

# *Westmoreland Elementary School*

*Vigilemus facere, succedunt sine exceptione*

*4178 Hawkins Drive*

*P.O. Box 9*

*Westmoreland, TN 37186*

*615/644-2340*



*Student-Parent Handbook*

*2019-2020*

*Dr. Del R. Phillips, III, Director of Schools*

*Dr. David E. Stafford, Principal*

# Student/Parent Handbook

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## **Registration Requirements**

Sumner County Schools Policy JBC

A. Any student entering school for the first time must present:

1. An official birth certificate of date of birth at the time of registration; (See TCA 49-6-3008(b)). The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law.
2. Evidence of a current medical examination. (See TRR/MS 0520-1-3-.08(2)(a)) There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization. No child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in TCA 49-6-5001.
4. If the person enrolling the child, cannot after being given a reasonable amount of time, provide a birth certificate of any sort or documents granting custody, the matter shall be referred to the Attendance Department to insure that the person presenting the child is in-fact a parent of or legal guardian of the child. No child shall be deprived of an education while such matters are resolved.

B. A child must reside in Sumner County with the primary residential custodial parent or residential guardian to attend Sumner County Schools. See Policy JBCCA for exceptions. Parents must notify the school principal if the child ceases to reside in Sumner County.

C. A photo ID is requested to identify the parent/guardian enrolling a child.

D. Two (2) documents establishing proof of residence are required:

1. Legal document/lease showing proof of residency for specific address (Notary public or typed/hand written letters from the land owner are not accepted.)
2. Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address and the primary custodial parent/guardian. (Cell phone bill is not accepted.)

Sumner County School District shall allow any physically present student to register and begin classes with the understanding **all of the above requirements must be completed and filed with the school within three (3) school days**. At the end of the school day on the third (3rd) day, if the required documentation has not been turned into the school administrative office, the Attendance Department will be notified to check for proof of residency. The Attendance Department shall investigate and determine further action based on results.

A Truant Officer may verify a student's residency at any time during the school year. During any such investigation, the child shall continue to attend school.

When it can be determined that a child is not residing in Sumner County and the parent has obtained educational services by fraud or deceit including the filing of false documents, the Director of Schools shall examine the proof and determine whether the matter should be referred to the District Attorney General for prosecution and/or the school attorney for a civil suit for the tuition due from out-of-county students.

References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a).
3. TCA 49-6-5001(c)

## **Changes In Student Information**

Please notify the school (*both office and teacher*) immediately if there is a change in your child's address, telephone number, emergency contact person, etc. This information is very important in the event we need to contact you. If you need to change the names of those who are allowed to pick up your child, you (the legal guardian) must come to the front office to do so in person.

## **School Day Length**

No student should arrive prior to 7:00 am. There is no adult supervision until that time. All students should be picked up from school by 3:00 pm. As a courtesy, the school provides someone to wait with students until 3:30, if needed. This does not mean that you may routinely pick your children up after 3:00. Any students left at school after 3:30 pm will be sent to Eagles' Nest, and parents will be charged an emergency fee for watching the student. Students who arrive prior to 7:40 am are to report to the gym. No students are to be in the instructional hallways prior to 7:35 am. If they choose to participate in the breakfast program, they should report to the cafeteria **before** going to the gym. Instruction begins promptly at 7:45 and dismissal is at 2:45.

## **Kindergarten Day**

The kindergarten academic day runs the same schedule as all other grades. Kindergarteners are expected to attend a full day each day. Westmoreland Elementary does not provide naps for kindergarten students.

## **Afternoon Childcare**

Afternoon childcare is available through the Eagles' Nest until 6:00 pm. All applications for afternoon care should be filled out through this agency. Eagles' Nest is a state licensed daycare. The administration of the program is under the leadership of the principal; however, state and local laws and regulations for daycares are strictly followed.

## **Inclement Weather Days**

There will be a snow letter kept on file in the classroom for each student explaining the procedure the parent wants the child to follow in case school dismisses early due to bad weather. Information concerning school closings will be reported on all local news media. School administration learns of school closings through these news agencies, just as you. In the event

Sumner County Schools close for inclement weather, the school office cannot call parents to inform them of such decisions.

### **Two-Hour Delay Schedule**

In the event the Director of Schools delays the start of school for two-hours due to inclement weather conditions, the following will be the schedule.

9:00 – The doors to the school will be opened.

9:45 – Instruction begins. Students not in the classroom are tardy.

Lunch will be served on the regular schedule.

2:45 – Afternoon announcement and dismissal begins.

### **Attendance**

School attendance is kept on a computer system. This helps the state keep track of our average daily attendance, which in turn relates to state funding. Whenever possible make appointments after school and on weekends. Your cooperation is greatly appreciated.

The importance of attending school and being on time must begin with you, as parent/guardian. You are setting examples for your children. Always remember, **YOU** are their first teacher.

Tennessee Compulsory School Attendance Law requires a student to be present three hours and sixteen minutes to constitute being present a full day of school. If a child is checked out before 11:01, it will be considered an absence.

### **School Board Policy on Attendance**

Book	Board Policy Manual
Section	J - Students
Title	Student Attendance
Number JB	
Status	Active
Legal	TCA 49-6-3007 TCA 49-6-3019 TRR/MS 0520-01-03-.08(1)(a) 0520-01-02-.17
Adopted	July 18, 2006
Last Revised	February 20, 2018
Last Reviewed	March 20, 2018

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement: therefore, students are expected to be present each day that school is in

session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting shall be held at the school to assist the family and improve student attendance via an attendance contract. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

The following are official/adequate excuses that should be turned in to the attendance secretary in the school office

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit ( five parent notes per semester)
- Court note for the student
- Funeral notice
- Recognized religious holiday
- College Visits
- Military deployment paperwork for parent

#### **Appeal Procedure for Unexcused Absences**

The initial appeal shall be to the building principal or designee. If not resolved at the building level, the parent can request in writing an appeal to the Attendance Office at the Sumner County Board of Education. The appeal will be heard by the Appeals Committee consisting of Director of Schools Designee, an Attendance personnel representative and a principal/assistant principal representative. The burden of proof rests on the student or guardian. The appeal process for determining unexcused absences is ancillary to a truancy decision rendered by a juvenile court judge as described in T.C.A. 49-6-3010.

A principal may verify absences for the following:

- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

Tardies: Any student not in the classroom when the class begins is tardy. Students who accumulate excessive unexcused tardies are considered truant and will be reported to Juvenile Court.

Unexcused Early Dismissals: For any student that is dismissed from school without a valid reason, the absence will be considered an unexcused early dismissal. A doctor's note excuses the early dismissal. A parent note may be used for the early dismissal; if so, the parent note will count as one of the five allowable parent notes.

Make-up work: Upon the first day of returning to school, it is the student's responsibility in middle and high school and the parent's responsibility in elementary school to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.

**PLEASE REMEMBER TO SEND YOUR CHILD WITH A NOTE FROM HOME ON THE DAY FOLLOWING AN ABSENCE FROM SCHOOL. NOTES RECEIVED AFTER ONE WEEK WILL NOT BE ACCEPTED.**

## **School Procedure for Student Attendance**

1. 5 absences, Principal/Designee will send a letter to parent
2. 10 absences, Principal/Designee will make a phone call to parent, arrange a meeting, establish interventions for improvement using counselor and nurse
3. 5 unexcused absences, Principal/Designee will send a letter to parent requesting a meeting at school, establish interventions for improvement using counselor and nurse
4. 7 unexcused absences, Principal/Designee will contact parent to request a meeting, intervention modified for improvement
5. 10 unexcused absences with two attempted interventions, student is referred for truancy

## **Make-up Work**

Make-up work for illness may be picked up in the school office or sent home with a WES sibling. Please call the school. **(DO NOT DROP BY THE CLASSROOM.)** Upon request, we will make arrangements for books and materials to be picked up after 2:40 P.M. **Your request must be made by 9:00 AM in order to give teachers ample time to gather materials.**

## **Early Dismissal**

Parents of students leaving early for doctor's appointments, etc. must come to the office to sign the child out. **DO NOT** go to your child's classroom. Students who become ill during the day may call a parent to come after them. **ANY PERSON TAKING YOUR CHILD FROM SCHOOL MUST BE LISTED ON YOUR CHILD'S REGISTRATION CARD.** We ask that parents not send their children to school when they are running a fever or show other obvious signs of needing medical attention. **Everyone picking up a child MUST have a state issued photo identification.**

Students will not be taken from class until the parent/guardian has arrived at the school for early dismissal.

## **Tardiness**

Promptness is very important. Teachers begin their classes at 7:45am. It is very disruptive when students come to class late. Students should be prepared to begin instruction promptly at 7:45am. Tardiness is a part of attendance. Students that arrive late must report to the office. All tardies are counted as time absent. Tardies do affect perfect attendance records. Please adjust your schedule so your child can be in the classroom no later than 7:45am. Your child is counted tardy if they arrive to the classroom after 7:45 am, even if you dropped them off at school on time.

## **Alternative Transportation Home**

If your child is to go home in a way that is out of the ordinary (such as on a different bus, with a friend, walking, etc.), you must send a note with your child or call the school. **Without a note, students will be sent home in the normal manner.** Students are not permitted to leave class and call home for transportation arrangements. It is **your** responsibility to make sure the school knows where your child is to go in the afternoon. It is **HIGHLY** recommended that you call the school the day of the transportation change. **All transportation changes MUST be made prior to 2:00 pm.** Please try to keep transportation changes to a minimum in order to prevent confusion on the child's part.

## **Bus Riders**

The right of all students to ride a Sumner County school bus is a condition of each student's behavior. All students on the bus are under the authority of the school bus driver and must obey the rules. Students who violate the bus rules will be reported to the principal. Students who violate the rules may lose their privilege to ride on the bus. If this occurs, it will become the responsibility of the parent to transport the student to and from school.

1. The driver is in full charge of the bus and students.
2. Students are expected to obey the driver.
3. The driver may assign seats.
4. No profanity or shouting is allowed.
5. No eating or drinking on the bus. Please help keep the bus clean.
6. Violence or horseplay is prohibited.
7. Remain seated and facing the front of the bus.
8. Hands and head are to be kept inside the bus.
9. Do not distract the driver through misbehavior.
10. Do not destroy the bus property.
11. Please cross the road **IN FRONT OF** the bus, **NOT** behind.

Balloons, breakable objects, and objects that cannot be held in the student's lap are prohibited. This includes Valentine's Day.

Problems arising at the bus stops **PRIOR TO** boarding the bus are the responsibility of the parents.

All students must get on and off the bus **at their assigned stop.** Sumner County Schools do not drop students at places of business.

Parents are responsible for any damage to school property on a school bus. Repairs to bus seats will be charged to the parent or guardian of a child who destroys or damages school bus seats.

The cost is set by the Sumner County Board of Education Department of Transportation. Your child may not be permitted to ride the school bus until such fines are paid.

If there is a conflict between a parent and a bus driver, the parent should contact both the Sumner County Department of Transportation and the school principal. Parents who attempt to board a Sumner County Schools bus will be prosecuted.

To contact the Sumner County Schools Department of Transportation, please call 615-452-1520.

Book: Board Policy Manual  
Section: J - Students  
Title: Bus Conduct  
Number: JCBE  
Status: Active  
Legal: TCA 49-6-4102  
Adopted: June 18, 1991  
Last Revised: May 25, 2004

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students shall follow all reasonable instructions pertaining to conduct and safety that are given by the bus driver or appropriate supervising adult on the school bus.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Parents/students must provide transportation to and from school if they are denied transportation because of suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent and signed by the principal of the school that the student attends. Any student wishing to ride a bus other than the student's designated bus must have written parental permission and approved by the principal or the designee.

The parent or guardian of a student is responsible for notifying the school at any time the student moves to another residence.

Book: Board Policy Manual  
Section: J - Students  
Title: Care of School Property  
Number: JCBH  
Status: Active  
Legal: TRR/MS 0520-01-03-.03(14)(e)  
TCA 49-6-4003  
Adopted: December 5, 1989

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

Parents of students who destroy, damage, or lose school property shall be responsible for the cost of replacing or repairing such materials or equipment. Failure to pay the costs of replacing or repairing such property will subject the parents to legal prosecution. School property is defined as buildings, buses, books, equipment, records, instructional materials, or any other item under the jurisdiction of the Board.

## **Car Riders and Walkers**

All car riders are to be dropped off and picked up at the front of the school building. The building will open at 7:00am each day. Car riders will be considered tardy if they arrive in their classrooms any time after 7:45. All tardy students must check in through the office. At 2:47pm each afternoon car riders will be dismissed in the front of the building. Please follow all signs posted outside for this process. Walkers will be dismissed front the front of the building at 2:45pm. ALL PARENTS who select to have their students be car riders MUST obey and follow school procedure for car riders. The principal reserves the right to prohibit students from car riders if the parent or adult refuses to follow dismissal procedure. The adult who is picking up a car rider MUST do so through the car rider line. Special accommodations may only be permitted through permission by the principal under extreme circumstances.

### **Morning Car Riders**

- In the morning, there is only one car rider lane. Afternoon has two lanes.
- If your child exits the vehicle on the driver side, please have them walk in front of the car to get to the sidewalk.
- Do NOT park in the parking lot and walk your child/children across the drop-off line. This is unsafe.

### **Afternoon Car Riders**

- When lining up to receive your car rider, please pull up as close to the car in front of you as possible.
- Please do not exit your car and attempt to collect your child from the car rider line. Your child will walk to your vehicle. You may stand beside your vehicle.
- Do not park in the parking lot and expect to meet your child at the door or expect your child to pass through the car rider line to come to your parked car in the parking lot. This is not safe and is not acceptable.
- If your child misses your vehicle in the car rider line, you must pull around with the other cars and re-enter the car rider line. The staff has been instructed not to hold the line to collect your child.
- Children are not allowed to enter cars behind the back stop sign.
- Please discuss with your child about car rider safety.

## Dress Code

The following should NOT be worn to school:

- Biker shorts
- Pants or shorts with writing across the seat
- Cut-off jeans that are frayed or pockets showing
- Jeans or pants with intentional holes and fraying
- Saggy/sagging pants
- Spandex or body shirts
- Leggings and leotards unless with an appropriate length top or dress
- Sexual slogans, pictures or advertisements for tobacco or alcoholic products or weapons on clothes
- Caps, hats, scarves, or bandanas
- Strapless dresses or blouses
- **Shirts without sleeves - Shoulders MUST be covered by 3 inches of fabric**
- Spaghetti strap dresses
- Bare midriff, halter or tank tops
- Backless shoes or cleated shoes (sandals with back strap permitted)
- No “flip-flops”
- Heelys (Heelys with the rollers removed are still **not** permitted at school)
- Clothing related to gangs
- Extreme hair color – defined as any color that is not naturally occurring
- Hair styles that disrupt the educational/learning setting of the classroom (as deemed by the principal)
- Any clothing that disrupts the educational/learning setting of the classroom (as deemed by the principal)
- Chains or spikes of any kind.
- Body piercings (other than **discrete** ear rings) are prohibited
- It is suggested that parents limit makeup use by female students
- Body paint, tattoos, or drawing on the body are not permitted at school
- The principal reserves the right to deem any clothing inappropriate on a case by case basis

In addition, the following guidelines will be enforced:

- **ALL SHORTS MUST BE FINGERTIP LENGTH**
- Mesh may be worn over T-shirts
- Garments must cover the shoulders with a minimum of **three inches of fabric**
- Jewelry must not be distracting/disruptive or unsafe
- In addition, for the safety of students, no rolling backpacks are allowed

## **Penalties**

Change or go home.

## **Safety in our School**

The safety of children is of the utmost importance to us at WES. We ask for your complete and consistent cooperation in enforcing safety precautions for our students, YOUR children.

- All outside doors will be locked during the school day. Please enter and exit the building through the front doors **AT ALL TIMES**. This applies to everyone not a direct employee of Westmoreland Elementary School.
- **All visitors and volunteers must sign in and out at the office upon entering the building.** You will be given a visitor's tag to wear while you are in the building. **Do not go to your child's classroom without permission from the office.** Violators of this policy may be prosecuted for trespassing.
- No student is allowed to leave school grounds without permission from the office. **Do not ask your child to meet you outside except during regular school dismissal.**
- If you must sign your child out, please report to the office and the staff will call for your child. **Do not attempt to go directly to pick up your child.**
- Never go to the playground until you have reported to the office, signed in as a visitor, and have been cleared by the front office to go to the playground.
- In the situation where the school is on Lock Down, no one except for approved officials will be allowed to enter or exit the building.
- If the school is in a Severe Weather Drill, students **will only** be released if the principal or designee feels such can be done without endangering the safety of faculty, staff, and students. There are no exceptions to this policy. During a Severe Weather Drill, parents will be permitted inside the building. For the security of the children, visitors will not be allowed to go into the instructional hallways.
- The principal reserves the right to deny anyone access to the school premises.
- All visitors must remain in the common areas.
- To ensure the privacy of all students, **no pictures of students other than your own may be posted on Social Media.**

## **IMPORTANT**

*All visitors to Westmoreland Elementary **MUST** report to the front office. Visitors must present a valid state issued identification in order to visit a child at school. When visiting the school, you must present the front office with a valid form of identification, you will then be presented with a numbered visitor's pass. You are only to go to the area of the school that you were cleared by the front office to visit. Visitors who do not obey the direction of the front office will be asked to leave the premise and are subject to prosecution for trespassing.*

## **Parent Conferences**

Sumner County provides a time for parent conferences. Information will be sent home regarding this date. Teachers may call for additional conferences. If you want to set up an additional meeting, teachers will be happy to do so. Send your child's teacher a note or call the office to schedule a time. Please do not drop by "for just a minute" during the school day. This puts the teacher in a most uncomfortable position. While trying to have a conference with you, the students are looking for his/her attention. If you have a problem that needs immediate attention, please contact the office. The secretary or principal can give you the teacher's planning time. (ALWAYS STOP BY THE OFFICE TO REGISTER YOUR VISITATION.)

## **Field Trips**

During the school year, field trips will be taken to various places designed to enhance the educational program of your child.

- All students are **REQUIRED** to ride the school bus to the trip location and back to school.
- Your child's teacher may or may not need parent volunteers for some trips.
- If you are asked to be a volunteer on a trip, please do not bring along younger or older children.
- Volunteers will not be allowed to chaperone if they have minor children with them. **NO REFUND** will be given in this situation. Make arrangements for other children prior to the field trip.
- The school administration reserves the right to deny anyone participation in school field trips.
- It will not be permitted for parents to take children in other classrooms on any fieldtrip with another grade level.
- Parents who are not employees of the school may not ride a school bus on field trips.

## **Grading Scale and Honor Roll**

Grading System

IHA

Adopted: June 20, 2006

Last Revised: August 15, 2017

Last Reviewed: August 3, 2017

**PURPOSE:** To establish a uniform grading scale and grade reporting system

for Sumner County Schools

**APPLICATION:** Director, Principals, Teachers, Staff, Students

**DEFINITIONS:** None

**POLICY:**

The Board believes that the issuance of grades serves to promote continuous evaluation of student progress toward expected learning outcomes, to inform both the student and the parents of such progress, and to provide a basis for bringing about change in student performance, if change should be necessary.

A standards or grade report will be made to the parents of each elementary, middle and high school student each nine weeks period of each semester. Written progress reports on standardized forms will be provided to the parents of students at the midpoint of nine-week reporting periods. The forms/cards for reporting to parents will be prescribed by the school system.

The parents of students who receive a standards-based report card will see each subject area divided into a list of skills and knowledge that students are responsible for learning. Students will receive a mark for standards or domains of standards. The marks on a standards-based report card are different from traditional letter grades.

In regard to the assessment system for standards-based report cards, subject area standards will be expressed by the numbers 4, 3, 2, and 1 with corresponding meaning as follows:

- 4 Mastered and exceeded the standard (Expert Ability)
- 3 On-Track meeting the standard (Comprehensive Understanding)
- 2 Approaching the standard (Partial Ability to Apply the Skills)
- 1 Below expectations of the standard (Minimal Understanding)

The basic grading system for students receiving a grade report will have subject area grades expressed by the letters "A", "B", "C", "D," and "F", with corresponding numerical values as follows:

- A 93 - 100**
- B 85 – 92**
- C 75 - 84**
- D 70 - 74**
- F Below 70**

**The reporting system for standards or grade reporting for K-12 students per school year is as follows:**

**2017-2018 (K-3) Standards-Based Report Card**

- 4 Mastered and exceeded the standard (Expert Ability)
- 3 On-Track meeting the standard (Comprehensive Understanding)
- 2 Approaching the standard (Partial Ability to Apply the Skills)
- 1 Below expectations of the standard (Minimal Understanding)

**2017-2018 (4-12) Grade**

- A 93-100**
- B 85-92**
- C 75-84**
- D 70-74**
- F Below 70**

**2018-2019 (K-4) Standards-Based Report Card**

- 4 Mastered and exceeded the standard (Expert Ability)
- 3 On-Track meeting the standard (Comprehensive Understanding)
- 2 Approaching the standard (Partial Ability to Apply the Skills)
- 1 Below expectations of the standard (Minimal Understanding)

**2018-2019 (5-12) Grade**

- A 93-100**
- B 85-92**
- C 75-84**
- D 70-74**
- F Below 70**

**2019-2020 (K-5) Standards-Based Report Card Report Card**

- 4 Mastered and exceeded the standard (Expert Ability)
- 3 On-Track meeting the standard (Comprehensive Understanding)
- 2 Approaching the standard (Partial Ability to Apply the Skills)
- 1 Below expectations of the standard (Minimal Understanding)

**2019-2020 (6-12) Grade**

- A 93-100**
- B 85-92**
- C 75-84**
- D 70-74**
- F Below 70**

Passing marks for standards reporting will correspond to a proficiency scale of 1, 2, 3, or 4 at the end of the fourth quarter.

Passing marks for grade reporting will correspond to a numerical value of **70** or above. The numerical value bracket of letter grades will be indicated on report cards and on permanent records.

Twenty-first (21st) century study skills and behavior will be noted on standards-based report cards. Study skills and behavior marks shall not be considered when assessing a student for standards mastery. Study skills and behavior are noted as the following:

- A-Always
- O-Often
- S-Sometimes
- N-Never

School conduct and study skills shall be marked if improvement is needed on grade report cards. Deductions will not be taken on scholastic grades. Plus and minus evaluations are not to be added to letter grades.

**Student progress will be reported for standards-based instruction** on forms prescribed by the school district.

**Per TCA 49-1-617, the weight of the TCAP summative assessment on the student's final average shall be 15% in the 2017-2018 school year, and shall be determined by the local board from a range of no less than 15% and no more than 25% in the 2018-2019 school year and thereafter.**

The Tennessee Department of Education will provide a table to convert TCAP raw scores to numeric scales.

**For elementary students, student progress will be reported for grade reports first and second semester.** The first and second semester grades will be determined by calculating both nine-week period grades as 50% each. The final grade for the year will be determined by calculating both semester grades as 42.5% and the TCAP assessment score as 15%.

**1<sup>st</sup> Semester Average**

- 1<sup>st</sup> nine weeks 50%
- 2<sup>nd</sup> nine weeks 50%

**2<sup>nd</sup> Semester Average**

- 1<sup>st</sup> nine weeks 50%
- 2<sup>nd</sup> nine weeks 50%

**Final Average**

- 1<sup>st</sup> Semester Average 42.5%
- 2<sup>nd</sup> Semester Average 42.5%
- TCAP Assessment 15%

For standards-based reporting, the final nine-week grade will count as 85% of the student's final grade and the TCAP assessment score will count 15%. Tennessee Department of Education cut scores will be used to assist the district in determining the numeric value (4, 3, 2, 1) that will be assigned to TCAP assessment score ranges.

**In grades 6-8**, the first and second semester averages will be determined by counting each nine-week period grade as 45% with each semester exam counting the remaining 10%. The final grade for the year will be determined by calculating both semester grades as 42.5% and the TCAP assessment score as 15%.

**1<sup>st</sup> Semester Average**

1<sup>st</sup> nine weeks 45%  
2<sup>nd</sup> nine weeks 45%  
1<sup>st</sup> Semester Exam 10%

**2<sup>nd</sup> Semester Average**

1<sup>st</sup> nine weeks 45%  
2<sup>nd</sup> nine weeks 45%  
2<sup>nd</sup> Semester Exam 10%

**Final Average**

1<sup>st</sup> Semester Average 42.5%  
2<sup>nd</sup> Semester Average 42.5%  
TCAP Assessment 15%

**In grades 9-12**, term grades will be determined by numerical value being converted to a letter grade. In courses with a state-mandated end-of-course (EOC) examination, the weight of the end-of-course examination will be 15% of the student's final average, with the final exam counting 20% and each of the nine-week terms counting 32.5%. In non-EOC courses, an average of the nine-week periods counting 40% each and the final examination counting 20% will determine the final grade.

**EOC Course**

1<sup>st</sup> nine weeks 32.5%  
2<sup>nd</sup> nine weeks 32.5%  
Exam 20%  
EOC 15%

**Non-EOC Course**

1<sup>st</sup> nine weeks 40%  
2<sup>nd</sup> nine weeks 40%  
Exam 20%

An assessment of material covered and/or reviewed after the end-of-course exam shall be given on the school system's designated exam day for the term. Each high school may apply its own exemption policy only to this last assessment, not to the end-of-course test. All students enrolled in an end-of-course class are required to take the end-of-course test/TCAP assessment.

Students need to achieve a passing score for the course average in accordance with the State Board of Education's uniform grading policy.

**GRADING AUTHORITY**

The grading of student work is determined by the teacher who assigns such work. The grade shall not be placed on the work until the teacher is sure of that measurement and shall not be changed unless a student can prove an error or provide information that would give the teacher a reason to consider changing the grade.

If a teacher suspects a student of cheating to earn a grade, then that teacher shall consider an alternative test or measure. Unless a teacher has absolute proof of cheating, the student shall be given the benefit of an alternative measurement or test. When a teacher has proof of cheating by a student, the matter shall be turned over to the principal for disciplinary action.

## **PROCEDURES FOR RECORDING GRADES ON CUMULATIVE FOLDERS**

The report cards used in elementary schools offer the option of recording mastery of standards or grades with a statement that indicates that the student is on grade level or below grade level. When these mastery of standards or grades are transferred to the cumulative folder, there is only space for the proficiency level 4,3,2 or grade to be recorded. To certify that the level of mastery or grade is below grade level, M1 or M2 is used for standards reporting or an asterisk by numerical grades is used with a corresponding statement at the bottom of the cumulative folder indicating that the standards mastery or grade is below grade level.

## **Awards**

The Citizenship Award is given to two students from each classroom at the end of each nine weeks grading period. Teachers take many things into consideration when choosing a student for this award. They look at the student's attendance, tardiness record, work habits, manners, behavior, and overall citizenship.

The Eagle Award is award to one student in each classroom at the end of each nine weeks grading period. It is given strictly for overall academics.

Awards are also given each nine weeks in P.E., Music, and Art. These teachers look at much the same criteria listed above when selecting students.

## **Textbooks**

Textbooks are loaned to students for their use during the school year. These should be handled carefully. Fines will be charged for lost or abused textbooks. This is a school board policy.

## **One-to-One Classrooms and Computer Labs**

Westmoreland Elementary is fortunate to have technology for every student. Technology in the classroom requires students to develop “digital citizenship”. This means that students need to be aware that information is public, everything done online is public, and students will be held accountable for any activities they do on digital platforms and school issued technology. Technology includes desktop computers, laptops, chrome books, and iPads. No cell phones should be used in the classroom. Students will sign an agreement that outlines the following digital citizenship expectations:

- Surf safely, only within school-approved sites and only for academic reasons
- Only go to apps or websites approved by the teacher
- Never give out personal information or share passwords
- No food or drink near technology
- Only use technology with clean hands
- Don't change settings
- Never take a picture or video without permission
- Do not add or delete apps
- Print only with permission
- Always respect others

- Treat the technology with respect
- Work quietly
- Log off and return technology where it belongs when finished

## **Discipline**

We at WES believe that if a teacher cannot discipline, he or she cannot teach. This is also true of a student: one who cannot behave, cannot be taught. At WES we use an assertive approach to discipline. The approach consists of consequences and rewards. This approach makes each student responsible for his/her behavior. Your cooperation in discipline is greatly appreciated.

## **Cafeteria**

Monitors supervise students. All students are under the authority of the monitors and must obey the school and cafeteria rules. Students are expected to behave in the same manner that would be expected of them in a nice restaurant.

Prices for breakfast and lunch are given out on registration day. Do not include lunch money with other checks. Lunch charges are handled in the cafeteria. SCS Board Policy EEA may be found in the appendix of this document. This is the parents' responsibility not the school's.

Book:	Board Policy Manual
Section:	E - Business Management
Title:	Lunch and Breakfast Charges
Number:	EEA
Status:	Active
Adopted:	April 3, 1990
Last Revised:	February 21, 2012

It is the intent of the School Board that the School Nutrition Program provides the opportunity for each student to have a nutritious meal every day.

The purpose of this policy is to insure compliance with Federal and State School Nutrition Program reporting requirements and to provide oversight and accountability for the collection of outstanding student meal balances. Bad debts are not allowed.

Tennessee Internal School Uniform Accounting Policy Manual-Section 8 requires that uncollected charges must be recouped from accounts other than the School Nutrition Program funds.

Students may pay for meals in advance, at the time of purchase, or make electronic payments.

If circumstances require it, some students may charge their lunch or breakfast in accordance with the following:

- Students will be allowed to charge as follows:
  - a. Elementary: Students who do not have adequate funds on account or in hand at the point of sale are allowed to charge meals for up to five [5] days [breakfast and/or lunch].

b. Middle: Students who do not have adequate funds on account or in hand at the point of sale are allowed to charge meals for up to three [3] days [breakfast and/or lunch].

c. High School: Students who do not have adequate funds on account or in hand at the point of sale are allowed to charge meals for up to two [2] days [breakfast and/or lunch].

- When the first negative charge occurs, School Cast, which is the automated telephone call service, will leave a recorded message informing parents of the negative balance. A School Cast message will also be sent for each additional charge.

- In addition, the school site manager will provide a written notification to be sent home with the child informing the parents of each charge.

- When charges exceed the specified limit per grade level outlined in this policy, the principal or his/her designee will contact the parent directly to assess the situation. Additional charges may be allowed if approved by the school principal.

- The cashier documents the student that has exceeded the charge.

- The school site manager notifies the parent/guardian of the additional charge and advises them to provide a lunch from home until the charges are paid. A follow-up letter will be sent to the parent/guardian.

- Adult charges are prohibited.

- A la carte charges are prohibited.

While every attempt to collect charges will be made by the school site manager, uncollected debt will be recouped from sources other than the school nutrition account at the end of the school year.

- Food from outside restaurants may **not** be brought to school for your child to eat. This is a regulation from the Federal Government related to the School Nutrition Program. It is not a school policy.
- Visitation at lunch is limited by SCS directive to immediate family members. This is limited to parents, siblings, and grandparents. Extended family such as aunts, uncles, and cousins must be approved through the office prior to the day of visitation.
- The school reserves the right to deny visitation of anyone.
- **All visitors are to sit at a designated area with their child during lunch. No other students are allowed to sit at this table with the visitor.**
- When visiting a child at lunch, visitors are expected to visit with their child and not interfere with other students.
- If you visit your child during lunch, you are **not** allowed to walk the student back to the classroom.
- Due to space limitation, students should not have lunch visitation more than once a week.
- At the end of the lunch period, visitors will need to sign out in the front office.

**To respect the privacy of all students, visitors may not take pictures or recordings of students during lunch.**

No pictures of students other than your own may be posted on Social Media.



## **Sumner County Board of Education**

Del R. Phillips III, Ph.D.  
Director of Schools  
695 East Main Street Gallatin, TN 37066-2472  
Phone: (615) 451-5200 Fax: (615) 451-5216

**TO: Principals, Staff, Faculty and other Interested Parties**

**FR: Del R. Phillips, Director of Schools**

**RE: Lunch room visitors**

Because of the difficulty in supervising visitors during lunch periods and the exceedingly short lunch periods for many students, visitors during lunch are limited to family members only.

Sumner County Schools welcomes community and parental involvement. If you have questions about how a member of the community may visit a student during school hours, please see your building administrator.

### **Money**

All money should be sent to school in an envelope marked with the child's name and purpose. DO NOT write one check for more than one expense. For example, do not send one check to cover lunch money and fundraisers. Each expense needs to be paid separately.

### **Clinic/Medicine**

Although we do have a school nurse periodically through the week here at WES, we do not have a fulltime clinic. **Aspirin and Tylenol will not be provided by the school.** A "Permission for Administration of Non-Prescription Medication" must be on file along with an **UNOPENED** bottle with the child's name written on it. All prescription medicines must be accompanied by a "Permission for Administration of Prescription Medication" signed by the child's physician. The medication itself **MUST** be in the original prescription bottle. Antibiotics requiring 3 dosages should be dispensed at home before school, after school, and at bedtime.

## **Head Lice Procedures**

### **SUMNER COUNTY SCHOOLS**

#### **Guidelines & Protocol: Pediculosis (Head Lice)**

Head lice do not transmit any disease agent, they do not hop or fly; they crawl, and in most cases transmission occurs by direct head to head contact with an infested person. Possible, but much less likely is the indirect spread by combs, hats, etc...used by the infested person. Below are definitions and guidelines cited by The American Academy of Pediatrics at:

<http://pediatrics.aappublications.org/content/126/2/392.full.html>

#### **Guidelines & Information**

- Lice Infestation: Finding of live lice on the head OR nits (eggs) less than 1 cm from the scalp.
- No healthy child should be excluded from school or allowed to miss excessive amounts of school time because of head lice.
- No nit policies for return to school are scientifically baseless and cause unnecessary days out of school.
- Head lice infestations have low contagion in a classroom setting.
- School-wide or classroom-wide, routine screenings are discouraged and have been shown to have little efficacy. Rather a screening of those who may have had the most contact with the infested person or those who are symptomatic.
- By the time a person shows symptomatic itching they have been infested several weeks.
- There is no evidence that excluding a student from school reduces the incidence of transmission. Parent education and encouraging routine lice checks by the parent are more effective.

#### **Protocol**

- Student infestation is confirmed: the school nurse or staff member have verified the presence of visible, live lice or numerous (5 or more) nits less than 1 cm from the scalp.
- Confidentiality and sensitivity of the student and family should be maintained and considered at all times.
- Contact the parent/guardian and request the student be picked up. Return the student to class until the parent arrives.
- Provide educational materials, treatment instructions and encouragement to the parent/guardian.
- Notify the parent the child may return with proof of treatment with pediculicide product (head lice shampoo) AND determination by school nurse or staff member that there has been improvement since the parent/guardian was notified and there are no visible, live lice.
- Treatment should require no more than 2 days and these days will be excused using the appropriate attendance documentation ("*School Verified Sick Form*"). The School Nurse or a staff member can utilize this form and should give it to the school's attendance clerk.
- In cases of chronically infested students the school nurse will make appropriate referrals to community resources, which may include SCHD, DCS, private pediatrician, etc...and notification to the attendance officers.

## **Volunteer Help**

We are most fortunate to have several very supportive parents who volunteer their time here at WES. Please contact the school if you would like to join this effort. If you are willing to type, file, copy, tutor, assist teachers, substitute (for an hour when teachers have appointments), or work in the art or music program please contact the office. We are grateful for your time and we like having you in the school.

For safety and security reasons, volunteers may have limited access to students. All volunteers are required to keep all information gained at school confidential. Failure to do so will result in the individual not being allowed to volunteer. All volunteers are required to have a SCS background check and be an approved substitute teacher before being allowed to volunteer.

## **Lost and Found**

Each year we have a number of articles of very nice clothing lost or left at school. Please make sure your child's name is on the inside of jackets, backpacks, hats, gloves, etc. Also, have your child check in the office should they lose something. Items in the lost and found will be donated to a charity of the principal's choice at Winter and Summer Breaks.

## **Toys**

Westmoreland Elementary is a place of learning. Students should not bring toys to school. Electronic devices brought to school are the responsibility of the student. Students should not bring electronic gaming devices to school. Items that are lost or stolen are not the responsibility of the school. The school will not intervene between students nor parents concerning such devices which are stolen. The school has no responsibility or liability for such items.

## **Weapons**

Within the Sumner County Schools Student Handbook, you will find the district's Zero Tolerance Policy. Students bringing weapons of any kind to school, whether real or dramatic, are subject to suspension and/or a disciplinary hearing.

## **Telephones**

Messages and deliveries from home should be left in the office. Office telephones may only be used by students in case of emergency. Students will not be allowed to call home for missing homework or library books left at home. Telephones may be used in the office only with principal permission **only for emergencies.**

For security purposes, information about a child's registration or attendance will not be given over the phone.

Students are not to have <sup>1</sup>cellphones visible at any time during the course of school hours, this includes bus rides. Student cellphones are seen by a school employee will be confiscated. Cellphones may only be reclaimed by the student's legal guardian. A student may have a cell phone stowed away in their backpack. The backpack must be placed in the student locker during the course of the school day. The cellphone must be turned OFF, not on silent or vibrate. Students should never contact a teacher by calling the teacher's cell phone, nor vice versa.

### SCS Policy CR - MIDDLE SCHOOL/ELEMENTARY STUDENTS

Use of cell phones or similar technologies shall be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to have such technology nor be penalized in any manner for not having such technology. The use of any such technology shall be governed by Policy IFAF, Student Use of Technology resources, when being used in conjunction with this provision.

Students are prohibited from using or having cellular telephones on their person during the school day unless they are for the participation in a class as approved under the language above. Cellular telephones may be placed in vehicles, or other secure locations as determined by the principal for use before or after school.

Students may carry cellular telephones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Principals may authorize the use of personal cellular telephones in the event of an emergency or serious situation.

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<sup>1</sup> The use of the word cellphone is used to describe any device used for electronic communication audible or in text.

## **Field Trips**

During the school year, field trips will be taken to various places designed to enhance the educational program of your child.

- All students are REQUIRED to ride the school bus to the trip location and back to school.
- Your child's teacher may or may not need parent volunteers for some trips.
- If you are asked to be a volunteer on a trip, please do not bring along younger or older children.
- Volunteers will not be allowed to chaperone if they have minor children with them. NO REFUND will be given in this situation. Make arrangements for other children prior to the field trip.
- The school administration reserves the right to deny anyone participation in school field trips.
- It will not be permitted for parents to take children in other classrooms on any fieldtrip with another grade level.
- Parents who are not employees of the school may not ride a school bus on field trips.

*This handbook is intended to cover the routines and policies of WES; however, SCS Board Policy trumps any statement within this document.*

## **CONTINUOUS NOTICE OF NONDISCRIMINATION**

*The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:*

### ***Title VI/IX Coordinators:***

*Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, [katie.brown@sumnerschools.org](mailto:katie.brown@sumnerschools.org)*

*Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources, 695 East Main Street, Gallatin, TN 37066, 615-451-5226, [shawn.curtis@sumnerschools.org](mailto:shawn.curtis@sumnerschools.org)*

### ***504 Coordinator:***

*Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, [selena.elmore@sumnerschools.org](mailto:selena.elmore@sumnerschools.org)*

## Appendix

<b>Book</b>	<b>Board Policy Manual</b>
<b>Section</b>	<b>E - Business Management</b>
<b>Title</b>	<b>Lunch and Breakfast Charges</b>
<b>Number</b>	<b>EEA</b>
<b>Status</b>	<b>Active</b>
<b>Adopted</b>	<b>April 3, 1990</b>
<b>Last Revised</b>	<b>February 21, 2012</b>

It is the intent of the School Board that the School Nutrition Program provides the opportunity for each student to have a nutritious meal every day.

The purpose of this policy is to insure compliance with Federal and State School Nutrition Program reporting requirements and to provide oversight and accountability for the collection of outstanding student meal balances. Bad debts are not allowed.

Tennessee Internal School Uniform Accounting Policy Manual-Section 8 requires that uncollected charges must be recouped from accounts other than the School Nutrition Program funds.

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  - c. High School: Students who do not have adequate funds on account or in hand at the point of sale are allowed to charge meals for up to two [2] days [breakfast and/or lunch].
- When the first negative charge occurs, School Cast, which is the automated telephone call service, will leave a recorded message informing parents of the negative balance. A School Cast message will also be sent for each additional charge.
- In addition, the school site manager will provide a written notification to be sent home with the child informing the parents of each charge.
- When charges exceed the specified limit per grade level outlined in this policy, the principal or his/her designee will contact the parent directly to assess the situation. Additional charges may be allowed if approved by the school principal.
- The cashier documents the student that has exceeded the charge.
- The school site manager notifies the parent/guardian of the additional charge and advises them to provide a lunch from home until the charges are paid. A follow-up letter will be sent to the parent/guardian.
- Adult charges are prohibited.
- A la carte charges are prohibited.

While every attempt to collect charges will be made by the school site manager, uncollected debt will be recouped from sources other than the school nutrition account at the end of the school year.

<b>Book</b>	<b>Board Policy Manual</b>
<b>Section</b>	<b>J - Students</b>
<b>Title</b>	<b>School Admission</b>
<b>Number</b>	<b>JBC</b>
<b>Status</b>	<b>Active</b>
<b>Adopted</b>	<b>December 5, 1989</b>
<b>Last Revised</b>	<b>May 17, 2016</b>

A. Any student entering school for the first time must present:

1. An official birth certificate of date of birth at the time of registration; (See TCA 49-6-3008(b)). The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law.
2. Evidence of a current medical examination. (See TRR/MS 0520-1-3-.08(2)(a)) There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization. No child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in TCA 49-6-5001.
4. If the person enrolling the child, cannot after being given a reasonable amount of time, provide a birth certificate of any sort or documents granting custody, the matter shall be referred to the Attendance Department to insure that the person presenting the child is in-fact a parent of or legal guardian of the child. No child shall be deprived of an education while such matters are resolved.

B. A child must reside in Sumner County with the primary residential custodial parent or residential guardian to attend Sumner County Schools. See Policy JBCCA for exceptions. Parents must notify the school principal if the child ceases to reside in Sumner County.

C. A photo ID is requested to identify the parent/guardian enrolling a child.

D. Two (2) documents establishing proof of residence are required:

1. Legal document/lease showing proof of residency for specific address (Notary public or typed/hand written letters from the land owner are not accepted.)
2. Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address and the primary custodial parent/guardian. (Cell phone bill is not accepted.)

Sumner County School District shall allow any physically present student to register and begin classes with the understanding all of the above requirements must be completed and filed with the school within three (3) school days. At the end of the school day on the third (3rd) day, if the required documentation has not been turned into the school administrative office, the Attendance Department will be notified to check for proof of residency. The Attendance Department shall investigate and determine further action based on results.

A Truant Officer may verify a student's residency at any time during the school year. During any such investigation, the child shall continue to attend school.

When it can be determined that a child is not residing in Sumner County and the parent has obtained educational services by fraud or deceit including the filing of false documents, the Director of Schools shall examine the proof and determine whether the matter should be referred to the District Attorney General for prosecution and/or the the school attorney for a civil suit for the tuition due from out-of-county students.

References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a).
3. TCA 49-6-5001(c)

## 2019

## 2020

Approved 11.27.18

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

24th-New Student Registration						
25th-New Teacher Orientation [no students]						
26th-SUMMIT PL* #1 [no students]						
29th-Administrative Day #1 [no students]						
29th-Evening Registration @ schools						
30th-Evening Registration @ schools						
31st-Professional Learning* #2 [no students]						

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

1st-3rd Winter Break [schools closed]						
6th-Administrative Day #4 [no students]						
7th-Begin 2nd semester/3rd 9-weeks						
20th-Martin Luther King Day [no students]						
18 days						

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

1st-Administrative Day #2 [no students]						
2nd [schools closed]						
5th-1st full day of school						
21 days						

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

17th-Presidents' Day [no students]						
19 days						

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

2nd-Labor Day [schools closed]						
16th-Parent Conferences						
16th-Administrative Day #3 [no students]						
19 days						

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

3rd-Election day: Stockpiled Day [no students]						
13th-End 3rd 9-weeks (47d)						
16th-20th Spring Break [schools closed]						
23rd-Begin 4th 9-weeks						
17 days						

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

4th-End 1st 9-weeks (44d)						
7th-11th Fall Break [schools closed]						
14th-Begin 2nd 9-weeks						
18 days						

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

10th [schools closed]						
21 days						

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

1st-Professional Learning* #3 [no students]						
27th-29th-Thanksgiving [schools closed]						
17 days						

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

21st-Administrative Day #5 [no students]						
22nd-End 4th 9-weeks (43d) abbrev. day						
25th-Memorial Day						
15 days						

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

20th-End of 2nd 9-weeks (46d)-abbrev. day						
23rd-31st-Winter Break [schools closed]						
15 days						

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

2nd term -- 90 days						
School year -- 180 days						

1st term -- 90 days

Time is stockpiled as per state law to allow for up to thirteen days of school being missed due to "dangerous or extreme weather conditions" or "upon approval by the [SDE] Commissioner ... in case of natural disaster, serious outbreaks of illness affecting or endangering students or staff, or dangerous structural or environmental conditions rendering a school unsafe for use." Days stockpiled in this manner are NOT subject to being "taken off" if not used in a school year. [TCA 49-6-3004]

State regulations require 10 administrative & inservice days. At least 5 of these days must be used for inservice, and 1 administrative day must be a parent conference day. This calendar schedules four [4] administrative days in addition to one [1] parent conference day.



## Sumner County Board of Education 2019.20SY

Abbreviated Days for students	
	prior to Winter break Friday, December 20, 2019
	final report card day Friday, May 22, 2020

New Student Registration	Wednesday, July 24, 2019
Kindergarten registration for 2020-21SY	Friday, April 24, 2020

Holidays	
<small><i>(School or central office closed **School or central office closed partial day ***School with reduced class)</i></small>	
Labor Day *	Monday, September 2, 2019
Fall Break**	Mon-Fri, October 7-11, 2019
Thanksgiving *	Wed-Fri, November 20-22, 2019
Winter Break **	Fri, December 23-31, 2019 Wed-Fri, January 01-03, 2020
Spring Break**	Mon-Fri, March 16-20, 2020 April 10, 2020
Memorial Day *	Monday, May 25, 2020

Stockpile Days (count as <i>instruction days</i> )	
Day 1 (election day)	Tuesday, March 3, 2020
<small><i>[NOTE: 12 stockpile days remain for use during weather-related issues, extreme levels of illness, and/or other qualifying reasons.]</i></small>	

9 weeks periods	dates
1st term 1st 9 wks ends	Friday, October 4, 2019
1st term 2nd 9 wks ends	Friday, December 20, 2019
2nd term 1st 9 wks ends	Friday, March 13, 2020
2nd term 2nd 9 wks ends	Friday, May 22, 2020

Administrative Days	
Prior to opening of school--#1	Monday, July 29, 2019
Prior to opening of school--#2	Thursday, August 1, 2019
<i>Parent conferences --#3</i>	Monday, September 16, 2019
Prior to start of 2nd semester--#4	Monday, January 6, 2020
Prior to final report card day--#5	Thursday, May 21, 2020

Professional Development Days	
<small>(combination of available days to be determined at school/district level--TBA)</small>	
*	Friday, July 26, 2019
*	Wednesday, July 31, 2019
*	Friday, November 1, 2019
*	Monday, January 20, 2020
*	Monday, February 17, 2020

Progress Reports (PR) sent home (no later than)	
	Friday, September 6, 2019
<small><i>The intent is to have progress reports available to be discussed at Parent Conferences on 9/26</i></small>	
	Friday, November 8, 2019
	Friday, February 7, 2020
	Friday, April 17, 2020

Report Cards sent home (no later than)	
	Friday, October 18, 2019
	Wednesday, January 8, 2020
	Friday, March 27, 2020
	Friday, May 22, 2020

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I have read the attached Westmoreland Elementary Student Handbook for the 2016-2017 School Year, and I understand and agree to all its contents. I have reviewed and discussed the document with my student.

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Student Name

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date

Please return this signed form to your child's teacher within the first three days of school.

