

# West Haralson Elementary School

4552 Hwy. 100 North

Tallapoosa, Georgia 30176

Phone (770) 574-7060 Fax (770) 574-7086

Website: [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us)

**Dr. Lorilyn Harrell, Principal**  
**Mrs. Leisha Sauls, Asst. Principal**



Haralson County District Office  
299 Robertson Avenue  
Tallapoosa, GA 30176  
770-574-2500  
Fax- 770-574-2225

Haralson County Technology  
& Transportation Center  
10 Van Wert Street  
West Haralson, GA 30113  
770-646-3882

At West Haralson Elementary School, we are committed to continually seeking to improve instruction for our students. We hope that, as parents, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and their expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child. Please contact Principal Dr. Lorilyn Harrell at 770-574-7060 for more information on teacher qualifications.

The Vision of Haralson County Schools:

**Haralson County Schools will be recognized as a leader in improving student achievement for ALL students.**

The Mission of Haralson County Schools:

**Haralson County Schools will produce high-achieving students who will graduate.**

The Beliefs of Haralson County Schools:

- We believe all students deserve to be held to high expectations that reflect individual abilities.**
- We believe every person deserves to be treated with respect.**
- We believe the health, safety, and welfare of all students and employees are a prerequisite to student success.**
- We believe students must be taught academic and life skills, including technology, to succeed in an ever-changing world.**
- We believe school experience should be relevant practice for adulthood.**
- We believe regular attendance is fundamental to learning.**
- We believe all stakeholders share the responsibility for educating students.**
- We believe effective communication is essential for all stakeholders.**

Federal law prohibits discrimination on the basis of race, color or nation origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Students, parents, employees and the general public are hereby notified that the Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Title VI, Title IX – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500  
Section 504 and ADA – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500

## **West Haralson Elementary School Faculty and Staff**

**Dr. Lorilyn Harrell, Principal**  
**Leisha Sauls, Asst. Principal**  
**Jennifer Pennington, Counselor**  
**Owen McWhorter, Media Center**  
**Shoney Brice, Academic Coach**  
**Tara Robinson, Nurse**  
**Cindy Patterson, Office**  
**Mgr./Bookkeeper**  
**Suzanne Williams,**  
**Registrar/Secretary**  
**Valerie Cofer, Art**  
**Katrina Burnette, PE**  
**Anthony Angle, PE**  
**Solange Vale, Music**  
**April Sheridan, Computers**  
**Debbie Johnson, Lead Custodian**  
**Pam Garrett, Cafeteria Mgr.**  
**Barbara Layton, Cafeteria**  
**Hoyt Layton, Cafeteria**  
**Blane Tidwell, SPED**  
**Sandi Harbin, SPED**  
**Lora Lepley, SPED Lead**  
**Cortney Emmert, 3<sup>rd</sup> Grade**  
**Shannon Holdbrooks, 3<sup>rd</sup> Grade**

**Chelsea Godwin, 3<sup>rd</sup> Grade**  
**Janet Haldeman, 3<sup>rd</sup> Grade Lead**  
**Jeanna McDonald, 3<sup>rd</sup> Grade**  
**Delara Johnston, 3<sup>rd</sup> Grade**  
**Caye Williams, 3<sup>rd</sup> Grade**  
**Marsha Roberts, 4<sup>th</sup> Grade Lead**  
**Arlene Coggins, 4<sup>th</sup> Grade**  
**Jennifer B. Johnson, 4<sup>th</sup> Grade**  
**Trinity Westmoreland, 4<sup>th</sup> Grade**  
**Carmen Aldridge, 4<sup>th</sup> Grade**  
**Ann Hulsey, 4<sup>th</sup> Grade**  
**Tonya Thompson, 5<sup>th</sup> Grade Lead**  
**Julie Craig, 5<sup>th</sup> Grade**  
**Stephen Puckett, 5<sup>th</sup> Grade**  
**Jennifer Johnson, 5<sup>th</sup> Grade**  
**Nicole Craig, 5<sup>th</sup> Grade**  
**Brandi Law, 5<sup>th</sup> Grade**  
**Lisa Eady, SLP 3<sup>rd</sup> Grade**  
**Gaye Davenport, SLP, 4<sup>th</sup> and 5<sup>th</sup>**  
**grade**  
**Debra Sewell, Speech parapro**  
**Summer Aldridge, Parapro**  
**Linda Tucker, Parapro**

## West Haralson Elementary School Student/Parent Handbook 2016-2017

### ARRIVAL AT SCHOOL

School hours are from 7:25 am – 2:35 pm. Regular punctual attendance fosters learning and develops good working habits. It is highly important that students arrive on time and remain in school for the entire day. Students are tardy after 7:25 am. Tardiness may impact a student's academic work. Students arriving late to school on a Haralson County school bus are not counted as tardy. Buses will unload students in the front of the building. All students eating breakfast are to report to the cafeteria. Those not eating should report to the gym. Students are not to be outside the building for any reason. Supervision of students by staff begins at 6:50 a.m.; therefore, students should **NOT** arrive on campus before that time.

### ATTENDANCE

The State of Georgia is monitoring student attendance. No student should miss more than 6 days in a school year. Unexcused tardies/checkouts may accumulate to equal absences. Parents may write an excuse for up to 4 absences per year. Students have 3 days to turn in excuses. Students are in danger of not being promoted to the next grade level if they are absent more than 14 excused or unexcused days in a school year.

In response to student attendance, the Haralson County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Policy. For more detailed information, please see **Board Policy JB**.

### BUSES

WHES students should be responsible enough to control their behavior on school buses. To ensure the safety of everyone on the bus, students must be well-behaved. Expectations regarding bus behavior include, but are not limited to the following:

#### Students should:

1. Follow instructions of bus driver
2. Find a seat and stay in the seat
3. Talk quietly and use proper language
4. Refrain from eating or drinking on the bus
5. Keep all body parts inside the bus
6. Have **no** physical contact with other students on the bus
7. Refrain from throwing objects on or from the bus
8. Have **no** tobacco products, lighters, matches, drugs, alcohol, weapons or any other harmful objects on the bus
9. Not deface or cause destruction to school property
10. Be silent at railroad crossings
11. Only use emergency door and windows for emergencies

If it becomes necessary for a bus driver to refer a student to the administration because of misbehavior on the bus, the disciplinary action taken will depend on the severity of the infraction and may result in suspension from all buses in the Haralson County School System. **Transportation to and from school then becomes the responsibility of the parents/guardians.**

**Discipline for any bus misconduct is at the discretion of the school administration.**

### CAFETERIA

The school cafeteria operates on a non-profit basis for the welfare and convenience of students. Good behavior is required in the cafeteria as in the classroom, and the cooperation with cafeteria personnel is expected from students. Behavior will be monitored by teachers and other school personnel on a continuous basis. Food or drink is **NOT** permitted to be taken outside the cafeteria.

The cafeteria provides a well-balanced breakfast and lunch. At lunch, students are required to go the cafeteria accompanied by an adult who will communicate procedures and expectations to students. Following breakfast

and lunch, students are expected to clean the area in which they have eaten, return trays, and exit the cafeteria in an orderly manner when instructed to do so by an adult.

#### **Breakfast Prices**

Student –	No Cost
Teachers--	\$ 1.25
Guests --	\$ 1.25

#### **Lunch Prices**

Student –	No Cost
Teachers--	\$ 3.50
Guests --	\$ 4.50

Although all students are encouraged to eat a cafeteria breakfast/lunch, students may bring breakfast/lunch from home. **STUDENTS AT WHES MAY NOT BRING ANY TYPE OF GLASS CONTAINER, CANS, OR BOTTLES OF CARBONATED DRINKS** (Coke, Pepsi, etc.). **Food from fast food restaurants** (McDonalds, Hardee's, etc.) **may not be eaten in the school cafeteria.**

#### **CAR RIDERS – Morning**

Car-rider drop off is in the back parking lot beside the gym. PLEASE DO NOT drop your child off at the front entrance where buses unload. This poses a serious hazard to students. Students may not be dropped off before 7:00 a.m. If your child plans to eat breakfast at school, please drop them off between 7:00 am and 7:25 am.

#### **CAR RIDERS – Afternoon**

Bus riders are dismissed at 2:35 p.m. Car-riders are then dismissed. In an effort to coordinate our car rider procedures, drivers who pick up must have an official WHES nametag that will hang from the rear view mirror. WHES uses these cards as a safety precaution to protect our students. These cards must remain in place and visible until the child is in the car. If the driver does not have a nametag, **THE DRIVER WILL BE ASKED TO PARK, ENTER THE BUILDING, AND PRESENT IDENTIFICATION IN ORDER TO PICK UP THE CHILD.** Our office staff will be more than happy to assist in this process.

Please go over the following car-rider procedures with your child:

1. Parents enter car-rider line on Steadman Road and follow the line to the front of the building. Please place your car-rider tag where staff members can read it easily.
2. Parents will form TWO LINES in the front of the building. Please do not call for your child or motion for him/her. A staff member has released your child to cross traffic and load in the car.
3. A staff member will release traffic as soon as students are safely loaded.

#### **COMMUNICATION CHAIN OF COMMAND**

Who do I contact if I have a question or problem with my child's school or issues concerning my child's education?

First: My Child's Teacher

Second: School Principal or Assistant Principal @ 770-574-7060

Third: Haralson County Schools @ 770-574-2500

#### **CHECKING IN LATE/CHECKING OUT EARLY**

Unless there is an unavoidable medical appointment, legal obligation, or occasional family emergency, students should arrive at school on time each morning and stay until regular dismissal time in the afternoon. Any student who arrives at school later than **7:25 a.m.** is tardy and must sign in with the office. They should bring a note from a parent/guardian explaining the tardiness. Office personnel will issue a pass to class, which indicates if the tardiness is excused or unexcused. Teachers will not admit students to homeroom or class without a pass from the office. Excessive tardiness will be treated as a discipline situation. If students must check out early, a parent/guardian or other adult whose name is listed on the student's registration information must come to the main office to sign the checkout log and request the student. If possible, students should bring notes to school indicating the intention to check out early so that the paperwork can be done in advance. Students will not be permitted to leave the school premises during a school day unless called for at the office by an authorized person. **When checking out a student, parents/guardians should be prepared to show a PHOTO ID.** A student must be present for at least one-half of the school day to be counted present. Students checking in after 11:00 are counted as absent. Students checking out before 11:00 are also counted absent. **STUDENTS MUST BE SIGNED OUT IN THE FRONT OFFICE AND MAY NOT BE PICKED UP FROM THE PLAYGROUND.**

When a student misses any part of a given class period, it will count as an absence for that class. **To receive the Excellent Attendance award—Students can have no unexcused tardies or absences.**

## **CHORUS**

The WHES Chorus is an extracurricular group for students in grades 4 and 5 who have an interest in singing and performing. Auditions for the chorus will be held in the Fall and Winter terms. The decisions of the audition panel are final. Students that are selected will need to purchase a chorus shirt for performances (approximately \$10) and will be required to attend rehearsals after school. A calendar of rehearsals and performances will be provided. Students must maintain passing grades and exhibit appropriate behavior in chorus and the classroom to participate in the chorus. The WHES Chorus has received numerous recognitions for their excellent performances at various evening events and throughout the Northwest Georgia area.

## **CONFERENCES/COMMUNICATION**

Open communication between home and school is of vital importance in promoting the best interests of students. Parent/Teacher Conferences are planned during the school year; please make plans to attend all conference dates. If a parent/guardian would like a conference with a teacher, please send a note or call the school to schedule an appointment. WHES makes every effort to include students in the conferencing process to the greatest extent possible.

## **COUNSELING PROGRAM**

The mission of the Haralson County Counseling and Guidance Department is to provide for all students a proactive, comprehensive, developmental program that: supports student learning, enhances academic/career/personal/social development, and fosters responsible citizenship. West Haralson Elementary School has established written policies regarding the confidentiality of student educational and discipline records. These policies ensure privacy of student information and are in compliance with state and federal guidelines. Communication between the counselor and student is confidential unless disclosure is necessary to prevent danger to the student or others or when legal requirements request information. Records are maintained in the office and are available only to teachers and staff members working directly with the student. Records are not released to any entity without prior written consent of the parent or guardian of the child. Any psychological or therapeutic testing that is recommended for students by the staff requires prior written permission from parents before any testing can occur. *\*Parent permission is not required in order to see the counselor or to participate in classroom guidance activities. Please call the principal or school counselor for more information regarding counseling services.*

**DISCIPLINE – STUDENT CODE OF CONDUCT- Please refer to the Haralson County Student Code of Conduct (K-5) on the county website.**

## **DISMISSAL**

The safety and security of WHES students is our primary goal. We request your cooperation and support with the following dismissal procedures.

- Every student should have a consistent method of transportation home.
- Changes in transportation should be made by 1:30 p.m.
- We CANNOT make changes by phone.
- You may fax us at 770-574-7086 to request transportation changes. Please include your photo ID and signature. Call to verify.
- Please send a note to your child's teacher if someone else will be picking up your child. Any new person will need to be listed on the emergency card and will be required to show photo ID.
- Dismissal begins at 2:35 p.m.
- **NO CHILD WILL BE DISMISSED FROM CLASS AFTER 1:30 P.M. EXCEPT IN CASE OF EMERGENCY.** We need this time for instruction and to reduce confusion during bus dismissal.

## **DRESS CODE**

To promote an orderly educational setting, the school expects students to maintain an appearance that is not distracting to teachers or other students and does not disrupt the instructional program. Some of the clothing which is **NOT** appropriate for school wear includes, but is not limited to:

1. Hats/Caps, bandanas, or bands around the head. (except in the event of a Hat Day)

2. Non-prescription sunglasses.
3. Clothing that advertises drugs or alcoholic beverages, sex or tobacco, display obscene or suggestive titles or profanity, those associated with gangs or gang membership\*\*, those that may be considered racially or politically insensitive, and any other element of a student's personal appearance that is deemed by administrators to be disruptive to the learning process.
4. Cropped tops, halter tops, fishnet or tank tops- no spaghetti straps (unless worn under clothes that meet dress code), or any item exposing the midriff may not be worn.
5. Shorts, dresses, skirts, etc. shorter than mid-thigh cannot be worn. Splits in dresses or skirts cannot measure more than four inches above the bend of the knee. Undergarments are not allowed to show. **Large and baggy clothing that does not properly cover or fit the body is prohibited.** The clothing should not be so large or baggy that it creates a safety hazard. **The practice of "Sagging" is prohibited.** Jeans, shorts, and pants should be worn at waist level. In the event the jeans or pants are loose, a belt must be worn.
6. Spandex type material is not allowed. Cotton tights or leggings must be worn with tops or skirts measuring no more than three inches above the knee.
7. Cleated shoes or shoes with wheels (wheelies). Shoes must be worn at all times.
8. No see-through clothing will be permitted.
9. Make up that is deemed distracting to the educational process is prohibited.
10. No chains or chain-like necklaces.

When a teacher feels that a student is wearing items of apparel not specifically addressed in the rules or that the student is inappropriately dressed, the student should be referred to the principal's office. Any student wearing clothing that is determined to be inappropriate will be given the opportunity to secure other clothing.

\*\* A gang is defined as any group or association of two (2) or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, further advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind whether on or off school campus or school property.

**Administrators will have final discretion as to what is appropriate attire for school.**

## **EMERGENCY INFORMATION**

**Fire Drills** – Fire drills are necessary for the safety of all students, faculty, and staff of West Haralson Elementary School. Fire drills will be held once a month to prepare for the orderly evacuation of the buildings. Specific directions for reaching a point of safety are posted in each room and each teacher will spend time with all classes discussing procedures and information. Misconduct can endanger lives, and therefore cannot be tolerated during emergency drills.

**Tornado** – Tornado drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.

**Accident** – In case of an injury or illness, student should notify the nearest teacher who would then take appropriate steps. Accident reports are available in the school office and must be completed in all cases of injury.

**School Closing** – In the event of severe weather or hazardous conditions that create the need to close schools, television and radio stations available to the area will be notified as soon as the decision is made in Haralson County. Parents and students are requested to seek this information from the media instead of attempting to call the school or school personnel.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)-(Board Policy IDDG)**

The purpose of the ESOL program is to help students for whom the primary or home language is one other than English to acquire the English language skills necessary to be successful in school. In order to succeed, students must develop English language proficiency in listening, speaking, reading, and writing across all areas of the curriculum. Service may be provided through the following state-approved delivery models: pull-out, collaborative teaching, push-in, sheltered courses, and/or a cluster center program. In addition, interventions will be provided through supplemental classroom instructional strategies.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)-**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
  - Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
  - Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):  
School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

## **FIELD TRIPS**

Students may have the opportunity to go on field trips during the school year. All students must return a signed permission slip from a parent or guardian before being allowed to go on a field trip. All trips are chaperoned by school personnel.

## **GIFTED INSTRUCTION (For more detailed information, see Board Policy IDDD)**

Students in grades kindergarten through twelve in the Haralson County School System (HCSS) who demonstrate a high degree of intellectual, academic, and/or creative ability shall be provided special services by the program for gifted students. Students may be referred for gifted screening by teachers, counselors, administrators, parents, guardians, self or other individuals with knowledge of the student's abilities. Additionally, automatic referrals are made when norm-referenced test scores (ex. ITBS) are made available. Students who are accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation and creativity. No assessment will be given without parent/guardian permission. Data gathered from a source other than Haralson County School System will not be used in the assessment process. Any student who meets the state eligibility criteria for gifted education services in another Georgia school system shall be considered eligible in Haralson County and will, therefore, receive gifted services. Any student who fails to meet the continuation criteria will be placed on probation for a **minimum** of one nine (9) weeks period. Parents will be notified in writing of a student's probationary status and will be afforded the opportunity to meet with appropriate school/system personnel. If at the end of the probationary period, the student has not resumed satisfactory performance, s/he will be withdrawn from the gifted program, including advanced content classes. If a student achieves satisfactory performance, s/he will continue in the gifted



program. **Probation may not occur more than one time at any instructional level (K-5, middle, and high).**

### **GOOD-TOUCH PROGRAM AND SEX EDUCATION AND AIDS PREVENTION**

Georgia law requires that instruction in Good-Touch Programs and Sex Education and Aids Prevention be taught at all grade levels that are kindergarten through twelfth grade. We recognize that even though Sex Education / AIDS Prevention is a part of the comprehensive health curriculum, there are still sensitive issues with which you could have concern. This also includes the Good-Touch Program. A very dedicated committee with members from the community has worked closely with teachers in reviewing all instructional materials to be used. All the materials to be used to teach these objectives are available to you. If you would like to preview any of the materials, please call the school and schedule a time for your visit. Letters will be sent home by each student when these programs will be taught at school. A letter must be presented to the school stating that you **do not** wish for your child to participate in the program. **No response will be considered an automatic approval.**

### **HARRASSMENT, INTIMIDATION, BULLYING, AND RETALIATION**

Harassment, intimidation, bullying, and retaliation are prohibited and will not be tolerated by students at WHES. "Harassment, intimidation, or bullying" means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability or other distinguishing characteristics (whether the affected person actually has the motivating characteristics or not), when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, bullying, or retaliation can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

If you need additional information, please contact the Counselor, Jennifer Pennington.

### **HEALTH SERVICES INFORMATION**

Mrs. Tara Robinson is our school nurse. Parents wishing to see the nurse should check with the office first. All medical questions or concerns will be referred to her. If a student becomes ill during the school day, they should ask permission to go to the school nurse. If the nurse determines the student is too ill to remain at school, she will contact the guardian to pick the student up and he/she will be medically excused for the day. For minor problems, the student may be given over-the-counter medication and sent back to class----provided the parent has given permission for this on the student's medical information form. The student may be allowed to call home if requested and deemed necessary by the school nurse.

Medication of any kind must be registered in the school nurse's office. Parents are encouraged to bring all medication to the school. Controlled substances should never be transported by the student. Students are not allowed to keep medication with them unless authorized by the school nurse. **MEDICATION BROUGHT TO THE SCHOOL MUST BE IN THE ORIGINAL LABELED CONTAINER.** If a medication is to be administered during the school day, proper forms must be completed. These can be obtained from the school nurse.

The School Health Office is designed to provide care to those students who become ill or who are injured while in school. A section concerning medical information is included on the registration form. This form inquires about any pertinent past or present health problems, contact numbers, medications taken, and which medications can/cannot be given to your child in the event needed. This information is then used to develop and maintain a cumulative health file on each student. If you know that your child is sick, PLEASE make arrangements to keep him/her at home for the day. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. **Please remember to keep all phone numbers current in the event that we need to contact you.**

Parents will be notified in writing or by phone of any potential health problems and suggestions will be given for follow-up. It is important that parents notify the school nurse in case of a significant student illness. If a student is to be excused or limited for an extended period from participation in school and/or school activities, he/she is required to bring a statement signed by a physician.

**In case of a serious accident or illness at school, your child will be transported by ambulance to the appropriate medical facility. The parent/legal guardian is responsible for all expenses.**

#### Prescription and Non-Prescription Medications

1. Medication Administration Form-The parent/legal guardian must complete the authorization and instruction form entitled "Authorization to Give Medication At School". The student's physician must sign and complete the form. Bring in the completed form along with the prescription medication that is to be administered at school. Without this form, we will be unable to dispense any prescription medications at school. These forms can be picked up from the nurse. The school nurse has several non-prescription medications available that may be administered to students as needed. If a parent is sending in a non-prescription medicine for the nurse to dispense it must be accompanied by a note explaining when and how much to administer and the parent/guardian must sign and date the note.
2. The completed form must accompany any medication that is to be given in school. Be sure to take this form with you to your physician/clinic when your child is ill. The school CANNOT give medication without the accompanying form. The form is only good for one school year. A faxed copy of the form from your Doctor's office is acceptable.
3. The medication (along with the authorization form) must be taken to the school by the student's parent/legal guardian. **Under no circumstances should a student bring a "controlled" drug to school.** These would include medications for ADD/ADHD, anxiety attacks, etc. Certain prescription medications that are given for pain are classified a "Controlled Drugs". If a student requires this type of medication while at school, the required form must be completed by the parent/legal guardian with a signature from the prescribing physician along with the instructions as to how the medication is to be administered and how often the medication may be administered. **Only the medication in its ORIGINAL container from the pharmacy is accepted.** Ask the pharmacist to give you a duplicate prescription bottle with the appropriate labeling. **Do not send the entire prescription to school. Send only the amount that your child will need during the school day.** Medications should not be contained in baggies, foil, or daily dosage containers. "Sample" medication must be labeled correctly. Any medication that is to be administered at school must have current labeling on the bottle/package. The medication in the bottle/package must match the label and match the student receiving the medication. A new prescription bottle with correct labeling is required for any dosage change. The school cannot alter dosages without a NEW AUTHORIZATION FORM from the prescribing physician and the parent/legal guardian.
4. At the designated time, the student will go to the clinic to take his/her medication. Assistance/supervision will be given in accordance with the instructions on the authorization form. The parent/legal guardian should notify the school if assistance is needed for the student to maintain appropriate medication schedule. Medication is a parental responsibility; therefore, **Haralson County School employees will not assume any liability for supervising or administering medication**, and the school system retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.
5. Unused medication should be retrieved from the school within one week after medication is discontinued; otherwise, the school will dispose of the medication. Medication left at the end of the school year will be discarded.

#### Authorization for students to carry a prescription inhaler, epipen, insulin, or other approved emergency medication:

If you have a child who has asthma or other emergency health-related conditions that require self administration of medicine while at school, or have a child who needs to carry medication, you must complete an **Authorization for Students to Carry a Prescription Inhaler, Epipen, Insulin or Other Approved Medication Form**. These forms are available upon request in the school's clinic or main office.

Students who are sick, contagious, and/or have a fever greater than 100.4 MUST NOT BE SENT TO SCHOOL. If permission has been granted for your child to see the school nurse, he/she will be sent to

the clinic in the event of illness or injury. In the event a student has a fever, potential contagious illness, or a more serious health problem, the parent/legal guardian will be notified by written note or telephone contact. If necessary, arrangements should be made to pick the child up. **A very ill or injured child will not be sent home by bus.** By working together, we can strive to ensure the health and well being of every student so that he/she can benefit from the educational programs. Should you have any questions or concerns or need additional information, please contact the School Nurse.

## HOMELESS

In accordance with the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act of 2001, West Haralson Elementary School will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youth not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided system services for which they are eligible, including pre-school programs, title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented education programs, transportation accommodations and programs and school nutrition programs. Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The System will assign and admit a child who is homeless to a System school regardless of residence or whether the homeless child is able to produce records normally required for enrollment.

## HOMEWORK

The amount and frequency of homework assigned varies among grade levels and subjects taught. If parents have questions at any time, they should contact the teacher by calling the school office for an appointment or by sending a note with their child.

## HOSPITAL/HOMEBOUND SERVICES

Haralson County Schools, under State Board Rule 160-4-2-.31, is authorized to provide instructional services to eligible students who have a medically diagnosed physical or mental condition that confines the student to home or hospital and whose activities are restricted for an extended period of time. To be eligible for services, students must meet the following criteria:

1. A licensed physician must certify that the student is expected to be absent from school due to physical or mental condition, or due to a repeated intermittent chronic condition, for at least 10 schooldays and will be able to participate and benefit from an instructional program.
2. The student is under medical care for the illness, which may be acute or chronic in nature.
3. The physician must certify that the student can receive instruction without endangering the health of the instructor or other students with whom the instructor may come in contact.
4. The student is enrolled in a Haralson County school prior to the referral of Hospital/Homebound services or has met the criteria for eligibility for an exceptional education program.
5. The parent or guardian must sign the parental agreement section regarding the Hospital/Homebound guidelines.

We are committed to continually seeking to improve instruction for our students. We hope that as a parent/guardian, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations.

## INTERRUPTIONS DURING THE SCHOOL DAY

The focus at West Haralson Elementary School will be teaching and learning. Instruction cannot be interrupted unless there is an **emergency**. Complete cooperation from all parents and students is encouraged!

**Messages:** Classes will not be interrupted for non-emergency messages to be delivered. Parents and students are asked to make afternoon transportation arrangements **BEFORE** students leave for school in the morning. **We will not accept any changes over the phone. This is for the safety of the student.**

**Phone calls:** Students will not leave classes to make or accept phone calls of a non-emergency nature. If a caller considers the situation to be an emergency, an administrator will take the call and make the determination. Students will, of course, be permitted to call home if they are too ill to remain at school.

**Forgotten items:** Students are expected to bring snack money, projects, homework, books, etc. to school in the mornings. Office personnel cannot leave the office unattended to deliver items to students during the school day.

**Deliveries:** No balloons, flowers, gifts, etc. for students will be accepted at school, and such items should be sent to the student's home.

## **IMMUNIZATIONS**

Georgia Law requires all students enrolled in a Georgia school to have a Certificate of Adequate Immunization to be admitted to school. This form may be secured from the Haralson County Health Department or from the child's personal physician. A new student may be temporarily enrolled for thirty (30) days without this certificate. Certificate and evidence of an eye, ear, and dental examination is also required.

## **ITEMS NOT ALLOWED AT SCHOOL**

In addition to the serious items (firearms, weapons, drugs, alcohol) listed in the **DISCIPLINE** section, students **may not** bring the following to school:

1. Any item capable of doing harm to others.
2. Any item which could damage school facilities.
3. Toys or any non-educational items (baseball cards, yo-yos, playing cards, etc.)
4. Money in large amounts or other valuables.
5. Any disruptive items or items designated by the administration

This specification is for the safety of students and others, the protection of property, and the promotion of an atmosphere conducive to education. Teachers are asked to take these items from the student and send the items to the school office. Parents may reclaim such items in the school office during regular school hours. Any item not claimed by the end of the school year will be disposed of. Students who bring such items to school may be subject to discipline.

**NOTE:** Please label personal items students bring to school such as book bags, jackets, etc. Such identification could be helpful in certain situations. Although students have to be responsible for their own personal property, punishment will be administered to students who steal, damage, or destroy the property of others.

## **MEDIA CENTER**

The WHES Media Center is open during normal school hours to serve the teachers and students. Students normally rotate through the media center with their teachers regularly and are allowed to check out new books with teacher permission. Students can check out two books at a time for a two week period. After two weeks, the books may be renewed by returning them to the media center. No late fees are charged but students are responsible for the cost of lost or damaged books. Accelerated Reader is a reading incentive program administered through the media center. Beyond books for check out and Accelerated Reader, the media center has reference materials, computers for student use, educational videos, audio tapes, and a variety of magazines.

## **NON-RESIDENT STUDENT (Board Policy JBCB)**

Students must live in the Haralson County School District with their parents or legal guardians and be otherwise eligible for enrollment under Georgia law to be enrolled in the Haralson County School System.

Any non-resident student who is registered in the Haralson County School System under falsified information shall be immediately withdrawn from the school system.

## **NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

#### **OFFICE HOURS**

School office hours are 6:50 a.m. until 4:25 p.m., Tuesday through Friday. Our telephone number is (770) 574-7060.

#### **PARENT RESOURCE CENTER**

The Parent Resource Center is located in the front office. It is open Tuesday through Friday from 6:50 a.m.-4:25 p.m.

#### **PARENT-TEACHER ORGANIZATION (PTO)**

The Parent-Teacher Organization provides an excellent opportunity for establishing a better communication between parents and teachers. This is one of the best opportunities for the parents to learn about school life.

#### **PARENTS' RIGHT TO KNOW**

Parents may request and receive information regarding:

1. Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher teaches.
2. Whether the teacher is teaching under emergency or other provisional status.

3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher and the field or discipline of the certification or degree.
4. Whether the student is provided services by paraprofessionals.
5. Parent notification is not required for the following:
6. For teachers who do not teach core academic subjects in the Title I school-wide or targeted assistance programs.

#### **PARENT NOTIFICATION OF ONLINE OPTIONS**

**\*\*Contact the school guidance counselor to learn more about the specific guidelines for online classes in the Haralson County School System.\*\***

#### **PICTURES AND VIDEO IN SCHOOL**

Haralson County School District likes to celebrate our students' achievements. We routinely include pictures of children in publications, broadcasts, and on the web page. If you do not want your child's picture taken, please complete an Opt Out Form at the school.

#### **POSTING OF FLYERS, ANNOUNCEMENTS, NOTICE**

No announcement, notices, posters, flyers, bulletins, and the like may be posted in the buildings or on the campus of West Haralson Elementary School without the principal's prior approval.

#### **PROMOTION AND RETENTION OF STUDENTS**

In order to encourage appropriate achievement for all students, the Haralson County Board of Education has established the following basic promotion and retention criteria:

Students should achieve at 70% or better in the core academic subjects of ELA, Reading, Math, Science, and Social Studies. Students not meeting the criteria for promotion may qualify for placement in the next grade level through examination of specific academic documentation. Parents may request a school level appeal directly to the principal. The principal, or designee, shall notify the parents within 10 business days and cite the specific documentation during the appeal.

#### **REGISTRATION/ENROLLING**

Registration of students to be enrolled at West Haralson Elementary School must be in accordance with Georgia law as well as regulations adopted by the Board of Education. Georgia law requires that all students must have on file at the school a current Georgia Certification of Immunization (form 3032). In addition, all students entering a Georgia school for the first time are required to have an Eye, Ear and Dental Certificate. Students requesting to register after the beginning of the school year must be accompanied by a parent or legal guardian and must have withdrawal papers from the previously attended school. The registration process will be taken care of in the office. WHES will follow the guidelines set forth by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

#### **REPORT CARDS**

Formal report cards containing an evaluation of pupil progress are sent home each 9 weeks. Report Cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher that is very important to his/her success and happiness in school. You are encouraged to request conferences as needed.

#### **RESPONSE TO INTERVENTION (RTI)**

Rtl is a Pyramid of Interventions that has 4 tiers. It is designed to support students who are struggling academically with early assistance before their academic difficulties become overwhelming. The students' instructional team routinely meets to collaborate and discuss the effectiveness of each intervention in helping students become more successful. Rtl provides high-quality instruction and interventions matched to each individual student's need. It involves progress-monitoring students frequently to make decisions about change in instruction or goals.

## **SAFE AND DRUG-FREE SCHOOLS**

In order to provide the best drug and violence prevention activities for your child and in accordance with the guidelines for the No Child Left Behind Legislation, your child may be asked to complete surveys that pertain to student involvement in and attitudes toward substance abuse and violent situations (i.e. PRIDE, YRBS, etc. or locally developed surveys). These surveys are completely anonymous and may be administered throughout the school year. The data collected will be used to identify critical areas of need and help us:

- Maintain a school environment that is free of drugs and violence;
  - Promote a class atmosphere that allows teachers to teach and students to learn;
  - Develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding consequences.
- If you do not wish your child to participate or if you have questions, please contact the school.

## **SELLING OF ITEMS**

No one is permitted to sell anything on the WHES campus without prior permission of an Administrator and if applicable, Board of Education.

## **SPECIAL EDUCATION**

Students that qualify for Special Education are protected under the Individuals with Disabilities Education Act. Their educational goals are determined by the Individual Education Plan (IEP) committee and articulated within the IEP. An IEP meeting is held at least once every year to determine the educational goals and to assess progress. Parents are involved in practically every aspect of the student's educational plan. Parents have the right to call an IEP meeting at any point during the school year and may disagree or appeal the decisions of the IEP committee through special hearings or court proceedings.

## **STUDENTS ON CAMPUS AFTER SCHOOL HOURS**

Students should never be on campus unsupervised. Only those students who have specific permission from a school employee as well as their parent's permission should be on campus after school is dismissed for the day or weekend. Those students are required to stay in their designated area.

## **SUPPLIES/TEXTBOOKS**

Textbooks and certain supplementary materials are provided. **Students are expected to bring all other school supplies such as paper, pencils, and notebooks to school everyday so that they can participate in class.**

Textbooks are the property of the State of Georgia and the Haralson County School System. Any damage to the book other than normal wear and tear is the responsibility of the student and charges for damages will be made. Students will be charged replacement cost for lost textbooks. Fines for damaged or lost books must be settled prior to the end of the school year. Students will not be cleared for transfer or withdrawal until this obligation has been met.

**Each student will be given an agenda and is required to keep his/her agenda and write down all assignments for each class every day. Lost agendas can be replaced for a \$5 replacement fee.**

## **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

WHES has Internet access in most classrooms. Students are to use the internet with direct supervision of a teacher or staff member. Misuse or abuse of the Internet may result in a child losing the privilege to use the Internet or other disciplinary action. Haralson County Schools has its own home page, which may be found at: [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us) The WHES website may also be accessed from this address.

**Acceptable Internet Use Summary-** Every student who accesses the internet is responsible for all parts of the Acceptable Use Policy (Haralson School Board Policy IFBGA). If parents choose not to allow their student to have access to the internet on District equipment, they must complete the required forms (available in the district or school office). All use of the internet system must be in support of education and research. The district reserves the right to review system use; all users waive any right to privacy that they might not otherwise have. Any violation of the Acceptable Use Policy may result in disciplinary action up to and including suspension of the student. Severe violations may result in legal action.

## **VISITORS**

The following guidelines are to ensure the safety of our students and to protect the learning environment. The guidelines apply to everyone, no exceptions. Failure to comply with the WHES volunteer/visitor guidelines may result in the administration requesting you to leave campus and/or charges of criminal trespass.

### **Volunteer/Visitor Guidelines**

1. All volunteer/visitors must sign in the office & wear a visitor pass at all times.
2. Volunteers are limited in duties that they are able to do at school. Teachers are required to carry out all supervision of students i.e., escorting students in hallway, to restrooms, lunchroom, snack sales, etc.
3. Volunteers must work directly under the supervision of the teacher.
4. Volunteers/Visitors are not allowed to administer discipline, take up money, or be alone with students.
5. Visitors for teachers/staff should be limited. Visitors distract from the learning environment and should be kept to a minimum.
6. Visitors/Volunteers are not allowed to go directly to a classroom for any reason.
7. Visitors/Volunteer must wait in the office for the teacher or student.

## **VOLUNTEERS**

We have a parent volunteer program for parents to help with various activities such as field day, orientation, to help teachers, etc. Please call the school if you would like to become a parent volunteer.

## **WITHDRAWAL FROM SCHOOL**

In order to withdraw a student from school, the parent/guardian must request the withdrawal in person. **The parent/guardian who enrolled the student must also be the person who signs the withdrawal forms.** Advance notice of withdrawal is required (24 hours) so that all paperwork can be taken care of beforehand. Textbooks and library books must be returned and costs for lost or damaged books must be paid before a student will be cleared for withdrawal. Withdrawal procedures are taken care of in the counselors' office.