

Scales Elementary
6430 Murray Lane
Brentwood, TN 37027
Phone: 615-472-4830
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Principal: Dr. Melonye Lowe
Assistant Principal: Mr. Jason Newman
Attendance Secretary: Mrs. Teresa Whitt
Bookkeeper: Mrs. Sandy Webster
Mascot: Mustangs

Web Address: www.wcs.edu/ses
PTO Website: www.PTOScales.org
Cafeteria: 615-472-4837
School Hours: 8:50 AM-3:50 PM
School Colors: Royal Blue and White

“At Scales Elementary we promote a balanced education to help us be life-long learners.”

ARRIVAL/DISMISSAL INFORMATION:

Doors open at 8:30 AM. All students must be in the classroom at 8:50 AM. Those not in the class will be counted as tardy. Bus riders will not be counted tardy when their bus is late. Parents must come to the office to sign in all students arriving after 8:50 AM. Dismissal will begin at 3:50 PM. After 3:50 PM, all remaining students will be in the office for parent pick-up. Early Dismissal is before 3:15 PM. After that time, students will go through normal dismissal procedures. Adults picking up students in the car line must use the Scales Car Tag. Dismissal procedures are on the car tag. Bus riders will be dismissed from the back entrance. Students are to ride their assigned bus and are to be picked up and delivered only to their home address. If a student needs to get off their bus at a different address than usual due to **an emergency**, a signed note from the parent must be given to the office for approval. Approval will be based on available seating on the bus. Drivers must have this note for compliance with state law.

ASSESSMENTS

Williamson County Students participate in both formative and summative assessments. Formative assessments are ongoing classroom assessments utilized to inform instruction. Examples include exit tickets, quizzes, unit tests, STAR and AIMSweb universal screeners, and quarterly benchmark assessments. Summative assessments typically take place at the end of a unit of study or end of course. They are utilized to guide the school on overall approaches and strategies for instruction.

Students in grades K-1 will participate in the district-wide reading and math AIMSweb screeners. Students in grades 2-5 will participate in the STAR Reading and STAR Math screeners. Students in grades 3-5 will participate in state and district assessments. During assessment windows, we ask that parents make every attempt to have students at school on time. No absences will be excused for family trips.

Please refer to www.wcs.edu for information regarding district assessments including the assessment calendar.

ATTENDANCE

Consistent attendance and punctuality are cornerstones of student progress and success. If students repeatedly miss school or are often tardy, it puts them at risk for misunderstanding concepts that are taught and reinforced while they are not present. Additionally, student attendance is one of the categories the federal and state governments use to evaluate schools and assess whether or not they are making adequate yearly progress. Consistent attendance is a priority at Scales.

Tardies and Early Dismissals (before 3:50)

Students are tardy if they are not in their classrooms by 8:50 am. Late arrivals and early dismissals are unexcused except for the following reasons: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances. Traffic delays, oversleeping, and running late will not be excused. Early dismissals are strongly discouraged after 3:15 (except in an emergency) due to safety issues and the interruption of instructional time in classes. Instructional time extends until dismissal at 3:50 PM.

Parents must send a note to the teacher the morning of the request for early dismissal (unless in an emergency situation) with the following information:

- 1) Student's name and teacher's name
- 2) Date and time child needs to be dismissed
- 3) Reason for early dismissal

The parent must sign the student out in the office at dismissal time stating time and reason, and office personnel will call the student to the office when the parent arrives to pick up the student.

Excused Absences

Excused absences include: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

Written Documentation

The Williamson County School Board Policy 6.200 requires written parental or medical documentation for all absences, tardies, and early dismissals. This documentation ensures that school personnel are fully and accurately informed about your child. All absences are considered "unexcused" until a note is sent, preferably within 48 hours of the student's return to school. When a student's absences exceed 8 days, a doctor's note will be required to excuse all future absences. Notes are kept on file for the school year. Parents may also send an email with all appropriate information to their teacher AND our attendance secretary, Teresa Whitt at teresa.whitt@wcs.edu.

Notes should state:

- child's name
- teacher's name
- date(s) of absence
- reason for absence
- doctor's note attached (if applicable)
- parent or guardian signature

School Notification

In accordance with new state guidelines for schools related to truancy, Williamson County Schools has implemented a three-tier system to monitor attendance. Parents will be notified as unexcused absences accumulate (recorded) to address truancy concerns. Three unexcused absences - parents will be notified via email or phone; five unexcused absences – a meeting will be held with family and school personnel at which time the team will create a plan to support the family and ensure subsequent school attendance. Follow-up meetings will be scheduled to monitor progress. If the student continues to accumulate absences, additional interventions will be established.

The new Tennessee Department of Education Accountability Regulations (ESSA) defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused. Students who accumulate 18 or more absences will be considered "Chronically Absent" and reported as such to the state.

Perfect attendance certificates will be issued to students who have *no absences, no tardies, and no early dismissals for the entire school year*.

BEHAVIOR

All students are expected to adhere to the following school expectations: **Be Respectful, Be Responsible, and Be Your Best Self**. Individual classroom teachers will establish classroom procedures for meeting these expectations. If a student fails to meet expectations, it may result in a conference with school administration. Administrative consequences will be determined based on behavior and any prior behaviors or interventions. Consequences may include but are not limited to time in the office, silent lunch, ISS (in school suspension) and possible OSS (out of school suspension). In addition, all Scales students are expected to follow WCS policies, procedures and guidelines concerning discipline for any offenses concerning Zero Tolerance and Zero Tolerance reasoned judgement offenses.

BULLYING

Children need a worry-free environment in order to do their very best in school. Unfortunately, teasing and bullying are facts of life for some young students. While these actions are not prevalent, any incident can be discouraging to a child and disruptive to the learning process. The learning of appropriate social skills is a vital part of the educational process. Bullying can include any behaviors initiated by one or more students against a victim that are **deliberate and hurtful, and are repeated over time**. The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time, creating a pattern of harassment or abuse.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem infractions. Remedial measures shall be designed to:

- Correct the problem behavior
- Prevent another occurrence of the behavior
- Protect the victim of the act

- Help the student understand how the other person feels

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interests of others at the same time. This learning, related to character development, is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success. Should a bullying incident be reported, it will be investigated by administration within 48 hours. The investigation and required intervention will be implemented within 20 calendar days. Administration will notify the parent/guardian of any students involved. Administration will also provide information regarding any support services available. Administration will follow investigation procedures and definitions set forth in policy 6.3032. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension.

Definition: Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities or performance. Bullying is: 1) repeated, 2) intending harm, 3) against someone perceived with less power. Bullying has the effect of:

1. Physically harming a student or damaging a student's property
2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property.
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

If a student needs help with resolving a conflict or if a student feels that he/she is being bullied, he/she should communicate with a staff member such as a teacher, counselor or administrator. Families may also report bullying to a WCS toll free tip line. The toll free number is 1-855-284-0669. Incidents can also be reported via email at bullying@wcs.edu.

BYOT (Bring Your Own Technology) for Students in Grades 3-5

Scales Elementary teachers work to incorporate technology into student learning on a regular basis. Chromebooks and iPads are available at school for student use; however, students in grades 3-5 are able to bring their own devices to be used only for instructional purposes. Examples of devices include Nooks, Kindles, iPads, and laptops. No electronic games, toys, trading cards, hand-held games, etc. are permitted at school. If any of these items are at school, they will be taken up and returned only to the parent/guardian. **Apple Watches, or similar "smartwatch" devices, are not an approved district device and are also prohibited.** If any of these items are seen or heard during the day they will be taken up and returned only to the parent/guardian. Teachers may allow students to use their cell phone for instructional practices and they should only be used for that purpose during the school day. Cell phones and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes. If, as a parent, you feel that it is imperative for your child to have a **cell phone/smartwatch at school for after school communication, it is to remain in your child's backpack, turned off during the school day. Texting is absolutely prohibited at school.**

The student's classroom teacher will communicate to parents any exceptions to this policy for that specific classroom. The teacher will state when it is appropriate to bring electronic devices from home. District information about BYOT and the Acceptable Use Agreement for Digital Devices Form for grades 3-5 must be electronically checked and agreed upon during the re-enrollment process or the paper form must be completed and agreed upon during new student registration in order for your child to participate in BYOT. You can find a copy of the Acceptable Use Agreement at the district website www.wcs.edu. In addition, students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.

- The device must be turned off while on the school campus or bus unless otherwise directed by the teacher or bus driver.
- The device may not be used on assignments or tests nor for non-instructional purposes during instructional day, **including making or receiving phone calls or text messages.**
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the WCS Acceptable Use, Media Release and Internet Safety Procedures.
- The device may only be used to access files or internet sites that are relevant to the classroom curriculum. Non-instructional games are not permitted.

- Students must comply with a teacher's request to turn off the device and store in his/her backpack.

Students acknowledge and agree that:

- The school's network filters will be applied to the WCS guest network access to the internet and shall not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school related purpose.
- Personal technology must be charged prior to bringing it to school, and the device must run off its own battery while at school.
- Students remain subject to all other school behavior rules.

Students are responsible for the well-being of their device. Please consider the following to help ensure the safety and success of your child's device:

1. Record the serial number on the device in the event of it being lost or stolen
2. Seek to use a password protected device
3. Do not share any passwords
4. Consider an insurance policy for your device
5. Monitor your child's use of the device on a regular basis

Scales Elementary will follow the guidelines set by the district that can be located at www.wcs.edu. Any disciplinary actions regarding inappropriate behavior with a device will be handled on a case-by-case basis, which can include the loss of BYOT privileges for any amount of time as determined, by the administration as well as other disciplinary actions.

CELL PHONES

Teachers may allow students to use their cell phone only for instructional purposes. Cell phones and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes. Unless otherwise directed by a teacher for instructional use, cell phones and Apple-type watches are to remain in your child's backpack and turned off during the school day. Student cell phones and Apple-type watches are not to be used to receive or place text messages or to call parents/guardians during school. Parents are encouraged to attend any community meetings regarding digital citizenship.

CAFETERIA/LUNCH

Lunch should be a relaxing and fun time for students. To that end, cafeteria expectations help create a safe and enjoyable atmosphere. Please review these expectations with your child.

Cafeteria Expectations:

1. Enter and exit the cafeteria in a neat line without talking.
2. Get all utensils and condiments before sitting down.
3. Purchase all items when you go through the line.
4. Gather all trash and clean up your area (including food that has fallen to the floor) when your table is dismissed.
5. Stay in your seat with your feet under the table and keep your hands to yourself.
6. Talk to the people at your table.
7. Raise your hand and wait for permission before leaving your seat.
8. Only eat food you brought or bought. Do not touch or handle anyone else's food.
9. Listen to the cafeteria monitors.
10. Use proper dining manners.

Please send items in your child's lunch that can be easily managed by the child. Carbonated drinks and food brought from anywhere other than home are not allowed in the cafeteria. The price for a school lunch is **\$2.90** (this is a new price, is subject to change, and dependent on any a la carte items bought). Please consider managing your child's lunch account online at <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>. This way you are able to check the account daily. Applications for free or reduced-priced lunches are available at www.wcs.edu/foodsvc.

Parents may join their children for lunch at the back visitor's table as space allows. There are a limited number of tables/seats available for visitors in the back of the cafeteria. Parents may only eat with their own children. **In the best interest of all students and in alignment with the district's wellness policy and allergy protocol, outside restaurant food is not permitted in the school cafeteria. Parents should plan to purchase a school lunch or bring a sack lunch from home for themselves.** We appreciate your understanding of this request as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.

To preserve instructional time, we ask parents to wait at the cafeteria door to join their child for lunch and to say "goodbye" to their child in the cafeteria. Don't forget to sign in/out in the office and wear a visitor's sticker.

CELEBRATIONS

We love to honor and celebrate students at Scales. There are three class parties scheduled during the year, fall, winter, and end-of-year parties. Fall and end-of-year parties will be with the classroom teacher only. Winter parties may have 2 parent helpers. The parties are a time for students to participate in fun activities with their classmates. It is vital that staff and parents be mindful of food allergies when planning for celebrations. Food allergies can be life threatening and are a serious concern to all schools. We have students with serious, life-threatening food allergies. Therefore, we will make every effort to protect students with allergies while not taking away from traditional childhood celebrations. The guidelines listed below are in accordance with the district's Allergy Standard Operating Procedures (SOP 6.114).

Class Parties

All celebrations will be pre-planned with the classroom teacher. The room parents and party planners for each classroom organize classroom celebrations and coordinate the plans with the teacher. All foods for scheduled school-wide and classroom celebrations must be pre-packaged with ingredient and nutritional values listed. Food made from home may not be distributed during the school day or brought into the classroom.

Birthdays

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the WCS Wellness Policy as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday this year. The Scales staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle and maximizing learning:

- Send in a non-edible treat for everyone in the classroom such as pencils, bookmarks, etc.
- Donate a book in your child's name to our school library.
- Donate an educational game or book to your child's classroom teacher in their honor.
- Have a family member come and read to the class.

Your child's birthday will also be recognized on our school-wide announcements. Our emphasis is on honoring your child on their birthday without a focus on food.

Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class. Please note that these invitations will be distributed to students in your child's class only. Invitations sent to school where there is not one for every child in the classroom will be returned home.

CHILD FIND

Williamson County Schools wants to make sure every child gets the help they need to learn and grow. Do you know a child between ages birth to 22 years old, is growing and learning at a delayed rate compared to other children the same age, or has a hard time learning or learns at an exceptionally fast rate? If so, call Student Support Services at 615-472-4130 to receive help.

CLINIC/ILLNESS

Scales has a well-equipped clinic managed by a full-time registered nurse who is prepared to deal with minor accidents and illnesses. If a student becomes ill or injured at school, the teacher will have the student evaluated by the school nurse. Through her examination and in accordance with the district illness policy, the nurse will determine treatment or if the student does not meet criteria, to stay in school. The nurse will notify parents if a student becomes significantly ill or injured. The school nurse may only administer medications that are provided and authorized by the parent/guardian. Refer to the WCS Medication Administration Protocol for complete details.

Because germs spread easily from child to child, we ask that you follow a basic guideline regarding attendance. Students should not be in school if he/she has a contagious illness (such as pink eye, strep throat, etc.), head lice, or fever. Please do not send a student to school until 24 hours after a fever or vomiting. Students will be checked for head lice by the school nurse when demonstrating symptoms. Parents of students with live lice or an active infestation will be asked to pick up their child as soon as possible to begin the treatment process. The student may return to school only after the hair has been treated appropriately and the parent presents proof of treatment.

Any non-prescription medication must be kept in the clinic and dispensed by the school nurse. Students needing prescribed medication must have the appropriate form available in the clinic, signed by the physician and parent before it is brought to school. The medication must be in its original bottle, brought in by the parent, and left in the clinic. All medications not picked up by the last school day will be destroyed.

When determining whether your child is well enough to attend school, please refer to the Williamson County Schools Illness Guidelines found at www.wcs.edu. If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services Site at www.wcs.edu.

CUSTODIAL ISSUES/PARENTING PLAN

Custodial parents must inform the school immediately upon any changes in custody, parenting plans, or of court restraining orders. Non-custodial parents requesting information for a student should provide the child's teacher with self-addressed, stamped envelopes for periodically mailing information or arrangements might be made for the child's teacher to collect information to be transported with the student to the non-custodial parent. Information may also be sent by email. All families with a parenting plan must have that plan on file in the school office along with any subsequent orders or changes to the parenting plan. Students will be unable to register for school without a parenting plan or court order establishing the primary care parent.

DISCIPLINE

The purpose of discipline at Scales is to maintain a positive and orderly learning environment for all students, while helping students to learn to manage their own personal choices. We believe that relationships of mutual respect are foundational to learning. Maintaining an effective school climate requires the cooperation and the commitment of students, parents, and teachers. Each teacher will establish and teach expected behaviors, which are based upon respect and enhance the learning process. In most cases, discipline concerns can be effectively handled in the classroom by the teacher.

When compliance with these rules does not occur, a progressive discipline approach is used. This may include student conference, parent contact, parent conference, loss of privilege, before or after school detention, suspension, and expulsion. It is the desire of both parents and school personnel that students grow in the direction of appropriate/acceptable behavior at school and at home. We know that problems, conflicts, and misunderstandings arise from time to time. Our responsibilities as adults must always be to teach children acceptable ways to deal with conflict, anger, and hurt feelings. We can best do this by our own examples and by insisting that students respect themselves, their peers, their parents, and all school personnel. We will not condone disrespect. Students are expected to show respect for themselves and others at all times. Unsafe/inappropriate behavior as well as responding to conflict in a physical way (hitting, fighting, etc.) is not acceptable. Student behavior will be dealt with on an individual basis considering the severity of the action and the student's prior disciplinary actions.

DRESS CODE

Students should dress appropriately for comfort, weather and learning. Scales Elementary will follow the guidelines set forth by the county school board policy 6.310.

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

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

EMERGENCY DISMISSAL

WCS Director of Schools or a public relations designee from the district will use the phone system to notify you of emergency closings. The school will follow the dismissal plan on each child's emergency dismissal card on file

in the office if school is dismissed early due to weather or other emergency conditions. Please make sure that the emergency dismissal information remains up-to-date. Because of a limited number of phone lines available and teachers and staff limitations, **changes in emergency dismissal will not be taken by phone or by email.**

FAMILY TRIPS

In response to the new Tennessee Department of Education Accountability Regulations (ESSA), which defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused, WCS schools will be more conservative than in the past in regard to excusing absences due to family trips. Family trips should be scheduled during regularly planned breaks. Family trips will not be excused except for Principal approved emergencies or in exceptional circumstances.

FIELD TRIPS

Students have the opportunity to participate in up to 3 field trips as extensions of classroom activities throughout the year. Teachers will notify parents concerning field trips. The school must have a written permission from the parent on file before a student may go on a field trip. If the written permission slip is not returned by the due date, the child will not be able to attend the field trip. Students will travel by bus to and from all trips. Students may not be "checked in" or "checked out" from the field trip. Chaperones are welcome and needed for field trips. For the safety of our students, no siblings are allowed on school field trips. According to Williamson County School Board Policy, all chaperones **must** be Tier 3 Volunteers.

FIRE, TORNADO, & EMERGENCY DRILLS

Fire, tornado, and other emergency drills are necessary for the safety of the students and staff; therefore, we practice them throughout the year. We ask visiting adults to sign in at the office so that we know exactly how many people are in the building in the event of an emergency.

HOMEWORK

Regularly assigned homework is beneficial in assisting pupils to achieve satisfactory school progress and develop good study habits. Assignments are an extension of classroom work to provide practice and to help students to become more proficient with skills. If the teachers do not make specific assignments, standing assignments may include the following academically constructive activities: reading library books, newspapers, magazines, reviewing spelling words, handwriting, or math facts with flash cards. As a guideline, students should spend approximately: K-1st=20 minutes; 2nd-3rd=30 minutes; 4th-5th=50 minutes on homework nightly. Reading and math homework will be assigned most school days.

Absent students may request homework to be picked up. Please call by 10 a.m. to allow time for teachers to organize missed work and assignments. For absences due to illness, students will have one day per day absent to complete missed work upon return to school, up to a total of 3 days. All assigned homework assigned will be reviewed and feedback will be given to the student. Beginning with third grade, if homework is given for a grade, the percentage of the quarterly grade attributed to homework will not exceed 20%. Teachers will not assign homework assignments over holidays or breaks during the school year or homework with a "due" date that immediately follows a vacation period in accordance with guidelines in school board policy 4.607. The child should complete homework independently. Parents are encouraged to monitor that homework is attempted or done. If a child is unable to complete work independently, please communicate this to your child's teacher. If a child is struggling to complete homework or is spending over the maximum time allotted, please contact the teacher. The teacher needs feedback at this point so that together you can resolve the issue. We know our students and families are busy and it is not our intent to dominate all of a student's after-school hours. It is our intent to promote organization, good work habits, and responsibility in our students.

INTERNET POLICY

(See also Acceptable Use Policy– Williamson County Schools) In order for a student to use the Williamson County Public Schools' internet connection, a copy of the policy was available at registration and must be read, and the contract must be signed by the student and a parent or guardian.

LOST & FOUND

Lost and Found is located in the cafeteria. Check these items when you have lunch with your child or when you visit the school. Please label students' clothing such as jackets and sweaters. At the end of each semester, unclaimed items in lost and found are given to charity.

MONEY

When money or checks are sent to school, please send it in an envelope labeled with student name, teacher and purpose. Students are strongly discouraged from bringing large amounts of money to school.

PARENT ONLINE COMMUNICATION

Williamson County Schools Family Access gives parents the ability to track their child's academic progress safely and securely online. Visit www.wcs.edu to register.

PARENT - SCHOOL COMMUNICATION

Our primary form of communication to our families will be through email. Please indicate and update, as needed your primary email address(es) with your child's teacher and the office. We will also use the school district's telephone notification system to relay important information to all families. Parents should sign up for www.PTOScales.org to view the class list, student directory information, and to keep informed of events and volunteer opportunities. INFOCUS is your main source for WCS information. Sign up at www.wcs.edu.

Ongoing communication from school to home and from home to school is essential to working together as partners in providing excellence in education for all students. Your ideas, questions, and concerns are important to the entire Scales Team. We welcome your notes, calls, and visits.

E-mail Policy

All teachers have a published e-mail address. Although you may wish to communicate with your child's teacher by e-mail, please be aware that email is not always confidential. Please do not send time sensitive information by email as the system is occasionally down and teacher's instructional schedules do not allow for immediate response.

Voice Mail Policy

All teachers have published voicemail phone numbers. Please do not leave time sensitive messages by voice mail, as teachers' instructional schedules do not allow for immediate response. In an effort to keep in communication with parents, teachers will check their voice mail before and after school each day. School staff will make every effort to return parent communication within 48 business hours.

PET POLICY

Due to allergies and potential safety concerns, pets are not allowed in the school building or on the school campus. Pets riding in cars at arrival and dismissal must stay inside the car and should not be on the sidewalk.

PHOTOGRAPHY & VIDEO GUIDELINES

Following are guidelines from the WCS office of communications regarding parents taking photographs at school events. The purpose of these guidelines is to address problems that have occurred at some schools when parents have taken pictures at school and posted them on online social media sites.

- 1) Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
- 2) Picture-taking at non-public school events: These events occur before, during, and after school and include class parties, field trips, assemblies to which the public is not invited (ex. talent show during the day, etc.) Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.
- 3) Picture-taking at public school events: This includes events that are open to the public such as Invest Fest, Grade level music programs, etc. Parents may take photos at public school events that include other people's children but should avoid posting these photos to social media.
- 4) Class Parent Photographer: A teacher may assign a parent to be the class photographer to take pictures for the teacher. This parent may use a school-owned camera or device.
- 5) Anyone taking pictures may be asked to show the pictures they have taken to a Scales staff member and possibly to delete the pictures in order to ensure the privacy of all students.

PROTECTING INSTRUCTIONAL TIME

Parents can help protect instructional time in the following ways:

- 1) Make sure students have needed items for school each day.
- 2) Ensure that students arrive to school in time to be in their classrooms by 8:50 AM.
- 3) **Try** to schedule appointments for students before or after the school day.
- 4) Plan family vacations when school **is not** in session.
- 5) Visit classrooms only when scheduled with teachers.
- 6) Meet your child at the cafeteria when having lunch at school and say "goodbye" to your child in the cafeteria.
- 7) Do not go to classrooms during arrival and dismissal times.
- 8) Avoid early dismissal whenever possible. **Attendance matters!**

RECESS & PLAYGROUND SAFETY

Students will have recess for a minimum of 20 minutes each day. Recess will be outside when weather permits. We strive to put safety first. To that end, we have established common playground expectations. Please review these rules with your children.

- Respect the rights and feelings of others.
- You may not cause a problem for yourself or anyone else on the playground.
- No rough play (touch football only!)

- Interact with others in a positive manner – cooperate.
- Play fairly and take turns.
- Rocks, sticks, dirt... are to remain on the ground.
- Playground equipment must be used correctly. Rules for slides, climbing equipment and swings are reviewed at the beginning of each year and throughout the year as needed.

Staff members observing children on the playground are equipped with a first aid kit and a two-way radio for additional safety. Children may be removed from play for a “cool-down” period if involved in unsafe playground behavior. Children go to recess everyday unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Scales will follow Williamson County Schools Standard Operating Procedures (SOP) regarding whether students will go outside or have indoor recess. The effects of cold and heat exposure can be very uncomfortable and even life threatening. Therefore, guidelines have been established.

- Students will not go outside for recess when the outdoor temperature including wind chill is less than 32 degrees. In addition, if the wind chill is less than 40 degrees with precipitation, students will not go outside.
- When the heat index is between 90 F and 100 F, the principal will monitor and consider the appropriateness of outdoor activities. Recess time may be decreased.
- When the heat index is 100 F or greater students will not go outside for recess.

Finally, the school district provided guidelines regarding appropriate dress. The following has been recommended:

- Wind chill below 60 degrees: jacket or long sleeves recommended
- Wind chill below 50 degrees: coat and long pants recommended
- Wind chill below 40 degrees: gloves and hats with previously recommended gear necessary

SACC (School Age Child Care)

SACC offers before and after school care (6:30 am - 6:00 pm) at Scales. SACC also has a summer program. Please visit the www.wcs.edu website for more information. Students must be pre-registered to attend.

SCHOOL IMMUNIZATION LAW

Chapter 76, Section 15: “No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella.” Requirements for Kindergarten also include immunizations against Hepatitis B and Chicken pox (or physician-documented history of disease). NOTE: Children exempt from physical examination and immunizations reasons must present a statement signed by the parent or guardian upon entrance.

SCHOOL SAFETY

A school safety plan is in place and has been vetted by local law enforcement. The following school safety policies have been established:

- 1) All school doors are locked throughout the day.
- 2) Parents, visitors, and volunteers must sign in and out in the office, show a government issued picture identification, and wear either a visitor or volunteer badge while in the school.
- 3) Parking is only allowed in designated parking places, and only as available. No parking on grass (due to irrigation system) nor on Murray Lane or on neighboring streets during school hours.
- 4) Parents and visitors must schedule appointments to visit classrooms.
- 5) Volunteers or school personnel escort visitors touring the school when students are not present.
- 6) A school nurse staffs the clinic and notifies parents by phone when a student has an accident or becomes ill.
- 7) Medication policies established by the school system are followed.
- 8) Students are expected to follow safety guidelines established by the school and classroom teachers.
- 9) Students must have written permission from parents to change the bus the student rides at dismissal and will be granted only as seats are available.
- 10) Office personnel will verify the identification of individuals when releasing a student. Parents must communicate, preferably in writing, the permission for someone to pick up a student other than the parent.
- 11) Teachers and teacher assistants supervise students during arrival and dismissal following safety policies.
- 12) The custodial and maintenance staffs work to keep the school clean and free from safety hazards.
- 13) The State Fire Marshall inspects the school annually to ensure fire safety policies are followed.
- 14) A minimum of one fire drill is conducted every month.
- 15) Tornado and lockdown drills are conducted throughout the school year.
- 16) A student information card is on file in the office with the student's updated emergency information. Please make sure you keep this information updated.

17) An emergency dismissal form is on file with the dismissal plan for students in the event that school is dismissed early due to weather conditions, power failure, or hazardous conditions.

STUDENT PROGRESS

Student progress may be accessed through Skyward Family Access for students in grades 2-5. Students in grades K-1 will receive report cards sent home each nine weeks. Report cards will contain both academic and conduct grades and attendance. Progress reports will be sent home before the fifth week of each nine-week grading period. Teachers offer opportunities for parents to schedule conferences. Parents or teachers may request conferences at any time during the school year. Teachers will notify parents at any point if students are failing to show progress toward standards.

TEXTBOOKS/LIBRARY BOOKS AND SCHOOL PROPERTY

Students should care for their textbooks/library books and school property responsibly. A complete textbook check will be made at the end of the school year. Lost or damaged books need to be paid for. If a textbook becomes lost or damaged during the school year the teacher may issue another book only if the child has a receipt showing he has paid for the lost textbook. Any damage or loss is the financial responsibility of the student and their parents.

TOYS/VALUABLES

Scales discourages bringing valuables (jewelry, money, electronics, etc.) which may be lost, damaged, or stolen to school. Students are not allowed to bring toys, computer games, virtual pets, trading cards, spinners, etc. to school. We are working to keep students focused on learning. Classroom teachers will communicate to parents any exceptions to this policy for specific dates, times. The teacher will state when it is appropriate to bring items from home, what these specific items may be, and what they will be used for during instruction/class time. Focus/concentration tools (fidget spinners, stress balls, silent fidgets, etc.) are not allowed at school without prior discussion and approval from parents and teacher.

TRANSPORTATION

Car riders will be dropped off and picked up at the front entrance. Bus riders will be dropped off and picked up at the rear entrance, going in the designated entrance toward the cafeteria. Your patience and consideration for the safety of students is appreciated. While our entries and driveways are much improved, our car rider line may take longer than typical at the beginning of the school year, for emergency dismissals, or during special events. Please plan your arrival times accordingly. **We thank you in advance for your kind patience.**

Bus Riders

Students are expected to behave in a safe and respectful manner and to follow directions given by the bus driver. Williamson County School bus policy can be seen at www.wcs.edu. We ask you to read it with your child. This policy will be strictly followed for the safety of all children. Students are to stay seated on the bus, demonstrate self-control, and talk quietly. No food is allowed to be eaten on the bus. **Riding the school bus is a privilege. Any inappropriate behavior will result in disciplinary action, which may include suspension from riding the bus.** Williamson County Schools' buses are equipped with video cameras for the safety of all riders. Specific questions about bus routes and bus arrival times should be addressed to the WCS Transportation Department (615-472-4950) or checked on the website above. Parents can also sign up with Safe Stop to track their student's bus. For more information go to this website <https://www.wcs.edu/wp-content/pdf/Transportation/WCS-Parent-Safe-Stop-Guide.pdf>
Transportation Changes

Please plan ahead. If a student is to change from a bus rider to a car rider (or vice versa), please send a note to the teacher in the morning on the day you wish to make the change. If a note is not sent to school, parents are to call the office to schedule the transportation change **no later than 3:00 PM.** So that we honor state law and keep track of our students, **we strongly discourage students from changing buses.** In an emergency, if a child needs to ride a different bus other than the one they typically ride, a signed note from the parent needs to be brought to the principal for a signature and permission will only be given if there is adequate seating available. The student will then give the note to the driver, notifying him/her of the change. Parents are not allowed to remove a child from the bus nor are parents allowed to board a WCS bus without permission from an administrator.

VISITORS/VOLUNTEERS

- 1) All visitors and volunteers must enter and exit through the main office doors.
- 2) Parents, visitors, and volunteers must sign in and out in the office and wear either a visitor sticker or a volunteer badge at all times. No one is permitted to go directly to a classroom. Items to be given to a student must be left in the office.
- 3) Parents and visitors must schedule appointments to visit classrooms in the event of a conference or volunteering in the classroom.

4) To protect the safety and privacy of our students, we do not give tours during the instructional day. Tours may be scheduled before or after school with our Attendance Secretary.

5) Office personnel must verify the identification of individuals when releasing a student. Parents must communicate in writing the permission for someone to pick up a student other than the parent. Office personnel will ask for a driver's license as an ID when someone comes to school to check out a student.

6) The school team appreciates the efforts and support of the many parent volunteers who work in partnership to provide a safe and caring learning environment focused on the academic achievement of all students. Volunteer workers are needed. Please notify your child's teacher or the PTO if you are interested. A background check and fingerprinting are required by the school district establishing a three-tiered guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. Please note that the Volunteer Application and Confidentiality Agreement is an annual expectation. All parents and community members who wish to volunteer at any level must complete that paperwork at Scales. New WCS policy requires all Tier 3 volunteers to submit to a background check every 5 years. If you have not yet done so, you may want to consider this step.

Please note the three tiers (See www.wcs.edu)

***Tier 1** does not require documentation. Tier 1 volunteers are those who volunteer occasionally; in a highly public setting with little or no contact with students; and who are under constant supervision by Williamson County Schools personnel.

***Tier 2** requires the Volunteer Application and Confidentiality Agreement. Tier 2 volunteers are regular volunteers with student contact but are under constant supervision of Williamson County personnel.

***Tier 3** requires the Volunteer Application and Confidentiality Agreement and a criminal background fingerprint check through the Williamson County Schools Human Resources Department. Tier 3 volunteers are those who have unsupervised contact with students on or off campus. Parents who work with small instructional groups of students during the school day or who chaperone field trips are considered Tier 3. Tier 3 background checks are updated every 5 years.

Classroom volunteers must schedule work dates and times with teachers. Volunteers may not bring young children to the classrooms or teacher workroom for safety reasons and to alleviate any distraction from instruction in the classroom.

WALKERS

Students living in close proximity to the school can walk to and from school with parent permission by completing a walker permission slip. Students walking to school should access the school at the front door. Students walking home from school with a parent may meet at the courtyard door to the cafeteria. Due to safety concerns, those students walking home will not be released from the cafeteria to the courtyard until all car traffic has left campus. It is the responsibility of the parent to communicate to the teacher when the student will be a walker.

WEAPONS

No weapons of any kind are allowed on school property. Any item that constitutes a weapon will be confiscated and appropriate disciplinary/legal action will be taken.

WITHDRAWAL PROCEDURES

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be returned, and a student must be in good standing with the library and cafeteria. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school.

PTO Board 2019-2020

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2019-2020 SCHOOL CALENDAR

August 9	First Student Day for 1–12 (full day)
August 12	Parent Information Night (Grades 2 and 3)
August 13	Parent Information Night (Kindergarten and 1 st Grade)
August 15	Parent Information Night (Grades 4 and 5)
August 19	First Full Day for Kindergarten Students, Boo Hoo Breakfast
September 2	Labor Day-No School and Office closed
September 16-20	Invest Spirit Week
September 20	Invest Evening Celebration
Between October 14 and November 1	Parent Teacher Conferences by appointment
October 2-6	Invest Week, Invest Fest October 6
October 10-11	Fall Break, No school and Office closed
October 18	Report Cards available in Skyward
October 21-25	Book Fair Week
October 21	School Pictures
October 24	An Evening with Grandparents and Special Friends, Family Night at the Book Fair
October 28-30	Pumpkins, Poems and Pictures
October 31	Fall Party
November 7	Scales PTO Parent Forum and Enrichment Night
November 19	Class pictures and make-ups
November 25-29	Thanksgiving Holiday-No School and Office closed
December 19	½ Day-Winter Party-End of Second Grading Period
December 23-January 3	Winter Break-No School and Office closed
January 6	Students Return-Second Semester
January 10	Report Cards available in Skyward
January 20	Martin Luther King, Jr. Day-No School and Office closed
January 26	Son and One Bowling
February 7	Songwriter's Night
February 17	President's Day-No school
March 3	Primary Election Day-No students
March 6-7	Spring Musical
March 16-20	Spring Break-No school and Office closed
March 27	Report Cards available in Skyward
April 4	An Evening to Dance the Night Away
April 10	Spring Holiday-No school and Office closed
April 13-May 8	TCAP Testing Window
May 15	Field Day
May 19	5 th Grade Celebration
May 21	Last Day for Students ½ Day-End of Fourth Grading Period
May 29	Report Cards available in Skyward