

2025-2026 Parent/Student Handbook

Dear West Point Families,

Welcome to West Point Elementary, Home of the Bulldogs! We are very excited about the upcoming school year and have many reasons to celebrate. West Point Elementary School is focused on learning and committed to academic excellence. Our school is staffed by highly trained and certified professionals and our students are the best around. WPES has continued the tradition of having an active Parent Teacher Organization (PTO) in addition to local community support. As the Principal and Assistant Principal of WPES, we are committed to building a successful partnership with you and your children. We can't do it without your support. We ask that you be involved in the day to day learning experience of OUR babies. We want the best for them and we are committed to making WPES a place for every kid. This year our theme is "AIM HIGH and BLAST OFF!" We believe every child can learn and there are no limits to what they can achieve and accomplish when we work together for their success. Thank you for trusting us with your precious commodities. We don't take it lightly that you believe in our school and the work we do each day for children. We have a dynamic staff that is committed to excellence and who truly make WPES a great place to spend the day. Don't hesitate to reach out to either of us if you ever have any questions or concerns. We are in the business of serving children first and you as their parents/guardians. We are ready to BLAST OFF to the next level of learning and a great school year! AIM HIGH! Thank you for being here and trusting that WPES is the best place for your child. We appreciate you! We hope to see you being actively involved this year!

Committed to educational excellence,

Principal, Keneithia Cook
Assistant Principal, Angie Smith

Our Vision

To create an environment that educates, motivates and inspires all students to become learners and productive members of society.

Our Mission

Working together: parents, teachers, students, and community.

Providing students with a safe, supportive, and challenging learning environment.

Enhancing character development within each child as we prepare them for the future.

We hope you find this parent/student handbook helpful. It is a way to keep you informed with many system and school policies at your fingertips. Please take time to read through the handbook carefully and share the information with your child so that there is a clear understanding of the expectations at West Point Elementary. Feel free to contact us if you have questions. We look forward to a wonderful school year and having **YOU** as a part of our West Point family!

2025- 2026 PTO Officers

President	Vacant
Vice-President	Vacant
Treasurer	Vacant
Secretary	Vacant

Representatives
Shelly Overton
Ametris Williams



2025-2026 Local School Council Representatives

Keneithia Cook	Principal
Amber Moosman	Teacher Representative
Kim Pattillo	Teacher Representative
Serkeith Huguley	Parent Representative
Aleeisha Huguley	Parent Representative

West Point Elementary Faculty & Staff
2025-2026

Administrators
Keneithia Cook, Principal
Angie Smith, Asst. Principal

Counselor
Bertha Knight

Family Liaison
Ametris Williams

Administrative Assistants
Sybrenna Thornton
Latasha Talley

Pre-Kindergarten
Danielle Stanley
Grayson Morrison
Kimberly Todd, Asst.
Shelly Overton, Asst.

Kindergarten
Faith Colquett
Brandy Spradlin, Asst.
Katrina Goss
Kristen Easteridge, Asst.
Brice Bozeman
Cara Spradlin, Asst.

First Grade
Amber Moosman
Wendy Rose
Melissa Taylor

Second Grade
Lindsey Estes
Kim Hartley
Sharon Timms
Cindy Ophus

Third Grade
Lauren Bush
Sonya Finlay
Nisa Guice
Donna Jones

Fourth Grade
Heather Hammock
Fermanda Caldwell
Jennifer Denney

Fifth Grade
Janie Messer
Madison Alford
Aleisha Smith

Discovery-Valerie Carter

Instructional Support
EIP Teachers
Tricia Davis
Sharon Crook
Kim Pattillo

Title 1 Teacher
Sherri Everett-49%

Resource
Nicki Freeman
Debbie Robinson
Holly Martin
Joyce Brown, Asst.
Darlene Bradshaw, Asst

Speech Pathologist
Lynn Meadows-49%

Media Specialist
Deborah Schultz

Physical Education
Jason Phillips

School Resource Officer-Vacant

Fine Arts
Benjamin Stallsmith, Art
Michael Ledbetter, Music

Custodial Services
Maurice Johnson, Lead
Curtis Booker
Eula Hudson
Jeffrey Ferrell

Cafeteria Staff
Ruthshun Hall, Mgr.
Angela Moody
Carla Thrower
Kiaria Cromwell
Sherrill O'Neal

School Nurse
Kaye Hodge

Title I Assistants
Jennifer Ferrell
Hind Dezayee

Behavior Specialist
Millicent Fannin

ACE Director
JD Darden

TOSA
Nancy Maples-49%

Attendance

Regular school attendance is necessary if your child is to perform and learn at his/her best in school. Georgia law requires that students attend school every day except when there is a valid reason for their absence. When a student is absent, the parent must send a written excuse to the student's teacher explaining the nature of the absence. All absences will be treated as unexcused unless a written excuse is received. A written excuse is required to keep on file even if the parent calls the school on the date of the absence. The following are valid reasons for school absences:

1. Illness of child
2. Death in the family
3. Court appointment
4. Required religious observance
5. Exclusion because of exposure to a contagious disease

Access to TCSS Attendance Policy

Any other absences are considered unexcused. Our school is required to report excessive unexcused absences to the proper agencies and officials.

Master Schedule

7:05 Students may begin to arrive
7:35 Breakfast Ends
7:45 Tardy Bell Rings/Breakfast Ends
7:50 Instruction begins
2:10 Afternoon announcements
2:15 Car Rider dismissal
2:20 Bus rider dismissal

Tardies

Students who arrive to school after 7:45 a.m. will be considered tardy. Students should report to the office to obtain a tardy slip before going to his/her classroom. Students will not be allowed to enter class without a tardy slip. Please help your child arrive on time.

Early Dismissal Due to Illness

From time to time students become ill while at school. Teachers will monitor the student's condition and will send the student to the office when they can no longer remain in the classroom. The secretaries or school nurse will contact the parents if a student needs to be picked up from school. When the parents/guardians pick students up, they need to report to the office and sign the student out. No student will be allowed to leave campus without authorization from office personnel.

*If a student leaves school before 11:00 am, he/she is counted absent.

Early Dismissal

A request to have a child excused from classes early should be sent with the child on the morning of the day of dismissal with the time and reason included. When possible, medical and dental appointments should be made outside of school hours. A child will be released to someone other than his/her parents **only** if the school has been notified in **writing**. Identification will be requested if office personnel do not know the parent. This is for the safety of your child. Because of emergencies requiring another person to pick up your child, it is very important that we have **current** phone numbers to reach parents at all times. Let us know as soon as possible **each** time your number changes.

Bus Transportation

The Troup County School System operates buses for transporting students to and from West Point Elementary. Appropriate conduct on the bus is essential for the safety of the driver and passengers. To prevent riding the school bus from becoming a hazardous situation, behavior that distracts the driver will result in **immediate** disciplinary action. We need the cooperation of both parents and students. Please read the rules carefully and discuss them with your child.

Bus Expectations

1. No excessive loud noise, loud talking, loud laughing or playing.
2. No eating or drinking on the bus.
3. Do not move about while the bus is in motion. Remain in your seat.
4. Keep head, hands, and feet inside the bus.
5. Do not be destructive.
6. Sit facing the front of the bus; keep feet out of the aisle.
7. Objects not required at school are not allowed on the bus.
8. Cooperate with the bus driver.

The bus driver is in charge of and responsible for student behavior and is authorized to take the following actions:

1. Talk with the student.
2. Assign special seats when necessary.
3. Report conduct problems to parents and principal (or principal's designee) with a written form requiring a parent's signature.
4. Notify the principal (or principal's designee) and/or parent by verbal communication and/or a copy of the bus conduct form.

***Riding the bus is a privilege provided by the Troup County School System. Students who continuously misbehave and fail to follow the rules and the driver's instruction may lose the privilege to ride the bus for a period of time or indefinitely. This will be at the discretion of school administrators. Please encourage your child to conduct him or herself in an appropriate way while on the bus.**

Safety at Your Child's Bus Stop

1. Please have your child at his/her bus stop 5 minutes prior to the arrival of the bus. The child should be ready to load the bus on time.
2. Elementary age children should have the supervision of an adult at their bus stop. Children under 8 will not be released without an adult unless a signed bus waiver is on file with the school.Bus waivers will not be honored during the 1st 10 days until drivers get to know students and parents.
3. Children should wear some type of reflective clothing for early morning pick up.
4. Children should dress for the weather.
5. Wait for the bus at a safe distance from the road.
6. Always use the handrails when loading/unloading the bus. Be extra careful when it is raining.
7. Stay seated when the bus is moving. (Seat to seat, back to back with feet on the floor in front of you.)
8. Hold on to your belongings in your lap. (Do not place anything on the floor or in the aisle.)
9. Never hang anything out of the window.
10. Be silent at all railroad crossings.
11. Cross the road at least 10 feet in front of the bus. Always cross in front of the bus where the driver can see you. Never cross behind the bus.
12. Never cross the street until the driver gives you the signal that it is O.K. to cross.

Car Rider Instructions

Students who are brought to school in a car will be dropped off in the front of the school beginning at 7:00 a.m. **For your child's safety do not leave children before 7:00 a.m.** Students should be ready to exit the car when the parent reaches the designated area. Afternoon car rider dismissal will be handled in a similar manner. Students will be dismissed for car riders at 2:15 p.m. Pick up is in front of the school. Parents are strongly encouraged to use safety measures when in the car rider line. ***Car riders not picked up by 2:45 will be sent to A.C.E. Parents will incur a $7.00 daily fee.***

Changes in Transportation

If there is a change in the way your child will leave for any period of time (one day, one week, etc.), **we must have a note from home.** If your child goes home on any day different from their normal way, you must write a note. Please have on the note your child's first and last name, their teacher's name, the first and last name of any child they are going home with, specify car or bus rider, the bus number, the address of the student they are going home with, and the date. Sign the note and include a phone number so we may call with any questions. **Unless we have a note from the parent, a child will not be allowed to leave school except as previously established.** This procedure will help ensure that your child is transported from school safely. School is a very busy place; therefore, we will no longer accept phone transportation changes. A written email must be sent to the following email address before 1:30pm of the day of the change. Transportation changes should be sent the following email address:

wpestransexchange@troup.org

Transportation changes will only be accepted in written form to ensure the safety of our students.

Food Service Program

Breakfast/Lunch will begin on Friday, August 1, 2025

Breakfast and lunch are served FREE every school day to those students who choose to participate. Students eating breakfast are to enter the cafeteria between 7:05 and 7:35. Students arriving after 7:45 a.m. will not be permitted to eat unless they are on a late bus. Breakfast is a quiet time. Due to the amount of time to eat and the number of students eating, there is not enough time to socialize. Starting in the 2024-25 school year, the Troup County School System was able to feed ALL students for free through the Community Eligibility Program (CEP), a federal program. This change will benefit many more students by providing them with a balanced and nutritious meal every day in school. Students attending a CEP school can enjoy a free breakfast and lunch. A complete meal must have at least three components, one of which is a fruit or vegetable. At lunch, students can choose up to five meal components.Students can also buy extra items separately, such as snacks, drinks, or additional entrees and sides. There are some guidelines. Any outstanding balance for previously charged meals

must be cleared before students can make individual purchases, and students cannot charge extra items. To see your child's school's daily breakfast and lunch menus, visit troup.nutrislice.com and select the appropriate school and meal type.

Elementary Lunchroom Meal Prices 2025-2026

	Students	Adults
Breakfast	*Free for all students*	$2.00
Lunch	*Free for all students*	$5.00

Extra milk $0.75 per half pint

Returned Checks

A $25.00 fee is charged for a check returned by the bank due to non-sufficient funds (NSF) or a closed account. If three (3) returned checks are received from the same person over the course of the school year, you must pay with cash for the remainder of the school year. This includes cafeteria and or fundraisers through PTO.

General Policies and Programs

ACE

The After Class Enrichment Program (ACE) is a project of the Troup County School System. Students must be properly registered and all fees must be **prepaid** in order for the student to participate. **Parents neglecting to prepay for the program will result in their child being dismissed from ACE until all fees are paid.** The purpose of the program is to provide enrichment activities for children in a safe, supervised, and relaxed environment. ACE is available to each Troup County elementary student in Pre-K through fifth grade. Hours for the program begin 15 minutes after dismissal each school day and end promptly at 6:00 p.m. Each child is provided a snack, supervised physical activities, supervised study and homework time, as well other supervised activities.

The cost for students participating in ACE is $7.00 per day. Two or more children from the same family qualify for a discount. One child pays full price, while others from the family pay $5.00 each per day. It is requested that payment be made the first of the month or each Monday or Friday for the next week. Make checks payable to West Point Elementary ACE. Fines will be imposed for late pick-up, which is $7.00 per 10-minute interval after 6:00 p.m. Excessive late pick-ups will result in dismissal from the program. ACE is a prepaid program. Students will not be allowed to attend if balances are not current within 10 days. Students who have ACE balances from the previous school year will not be allowed to attend the current year without a current balance or arranged payment plan.

ACE Behavior

The ACE Program is a privilege. We strive to promote an atmosphere conducive to safety and appropriate behavior. Parents will be notified if their child violates the rules. Students who do not obey the rules will be dismissed from the program.

Accidents

In the case of a minor injury at school, the student will be administered first aid. In the event of a serious accident, the parents will be notified immediately. If the parents are not available, we will call the emergency number listed on the child's registration form or Emergency Medical Services. An accident report will be completed and a copy given to the parent as well as the superintendent's office.

Assessments

All Write DAYS – Students will participate in four All Write DAYS during the course of the school year with the emphasis being to improve writing skills. Students will be given a topic to write about and assessed using a rubric in the following areas: planning/organization, purpose, audience and focus, elaboration and fluency, grammar and conventions.

GMAS– Georgia Milestones Assessment System, will be implemented in grades 3 thru high school. The (EOG) in language arts, mathematics, science, and social studies will be administered in grades 3 thru 8. GMAS is more rigorous with higher expectations for students to move to the next grade, course, or college and career. Reading, language arts, and writing are consolidated into a single measure aligned to the standards. GMAS includes constructed-response items and performance tasks, in addition to, selected-response items.

GKIDS– GKIDS is given to Kindergarten students. Its purpose is to measure student growth in the area of literacy, math and social/emotional development during the academic year to determine readiness for first

grade. It also provides diagnostic information for teachers to guide instructional practices in the classroom.

Troup County School System Formative/Summative Tests - Throughout the school year students in 3rd -5th grade will be given benchmark tests to determine how well they are acquiring the Georgia Standards of Excellence. Results will be used to better meet the needs of your child.

Parents who are interested in opting out of assessments should read here.

Cell Phones/Smart Watches/Meta Glasses

Use of cell phones is not permitted during the school day. If a cell phone is visible during the school day, the phone will be taken from the student and returned to parents. This includes Smart watches and Meta glasses. They may be turned off and kept in bookbags.

Clubs, Organizations, Activities, and Honor Programs

West Point Elementary School is proud to offer many clubs, organizations, activities, and honor programs for students. If you wish for your child NOT to participate in a club, please submit your request in writing to Miss Cook at any time. Parents have a right to "opt out" of their children's participation in clubs, activities, and organizations.

Bulldogettes: (Sponsor- Holly Martin) Students in 3rd, 4th and 5th grade will meet once each week to learn how to perform routines with flags. Students are selected by application and tryouts.

Chorus: (Sponsor- Music Teacher)
Students in 4th and 5th grade may join the Chorus during the 1st or 2nd semester. Students are selected by the following measures: an audition to determine vocal, pitch/ tone and overall school behavior.

House Ambassadors: (Sponsor- Bertha Knight)
Fourth and fifth grade students are selected by completing an application and passing an initial screening by faculty. Members of this group are expected to maintain exemplary performance (academic, attendance and punctuality). A strong emphasis is placed on leadership and service, and they meet on an as needed basis.

Strings Attached: (Sponsors: LSO & Orchestra Teacher) Students in 4th and 5th grade will meet periodically to learn how to play the cello. Students are selected by application.

Science Club: (Sponsor: Aleisha Smith)
Students in 3rd, 4th and 5th grade use hands on materials to learn about Science. Participants are selected through application and meet Aug.-Dec.

Fastest Kid/Track Team- (Sponsor: Coach Phillips)
Students in 3rd, 4th and 5th grade learn how to increase running stamina and compete.

Basketball- (Sponsor: Coach Phillips)- This will be an after school activity offered to students in grades 3rd, 4th-5th. It will start in the Winter Season during the months of February-March.

Conduct and Grading System

Conduct

Satisfactory (S) – Student does what is asked of him/her; follows classroom and school rules and procedures.

Needs Improvement (N) – Student sometimes does what is asked of him/her but is redirected often; may or may not have been referred to an administrator.

Unsatisfactory (U) – Student rarely does what is asked of him/her and requires frequent redirection; has difficulty following classroom rules and has been referred to an administrator.

Grading System

Grades 1-2

3= Consistently Achieves	2=Progressing	1=Limited progress

Grades 3-5

A=90-100	B=80-89	C=70-79	F=69 & below

TCSS Grading Policy
TCSS Grading Policy Addendum

Dress Code

West Point Elementary's dress standards promote the safety, modesty and comfort of students and are designed with their well-being in mind. Research also indicates that there is a distinct relationship between students' attire and their classroom behavior, attitude and achievement. Any attire deemed inappropriate will be called to the attention of both parent and student. Consequences for improper dress will result in parents being notified by phone or written message. The administration will have the final decision on appropriate length of dresses, skirts, shorts or pants. Parents may be asked to bring a change of clothing if needed. We look forward to working with you and your child. If you have any questions or comments, please feel free to contact the office.

1. Shirts should be long enough so when arms are raised no midriff shows.
2. Shorts and skirts must be closer to the knee than above in length.
3. All pants must be secured at the waist with a belt as needed so as not to show underwear (bustin' slack).
4. Shoes must be tied and buckled at all times.
5. Appropriate shoes must be worn for PE or recess to participate.
6. Parents will be notified if a student wears inappropriate attire.

Dress Code: Examples of What Is Not Allowed

1. Low cut or off the shoulder blouse
2. Jeans with holes in the thigh area unless leggings are worn
3. Inappropriately fitted jogging or sweat suits
4. Tight fitting pants, skirts, blouses, shorts, or torn jeans (above knee)
5. Sweatbands, hats or headgear
6. T-shirts with inappropriate pictures or writing
7. Mini-skirts or mini-length dresses

Fire/Tornado/Code Red Drills

Fire/tornado/code red drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from any area of the school building. Code Yellow and Code Red drills are practiced in the event that a "*Lock Down*" is needed.

Georgia Standards of Excellence (GSE)

Performance standards go into much greater depth than the content standards used in the previous curriculum. The performance standard incorporates the content standard, which simply tells the teacher what a student was expected to know (i.e., what concepts he or she is expected to master), but expands upon it by providing three additional items: suggested tasks, sample student work, and teacher commentary on that work. Performance standards provide clear expectations for assessment, instruction, and student work. They define the level of work that demonstrates achievement of the standards, enabling a teacher to know "how good is good enough." The performance standards isolate and identify the skills needed to use the knowledge and skills to solve problems, reason, communicate, and make connections with other information. Performance standards also tell the teacher how to assess the extent to which the student knows the material or can manipulate and apply the information.

Health Checks

Health checks occur periodically at the school for vision, hearing, and scalp/skin problems. Parents will be contacted when problems are discovered.Under Georgia SB 48 and HB 538, all school systems are required to screen students in grades K through 3 for reading difficulties and characteristics of dyslexia. The results from these assessments are not intended or designed to diagnose dyslexia.

In accordance with Georgia House Bill 307, all school systems are required to screen students in kindergarten through 3rd grade to help identify those who may need extra support with reading. These screeners, along with other data, help us determine if a child is significantly at risk for not meeting grade-level reading proficiency.

Please note that these screeners are not designed to diagnose a reading disability or dyslexia. If the results show that your child may have significant reading challenges, you will be notified in writing. You may also request a copy of your child's screening results at any time.

Families have the right to opt their child out of the specific screeners used for dyslexia identification. To do so, please provide written notice to your child's school at the beginning of the 2025–2026 school year.
Parent Resources: Supporting Your Child's Reading Development

Honors Program and Student Recognition

Some awards and recognitions do not apply to Kindergarten - Second Grade students due to the age and development of these children. Teachers are encouraged to make adjustments and substitutions to develop an award and recognition program that is best suited for these students.
Academic Principal's List- Students that earn all A's each quarter in all subject areas will be named to the Academic Principal's List.

Academic Honor Roll- Students that earn all A's and/or B's each quarter in all subject areas will be named to the Academic Honor Roll.
Student of the Month- One student in each K-5th grade classroom is chosen as Student of the Month. Everyone is eligible at the beginning of each month. Students are selected based on meeting the following criteria. They have no discipline referrals for the month, have regular attendance, turn in homework, have a positive attitude, model good behavior at all times by being respectful, helpful and courteous, and maintain an S in conduct.

Year End Honors

Everyone is recognized on Honors Day. The following student achievement awards will be presented at the end-of-the-year Honors Day Programs:
Principal's Award - Principal chooses a girl and boy in each grade that exemplifies excellent character.
Academic Principal's List - For students in grades 3-5 who have a yearly average of all A's in each subject area each quarter.
Academic Honor Roll - For students in grades 3-5 who have a final grade of all A's and/or B's in each subject area each quarter.
Perfect Attendance - For all students who are present every day with no more than 3 tardies and/or early dismissals for the year.
Citizenship - 1 boy/1 girl from each homeroom in grades 1-5 who have an S in conduct for each quarter and no disciplinary referrals to the office for the year. These students should have a positive attitude and model good behavior at all times by being respectful, helpful, and courteous.
Academic Subject Awards - For students in each homeroom in grades 3-5 who have the highest numerical average in Reading, Language Arts, Math, Science, and Social Studies. In case of a tie, the award will be given to both students.
IReady Achievement Awards- Students are recognized for their progress in iReady Reading and or Math.
Art - For the outstanding art student in 1st-5th grade.
Music - For the outstanding music student in 1st-5th grade.
Physical Education - 1 boy/1 girl in grades 1st-5th grade will be recognized for being the outstanding physical education student.

Immunization Certificate

The Georgia General Assembly requires that all school children have an up-to-date record of immunization on file at the school. New students to Troup County Schools will have a new immunization form #3231. Students not having this form on file after having ample time to complete it, will be suspended until the form is received in the office.

Lost or Exchanged Articles

Students should **not** bring valuable articles to school. The school cannot be responsible for lost items. Students should **not** exchange articles with other students. Please put your child's name in jackets, caps, book bags, etc.Students will **not** be issued new textbooks or library books until retribution is made for the lost item.

Medication

Ideally, parents should administer medication at home. However, if children are unable to attend school without medication(s) for treatment of injuries, illness or chronic conditions, the following procedures **must** be followed.

- The parent should bring all prescription and non-prescription medication to the school. All prescription medicine must be contained in the original prescription bottle, properly labeled by the pharmacist with the following information:
  *Name of the patient *Name of the physician
  *Name of the pharmacy *Doctor's order of administration
- The parent **must** fill out a permission form **before** medication can be administered.
- Forms are available in the office as needed.

The administration of medication will be supervised by the principal designee at the school. **We are prohibited from administering any medication to students unless the above procedure has been followed.**

Parent Resource Room

The Parent Resource Center houses a variety of instructional materials available for on-site use or check out. These materials are intended to assist parents in helping students improve in their academic performance. Additional materials on child development and child rearing practices are also available. Please contact Ametris Williams, Family Liaison, for further assistance. Laptop computers are available for parent use.

Parent/Teacher Conferences

One of the keys to an effective learning environment is open communication between school and home. Parents are urged to contact the teacher first whenever the need arises. Teachers may be contacted by note or telephone and or email. School Status Connect is a great way to reach your child's teacher. If you call during the instructional time of the day, the office will be glad to give the teacher a message to return your call in order to set up an appointment. If you wish to schedule a conference with your child's teacher, please call ahead and make an appointment. Parent/teacher conferences will also be scheduled during the school year by the teacher to report on your child's progress. Please make every effort to attend these conferences. Title 1 parent conferences are conducted in Fall (PK-5th) and in Spring (K-2), and (3rd-5th) as needed. If an issue with a teacher is not able to be resolved, then feel free to contact administration.

WPES PTO

The West Point Elementary School PTO is an organization of parents and teachers formed for the purpose of enhancing the education of our children. It is a perfect way to provide educational support for our children. Meetings are open to all parents and opportunities are provided all year to become an active member. Please review the calendar for specific information regarding scheduled activities.



Signed Papers

Teachers will grade assignments on a regular basis. Graded papers, school information will be sent home daily and or weekly according to grade level along with a newsletter and other notices on every **Tuesday** of each week in navy blue folders. All other reports such as midterm reports and report cards will be sent home in the folder as well. Parents should review the folders with their child, sign, and return them to their child's teacher the following day. By reviewing the child's work, a minor problem may be identified and solved before it becomes a major problem.

Snacks

Troup County Schools welcomes parental involvement in organizing class parties and special events. These festive occasions often include snacks for students to enjoy. Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe. These items should be store bought.

Tier 2 & Tier 3 / Response to Intervention (RTI)

The RTI team is composed of administrators, counselors, teachers and the parents. The RTI team examines the problems children are experiencing in their classrooms. The RTI team offers educational strategies including behavior management techniques, curriculum modifications, peer tutoring, special material, counseling, etc. These strategies are unique for each student and are implemented for an initial period of at least twenty days. After twenty days, the child may be dismissed from the RTI process, monitored for further improvement, or referred for additional evaluation. Parents are notified in writing at the beginning of each RTI referral and are encouraged to attend each meeting. Parents can access the TCSS promotion/retention policy here.

Visitors

We encourage you to visit our school and become involved. Our doors are always open. If you would like to visit your child's classroom, contact an administrator. The safety and well-being of your child is a top priority; therefore, **all** visitors are to report to the office and sign-in. All visitors are required to show/scan a state issued identification in order to enter the building beyond the lobby. A visitor's pass will be issued. As a safety precaution, any person not wearing a visitor's pass will be asked to go to the office and obtain one. If our Checkmate system flags with concerns regarding the safety of our students, the parent and or visitor may not be allowed to enter the school building. All visitors should be prepared to show identification.

West Point Elementary School Wide Discipline Plan

The goal of West Point Elementary School is to provide a safe and productive learning environment for all individuals. School discipline is a joint effort by the staff, students, parents and community. The cooperation of this partnership at West Point can encourage and teach children respect for themselves and for others. By working together we can provide a safe and pleasant environment where our students can learn. Our discipline plan is designed to help children develop into self-disciplined and self-reliant students capable of making appropriate choices for situations as they occur.

We encourage daily use of the PBIS expectations. These include: Be Respectful, Be Responsible, & Be Ready to Learn

Character Qualities will be taught in order for children to become productive learners and responsible members of the school community.

1. Citizenship- Obeying the rules & working to make your community a better place.
2. Self-Control- Thinking about your words/actions and making choices that are right for you and others.
3. Respect- Means treating others the way you would want to be treated.
4. Compassion- Being kind and thoughtful toward others.
5. Perseverance- Working hard and not giving up.
6. Responsibility- Being dependable and making good choices.
7. Fairness- Taking turns, sharing, and listening to what others have to say.
8. Honesty- Being truthful and sincere.
9. School Pride- Being proud of your school and representing it well.

School Wide Standards

1. Follow rules, standards/codes, and directions given by any staff person.
2. Keep hands, feet, and objects to self.
3. Use appropriate words and body language.
4. Be prepared and ready to learn.
5. Dress appropriately

- Bullying and sexual harassment will not be tolerated. Students participating in these behaviors will be punished accordingly. Your actions are your choice. Do the right thing for the right reasons all of the time. Never break a school rule because you have seen another student do it. If you break a school rule, you must accept the consequences of your actions.
- As part of an overall plan to protect the health, welfare, safety and lives of students, faculty, staff and visitors to our schools, and to reinforce provisions of the Code of Student Conduct, metal detectors may be used to screen for firearms and other weapons in order to locate and deter their use. Random searches may be conducted with minimal disruptions to the educational program.

WEST POINT ELEMENTARY
BEHAVIOR EXPECTATIONS

	Be Responsible	Be Respectful	Be Ready to Learn
Restroom	• Flush the toilet • Wash your hands • Put trash in garbage cans	• Use quiet voices • Wait your turn • Give people privacy	• Get back to class quickly • Follow directions
Cafeteria	• Walk and wait in line quietly • All food & drink stay in eating areas • Stay in your seat	• Only eat the food on your plate • Use appropriate voice level and language • Clean up your area: table and floor • Listen to adults	• Follow directions
Hallway/ Transition	• Walk quietly on the blue line • Face forward • Keep hands, feet, and objects to self	• Follow adult directions • Stay in your own personal space • Be mindful of work on the walls	• Walk back to class quickly • Follow directions
Classroom	• Bring all supplies • Turn work in on time • Take care of classroom materials	• Use kind words and actions • Follow directions • Use appropriate voice level	• Stay on task • Participate actively • Complete all work
Media Center	• Use the computers for approved sites • Use a place marker • Check out books within your Reading Level	• Use quiet voices • Take care of the books	• Listen for instructions • Walk to class quickly
Playground	• Take care of equipment • Stay within boundaries • Follow adult directions	• Use kind words • Keep hands, feet, and objects to self • Follow the rules of the game	• Line up quickly and quietly
Bus	• Stay in seat • Be safe • Walk in line to the bus quietly	• Use kind words • Keep hands, feet, and objects to self • Use appropriate voice level	• Follow directions • Keep belongings together

Parents can access the TCSS code of conduct by clicking here. Please access the parent acknowledgement of the student code of conduct.

West Point Elementary School

Parent & Family Engagement Policy & Plan for Shared Student Success

2025–2026 School Year

Keneithia Cook, Principal
Angie Smith, Assistant Principal
170 East 12th Street
West Point, GA 31833
(706) 812-7973
www.troup.org/17/Home

Plan Revised March 27, 2025

What is Title I?

West Point Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support state and local school reform efforts tied to challenging state academic standards to reinforce and enhance efforts in improving teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement.

Title I schools must jointly develop with all parents a written parent & family engagement policy.

School Plan for Shared Student Achievement

What is it?

This is a plan that describes how West Point Elementary School (WPES) will provide opportunities to improve parent & family engagement to support student learning. WPES values the contributions and involvement of families to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that WPES will support parent and family engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it revised?

WPES invited all families to attend our annual School Improvement Forum last spring to review and revise this parent & family engagement policy, the school improvement plan/schoolwide plan, and the family engagement budget.
Additionally, parent input and comments regarding this plan are welcome during the school year through a form available in the Parent Resource Center. The plan is posted on our school website for parents and families to view and submit feedback throughout the year. All feedback received during the year will be used to revise the plan for the next school year.

Who is it for?

All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. WPES will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.

Where is it available?

At the beginning of the year, the plan is included in the student handbook that is available to all students. Copies of the plan will be available at our Annual Title I Parent Meeting at the beginning of the year. The plan is also housed in the Parent Resource Center. The plan will also be posted on the school website.

2025-2026 District Goals

1 Focus on student success and well being
2. Ensure equitable opportunities for all.
3. Focus on recruiting, inducting and retaining quality staff.
4. Cultivate the capacity of the school system to function as a flexible and adaptable organization.
5. Lead in the cultivation of relationships and strategic partnerships between the school system and parents, and among agencies and organizations which provide services to children.

District Values

Connection	Equity
Achievement	Resilience
Integrity	Compassion

School-Parent Compacts

As part of this plan, WPES and our families will develop school-parent compacts by grade level. These are agreements that parents, teachers, and students will develop that explain how all parties will work together to make sure all our students reach grade-level standards and goals. The compacts will be reviewed and updated annually based on feedback from parents,students and teachers during the beginning of each school year.

Parents will receive a copy of the compact to keep at home. Compacts will be reviewed with parents during the year, as well.

Let's Get Together!

West Point Elementary School will host the following events to build the capacity for strong parent & family engagement to support a partnership among the school, parents, and the community to improve student academic achievement. Many meetings will be offered at 2 different times to accommodate families. We may also be able to offer childcare during meetings if needed. Please call the office about this service.

Annual Title I Parent Meeting – Beginning of the Year
We invite you to an evening of learning and sharing about our Title I program, including our parent & family engagement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will come home in Tuesday folders, will be posted on the website, and mentioned in grade level newsletters.

Grade Level Lunches and Family Workshops – Monthly Our families are invited to come eat lunch with their children and learn about the exciting instruction that is happening in our classrooms. We will also review the grade level compact, share social emotional learning strategies and share ways our families can help our students have a successful year! Check out the Student/Parent Handbook and Calendar of Events for specific dates and times. Invitations will also be placed in Tuesday folders, posted on the school website, and mentioned in grade level newsletters.

Student - Parent – Teacher Conferences – Fall and Spring
These conferences will be led by the students, with the support of the teacher, discussing their progress with their parents and reviewing goals students have set for themselves. Letters will be sent home in Tuesday folders for parents to sign up for a time that is convenient for them. Conference reminders will also be sent home with students.

Family Reading Night and Family Workshops – December / January
Enjoy a night of reading and learning! Parents of 3rd – 5th graders will gain information about the GMAS, while parents of K – 2nd grade will learn ways to help their children with sight words through technology. Students will have fun reading AR books and playing games focused on children's literature. Invitations will be placed in Tuesday folders, posted on school website, and mentioned in grade level newsletters.

STEM Night and School Improvement Forum – March We invite you and your children to a night of learning about Science, Technology, Engineering, and Math! Parents will also have the opportunity to review the WPE School Improvement Plan/Schoolwide Plan, Parent & Family Engagement Policy, and our Title I budget and provide input. Invitations will be placed in Tuesday folders, posted on school website and mentioned in grade level newsletters.

Parent Resource Center

Our parent resource center is located in a classroom on the main hall. Come to look through the pamphlets on a variety of topics or use newly purchased laptop computers to find other resources.
Hours of operation are 7:30am-2:30pm.

Parent & Family Engagement

WPES believes that parent and family engagement is the participation of families in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents and families play an integral role in assisting their child's learning.
- That parents and families are encouraged to be actively involved in their child's education at school.
- That parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- The carrying out of other activities as described in this plan.

WPES is committed to helping our parents attend the parental activities listed in this plan. Please call or email us if you miss a meeting and would like a copy of the minutes.

(706) 812-7973 or (706)-643-3000
www.troup.org/17/Home

A Great Place to Learn

West Point Elementary will take the following measures to promote and support parents & families as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- ✓ Ensure that all information related to school and parent programs, meetings, and other activities is published in grade level newsletters and in Tuesday folders. We will also be sure information is posted on the school website for parents.
- ✓ Provide regular information for staff during faculty meetings and in staff updates on strategies to improve communication with parents and ideas to increase family engagement. Staff will also share best practices during regularly scheduled faculty meetings.
- ✓ Partner with Head Start and Early Reading programs by conducting joint staff meetings for parents a sending school information about parent engagement activities to help prepare parents and their child for kindergarten and improve school transition.
- ✓ Share information in grade level newsletters and on the website for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.
- ✓ Communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.
- ✓ Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent & family involvement.
- ✓ Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.
- ✓ Provide translated materials and interpreters during meetings and conferences to the extent possible to better serve our families.
- ✓ Use our Partners in Education, School Council, and Parent Advisory Council (PAC) to improve awareness of the activities and events listed in the school parental involvement policy.
- ✓ Offer literacy and computer classes for parents to help further enhance their various educational levels.
- ✓ Collect feedback from parents at all events and post suggestion form on the school website in order to respond to parents' requests for additional support for parent & family engagement activities.

WPES' Family Liaison

We have a Family Liaison in our building who strives to strengthen ties between home and school. Our Family Liaison is an asset to our school. The liaison's main goals are to be available to parents based on their needs, coordinate parent programs, and maintain the necessary Title I documentation for the system and state. If you have not met our Family Liaison, please come by the office area to do so.

Parent Advisory Council

WPES invites all parents to join the Parent Advisory Council (PAC) to share ideas and ways to involve other parents and to build partnerships with school, families, and the community. The council will meet several times during the school year. Dates will be posted on our website and invites to meetings will come home in Tuesday folders each month.

If you'd like to know about the PAC, please contact our Family Liaison or complete the interest form and leave it in the Main Office.

Parent Advisory Council

- *Yes, I am interested and wish to join the Parent Advisory Council (PAC)*
- *Please contact me so I can learn more joining the PAC*
- *Please send me notifications about future meetings and updates*

Name: _____

Child's Name and Grade: _____

Phone Number: _____

Email address: _____

Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this plan that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) _____

*Telephone Number: (optional)*_____

_____

_____

_____

Click here to access the TCSS parent and family engagement policy.

Access the alternate language version of WPES parent/family engagement policies.
Spanish version

Korean Version

Complaint Procedures

Any individual, organization or agency ("complainant") may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA) has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part A: School Improvement Grants, referred to as 1003(a) and 1003(g)
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Supporting Effective Instruction
6. Title III, Part A: English Language Acquisition, Language Instruction for English Learners and Immigrant Students
7. Title IV, Part A: Student Support and Academic Enrichment
8. Title IV, Part B: 21st Century Community Learning Centers
9. Emergency Relief Funds CARES Act, CRRSA Act, ARP Act
10. Title IV, Part A: McKinney-Vento Homeless Assistance Act

GaDOE formal complaint procedures: Click here

GaDOE Online Complaint Link: Complaint/Comment

Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

Click here to access the parent right to know policy.

In accordance with Every Student Succeeds Act (ESSA) of 2015, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their 'Right to Know' the professional qualifications of their student's classroom teachers and paraprofessionals.

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher—
    - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
    - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

You can reach the Principal, Ms. Keneithia Cook at 7068127973 or by email at cookkj@troup.org.

Guarantee of Receipt of Handbook

All schools in the Troup County School System provide students and parents with a handbook delineating federal, state, district, and school rules/regulations and provide stakeholders with "right to know" information, including parents' right to know the qualifications of their child(ren)'s teachers. Parents will receive a Parent Acknowledgement form at registration. Schools maintain the signed acknowledgement forms on file as documentation of receipt of handbook. A copy of the forms and handbooks containing the above information is kept on file in the Federal Programs Office.

Title I School Program

All TCSS Title I Schools participate in the Title I Systemwide Program. Title I is the largest federal education program that provides assistance to schools. Title I funds are used to provide supplementary services and resources for our schools. Title I focuses on improving teaching and learning for students. Each Title I school is responsible for developing a Schoolwide Improvement Plan seeking input from parents, students, community members, and the faculty. Please review the Parent and Family Engagement Policy for your child's school. Feel free to offer suggestions or ideas for ways to improve the parent and family policy. A copy of the entire Schoolwide Improvement Plan and Parent and Family Engagement Policy is kept in the school office/Parent Resource Center. These plans are available to parents upon request. Parents will learn more about the Title I Program at Title I Annual Meetings and events. Everyone is invited to attend. The calendar in your child's handbook will include dates for Title I meetings and activities.

Written Parent and Family Engagement Policy

Parents of Title I, Part A children should be notified of the system-level and school-level written Parent and Family Engagement Policies. Annually, schools should involve parents and the community in the revision of the school's compact, written Parent and Family Engagement Policy, and the School Improvement Plan. These revised plans should be shared with all stakeholders.

A Special thank you to our amazing partners in education

Point University	West Point Presbyterian Church
Hawaiian Shaved Ice	West Point Police Department
Roper Heights Baptist Church	West Point Fire Department
Lewminous Skin Care & Waxing Studio	Refuge Point Church
State Line Nutrition	Reed Chapel Baptist Church
West Point ES PTO	Johnny's New York Style Pizza
Southern Union State Community College	Interface- West Point
Affordable Jumpers	M.W Lee Mortuary
Keeny Memorial United Methodist Church	Batson Cook-West Point
Southstate Bank- West Point	Kimberly Clarke
Capital City Bank	Bethlehem Baptist Church
The Sewing Machine	The Burrow, Brix, Pack & Ship
Continental Societies Inc. Lagrange Chapter	West Point First United Methodist Church
Marsh Mcclennan Agency	West Point Parks & Rec
	City of West Point