



WESTERLY HILLS
ACADEMY
Home of the Eagles

Dear Westerly Hills Academy Families,

I would like to welcome you back for the 2022-2023 school year. I hope you had an enjoyable summer and that you are excited for the beginning of the new school year. This year, every student will S.O.A.R (Seize Opportunities to Achieve Real Success) at Westerly Hills Academy! As we embark upon this journey, we are committed to ensuring that this year will be filled with engaging, meaningful, and rigorous instruction in every classroom. With that, we ask that each family partners with us by making sure that scholars are on time, present, and ready to learn each day.

I look forward to an amazing year as we collectively strive to foster a culture of learning. I consider it an honor to serve and lead with such an awesome community of students, families, and staff. Please take a moment to review the items contained within this letter and make a note of the upcoming events.

Open House

Westerly Hills Academy will host a "Drop In Meet & Greet and Community Resource Fair" on **Wednesday, August 24th from 3:00PM to 6:00PM**. Families will have an opportunity to visit their child's classroom to meet the teacher. We will also have various community agencies on campus to share resources and services that are available to our families.

To ensure COVID safety and social distancing, we will have families staggered by grade level. Please help us by adhering to your assigned times for the two "in person" sessions. If you have children in multiple grade levels, you will only need to select one session to attend.

- Virtual Sessions for All Grade Levels via Zoom: 1:00 PM-2:00PM. ***Please check the school's website and/or ParentSquare for your child's grade level links for the Virtual Open House.***
- Pre-K, Kindergarten, 1st Grade, and 2nd Grade: 3:00PM - 4:30PM
- 3rd Grade, 4th Grade, and 5th Grade: 4:30PM - 6:00PM

The first day of school is Monday, August 29, 2022. The instructional day begins at 8:00AM. Students are considered tardy after 8:00AM.

Parent Meeting/Curriculum Night

- Title I Meeting and Curriculum Night is scheduled for **Thursday, September 15th at 5:30PM**. This will be a time for you to meet your scholar's team of teachers to learn more about the curriculum, discuss expectations, grade level assessments, and the grading policy. Our Student Support Team will also share resources on how to support your child at home.

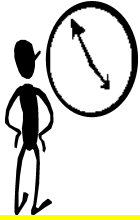
As the new principal at Westerly Hills, I am excited to meet each of you on August 24th. Please don't hesitate to contact us at 980-343-6021 if you have any questions.

Sincerely,

Mrs. Pride
Principal

Westerly Hills Academy Back to School Information

SCHOOL HOURS



The hours of operation for Westerly Hills Academy are **8:00AM to 3:00PM**. Class begins promptly at 8:00AM. Students eating breakfast needs to arrive by 7:45AM to ensure being on time to class. The school office opens at 7:30AM and closes at 4:00PM. Please know that students cannot be dropped off before 7:30AM. Additionally, early dismissal ends at 2:15PM. It is extremely important that students arrive on time and remain throughout the school day. **Any person picking up a student must be on the student's authorized car rider application form and they MUST show a picture ID. FOR THE SAFETY OF OUR STUDENTS, WE WILL NOT RELEASE CHILDREN TO ANY PERSON NOT ON THE AUTHORIZED PICKUP LIST. NO EXCEPTIONS!**

OPEN HOUSE and COMMUNITY RESOURCE FAIR

This is an opportunity for your family to meet the staff at Westerly Hills Academy. We encourage you to come during your child's assigned grade level time slot on **Wednesday, August 24th from 3:00PM to 6:00PM**. Students will visit their homeroom teachers at this time, as long as they enrolled prior to August 23, 2022. Transportation and other school information will be provided. A virtual open house will be held on **Wednesday August 24th from 1:00PM to 2:00PM**. Parents should check the school's website or ParentSquare for Grade level Zoom links.

SCHOOL UNIFORMS AND DRESS CODE:



Westerly Hills Academy is a uniform school. There are **no exceptions** to this expectation. Please adhere to this policy. **If your child is not wearing the appropriate uniform, you will receive a phone call from the school so that you can bring the appropriate clothing.** Below, please find uniform information. The uniform policy is also located on our school's website:

Required Uniform Tops	White Collared Shirt Navy Blue Collared Shirt Light Blue Collared Shirt Westerly Hills Academy Spirit Wear T-Shirt
Required Uniform Bottoms	Navy Blue Pants, Shorts or Skirts Khaki Pants, Shorts or Skirts Black Pants, Shorts or Skirts * No Denim is permitted *

Also note the following:

- Face masks are optional to wear at this time.
- Slacks, shorts, pants, dresses, etc. should be knee length, even if tights or leggings are worn.
- Pants must be cinched at the waist – no sagging and no visible underwear.
- Footwear – Appropriate shoes should be worn at all times for health and safety reasons – no bedroom slippers, slides (soccer or shower shoes), or flip flops.
- Headwear – Male or female students inside the buildings may not wear hats, caps, head wraps, do-rags, bonnets, scarves or other headwear such as sunglasses. Prescription glasses are the only eyewear to be worn. Failure to comply will result in confiscation of the item and parents must pick up the item.
- Other – Students are prohibited from wearing or carrying articles of clothing, buttons, patches, jewelry, and any other forms of nonverbal communication which promote drugs, tobacco, alcohol, glorify death and mutilation, contain profanity, vulgarity, violence, or symbols/words that disrupt the learning environment.
- No item may be carried or worn as jewelry that could be used as a weapon (spiked jewelry, chains hooked to garments, large pendants, or any other jewelry that could cause injury). These items will be confiscated and parents must pick up the items.

SCHOOL SUPPLIES



A current school supply list has been included in this mailing. A school supply list is also posted on our school's website. We are excited to announce our Partnership with Classroom Central, where **ALL** scholars will receive a backpack with supplies from Classroom Central. Westerly Hills Academy Scholars will receive the following supplies:

- Full Size Backpack • Composition Book • Spiral Notebook • Pack of Crayons
- Pack of Colored Markers • Pocket Folder • Scissors • Pencils (6) • Pencil Sharpener
- Plastic Ruler • Glue Stick • Eraser

Please help us by setting a regular study time for your child. Remember, homework time is best scheduled when there is a parent/adult at home. Even if your child does not have a specific homework assignment, he/she is expected to read, review class work and/or write.

ABSENCES

When a student is absent from school, he/she should bring a note from his/her parent, guardian, or health care professional within forty-eight (48) hours after the absence to the attendance secretary, in the front office. Parent(s) can also submit it electronically through our school's website. The note should include the student's legal name (not nickname), CMS student ID number, the reason for the absence, and the date(s) absent from school. The attendance secretary will determine whether the absence can be excused per CMS board policy. Absences may also be excused (at the principal's discretion) for an educational opportunity, which must be submitted in advance for approval on Form 5123.21 (available from the attendance secretary). Students returning to school without a note will be considered unexcused. **All other non-school initiated absences are unexcused (i.e. bad weather, missing the bus, car trouble, shopping, babysitting, oversleeping, or lack of clothing).** All absences are coded as unexcused until a note as described above has been received by the attendance secretary.

LUNCH

Westerly Hills Academy is part of a program called the Community Eligibility Provision Program. All students at Westerly Hills Academy will be able to eat breakfast and lunch each day at **NO CHARGE**. Parents will not be required to complete any forms for their children to receive breakfast and lunch daily. Students are welcome to bring lunch from home if this is desired. If a child has allergies or special dietary needs, please complete the **appropriate paperwork** with the **school nurse and cafeteria manager** along with the homeroom teacher. This will ensure all parties are informed and your child's needs are met. Various snacks will be available for purchase during lunch. Please set up a PayPam account for your child so you can add money to their lunch account. [Register for PayPams HERE](#)



EMERGENCY INFORMATION SHEET



Blue Emergency Card/Form - It is VERY IMPORTANT that you complete a **Blue Emergency Card** for each of your children. This helps us contact you and take care of your child in the event of an emergency. This form will be provided on the first day of school. This is extremely important for Early Dismissal.

IMMUNIZATIONS

Immunization is REQUIRED by the state of North Carolina. All immunizations must be completed and updated by the first 30 days of school. Please call the school, if you need information about free clinics. We are required to exclude students who are not in compliance with the law; students may not come to school if they have not been properly immunized. ***It is IMPORTANT that this is taken care of prior to the start of school.***

CASH OR MONEY ORDER ONLY

We utilize OSP (On-line System for Collecting Monies at school). No cash or money orders will be accepted. Parents must use the Online System for paying for field trips or any event that requires payment. Contact the Financial Secretary if you need assistance with OSP.

AFTERNOON DISMISSAL/EARLY PROCEDURES

Please inform your child's teacher in writing about where your child is to go after school and how the child is to get there. It is important for us to know if your child will be a car rider, van rider, or attending an after school program. **We do not accept phone calls for transportation changes. Written notice must be given for any changes to the plan, and notices must be received by the teacher or in the office before 12:00PM on the day of the change.** Please do not simply give verbal directions to your child. **For safety and security reasons, teachers have been instructed to follow the usual and customary plan unless there is a written request for change.**

Early Dismissal ends at 2:15PM. Parents must pick students up for early dismissal no later than 2:15PM. This will prevent disruption of afternoon dismissal. Parents/Guardians must follow procedures by providing an ID and their names must be listed on the student's emergency card for early dismissal. We will not accept phone call requests for any other adults, unless their name is listed on the Blue Emergency Card/Form. **For safety and security reasons, our Front Office Staff have been instructed to follow the usual and customary plan unless there is a written request for change on the Blue Emergency Card/Form.**

BUS RIDERS

We have included your child's bus information in this mailing. Review the enclosed bus label for the appropriate pick-up/drop off time. Please be patient as we work through the first few weeks. It is difficult to adjust bus routes until all children begin to ride each day. **Your child's bus sticker includes: your child's name, address, school assignment, AM & PM bus numbers, stop location and**



estimated pickup and drop off times are below. Please make note of your child's bus number, bus stop, and time to expect your child to be picked up and dropped off. There may be more than one bus that will come through your area. Please be sure that your child boards his or her **ASSIGNED BUS**. Please have your child at the bus stop at least 10 minutes prior to pick-up time. If you need to contact the transportation office with a bus question or concern, please call 980-343-6460. The Assistant Principal and front office staff are the school's Transportation Contacts. Any transportation changes for your child requires a form to be completed online. Please check back in 3-5 business days to see if the new bus stop has been approved.

MORNING CARPOOL PROCEDURES



- **Car riders unload at 7:30AM.** Supervision is not provided until then, so please do not drop your child off before the start of the school day at 7:30AM. Students are not to be left standing at the front entrance of the school prior to 7:30AM.
- School personnel are assigned to the front loop to assist with the carpool process. Please have students ready to exit vehicles in this area. For safety purposes, students must unload only at the main entrance.
- Please do not park in the bus parking lot. State law prohibits private vehicles from parking on the bus lot during arrival and departure times.

AFTERNOON CARPOOL PROCEDURES

- Carpool begins promptly at 3:00PM and ends at 3:15PM. Please make plans to pick your child up on time. **(A note is required to notify the school of a change in transportation. We will not accept phone calls. All notices must be in writing prior to dismissal. Phone calls will not be accepted. Additionally, ID is required if there is a change in the person picking up your child. For the safety of our students, we can not make any exceptions to this policy).**
- The carpool line in the afternoon will loop around the staff parking lot, so when you pull up to the main entrance, your passenger side door will be facing the curb.
- Please remain in the carpool line. For safety and security reasons, please do not attempt to enter the cafeteria or stand on the sidewalk area during dismissal. This enables the carpool line to run smoothly and safely.

HEALTH ROOM



If your child requires medication to be administered during school hours, please contact your child's healthcare provider for the appropriate medication forms. **Children are NOT allowed to carry medication in school without proper documentation from a licensed healthcare provider.**

Please contact the school nurse at 980-343-6021 if you have questions.



WHA Staff Contact List

Family, We pledge to provide you with prompt customer service throughout the school year. We have a team of people who are in place to meet the needs of your child and your family throughout the year.

Contact Information		
Principal	Mrs. Pride	Direct and manage instructional programs and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities.
Assistant Principal	Mrs. Ward	Direct and manage instructional programs and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with Exceptional Children, Title IX, Bus Infractions, and State Testing, district policies, success of instructional programs, and operation of all campus activities.
Dean of Student	Ms. Scott	This is your first contact for any concerns regarding student discipline or misconduct either at school or on the bus.
Behavior Management Support/Bus Concerns	Ms. Carroll	This is your second contact for any concerns regarding student discipline or misconduct either at school or on the bus.
Counselor	Ms. Carter	This is your contact for questions about your PreK-3rd-5th grade child's schedule and/or any needs that your child might have for his/her emotional health.
Social Worker	Ms. Mceachern	This is the contact for assistance with family and/or student concerns that might require support even beyond the school community.
EC Compliance Facilitator	Ms. Donovan	This is the contact for any concerns or questions you might have regarding EC services for your child.
New Student Registration	Ms. Lee	This is the contact for registering, withdrawing or accessing records for your child or to verify attendance zones. This is the contact for reporting absences or submitting absence notes for your child.
Senior Administrative Professional	Ms. Vazquez	This is the contact for all matters regarding the front office.

Westerly Hills Academy
Back to School Information
2022-2023

Student's Name _____ Grade _____

<p style="text-align: center;">Meet & Greet Drop In Back To School Open House</p> <p>Families will meet their scholar's Homeroom Teacher</p> <ol style="list-style-type: none">1. Receive general back to school Information2. Obtain School Supply Information3. Bus information if needed	<p style="text-align: center;"><u>Wednesday, August 24th</u></p> <p style="text-align: center;">To ensure COVID safety and social distancing, we will have families staggered by Grade Level. Please help us by adhering to your assigned times.</p> <ul style="list-style-type: none">● Pre-K, Kindergarten, 1st grade, 2nd Grade: 3:00 PM - 4:30 PM● 3rd Grade, 4th Grade, 5th Grade: 4:30 PM - 6:00 PM <p style="text-align: center;">Virtual Open House</p> <ul style="list-style-type: none">● Virtual Sessions are for All Grade Levels via Zoom: 1:00 PM - 2:00PM <p style="text-align: center;"><i>For those families who prefer the "virtual" option. Please check the school's website and/or ParentSquare for your child's Grade level Virtual Open House link.</i></p>
<p>HR Teacher's Name:</p>	<p style="text-align: center;">Ms. Nasr</p>
<p>Room Number:</p>	<p style="text-align: center;">C112</p>
<p style="text-align: center;">School Bus Number:</p> <p># AM _____</p> <p># PM _____</p>	