



School Hours 7:40 am-2:40 pm
Office Hours 7:25 am-3:30 pm

Communication

J.W. Wiseman's primary means of communication will be through the SCS Remind app. Please download the app to your smartphone. You will then be connected to your child's classroom teacher and school-based account which shares attendance updates, school events, etc. Additionally, Wiseman's school news is shared on our Facebook page. After searching for J.W. Wiseman click the Like button to stay informed.

J.W. Wiseman's Facebook Page:



If parent(s)/guardian(s) would like to speak to a classroom teacher or administrator in person, please reach out via Remind, by phone, or email to schedule an appointment. Walk-in appointment times will not be accommodated with the classroom teacher and may be accommodated by the principal based on the availability. You, your child, and your concerns are a priority, please allow the teacher and principal to schedule a time to meet with you, so your needs are addressed thoroughly.

Note: Teachers are instructed to only utilize their Remind accounts during their planning time during the school day as well as during

their set office hours. If communication is sent to the teacher after those communicated times, the teacher will respond the following business day.

SCS employee emails:
firstname.lastname@sumnerschools.org

Bus Rider Information

The school bus is an extension of school activity. Therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. 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. For more minor infractions, students will receive a bus write up resulting in a warning, parent contact, assigned bus seat, and/or temporary suspension from the bus. Note, the child is in the parent's care until they have boarded the bus and upon exiting the bus.

Parents can confirm the bus schedule and additional information related to transportation by accessing the following information:

-Download: Here Comes the Bus app on your smartphone, tablet, or computer to see the real-time location of your child's bus. School code: 87269

Transportation (615) 452-1520
<http://www.sumnerbus.com>

Car Rider Information
Arrival/Dismissal

Arrival: Car riders are to be dropped off on the Dollar General side of the school building no earlier than 7:00 am. At 7:41 am, students are considered tardy and require an adult to sign them in at the main office located on the South Broadway side of the building.

Dismissal: Car riders dismiss at 2:40 pm at the Dollar General side of the building. Parents, please remain in your vehicle as students will be escorted to you. Any student picked up prior to 2:40 pm will be documented as early dismissal.

-All vehicles require a school pick up tag displayed on the dashboard. If you do not have one, the parent/guardian will be required to park, go to the main office, show proof of identification, the guardian is listed in Skyward, and sign the child(ren) out with the school secretary. In the main office, the school secretary will be able to provide a replacement car tag.

-Students that are car riders are under their parents' care and supervision until 7:00 am unless the child attends before school childcare.

-All students must be picked up by 2:55 pm unless they are participating in an afterschool activity or are enrolled in after school childcare.



Transportation Changes:

All students will be sent home according to what is indicated on the forms completed by the guardian on the fall registration night. If there is a permanent change to transportation, please come into the school's office and adjust the forms. To adjust the child's transportation for a temporary amount of time, the parent needs to send in a signed note making the request for the child to go home a different way. If an emergency arises, please call the school prior to 2:00 pm to make this change request. Parent/guardian(s) reaching out via email or Remind will not be accepted as a valid request, and the child will go home the way indicated on the transportation form. We are committed to your child's safety.

Late Arrivals

An adult must accompany student(s) who arrive after 7:40 am to the front office and sign him/her in before the student can be admitted into the building. Students who arrive after 11:10 a.m. will be considered absent for the entire day.

Attendance

SCS 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 moral responsibility to see that children are present every day that school is in session.

Tennessee Compulsory School Attendance Law

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan and then a referral to juvenile court as they are guilty of a class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

Adequate reasons for absences include the following:

- 1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency.*
 - 2. Death of a family member.*
 - 3. Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.*
 - 4. Required court appearances.*
 - 5. Approved school related activities.*
- A) Vacations/trips: A maximum of 5 days will be excused for vacations at the*

discretion of the principal. B) Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal.

Unexcused absences: absences which are not verified or which do not meet valid reasons for absences. All out-of-school suspensions are unexcused. If a student is not present for the day, they cannot participate in extracurricular activities for that day.

An excessive number of absences during the school year will subject the student to possible retention.

If your address changes, you need to notify the attendance clerk immediately.

Report Cards

Report Cards are issued every 9 weeks during the school year. Progress reports are issued every 4-1/2 weeks. Grading is used as a measure of student progress made by a student mastering a standard or skill. Grades can be accessed in Skyward: <https://sis-sumner.tnk12.gov/scripts/wsisa.dll/WService=wsSUMStu/seplog01.w>

Parent Conferences will be September 23, 2024, by appointment.



Homework

Homework is given to support the reinforcement of standards by providing an opportunity for practice. Homework will not be graded.

Dress Code

JWW Elementary will follow the SCS Dress Code policy outlined in the Sumner County Schools Student Handbook. Board Policy 6:310 and can be accessed from the link below.
https://sch.sumnerschools.org/images/Information/SCS_K-12_Dress_Code_Policy_.pdf

Security

The safety of our children is our first priority. All visitors must sign in and out of the main office through the Lobby Guard System which requires a current license and photo to be taken. The Lobby Guard visitor's badge is to be worn at all times while in the building. The playground area is part of the school grounds and may not be used Monday-Friday during the hours of 7:00 am-6:30 pm unless permission has been granted by the principal. Please remember that students are only allowed to leave with persons listed in the Skyward platform and school emergency card. All students must be released from the main office.

Clinic/Medications

JWW has a nurse on staff all day. Our school is equipped to administer basic first aid. Tylenol, over the counter drugs, or prescription drugs can only be administered with proper forms completed by your child's physician. Medication must be brought in the original container with current instructions. Cough drops do require a form to be completed and turned in to the nurse before students may have them throughout the day. There will be no exceptions. If you forget to give your child medication in the morning, you will be expected to come to school and administer that dosage.

JWW School Nurse: Ginny West
ginny.west@sumnerschools.org

Media Center/Library Books

Our media center houses materials for students and teachers to supplement and enrich curriculum. Students visit the media center for assigned periods each week. Books checked out by a student are the responsibility of the student. Please take time to read with your child daily. Textbooks and library books are loaned to the students for their use. Damaged or lost items are the responsibility of the student. Payment must be made promptly if the materials are lost or unreasonably damaged beyond repair.

Cell Phones and Smart Watch Policy

Cell phones are to remain off and in backpacks during school hours and while on the bus. A smart watch may be worn on "airplane mode" for the function of telling time only. If a cell phone is out or a smart watch is utilized outside of the approved school uses, it will be collected and returned by the end of the school day by the classroom teacher. If this is a repeated offense, the parent/guardian will need to come to the school and pick up the device from the principal.

JWW Behavior Expectations

Rules are standardized throughout the building. All faculty and staff communicate through the use of school-wide electronic discipline platforms. You can expect either a written or verbal communication if a pattern of misconduct occurs. JWW participates in RTI2B to promote positive and safe school behavior. This includes a monthly school-wide behavior bash celebration for students who model WISE behaviors (WISE, **W**ork Hard, **H**ave Integrity, **B**e Safe, **S**how **E**mpathy). Wiseman adheres to the all Sumner County behavior policies as outlined by the SCS Student Handbook.

<https://www.sumnerschools.org/index.php/parents-and-students/sumner-county-schools-student-handbook>



Cafeteria

SCS uses an online platform for all nutrition needs. Through the TITAN Family Portal, parents can set balance alerts, monitor transactions, submit free/reduced online applications, and safely process one-time or automatic payments. Please click the link below to get started. If you prefer to send in a cash payment, please put it in a sealed envelope labeled with your child's first and last name, teacher, and purpose of the payment.

<https://www.sumnerschools.org/index.php/parents-and-students/food-services>

Apply for a meal waiver here:
<https://linqconnect.com/public/meal-application/new?lang=English>

**Your effort in applying can provide additional federal Title I funding for our school! All families should apply!*

JWW Cafeteria Manager: Yvonne Souza
yvonne.souza@sumnerschools.org

Lunch Visitors

● Visitors are welcome to eat lunch in our cafeteria. Visitors are only permitted to eat lunch with their student(s) only at the designated visitor table.

● Federal guidelines prohibit outside restaurant items from being brought into the cafeteria.

● Visitors are to come in through the main entrance of the school and sign in the kiosk to receive a visitor's badge. The visitor's badge will state the area within the building the parent is expected to be in during the visit.

● Visitors must be listed in Skyward. The custodial parents may update the Skyward information to include approved visitors.

● We ask that parents encourage good behavior and good manners in order to maintain a pleasant and safe atmosphere in the cafeteria.

● Please schedule a parent-teacher meeting during faculty and staff members planning times as we make every effort to respect and protect their personal lunch time.

● Please refrain from taking pictures and/or videos of students in the cafeteria.

Inclement Weather/Emergency Situations

In the event of a delayed start time, early dismissal, or school cancellation, all students

will be sent home as indicated on their transportation form completed on the registration night. If parents wish to make a change to this form, please come to the school and/or call the school secretary on the day of the weather event. Our goal is to have clear lines of communication ahead of time and ensure all students make it to their next location safely. Check local TV news, SCS Remind app, the county's Facebook page and website, School Cast messages, JWW's social media, etc. to stay updated on the district's decision regarding school closures. *Parents should notify the school secretary if weather messages are not being received.*

Before and After School Care Options, Wise Kids:

Jill Underwood, Wise Kids Director, 615-561-9773,
jill.underwood@sumnerschools.org

Third Grade Retention:

Per the State of Tennessee:

<https://www.tn.gov/education/learning-acceleration.html>

Family Resources:

Support your child's education by using these helpful resources.



<https://bestforall.tnedu.gov/collection?collecton-id=7700>

JWW Parent Group:

Be an active participant in making our school an *even* better place. Reach out to Mrs. Edwards, brittani.edwards@sumnerschools.org to see how you can get involved in supporting Wiseman's faculty, staff, and students.

Foundational Findings for Healthier Childhoods:

1. No Smartphones before high school. Delay entry to round the clock internet access by only allowing children basic phones with limited apps and no internet browser.
2. No social media before sixteen to allow kids to get through the most vulnerable brain development.
3. Smartphone & smartwatch free schools allow the students' attention to be focused on each other and their teachers.
4. More play and childhood independence, so children can naturally develop social skills, overcome anxiety, and become self governing young adults.

Reference: *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness*, Jonathan Haidt

District Level Contacts:

District 10 Board Member: Penny Barnes
penny.barnes@sumnerschools.org

Sumner County Board of Education: 615-451-5200

Director of Transportation: Andrew Grasty
615-452-1520,
andrew.grasty@sumnerschools.org

Family Resource Center: Cathy Graff 615-451-6548, ida.graff@sumnerschools.org

School Level Contacts:

J.W. Wiseman Elementary:
Office Phone: 615-325-8580,
Fax: 615-325-8581

Principal: Lauren Mayberry
lauren.mayberry@sumnerschools.org

Attendance Clerk: Amy Harrell
amy.harrell@sumnerschools.org

School Counselor: Danielle Rogers
danielle.rogers@sumnerschools.org

Additional Rules Disclaimer:

The items outlined in this handbook represent most of the important rules and regulations that help govern J.W. Wiseman Elementary School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the principal and faculty deem appropriate or necessary. New School Board policies may override rules and regulations stated in this handbook.

For additional information on Sumner County student policies, please visit:

<https://www.sumnerschools.org/index.php/parents-and-students/sumner-county-schools-student-handbook>.



Failure to sign the acknowledgment page does not change the policies, procedures, and student expectations in place for the 24-25 school year at J.W. Wiseman Elementary School.

Acknowledgement Page:

I acknowledge that I have received a copy of J.W. Wiseman's Student Handbook. I recognize it is my responsibility to read and understand the policies and procedures outlined in the Student Handbook. I further agree to talk with my child about the policies and procedures. In addition, I understand the contents of the Student Handbook are subject to change.

Please sign and return this page to your child's teacher:

Student's First and Last Name (Print)

Teacher's Name & Grade Level

Parent or Guardian's Signature

Date