



WESTDALE HEIGHTS ACADEMIC MAGNET

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Student Handbook 2017 - 2018

Addendum to the District's
"Students Rights & Responsibilities"
Handbook & Discipline Policy

PRINCIPAL'S MESSAGE

Dear Students and Parents:

On behalf of the faculty and staff of Westdale Heights Academic Magnet (WHAM), it is truly my pleasure to extend a warm heartfelt welcome to you as we begin a new school year. The school's mission is focused not only on academics, but on the other aspects of education that lead to the successful development of the whole child. Learning is truly magical at WHAM!

We are so glad you have decided to join us at WHAM, a 2016 US Department of Education Green Ribbon Recipient, 2015 & 2016 National Magnet School of Distinction, 2013 National Magnet School of Excellence, 2010 Intel School of Distinction and a 2008 Blue Ribbon School of Excellence award winner. On behalf of our exceptional faculty and staff, I extend our best wishes to you for a successful school year; a year filled with numerous challenges and opportunities for student growth.

This handbook provides you with detailed information about WHAM school policies and procedures. It is to be used to supplement the district's *Student Rights and Responsibilities Handbook*. I ask that you and your child take the time to review both of these handbooks' contents. We make every effort to provide the most accurate, up-to-date information, but some information may not reach us until after the publishing date. Any required corrections, changes, etc., will be given to your child at the opening of school in August.

Through the team effort of our parents, community, students, and staff, we will offer our students a high quality learning experience.

Please make sure to sign the acknowledgment form on the back of the Emergency Information Card.

In closing, I want to take this opportunity to thank you for choosing the East Baton Rouge Parish School System and Westdale Heights Academic Magnet Elementary School for the education of your child. We look forward to partnering with you!

Sincerely,

Catasha Edwards
Principal

UPDATED STUDENT INFORMATION

It is critically important to make sure your child's WHAM Student Emergency Information Card is kept accurate. We use this card to contact parents throughout the school year. Incorrect phone numbers could delay or prevent our being able to contact you in the event of an emergency with your child.

Email Address: In addition, the email address listed on the Emergency Card will be used for notifications through our school messenger system. Please make sure your email address is kept current.

SCHOOL SCHEDULE

8:00 A.M. Students Arrive/Breakfast Begins. Breakfast stops being served at 8:20 a.m. **(Students must be here by 8:10 a.m. in order to have time to eat breakfast and get to their classroom on time.)**

8:25 A.M. Students report to class.

8:30 A.M. The tardy bell rings. (NOTE: **Students must be in class by 8:30 a.m.** and ready to work in order to not be considered tardy.)

- Students arriving in class after 8:30 a.m. must come to the office with a parent/guardian to be signed-in and get a TARDY slip for teacher.
- The ONLY tardies that are EXCUSED are for medical appointments, which must be supported with written documentation on official letterhead from the doctor or dentist and bus transportation issues not student related (bus breakdown or late pick up.)

3:00 P.M. Early check out ends. (OR 12:20 on Early Dismissal Days); NO students may be checked out after this time.

3:25 P.M. Dismissal begins. (OR 12:45 p.m. on Early Dismissal Days).

3:40 P.M. Dismissal ends. **All students not participating in Extended Day must be picked up by 3:40 p.m.** since this is the end of the teacher's work day. Students remaining after the teacher's workday ends will be sent to the office until parents/guardians are contacted and will be considered a LATE Pickup.

LATE Pickup students will be sent to Extended Day in the gym. Parents will need to park and enter to the gym to sign the student out for the day.

SCHOOL WEBSITE

Please check our website at www.westdaleheights.com weekly during the school year. Information on upcoming events can be found on the **WHAM website**. The WHAM website can be viewed best by using Chrome or Firefox.

SCHOOL MESSAGING SYSTEM

WHAM uses the school messenger system to send announcements to parents. Messages are sent via email and phone. Please make sure your home phone, cell phone and email information is current to ensure prompt notification of announcements.

GRADING POLICIES

The current East Baton Rouge Parish School System's Grading Scale which went into effect in 2011 is as follows:

Letter Grade	Percentage	Quality Points
A	100 - 93%	4
B	92 - 85%	3
C	84 - 75%	2
D	74 - 67%	1
F	66% and below	0

Students at WHAM are expected to maintain a 2.5 grade point cumulative average (grades 3-5) in order to meet middle and high school magnet criteria.

For current information for application and admissions requirements for middle and high school, please visit the EBRPSS Magnet website at http://www.ebrschools.org/apps/pages/index.jsp?uREC_ID=238535&type=d.

HOME ACCESS CENTER

Parent Access is being replaced with a new parent center coming this fall. As soon as new information is available (including user names and passwords), it will be sent home via back pack mail and our messaging system.

GENERAL DRESS CODE GUIDELINES 2017-2018

The East Baton Rouge Parish School Board has adopted a uniform policy for all Elementary School students. Students shall be in compliance with the following uniform policy:

Tops

- **Burgundy shirts with a collar** for K – 5th grades. Turtlenecks are acceptable in the winter.
- **Burgundy t-shirt with the WHAM logo** may be worn Monday through Friday for K – 5th grades.
- **Navy shirts** with a collar for Pre-K.
- **Shirts and blouses are to be tucked in at all times.**
- **WHAM Honor Roll t-shirts** may be worn on **Wednesdays** with uniform bottoms.
- All **other WHAM t-shirts** (Go for the Gold, field trip, class shirts) may be worn on **Fridays** with uniform bottoms.
- Field Trip shirts may be worn on the designated day of a scheduled field trip.
- Approved club uniforms (Scouts, etc.) may be worn on club meeting days.

Bottoms

- **Navy standard uniform pants**, shorts, skorts and jumpers for ALL grades.
- **Bottoms must be worn not more than 5 inches above the knee.**
- Shorts are encouraged underneath skirts or jumpers.
- No jeans, biking shorts, stretch pants or cargo pants.
- No sweatpants, wind suits or jogging suits **other than WHAM Spirit Wear** on cold days.
- We recommend that Pre-K/K parents purchase elastic waist shorts/pants that do not have belt loops.

Jackets

- **Navy blue and burgundy sweaters**, sweatshirts, jackets or parkas may be worn inside the building.
- NO hoods inside the building.
- Any outerwear may be worn outside of the building.

Shoes

- Closed toes shoes or sneakers only. **CROCS are NOT allowed.**

Accessories

- **Belts must be worn at the natural waist on bottoms with belt loops.**
- **Belt loops may not be cut off on pants**
- **Only females may wear earrings.** Earrings should be studs ONLY (no hoops or dangle earrings.)

****Please put your child's name in ALL his/her coats, sweaters, etc. Each year we have an overflowing "Lost and Found" box full of unclaimed clothing.**

STUDENT ATTENDANCE

Please have your child in school on time every day. We cannot teach a child who is not here and tardy students are an interruption to the entire class. Keep in mind it is often impossible for a student to make-up the learning experiences provided at school.

The BESE approved policy on attendance for students went in effect for the 2011-2012 school year. (<http://www.louisianabelieves.com/academics/attendance-requirements>) The policy states that students must meet the required time amounts to receive credit for class. This means students are required to be present at least 94 percent of the time—at least 167 days, or **the equivalent of 60,120 minutes** per school year. Students can only be absent 10 days per school year. However, there are exceptions to this rule.

ABSENCES

There are four [types of absences](#) a student may obtain: non-exempt excused; exempt excused; unexcused absences; and suspensions. Only exempt excused absences will not be counted against students when determining whether a student meets attendance requirements.

These [acceptable absences](#) are typically verified by a doctor or medical professional, or the absences are those which allow the student to celebrate special holidays in observance of his or her own faith, and death in student's immediate family. Students who participate in school-approved field trips or other instructional activities that necessitate being away from school will be considered to be present and will be given the opportunity to make up all missed work. Additionally, for those students who work in artistic settings, the [Child Performer Trust Act](#) requires the employers of those students to provide tutors to students so that they may keep up with their school assignments.

Please keep in mind, if your child checks out of school before 11:30 a.m. or in to school after 11:30 a.m. he/she will be considered absent for the entire day. This District Policy will be strictly enforced.

When your child is absent, you need to send a note from a physician, or from a parent stating the reason for the absence within **five school days** of the student's return. Remember, only acceptable absences will be excused.

Pre-Kindergarten students participation in the Pre-K program could become in jeopardy if they experience excessive absences or early check outs.

MAKE-UP WORK FOLLOWING ABSENCE

Your child will be able to make up work missed due to an absence if the absence was excused. The student and/or parents may request make-up work. If the absence was unexcused, the student may receive a zero for all missed work.

TARDY POLICY

A STUDENT WHO ARRIVES LATE MUST BE **ACCOMPANIED BY AN ADULT** TO THE OFFICE FOR A TARDY SLIP. It is very important that your child is at school, every day, on time. Remember, you are establishing a child's pattern for his/her lifetime.

DISTRICT ILLNESS POLICY

Your child will be excluded (cannot attend) from school for the following reasons:

- A. Vomiting or diarrhea:** Your child should remain at home until he/she has not vomited or had diarrhea for 24 hours without medication.
- B. Fever above 100 degrees F:** Your child should remain at home until he/she has been free of fever for 24 hours without medication.
- C. Nasal Discharge for more than 3 days.** (If allergy related, must provide documentation from physician that it is not contagious.)
- D. Persistent cough for more than 2-3 days.** (If asthma related, must provide documentation from physician.)
- E. Rashes:** Any pink, red or bluish-purple rash OR any bumps and blisters (chicken pox).
- F. Pink Eye:** Must provide documentation from physician that child is being treated with medication. (If eye itching and redness are allergy related, must also provide documentation from physician.)
- G. Lice:** The child must remain at home until treated and no live lice are present.

IMPORTANT NOTE:

A student checked out early from school with FEVER, DIARRHEA and/or VOMITING MAY NOT return to school the next day. Student must be symptom free for 24 hours.

MEDICATION POLICY

See District Policy in the Student Rights and Responsibilities Handbook for more information on the district medication policy:

PRESCRIPTION MEDICATION

Prescription medications can only be administered at school once it is certified in writing by the attending physician and appropriate forms have been completed.

OVER-THE-COUNTER MEDICATIONS

Students should NOT have over-the-counter medications in their possession on school grounds. This includes items such as Tylenol, Orajel, Benadryl, and itch cream.

CHECKING OUT OF SCHOOL

Please make it a priority to NOT check your child out early from school very often. We cannot teach the child if he/she is not at school, and teachers plan for every minute of the day. Most activities involve class experiences that cannot be made up at home (classwork cannot be sent as homework).

Any child leaving early or arriving late must be signed out/in at the office, and it will count against their perfect attendance.

Early checkout will not be permitted after 3:00 p.m. (12:20 p.m. on early dismissal days) because teachers are reviewing assignments, helping students organize and pack books, and because of additional congestion in the office area and hallways.

If a child is too ill to stay in the classroom, the office will call the parents to come for him/her. **It is very important to keep all phone numbers current on your child's WHAM Emergency Information Card.**

DISMISSAL

Regular Dismissal Procedures

3:25 P.M.	Bus, Carpool & Walker Dismissal Begins (12:45 p.m. on Early Dismissal Days)
3:40 P.M.	Extended Day Dismissal begins
3:40 P.M.	Dismissal Ends (Teachers are off duty)

NOTE: For safety reasons, all carpools must be dropped off & picked up from the carpool lane and **NEVER on the street in front of the school** or on ANY of the surrounding streets.

**** Please do not walk up to get your child during the carpool dismissal.** We are not able to dismiss children in this manner. You will need to be in the carpool line with assigned carpool TAG displayed, or proceed to the cafeteria to have your child dismissed as a walker.

WHAM CARPOOL!

MORNING CARPOOL: 8:00 – 8:25 unload in front of the GYM

When entering the school in the morning, please stay in the right lane. The left lane is for buses ONLY. Take an immediate right turn and “snake” around in front of kindergarten and the office to **UNLOAD at the GYM**. Be aware and courteous of any buses preparing to unload students.



- Please do NOT allow your child to exit your vehicle anywhere other than the GYM unless directed by a faculty or staff member.
- If raining, students will be directed to UNLOAD in front of the OFFICE.
- **DO NOT STOP or park in the carpool.** If you need to drop something off or come in to the school, please park in the visitor's parking lot.

AFTERNOON CARPOOL: Begins at 3:25

As in morning carpool, cars should stay in the right lane so buses may enter in the left lane. Please be aware that buses do have priority coming in and out of the school zone.

- If your youngest child is in Kindergarten or Pre-K, your child(ren) will be dismissed out of the Kindergarten doors. Enter the carpool lane & take an IMMEDIATE RIGHT. Be aware that upper grades will be in the left lane. Please make room for two lanes of traffic. Stay in the RIGHT lane and “snake” in front of the Kindergarten classrooms. Your child(ren) will exit from the Kindergarten classrooms. Wait for instructions to proceed from Kindergarten to exit the school.
- If your youngest child is in 1st – 5th grades, your child(ren) will be dismissed from in front of the school. Enter the carpool lane & take an IMMEDIATE RIGHT in the LEFT lane. Turn left in to the Visitors parking lot – making two lanes. Merge when you exit to the horseshoe. Wait for instructions to continue straight towards the office. Your child(ren) will line up in front of the school. Carefully merge while continuing to exit the school.

STUDENTS DISMISSED AS WALKERS

WHAM Walkers are identified as students who are not assigned a bus route due to proximity to the school.

GENERAL CARPOOL INFORMATION

Each student will be issued a **CARPOOL NUMBER** which must to be visible during pick up. **Please keep the carpool number displayed until your child is in your car and you have exited the carpool line.** Each student or family group will be issued 2 sets of tags (original on cardstock) showing their assigned CARPOOL NUMBER. Because we care about each child's well-being, we will only release a student to persons displaying this official TAG in the vehicle. You may photocopy the TAG but the carpool number **cannot be handwritten** on a piece of paper to pick up a child.

Please inform anyone you send to pick your child up from carpool of these rules and provide them a carpool TAG. Without an official TAG, we ask that you park in the parking lot and come to the office with a photo ID to retrieve your child.

In order to make this easy, efficient and stress free for every person we ask that you are courteous and considerate of the other parents. Please pay attention to school faculty and staff who will be directing cars during carpool to keep the line moving. If it is necessary to buckle in your child, pulling around to the parking area is ideal so that any delays can be avoided.

CELL PHONE Usage in a School Zone

Please remember it is now ILLEGAL to use a hand-held cell phone while in a school zone; this includes the carpool line.

SMOKING & TOBACCO USE

WHAM is a SMOKE FREE ZONE. Please refrain from smoking on school property. This includes the carpool line.

TRANSPORTATION

<p>IMPORTANT: A signed note from the parent <u>MUST</u> be sent to change the transportation home for a student.</p>

This note is to be sent to their homeroom teacher and it will then be sent to the office to be recorded for dismissal. **Please try to send your child home in a consistent/expected manner each day. Last minute transportation changes are disruptive and unsettling to some children.**

If a change in transportation is required after the school day has begun, please FAX (926-9885) or email (wham@ebschools.org) the request to the office **BEFORE 2 P.M.** Requests received late make it difficult for the faculty to dismiss students in an orderly manner. The request **must be signed** by the parent and include the child's name, homeroom teacher, and requested mode of dismissal. **Telephone calls WILL NOT be accepted!**

If you would like your child to ride the bus some days and carpool him/her on other days, please send a note to teacher clearly explaining how this is to work. We will not make changes based on phone calls every week. It can be very confusing to both teacher and child! If we are in doubt about a particular day, we will send the child home on the bus.

ALTERNATE DISMISSAL METHOD (thru CARPOOL only)

If you would like to allow your child to go home with a friend, you **MUST** send a note to the school giving permission for your child to go home with a friend. We must also have a note from the other parent accepting responsibility for your child.

LATE PICKUP

Students who either miss the bus OR are not picked up in carpool by 3:40 p.m. will be sent to the gymnasium for **late pickup**. **Parents: please park and enter the gym to sign the student out for the day.** Do not block the bus lane for late pickup.

EMERGENCIES

WHAM has a Disaster Plan. As in past years, we will practice proper emergency procedures with the students to prepare them in case of fire, tornado, hurricane, or other disasters. Your child's safety is our number one priority!

Parents should:

1. Return the **WHAM Emergency Information Card** to the school ASAP.
2. Talk with your child ahead of time about what he/she should do during an emergency "early dismissal."
3. Tune in to a local radio or television station for information during an emergency – including school closure.
4. Call your neighbor who has volunteered to keep your child during an emergency.
5. Call the school if you cannot find your neighbor or child to determine if the child has been sent to an emergency shelter.

STUDENT PERSONAL PROPERTY

We do not encourage students bringing extra clothing, handbags, books, jewelry, musical instruments, or computer games because they are not covered by the school system's insurance. **Any losses should be reported to law enforcement.** Claimant recourse for loss of this type would be against the perpetrator, not the school system.

If a student is distracted by or allows personal items to interfere with the learning process, they will be taken away from the student and **must be retrieved from the front office by a parent**. For this reason a student should **not bring** cell phones, toys, radios, trading cards, comic books, playground equipment (including balls and jump ropes), items to sell, or unnecessary money to school, without prior approval from the principal.

LOSS OF A BOOK OR DAMAGES TO SCHOOL PROPERTY

Parents will be responsible for paying for any lost or damaged textbooks, library books, or other damages to school property. At the beginning of the school year please examine your child's textbooks closely, and report any damage to the office so you will not be charged for it at the end of the school year.

STUDENT ACCIDENTS

All student accidents will be reported on the official Student Accident Report and filed with our Risk Management Department. **Parents will be notified of any accident requiring medical assistance from a health care worker.**

PARENTS & VISITORS ON CAMPUS

For the safety of our students, we must always know who is on the school grounds, so all visitors **MUST** check in with the office and observe the following rules while visiting in our school. (This is an EBRP School Board Policy.)

- **Sign in** on the School Check In computer and get a yellow visitors pass.
- **Visitors are NOT allowed to pop in a classroom for a quick word with the teacher.** Please make an appointment or schedule a conference time.
- Upon completion of your visit, please check out in the office.
- Visitors are NOT allowed to park in front of the school unless you are going no further than the office for a short period. You must use the school parking lot.
- **Visitors are NOT allowed to enter the school through the gym and/or cafeteria.** Please enter the school through the office and obtain a visitors tag.

NOTE: Visitors not appropriately dressed will not be allowed to enter classrooms or remain on school grounds.

CONFERENCES

1. To schedule a conference: please notify (note, email or phone message) the teachers(s) you wish a conference and/or meeting. The teacher will schedule a time before school, after school or during planning time.
2. Arriving for a conference: please be on time for your conference and check in as a visitor in the office. The secretary will inform you when you can proceed to the classroom.
3. Arriving LATE for a conference: On many occasions, conferences are scheduled back-to-back. If you arrive late, the teacher may need to re-schedule your conference for another time and/or day.

NOTE: Teachers are NOT available for “drop in” or “spur of the moment” conversations with parents during instruction time. This time is devoted to Learning.

CLASSROOM OBSERVATIONS

1. Please inform the secretary/clerk if you are visiting to observe your child's classroom. You will receive a **WHAM Classroom Observation Procedures**. Please read all the procedures, complete the bottom boxed portion and take the form with you to the classroom. Please return the form to the secretary when your observation is complete.
2. **ONLY** parents or legal guardians may observe a classroom. Any other persons wishing to observe a classroom must get prior permission from the principal.
3. When visiting to observe a classroom **DO NOT KNOCK**. Enter quietly and be seated in the rear of the room. You may observe for up to 20 minutes one time daily.
4. Do not disturb your child or the teacher. The teacher is busy teaching and the children are busy learning. Therefore, it is not possible to just have a quick word with the teacher during class time or lunchtime.
5. If you wish to make an appointment with the teacher, we will be glad to arrange this through the office. When you check out, ask the secretary/clerk to make a note on your form whether you prefer a phone call or a conference to be scheduled. The information will be forwarded to the teacher. No appointments (or conversations with the teacher) will be allowed during class time. Also, if you have any QUESTIONS and/or COMMENTS regarding the observation, you may write them on the section provided at the bottom of the form.

FIELD TRIP POLICY

1. Students must have an **EBRP field trip permission form** signed by a parent or guardian to participate in a school field trip.
2. Students are required to **ride the bus to and from** all school field trips.
3. Students other than those with signed permission slips are not allowed on school field trips.
4. Students missing school and attending field trips other than those planned specifically for their class shall be reported to the Supervisor of Child Welfare and Attendance.
5. **Any student with a TOR or suspension for that grading period may not be allowed to attend a field trip.**
6. Students should wear their WHAM Field Trip shirts on all field trips or other attire as directed by their teacher.
7. **All permission forms and money due MUST be turned in at least TWO FULL WEEKS before the trip.** The school will not accept forms or money after the set deadline.
8. **Field trip money is NON-refundable.** Expenses have been paid or committed to the vendor and the school will not be reimbursed.

TELEPHONE USAGE

Parents will be contacted for illnesses or emergencies only. All student requests to use the phone will require a note from the teacher stating the purpose. We do not allow phone calls to be made for forgotten homework, conduct sheets, etc. We also do not take messages for students or allow them to receive phone calls unless it is a legitimate emergency.

We are unable to accept faxed homework or emailed homework. Homework brought to school late will be placed in teacher's mailbox. **We will not interrupt instruction to call children to the office for homework.** Please make sure students have everything they need before they leave home in the morning.

CAFETERIA POLICIES

BREAKFAST

Breakfast is FREE and served from 8:00 to 8:20 a.m. **If a child is going to eat breakfast at school, he/she must arrive by 8:10 a.m.** and go directly to the cafeteria. Students not seated in the classroom by 8:30 a.m. will be marked TARDY, even if the child is in the cafeteria or on campus.

CAFETERIA LUNCH

The district is participating in a federal program that provides ***free nutritious meals for all students regardless of economic need***. The U.S. Department of Agriculture program also provides free beverages and other food items for students who bring their lunches to school. The initiative is part of the on-going national effort to ensure that children have access to healthy meals, as good nutrition helps prepare students to excel in school.

BAG LUNCH

Lunch from home is allowed but **MAY NOT INCLUDE** soft drinks, gum, candy or candy type items, commercial meals in **original wrapping** (ex. Wendy's or McDonalds), or items that require refrigeration or heating.

- **FREE Milk with Bag Lunches:** If your child brings a lunch, he/she can still receive milk in the lunch line. Your child must choose a fruit and/or vegetable and a roll or other item to receive milk free of charge.

VISITING DURING LUNCH

We encourage parents and grandparents to join our students for lunch. Please contact the cafeteria at 926-4107 for meal reservations before 9:00 a.m. This will ensure the cafeteria can prepare enough food for the days need. The cost of an adult lunch is \$4.25.

- You may bring a bag lunch to enjoy with your child. However, please remember **commercial meals in original wrapping are NOT allowed in the cafeteria during lunch time.**

DISCIPLINE

Students have a fundamental right to a free public education. They also have a corresponding responsibility to join with other members at WHAM in respecting the rights and responsibilities of others and in establishing a climate for learning within the school.

It is the professional belief of the staff and administration at WHAM that the rules and regulations expressed in the EBR Parish Discipline Policy, Student's Rights and Responsibilities Handbook will assist in providing a safer, healthier and happier atmosphere for students to learn. A copy of the handbook will be given at the start of each school year. (See policy online at www.ebrschools.org.)

Students are expected to behave in an orderly, courteous manner at all times and in all situations. No disruptive acts of any nature will be tolerated under any circumstances.

EBRPSS INTERNET SAFETY AND USAGE POLICY

Our school expects all students to adhere to the **Internet Safety and Usage Policy** adopted by the EBRP School System. Please review the policy in its entirety online at www.ebrschools.org. You may also access this information by following the link located on the WHAM website.

IMPROVING READING SKILLS

Research shows that the best way to improve reading skills is to **READ**. **Read to your child everyday or let your child read to you for 30 minutes daily.** It is very important you show your child that reading is important because, if a child cannot read, he/she will have a harder time later in life. Read anything and everything: comic books, magazines, chapter books, etc. However, remember to read AR books. (It counts for a grade – see below!)

ACCELERATED READER

Accelerated Reader (A/R) is a program that increases students' comprehension and fosters a love for reading. At the same time, it also personalizes reading instruction for students who need extra help. We require a student commitment to read nightly for 30 minutes. **(See our WHAM website for more information.)**

How Does A/R Work?

1. **Student Reads a Book.** The student reads a library or textbook selection that he/she has chosen on an appropriate level.
2. **Student Takes a Quiz.** A/R offers more than 75,000 quizzes on library books and popular reading textbook series. The quizzes provide assessment information to help teachers and parents motivate reading, monitor progress, and target instruction to accelerate reading growth.

3. **You Get Information.** Parents and teachers get easy-to-read reports on the reading level and comprehension skills of each student to guide instruction and help the student select more reading materials. We will also send updated reports giving your student's points and their average percent correct.
4. **Student Earns Points and Rewards.**
5. **Student Earns Grades.** Grades are determined by the student's performance.

USEFUL A/R WEBSITES TO VISIT

- www.arbookfind.com – to find A/R books of all levels.
- <https://hosted315.renlearn.com/210980/HomeConnect/> - to view your child's A/R quiz results

MEASURING OUR STUDENTS' PROGRESS THROUGHOUT THE YEAR

DISTRICT EXAMS

District exams help schools administer district benchmark and classroom tests quickly and easily; delivers rapid results; improves the reliability of assessment programs; and connects assessment to instructional decisions. **These computer-generated tests require students in all grades to complete “bubble-in” answer sheets on each unit of study. It includes writing assignments.**

Currently, the district requires students to complete pre-, post and end-of-unit benchmark exams in ELA, Math, Science and Social Studies.

DIBELS

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are short tests that are designed to measure early literacy development and to help in the early identification of students who are not progressing as expected.

LEAP

Students in grades 3 through 8 take assessments in English Language Arts/literacy, mathematics, science, and social studies. These assessments are aligned to the Louisiana State Standards which were developed with significant input from Louisiana educators.

MONTHLY RECOGNITIONS

- **Student of the Month Luncheon:** A “Student of the Month” is chosen by each teacher based on outstanding citizenship, following the Golden Rule, and overall positive attitude. It is the highest non-academic honor given at WHAM. Parents are invited to join their children as they are honored at the luncheon. You may eat from the lunchroom or bring outside food (commercial or brown bag) for you and your child to enjoy at this luncheon.

- **Most Improved Ice Cream Social:** We also honor “Most Improved” students with an ice cream social with the Principal. These are students who have improved in behavior, attitudes or academics. We ask that parents DO NOT attend this reward so that students may be acknowledged and have one-on-one time with our Principal.

AWARDS AND RECOGNITION PROGRAMS

Special Awards at the end of each grading period/semester in grades K - 5:

- **Principal’s List Award:** This award is given to students who have no grade lower than an “A” on grade level in all areas on the report card.
- **Honor Roll Award:** This award is given to students who have no grade lower than a “B” on grade level in all areas on the report card.

YEAR END AWARDS AND RECOGNITION PROGRAMS

- **Perfect Attendance:** For students who are in attendance all day, every day of the school year. Students who check in late or checked out early will not be eligible for this award.
- **Meritorious Attendance:** For students who are in attendance all day, but for four days of the entire school year. (Each absence, tardy, or early check out counts as one of the four days.)
- **Principal’s List All Year:** For students who have an “A” in all areas of the report card for all four nine-weeks.
- **Honor Roll List All Year:** For students who do not have a grade lower than a “B” in all areas of the report card for all four nine-weeks.
- **Hands and Heart Award:** For students who have exhibited excellent behavior and consideration of others the entire school year.

There is not a “graduation” ceremony for kindergarten or fifth grade students. It is against school board policy. However, we do have a **special recognition program** at the end of the year for these grades.

WHAM PARENT TEACHER ORGANIZATION (PTO)

WHAM is lucky to have an active and involved PTO. **WHAM PTO** offers parents an outlet for plugging-in to their child’s elementary school experiences at a comfortable level. In an organized fashion it enriches the child, parent, school, and community with relationships founded in the desire to help and serve.

For more information, please visit the PTO page on the WHAM website at www.westdaleheights.com.

Parent & Family Engagement Policy 2017-2018

Westdale Heights Academic Magnet (WHAM) recognizes that *parents are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty and staff of WHAM is committed to establishing programs and practices** that create a climate of mutual trust and respect that support substantive parent involvement. The East Baton Rouge Parish School System supports having a PTA (Parent Teacher Association) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

At WHAM we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community creates a stronger educational system and improves the quality of life for the students, their families, and the entire WHAM community.

In order to build an effective home-school partnership, WHAM will provide the following:

*****Communication** – Establish various forms of communication (school to home, home to school, central office to home and vice versa) that encourage regular discussion about school programs and children's academic progress and behavioral management.

*****Parenting** – Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.

*****Student Learning at Home** – Share information with parents about how to provide learning activities at home, help students with homework, and plan for success in school.

*****Volunteering** – Encourage and recruit parents' participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.

*****School Decision & Making and Advocacy** – Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

*****Collaborating with the Community** – Identify, enlist and welcome community resources—of all types—to strengthen schools, families, and student learning.

WHAM is committed to reaching out to all parents including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks, encourages, and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children.

Title I Parental Involvement Policy

The East Baton Rouge Parish School System recognizes that schools that receive funds through the Title I federal program have specific criteria for parental involvement. Provision for substantive parental involvement in these schools is established in the Every Student Succeeds Act. This provision mandates the following components:

Communication

Clear and consistent communication is the foundation of effective parental involvement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

Program Development

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parent involvement. A written copy will be distributed to parents.

Partners in Learning Compact

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

Teacher Certification

In keeping with the requirements of the Every Student Succeeds Act, upon request, schools shall provide parents of children in Title I schools information about the certification status of their children's teachers.

Volunteering

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success.

Coordination and Support

Program coordination and technical assistance for Title I schools in planning and implementing effective parent involvement activities will be provided through the efforts of the Coordinators of Title I and the EBRPSS Office of Federal Programs.

Building Capacity for Parental Involvement

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools under the Every Student Succeeds Act, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

Parent Involvement Activities

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary dependent upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

Integration with Other Programs

The East Baton Rouge Parish School System's Title I Program will coordinate and integrate its parental involvement strategies with those of other local, state and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

Evaluation

Assessing the effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents.

Measures will include: Family Night parent evaluations, Attendance at Family Night and other parent involvement activities, Annual program evaluation completed during the spring semester of each school year.

Notes:

*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental involvement policy underscores the importance of the participation of adult family and community members in students' lives.

**This policy complies with the requirements of the No Child Left Behind Act. NCLB mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB charges schools with the responsibility of creating programs and resources for effective parental involvement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools. Specific policy implementation action steps are identified in Addendum II (Parent Involvement Policy Guidance Document).

***These six categories are based on the six types of parent and family involvement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action*.

EBRPSS | 2017-2018 CALENDAR

Board Approved 11/17/2016

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 4 Independence Day (All Employees Off)
- 13 Start day for 11 Month Employees
- 20 Start day for 10 Month Employees

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1-3 Christmas/Winter Break (No School)
- 3 Employee In-service
- 4 Students Return Beginning of 2nd Semester
- 15 Martin Luther King Day (No School for Students & Employees)

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 3-8 Employee In-service
- 9 First Day of School for Students

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 12-14 Mardi Gras Holiday (Students, 9,10, 11 mth employees)
- 15 End of 4th 6 weeks
- 12-13 (12 month employees)

SEPTEMBER 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 4 Labor Day (No School for Students & Employees)
- 20 End of 1st 6 weeks
- 20 Early Dismissal (11:30 a.m. Secondary/ 12:45 p.m. Elementary)

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8 End of 3rd 9 weeks
- 16 Parent Teacher Conference Elem./Professional Development (Students do not attend)
- 29 End of 5th 6 weeks
- 30 Good Friday

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 Parent Teacher Conference Elem./Professional Development (Students do not attend)
- 9 Fall Break (All Employees Off)
- 11 End of 1st 9 weeks

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2-6 Spring / Easter Break (no school)

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 End of 2nd 6 weeks
- 20-24 Thanksgiving Holiday (Students, 9,10,11 month employees)
- 22-24 Thanksgiving Holiday (12 mth employees)

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 9 Last day for Seniors
- 18-22 Early Dismissal Days (11:30 a.m. Secondary/ 12:45 p.m. Elementary)
- 22 Last day for Students End of Semester
- 23 Last day for Teachers
- 23 Contingency Day
- 28 Memorial's Day

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 14-18 Early Dismissal Days (11:30 a.m. Secondary/ 12:45 p.m. Elementary)
- 18 End of 3rd 6 week End of 2nd 9 weeks End of 1st Semester
- 19 Contingency Day
- 19-29 Christmas Winter Break

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 7 Last day for 10 month Employees
- 28 Last day for 11 month Employees

**Westdale Heights Academic Magnet
(WHAM)**

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**2016 Magnet Schools of America
“School of Distinction”**

**2016 US Department of Education
Green Ribbon Award**

**2015 Magnet Schools of America
“School of Distinction”**

**2013 Magnet Schools of America
“School of Excellence”**

2010 Intel School of Distinction

**2008 U.S. Department of Education NCLB
“Blue Ribbon School”**