

Attendance

We know good attendance has a positive impact upon student achievement; therefore, we encourage all parents to make every effort to assist their child in developing exceptional attendance habits. Students are expected to be present, to arrive on time, and depart on time in accordance with the provisions of the *Georgia Compulsory Attendance Law (O.C.G.A. 20-1-690.1)* Students who are absent or tardy miss valuable instructional activities. They are less likely to master skills and concepts needed for successful progress.

Arrival

Adult supervision begins at 7:30 am, so students should not arrive before 7:30 am unless they are enrolled in Preferred School' Care's Before School program. Students arriving after 7:30 am may report to the cafeteria (breakfast) or the auditorium. Students will be dismissed for homeroom by supervising adults.

Dismissal

Students are walked to the front of the building at the end of the day. Please note the following dismissal procedures: Bus riders proceed immediately to the bus; Walkers proceed to their destination; After-school students report to the cafeteria; Students waiting on transportation are to remain in the cafeteria until their ride comes or until 3:00 PM; AFTER 3:00 p.m., adult supervision ENDS.

Students left after 3:00 p.m. will be charged an after-school fee for adult supervision. Fee: \$6.00 for every fifteen-minute interval beginning at 3:00 p.m. Or, referred to the School Social Worker for possible neglect and/or withdrawn from West Manor Elementary School.

Instructional Day

Instruction begins at 8:00 a.m. and ends at 2:30 p.m. Please assist us in preserving the school day by bringing your child (ren) to school on time and scheduling doctor, dental or other appointments after 2:30 p.m.

Tardy

Students arriving after 8:00 a.m. are late and should report to the office before going to class. Students will be marked tardy and given a tardy slip to take to class. Excessive tardiness will be referred to the principal and social worker.

Absent

All absences require a written note from the parent (guardian) explaining the absence(s). The student should deliver the note to school authorities (teacher, attendance official, etc.) as soon as possible upon his/her return to school. Failure to submit such notes within three (3) days after returning to school will result in an unexcused absence being recorded. Parents (guardians) are requested to contact school officials immediately when extended unanticipated absences are to occur. Excessive absences will be referred to the principal and social worker and a conference required for days exceeding board policy.

NOTE: Excessive absences or tardiness may result in revoking permission granted for out-of-zone students.

Early Dismissal

If an emergency arises and your child needs to be dismissed prior to 2:30 p.m., we ask that you come to the office FIRST and sign your child out on the register. We will then have your child released from class. NO CHILD WILL BE DISMISSED BY A PHONE CALL OR NOTE. Early dismissals should be used for EMERGENCIES ONLY not CONVENIENCE! Please help us keep our students in school for a full instructional day. Students with perfect attendance can expect an ice cream treat at the end of each attendance period.

Discipline

Student behavior is positively related to student achievement and appropriate student conduct is essential to the success of any school setting. We, at West Manor, encourage and promote acceptable school conduct by: 1) communicating high expectations for school conduct; 2) establishing school rules and procedures in each classroom; 3) monitoring student conduct throughout the day; 4) providing positive feedback on behavior; and 5) intervening when students are disruptive.

We strongly encourage parents to join us in establishing and maintaining a violent-free school environment. We recognize that conflict is a natural human response as people learn and work together. However, our interest is to assist young people in resolving such conflicts without violence.

Halls

Students should walk on the right at all times. Loud talking is not permitted in the halls. Students are expected to move in an orderly and quiet manner while moving from one place to another not disturbing other students engaged in instructional activities.

Classrooms

Maximum learning takes place when students are ON-TASK, therefore, the noise level of each classroom should indicate students are engaged in learning. The noise level from one classroom should not interfere with students in other classrooms. Classroom rules and procedures established by teachers and students should be followed. You can expect a copy of classroom rules, consequences and rewards during the first week of school.

Bathrooms

Students are expected to keep a low noise level in the bathroom. The cleanliness of bathrooms is a duty shared by all students. Students should leave bathrooms clean. The floor and sink should be free of paper and litter. Students are also strongly encouraged NOT to use the bathroom as a playground since falls could result in serious injury.

Cafeteria

Students should walk to and from the cafeteria in an orderly and quiet manner. Soft talk may be used at the table but should not be used in the serving line. Lunchroom monitors will encourage acceptable cafeteria behavior but may invoke SILENT LUNCH when the noise level is not acceptable. Students are expected to obey the rules and procedures established by teachers and cafeteria monitors.

Auditorium

Students should proceed to and from the auditorium in a quiet and orderly manner. As with any good audience, students are encouraged to be courteous, and attentive.

Buses

All students should understand acceptable behavior is a MUST for CONTINUED transportation privileges. Remembering a few simple rules will make transportation to and from school a pleasant and safe experience.

1. Line up at the bus stop nearest your house.
2. Take a seat, and remain seated until you arrive at school.
3. Keep hands, arms, head, and objects inside the bus at all times.
4. Respect the bus driver by following their directions and instructions.
5. Go immediately to the bus pick-up at dismissal from school.
6. Remain seated until the bus stops nearest your house.

Weapons

Board policy has long forbidden students to bring weapons to school or school-sponsored activities. It is unlawful for any person to carry, possess, or have under control any weapon at a school building, school function, school property, or on a bus or other transportation furnished by the school.
Please read posted notices throughout the school regarding Weapons.

Sexual Harassment

Everyone must make children aware of issues related to sexual harassment. It is not merely offensive; it is a violation of Federal and State laws and of

The Atlanta Board of Education policy GAEB. Sexual harassment in any of its forms is expressly prohibited in the Atlanta Public School System by ANY employee, student or representative of the school system. It covers a wide range of improper, unwelcome sexual or sex-based behaviors. These behaviors may be overt or subtle. Parents, what was once considered improper teasing might now be considered sexual harassment. *Please counsel your child about the right and wrong things to say TO and ABOUT others.*

Offenses Which May Result in Suspension or Expulsion

The following is a list of offenses for which suspension or expulsion may be imposed; the list does not include all offenses, which may result in disciplinary actions:

1. Failure to pay for damaged school property.
2. Carrying or otherwise having a weapon (knife, nail file, hair pins, belt buckles or fun items used to hurt or harm persons).
3. Using or threatening to use a weapon.
4. Chronic misbehavior, which disrupts the learning process or disrespectful actions toward teachers, administrators, or other staff members.
5. Repeated or obstinate disobedience, quarreling, disorderly conduct, truancy, using profane or unchaste language, or cheating or attempting to cheat during examinations.
6. Deliberate acts of profanity, vandalism, or vulgarity.
7. Truancy and class cutting.
8. Gang activity - with the term "gang" defined as a group of three or more persons who interact among themselves to the exclusion of other groups, have a group name or other form of identification and claim territory, and engage in criminal and other antisocial behavior on a regular basis.
9. **Bullying - State law defines bullying as "any willful attempt to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm."**

Disciplinary Tribunal

Students recommended for suspension for longer than ten (10) days or expulsion must appear before the disciplinary tribunal.

Physical Assaults

Everyone must make children aware of how to resolve conflicts without fighting or using verbally abusive language. Let's teach our children the true meaning of "Stop the Violence." The advice - "If someone hits you, hit them

back," promotes violence. Conversely, "If someone hits you, report them to the teacher so the adult can solve the problem," promotes non-violence.

Meals

The cafeteria staff provides nourishing meals for our students at both breakfast and lunch. All meals are served in the cafeteria. Your child will bring home a *meal application*. This application is to apply for free and reduced priced meals. Read and complete (in ink) each required section, sign it, and return it to the school. Failure to correctly complete (in ink) the application will result in *denial* of your application.

Breakfast

Breakfast is served between 7:30 am - 8:00 am. Students wishing to eat should observe the time schedule. Students arriving after 8:00 am will not be allowed to eat breakfast.

Lunch

All classes will observe a thirty-minute lunch schedule. Students are encouraged to eat a hot lunch at school and are discouraged from bringing snacks and "junk" food to supplement their lunch. *Please do not allow your child to bring sodas, chips and sweets for lunch.*

Cost

In order to help our cafeteria operate efficiently, it is requested that students pre-pay for breakfast and lunch on MONDAY of each week. Credit will be given if a student is absent during the week. Of course students can purchase breakfast and lunch on a daily basis, but our experience has taught us that pre-pay students rarely forget lunch money.

2009 - 2010 Meal Prices

	Breakfast full price	Lunch full price	Breakfast reduced price	Lunch reduced price
Elementary	\$0.75	\$ 1.75	\$ 0.30	\$ 0.40
Adult	\$1.50	\$2.75		

(Payment options: Cash, or money order to Cafeteria Manager or pre-pay using www.mealpay.com using 9 digit student id number or call (866) 356-9998.

Visitors

Parents are invited to have lunch with their child (ren) at a reasonable cost. Please call ahead for a reservation so the cafeteria staff can prepare additional meals. *Adult breakfast - \$1.30; Adult Lunch - \$2.50*

Parent/Teacher/School Relations

Effective schools are ones in which parents and school personnel work cooperatively for the benefit of its students.

Parent-Teacher Association

PTA meetings are generally held on the third Tuesday of the month, beginning at 6:00 p.m. PTA Officers decide on the monthly agenda, plan the budget and assess fees for the year. They also provide support to our students through fundraising activities and serve as advocates for public education. Please join the PTA and participate in the various activities.

Volunteers

We are always in need of volunteers in the school. You can assist teachers in the classroom; read stories; tutor students in reading, writing or math; speak during career day; assist on field trips; or assist with safety efforts as a parent patrol.

Parent/Teacher Conferences

Parents and teachers must confer about the progress of students. Essential to student progress is the parent-teacher-student conference. This conference should include the exchange of ideas and concerns about students' academic and social growth and progress. Wednesday afternoons are reserved for Parent/Teacher/Student Conferences - 2:30 p.m. - 3:30 p.m. Use this time to assess how your child is progressing; share important information about your child; determine areas of strengths and weaknesses; and determine how you can assist at home. PTA meetings are usually not appropriate for conferences; however, during grade level meetings, alternative dates and times for parent conferences will be discussed.

Report Cards

You can expect to receive report cards four times a year. They are issued mid first/mid second, and end first/end second semesters. They generally follow teacher-planning days and we encourage parents to pick up report cards from the teacher. This is a great time to discuss student progress.

Grading System

The Atlanta Public Schools and the state of Georgia approve the following grading system:

Kindergarten

S - Satisfactory
G - Growth
P - Problems
NE - Not Evaluated

Grades 1 - 5

A - Excellent (90 - 100)
B - Above Avg. (80 - 89)
C - Average (70 - 79)
F - Failed (0 - 69)
NE - Not Evaluated

Conduct Grades

E - Excellent
S - Satisfactory
U - Unsatisfactory

Deficiency Notices/ Progress Reports

If a student is not making satisfactory progress (grades below C) parents can expect a deficiency notice. This notice should be viewed, as a "red flag" to indicate some intervention is necessary before report cards are issued. Check with your child's teacher to see how you can help your child eliminate the deficiency. If needed, make arrangements for your child to remain after school on Wednesdays for tutoring until satisfactory progress once a month noting your child's progress in the core subject areas.

Classroom Visits

Parents are welcome to visit the school for planned activities as well as classroom visits. Please report to the office to get a Visitor's Pass before proceeding to the classroom. When you visit the classroom for observation, please observe as quietly as possible so there is little or no disruption to the class. At a later time you may want to have a conference with the teacher about your observations.

School Supplies

Students are expected to bring necessary school supplies each day. Notebooks, tablets, pencils, books, etc. will be used daily. Please see that your child is prepared for school with the necessary tools. You will receive a note from teachers about the particular supplies that your child will need for the year.

Dress Code

West Manor Elementary is now a uniform school. Girls are to wear green or white tops with khaki shorts, skorts, skirts, jumpers, or pants. Boys are to wear green or white tops with khaki shorts or pants. Accessories, such as belts, socks, and shoes, may be black, brown, or white. Each Friday, students will be allowed to dress out of uniform. Students are still expected to dress in good taste at all times. Their manner of dress should indicate they are going to school to concentrate on schoolwork and not play. Students wearing inappropriate attire may be advised by teachers or the principal about proper dress. *Absolutely no short-shorts, bare feet, bare midriffs, tank tops or mini skirts are allowed.*

Homework

Parents should assist their children in developing good study habits by providing them with a quiet, well-lighted area for study. Insist upon regular study hours even when formal homework may not be assigned. The following is a general rule-of-thumb for homework requirements:

Kindergarten students - 15 - 20 minutes/night

Grades 1 - 3 students - 30 - 45 minutes/night

Grades 4 - 5 students - 45 - 60 minutes/night

These are recommended times but special projects or individual students may require more or less time than recommended. Please be sure to engage your child in a nightly reading activity independent of homework assignments.

Important Contacts

From time to time, you may have questions or concerns you need addressed but you may be unsure of whom to contact. This section is designed to assist you in that regard.

Contact

Homeroom Teacher

Homework assignments

Progress Reports

	Grades on classwork Grades on Report Card Discipline Procedures	Textbooks Supplies Needed Deficiency Notices
Contact	Principal Classroom assignment Cafeteria Behavior Unresolved Issues	Bus Issues Chronic Issues Status of SST, IST
Contact	PTA President PTA Meetings Topics for PTA Meetings	Fundraisers

We recognize from time to time that conflict may arise as we work in the best interest of children; sometimes we may be unaware of an issue or problem, which reduces our effectiveness. Please help us serve our students better by bringing that issue to our attention. We will make every attempt to resolve our conflict at the local school site.

School Safety

The West Manor Staff will monitor the safety of students during school hours. We encourage you to join us in stressing good safety habits at home.

Traffic Control

For the safety of all students, please follow these safety practices during AM arrival and PM dismissal:

1. Maintain one-way traffic in the driveway.
2. Unload and load children at the curb. If your "drop-off" at the curb stops the movement of traffic, please move forward towards the end of the driveway to sign papers, give lunch money, and talk with your child.
3. Acknowledge and follow directions of safety or parent patrols.
4. Reserve the bus lane for the school bus.
5. Walk your child to and from the school entrance if you park in the school or church parking lot.

Dismissal

School is dismissed at 2:30 p.m. All students are walked to the front of the school and supervision is provided until 3:00 p.m. Please arrange to have your child picked up on time. If you are unable to pick-up your child by 3:00p.m., please register him/her for the after-school program.

School Registration Regulations

Children entering school must present the following documents:

1. Official copy of the birth certificate
2. Immunization Certificate
3. Eye, Ear, & Dental Certificate
4. Social Security Card or Waiver
5. Proof of residence

Student Insurance

Scholastic Accident Insurance provides a low cost insurance policy for students in the Atlanta Public Schools. Your child will bring home the application early in the school year. Return the application along with the money for the cost of the policy you selected.

Study Trips

Properly supervised and well-planned educational field trips are an important part of the instructional program. Before any child is permitted to go on a field trip, we must have a signed parent permission form on file. **NO CHILD** will be allowed to attend an off-campus trip without a signed parental consent form. Telephone consent is not allowed.

Physical Education

Physical Education is an essential part of a child's physical and intellectual growth. All students are required to participate in the physical education program. **NO STUDENT** will be excused without a physician's certification on file stating the child cannot participate.

Medication

Students will not be administered over-the-counter or prescription medication without a medication form on file in the office. If your child is required to take medication during school hours, occasionally or on a regular basis, we must have **a medication form signed by the doctor**. The form should indicate the name of the medication, the time administered and the dosage. All medications should be brought to the office. In cases of minor scrapes, scratches or abrasions, students may receive topical medication. Parents may come and administer over the counter medicines.

Illness

If your child is ill, please take every precaution and get the necessary treatment before your child returns to school. If students have a fever or vomits, we will call you immediately. Please advise office staff of ANY serious or chronic illness, which affects your child(ren).

Emergencies

Please make sure we have a way of contacting you after your child's first day of attendance. Make available the names and phone numbers of persons to contact in an emergency by completing the clinic card and returning it to school. Note, you are the FIRST call in an emergency and in the event of an injury, we may also call 911.

Miscellaneous Items

Textbooks

Students are issued required textbooks during the first week of school. Textbooks should be kept clean and handled with care. We recommend covering all textbooks for their protection. Make sure your child's name is written on the book label inside the book cover in case of misplaced books. Teachers maintain a record of all books issued and will collect them at the end of use. Students will be required to pay for lost or damaged books.

Refreshments

In an effort to preserve time-on-task and to fully utilize the school day, please reserve *Birthdays parties and other special celebrations after school and away from the school. Kindergarten students may have cupcakes and ice cream during their regular snack time to celebrate a classmate's birthday.*

Lost & Found

If your child has lost an article, please have them check the LOST/FOUND box located in the cafeteria. Most articles found in and around the school are collected in that box. Owners may claim property with proper identification.

Telephone

The telephone is for official school business. Students will not use the phone except in an emergency. Please tell your child, before they report to school what arrangements have been made for him/her after school. When a child has to call around and find out what to do after school, an awesome responsibility is placed on his/her shoulders. Likewise, children remaining at school after 3:00 p.m. without knowing how they will get home feel abandoned and neglected.

Testing

Each year a series of tests are administered to students. The following tests are planned for the year:

1. Criterion -Referenced Competency Test - Students in grades 1 - 5. (Third grade students **MUST** pass the Reading portion of the test to be promoted to fourth grade. Fifth grade students must pass the Reading and Math requirements before promotion to sixth grade.)
2. Curriculum Based Composition Writing Test - Students in grades 3 & 5.
3. Georgia Kindergarten Inventory of Developing Skills (GKIDS)
4. Iowa Tests of Basic Skills- Students in grades 3 and 5.
(You will receive the dates and times for all standardized tests given during the year.)
5. NAEP testing for 4th graders.

IMPORTANT SCHOOL DATES

(Dates subject to change)

August 10, 2009	First day of school
August 25	Open House
August 26	Early Release for Teacher Learning
September 7	<i>Labor Day; Holiday for students/staff</i>
September 22	Progress Reports
September TBA	PTA meeting
October 9	Mid Point Semester 1
October 12 & 13	Planning Days - Teacher Learning; Fall Break for students
<i>October 23</i>	<i>SOTM Lunch (Sept. & Oct.)</i>
<i>October 27</i>	<i>Progress Reports</i>
October TBA	<i>Fall Carnival - PTA Sponsored</i>
November 3	<i>Teacher Professional Learning Day</i>
November TBA	National Children's Book Week
November TBA	<i>PTA Meeting</i>
November 24	Progress Reports
November 25-27	Thanksgiving Holiday
December 11	SOTM Lunch (Nov. & Dec.)
December 15	<i>Winter Holiday Program</i>
December 18	End of Semester 1
<i>December 21- Jan. 5</i>	<i>Winter Holidays for Students/190 & 200-day staff</i>
January 2010	
January 5	Teacher Professional Learning Day
January 6	Begin Semester 2
<i>January 18</i>	<i>Dr. M.L. King Holiday (Stud. /Staff)</i>
<i>January 26</i>	<i>Progress Reports</i>
January TBA	PTA Meeting

February 15 & 16

February 19
February 23
February TBA
February TBA

Winter Break /Presidents' Day
SOTM (Jan. & Feb.)
Progress Reports
Career Day
PTA Meeting

March 3 - 4

March 8- 17
March 12
March 15
March 23
March TBA

GA Writing Test - 5th grade
ITBS - 3^d and 5th grade, Terra Nova
Early Release - Teacher Learning
Mid-Point, Semester 2
Progress Reports
PTA Meeting

April 5 - 9

April 21
April 23
April 20 - 29

Spring Holidays
Professional Secretaries Day
SOTM (Mar. & Apr.)
*Georgia Criterion-Referenced
Competency Test (Grades 1 - 5)*

May 3 - 7

May TBA
May 7
May 25

May 26 - 27

National Teacher Appreciation Week
Field Day
Student of the Month (Culminating)
Last Day of School for Students
Fifth Grade Awards' Day
Post-Planning for Teachers

July TBA

CRCT - Grade 3 Reading Retest
Grade 5 Reading & Math Retest

August 10, 2009

Dear Parents,

Welcome back to another exciting year of learning at West Manor Elementary, where students work hard and get smart. "The Manor" has a reputation of being a successful school where great things happen and last school year was no exception! We are moving from good to great and from great to outstanding. West Manor made AYP (Adequate Yearly Progress) for the seventh consecutive year. The results of the 2008-2009 GKIDS (Georgia Kindergarten Inventory of Developing Skills) indicate that 90% of our kindergarten students meet or exceeded standards in English Language Arts and 92% of our kindergarten students meet or exceeded in Mathematics. The results of the GCRCT (Georgia Criterion Referenced Competency Test) indicate that:

- Ninety-six percent (96%) of our students (1st – 5th grade) scored at "meets or exceeds" in Reading.
- Ninety-five percent (95%) of our students (1st – 5th grade) scored at "meets or exceeds" in Language Arts.
- Ninety-two percent (92%) of our students (1st – 5th grade) scored at "meets or exceeds" in Mathematics.

With the unwavering hard work of teachers, staff, and parental support, our students have moved to the next level of academic performance.

This school year, West Manor will be a uniform school. Students are strongly encouraged to wear the school uniform Monday through Thursday of every week. The uniform consists of green and white tops (with school logo) and khaki bottoms. Each Friday, students will be allowed to wear clothing of their choice. Students should dress in "good taste" daily.

I need your support with ensuring that your child is dressed in uniform, present, on time, and ready for learning every day. In order to move our students to the next level of success, we must remain "partners in education."

Again, welcome to a new school year and I look forward to working with you to make this another year of greatness for our children.

Sincerely,

Cheryl Twyman