

WESTWOOD  
ELEMENTARY  
SCHOOL



*Student Handbook*

2018-2019

# **Westwood Elementary School Handbook**

The information in this handbook was carefully created with the input of teachers, parents, and Williamson County School's policies and procedures and should be read and reviewed often. The following policies are intended to be a guideline for behaviors and expectations in our school environment and are not all-inclusive. The faculty, staff, and administration reserve the right to modify, interpret and revise these policies when needed to promote a safe learning environment for students.

The student handbook has been prepared to help answer many questions students and families usually have concerning the activities, procedures, and rules for the successful daily operation of Westwood. We believe that following these procedures will help us to have an orderly school environment conducive to learning.

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## Westwood Elementary School Team

### **Office**

Jill Hunt, Principal  
Julie Lankford, Assistant Principal  
Leslie Jones, Attendance Secretary/Registration  
Mona White, Bookkeeper  
Monica Willow, Nurse  
Haley Barnes, Office Assistant  
Brandon Bryant, School Resource Officer

### **Pre-K**

Janie Bengard, Teacher  
Kim Elliott, Teacher Assistant

### **First Grade**

Khearstynne White  
Tracey Corbin  
Richel McDonald  
Lindsey Noe

### **Third Grade**

Kerri McCullough  
Beverly Purvis  
Stephanie Tisdale  
Elise McGee  
Donna Bass

### **Fifth Grade**

Beth Bass  
Amanda Wilson  
Nychelle McKissack  
Felicia Mears

### **Interventionists**

Michelle Adams  
Kimberly Putnam  
Rachel Comer  
Jerry Crummer

### **Other**

Sarah Terrell, School Psychologist  
Suzanne King, Literacy Coach  
Holly Toensing, Mercy Counselor  
Emily Moore, Math Coach  
Crystal McCord, Gifted  
Rena Campbell, SACC Director  
Jessica Alberson, Coach

### **Related Arts**

Teresa Barnhill, Library  
Dana Forsythe, Library TA  
Kevin Beard, Computer Lab  
Frances McClanahan, Music  
Jennifer Davisson, Physical Education  
Robin Reding, Physical Education  
Andrew Schuster, Art  
Julie Warden, Guidance

### **Kindergarten**

Sara Sullivan  
Jennifer Upright  
Randi Oliphant  
Holland Roswell

### **Second Grade**

Lacie Garner  
Jill Pape  
Liz Mateer  
Virginia Baltz

### **Fourth Grade**

Christy Hyché  
Paula McCord  
Erin Jones  
Nina Graham

### **Special Education**

Karji Dunkle, Speech  
Julie Fischer, Speech  
Julie Gilbert, Teacher  
Fariba Rafipour, Occupational Therapy  
Rachel Lampley, Teacher  
Tammie Latreille, Teacher  
Jovonna Tate, Teacher  
Sandra Urban, Teacher

### **Teacher Assistants**

Jan Cornwell  
Holly Ryerson  
Joni Simms  
April Cassidy  
Linda Kennedy  
Jaime Brown  
Alice Hudgens  
Stacey Ozment  
Jennifer Mount  
Jessica Martin  
Carrie Sawyer  
Linda Anderson  
Judie Shaw  
Iona Tidwell  
Ashley Burlison

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# Westwood Elementary School

## Mission Statement

The mission of WES is to provide opportunities for knowledge to all students while nurturing the skills necessary for students to become lifelong learners and better understand their role as a citizen.

## Vision Statement

Westwood's vision is to inspire each individual to achieve limitless potential in a world yet to be imagined.

## Beliefs

- ❖ *students learn in different ways and we plan our instruction to support this belief.*
- ❖ *that a safe and physically comfortable environment promotes student learning and positive assessment results;*
- ❖ *that each student is a valued individual with unique physical, social emotional, and intellectual needs;*
- ❖ *that a student's self-esteem is enhanced by positive relationships, participating in decision making opportunities and mutual respect among and between students and staff;*
- ❖ *that teachers, parents, stakeholders, and community share the responsibility for the support of the school's mission and school policies*

## School Hours of Operation

8:50 AM -3:50 PM

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### Westwood Elementary School

7200 Tiger Trail

Fairview, TN 37062

Main (615) 472-4890

Fax (615) 472-4901

WCS Transportation, 615-472-4950

WCS Special Education, 615-472-4130

<https://www.wcs.edu/wes>

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## *Dear Families,*

My name is Jill Hunt! I am honored to be the principal of Westwood Elementary. I know we will have a fabulous school year! This will be my fourth year to serve as principal of an elementary school and my first year at Westwood. I am thrilled to help you and your child reach their fullest potential in school all while inspiring a love of learning from an early age. I have high expectations for our students to set them up for success in the future. It is my hope that WES will be both you and your child's happy place! I want you to know that I have an open door policy so please don't hesitate to call the school and ask for myself if you have any concerns or just need more information. I believe it is critical that we get to know each other this year! Education is a team effort and it takes families, teachers and administrators working together to get the job done! I am encouraging teachers to contact you frequently with both praises and concerns about your child so that together we can do what is best for your child. Please always start with your child's teacher when a concern arises. We want to be proactive rather than reactive. We also want to earn your trust! Please communicate with us to allow us to do so! 2018-2019 is going to be a great year at WES!!!!

Sincerely,

*Jill Hunt*

Principal



### **Arrival, Dismissal, and Traffic**

The Westwood staff attends daily to the safety and supervision of students as they arrive and are dismissed from school. The cooperation and proper consideration of traffic patterns, posted speed limits, and arrival/dismissal times are important factors in the safety of everyone during these times of high traffic volume.

#### **General Traffic Expectations**

- It is illegal to use cell phones in a school zone. Please, no texting, talking, or attending to your cell phone while in the car-rider line, or while being on school grounds.
- Courteous and safe behaviors are the expectation.
- Observe posted traffic signs and speed limits.
- Pedestrians have the right-of-way.
- Follow established traffic patterns.
- Park in the parking lot, not in the school's circular drives. These are the school's fire and emergency lanes, as well as the school bus lane.
- Do not park in the posted "staff appreciation" parking spaces. These parking spaces are reserved, 24/7, in recognition of an outstanding staff member's contributions to the success of your children.

#### **Arrival - Being at school, and being on time is critical to student learning and success!**

- School begins promptly at 8:50 a.m. Don't be late! Students who are tardy must be checked in through the school's office by their parent or guardian. Please park in the front parking lot and escort your child to the office.
  - School personnel are on duty, ready to supervise students at 8:35 a.m. Students are not allowed to be on campus before 8:35 a.m. The front doors will open at 8:35 AM.
  - Students **enrolled** in School Age Child Care (SACC) may arrive prior to the 8:35 a.m. time, and they must be supervised by SACC personnel.
  - Once students have entered the school they will proceed, **unescorted**, to their assigned areas to start their school day.
- \* There will be staff in the hallways monitoring, greeting and assisting any student who needs assistance!

***Mornings are very busy for the school's staff. Parents wishing to conference/speak with school personnel are advised to schedule an appointment, at another time. We understand sometimes you may need to speak to your child's teacher during this morning time from 8:35-8:50. If so you will need to check in if you have an appointment in the office for us to cover the teacher's class so he or she can come up the office to meet with you.***

**Car-rider drivers** enter the car-rider lane between 8:25, and 8:35 a.m. PreK students are to be dropped off separate from the car-rider line at the side of the building, closest to the PreK classroom. K-5<sup>th</sup> grade students are to be dropped off from the car-rider line in the front (new procedure) of the building. If a car has both a PreK student, and an older student, please drop them both off from the PreK car-rider line. Students should not exit their car until directed to do so by the staff who are duty.

- Students exit the cars and enter the building from the car-rider area.
- Drivers must stay in their vehicles while students exit the cars.
- Students and staff will enter the building from the car-rider area.

- Students report to their classroom to check in and then may proceed to breakfast if they choose.
- All parents/visitors wishing to enter the building must do so via the front doors of the school. Parents/visitors must produce a valid photo ID and sign-in at the school's office before entering the school. No exceptions.

**Bus-riders** enter the building through the school's back side doors. Students report to their classroom to check in and then may proceed to breakfast if they choose.

**Dismissal** – Students are dismissed at 3:50 p.m. Listed below are Westwood's procedures for daily dismissal.

- School is important and instructional time is limited. Require your child to stay in class until the 3:50 dismissal bell, even after special events such as class parties or assemblies.
- When picking students up at the end of the day, through the car-rider lane (kinder-5<sup>th</sup> graders), please do not arrive in the lane before 3:30 p.m.,

\*\*\*\*\* All those picking up students in the car rider line need to have a car rider pass displayed in their dash to ensure the appropriate person is picking up the student. These will be issued at ice cream social, open house and in the front office if one is needed after those dates.

- Once students are dismissed for the day they will no longer have access to their classroom to retrieve left behind and/or forgotten materials, supplies, or other items.
- Early dismissal (before 3:50) requires that the student be picked up **no later than 3:30**.
- **Transportation Changes** – Notify the Westwood \*office **no later than 3:15 by phone** if there are transportation changes that need to be made. Such changes are, or might include:

✓ A change in after-school transportation plans (*i.e. bus-rider to car-rider, car-rider to bus-rider, etc.*)

✓ A bus transportation change. These changes must be made by the parent/guardian, **in writing**, through the school's \*office. The request may be a signed note, fax, or an email. (*Transportation changes include requesting a student ride a different bus home, or that s/he be dropped off at an alternate location. Please DO NOT ask a bus driver to make transportation changes.*)

\*Westwood office: email - haley.barnes@wcs.edu Phone - (615) 472-4890 Fax - (615) 472-4901  
lesliej@wcs.edu

The Westwood staff is interested in the safety and welfare of our students and community. There are times when the unexpected happens, and/or emergencies arise. If, or when, those situations arise, and a student might need to be picked up late, or to leave early, please do not hesitate to contact the school's office (615-472-4890) for assistance.

### Assessment

Students in Williamson County Schools will participate in all assessments required by the State of Tennessee, as well as assessments generated by the school district, school, and classroom teachers. Students will participate in ongoing formative and summative assessments to allow us to differentiate and tailor our teaching strategies to meet the needs of your child. Examples include: exit tickets, quizzes, unit tests, STAR universal screeners, and benchmark assessments. Summative assessments typically take place at the end of the school year. They are utilized to guide the school in an overall approach for school improvement and to determine if individual students have met grade level expectations.

State Assessments		
Grade	Assessment Name	Description
Kindergarten	Kindergarten Portfolio	Work samples will be kept throughout the year to track progress of the progression of mastery of Tennessee State Standards skills.
Second Grade	Practice TCAP- Tennessee State Second Grade Assessment	Second grade students will take a math and reading assessments in late spring. Students will be assessed on Tennessee State Standards.

Third-Fifth Grade	TCAP- Tennessee State Assessment	Third-fifth grade students will take an assessment in the late spring. Students will be assessed on the Tennessee State Standards.
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### **Attendance**

Good attendance is critical to your child's success in school.

Be a HERO! Here. Everyday. Ready. On Time.

School begins promptly at 8:50 AM and dismisses at 3:50 PM. Students will be counted tardy if they arrive after 8:50 AM. Tardies do add up and once multiple tardies are acquired they eventually can be counted as a whole day absent. If your child leaves before 3:45 this will be recorded and also counted towards instructional time lost in the form of a tardy. Good attendance in school begins in elementary school. It is vital to your child's educational success in the future that he or she begins now exhibiting good attendance. If at any point in time your child does not want to come to school for reasons of lack of interest in school please contact your child's teacher. Here at Westwood Elementary we want to instill a love of school in each and every child that will stay with them throughout their educational journey. As a part of our PBIS program we will reward our students for having good attendance. We will giving away a bike in the form of a drawing every reward period for students who have had perfect attendance!

Consistent attendance and punctuality is a cornerstone of student progress and success. When students are repeatedly absent from school or are frequently tardy, they are at risk of missing explicit instruction and valuable purposeful practice guided by the teacher. We utilize every instructional day, hour, and moment to facilitate student understanding and mastery of the TN academic standards.

The new Tennessee Department of Education Accountability Regulations (ESSA) defines students as "Chronically Absent" after 18 absences per year, regardless of whether they were excused or unexcused. Students who accumulate 18 or more absences will be considered "Chronically Absent" and reported to the state. In accordance with the Tennessee Truancy state guidelines for schools, Williamson County Schools has implemented a three tiered system to monitor attendance. Parents will be notified as **unexcused absences** accumulate to proactively support truancy concerns.

- 3 unexcused absences: Parents will be contacted.
- 5 unexcused absences: Principal will meet with student and parents to create a plan to ensure consistent attendance.
- Additional unexcused absences will require the student and parents to attend a regional truancy awareness meeting hosted by the WCS truancy officer.

#### **Excused Absences**

Excused absences include: illness, death in the family, recognized religious holiday, doctor or dentist appointment, and/or emergency/exceptional circumstances with principal approval. As principal of the building, I have the authority to approve up to 8 absences per year (4 each semester) at my discretion. This includes absences for illness or trips. The Tennessee State Truancy Law (TN Code Annotated 496-3007) states that absences beyond 10 days per school year are automatically unexcused, unless medical documentation is provided to the school within 48 hours of the student's return.

#### **Written Documentation**

The Williamson County School Board Policy 6.200 requires written parental or medical documentation for all absences, tardies, and early dismissals. This documentation ensures that all school personnel are accurately informed about your child. All absences are considered "unexcused" until a note is received, preferably within 48 hours of the students return to school.

Parents may also send an email with all necessary information to the teacher or attendance secretary, Leslie Jones, [lesliej@wcs.edu](mailto:lesliej@wcs.edu).

Fax Number 615-472-4901 Absence notes should include:

- Child's name

- Teacher's name
- Grade
- Date of absence
- Reason for absence
- Parent/guardian signature
- Doctor's note attached (if applicable)

**Family Trips**

In response to the New Tennessee Department of Education Accountability Regulations, WCS schools will be more conservative than in the past regarding excused absences due to family trips. Please schedule trips during school breaks.

October 15-19                      Fall Break  
 December 24- January 4       Winter Break  
 March 18-22                       Spring Break

Family trips taken when school is in session will not be excused, except for extenuating circumstances which will require approval from the principal.

Below you will find the District Progressive Truancy Intervention Plan.

District Progressive Truancy Intervention Plan

Criteria	Actions
Monitor Attendance	Student attendance should be reviewed at least bi-monthly by the administrative team.
3 Unexcused Absences	Staff member or teacher makes contact with parents or guardians.
12 excused Absences	School administration makes contact with parents or guardians.

Tier 1 - After 5 Unexcused Absences

Criteria	Actions	Parent/ Student Actions
After 5 Unexcused Absences	Principal or principal designee will meet with the student and the student's parents or guardians.  Will create an attendance contract that lasts no longer than 45 school days.	Principal or principal designee will establish regularly scheduled follow-up meetings to monitor progress.

Tier 2

Criteria	Actions	Parent/ Student Actions
If student continues to accumulate unexcused absences, then Tier 2 interventions will be implemented in addition to Tier 1 interventions.	School employee will conduct an individualized assessment to evaluate the reasons the student has been absent from school.	Parents or guardians will be required to attend a monthly truancy awareness meeting hosted regionally by the WCS Truancy Intervention Officer.

Tier 3

Criteria	Actions
If student continues to accumulate unexcused absences, then Tier 3 interventions will be implemented in addition to Tier 1 and Tier 2 interventions.	School-based truancy board will evaluate the progress of the student and determine which next action is appropriate for the student: <ul style="list-style-type: none"> <li>• Refer the student to juvenile court for truancy</li> <li>• Refer the student back to Tier 2 and continue the current intervention plan.</li> </ul>



- Students 18 years and older may be denied the privilege of participating in the school graduation ceremony and other senior activities.

### ***Bus***

Proper conduct while waiting for the bus, or riding on the bus is required at all times. Students who break the bus rules or distract the driver from his/her duties are subject to discipline measures that may result in loss of bus privileges or suspension.

Please click on the link below to the district School Bus Rules:  
<https://www.wcs.edu/district/departments/transportation/bus-rules/>

Supervision of children at the bus stops before the bus arrives in the morning, and after the bus delivers the children in the afternoon is the responsibility of parents. When the children are aboard the bus, the driver and other school personnel will be responsible for their supervision.

### ***Cafeteria***

Westwood's cafeteria offers nutritious meals at breakfast, and lunch, on school days, at a minimal cost. Ala carte menu items may also be purchased if the student has money in his/her account. Parents wishing to not allow their children to purchase ala carte items may contact Westwood's cafeteria manager, at (615) 472-4895, to block the purchase of ala carte items. **Please note, the cafeteria is closed (no lunch or breakfast) on school  $\frac{1}{2}$  days.**

**Breakfast is not served on days that school starts late or has a delayed start due to weather.**

#### **General information:**

- Keep lunch account balances up to date.
- To track your child's lunch account, or to add money to their account, go to: <https://family.titank12.com>
- When sending money for school breakfast or lunch, please send a check. Place the check in an envelope with the child's name, and the teacher's name clearly marked on the outside. If you have more than one child at Westwood, clearly indicate how the money should be applied to the student accounts.
- Parents, if you wish to join your child for lunch please call ahead and let the office know. You will need to check in at the office and obtain a visitor pass. Please enjoy your lunch at the designated family table. You will need to say your farewells as your student lines up to return to class. Also, be advised that no outside commercial (Sonic, McDonalds, Subway, etc.) meals are permitted. Lunch visitors are limited to legal guardians and emergency contacts only. **CELL PHONES MAY NOT BE USED OR OUT IN THE CAFE TO PROTECT OTHER STUDENTS PRIVACY.**
- Westwood participates in the Federal School Lunch Program, and students of eligible families are afforded school meals at a free, or reduced rate. Please inquire about this program in the school's office and complete the required form, or go to <https://family.titank12.com/> to apply online.
- K-5<sup>th</sup> grade students who eat breakfast at school should check into their homeroom first upon arrival at school and then proceed to breakfast. Please be mindful of arrival time to allow your child to have ample time to eat breakfast. Breakfast is not served after 8:55. We will make accommodations if a late bus arrives to allow your child time to eat.
- Pre-K students eat breakfast in their classrooms. Pre-K students report directly to their classroom, from the Pre-K car-rider line.
- Sack lunches are permitted. Please send items that can be easily managed by your child.
- **Lunch** is served from 10:30 - 1:00, daily. Please check with the school's office or your child's teacher for your child's scheduled lunchtime. Note that all classroom teachers allow students a snack time each day.

<i>Prices:</i>	Regular	Reduced	Adult
Breakfast	\$2.00	30c	\$2.00
Lunch	\$2.90	40c	\$3.50

### **Change of Address, Phone, Employment or Emergency Information**

Please contact the school at your earliest convenience if you change your email, address, phone, employment, or emergency contact information. There may come a time when there is an emergency involving your child. It is vitally

important that the school have the correct information when trying to reach you! In the event we are unable to reach you, we will resort to the emergency numbers you have listed on your enrollment form, and/or calling the appropriate emergency personnel. *(Westwood is not responsible for costs incurred in the event emergency services are called.)*  
Keep all information current!

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### ***Clinic***

Westwood Elementary is staffed with a full-time registered nurse, who is prepared to administer limited basic care to our students as the need arises. The school nurse will make reasonable effort to evaluate students who are in the school's clinic to determine if they are able to return to class. If your student is not able to return to class, the nurse will contact you to pick up your child. The school clinic is not available to provide extended, or all-day care to a sick or injured student, nor is it a treatment center.

Students come to the clinic for a wide variety of reasons. Not all clinic visits by a child result in a phone call to a parent. Please arrange with the nurse if you would like notification of all clinic visits by your child.

It is important that the school have up-to-date contact information for each child attending Westwood, and current emergency contact information as well. If an emergency arises, and the nurse is unable to reach a child's parent, emergency contacts will be notified, and/or emergency personnel/services. Westwood is not responsible for costs incurred in the event emergency services are called.

### **Physicals and Immunizations**

The Tennessee School Immunization Law requires all students have a medical physical, and are immunized **before** attending school. If the student does not have a certificate of immunization, s/he will not be allowed to enroll in school. Please contact the school nurse for more information.

### **Medications**

Medication procedures are consistent with State of Tennessee Law TCA 49-5-415 and are implemented in schools countywide. For more information, contact the school nurse at (615) 472-4899.

#### **General guidelines:**

- Only parents and responsible adults may handle medication in the school environment. Students are not allowed to be in possession of over-the-counter/prescribed medications in the school environment. *(Exceptions to this might be made for rescue inhalers. Speak to the nurse and administration if seeking permission to carry a rescue inhaler.)*
- Parents must complete an authorization form for school personnel to administer medication. If the medication is routinely administered at school, the prescribing doctor must also sign the form.
- All medication administered at school must be in the original container and labeled accordingly.
- All health related issues and dispensing of medicine must take place in the school's clinic.
- Medications will not be dispensed past the expiration date printed on the bottle/container.
- Medications that are not picked up by the end of the school year will be destroyed.

### **Head Lice**

Williamson County School Board Policy 6.4031 states "Pediculosis (head lice) in the school setting is governed by the rules and regulations of the Tennessee Department of Health." Because head lice is a communicable disease, please be advised of the following:

- Students will be checked for head lice by the school nurse when demonstrating symptoms of infestation.
- When lice or nits are found to be present in a child's hair the parent is to be contacted and informed how to care for this problem. Parents of students with live lice or an active infestation will be asked to pick up their child as soon as possible to begin the treatment process.
- The student may return to school only after the hair has been treated appropriately and the parent presents to the principal or school nurse proof of treatment, a release from the Health Department or a health care provider, or after satisfactory examination by the school nurse.
- Upon return to school the student shall be checked by the school nurse on a regular basis until no presence of active infestation can be found. This procedure may continue on a weekly basis until the hair is free of active or live lice infestation.

### 5<sup>th</sup> Grade "Always Changing - About You"

Parents of 5<sup>th</sup> grade students - In the springtime of each school year 5<sup>th</sup>-graders are offered the puberty education program, "Always Changing - About You." The program provides factual information regarding puberty and maturation. The objective of the program is to introduce the students to the anatomy of the reproductive system, the anticipated physical changes associated with puberty, and to promote health and well-being through personal hygiene. This program has been a trusted curriculum source for puberty education among school nurses and health educators for many years. It is designed to provide fifth grade students with a broad overview of the beginning stages of puberty. Watch for more information about this program, and when it will be offered to the 5<sup>th</sup>-grade students at Westwood. For questions, contact our school nurse, or school counselor, at (615) 472-4890.

### WILLIAMSON COUNTY SCHOOLS ILLNESS POLICY

Westwood Elementary is interested in keeping all of our students healthy and in school. One way to accomplish this is to prevent the spread of illness. If your child is not feeling his/her best, please use the following guidelines to determine whether he/she should be in school.

	<b>Child should not be at school or in contact with other children:</b>	<b>If child feels well enough, he/she may attend school:</b>
Runny nose	Cloudy or yellow/green discharge with congestion, fever	Clear drainage as with allergies
Cough	Frequent or uncontrollable, producing mucus or accompanied by fever	Infrequent, no mucus is being coughed up and/or child has been on antibiotics for at least 24 hours before returning to school, no fever
Fever	If temperature is above 100.4 F or if symptoms of headache or cough accompany any elevated temperature.	If temperature is below 100.5 for 24hrs without taking a fever-reducing medication and there are no other symptoms
Diarrhea or vomiting	One episode of vomiting/more than one occurrence of diarrhea	Single incident of diarrhea and no other symptoms (i.e., fever, vomiting); must be 24 hours after the last episode of vomiting
Strep throat/Scarlet Fever	Sore throat, headache, nausea, fever (children do not always have fever or complain of a sore throat.) The only way to rule out Strep is with a throat culture.	After 24 hours on antibiotics and fever free for 24 hours
"Pink eye" Conjunctivitis	Eye is red with complaint of burning or itching; crusty, white or yellow drainage is occurring	Bacterial conjunctivitis: after 24 hours on antibiotics Viral conjunctivitis: with a note from the Dr. stating no longer contagious
Rash/Skin infection	Any child with rash or signs of skin infection not having been evaluated by doctor	Rash free/written release from doctor/after 24 hours on antibiotic for skin infection
Chicken Pox	Itching with pink/red spots with blister-type center, fever	Lesions crusted over and dry, no fever
Flu	Fever/temp above 100 with accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting, or diarrhea	After fever free (less than 100.5 F oral temp) for 24 hours without having been given fever reducing medication or release from physician if diagnosed with any type of flu

## **Communication and Family Involvement**

Families are strongly encouraged to communicate with their child's teacher throughout the year. Westwood Elementary believes that parents are children's' first teachers; therefore it is vital that lines of communication remain open and are frequently used. Please communicate both concerns and praise to your child's teacher through notes, phone calls, and or emails. Teachers will communicate with you daily your child's behavior and or assignments through the red Westwood communicator folder. Students in grades 3-5 will have agendas in addition to the communicator folder.. Please sign and check daily. Remember if you have a concern or issue we ask that you start with the teacher first to insure you get first hand information. If you feel you still have concerns please email the principal and or assistant principal. We want to resolve conflicts, concerns and or any questions you may have! We value parental input. Let us know if you have any suggestions and or concerns to help us improve our school!

Note: If you have a pressing need, please call the school's main number (615-472-4890) for assistance. Staff all check their email and voice messages, daily, but they typically check it at the beginning and ending of the school day. Time sensitive information needs to be channeled through the school's office.

### Channels of Communication:

<b><i>Blackboard Call-out System</i></b>	Most of the home/school communications will arrive via the WCS school's call-out system. Notices and reminders of school wide events, weather delay/information, PTO events, and general information will arrive through a phone call and/or an email. If you do not receive email, please contact the school's secretary to make arrangements to obtain hard copies of school communications.
<b><i>Phone</i></b>	-Staff have phone access in every classroom. When contacting staff please expect a response within 24 hours, when school is in session.
<b><i>Email</i></b>	All staff have email and it is often used to communicate between the home and the school. Please be advised that email is not confidential. When contacting staff please expect a response within 24 hours, when school is in session.
<b><i>School Calendar</i></b>	School wide events are placed on the school calendar so that they may be easily referenced throughout the school year. The school calendar is located on our school website. The calendars arrive via the Blackboard call-out system, and are updated as needed.
<b><i>Class/Grade Level Newsletters</i></b>	Teachers send out a weekly newsletter/information page that is specific to their grade level, as well as PTO News, field trip permission forms, etc. Checking your child's communicator folder and or planner is an important, daily activity, which will help keep you informed about what is happening at school, and in class.

<b><i>School/Home Communications</i></b>	All classroom teachers have some system for communicating with parents. Some students manage a school planner, teacher might use the DoJo app, while others carry a homework/school notes folder. Please make sure to check your student(s) backpack, daily, for notes from the teacher, and to view his/her homework assignments.
<b><i>School Twitter Page</i></b>	@wcsWESjill
<b><i>School Sign</i></b>	Upcoming school events and happenings are posted

**FAQS:**

**Transportation & Nurse Notes** Please write notes about transportation changes, or medical excuse notes on an individual piece of paper. Transportation and medical notes go to the office so they should not be entered in, or attached to student planners or student agendas.

**Confidentiality** - It is important that student information be held in confidence. Please understand that staff will only speak to you about your child, whether that be in discipline situations, clinic visits, or any other information that is not public knowledge.

**PTO** - Westwood's PTO maintains a website. Please visit the website for PTO information, and how to join or volunteer. <http://westwoodpto.com/>

**Discipline - Positive Behavior Incentive System**

Westwood Elementary implements a school wide behavior matrix in accordance with a positive behavior incentive system model. Students will be rewarded every 5-7 weeks for exceptional behavior (including but not limited to): behavior, attendance, and homework completion. WES will communicate and track student behavior through the Behavior Passport located inside the red communicator folder (front inside clear pocket). Families are asked to check the folder each night and initial the behavior passport to ensure families know what kind of day their child had.

- A happy face indicates a good day with little to no problems.
- A sad face indicates multiple issues occurred.
- When serious issues of concern occur in class the Westwood staff will also couple the sad face with a phone call or email/note home to give more of an explanation.
- A discipline report will be issued when extreme behaviors occur such as but not limited to: harming others, repeated defiance, and willful destruction of school property. When a discipline report is issued to a child the child automatically loses their reward period. Discipline Reports are to be signed and returned to the school to keep on file.
- Students who receive 3 strikes in one column (attendance, behavior, or homework) will not be able to attend the reward. Columns are not added together. A child can have 2 bad days and forget their homework twice and still be able to attend the reward! \*The first reward period we do allow 4 strikes to help students learn the system for each column.
- Students who do not earn the reward period will spend the hour on award day in a study hall with their peers.

We have 5 rally and reward PBIS days planned for Westwood Elementary School students this year! We know students will look forward to being rewarded with fun, enriching, and exciting activities each reward period for making good choices. Each afternoon of our rally and reward days we will host a rally. The rally will be a time for us to recognize students for making great choices! ALL STUDENTS WILL ATTEND THE RALLY! We will recognize a "Top Tiger" from each grade level. Students will be able to participate in fun games and relays with staff! Each child who has had perfect attendance for the reward period will have their name entered into a drawing for a new bike, provided by our PTO. The Westwood Elementary School Behavior Matrix sets expectations for all areas of the school. Please review the matrix with your child. The matrix is posted throughout the building to remind students of the expectations for each area.

	Related Arts	Hallways	Playground	Cafeteria	Restroom	Technology	Assemblies	Attendance
<b>Respectful</b>	-Be an active listener -Work quietly -Use kind words -Follow directions the first time asked -Raise your hand to speak -Be a friend	-Quiet -Walk on the right side of the hallway -Hands to side/ do not touch walls -Follow directions	-Invite others to play with you -Share -Take turns -Use only kind words -Be a good sport -Help each other -Be a friend	-Let anyone sit by you -Listen to all directions -Say please, thank you, and chew with mouth closed -Quiet in lines -Follow directions the first time asked	-Give others privacy -One person in each stall -Wait your turn	-Be gentle with the device and handle with care -Only use when it is your turn and with teacher permission	-Enter and leave quietly -Clap and cheer at appropriate times -Sit quietly -Listen to and watch person performing	-Be ready to learn
<b>Responsible</b>	-Do your homework -Do your classwork in a timely manner -Keep your area (desk) neat and tidy	-Walk quietly in a straight line	-Leave all outside items outside -Take care of toys and equipment -Play by rules -Control temper	-Get everything you need in line -Talk quietly to people sitting around you -Clean up your space -Eat your food -Keep your hands and feet to yourself -Use your time appropriately	-Flush the toilet -Wash hands -Use water only for handwashing -Throw trash away properly -Let teacher know of any mess or problem	-Keep up with usernames and passwords -Do only what you are told to do on the device and or website	-Sit on your bottom -Keep your eyes on the performance -Stay with your teacher. -Line up with your class when it is time to leave	-Be on time each day to school  -Be at school everyday  -Send in a note or email documenting absences. (doctor or parent note)  -Complete makeup work
<b>Safe</b>	-Keep hands, feet, and things to yourself -Walk -Put trash in trash can -Follow adult directions -Resolve conflicts peacefully	-Keep hands and feet to self/ hands to side -Walk facing forward -Go directly to your destination when travelling down the hall	-Keep hands, feet, and things to yourself -Stay where teacher can see you -Use all equipment the way you should -Listen for your teacher -Resolve conflicts peacefully	-Walk at all times -Clean up anything you spill -Raise your hand for questions -Sit on bottom/ legs under table -Remain seated -Resolve conflicts peacefully	-Keep your feet on the floor and hands to yourself -Use restroom as intended -Wash hands with soap	-If holding, use two hands and walk carefully	-Keep feet on the floor without stomping them -Keep your hands to yourself	-When sick stay home and get well soon!

The school will follow district board policy and procedures when serious offenses occur. Note that the principal and or assistant principal will be in touch when students have repeated behavior problems in the classroom. WES seeks to reward students who make good choices!

#### General Expectations for Student Behavior:

- \*Students shall accept responsibility for their own behavior.
- \*Students shall not interfere with learning and teaching.
- \*Students shall maintain appropriate dress and hygiene.
- \*Profanity and/or use of socially unacceptable language are prohibited.
- \*Bicycles, scooters, wheelies, or skates are not permitted to be used on school grounds unless approved and supervised by a staff member.
- \*All members of the Westwood community shall respect each other's rights and property.
- \*Students need only bring items to school which are necessary for their learning.
- \*The school will not accept responsibility for personal items which are lost, stolen or damaged.

\*Students shall refrain from acting in such a manner as to expose themselves, or others, to humiliation, risk, or danger of harm or injury.

### **Corrective Measures**

Any behavior or inappropriate language which causes the learning atmosphere to deteriorate, be disrupted, or which infringes upon the rights of others will not be tolerated and will subject the student to corrective measures. All rules and expectations are also applicable to students as they travel to, and from, school.

**Corrective measures may include, but are not limited to, the following:**

- \*Teacher-student conference
- \*Loss of privileges or preferred activities (Reward Period)
- \*Time-out in the classroom or office
- \*Communication with parent via email, a note, telephone, or conference
- \*Referral to the counselor
- \*Office referral
- \*Written behavior plan
- \*Suspension
- \*Expulsion

**Students may be suspended or recommended for expulsion for the following:**

- Students using life threatening language, of any description, rather it be "joking," or a slip of the tongue, **may be suspended from school**. Threatening language might include, but is not limited to "I could have killed...", "I'll murder...", "I have a weapon to ... out," and/or using violent language which might be found in video games or movies.
- Continued willful and persistent violation of school rules.
- Open and persistent defiance of proper authority.
- Willful destruction or defacing of school/personal property, of those assigned/attending the school.
- Violence, or threatened violence.
- Behavior which is harmful to the welfare, safety, or morals of other pupils.
- Possession or solicitation of a weapon or like instrument. (This includes pocket knives, ammunition and items which mimic weapons.)
- Sale, possession, or use of tobacco, alcohol, drugs, drug paraphernalia, or controlled substances.
- Robbery
- Assault

Please access the Williamson County Schools website for detailed information on **suspension and expulsion**.

<https://www.wcs.edu/pdf/boe/policies/6316.pdf> <https://www.wcs.edu/pdf/boe/policies/63032.pdf>

### **Bullying**

Bullying, as defined by Tennessee law - Any act that substantially interferes with a student's educational benefits, opportunities or performance. Bullying is: (1) repeated, (2) intentional harm, (3) and, against someone perceived with less power. Bullying has the effect of: (1) Physically harming a student or damaging a student's property, (2) knowingly placing the student or students in reasonable fear of physical harm to the student, or damage to the student's property, (3) causing emotional distress to a student or students, (4) or, creating a hostile educational environment.

Bullying, and related behaviors are unacceptable, strictly prohibited, and will not be tolerated. Bullying behavior must be reported and will result in disciplinary action, up to and including suspension or expulsion. If you, or your child believes he/she is being bullied, please report it to your child's teacher, school counselor, or school administrators.

For more information on School Board Policy 6.3032, access this link:

<https://www.wcs.edu/pdf/boe/policies/63032.pdf> Families may also report bullying to a WCS toll free tip line. The toll free number is 1-855-284-0669. Incidents can also be reported via email at [bullying@wcs.edu](mailto:bullying@wcs.edu).

### **Zero Tolerance Offenses**

State Law and/or Williamson County Board of Education have classified certain offenses as requiring a mandatory one calendar year suspension upon a determination by the principal that a student has committed one of these offenses

(drugs, drug paraphernalia, alcohol, weapons, assault) commonly referred to as zero tolerance offenses. Please access the Williamson County Schools website for detailed information on Zero Tolerance. (6.309)  
<https://www.wcs.edu/pdf/boe/policies/6309.pdf>

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### **Emergency Drills**

The safety of your child is one of our greatest concerns. It is difficult, if not impossible to plan for every possible emergency scenario. We have emergency plans for fires, tornadoes, and intruder/suspicious situations and they are summarized below. Additionally, we have a School Resource Officer (SRO) who is on campus, daily. We will be watchful and vigorous in our efforts to provide a safe learning environment for our students. Your help and support of our rules is always appreciated!

**Fire Drills** - Fire drills are conducted monthly, at varying times of day. When the alarm is sounded, everyone exits the building in a quiet and orderly fashion.

**Tornado Drills** - Tornado drills are routinely conducted during the school year. Students practice moving to their assigned area and kneeling with their heads' covered.

**Intruder/Suspicious Situation** - Intruder drills are practiced periodically throughout the school year. Staff and students are given directions on how to proceed as the drill unfolds. In a real emergency, procedures are: (1) Appropriate authorities will be contacted. (2) Staff members will receive directions on how to proceed. (3)The school will be "locked down" until the situation is resolved.

If, as a member of the community you become aware that a situation is developing in the neighborhood, pick up the phone and call Westwood, (615) 472-4890, to alert us to the situation. Phone calls from community members might be the school's first notification of a situation developing in the vicinity!

### **Emergency Closing, Delays, or Early Dismissal**

The Director of Schools, or a public relations designee from the district, will use the phone system to notify you of emergency closings or delays. Please make sure to keep your contact information up-to-date!

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### **Field Trips**

**Field Trips** are designed to enhance our students' experiences and to extend the learning of the classroom. Prior to each trip, you will receive information from your child's teacher regarding the purpose and schedule of the trip, and any required materials (*i.e. fees, sack lunches, special permission, etc.*) Each child is responsible for ensuring that all these materials are accounted for. Not making these preparations may result in your child missing a particular field trip. If fees are involved, please contact your child's teacher, or the office if financial assistance is needed.

**Field Trips are a privilege.** Responsible and courteous behavior is expected throughout the trip. Students must demonstrate safe and responsible behavior on a regular basis, in school, in order to earn the privilege of attending field trips with their class. Field trip privileges will be revoked for those students who do not consistently demonstrate the expected behaviors while in school.

#### **Protocols:**

- Chaperones for field trips will be Tier III Volunteers.
  - Students participating will ride the school bus to, and from, the trip.
  - Chaperones - please do not bring younger children, and/or student siblings along on a field trip. The field trip is designed around classroom instruction which is appropriate and applicable to the age of the students scheduled for the field trip.
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### **Homework**

Westwood Elementary School believes that parents are our partners in education. Through a shared responsibility between the child, teacher, and families students can reach their fullest potential. We encourage you to read to or with your child every night for twenty minutes. Students must complete their homework each night. Most teachers will only assign homework Monday through Friday with a time limit not exceeding the Williamson County Board Policy limit. We believe it is vital to your child's educational success that good homework habits begin in elementary school to instill in your child responsibility and ownership in their own education. If at any point in time your child becomes frustrated with their homework please contact your child's teacher. Each nine weeks students will be rewarded for



their exceptional behavior. If a child does not complete his or her homework three times within a 9 week period he or she will not be able to attend the planned rewards for that period. Note that the principal will have the discretion to waive any extenuating circumstances. If your child does not complete his or her homework repeatedly the teacher and or principal will be in touch to discuss how to remediate this issue.

The following information is intended to give you a guideline of the homework expectations for your child. Students who are in K-1st grades might spend 20 minutes an evening on homework. Students who are in the 2<sup>nd</sup> -3<sup>rd</sup> grades should expect about 40 minutes homework, and 4<sup>th</sup>-5<sup>th</sup> grade students might have up to an hour's worth of homework, nightly. At times teachers will assign enrichment activities or projects that might require some parental help or support, but this should be the exception, and not the rule. Typically, when assignments such as these are given, the teacher will allow an extended amount of time for the project to be completed.

Lastly, homework is an important part of your child's learning and her/his grade. You can best support your child in homework completion and school success by having high expectations for your child's learning, making sure he/she has a quiet, well-lit place to study and do homework, and one that is free from distractions and interruptions. It is also helpful to make TV and video games a weekend activity, instead of a school night activity. Ensuring your child is well rested and has nine to eleven hours of sleep each night will also contribute to his/her learning and success in school.

If you have questions, please contact your child's teacher.

Please note:

- Assignments that are not completed during class will be added to homework if class time is not used wisely.
- Homework will be less, or not assigned on special evening event nights such as reading night, music programs, etc.
- Homework will not be assigned the day before a school holiday.
- Students who are absent will have one day, for every day absent, to turn in the make-up work.
- Make-up work can be requested if the student will be, or has been, absent for two or more days. When requesting work, the teacher needs a day's notice to prepare assignments.

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### **Learning Difficulties**

If you know of a child between the ages of birth to 22 years, who may be experiencing difficulty learning, the Williamson county Board of Education, Student Support Services Department may be able to help. Contact this office at (615) 472-4130 if there is a concern about a child's development and learning.

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### **Legal Issues, Parenting Plan, Custody**

Westwood staff have no knowledge of custody issues, court orders, restraint orders, or any other legal issues and/or paperwork regarding students unless notified by parents. Students who are not residing with both parents must have a Parenting Plan, and it must be on file, at the school. If there are legal issues regarding your child or family, please notify the school, bring in any/all legal papers in their entirety, and keep the school updated if/when changes are made.

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### **Lost and Found**

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are placed in the school's *Lost and Found* area. Unclaimed property is donated to a charitable organization at the end of each semester. Please check the school's lost and found area regularly, especially if your child is missing clothing and/or other items.

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### **Moment of Silence** (TCA 49-6-1004)

In order for all students and staff to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them during this time, but shall maintain silence for the full time. It is lawful for any teacher in any of the schools of the state to permit

the voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

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### **Parties and Treats - Classroom**

#### **Parties**

Classrooms may have two parties per year one at the end of the first semester, and one at the end of the school year. The classroom room parent will contact volunteers to assist in the planning for parties and signing up parents to attend class parties. Parent volunteers for classroom parties will be limited and must sign up ahead of time to attend to ensure school safety. Parties will last thirty to forty-five minutes.

*\*Planning treats and food items - Treats supplied must be transported, stored, and served in a manner to prevent contamination or adulteration. Those supplying food items must comply with rules and guidelines concerning known food allergies of children in the classroom. In order to accurately assess the ingredients in the food, please provide store-bought food items, in the original container/wrapper, with the listed ingredients and nutritional values listed.*

#### **Birthday Celebrations**

**IMPORTANT Note:** Students often enjoy celebrating their birthdays by bringing treats to share with their entire class. In an effort to abide by the WCS Wellness Policy, as well as to address the increasing number of students with food allergies or diabetes, we are asking all parents wishing to acknowledge and celebrate their child's birthday to send **only** non edible tokens to distribute to your student's classmates. Those tokens might be pencils, bookmarks, erasers, stickers, and other such tokens. Parents may also consider donating a book to the library with the child's name in it, or donating an educational game that can be played when the weather doesn't allow for outside recess. Students wishing to hand out invitations to their private/at-home party must plan to do so outside of the school day, and off school property. Discretion is requested in situations where not all children are able to be included on the invitation list.

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### **Parent Teacher Organization (PTO)**

The **Parent Teacher Organization (PTO)** meets regularly throughout the school year. This group works to raise funds for the school and to organize different events to benefit our students. The PTO is made up of the elected PTO Board, from which event/activity committees evolve, **and YOU**, the patrons of Westwood. Some of the major activities this group directs are the Santa Breakfast, appreciation week, and movie night. PTO is always in need of volunteers! Can you help with some, or all of these projects? Follow this link for information on how to become involved. <http://westwoodpto.com/>

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#### **Pets**

Pets are not allowed in school, or on school grounds without the permission from the administration.

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### **Pledge of Allegiance** (TCA 49-6-1001)

As required by the WCS School Board, students will recite the Pledge of Allegiance to the flag each day at a designated time. No student will be compelled to participate in such exercise if the student or the student's parents or legal guardian objects on religious, philosophical or other grounds. Students not participating will remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

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#### **Recess Guidelines:**

- Basic courtesy, good sportsmanship, and friendly behavior are expected.
- "Is it safe?" is the governing rule on the playground. If the answer is "no", "maybe", or "I'm not sure", students should not be participating in the activity.
- Students must stay in the view of the staff members on duty at all times, and they are to remain on the school's groomed playground areas.
- Students must use the playground equipment as it was intended to be used. (For example: children slide down the slides, feet first- swings should be sat on as one would sit in a chair and swinging will be backward and forward, not side to side - the basketball hoops are for shooting basketballs in, not hanging on, etc.)

- Soccer and other games that involve running, or the use of a ball for throwing or kicking should be done on the athletic field.
  - Only non-contact sports/activities may be played. No tackling, dog piling, pushing, etc. is allowed.
  - Throwing objects other than appropriate playground equipment is strictly prohibited.
- Games and activities will be governed by universally/traditionally accepted rules. (For example: the soccer goalie is the only player allowed to put his/her hands on the ball, basketball players must dribble the ball while running down the court, when one loses s/he goes to the back of the line, no "cuts", etc.)
  - Avoid water puddles, mud, or other areas that are unsafe, or will result in wet or dirty clothes.
- Students choosing to not play cooperatively will be directed to find another playground activity for recess time.
  - When students are signaled in, all activities stop and students WALK to their line and line up quietly.

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### **Related Arts Classes**

Enrichment Class	Teacher	Special Activities in this Class
Art	<i>Andrew Schuster</i>	Painting, Creation of Variety of Art Pieces
Guidance	<i>Julie Warden</i>	Career Day, Check in Check Out, Counseling, Career and College Readiness Curriculum
Library	<i>TereSa Barnhill</i>	AR Parade, Checking out Books, Exploring a Variety of Texts and Medias, Read Me Week, Book Fairs
Music	<i>FrancE S McClanahan.</i>	Exploration of playing a variety of musical instruments, Sing Along, Talent Show, Chorus
Physical Education	<i>Jennifer DaviSSon, Robin Reding</i>	Field Day, Curriculum in Variety of Sports,
Computer Lab	<i>Kevin Beard</i>	Digital Citizenship, STEM Activities

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### **Response To Intervention**

Response to Intervention (RTI) is an assessment and intervention process for monitoring student progress and identifying and supporting students who have learning gaps. The goal of RTI is to improve reading and math levels of struggling students early on in their educational journey. It addresses the prevention of reading and math difficulties using a series of effective classroom practices, progress monitoring, tiered instruction, and assessment. WES is fortunate to have interventionist on staff who are committed to helping any student who is struggling. The Principal oversees RTI at WES. Every other month the administration, instructional coaches, school psychologist and teachers will meet to "dig into the data" and assess student progress, plan interventions, and set goals. When and if your child is placed in Tier II or Tier III you will be notified by a note being sent home after these meeting occur. WES has a 45 minute intervention block built into its' schedule for each grade level to all have time for interventions to occur and also for enriching activities for all students.

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### **Safety and Security**

***A valid, photo ID must be presented before entering the school, or being on school grounds, between the hours of 6:30 a.m., and 6:00 p.m. No exceptions.***

The safety and security of Westwood students and staff are nonnegotiable. The safety of your child is one of our greatest concerns. It is difficult, if not impossible to plan for every possible emergency scenario. We have emergency plans for fires, tornadoes, and intruder/suspicious situations and they are routinely practiced. If you wish to visit the school, be advised:

- Photo IDs are required to gain entrance to the school, or school grounds.
- Instructional time is protected time. Visitors will not be allowed to visit classrooms during instructional time.
- All visitors must enter through the front doors of the school, sign in, and display a visitor's badge/sticker while on the premises.
- Visitors have limited access to the school and grounds, and must not stray from the designated area(s.)
  - Visitors violating the parameters set forth will be required to leave.
- All cell phone use, while in the building, or on school grounds is strictly prohibited. (i.e., No selfies, no photos snapped, no video/audio recordings, no texting, no social media, etc.)

If, as a member of the community you become aware that a situation is developing in the neighborhood, pick up the phone and call Westwood, (615) 472-4890, to alert us to the situation. Phone calls from community members might be the school's first notification of a situation developing in the vicinity!

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***School Age Child Care (SACC)***

Sponsored and managed by Williamson County Schools, for a fee, SACC provides before and after school, summer care, and school out days, childcare for Westwood students. Hours of operation are 6:30 a.m., to 6:00 p.m. For more information call (615) 507-5345. Limited scholarships are available.

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***Severe Weather***

Please make sure that your child is dressed for our changing Tennessee weather. A warm morning does not necessarily mean a warm afternoon.

On days when the temperature, or wind chill, falls below 32 degrees, or if it is raining or snowing, the children will be held inside for recess.

In the event of a school closure, delay, or early release, Williamson County's Communications Department will issue a countywide call out to notify parents of the change in school schedule. It is important to make sure **your contact information is always up to date!**

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***Student Dress***

Students are expected to dress in a neat and clean manner that reflects pride in themselves and their school. Generally, students should dress in a manner which is age appropriate, safe, does not disturb or distract other students, and is conducive to learning. The principal or her designee shall be the final judge as to compliance with the dress code.

WCS's guidelines for student attire are as follows:

- Tops of shoulders must have a minimum of a 1 inch strap unless otherwise covered by an opaque top garment;
  - Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh;
    - Mid-thigh is defined as the midpoint between the waist and mid-knee;
    - All pants, trousers, shorts, and skirts must be held at the waist;
- Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
  - Hats may be worn in the building on special occasion as permitted by administration;
    - Appropriate shoes are required;
    - Tennis shoes with non-marking soles are required for physical education;
- It is recommended that students wear tennis shoes for recess. Please do not send students in flip-flops or shoes without a back as this can result in injury;

- Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215);
  - Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports, team, etc.) must be in compliance with this policy during the academic day;
  - Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc.)
- Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code. Parents will be notified and asked to bring appropriate clothing if a student is in violation of the dress code.

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## Technology

The technology revolution has changed the way individuals and organizations access information and communicate with each other. With \*smart phones at our fingertips we are able to have instant access to all things technologically available, and unprecedented ability to snap pictures and videos, and post them to the internet.

In our educational environment, technology will be used to support district curriculum and/or enrich classroom experiences. All other use of technology is not appropriate or allowed. The staff will take reasonable precautions and use reasonable procedures to monitor the information, communication, and materials a student is exposed to. If a \*\*student seeks exposure to inappropriate information and materials, or uses technology inappropriately/illegally, s/he will be subject to school and/or legal disciplinary action, as well as the loss of technology privileges.

*\*Smart/cell phone/Apple watch/etc. use by students during the school day is not allowed, and the devices must be turned off, and left in the student's backpack. Students are not allowed to text, call, access the internet, or email while in class. If a student wishes to communicate with someone other than the teacher, permission must be granted.*

*\*\*Violation of this standard will result in the student's device being collected, taken to an administrator, and disciplinary action being initiated.*

### Internet Policy

In order for a student to use the Williamson County Schools internet connection, a copy of the Acceptable Use Policy must be read by the parent(s), signed, and returned to school.

<https://www.wcs.edu/parents-students/internet-safety/>

### Social Media

The reasons are many as to why parents elect to not allow their children access to social media sites, as well as having many reasons to not have pictures of their children posted there as well. It is important that we respect the individual privacy of others. Taking pictures or video of staff, or students other than your own, and posting them on-line is strictly prohibited.

### Caution, elementary aged students ahead!

Cyber-bullying is a reality for students today. Cyber-bullying takes place on social media sites, as well as through email, texting, and cell phone use. Students involved with cyber-bullying can expect to have their behavior addressed at school when it impacts the learning environment.

Carefully monitoring your children's activities on the internet/computers is as important as monitoring their activities at the mall, recreation center, or in the neighborhood. Children are unsuspecting and predators prowl social media sites and chat rooms looking for their next victims.

Please access the iSafe information on keeping your children safe while on the information highway.

<https://www.wcs.edu/teaching-learning/instructional-technology/curriculum/>

### Bring Your Own Technology (BYOT)

In 2012, Williamson County Schools began the BYOT program for students who are in fourth through twelfth grades. Technology use is welcomed and encouraged in all of the school's academic settings, when under the supervision of a Westwood staff member. Students are required to access the internet, through the district's

servers, and not through private/personal service providers. Please be advised that WCS, and Westwood, will not be responsible for any lost or damaged technology.

Additionally, be advised:

- If a student's electronic device is confiscated by a staff member it will be kept in the office until such time a parent can pick it up.
- Student devices are subject to being collected and examined, at any time, for the purpose of enforcing the terms of this agreement (AUG), and investigating students discipline issues, or for any other school related purpose.
- Also important to note, the Westwood staff is not responsible for theft, damage, or loss of student technology devices brought to school.

Please access the following link for more information:

<https://www.wcs.edu/teaching-learning/instructional-technology/>

Family Access is a tool for parents to access their students' record, electronically. Report cards for students in grades 3<sup>rd</sup>, through 12<sup>th</sup>, are viewed (report cards are no longer printed) through Family Access. Follow this link for more information. <https://www.wcs.edu/parents-students/wcs-family-access/> Contact the Westwood office for a username and password.

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### **Telephones**

The **school's telephones** are intended for parent/teacher communications. Please make sure your children know their instructions and after school plans before they leave for school in the morning. If the request to use the telephone is one that can wait until after school when the child is home, permission will probably be denied. We will call the children to the telephone only in cases of emergencies or pressing need.

Many students have **personal phones** they bring to school, daily. The phones may be used during the course of the school day for WCS's BYOT (4<sup>th</sup>-5<sup>th</sup> grades) program, and used under staff supervision. Students found texting, making phone calls, or otherwise using their phones outside of the BYOT program will lose their technology privileges indefinitely, and their phones will be collected and held until such time a parent can pick them up.

If you wish to speak to a staff member, leave your number either with the secretary or on the voice mail system.

The staff member will return your call as soon as possible, or within a 24-hour business day.

**If you need to get a message to your child before the bell rings at the end of the school day**, please call the school's office (615-472-4890) and ask the receptionist to deliver the message to the child. Oftentimes the teacher does not have the opportunity to check voice mail, or email until the students have left for the day.

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### **Textbooks, Library Books, and School Borrowed Items**

Some school materials are provided without a fee for student use. In the event that these items are damaged beyond reasonable use, parents or guardians will be charged full replacement price for textbooks, library books, materials, and other items. School records will be held until all fees and fines are resolved.

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### **Volunteers and Visitors**

***A valid, photo ID must be presented before entering the school. No exceptions.***

Williamson County encourages citizens to become involved in furthering the educational programs in the system. Parents/guardians are encouraged to visit school and actively participate in the education of their child. As a visitor or volunteer, please understand that you are considered as role models for our students in both appearances and actions, and dress and present accordingly. Parent volunteers are always welcome! Please contact your child's teacher, or the office for more information on volunteer opportunities at Westwood. Follow this link for information on WCS's Tiers 1, 2, and 3 volunteer levels. <https://www.wcs.edu/parents-students/volunteer-in-schools/>

All volunteers are required to comply with all guidelines and standards set by the administration of the school district. Here are some general guidelines to follow when volunteering or visiting the school:

- Confidentiality is important for student safety and security. Volunteers and visitors are restricted in access to student information and are expected to refrain from requesting information on a student, or discussing students with others.
  - All visitors must report to the office, provide a valid photo identification, and sign in before proceeding into the school. When leaving the school, please sign out.
  - Volunteers shall stay in the designated Teacher/Volunteer Workroom unless permission is given from the principal. Instructional time is protected time.
  - All visitors must display a visitor and volunteer badge while visiting the school.
  - Only non-school-aged adults are eligible to volunteer during school hours.
  - Parents who would like to conference with their child's teacher must schedule an appointment to do so for a mutually acceptable time.
  - In all situations, a responsible school employee shall supervise and retain the authority over students, school programs, and services.
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## **Westwood Elementary School Title I Parent Involvement Policy**

This Parent Involvement School Policy was developed and jointly agreed upon with parents/guardians of Westwood Elementary students. This policy will be updated as needed.

### **Westwood Elementary will:**

- Convene an annual meeting at a convenient time, to which all parents will be invited and encouraged to attend, in order to explain the school's parent involvement policy and the parents' right to be involved in this policy
  - Offer a flexible number of meetings for parents throughout the year
- Involve parents in the development, review, and improvement of the school's parent involvement policy and plan
- Implement a home-school learning agreement to outline the shared responsibility for ensuring student achievement

### **During the school year Westwood will:**

- Give timely information about programs such as parent workshops, meetings, and parent/teacher conference times and dates
- Provide high quality programs and materials that will enable children to meet state standards and Williamson County expectations
  - Offer information about the school's overall performance on the state achievement test
- Offer information about the child's performance through mid 9-week progress reports, which are sent home four times a year (or more often as needed)
- Offer immediate information about a child's failure to make adequate progress in any subject/objective, what measures are being taken at school to help, as well as what should be done at home to support the child's success
  - Provide timely/consistent intervention in reading or math that meet all RTI requirements
  - Offer timely response to parent suggestions and concerns during meetings or workshops
- Offer parent workshops in areas identified by parent surveys, at times indicated as most convenient by parents
  - Invite parents to visit in child's classroom
- Provide information about the materials available for checkout from the reading or math rooms at coffee and chat sessions
  - Inform parents how to contact school staff members

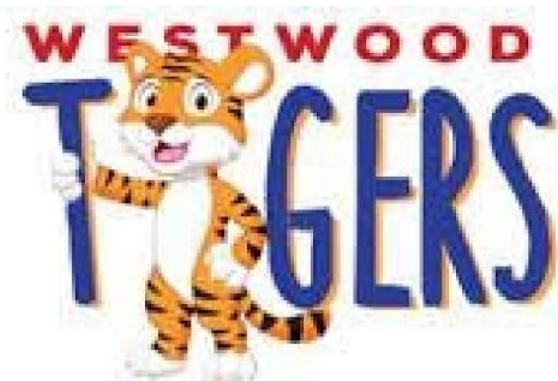
Williamson County Title I will comply with the Civil Rights Act of 1964, being that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance.

August 2018





# BUILDING A STRONG FOUNDATION



*It all starts here.*