and personal potential.*

School Year: *2016-2017*

As a **teacher**, I will

- believe that each scholar can learn
- show respect for each scholar and his/her family by building positive relationships
- come to class prepared to teach
- provide a conducive environment for learning
- help each scholar grow to his/her fullest potential
- provide meaningful and appropriate homework activities
- enforce school and classroom rules fairly and consistently
- maintain open lines of communication with scholars and their parents
- seek ways to involve parents in the school program
- demonstrate professional behavior and a positive attitude

TEACHER SIGNATURE _____ DATE _____

As a **scholar**, I will

- always try to do my best in my work and in my behavior
- work cooperatively with my classmates
- show respect for myself, my school, and other people
- obey the school and the bus rules
- take pride in my school
- come to school prepared with my homework and my supplies
- believe that I can learn and will learn

SCHOLAR SIGNATURE _____ DATE _____

As a **parent/guardian**, I will

- see that my scholar attends school regularly and on time
- provide a home environment that encourages my scholar to learn
- insist that all homework assignments are completed
- communicate regularly with my scholar's teacher(s)
- support the school in developing positive behavior
- talk with my scholar about his/her school activities every day
- encourage my scholar to read at home and to monitor his/her television
- contributing volunteer time at my scholar's school
- show respect and support for my scholar, the teacher, and the school

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PRINCIPAL'S SIGNATURE _____ DATE _____

Parent Resource Center

A Parent Resource Center has been established with books and materials on discipline,, child growth and development and other subjects of interest to parents which are available for checkout. Activity packs and resource packs with reading and math activities are also available. **Parents are encouraged to check out and use these resources at home.** Brochures on various child and parent topics are free of charge.

PTA

PTA is an important part of our school - Parents and Teachers working together to help scholars achieve their highest potential. Volunteers to work with PTA are requested. Please contact the school if you would like to help.

The PTA Membership Drive begins in August, and extends into the following weeks of school. You are encouraged to join, participate, and support our school. Help your child's class have 100% membership. Dues are \$6.00 per family for the year. Please join and show your support of our school.



Wesley Heights Elementary School Parent Involvement Policy 2016- 2017

PART 1: DEVELOPEMENT AND DISTRIBUTION OF POLICY

The Wesley Heights Elementary School-Parent Involvement Policy was developed with input from the District Parent Committee. The committee is made up of parent representatives from each school. Any parent or interested citizen may attend District Parent Committee meetings. The results from the spring Parent Survey provide data which is used to develop the policy.

Each fall, the school will have an Open House at a convenient time for parents. All parents of participating scholars will be invited and encouraged to attend. Parents will be informed of the nature of the Title 1 Program, its requirements, why their scholars are participating, and the parents' right to be involved in decisions made about their scholar's education.

PART 2: PARENT INVOLVEMENT IN THE DEVELOPMENT OF THE PARENT INVOLVEMENT PLAN

Parents will be involved in the joint development of the Wesley Heights Elementary School, Title I School wide Plan, the Parent Involvement Policy, and in the process of school review and improvement through the use of parent surveys at the school level, by representation on the District Parent Committee, by membership on School wide Planning Teams, or on School Improvement Teams.

PART 3: PARENT INVOLVEMENT IN THE DEVELOPMENT OF IMPROVMENT PLANS

When a school is identified for School Improvement, a team of teachers, administrators, consultants, and parents will be assembled to research the current program and seek ways to improve it. Parents are included in looking for strategies to better serve their scholars and raise the level of academic achievement.

PART 4: EXPECTATIONS OF PARENT INVOLVEMENT

Effective parent involvement will be an ongoing process that may include attending parent conferences and other meetings, supporting homework and study, coaching a scholar with academics at home, providing a home environment that encourages learning, developing a positive approach to discipline and encouragement, volunteering at school and being involved in decisions that affect your scholars.

Parents and teachers will discuss their shared responsibility for high scholar performance and will jointly develop a compact that outlines the roles of parents, the entire school staff, and the scholar in improving achievement. The compact will describe the means by which the school and parents will build and develop a partnership to help scholars achieve Georgia's high standards.

PART 5: COORDINATION AND TECHNICAL ASSISTANCE

Title I identified schools are provided the coordination, technical assistance, and other support necessary to assist in planning and implementing effective parent involvement. A District Parenting Specialist will train parent representatives in methods for increasing parent involvement using information and materials from various sources. The District Parent Committee will coordinate district-wide parent-scholar activities.

The parent contact will design and conduct parent workshops, work with teachers and parents to plan instructional programs for the scholars, and design information sheets which include tips for working with scholars at home.

District level personnel will meet with the District Parent Committee monthly to disseminate helpful information to parent representatives who will share it with the parents at their respective schools.

Parent representatives will collect information from various sources including workshops, conferences, and community agencies. They will share what they learn with other committee members who will, in turn, share with parents and/or the school parent coordinator.

PART 6: ASSISTANCE TO PARTICIPATING PARENTS

Topics discussed at parent workshops will include:

State Content Standards and Student Performance Standards

The Common Core Georgia Performance Standards/ Georgia Performance Standards will be used in the school until such time as new standards are adopted. Parents will be made aware of these objectives and at what level their child is expected to perform to meet the state standards. In the spring, Criterion Referenced Competency Tests (CRCTs) will be given in grades one through five to measure student achievement. Parents will be informed of the ranking of their child's school in the district and the district's ranking in the state. Scores will be printed in the local newspaper and will be discussed at the parent meeting following the newspaper publication.

School Improvement Process

If a school does not show achievement gains for two consecutive years, it will be placed in the School Improvement Program. When a school is placed in the program, an extensive process of review and evaluation of the instructional program is made by the teachers, administrators and parents. Parent input will be sought to help discover why the program as designed at that school is not being successful. With the help of research, a revised instructional program will be designed to better meet the needs of the particular school's population.

State and Local Assessments

On a timely basis, parents will be provided information concerning the results of the annual review including school performance profiles, individual scholar assessment

results and interpretation of those results, a description and explanation of the school curriculum, and the assessments used to measure scholar progress and the proficiency levels the scholars are expected to meet.

Requirements of Title I Parent Involvement

Inclusion of parents in all educational areas that affect their scholars is a goal of Title I. Interested parents will be assisted in obtaining literacy and parenting skills in order to help them help their scholars. Expected roles for parents will be outlined in a written Parent-Teacher-Scholar Compact. Parents will be included on teams that evaluate and design the Title I School wide Plan.

Monitoring Student Progress and Addressing Academic Need

Information will be made available at meetings, workshops, and conferences that will help parents learn how they can help their scholars improve.

Parent Participation in Educational Decisions

Parents will be made aware of ways to participate in their scholar's schools. Parents will be encouraged to volunteer in classrooms, serve on committees, and see the value of their contributions to education by monitoring their scholars at home.

PART 7: MATERIALS AND TRAINING

The District will provide assistance to parents as they obtain literacy skills from community or school resources in order to help their scholar's achievement. Workshops may be provided to show parent's ways they can help their scholars with homework, educate parents on the use and abuse of television, inform parents of strategies for preparing scholars for tests, help parents interpret test results, and prepare parents for effective parent-teacher conferences.

PART 8: VALUE AND UTILITY OF CONTRIBUTION OF PARENTS

Professional development will be provided through conferences, workshops, publications, etc. to educate teachers, scholar services, personnel, principals, and other staff, in the value and utility of contributions of parents as partners in education. The school's parent coordinator will coordinate all parent programs. The school will develop ways for parents to help at school and at home.

PART 9: COORDINATION WITH OTHER PROGRAMS

Head Start

The parent coordinator will meet with parenting personnel from Head Start to collaborate while planning for parent workshops when feasible. They will share information which will facilitate a smooth transition of scholars from pre-school programs to kindergarten.

Pre-Kindergarten

Pre-kindergarten parenting workshops will be combined with Title I parent involvement efforts. Many of the same parents will be involved in both programs, so joint scheduling will serve both groups.

COMMUNITY SERVICES

The state funded Family Services Coordinator will assist in the coordination of community services from such agencies as the Health Department, the Department of Family and Children Services, and Homeless Shelters. The family services coordinator will facilitate the smooth operation of family literacy programs.

PART 10: ROLES FOR COMMUNITY-BASED ORGANIZATIONS AND BUSINESSES

The school will work with its Partners in Education (school-business partners) to provide information about opportunities for organizations and businesses to work together with parents and schools. The school will describe appropriate roles for community-based organizations and businesses in parent involvement activities. The school maintains a partnership with its partners that includes a role for parents.

PART 11: PARENT RESOURCE CENTER

A parent resource center in the school will be maintained to provide opportunities for scholars to be successful in school. **Resources are available for parents to check out for use at home.**

PART 12: PROVISION FOR LEP AND DISABLED PARENTS

To the extent possible, information related to school and parent programs, meetings, and other activities will be sent to the homes of participating scholars in the language used in their home. In carrying out the parent involvement requirements, the school, will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form such parents understand.

PART 13: EVALUATION OF THE EFFECTIVENESS OF THE PARENT POLICY

The school will survey parents annually to measure the effectiveness of the Parent Policy. Areas to be evaluated include increasing parent participation and identifying barriers to parent participation such as low income, disabilities, limited literacy, LEP, and racial or ethnic considerations. The findings of this evaluation will be used to design strategies for school improvement.

PART 14: COLLECTION OF NON-SATISFACTORY COMMENTS

The school will collect all non-satisfactory parent comments regarding the school plan and attach them to the school plan upon submission to the LEA.

WESLEY HEIGHTS POLICIES AND PROCEDURES



School Hours

WHES-TV broadcast begins at 7:50 a.m. All classes begin at **7:30AM** with SMART START and end at **2:30PM**. Faculty members will be available for parental conferences upon appointment. At the end of the school day, all scholars should leave promptly. Scholars who are consistently not picked up on time will be referred to the proper authorities. Scholars must not be left unsupervised on school grounds. Parents must pay the After School Program.

Safety Concerns

To insure all scholars are dismissed accurately, we will follow only written directions from parents. Any changes in your scholar's dismissal must be in writing to the teacher. **WE WILL NOT TAKE ANY DISMISSAL DIRECTIONS OVER THE PHONE.** If your instructions need to be adjusted, it will be necessary for you to send a note, fax a note, or come to the school and leave a note for your scholar's teacher(s). If we have not received written documentation of a change in your scholar's dismissal procedure, they will be dismissed by your original written instructions **ONLY!**

ALL VISITORS MUST SIGN IN WITH THE OFFICE AND RECEIVE A VISITOR'S PASS PRIOR TO ENTERING ANY AREA OF THE SCHOOL. If you want to visit a classroom you must sign-in at the office. This keeps instructional time from being interrupted. Conferences will not be held during instructional time, unless prearranged with the teacher.

Crossing Guard Hours

The Wesley Heights crossing guard schedule is as follows:

Front of school	7:30 - 8:05 a.m.	2:30 - 3:10 p.m.
Floyd & Luna	7:30 - 8:05 a.m.	2:30 - 3:10 p.m.
Hunter & Amber	7:30 - 8:05 a.m.	2:30 - 3:10 p.m.



Early Arrivals

No scholar may arrive at school before 7:15 a.m., because there will be no adult supervision. Teachers will greet scholars at 7:30 and complete their SMART START.

Scholars who eat breakfast should arrive at 7:15 a.m. All scholars will have the opportunity to eat breakfast.

Early Dismissal/Check-Out

In order for a scholar to be counted present, he/she must be at school from 8:00 - 11:15 a.m., or arrive before 11:15AM and remain for the duration of the day. Parents must come to the office to check in or sign out their scholar. For the protection of all, no scholar will be released to anyone (friends, relatives, etc.) other than the parent or guardian, without written permission signed by the parent. Parents must submit a list of persons permitted to sign out scholars. If the name is not listed on the Student Information Form, the child will NOT be released! Adults who pick up scholars may be asked to show a photo identification. **Scholars will not be checked out between 2:00-2:30PM**

Scholars may not be checked out from 12:00-12:30 p.m. NO scholar may be checked out through the office during school dismissal time in the afternoon. Should there be inclement weather at dismissal time, scholars will remain in their classrooms until either picked up or the weather clears.

Late Arrivals/Tardiness

All classes begin promptly at 7:30 a.m. All children are expected to be in their classroom seat when the bell rings at 8:00. Any scholars who are not in the classroom at 8:00 are tardy. **If your scholar arrives at 8:00 a.m., the responsible adult must park (in a parking place,) check in at the office, secure a tardy pass, and walk your child into their classroom. The adult must deliver the tardy notice to the scholar's teacher, ensuring that the child has been delivered to their respective classroom safely.**



Unexcused tardies are detrimental to the scholar's progress and will subject them to disciplinary action as well. Excused tardiness (doctor's appointments, court orders) must be accompanied by a note from the doctor's office or the courts. Parents of scholars who have **10** unexcused tardies will be referred to the School Social Worker. Continued tardiness could result in possible court action. Excessive tardies (more than four) **will affect perfect attendance.**

Afternoon Dismissal Procedures

Car pick-up numbers will only be called if the parents remain in the car or enter the office at 2:30 with ID/car number. The scholar will come to the office.

- Car riders will be dismissed from the cafeteria by their family number.
- Walkers will be dismissed & escorted by staff a brief distance from the school.
- Daycare will be dismissed from the media center.
- Bus riders will be dismissed from the Blue Hall as each bus arrives.

Absences

A written excuse, with the reason the scholar was absent, must be sent with the scholar the day he/she returns to school. If a written excuse is not received by the 3rd day following the absence, the absence will remain unexcused. **WE CANNOT ACCEPT LATE EXCUSES.** A parent/scholar may request make-up work for an excused absence. "Make-up work must be arranged within 3 school days after the last date of the absence." Per MCSD Behavior Code and Discipline Policy Handbook. **We are working towards all WH scholars to have five or less absences for the 2016-17 school year.**

Withdrawals

Parents wishing to withdraw their scholar, must properly complete the official withdrawal form. The office must be notified at least 24 hours in advance. All books/state property, etc. must be returned. Fines/money owed should be paid before withdrawal may be completed.

Parents and Visitors

WHES parents are welcome and strongly encouraged to visit or volunteer every day. You must check in with the office staff and receive a pass from the office first.

Visitors to Wesley Heights Elementary are welcome! To ensure that delivery trucks are able to serve our cafeteria, please refrain from parking by the dumpsters, which blocks the entrance to the kitchen. We require that ALL visitors check in through the office and be properly identified before visiting or stopping by a classroom, other locations within the building, or on the grounds. Visitors will be given a temporary pass to visit our school and campus. This pass must be worn at all times while visiting. ***Visitors please dress appropriately – not showing inappropriately shown body parts.***

Emergency Plan for Sick or Injured Scholars

If a scholar complains of illness, shows signs of illness, or an injury occurs, the teacher shall grant a request to go to the clinic worker/school nurse. If the class has a paraprofessional, he/she shall accompany the scholar to the office. The clinic worker/school nurse or office staff will contact the parent, when necessary.

If the Administrative Staff deems it necessary, an ambulance may be called. In all cases of serious injury, an accident report will be filed. The clinic worker/nurse or school personnel will contact parents.

Please make sure that you list one or more emergency phone numbers on the Student Information Sheet. The school should be notified when a change in phone numbers occur.



Student Accident Insurance

The Muscogee County School District offers student accident insurance to all scholars in the Muscogee County School District. This insurance is available to you at a nominal fee. If you are interested, please visit www.muscogee.k12.ga.us

If you do not wish to take out Student Accident Insurance, your child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

Medication

Medications will be dispensed by the Clinic Worker and/or School Nurse or designee. You must complete a Medication Release Form if medication is to be administered at school (includes over-the-counter medication, cough drops, Tylenol, etc.). A new Medication Release Form is required for any changes in the medication, dosage or time.

All medications must be in the original bottle. Prescription medications must have current labels. To be administered at school, directions for administering, as well as the required MCSD Medication Release Form, must accompany any over-the-counter medication.

Health

When to Keep Your Scholar Home from School? The following guidelines may be helpful to you in deciding when you may need to keep your scholar home from school.



Chicken Pox: The incubation period for chicken pox begins even before the first outward signs of rash. Do not send your child back to class until no new sores are appearing and all old ones have become dry scabs.

Colds: Keep your child at home if he/she is running a fever, is too uncomfortable to pay attention and complete the required school work, or has such a severe cough that others in the classroom would be disturbed.

Pink Eye: Conjunctivitis is a highly contagious and uncomfortable viral infection. It is spread by rubbing the eye. Parents will be called to pick up their scholar as treatment by a doctor is required. A note from the doctor showing treatment has occurred will need to be presented to the office/clinic upon the student's return.

Head Lice (Pediculosis)

Checks for head lice are routinely made. Whenever nits or live bugs are found in a head check, parents will be called to pick their scholar up and letters will be sent home. The Health Department and the school can provide instructions for treatment of head lice. Scholars may not return to class until the hair is treated and proof of treatment (used bottle and receipt) have been provided to the office. A parent should accompany the scholar to the office for clearance to go to class.

Ringworm (Tinea corporis)

Ringworm is highly contagious. Parents will be called to pick up their scholar in order to seek treatment. A note from the doctor showing treatment has occurred will need to be presented to the clinic worker/school nurse upon the scholar's return.

Smoking

Smoking, which includes electronic cigarettes, is prohibited in the school building and on the grounds. Parents are asked to comply with this state and local law and not smoke while on school grounds or in vehicles. We are a smoke-free school district.

Personal Items

Scholars should not bring tape recorders, cell phones, radios, electronic devices, toys or other personal belongings to school.

School Nutrition Program (SNP)

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

Scholars may bring their own lunches from home. Burger King, McDonald's, etc. may be purchased but may not be brought in its original packaging. **Carbonated sodas are not allowed.**

Free meals for breakfast and lunch are available for all Wesley Heights scholars.

Summer Lunch

SNP provides lunch at WHES and other locations throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All scholars under 18 years of age receive a free meal. Adults may purchase a lunch.



Care of Textbooks and Library Books

Textbooks are loaned to scholars. Each scholar will be responsible for the specific bar coded copy of each textbook issued to him/her. A lost or damaged book costs the full price to replace, plus shipping costs. (Fees will be assessed.)

Internet Use

Scholars/parents must complete the Acceptable Use Policy Agreement Form before a child may use the Internet, as a part of the instructional program.

Dress and Grooming

Wesley Heights Elementary School is a uniform school.

Uniforms are required daily. The uniforms are as follows:

Shirts/blouses: Red, white, or navy blue polo type shirts/blouses

Shorts/Skirts/Skorts/Jumpers: Navy blue or khaki

Slacks: Navy blue or khaki. Pants must fit and a belt is required.

Belts: Required for all clothing items with belt loops.

Shoes: No flip flops.

Jackets: Red, white or navy blue.

***no oversize clothing is allowed.**

Specific Area Expectations

WE ARE RESPONSIBLE, RESPECTFUL ROLE MODELS

Cafeteria Expectations:

1. Follow directions the first time they are given
2. Enter and exit the cafeteria quietly
3. Use conversational tone for talking at the table
4. Remain seated
5. Use good table manners
6. Keep your area clean

Cafeteria Consequences:

- √ Warning
- √ Silent Lunch/or Time Out
- √ Procedural note



Restroom Expectations:

1. Loitering, playing, or loud noise will not be tolerated
2. Use restroom property appropriately
3. **Use restrooms at teacher assigned times, unless an emergency**

Hall Expectations:

1. Follow directions the first time they are given
2. Walk at all times on the right side of the hall
3. Use voice level zero while walking in the halls
4. Keep hands, feet, and all objects to yourself

Playground Expectations:

1. Walk quietly to and from the playground in an orderly fashion
2. Use playground equipment properly
3. Keep hands, feet, and other objects to yourself
4. Stay in assigned areas
5. Re-enter building only with permission

Assembly Expectations:

1. Follow directions the first time given
2. Talk at designated times
3. Enter and exit quietly
4. Use good audience manners

Gym Expectations

1. Play so that you don't hurt yourself or others
2. Keep hands, feet, and equipment to yourself
3. Use equipment properly (balls, jump ropes, etc.)
4. Stay in assigned area
5. Follow directions the first time they are given by the adults in charge

Safety

Weapons of any kind are prohibited.

PARENTS LOADING OR UNLOADING CHILDREN MUST USE THE PICKUP LANE ONLY. PARENTS UNWILLING TO COOPERATE WITH THIS SAFETY MEASURE MUST PARK IN THE PROPER PLACE AND PERSONALLY ESCORT THEIR CHILDREN TO THE CAR.

All scholars will:

- a. Observe the rules of safety on the way to and from school
- b. Participate in fire, tornado, and bomb-threat drills

Bus Safety Rules

Bus safety is also important. All scholars who ride buses should:

- a. Stay seated while the bus is in motion
- b. Be quiet, or talk in low tones
- c. Keep arms, heads, etc. inside the bus
- d. Remove books and other belongings when leaving the bus
- e. Help keep the bus clean and be cooperative

No scholar shall:

- a. Be hitting, playing, etc. while at the bus stop or on the bus
- b. Eat or drink anything while on the bus
- c. Throw objects from the bus

See the Muscogee County School District Behavior Code and Discipline Policy Handbook for bus policy and rules.

Scholars will cross all roads at the Crossing Guard Stations. They must cross during the time period crossing guards are on duty. Scholars will obey the Crossing Guards' directions at all times. Parents will cooperate with traffic control personnel or the Columbus Police Department will be notified. Repeat violators may be banned from driving on campus and vehicle tags reported.

Emergency Operations Procedures

Regular drills, such as fire and tornado, will be scheduled throughout the year. A continuous sound indicates all personnel should leave the building. Broken blasts of the siren indicate a possible tornado and scholars should move to the designated areas.

Report Cards

Teachers will note deficiencies in academic areas by sending a Progress Report at four and one-half weeks.

Listed below are the Progress Reports 2016 - 2017:

1. Thursday, September 8, 2016
2. Monday, November 14, 2016
3. Monday, February 13, 2017
4. Tuesday, April 25, 2017

Listed below are the Nine-weeks End dates; Report card dates for 2016 - 2017:

1. Monday, October 10, 2016; Tuesday, October 18, 2016
2. Tuesday, December 20, 2016; Tuesday, January 17, 2017
3. Thursday, March 16, 2017; Thursday, March 30, 2017
4. Friday, May 26, 2016; Friday, May 26, 2017

Student Records

A cumulative record is kept on every child. The Muscogee County Board of Education adheres to the "Protection of the Rights and Privacy of Parents and Students" section of Public Law 93-380. If you have any questions about your child's records, please feel free to contact the office.

Scholar Recognition

Recognition for scholar achievement, attendance, **PBIS** and citizenship occurs every nine week period and at the end of the year assemblies. Scholars will read the "7 Covey Habits" on WHES-TV broadcast.

Scholars will be recognized periodically.

Bulldog-of-the-Month

A scholar from each classroom will be recognized each month. Each classroom teacher makes this selection. Scholars receiving this recognition will follow school/classroom rules and complete his/her assigned work. Character traits, such as being respectful, helpful, kind, and caring will be considered when selecting the "Bulldog-of-the-Month". Scholars selected as "Bulldog-of-the-Month" will be honored at a luncheon.

Perfect Attendance

This recognition honors scholars who are at school every day.

A scholar being recognized for perfect attendance may NOT have any more than one tardy during the nine weeks.

Citizenship

This recognition honors scholars who earn excellence in conduct as reflected by his/her personal and interpersonal skills.

Principal End of the Year Recognitions

The Doug Laye Servant Leadership Award

This recognition honors **one** 5th grade scholar who consistently exhibits all servant-leadership qualities, during his/her years at Wesley Heights Elementary School.

Albert Einstein Top Academic Award

This recognition honors the top academic scholar **from each classroom**.

Mahatma Gandhi Top Citizenship Award

This recognition honors the scholar who exemplifies the best citizenship characteristics **in their classroom**.

Ludwig van Beethoven Music Award 1st – 5th

This award recognizes the most accomplished music scholar from **each grade level**.

Pablo Picasso Art Award 1st – 5th

In recognition of the most accomplished art scholar from **each grade level**.

Jesse Owens Physical Education Award 1st – 5th

This honor recognizes one 1st-5th grade scholar **per grade level** in the area of physical education.

Oprah Winfrey Reading Award

This recognition honors the top reading scholars **at each grade level**.

William Shakespeare Language Arts Award

This recognition honors the top English/Language Arts scholar from **each grade level**.

Maya Angelou Writing Award

This honor recognizes the most accomplished writer from **each grade level**.

Benjamin Banneker Math Award

This recognizes the top math scholar from **each grade level**.

George Washington Carver Science Award

In recognition of the most accomplished scholar from **each grade level** in the area of science.

Christopher Columbus Social Studies Award

Honors the top scholars **per grade level** in the area of social studies.

Perfect Attendance

This recognition honors scholars who are at school, every day, for the entire school year. A scholar being recognized for perfect attendance may NOT have any more than four tardies during a school calendar year.

Participation/Achievement in the following activities MAY also be recognized during the end of year Celebration of Learning. *This is not an all-inclusive list.*

- Chorus
- Drama Team
- Math Team
- Most Improved
- Peer Helpers
- Praise Dance
- Reading Team
- Safety Patrol
- Science Olympiad
- Social Studies Fair
- Spelling Bee
- Student Council
- WHES Broadcast Team



Gifted Education

Gifted Education is provided for all scholars, K-12, who have the potential for exceptional academic achievement. To be eligible for gifted education services, a scholar must meet specific criteria established by the State Board of Education. An outline of the criteria follows. To have a scholar evaluated for gifted education, two forms should be completed and returned to the Programs for the Gifted. The parent should complete the “Parent Request and Consent for Evaluation Form” and return it to the school. The school should complete the “Student Information Sheet”. The scholar will be scheduled for evaluation after these forms are received.

Georgia Eligibility Criteria for Gifted Program:

Rule 160-4-2-.38

(Multiple Criteria)

Information shall be gathered in each of the four categories.

At least one of the criteria must be met by a score on a nationally normed test.

Any data used to establish eligibility in one area shall not be used to establish eligibility in another area.

Any test score used to establish eligibility shall be *current within two years*.

Data gathered and analyzed by a source outside the school system shall be considered as part of the nomination and evaluation process.

mental ability	achievement	creativity	motivation
- >96th percentile, by age, on a composite/full scale score or appropriate component score of a standardized mental ability test.	>90th percentile, by age or grade on: Total Battery OR Total Reading OR Total Math or a standardized achievement test OR A numerical score > 90 on a scale of 1-100 on a superior student-generated product or performance evaluated by a panel of three or more qualified evaluators.	≥90th percentile on the Total Battery score of a standardized test of creative thinking (must measure: fluency, originality, and elaboration) OR Score > 90th percentile on a standardized creativity characteristics rating scale OR A score ≥90 on a scale of 1-100 on a structured observation/evaluation of creative products and/or performances evaluated by a panel of three or more qualified evaluators.	GPA of at least >3.5 on a 4.0 scale in grades 3-12 OR A score ≥90th percentile on a standardized motivational characteristics rating scale OR A score >90 on a scale of 1-100 on a structured observation/evaluation of student-generated product or performance evaluated by a panel of

INITIAL ELIGIBILITY

A student must score at the 99th percentile (grades K-2) or the 96th percentile (grades 3-12) on the composite or full scale score of standardized mental ability test and meet one of the achievement criteria described above

OR

Qualify through a multiple-criteria assessment process by meeting criteria in any three of the four areas listed above.

Rule 160-4-2-.38 amendments—Adopted by GBOE 2.12.98

Elementary Promotion and Retention Policy

It is the philosophy of the Muscogee County School District that programs of intervention and alternate teaching strategies will be the preferred alternatives for scholars who are not making satisfactory progress. Retention is appropriate only when the scholar's developmental needs are such that retention of the scholar will be beneficial. A retention committee, to include the principal, will convene to hear a recommendation of a teacher. Parents will be contacted by the teacher prior to the committee meeting in April. Parents will be notified upon a decision to retain their scholar.

Discipline Program

WESLEY HEIGHTS ELEMENTARY DISCIPLINE PLAN

The goal of the discipline plan is to establish a school atmosphere which will provide scholars the maximum opportunity to learn. This environment should also allow all scholars to feel safe and secure. All classes will spend time discussing rules throughout the duration of the school year. The MCSD Handbook will be taught and scholars will be required to pass a test on the rules it contains.

Lessons on "The 7 Covey Habits" and making the appropriate choices are provided. Your understanding of the procedures to be followed, when a problem occurs, will enable you to help your scholar behave appropriately at school.

School-wide Expectations

1. Follow directions the first time they are given.
2. Be prepared for class, mentally and physically.
3. Use appropriate voices, language, and gestures.
4. Respect others and respect both personal and private property.
5. Keep hands, feet, and other objects to yourself.
6. Leave miscellaneous items such as **cell phones**, radios, tape players, or other electronic devices, toys, cosmetics, gum, candy, etc. at home. They **will be confiscated by the teacher or staff. Parent may pick up item.**

School Conferencing Protocol

1. **Parent and Teacher**
2. **Parent, Teacher, and Counselor**
3. **Parent, Teacher, Counselor, and Dean**
4. **Parent, Teacher, Counselor, Dean and Principal.**

Level I Violations are handled by the teacher and include, but are not limited to, the following:

1. Horse play, wrestling, pushing, scuffling, or acting out
2. Verbal exchanges (not involving profanity or threats)
3. Excessive talking
4. Throwing or projecting objects in class (other than those which cause injury)
5. Name calling (other than profanity or racial slurs)
6. Possession of all toys, candy or gum, cosmetics, electronic devices, skateboards, etc., unless provided as part of a school recognition program and used within the time allotted. These items will be confiscated by the staff and given to the principal or designee.

7. Inappropriate Behavior

In Classroom:

1. Talking without permission/loud talking
2. Being out of seat
3. Throwing objects

In the Cafeteria:

1. Exchanging, throwing, or playing with food.
2. Being out of seat
3. Not returning tray
4. Cutting in line
5. Taking eating utensils or food out of the cafeteria
6. Eating in unauthorized areas, taking food from the cafeteria

In the Media Center:

1. Loud talking
2. Mistreating books or computers

In the Computer Lab:

1. Not sitting in assigned seats
2. Abusing equipment

In the Hallway:

1. Playing at the water fountain
2. Talking loudly in the hallway
3. Wandering
4. Running
5. Being in unauthorized location
6. Littering

In the Bathrooms:

Playing, swinging on the doors, writing on walls, misusing materials or facilities, hanging out, wrestling, etc.

On arrival at or departure from school:

Playing, being out of line, wearing hat in building (unless approved by office,) loud talking, failing to follow directions, horse playing, etc.

On the playground:

Throwing rocks or bark chips, going beyond designated boundaries.

On field trips: Disrespect to places and persons visited, littering, etc.

Continuous lack of instructional materials (books, paper, pencils, etc.)

Other Level I violations or actions deemed inappropriate by the teacher.

Teacher interventions to Level I violations include, but are not limited to, the following:

1. Verbal warning
2. Low profile intervention
3. Change in student seating
4. Private conference with scholar
5. Placed in classroom time out
6. Telephone call to parents, conference, written communication
7. Loss of classroom privilege
8. Behavioral Think Sheet in the "Buddy Room"
9. Teacher-parent procedural letter
10. Referral to counselor
11. Conference with parent with scholar present
12. Referral to Student Support Team
13. Detention with teacher

Level II Violations:

Level II violations will result in referrals to the office for disciplinary action. The final determination of consequences, for Level II Violations, will be made by the principal or designee and in compliance with the Wesley Heights Elementary Discipline Plan and the Muscogee County School District Behavior Code and Discipline Policy Handbook.

Level II Violations include, but are not limited to, the following:

1. Bullying and low level threats
2. Serious disruptive behavior
3. Fighting (exchange of blows with intent to do bodily harm) or provoking a fight.
4. Leaving campus without permission
5. Obscene or inappropriate language, gestures/acts; profanity; disrespectful/abusive/threatening acts/language
6. Smoking or possession of tobacco-related products such as lighters, matches, or papers
7. Theft, attempted theft, or possession of stolen/lost property
8. Refusal to follow directions or school rules
9. Vandalism
10. Extortion (selling or trading items at school)
11. Slapping/choking of a student at any grade level
12. Sexual harassment
13. Verbal abuse/threats
14. Technology tampering
15. Destruction of school property
16. Willful or dangerous acts (Examples: fire crackers, throwing objects intending harm, biting/spitting)

Interventions for Level II Violations include, but are not limited to, the following:

1. Parent conference
2. Work detention after school
3. Detention with the teacher
4. Time out with the Dean
5. Behavior Intervention Plan
6. Declared "Chronic Discipline Problem"
7. Referral to Discipline Tribunal
8. Alternative School assignment

Level III Violations include, but are not limited to, the following:

Level III violations are the most serious misbehaviors and include

1. Possession of a firearm or dangerous weapon or instrument
2. Possession of alcohol, narcotics, stimulants, and other dangerous drugs
3. Verbal threats or physical assaults
4. Fighting
4. Arson
5. Damage or destruction of property
6. Gang association
7. False fire alarms and bomb threats

Interventions for Level III Violations:

Level III violations may result in immediate suspension and/or referral to the Muscogee County School District's --Discipline Tribunal. A hearing will be held and if found guilty, the scholar may be expelled for the remainder of the school year, permanently expelled, or assigned to the Alternative School. Local police may be summoned to campus and charges made when appropriate.

School Bus Conduct

Scholars are expected to observe all bus rules in order to have a safe trip to and from school and/or on field trips. Riding the bus is a privilege, not a right. Do not abuse your privilege. Misbehavior may result in the actions outlined according to the MCSD 2016-2017 Behavior Code and Discipline Policy.

Fighting, weapons, or drugs on the school bus/at the school bus stop will always result in automatic suspension or expulsion from the bus and may include Level III Interventions.

Suspensions/After School Detention

Major offenses by scholars may result in suspensions. The suspension of a scholar is recommended for when all other means of discipline have failed or it is warranted. Parents or guardians will be notified when a scholar is suspended by letter and/or phone call. **Parent(s) or guardian must attend a re- entry conference before the scholar will be readmitted to class following a suspension.** Parents will be notified when a scholar is to serve after school detention by letter and/or phone call. **Parent(s) or guardian must provide transportation for the scholar upon completion of the detention.**

Positive Behavioral Interventions and Supports

Wesley Heights is implementing "Positive Behavioral Interventions and Supports" (PBIS). According to the Georgia Department of Education, "this is an evidence-based, data- driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes".

Instead of giving children who are misbehaving the majority of our attention, we identify the scholars who are obeying the school policies and procedures. We are creating positive climates and it is evident whereas the educators are teaching, monitoring and acknowledging appropriate behavior – schoolwide.

ATTENTION PARENTS

Local education agencies are required to notify parents that they may request information regarding the teacher's professional qualifications, including the following;

**Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;

**Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;

**The college major and any graduate certification or degree held by the teacher;

**Whether the student is provided services by paraprofessionals, and if so, their qualifications

Currently all teachers and paraprofessionals are highly qualified and do not fall under any of the above.





"School Song"

**Hail to thee our alma mater,
With thy banners high, Hail to
thee with all thy honor, Dear
ol' Wesley Heights. Faithful,
loyal, firm and true,
Hearts bound to hearts will move,
to ourselves and to each other
Faithful friends will prove.**



"GO BUILD DOGS"

