

# **J.W. Wiseman Elementary School**

## **2021 - 2022**

Motto

***J.W. Wiseman: A school of excellence inspiring today's learners to become tomorrow's leaders.***

922 South Broadway  
Portland, TN 37148  
Phone: 615-325-8580  
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JWW Website Address:

[jww.sumnerschools.org](http://jww.sumnerschools.org)

Connect with us:

Twitter: [@jwwelem](https://twitter.com/jwwelem)

Facebook: [J.W. Wiseman Elementary](#)

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

## Staff Email List

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## Welcome to J.W. Wiseman Elementary School

### Student/ Parent/ Guardian Notification

- All regulations in this handbook may change in accordance with state and/or local federal law or policy. Regulations are also subject to review and modification by Sumner County Schools.
- Schools are not bound to the same legal standards of proof as required in courts of law. Our school handbook code of conduct is applied to student behavior in a fair and consistent manner as we impose consequences to those situations in which it appears more likely than not that misconduct has occurred.
- Behavior rules and infractions are not all inclusive; principal's discretion may be applied.
- **School administrators are not allowed to discuss student discipline except with the legal parent/guardian of a given student. School administrators cannot tell a parent how they have disciplined someone else's child.**
- Even though schools and buses may have **video-taping surveillance systems**, the tapes are to be viewed by the school **system or court personnel only**. Privacy laws (HIPPA and FERPA) prohibit parents from viewing the tapes when students other than their own are in view.
- If there are problems or questions concerning school personnel, discipline issues, or any problem originating at the school level, then those problems should be addressed following the proper procedure: 1) the child's teacher, 2) a school administrator, 3) the appropriate Central Office Supervisor, 4) the Director of Schools, and 5) Sumner County Board of Education. Each level of contact should be notated and documented before moving to the next level in the hierarchy.
- In addition to the policies below, all students/families are expected to follow all policies set-forth by the Sumner County Board of Education. A complete list of policies can be found at [www.sumnerschools.org](http://www.sumnerschools.org).

## School Policies

J.W. Wiseman Elementary has certain rules and regulations. These standards will act as a guide for student safety and conduct. These regulations do not constitute all situations that may occur.

### **ARRIVAL & DISMISSAL PROCEDURES**

Instruction Time: 7:35 A.M. - 2:40 P.M.

No child should arrive at school before 7:00 A.M. Prior to this time, there is no supervision provided for students. Students cannot be dropped off at school before the school doors open and proper supervision is in place. **Our front office opens at 7:25 A.M.**

Students eating breakfast will report to the cafeteria. All other students arriving between 7:00 & 7:30 should wait in the gym. During this time, students are expected to bring a book and read quietly. In order to ensure student and faculty safety, all car-riders MUST be dropped off on the far side of the school. Students will be picked up from the gym at 7:30 A.M. No student should arrive in the classroom before his/her teacher. **If students are not in their classroom by 7:40, they are tardy. Even if they are in the building at 7:40, but not in class they are tardy.**  
**Instruction starts promptly at 7:40 a.m.**

If your child arrives after 7:40 A.M, please bring him/her to the front office to obtain a tardy slip. A parent signature is required for all tardies and early dismissals. Car riders and bus riders will be dismissed at 2:40 P.M. Teachers/Assistants will release car riders to their parent's vehicle. **CAR TAGS WILL BE REQUIRED FOR ALL CAR-RIDERS.** \*If you misplace a car tag, report to the front office to be issued a new one. Identification will be required. **All transportation changes must be made by an authorized parent or guardian prior to 1:30 P.M.**

### **ABSENTEES**

You are allowed 5 parent notes. When the student reaches 3 unexcused absences, a referral will be sent to a truancy officer for further action.

<b>Verified Absences</b>	
Student's personal illness or hospitalization	Required Court Appearance
A death in the immediate family	Special recognized religious holidays regularly observed by a faith
Emergency circumstances	Approved school related activities

## **NOTICE TO PARENTS- NEW LAW- PLEASE READ**

School attendance is extremely important to student success and is a popular topic with local lawmakers. This letter is to inform you of a few changes that will affect you and your family regarding school attendance for the 2021/2022 SY. T.C.A. 49-6-3007 states the following:

- (A) If the student is absent from school for an aggregate of five (5) days during the school year without adequate excuse, then the student is subject to referral to juvenile court; and
- (B) It is a parental duty to monitor the student's school attendance and require the student to attend school.

The law also states that each district shall implement progressive truancy interventions for students who violate the Compulsory Attendance Law. Below you will find Sumner County Schools tiered approach in reducing the number of unexcused absences in effort to produce successful students.

### **Sumner County Schools Progressive Truancy Intervention Tiers**

**Tier 1**-School level interventions and reward programs

**Tier 2**-initiated at 3 unexcused absences

- \*Parents must conference with administration
- \*Attendance contract signed at conference

**Tier 3**-initiated with additional unexcused absences

- \* Individualized Assessment completed and one of the following:
  - Individualized Action Plan or Improvement Plan
  - Referral to school counselor
  - Referral to community-based services
  - Referral to school nurse-Health plan created
  - Referral to Attendance Student Support counselor

**Tier 4**-initiated with continued unexcused absence

- \*Referral to School Attendance Review Team consisting of administration, counselor, student, parent, teachers, nurse, attendance clerk, psychologist, and /or truancy officer

**Tier 5**-Referral to Truancy Officer

- \*Truancy officer intervention
- \*Parent could be required to attend Pre-Court Diversion Program

**Tier 6**-Juvenile Petition filed

These efforts of collaboration are to support your student to become a confident, productive and successful student.

Please contact the Sumner County Board of Education Attendance Office for any questions at 615-451-5424.

Each quarter, students will receive a reward for attending school and being on time. The criteria will be shared each quarter. Those not qualifying will be allowed to make-up missed work during this time. This is not a punishment to those that miss the criteria, rather a reward for those that make it.

### **SCHOOL EXPECTATIONS**

During the 2021 -2022 school year, we are excited to continue implementing the House System created by Ron Clark. Several other Sumner County Schools follow this model and we believe it will benefit our students and school environment. The following school rules are in effect for the safety of students. Our goal is for students to receive the maximum benefits from each school day. These rules apply to all students:

1. Students will adhere to the rules of the House Systems and be active and contributing members of their “house.” The following are the “Essential 20,” house rules:
  - a. Be humble (If you win, don’t brag; if you lose, do not show anger).
  - b. Make eye contact.
  - c. Congratulate and uplift classmates. (Respect other students’ and their opinions, ideas, and comments.)
  - d. All gestures should remain respectful.
  - e. Always say thank you when given something.
  - f. Do not ask for a reward.
  - g. All transitions should be quick, quiet, and include appropriate hallway behavior.
  - h. Do not complain.
  - i. Greet adults and students each morning.
  - j. Keep yourself and the bathrooms clean and germ free.
  - k. In the lunchroom, use proper etiquette and do not save seats.
  - l. On the bus, always stay seated and face forward.
  - m. When meeting new people, say their name and shake their hand.
  - n. Be a good listener.
  - o. During an assembly, do not speak or call out to friends.
  - p. When walking in line, keep your arms behind your back and move quietly.
  - q. If anyone is bullying you, let your teacher know and do not bully others.
  - r. Learn from mistakes and move on.
  - s. No matter the circumstances, always be honest.
  - t. Be the best person you can be.

2. Every student in school will always follow the instructions of all teachers and assistants in all places.
3. Students must not bring any items that are dangerous or appear dangerous. (This includes knives or any item that can be used as a weapon.)
4. **There will be no fighting of any nature at school. Fighting will result in out-of-school suspension.**
5. Students may not trade, sell, or purchase items, such as cards, from other students at school. (The school will not be held responsible for items taken.)
6. Inappropriate restroom behavior will not be tolerated. This includes looking under stalls, playing, standing on toilets, throwing paper, clogging toilets, etc.
7. Students should not bring any type of TOY, ELECTRONIC GAMES, and Music Players.
8. No cell phones/iPods, etc. If a child needs to bring a cellphone for after school purposes, they must be turned off and kept in a backpack. If a student brings an electronic device and it leaves the backpack, it will be taken up. Parents will be responsible for coming to school and picking up the item. If the item is not picked up by the end of the year, it will be donated or thrown away. We appreciate your support on this matter.

#### **CAFETERIA**

Breakfast and lunch are served daily unless otherwise announced. Families may apply for free or reduced meal benefits at any time during a school year. Family Meal Applications are available in each school office. Approval for free or reduced meals only applies for meals obtained after the application approval date each school year. Charges incurred before approved applications are to be paid by the parent or guardian. Students are expected to behave appropriately in the cafeteria and show good manners. Appropriate behaviors will be reinforced. **Federal Law prohibits food to be brought into the school cafeteria from outside commercial food service establishments during school serving time. Due to Child Nutrition regulations, fast foods and soft drinks will not be permitted in the school cafeteria.**

The school encourages students to pay for their meals by the week or by the month. Send your money on MONDAY of each week to the cafeteria manager. When paying, please put money in an envelope with the student's name, teacher's name, amount enclosed, and purpose for the money.

We can only charge for lunches two consecutive days. This is a county policy. Please send this money promptly.

**Breakfast and Lunch prices will be posted at the beginning of the school year.**



## Buses

The school bus is an extension of the school; therefore, students shall conduct themselves in a manner consistent with the established standards for school behavior. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior does not meet the standard behavior expectations. Assigned seats may be given on any bus to some or all students.

All school rules apply on the bus. Students will also observe additional bus rules:

### **Be Responsible**

- Be obedient to the bus driver and obey all rules.
- Avoid excessive noise.
- Ride only in your assigned seat. (All Wiseman students will have assigned seats.)
- Leave food, drink, and gum off the bus.
- Ride only your assigned bus.
- Do not attempt to ride any bus during a suspension.

### **Use Respect**

- Aid peers when needed and is appropriate.
- Keep hands, feet, and objects to yourself.
- Report any offenses to the driver and principal.
- Talk using appropriate tone, volume, and word choice.
- Avoid confrontations.

### **Stay Safe**

- Stay focused when walking to and from the school bus.
- Walk on the sidewalk, away from the road.
- Always remain seated.
- Keep hands, feet, and objects inside the bus.
- Wait until the bus comes to a full stop before attempting to enter or exit.
- Only exit the bus when directed to by the driver. Wait until the bus driver signals you across the road and check traffic first.

### **Bus Infraction Consequences:**

**First Offense:** Informal Discipline, warning, detention, or 1-5 days bus suspension

**Second Offense:** Detention, 1-5 days ISS, or 3-5 days bus suspension

**Third Offense:** 5 days minimum bus suspension, possible loss of all bus service,

Parent/Principal Meeting.

**Fourth Offense:** 30 days minimum bus suspension, possible loss of transportation privileges for the remainder of the year.

**Bus Suspension:** Students who are suspended from riding the bus are still expected to attend school, except in the case of zero tolerance offenses or in cases where school administrators also suspend the student from school. In the case of bus suspension, parents are expected and required to transport their children to school. Failure to attend school during bus suspension may result in a petition to appear before the Truancy Board and/or petition to Juvenile Court. Students assigned to Alternative School are not allowed to ride the bus during the extent of the Alternative School placement. **Parents are responsible for transportation to and from Alternative School.**

**Please be aware that riding the bus is a privilege, not a right. Student transportation is a privilege extended to Sumner County students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done to provide a safe environment for other students on the bus. Drivers must demand their full attention be given to driving the bus.**

## General School & Office Policies

### **CARE OF SCHOOL PROPERTY**

School property is for the benefit of students (both present and future). Proper care of school property simply means a better education for you and others. Both students and parents are legally responsible for the abuse of school property.

### **MEDICINE**

1. A prescription/non-prescription form by the parent or doctor giving permission must accompany the medicine. No medication will be given without the properly signed form.
2. Medicine must be brought to school by the parent in the original container.
3. Once a day medication (a.m. doses) must be given at home. Antibiotics that are 3 times a day will not be given.

All medications will be thrown away at the end of the school year that have not been used or taken home. The school is not allowed to keep unused medicine.

### **POSTPONEMENT OF SCHOOL DUE TO SEVERE WEATHER**

If it becomes necessary to postpone school due to bad weather, or any other reason, the announcement will be made over the radio, television, and school messenger (often before we know it). Do not call the teachers or principal to confirm this announcement. If school closes early during the school day, it is the parent's responsibility to notify the school if any transportation changes need to be made. Otherwise, students will be sent home as indicated on the inclement weather form.

### **PARENT CONFERENCES**

Sumner County provides two days for parent conferences. Teachers sometimes call for extra conferences. If you want to set up an additional conference, teachers will be happy to do so. Be sure to send a note or call the school office to arrange an appointment. **Although guests are always welcome in the building, please understand that instructional time is dedicated to student learning and conferences should be scheduled instead of impromptu.**

## **CUSTODIAL COURT ORDERS**

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child.

A copy of any current court papers or custody orders **must** be filed in the student's cumulative record at the school. It is the custodial parent's responsibility to bring an updated copy of any changes to court papers or custody order to the school. The school will only honor the orders currently on file. Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all the student's educational records, including but not limited to, the student's cumulative file and the student's special education file, if applicable.

## **MONEY**

Students should not carry money to school except to buy meals, pay required fees, or school supplies at the bookstore. Money should be sent in an envelope labeled with the child's name, teacher's name, and purpose. THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR MONEY LOST OR STOLEN ON THE SCHOOL BUS OR ON SCHOOL PROPERTY.

## **TEXTBOOKS & SCHOOL ELECTRONIC DEVICES**

Any textbook, library book, Chromebook, or I-pad abused, damaged, or lost must be paid for by the student. The office will notify you of the cost of the new book.

## **LOST & FOUND**

All lost and found items are to be turned in or claimed through the school's office. For the prompt return of misplaced items, we ask that you put your name and your teacher's name on textbooks, assignments, folders, book bags, jackets, lunch boxes, money envelopes, and any correspondence. If items are not picked by the end of each quarter, they will be donated.

Students may not take things from lost and found and claim them.

## **DISCIPLINE**

Dr. McClard or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons.

Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Fighting of any nature.
2. Willful and persistent violation of the rules of the school or truancy.
3. Immoral or disreputable conduct or vulgar or profane language.
4. Violence or threatened violence against any person or any personnel attending to or assigned to any public school.
5. Willful or malicious damage to real or personal property of any person attending or assigned to said school.
6. Inciting, advising, counseling of others to engage in any of the acts, herein before enumerated.
7. Marking, defacing, or destroying school property
8. Possession of a knife or weapon on school property.
9. Possession of a pistol, gun or firearm on school property.
10. Assaulting a principal or teacher with vulgar, obscene or threatening language.
11. Unlawful use or possession of barbital or illegal drugs.
12. Any other conduct prejudicial to good order or discipline in any public school.

Should you or your child have an issue with a teacher or another student, please contact the classroom teacher before contacting Dr. McClard. In most cases, issues can be resolved quickly, when the teacher is notified first. If you have already spoken with the teacher and you have not resolved the issue, you may contact Dr. McClard by phone or e-mail.

## **TOBACCO**

- The USE or POSSESSION of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia by students or visitors will not be permitted anywhere on the school grounds or in buildings.
- The use or possession of tobacco in any form will not be permitted on county provided transportation.
- POSSESSION or USE of lighters or matches will not be permitted on school grounds, in buildings, or on county provided transportation.
- *The use or tobacco is not allowed on school grounds. This includes car rider line. Please refrain from vaping or smoking in car rider line.*

State law has been revised so that it is a violation for anyone under the age of 18 to use or be in possession of tobacco. Violators may be cited to court (TCA 39-15-407-413). According to the 1999 Tennessee Tobacco Law, violators may be fined from \$10-\$50, and may be sentenced to perform up to 50 hours of community service. Violators may be required to attend tobacco/smoking classes.

## **MAKE-UP WORK**

Students will be allowed to make up all work missed, unless absence is a result of school suspension. Arranging to make up work missed is the responsibility of the student. Parents of elementary students may request their make-up work. Make-up work must be requested upon return from the excused absence and turned in according to the number of days absent (3 days per absence can turn in make-up work). Tests missed during excused absences will be taken during the regularly scheduled class time or another time agreeable to the teacher and student. Students who receive out of school suspension (OSS) may not be allowed to make up missed work.

## **MULTI-HAZARD DRILLS**

Tornado, chemical spill, fire drills, and other such multi-hazard drills are held at announced and unannounced intervals. Each teacher will communicate the drill instruction and the route to safety for all students. For the safety of students drill specifications will not be communicated to parents. Students may not be checked out during drills.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued at the end of each nine-week grading period. This report indicated all academic grades and other pertinent information. Sumner County Schools uses Standards Based Grading K-3. Students in 4<sup>th</sup> and 5<sup>th</sup> grade will receive traditional grades. You can also view your child's grades on Skyward. For login information please contact the front office.

## **SCHOOL ADMISSIONS**

Steps to Enrolling Your Child in Sumner County Schools

### **Step 1**

Determine the Child's Eligibility: All children age 5 by August 15 and living within Sumner County are eligible for enrollment. The Tennessee Compulsory Attendance Law (TCA 49-6-3001), requires all children between the ages of 6 and 18 to attend school and be on time to school and classes. Each child seeking to enroll in the school system must be a resident of Sumner County.

### **Step 2**

Identify and Contact the School: Registration takes place at each individual school. Parents are asked to contact the school office to make an appointment for registration. School staff can provide a Spanish speaking interpreter for you if you ask in advance. If you are unsure about which school your child should attend, please call the Sumner County Board of Education at 451-5200 and tell them your address. Attendance Zone maps are also available at [www.sumnerschools.org](http://www.sumnerschools.org).

### **Step 3**

Gather the necessary documents the school will request:

1. An official birth certificate showing the student's date of birth. If the student was born in Tennessee, a copy of the birth certificate can be obtained at any Tennessee Health Department location.
2. Evidence of a current medical examination. This applies to kindergarten, first grade and other students for whom there is no health record.

3. Immunization record: Parents are required to provide a Tennessee School Immunization Record when enrolling their children in Sumner County Schools for the first time. This record is available from your pediatrician or from the Sumner County Health Department. (A list of required vaccines can be found [here](#) or by going to Sumner County Health Department) There are Health Department Offices at: 1005 Union School Road in Gallatin, 214 W. Longview Drive in Portland, and at the Hendersonville Clinic, 351 New Shackle Island Rd. in Hendersonville.
4. A photo ID is requested to identify the parent/guardian enrolling a child.
5. At least two (2) documents establishing proof of residence are required:
  1. Legal document/lease showing proof of residency for specific address (Notary public or typed/handwritten 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.)

Students who do not speak English as their first language will be enrolled immediately even if they do not have one or more of these documents. The Tennessee School Immunization Record is required for enrollment.

Students who are identified as homeless will be enrolled immediately even if they do not have one or more of these documents. The Tennessee School Immunization Record is required for enrollment.

Transfer/Moving out of town/state: When a child changes schools during the school year, a parent/guardian should visit the school office to complete a withdrawal form before enrolling the child in a new school.

## **SUMNER COUNTY SCHOOLS STANDARDIZED DRESS CODE FOR ELEMENTARY SCHOOLS**

### **The following shall NOT be worn to school:**

1. Biker shorts
2. No frayed pants with unpatched holes above the knees (This includes pants where you can see your skin).
3. Saggy/Sagging pants
4. Spandex or body shirts
5. Leggings and leotards unless with an appropriate length top or dress
6. Suggestive slogans, pictures or advertisements for tobacco or alcoholic products on clothes. No clothing will be allowed that suggests violence or sex.
7. Caps, hats, scarves or bandanas
8. Strapless dresses or blouses



9. Spaghetti strap dresses
10. Bare midriff, halters or tank tops
11. Clothing related to gangs
12. Shoes with cleats
13. Flip-flops or flip-flop style shoes
14. Short skirts, short shorts or any clothing that is too short is not allowed. (The length of shorts or skirts is determined by placing the arms down by each side and having fingertips fully extended, touching material.)

**In addition, the following guidelines shall be enforced:**

1. Mesh may only be worn with T-shirts
2. Tank tops and other shirts must be at least three fingers wide.
3. Jewelry must not be distracting, disruptive, or unsafe
4. No body piercing other than ears.

**PENALTIES**

**Change or go home.**

**Repeated dress code violations could result in other discipline measures.**

## **TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION**

Much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

**Legal Services Division**  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

## **CHILD ADVOCACY GROUP CONTACT INFORMATION**

There are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

**The ARC of Tennessee** <http://www.thearctn.org/>  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: 615-248-5878 Toll-free 1-800-835-7077  
Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)**  
Internet at <http://www.tnstep.org/>  
712 Professional Plaza  
Greeneville, TN 37745  
Middle Tennessee:  
615-463-2310 [information @ tnstep.org](mailto:information@tnstep.org)

**Tennessee Protection and Advocacy (TP&A) internet** <http://www.tpainc.org/>  
416 21<sup>st</sup> Avenue South  
Nashville, TN 37212  
1-800-287-9636 or 615-298-1080

**Tennessee Voices for Children internet** <http://www.tnvoices.org/main.htm>  
1315 8<sup>th</sup> Avenue S.  
Nashville, TN 37203  
615-269-7751 or 800-670-9882  
Fax: 615-269-8914 Email: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

For a more extensive list visit the Tennessee Disability Services –Disability Pathfinder Database:

<http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

The purpose of the student handbook is to inform students and parents/guardians of the rules and procedures of being a student at J.W. Wiseman. Please read the following handbook very carefully. Students are expected to abide by the accepted rules contained herein.

As the parent or guardian of this student, I have read the handbook and explained the polices/rules to my child. I understand that if my child violates any of the rules, school disciplinary action will be taken either by the teacher or by the principal.

Student's Name (please print): \_\_\_\_\_

Teacher's Name: (please Print): \_\_\_\_\_

Guardian's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_