



Parent/Student Handbook 2021-2022

Dr. Christina Wagoner, Principal
Mrs. Laura Kraus, Assistant Principal
Mrs. Heather Woods, 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.

Principal's Message

Dear West Side Families,

Welcome to the 2021-2022 school year! After the considerable progress made in managing the pandemic, this year holds great promise for our students. We opened our doors to Marietta students in 1949. Since that time, West Side has set the standard for exceptional education. While teaching practices and curriculum standards have changed immeasurably since 1949, what remains the same is the passion and care that fills the hallways of West Side. I look forward to partnering with you to continue our rich tradition of excellence.

The West Side faculty and staff are committed to providing meaningful educational experiences to build a strong foundation for the success of every child. Our staff recognizes the unique talents and abilities of all students, prioritizing personalization in the classroom. You will find that the West Side staff is knowledgeable, caring, compassionate, and dedicated. I know they will have a wonderfully positive impact on your child's school year. On behalf of the entire staff, thank you for selecting West Side for your child's elementary school years.

This handbook was prepared to acquaint parents with guidelines, expectations, and policies that prioritize student safety and maintain smooth daily operations of our school. I encourage all families to review this handbook and keep it for future reference. I value your feedback in the continual improvement of our school - please reach out if you have ideas or suggestions to improve practices included in this handbook.

As we begin the new year, our theme will be - **All FIRED Up!** There is a palpable buzz when you step into the halls and classrooms at West Side, only made possible by a community of staff, students, and families partnering together for the success of all students. You will watch your child **flourish** through **intentional** instruction, a focus on **relationships**, **engagement** in learning, and **dedicated** staff.

Whether you are a returning family, or a new family, we are excited to partner with you to welcome the future success of our great school. Thank you for entrusting us with your child!

There's no place like West Side!

Warm regards,

Christina

Christina Wagoner, Ed.D.
Principal

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 – "There's no place like West Side!"
School Colors – Blue and Yellow
2020-2021 School Theme - All FIRED Up
(Flourish - Intentional - Relationships - Engagement - Dedicated)

QUICK CONTACT LIST

Principal	Christina Wagoner	cwagoner@marietta-city.k12.ga.us
Assistant Principal	Laura Kraus	lkraus@marietta-city.k12.ga.us
Assistant Principal	Heather Woods	hwoods@marietta-city.k12.ga.us
Secretary	Shelley Strack	sstrack@marietta-city.k12.ga.us
Enrollment Clerk	Harriette Price	hprice@marietta-city.k12.ga.us
Attendance Clerk	Heather Pudvin	hpudvin@marietta-city.k12.ga.us
Bookkeeper	Mary Hatfield	mhatfield@marietta-city.k12.ga.us
Nurse	Margaret Nunez	mnunez@marietta-city.k12.ga.us
Cafeteria	Roberta Lubertazzi	wsfood@marietta-city.k12.ga.us
Transportation Change	Monitored by Office Staff	WStransportation@marietta-city.k12.ga.us
Media Specialist	Laura Moseley	lmoseley@marietta-city.k12.ga.us
Art Teacher	Brittany Hornsby	bhornsby@marietta-city.k12.ga.us
Innovation Specialist	Kristen Moore	kristenmoore@marietta-city.k12.ga.us
Music Teacher	Lydia Grant	lydiagrnt@marietta-city.k12.ga.us
PE Teacher	Luke Godleski	lgodleski@marietta-city.k12.ga.us
STEM Teacher	Joanna Johnson	joannajohnson@marietta-city.k12.ga.us
School Counselor	T'Shunta Rambert	trambert@marietta-city.k12.ga.us
Academic Coach	Sara Kany	skany@marietta-city.k12.ga.us
Teacher Support Specialist (SPED/504)	Tim O'Connell	toconnell@marietta-city.k12.ga.us
Multi-tiered Systems of Support (MTSS)	Erin Compton	ecompton@marietta-city.k12.ga.us
Speech/Language Pathologist	Emily Hulbert	ehulbert@marietta-city.k12.ga.us

If you need to contact a faculty member not listed above, please visit our school website.

DISTRICT DIGITAL/ONLINE TOOLS FOR FAMILIES

ASPEN	Check your child's attendance history and grades	https://ga-marietta.myfollett.com/aspn/login.do
Schoology	DOWNLOAD THE APP! Communication platform between your child's teacher and students/families. Weekly newsletters and curriculum updates to be shared here.	https://marietta.schoology.com
MyPaymentsPlus	DOWNLOAD THE APP! Pay for school lunches	https://www.mypaymentsplus.com/welcome
Meal Viewer	DOWNLOAD THE APP! Check the weekly/daily lunch menu	https://schools.mealviewer.com/
Ride360	DOWNLOAD THE APP! Monitor the arrival time of your child's bus route	NA
RevTrak	Pay for school activities	https://marietta.revtrak.net/

ACADEMIC PROGRAMS/SERVICES

West Side offers a variety of academic services to meet the diverse learning needs of our students. These services are provided through a variety of delivery methods, including within the classroom by the classroom teacher, push-in/pull-out services by program specialists, or in a small group setting. Parents/guardians are notified should their child meet eligibility requirements to participate in any one of our academic programs. If you have additional questions about these programs, please contact the school administration.

Advanced Content Mathematics and ELA	Provided to students in grades 3-5 who meet academic eligibility for advanced content curriculum and instruction. Students can be found eligible at any time during the intermediate years.
Early Intervention Program (EIP)	Provided to students in grades K-5 grade who may need some additional academic support to meet grade level standards.
English as a Second Language (ESOL)	Provided to second language learners to support English language development and academic success.
Gifted Program	Provided to students who have been found eligible for gifted services through additional assessment measures. Gifted eligibility test occurs three times during the school year. Gifted services are provided in the child's classroom when the homeroom teacher holds a gifted endorsement, through pull-out services by a gifted specialist (MILE), and advanced content courses in grades 3-5.
Multi-tiered Systems of Support (MTSS)	Provided to any student who requires intervention and frequent progress monitoring in academics or behavior supports. MTSS teams regularly meet to determine the appropriate intervention for a child and review progress monitoring data.
Talent Development	Provided to students in grades 1-5 who demonstrate high potential to qualify for the gifted program. The TD instruction is provided by a gifted specialist.

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.

ASPEN

Marietta City Schools provides an online student information system for parents to stay up-to-date on their student's academic progress (grades) and attendance. For first time access, parent's will be required to submit a specific security code. All parents are encouraged to set-up an Aspen account to monitor your child's grades and attendance. Contact your child's teacher for information on how to set up your login and password.

ATTENDANCE / ABSENCES

Attendance is a critical component to the success of all students. Regular school attendance is required by law for all children between the ages of six and sixteen. 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. Families will be notified when student attendance meets truancy, as defined by the state of Georgia. Students are considered truant after more than 5 unexcused absences.

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. All other absences will be considered unexcused. **The school must receive a written excuse for absences within two days of the child's return to school, from a parent/guardian or a doctor, in order to be considered an excused absence. Please submit this note to your child's teacher. Email notifications are not acceptable.** The school may require a doctor's note to excuse absences if a child frequently misses school for illness. West Side staff will follow district requirements for notifying parents of excessive unexcused absences, including parent contact, certified mail, administrative conference, or a referral to the school social worker.

Students are considered tardy after 8:30 AM. **After 8:30 AM, a parent is required to sign the student in at the front office.** A student is counted present for the day if they arrive before 11:30 AM or leave after 11:30 AM. Awards are presented for Perfect Attendance at the end of the school year. Perfect Attendance is defined as being present for every day with no more than 10 tardies.

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. If the time missed accounts for over one half of the school day, the student will be marked absent.**

BEELINE

Our weekly communication envelope is sent home every Wednesday. This folder will include information for school-wide events and regularly graded work from your child's teacher. Please check it carefully, sign, and return it to school on Thursday.

BEFORE SCHOOL/AFTER SCHOOL/HOLIDAY CARE PROGRAMS

Before School and After School Programs are offered daily, in coordination with Marietta Community School. BSP/ASP programs are supervised by certified teachers and paraprofessionals. Families must complete **a new registration form every year before the child can attend either program**. Visit the Marietta Community Schools website for more information - www.mariettacommunityschool.com.

Before School Program (BSP)	6:30 AM - 8:00 AM	\$5.00 per day, or \$25.00 per week One-time \$15.00 registration fee
After School Program (ASP)	3:15 PM-6:30 PM	\$10.00 per day, or \$50.00 per week One-time \$20.00 registration fee

BIRTHDAY TREATS

Please contact your child's teacher if you would like to send in a special birthday snack. We request that birthday snacks are store bought and include the original nutritional label. This practice is used to ensure the safety of our students with dietary allergies/restrictions are protected. In an effort to be sensitive to all children, please refrain from sending individual party invitations unless the entire class has been invited.

CAFETERIA

Families are encouraged to utilize the online payment system (My Payments Plus) to prepay for meals at www.MyPaymentsPlus.com (cash and check payments are also accepted). My Payments Plus allows families to prepay for meals online, check account balance information, and set-up email reminders regarding the status of your child's lunch account. You must have your child's 5-digit district student ID number to register for My Payments Plus. If you need assistance, please reach out to the West Side cafeteria staff (770-429-8355). Lunch payments can be made daily, weekly, monthly, or in any denomination you choose. Cash or check lunch payments should not be combined with other school related fees (field trips, etc.). Credits remaining at the end of the year will be reimbursed, if requested. For the 2021-2022 school year, meals costs are as follows:

Student lunch or salad	\$2.45
Adult lunch	\$3.75
Student breakfast	\$1.80
Adult breakfast	\$2.00

Students will not be permitted to charge breakfast/lunch items once unpaid charges of **\$7.35** have been incurred. Students will be provided with an alternate meal at no cost to the student (cheese sandwich).

Free lunch and reduced-price lunches are available to qualifying families. Please contact the cafeteria manager to register. Only one form is required per family.

The following guidelines should be followed in the lunchroom:

- Parents/visitors shall sit at the guest tables with their child(ren). The school can discontinue lunch visitors at any time for the health and safety of our school. Notice will be provided to families in advance of discontinuing lunch visitors.
- Students are allowed to invite one friend to eat with them and their guest. If the visitor section has become full, it is possible students may not be allowed to bring a friend.
- Children are not allowed to save seats.
- Trading/sharing food is not permitted among children.
- Children should remain seated during lunch.
- No carbonated beverage cans or any glass containers are permitted in the lunchroom.
- No open containers of food or beverage should be taken from the cafeteria.

For student safety, all visitors requesting to eat with students must be listed as an emergency contact. 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.

CALENDAR

A full calendar of school and PTA events is included in the back of this handbook and on our website. Families are encouraged to sync the website calendar to a personal smartphone. Please note that all events are subject to change. Calendar changes and additions will be communicated in the following ways, Wednesday Beeline, email blasts, Facebook, and the West Side website calendar.

CAR LINE PROCEDURES

The West Side **car line occurs on the Maple Avenue side of the school, and not on Polk Street**. Polk Street is reserved for bus arrival and dismissal.

- All families will receive a student specific QR Code to be used for afternoon car rider dismissal. This unique QR Code must be displayed on your car dashboard, or an image of the QR Code accessible on a smartphone. If someone other than the parent/guardian will be picking up the child from school, this adult must have the child's QR Code.
- Morning car line begins at 8:00 AM. Afternoon car line begins at 3:05 PM.
- All drivers and passengers should remain in the car to keep the car line moving efficiently.
- For the safety of our students, please refrain from using your cell phone during car line.
- Students should exit and enter from the right hand side of the car.
- Staff and student safety patrols are available to assist students in the morning. Staff members load students in cars in the afternoon.
- Left hand turns are not permitted into the circular driveway on Maple Avenue. Left hand turns are not permitted when exiting the circular driveway on Maple Avenue.



CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important for the school to have current contact information and home addresses for every student. ***If parent or emergency contact information changes during the school year, please notify the front office and your child's teacher.*** If your home address changes, please notify the front office to provide updated residency information.

CHARACTER EDUCATION PLAN

West Side Elementary implements the state mandated Character Education program. The school counselor 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.

CHECK-IN AND OUT

A record of tardies (check-in) and early dismissals (check-out) is maintained in the front office. When a student arrives late (after 8:30 AM) an adult must sign the student in at the front office. We provide paperless sign-in/check-out. Please bring your cell phone to the front office anytime you wish to sign-in/check-out your child. For early dismissal, the parent/guardian, or others listed as an emergency contact must come in to the front office to sign out the student. Please be prepared to present photo identification when checking your child out early. Students will not be permitted to be checked out after **2:45 PM** to avoid interruption to dismissal procedures, unless of an emergency. Students who miss half or more of the school day, either by arriving late or leaving early, are considered absent.

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.

CLUB OFFERINGS

West Side offers a variety of student enrichment clubs before and/or after school. These clubs are voluntarily sponsored by West Side Staff, or community partners. Some clubs include an audition, or application process. Look for the club course catalog to be shared by August 6. For the 2021-2022 school year, the following clubs will be offered:

Club	Staff Sponsor	Grades
Academic Games League of America	Anna Beaman, Katy Eason	4th-5th Grade
Awakening/SonRise	Parent Sponsored	3rd-5th Grade
Girls on the Run	Katherine Bragg	3rd-5th Grade Girls
InVenture Prize	Kristen Moore	3rd-5th Grade
K-Kids Service Club	Brittany Hornsby	2nd-5th Grade
Lego Robotics	Mary Jo Groeneveld	3rd-5th Grade

Master Gardeners	Mary Jo Groeneveld	2nd-5th Grade
Reading Bowl	Michelle Burns, Sara Kany	4th-5th Grade
Science Olympiad	Joanna Johnson	4th-5th Grade
Singing Stingers	Lydia Grant	4th-5th Grade
Student Council	Administration	3rd-5th Grade
Theatre Club	Lydia Grant	2nd-5th Grade)
West Side Stinger News	Laura Moseley	4th-5th Grade

CONFERENCE WEEK

To promote strong home-school communication, Marietta City Schools designates a parent-teacher conference week. Conferences will be held the week of **September 18-22, 2021**. Students are dismissed at 1:15 PM on parent-teacher conference days.

DISMISSAL

All children should be sure of their afternoon ride arrangements when they arrive at school each morning. **To ensure the safety of every child and accuracy of afternoon dismissal, the following procedures will be enforced:**

- **Daily Dismissal Plan:** Parents should provide a daily dismissal plan in writing to their child's teacher at the start of the school year. This plan will be followed everyday unless a written change is received.
- **Advanced Dismissal Changes:** Prior knowledge of a dismissal change should be sent to school with your child in writing (hand-written note to the teacher). Students must give the note to their teacher upon arrival at school. Dismissal changes emailed directly to the teacher during the school day cannot be accepted.
- **Same Day Dismissal Change:** If a situation arises during the school day where you must make a dismissal change, you may do so by **2:45 PM** in one of the following ways:
 - Email dismissal change to WStransportation@marietta-city.k12.ga.us
 - A written notice may be left at the front office.
 - For the safety of our students, we cannot accept transportation changes made over the phone.

Students will **not** be dismissed from the front office between 3:00 – 3:10 PM. If you need to check your student out early, please do so before 2:45 PM. All early dismissals will go through the front office. **Students must be picked up no later than 3:20 PM.**

Bus riders will depart campus at approximately 3:20 PM each afternoon. Students will not be dismissed as walkers unless they reside within the MCS walking zone. All walkers will be dismissed from the Maple Avenue side of the building, and met by an adult.

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). Devices should remain in book bags turned off or on silent.

EMERGENCY CLOSING OF SCHOOL

For information on school closings or late openings, please listen to radio channel WSB 750 AM, or check the district website and social media outlets. 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 district office. This file lists duties and persons responsible should a mass disaster or emergency situation occur requiring school-wide measures. Various drills (evacuation, lockdown, lockout, and shelter) are practiced throughout the school year to make sure staff and students know what to do in the event of an emergency.

ENRICHMENT CLUBS

Marietta Community Schools host multiple after school enrichment clubs for students at West Side! Enrichment Clubs are a pre-paid program. Student participation in enrichment clubs supports our school. To learn more about enrichment clubs, please visit Marietta Community Schools website at - www.mariettacommunityschools.com.

FIELD DAY

This special day is tentatively scheduled for **May 12, 2022 (K-2nd Grade) and May 13, 2022 (3rd-5th Grade)**. Parent volunteers are welcome to help supervise activities and help with the class as they participate during the day.

FIELD TRIPS

Field trips are an important component of learning and the instructional program at West Side. Teachers are encouraged to schedule field trips (4-6 per year) to enrich a particular unit of study or class project. A permission slip for annual field trips will be sent home at the beginning of the year. Parents/guardians are required to sign this permission slip for students to attend each trip. All field trip payments can be made online at Revtrak (see page 8). Cash/check payments are accepted; however, online payments are the preferred method. 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 may be assigned homework that exceeds these suggested times. Students making up work due to absences 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

West Side staff regularly celebrates student achievement during the school year. Annually, we will recognize all student accomplishments in academics, citizenship, and special areas during the end of year Honors Day. Specific grade level dates/times are as follows:

Kindergarten	May 25, 2022
1st-2nd Grade	May 23, 2022
3rd-5th Grade	May 24, 2022
5th Grade	May 25, 2022

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.
- Tested positive for COVID-19, or have been in close contact with someone who has tested positive for COVID-19.

LATE PICK UP

Students waiting to be picked up after 3:30 PM will be sent to the After School Program. 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. We encourage all families to pre-register for ASP, in the event an authorized adult is unable to pick-up your child.

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.

MATERIALS AND SUPPLIES

Materials and supplies vary with each grade level. Supply lists are posted on the school website and will be provided at Sneak-a-Peek. Contact your child's teacher if you have questions regarding the supply list.

MEDIA CENTER (LEARNING COMMONS)

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. Students will have regular media literacy lessons in the Learning Commons as part of the complete academic program at West Side.

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:

- The medicine is in a container issued by a pharmacy and the store label is attached.
- The container label shows a recent date on which the prescription was filled.
- The container label states the name of the student to whom the medicine is to be administered.
- A prescription number is on the label.
- The label contains adequate directions indicating the proper amount and method to administer the medicine.
- The prescribing physician's name is shown on the label.

No over the counter medications are available in the clinic to be given to a student. These must be supplied by a parent/guardian and accompanied by a completed Assistance with Medication form as described above. No adult medications or herbal medications can be given by the nurse without a note from the student's physician.

Medications sent in without a completed "Assistance with Medication" form or those which are not in the original containers will be sent home and cannot be given to the student by the nurse.

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 Policy and Compliance
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)

Assistant Superintendent, Human Capital & Development
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

OFFICE HOURS

The office staff is happy to assist parents and visitors from 8:00 AM – 3:30 PM. Between 3:00-3:20 PM, our office staff will be involved in the safe dismissal of our students. If you have needs to be addressed by our office staff, please arrive at the office before 3:00 PM. The front office will close at 4:00 PM each day.

PARENT / TEACHER PROTOCOLS

We are fortunate to have caring and involved families at West Side Elementary. We are committed to helping all children succeed and want to work with parents to achieve this goal.

To reach our goal of success more quickly, it is helpful if we all work toward the goal by taking steps in the same order. Skipping a step will actually slow down the process of getting help for a child, as the person you contact will have to back-track and gather additional information. By starting with the person who spends the most time with a child, the teacher, parents are most likely to get the information they need and reach a solution more quickly. Parents are encouraged to resolve concerns with the teacher; however, if the concern cannot be resolved please reach out to the school administration in a timely manner.

The Process for Getting a Solution Quickly:

- Email or Phone Call: Sometimes something that seems like a problem is merely a miscommunication. By communicating with the teacher by email or phone call when the concern first comes up, we can often create a solution before it grows large. Please allow staff to respond to an email within 24 hours, Monday through Friday.
- Parent Conference: Your conference will be most effective if your child's teacher can set aside time to speak with you and prepare information to share with you. Also by providing specific information, your child's teacher will be prepared with information that will be most helpful. Because of duties required outside of the hours while students are in the building, drop-by meetings can be challenging and are discouraged.
- Administration: If the parent and teacher are unable to find a solution to the problem, then an administrator or other appropriate staff member should be invited to a conference to further discuss the problem.

PARENTAL INVOLVEMENT IN THE SCHOOL PROGRAM

Parents provide a tremendous service to students and the school by volunteering. Volunteers opportunities will be shared throughout the year. Let us know how you would like to help. For the safety of our students, all visitors are required to sign-in at the front office and wear a visitor's badge while in the building. Volunteers supervising or working directly with students are required to complete an annual Volunteer Application. Volunteer Applications are available in the front office.

PARTNERS IN EDUCATION

Partners in Education is a collaborative effort of school and business in support of education. Current West Side Partners in Education include:

- Atlanta Gas Light
- Brasefield & Gorrie
- Chick-fil-A West Cobb
- Kroger Whitlock
- 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. All students in grades 1-5 are required, by the state of Georgia, to participate in Fitnessgram annually. Fitnessgram assessment results are sent home in the final report card.

PICTURE DAY

School pictures are taken twice a year. Fall individual and class pictures will be taken on **September 17th**. Fall pictures will be used for the yearbook. Spring individual pictures will be taken on **March 9th**. 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 all families to join 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 the 2021-2022 school year:

Co-presidents	Laura Aikens and Jaillene Hunter
Co-vice presidents	Ashley Donald and Emily Jeanette
Secretary	Rebecca Jones
Treasurer	Leslie Jenkins
Parliamentarian	Tiffany Britt

Dates for PTA Meetings (See the full PTA/School Events calendar at the end of this handbook)

- July 29, 2021 at 6:00 p.m. – Kindergarten Parent Open House
- August 17, 2021 at 6:00 p.m. – PTA Mtg & Curriculum Night
- February 10, 2022 at 6:00 p.m. – PTA Mtg & 2nd Grade Play
- May 5, 2022 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 30 minute recess, except when inclement weather does not allow. Please dress your child appropriately for the weather. All students go outside with the class during recess, unless a doctor's note prohibits the child from physical activity/outdoor play. Siblings or visitors are not allowed on the playground during recess, or during the school day.

REPORT CARDS

Report cards are issued every nine weeks, published digitally through Aspen. Parents/Guardians will receive email notifications from the district when report card grades are available for viewing. Progress reports are issued via email at the midpoint of each nine-week period for students not meeting grade level expectations (below 80% in grades 3-5). Grades can be checked throughout the grading period on Aspen. The final report card is mailed home in June.

REVTRAK

Marietta City Schools offers online payment for school activities/merchandise. We strongly encourage the use of Revtrak; however, cash/check can also be sent as payment options using the student activity fee envelope. Revtrak can be used to make all online payments for things such as field trips, yearbooks, and other events. You can set-up your family account for Revtrak at the following website - <https://marietta.revtrak.net/>.

SCHOOLGY

All Marietta City Schools families will have access to Schoology, the district's Learning Management System. Schoology will be used as a communication platform between you and your child's teacher. Schoology will hold weekly newsletters, homework, and other resources to be used at home to support learning. You will receive your family Schoology login information after school begins.

SCHOOL COUNSELOR

West Side has a school counselor who works with all students on the domains of academics, personal/social, and career development. The school counselor meets with students individually, in small groups, and through classroom guidance. All students receive classroom guidance lessons once every eight days. If you would like to speak to her regarding the school counseling program, you may contact her via email or phone - trambert@marietta-city.k12.ga.us.

SCHOOL GOVERNANCE TEAM

Your West Side School Governance Team is composed of three teachers, two parent representatives, one community representative, and the principal. West Side SGT meets monthly starting at 8:30 AM in the Front Office Conference Room. Please visit our school website for meeting dates and the current SGT members.

SCHOOL DAY

Student Arrival Begins	8:00 AM
Start Time	8:30 AM

School Day Ends	3:05 PM
Dismissal of Car Riders and Walkers	3:07 PM
Dismissal of ASP and Enrichment Classes	3:05 PM
Dismissal of buses	3:05 PM

SCHOOL SOCIAL MEDIA

West Side maintains numerous social media accounts to keep parents informed of school events, activities, and celebrations. We encourage our families to follow school social media accounts for frequent updates from our school. Additionally, the school principal maintains an active Instagram and Twitter account to share favorite moments of learning and success stories from our school.

Like our Facebook Page!

Follow us on Twitter @WestSideEle

Follow us with Dr. Wagoner on Instagram @WS_principal

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 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.

SPECIALS

All students will participate in a daily 50-minute specials and additional enrichment instruction. Students will attend art, music, media literacy, counseling, PE, innovation, and STEM. This instruction provides a unique time to foster student development in the arts, design thinking, physical fitness, and social/emotional health.

SPECIAL EDUCATION SERVICES

Special Education services are available. This includes comprehensive educational psychological assessments, 504 Plans, and IEP plans. 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. You can also contact West Side's Teacher Support Specialist, Tim O'Connell at toconnell@marietta-city.k12.ga.us for questions about special education.

STANDARDIZED TESTING

West Side will follow all state and district requirements for assessing student progress and mastery of grade level content. This will include a comprehensive and varied assessment system. Students in Kindergarten-5th grade will participate in Measures of Academic Progress (MAP) testing during the school year. This norm-referenced achievement test provides parents and teachers with comparisons to national norms. Students in 3rd-5th grade will participate in Georgia Milestones assessment, a criterion-referenced test based on grade level standards. Georgia Milestones assessment gives parents and teachers information about how well students are learning the state standards. Parents will receive copies of test results. More information will be sent home about each assessment prior to testing dates.

STUDENT CONDUCT

Student conduct is expected to conform to a high standard at all times. The partnership of parents is critical to supporting school-wide expectations for behavior. Student behavior will be reflected in the conduct grade on each report card. Please refer to the MCS Parent Information Guide for further guidelines regarding discipline.

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.

TECHNOLOGY TAKE HOME PROGRAM

All MCS students can elect to participate in the district's technology take home program. This program provides a district issued device (Chromebook) for students to use at home for academic/learning purposes. Students are expected to bring the device to school daily for use in class. Families must sign a Take Home Program Agreement form annually for their child to participate. Chrome book chargers will not be sent home except for school closures. Families can purchase a compatible charger to keep at home if necessary. Families are liable for lost and damaged devices.

TRANSPORTATION

Marietta City Schools Department of Transportation's goal is to transport our students safely and in a frame of mind to learn. Bus routes are available on the district website. All students will be required to sign the Bus Safety Partnership. Compliance with the rules of the Bus Safety Partnership is required and is the responsibility of the student, to ensure the safe transportation of students to and from school. If your child is to ride a bus home with another student, the school must receive written notification.

Families can monitor their child's bus route by downloading the app Ride360. This app shows GPS tracking of your child's bus route to notify parents/guardians when the bus has arrived at the top. We encourage our bus rider families to use this app.

If you have questions related to transportation, the Marietta City Schools Transportation department would be happy to assist you - 770-429-3110.

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. All students will be required to dress according to our unified dress code policy Monday thru Thursdays. Parents/guardians may be contacted to provide appropriate clothing when in violation of dress code. Fridays are considered spirit days/non-uniform days. Other dress down days during the year are made at the principal's discretion.

The West Side uniform code includes the following:

- Uniform **WS logo embroidered polo-style shirts**, purchased from approved vendors
- **Non-embroidered polo-style shirts** in white, light or navy blue, or yellow
- **WS spirit wear t-shirt**, purchased from the PTA
- **WS spirit wear athletic shorts/skorts**, purchased from the PTA
- Solid khaki or navy blue pants, skirts, skorts, shorts or capris. Shorts, skirts and skorts must be at finger-tip length or longer. Jumper dresses are permitted, as long as they are within the color specifications. Pants should be free of designs and/or patterns. No jeans.

All West Side logo embroidered uniform pieces must be purchased from one of the approved vendors below

UNIFORM SOURCE 2141 North Cobb Parkway Kennesaw, GA 30152 Phone: 770-919-9967 www.uniform-source.com	LANDS END ON-LINE www.landsend.com Preferred School Number: 900167537 *Online promotional discounts are frequently offered throughout the school year.
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All **West Side spirit wear t-shirts** must be purchased from the PTA. Visit the PTA online store to purchase these items.

<https://squareup.com/store/west-side-elem-pta>

Winter / Outerwear options:

- Long sleeve white, light or navy blue, or yellow t-shirt or turtleneck underneath the approved shirts above
- Long sleeve polo-style shirt in white, light or navy blue, or yellow
- Long sleeve WS spirit wear t-shirt, purchased from the PTA
- Hooded WS spirit sweatshirts, purchased from the PTA
- White, light or navy blue, or yellow Cardigan sweaters
- Solid white, light or navy blue, or yellow sweatshirts
- All other outerwear (coats, jackets, sweatshirts) that do not follow the "unified dress code" are to be removed during the school day. These items can be worn to and from school and during recess.

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 must submit an "opt out" form to the principal. This form can be obtained on the school website, or at the front office. Failure to complete the opt out form 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.

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 parents and visitors** must go to the school office first. **On your first visit, at the start of each school year, visitors should be prepared to show their ID.** 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. For the safety of our students, all other doors remain locked during the day and we ask that you not knock on locked doors to gain access to the building.

WITHDRAWAL / TRANSFER

Families should notify the front office in writing to begin the withdrawal/transfer process. Your notification to our front office 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: cwagone@marietta-city.k12.ga.us OR hwoods@marietta-city.k12.ga.us). If you do not receive a response to an email sent to our staff after 24 hours, please call the office to make sure your email was received.