



WESTSIDE HIGH SCHOOL

Dr. Tikki Middleton, Principal
Ameesah Hatch, Assistant
Principal Travis McRae, Assistant
Principal Amanda Hubbard,
Assistant Principal Jody Grant,
Assistant Principal

Greetings Patriot Family, this is Principal Middleton with your Sunday Call for the Week of December 15th.

Be sure to read the emailed version of this call for complete details, here are this week's highlights!

- **Attention Parents:** Please Check your email and Infinite Campus Portal (Weekly): Various communications regarding attendance invites, academic progress (i.e., failure notifications), daily tardy or absence notifications, discipline notification for excessive tardies, we couldn't reach you via phone notifications, etc. Be sure to check your spam/junk folder as well. If you are NOT receiving any notifications, your contact information may be outdated and/or incorrect; contact the guidance office registrar to verify if this applies to you.
- **Exam Guidance:**
Grades Submission Cut-Off: December 5th
Exam Window: December 15–19
Email sent to parents with full details on 11/21/2025

Exemptions

- Students may be exempted from the teacher-created exam if they meet the following qualifications:
- 90% average or above in the course. (Note: No attendance requirements to meet- Attendance was removed as a part of IHA-R.)
- Students should have returned exemption letters signed by teacher and parents on last **Friday, December 12th** in the front office.

Grading

- The teacher-created exam will count as 10% of the final grade.

Attendance

- Students who exempt their final exams will be marked with the EXM attendance code.
- If students don't take an exam, a zero (0) in the exam column will be entered.
- Students will take exams during their designated class period only. If a student arrives after the exam period starts, they are not permitted to enter the testing session, they should report to the main office and will have to take the exam during the make-up time.
- Make-Up exams will be Paper-based Exams ONLY.

- Students whose parents permit them to leave after the exam due to Exam Exemption, must sign out in the main office for verification of signatures.
- Students will not be released from class during the exam period. Once the exam period begins, students will remain in their testing site until dismissed.
- **No cell phones, movies, or any other disruption in the testing environment even when finished. Students may quietly read a book.**

Westside High School Semester Final Exam Schedule -December 2024					
	December 15th (Monday)	December 16th (Tuesday)	December 17th (Wednesday)	December 18th (Thursday)	December 19th (Friday)
7:25 – 7:55	Review	Review	Review	Daily Bell Schedule	Early Release Bell Schedule
7:55 - 9:25	1 st Period Exam	4 th Period Exam	7 th Period Exam	Make-up Sessions in Mini-Auditorium	
9:30-10:00	Review	Review	Daily Schedule Picking Up @ 3 rd Period until Dismissal	7:30-9:00 5 th and 6 th period Make-Up Exam Time	
10:00-11:30	2 nd Period Exam	5 th Period Exam	Make-up Sessions in Mini-Auditorium 9:30a-2:15p	9:15a-10:45a 7 th Period Make-Up Exam Time	
11:35 – 12:05	Review/ 1 st Lunch (Math, SS, ROTC, Band, Chorus)	Review/Lunch A (Math, SS, ROTC, Band, Chorus)	9:30-11:00: 1 st and 2 nd Period Make-Up Exam Time **Students can eat 1 st Lunch & Resume Schedule**		
12:10 – 12:40	Review/2 nd Lunch (ELA, WL, Sci, PE, CTAE)	Review/Lunch B (ELA, WL, Sci, PE, CTAE)			
12:45 – 2:15	3 rd Period Exam	6 th Period Exam	12:45-2:15: 3 rd and 4 th Period Make-Up Exam Time	**Students will report back to class after the completion of Exam**	

- Prom 2026 Reveal is posted for viewing, See WHS webpage, top of page, see yellow link.
- **Laptop Insurance:** Laptop Insurance is available for purchase. See WHS webpage, top of page, see yellow link.

Mark Your Calendar:

To See Bell Schedules visit Westside Webpage (see yellow link at the top of the page)

Monday, December 15, 2025 - **Exam Bell Schedule**

- Exam Periods: 1st, 2nd, and 3rd
- December 15 @ 5:00 pm: School Council (Virtual Meeting Link /[Click Here](#))
- HUB Students do not report to Westside on Monday the 15th

Tuesday, December 16, 2025 – **Exam Bell Schedule**

- Exam Periods: 4th, 5th, and 6th

Wednesday, December 17, 2025 - **Exam Bell Schedule**

- Exam Period: 7th
- Make-Up Periods: 1-4

Thursday, December 18, 2025 – **Exam Bell Schedule**

- Make-Up Periods: 5-7

Friday, December 19, 2025 – **Exam Bell Schedule**

- **Early Release (Dismissal @ 12 Noon)**

Saturday, December 20, 2025

- N/A

Important Updates:

- Senior Dues and activities are posted on WHS webpage, top of page, see yellow link.
- Main Textbook/Laptop Distribution is done. If you're new to Westside or missed textbook and laptop distribution, please visit the media center any morning at 7:30 a.m. (Please be sure to return your laptop agreement form if you need a laptop).
- Laptop Insurance Sign-up link is available at the top of Westside's webpage in yellow.
- Code of Conduct Book Acknowledgment Sheets should be signed by parent and student, then returned to the homeroom teacher once they are sent home. Books were distributed during homeroom on August 27th.
- If you need to meet in person with a counselor, use the booking QR code which is located on the counseling page. Visit Westside's Website <https://www.rcboe.org/westside>; click on Staff and Departments, click on Counseling Department, then scan the QR code.

Save the Dates:

- Textbook Collection for (1st Semester Courses)
- Dec 19 End of 1st Semester/Early Release (all grades)
- Dec 22-Jan 02 Christmas/Winter Break
- Jan 05 Student Holiday/Professional Learning Day
- Jan 06 Beginning of Second Semester-Students Return to School
- Jan 13 Report Cards Go Home

Ongoing Reminders:**School Hours:**

- 7:25 AM - 2:15 PM
- Students are allowed to enter the building starting at 7:00 AM for breakfast in the cafeteria. Breakfast entries after 7:15 AM are for late buses only.
- Students should not be dropped off earlier than 6:50 AM; due to no supervising staff until 7:00 AM
- Students will not be dismissed early after 1:45 PM.
- During afternoon dismissal, students are expected to clear the building or report to their extracurricular activity, teacher for tutoring, etc., by 2:25 PM.

Attendance & Grades: Parents/Guardians can keep track of student's academic progress and attendance by visiting the Parent Portal via Infinite Campus.

Absences: Students absent due to illness must submit a doctor's note upon return. Parents/Guardians can submit up to 5 written notes per year to excuse absences. All excuses should go to Ms. Saulsberry, Attendance & Discipline Secretary, in the front office. Tardies cannot be excused by parents. Frequent absences may result in a SWARM Referral to the social worker. Daily attendance is essential!

Assignments: To keep track of students' learning objectives and determine assignments due when absent from school for any reason, visit the teacher's Class page and view the Week at a Glance (WAG). From WHS website (<http://westside.rcboe.org/>), see Staff & Departments, then click on the teacher's name.

Communication: Encourage ALL parents to stay connected by joining the teacher's class Remind account. Visit the Teacher's class page for sign-up details. Also, visit Westside's Webpage (<https://www.rcboe.org/westside>) and read the "Ways to Stay Connected with Westside High School" box. Be sure to periodically review Westside High School's main page for upcoming events/activities, as well as student highlights!

Dress Code: This is a reminder that all students are expected to follow the dress code guidelines. Hoods, leggings worn as pants, biker shorts, crop tops, short skirts, see-through clothing, pajamas, and similar items are not permitted (see posters around building). The full-dress code policy is available in the student code of conduct (www.rcboe.org); click on parents; then click Code of Conduct. Be sure to review other important sections such as bullying, weapons, and leaving campus without permission. Thank you for helping us maintain a respectful learning environment.

Edgenuity: Students scheduled for Edgenuity classes will not see a grade during progress report periods because the class is still in progress. It is important for parents to monitor student progress by reviewing the percentage complete. Students must complete 100 percent of the course (PERCENTAGE COMPLETE) and pass with a 70 percent or higher (OVERALL GRADE) in order to get credit for the class. Once the class is completed, the student must notify their school counselor to get the class added to their transcript for credit.

Free Tutoring:

Steps to Access available on Canvas Announcement Page

GA Tutors: Free resources, available around the clock, provide on demand tutoring and essay support to tackle any academic challenge. Sharpen skills with tailored assessments and practice problems, navigate college preparations, and get comprehensive admissions resources. Visit Student's Infinite Campus, sign-in, click on More, Click on SLDS Portal, then click on GATutor. From that site See in Red "Schedule Session"

Ga Tutors: Free groundbreaking program powered by Georgia Virtual Learning. Georgia-certified teachers with solid content area expertise provide one-on-one tutoring!

<https://www.gavirtuallearning.org/gatutor>

Immunization Records: Parent/Guardian(s) of 11th Grade Students who are missing immunizations (specifically the MCV4) will receive information from Nurse Gilmer regarding the missing immunization. It is vital for this to be taken care of as soon as possible. Failure to follow mandatory immunizations could result in your student being withdrawn from school. If you choose not to vaccinate, there is an affidavit that you can complete and have notarized. This form can be obtained from Nurse Gilmer. All immunizations or waivers must be completed as soon as possible and turned into the nurse. For questions and/or concerns please contact Nurse Gilmer at 706-868-4030 ext. 1111 or [email GilmeEl@BOE.richmond.k12.ga.us](mailto:GilmeEl@BOE.richmond.k12.ga.us)

Westside HS SRP Debit Card: SRP Federal Credit Union has partnered with RCSS to give back to schools! "Help your High School debit card, money is donated directly to our school. You can learn more at www.srpfcu.org/AffinityCards.

Lockers: Lockers are on sale for the cost of \$10. To purchase one, please see Secretary Mrs. Blume in the main office.

Lunch: Lunch is provided for all students at no cost. Students are **not** allowed to leave campus for lunch nor are they allowed to have any outside food delivered to the school.

Metal Detectors: At Westside High School, the safety and well-being of our students, staff, and visitors remain our top priority. As part of our continued efforts to maintain a secure learning environment, we will soon implement the use of metal detectors at certain entry points within the school. All students and visitors will be required to enter through the metal detectors upon arrival. To ensure a smooth and efficient screening process, students should remove their laptops and/or iPads from their personal belongings before passing through the detectors. Additionally, please be aware that student's personal belongings may be subject to search during this process. Your support is essential in helping us maintain a school community where students can focus on learning without concerns about safety.

Nurse Services: If your child has a chronic condition that requires nursing services, please contact Nurse Gilmer at 706-868-4030 ext. 1111 or email GilmeEl@BOE.richmond.k12.ga.us. Conditions may include Asthma (requiring inhalers), severe allergies (requiring Epi-Pen), Diabetes, Seizures, Sickle-Cell, etc. Remember, absolutely no students are allowed to carry any

medications without prior authorization.

Scholarships: Visit Westside's Website <https://www.rcboe.org/westside>; click on Staff and Departments, click on Counseling Department, then click on Scholarships. Students, when you receive a college acceptance letter and/or scholarship, please provide Ms. Thomas the 12th grade counselor with proof of acceptance and/or award. Westside tracks this information for Graduation Ceremony!

School Purchases: Many purchases within Westside will be cashless transactions. Students will need to create an account on MySchool Bucks to pay for certain items such as lockers and parking permits. For details on setting up an account, go to www.rcboe.org, click on parents, then click on My School Bucks.

Senior Early Release: This is a reminder to ALL seniors, who are on Senior Early Release, are expected to leave campus immediately after their last class. Students are not permitted to remain on campus. Failure to abide by these expectations could result in the Senior Early Release privilege being taken away for the identified senior.

Spotlight: Introducing Spotlight: Stay Informed About Your Child's Classroom Behavior.

Welcome to Spotlight, our new tool designed to keep parents informed about their child's behavior in the classroom. Spotlight is a part of Infinite Campus, our student information system, and provides a simple way for you to track and understand your child's classroom behavior reports.

- How Does Spotlight Help? Spotlight helps us create a supportive and encouraging environment for our students by making it easy to recognize and address their behavior. Parents and guardians can use Spotlight to:
- Stay updated on your child(ren)'s behavior.
- Support their growth and development.
- Communicate with teachers and school leaders about behavior concerns.
- How to Access Spotlight
- To access Spotlight, follow these simple steps:
- Log in to your Infinite Campus Parent Portal.
- Click on the new Spotlight button on your dashboard.
- Review your child's behavior reports.

If you need help accessing your Parent Portal account, please visit www.rcboe.org, click on parents, then click on Parent Portal.

Sporting Event Dates: To see the most current game schedules and scores, please visit www.rcboe.org, click on Staff and Departments, click on Athletics, then click on weekly schedules and scores. Be sure to visit Westside's Website for opportunities to purchase gear to wear to sporting events!

Student Absences: Students absent due to illness must submit a doctor's note upon return. Parents/Guardians can submit up to 5 written notes per year to excuse absences. All excuses should go to Ms. Saulsberry, Attendance & Discipline Secretary, in the front office. Tardies cannot be excused by parents. Frequent absences may result in a SWARM Referral to the social worker. Daily attendance is essential!

Student Drivers: Reminder students who drive must submit a signed Permit Form (from Secretary Mrs. Blume) in the main office, Driver's License copy, Proof of Insurance, and \$15 fee. Approved permits should be displayed in the rearview mirror or dashboard. Parking is only allowed in the student parking lot near the black box theater. Unauthorized parking or lack of a permit may result in towing, with random checks by the school resource officer.

Tardies: It is imperative that students report to class on time daily. Students have approximately 5 minutes to transition from each class. Students who accumulate excessive tardies will face disciplinary action and revocation of extracurricular activities.

Technology Policy: Parents and students, review the new code of conduct Rule 16, pertaining to cell phones, cell phone confiscation, and disciplinary action. No cell phones or devices are allowed in classrooms, hallways, or gymnasiums. Students' phones will remain invisible at Westside from Intake Bell to Dismissal Bell. Students will be able to use cellular devices at lunch. If you need to reach a student in an emergency, call the main office for assistance. Thank you for supporting Cell Phones Off, Learning On!

This week's inspiration:

"All our dreams can come true, if we have the courage to pursue them." – Walt Disney

We look forward to a great week at Westside High School, where Patriots W.A.R. that's to be Whole-hearted, Accountable, and Respectful! Have a Great Day!