Dear Parents,

Welcome to this academic school year. We are pleased that you are a part of the Westwood Elementary community. We are looking forward to your participation and partnership in making this year successful.

This information has been prepared to help answer many questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of Westwood. We believe that following these procedures will help us to have an orderly school environment conducive to learning. There is no intent to develop a set of expectations which are confining or restrictive. Instead, a common ground of clearly understood procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns arise, we are available to discuss and help resolve those concerns.

We want this year to be the best school year ever for your child. Every effort has been made on our part to provide positive experiences for his/her PreK-5th grade school years. With the home and school working together, your child's future will be one of success.

Onward, to an exciting and fulfilling school year!

With Warmest Regards,
The Westwood Staff

Quick Reference:
7200 Tiger Trail
Fairview, TN 37062
Main (615) 472-4890
Fax (615) 472-4901

Secretary Mrs. Leslie Jones
Bookkeeper Mrs. Mona White
Library/Media Mrs. Teresa Barnhill
WCS Transportation 615-472-4950
WCS Special Education 615-472-4130

Principal Mrs. Valerie Garcia
Asst. Principal Mrs. Janet Alexandrow
Counselor Ms. Julie Warden
Nurse Mrs. Monica Willow

Westwood Web Site http://schools.wcs.edu/wes/

2014-15 Calendar Days
August 8
August 11
August 18
September 1
October 9
October 10 & 13
November 4
November 24-28
December 19
December 22-January 5
January 6
January 19
February 16
March 11
March 16-20
April 3
May 21
First ½ day for Students (Released at 12:05)
First Full Day for Students (1st-12th)
First Full Day for Kindergarten Students
Labor Day, No students
End of First Quarter Grading Period
Fall Break, No Students
District-Wide Professional Development Day, No Students
Thanksgiving Holiday, No Students
End of First Semester, Students ½ Day (Released at 12:05)
Winter Holiday, No Students
First Student Day, Second Semester
Martin Luther King, Jr. Day, No Students
Site-Based Professional Development Day, No Students
End of Third Quarter Grading Period
Spring Break, No Students
Spring Holiday, No Students
Last Day for Students, ½ day (Released at 12:05)

Total 177 instructional days
**Attendance**

Good attendance is critical to your child's success in school. Students are expected to be in school daily. Being on time to school is important to student learning as well.

Students who have outstanding attendance for the semester, and school year, will be recognized for it at Westwood's celebration assemblies.

**When my child is absent:**
- Parents/guardian must send a signed note to school to excuse their child from school. The note must include the reason for the absence, the student's name, and the date(s) of the absence(s).
- A doctor's statement may be required for an extended illness.
- Teachers need advanced notice to provide make-up work for students who are absent. In order for homework to be ready to pick up by 3:35, the request for work should be made the day before. Make-up work may be provided for students missing several days in a row.

**Tardies** are when students arrive after 8:35 a.m. All students arriving after 8:35 will need to enter through the school's main entrance, at the front of the building.
- Parents must escort tardy students to the school's office, and sign them in.
- Students will proceed, unescorted, to their classrooms.
- The school's office clock is the official school time and students are marked accordingly.

**Answers to frequently asked questions:**
- Attendance in school is required by Tennessee State Law for students who are enrolled in public schools. Please follow this link, [http://www.wcs.edu/policies/](http://www.wcs.edu/policies/) for WCS Board Policy 6.200 for more information on attendance.
- Whenever possible, please schedule your child's dentist, doctor, and other appointments outside of the regular school hours. When it isn't possible to schedule outside of the school day, please have your child attend school before, and after, their scheduled appointment time.
- Westwood teachers are teaching until the last possible minute, there is much to get accomplished in the short time we have your child. **Please do not request your child be dismissed before 3:35, unless it is unavoidable.**
- Extended absences, and absences that are planned in advance must be approved by the principal, or assistant principal before the absence(s) takes place.
- Please plan all vacations for dates when school is not in session, as they will be unexcused.
- Excessive absences not only result in poor grades, and poor work/study habits, they will also result in beginning the procedures to improve the student's attendance in school. Those procedures will include: a written attendance intervention plan, requiring an excuse from a medical doctor for absences, the Department of Children's Services, and truancy court.

**Emergency Drills**

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

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

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

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

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

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

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

*Smart/cell phone use by students during the school day is not allowed unless it is under the supervision of a staff member. Students are not allowed to text, call, access the internet, or email while in class. If a student wishes to communicate with someone other than the teacher, permission must be granted.** Violation of this standard will result in the student’s device being collected, taken to an administrator, and disciplinary action being initiated.

If a student’s electronic device is confiscated by a staff member it will be kept in the office until such time a parent can pick it up.

**Social Media**

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

**Caution, elementary aged students ahead!**

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

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

Please follow this link for information on keeping your children safe while on the information highway. [http://wcstube.wcs.edu/Play.aspx?VideoId=1364](http://wcstube.wcs.edu/Play.aspx?VideoId=1364)

**Bring Your Own Technology (BYOT)**

In 2012, Williamson County Schools began the BYOT program for students who are in third through twelfth grades. Technology use is welcomed and encouraged in all of the school’s academic settings. Students are required to access the internet, through the district’s servers, and not through private/personal service providers. Please be advised that WCS, and Westwood, will not be responsible for any lost or damaged technology.

Please access the following link for more information. [http://www.wcs.edu/information-technology/](http://www.wcs.edu/information-technology/)

**School Telephones**

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

If you wish to speak to a staff member, leave your number either with the secretary or on the voice mail system. The staff member will return your call as soon as possible, or within 24 hours.

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

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

General Traffic Expectations

• Courteous and safe behaviors are the expectation.
• Observe posted traffic signs and speed limits.
• Pedestrians have the right-of-way.
• Follow established traffic patterns.
• Park in the parking lot, not in the school’s circular drives. These are the school’s fire and emergency lanes, as well as the school bus lane.
• Do not park in the posted “staff appreciation” parking spaces. These parking spaces are reserved, 24/7, in recognition of an outstanding staff member’s contributions to the success of your children.

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

• School begins promptly at 8:35 a.m. Don’t be late! Students who are tardy must be checked in through the school’s office by their parent or guardian. Please park in the front parking lot and escort your child to the office.
• School personnel are on duty, ready to supervise students at 8:15 a.m. Students are not allowed to be on campus before 8:15 a.m.
• Students enrolled in School Age Child Care (SACC) may arrive prior to the 8:15 a.m. time, but they must be supervised by SACC personnel.
• Once students have entered the school they will proceed, unescorted, to the designated student areas to meet their teachers.
• Students in Pre-K report to their classrooms.

Mornings are very busy for the school’s staff. Parents wishing to conference/speak with school personnel are advised to schedule an appointment, at another time.

Car-rider drivers enter the car-rider lane between 8:15, and 8:34 a.m. PreK students are to be dropped off from the car-rider line on the southwest side of the building, closest to the PreK classrooms. K-5th grade students are to be dropped off from the car-rider line on the northwest side of the building. If a car has both a PreK student, and an older student, please drop them both off from the PreK car-rider line.

• Students exit the cars and enter the building from the car-rider area.
• Drivers must stay in their vehicles while students exit the cars.
• Students and staff will enter the building from the car-rider area.
• Students report to breakfast, or their *designated student area.
• Parents/visitors may not enter the building from the car-rider area. All parents/visitors wishing to enter the building must do so via the front doors of the school. Parents/visitors must sign-in at the school’s office before entering the school. No exceptions.

Bus-riders enter the building through the school’s front doors and report to the cafeteria for breakfast, or to their *designated student areas.

*Designated Student Areas are where students meet their teachers at the beginning of the school day.
• Safety Patrol students are assigned throughout the school’s hallways, to help direct students to their designated student areas.
• Students in 4th and 5th grades report to the cafeteria. Students should be prepared to read, do math, or study while they await their teachers.
• Students in K, 1st, 2nd, and 3rd report to the gymnasium. Students should be prepared to read, do math, color, or draw while waiting for their teachers.
Dismissal - Students are dismissed at 3:35 p.m. Listed below are Westwood's procedures for daily dismissal.

• School is important and instructional time is limited. Require your child to stay in class until the 3:35 dismissal bell, even after special events such as class parties or assemblies.
• Once students are dismissed for the day they will no longer have access to their classroom to retrieve left behind and/or forgotten materials, supplies, or other items.
• Early dismissal (before 3:35) requires that the student be picked up no later than 3:15.
• Transportation Changes - Notify the Westwood *office no later than 3:00 if there are transportation changes that need to be made.
  √ If there is a change in after-school transportation plans (i.e. bus-rider to car-rider, car-rider to bus-rider, etc.)
  √ Bus transportation changes must be made by the parent/guardian, in writing, through the school's *office. The request may be a signed note, fax, or an email. (Transportation changes include requesting a student ride a different bus home, or that s/he be dropped off at an alternate location. Please DO NOT ask a bus driver to make transportation changes.)

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

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

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

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

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

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

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

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

One lesson that education teaches is discipline. It is the shared responsibility of the home and school to accomplish this goal. Discipline is a key to good conduct and proper consideration for other people and the educational environment. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules, and expected behavior are taught to the students and reinforced through PAWS, Westwood’s multi-leveled, research based, positive discipline plan.

General Behavior Expectations – Do Good, Be Nice, Be Safe

* Students must come to school and “Be Ready, Responsible, and Respectful.”
* Students shall accept responsibility for their own behavior.
* Students shall not interfere with learning and teaching.
* Students shall maintain appropriate dress and hygiene.
* Profanity and/or use of socially unacceptable language are prohibited.
* Bicycles, scooters, wheelies, or skates are not permitted to be used on school grounds unless approved and supervised by a staff member.
* All members of the Westwood community shall respect each others’ rights and property.
* Students need only bring items to school which are necessary for their learning.
* The school will not accept responsibility for personal items which are lost, stolen or damaged.
* Students shall refrain from acting in such a manner as to expose themselves, or others, to humiliation, risk, or danger of harm or injury.

Corrective Measures

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

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

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

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

* Continued willful and persistent violation of school rules.
* Open and persistent defiance of proper authority.
* Willful destruction or defacing of school/personal property, of those assigned/attending the school.
* Violence, or threatened violence.
* Behavior which is harmful to the welfare, safety, or morals of other pupils.
* Possession or solicitation of a weapon or like instrument. (This includes pocket knives, ammunition and items which mimic weapons.)
* Sale, possession, or use of tobacco, alcohol, drugs, drug paraphernalia, or controlled substances.
* Robbery
* Assault

Zero Tolerance Offenses
State Law and/or Williamson County Board of Education has classified certain offenses as requiring a mandatory one calendar year suspension upon a determination by the principal that a student has committed one of these offenses (drugs, drug paraphernalia, alcohol, weapons, assault) commonly referred to as zero tolerance offenses. Please access the Williamson County Schools website for detailed information on Zero Tolerance. http://www.wcs.edu/wp-content/pdf/BoardPolicies/6309.pdf

Volunteers and Visitors
Williamson County encourages citizens to become involved in furthering the educational programs in the system. Parents/guardians are encouraged to visit school frequently and actively participate in the education of their child. As a visitor or volunteer, please understand that you are considered as role models for our students in both appearances and actions, and dress and present accordingly. Parent volunteers are always welcome! Please contact your child’s teacher, or the office for more information on volunteer opportunities at Westwood.

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

- Confidentiality is important for student safety and security. Volunteers and visitors are restricted in access to student information and are expected to refrain from requesting information on a student, or discussing students with others.
- For the protection of the students, all visitors must report to the office, provide proper identification, and sign in before proceeding into the instructional area of the school. When leaving the school, please sign out.
- All visitors must display a visitor’s or volunteer badge while visiting the school.
- Only nonschool-aged adults are eligible to volunteer during school hours.
- Parents who would like to confer with their child’s teacher, or visit/observe in their student’s class must schedule an appointment to do so for a mutually acceptable time.
- In all situations, a responsible school employee shall supervise and retain the authority over students, school programs, and services.

Parent Teacher Organization
The Parent Teacher Organization (PTO) meets regularly throughout the school-year. This group works to raise funds for the school and to organize different events to benefit our students. The PTO is made up of the elected PTO Board, from which event/activity committees evolve, and YOU, the patrons of Westwood. Some of the major activities this group directs are the Santa Breakfast, appreciation week, and movie night. PTO is always in need of volunteers! Can you help with some, or all of these projects? Please contact Westwood’s PTO officers at westigerspto@gmail.com for more information, and “like” us on Facebook!

Classroom Parties and Treats
Classrooms may have three parties per year: Fall, Winter, and Valentine’s Day. The classroom room-parent will contact parents to assist in the planning. Parties will last thirty to forty-five minutes.

Birthday Celebrations
Students often enjoy celebrating their birthdays by bringing treats to share with their entire class. This is an acceptable practice and teachers will accommodate a brief time for such snacks. Please contact your child’s teacher in advance to make arrangements for birthday treats.

Students who have a personal party arranged, and are inviting students to the party must plan to hand out invitations outside of the school day, and off of school property. Discretion is requested in situations where not all children are able to be included.

*Planning treats and food items - Treats supplied should be transported, stored, and served in a manner to prevent contamination or adulteration. Those supplying food items must comply with rules and guidelines concerning known food allergies of children in the classroom. In order to accurately assess the ingredients in the food, it is recommended that all food items be store-bought, and in the original container/wrapper.
**Student Appearance**

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

**Examples of clothing/appearance that is considered inappropriate for the elementary learning environment:**

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length. *(What is mid-thigh length? When the student extends his/her arms downward, his/her fingertips should be touching clothing, not the skin.)*
- Sunglasses, gloves, hats, coats, and/or head coverings worn inside the building. *(Hair accessories should not be more than four-fingers wide.)*
- Bed clothes, evening wear.
- Cosmetics, dyed and/or unnatural hair colors, real or fake tattoos.
- Any type of clothing, apparel or accessory, including that which denotes such students’ membership in or affiliation with any gang associated with criminal activities *(TCA 49-6-4215)*
- Sheer, tight, low-cut, drooping/hanging belts, or baggy clothing that expose traditionally private parts of the body and/or undergarments. This includes, but is not limited to: spaghetti straps, tank tops, midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, or muscle tops. Tank top straps must be at least three-fingers wide, with arm holes and straps that completely cover all undergarments.
- Clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are, or contain/promote any: advertisement, symbols, words, slogans, patches, or pictures that refer to drugs, drug use, tobacco, disruptive/antisocial behavior, alcohol, violence, weapons, or are of a sexual nature. Clothing, by virtue of color, arrangement, trademark, or other attribute which are socially unacceptable, threaten the safety or welfare of any person, or promote any activity prohibited by the student code of conduct or otherwise disrupt the teaching-learning process.

**Cafeteria**

Westwood’s cafeteria offers nutritious meals at breakfast, and lunch, on school-days, at a minimal cost. Ala carte menu items may also be purchased if the student has money in his/her account. Parents wishing to not allow their children to purchase ala carte items may contact Westwood’s cafeteria manager, at (615) 472-4895, to block the purchase of ala carte items.

**General information:**

- Keep lunch account balances up to date. No charging, please.
- To track your child’s lunch account, go to [www.mynutrikids.com](http://www.mynutrikids.com).
- When sending money for school breakfast or lunch, please send a check. Place the check in an envelope with the child’s name, and the teacher’s name clearly marked on the outside. If you have more than one child at Westwood, clearly indicate how the money should be applied to the student accounts.
- Lunch visitors are always welcome! Please check in to the office at your child’s scheduled lunch time for a lunch visitor’s pass. Also, be advised that no outside commercial (Sonic, McDonalds, Subway, etc.) meals are permitted in the cafeteria during student breakfast, and lunch times.
- Westwood participates in the Federal School Lunch Program, and students of eligible families are afforded school meals at a free, or reduced rate. Please inquire about this program in the school’s office and complete the required form.

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<th>Prices:</th>
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<th>Reduced</th>
<th>Adult</th>
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<tr>
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<td>$2.50</td>
<td>40¢</td>
<td>$3.00</td>
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**Breakfast** is served from 8:00, to 8:30, daily. Students may not be on campus before 8:15 a.m., unless they are here for breakfast, or are in School Age Child Care (SAAC.)

- K-5th grade students who eat breakfast at school may proceed directly to the cafeteria, from the car-rider area, or the bus-rider area.
- Pre-K students eat breakfast in their classrooms. Pre-K students report directly to their classroom, from the Pre-K car-rider line.

**Lunch** is served from 10:40 - 1:10, daily. Please check with the school’s office for your child’s scheduled lunch time.
School Age Child Care (SACC)
Sponsored and managed by Williamson County Schools, for a fee, SACC provides before and after school, and school out days, child care for Westwood students. Hours of operation are 6:30 a.m., to 6:00 p.m. For more information call (615) 507-5345. Limited scholarships are available.

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

General Recess Guidelines:
• Basic courtesy, good sportsmanship, and friendly behavior are expected.
• “Is it safe?” is the governing rule on the playground. If the answer is “no”, “maybe”, or “I’m not sure”, students should not be participating in the activity.
• Students must stay in the view of the staff members on duty at all times, and they are to remain on the school’s groomed playground areas.
• Students must use the playground equipment as it was intended to be used. (For example: children slide down the slides, feet first- swings should be sat on as one would sit in a chair and swinging will be backward and forward, not side to side - the basketball hoops are for shooting basketballs in, not hanging on, etc.)
• Soccer and other games that involve running, or the use of a ball for throwing or kicking should be done on the athletic field.
• Only non-contact sports/activities may be played. No tackling, dog piling, pushing, etc. is allowed.
• Throwing objects other than appropriate playground equipment is strictly prohibited.
• Games and activities will be governed by universally/traditionally accepted rules. (For example: the soccer goalie is the only player allowed to put his/her hands on the ball, basketball players must dribble the ball while running down the court, when one loses s/he goes to the back of the line, no “cuts”, etc.)
• Avoid water puddles, mud, or other areas that are unsafe, or will result in wet or dirty clothes.
• When students are signaled in, all activities stop and students WALK to their line and line up quietly.

Change of Address, Phone, Employment or Emergency Information
Please contact the school at your earliest convenience if you change your email, address, phone, employment, or emergency contact information. There may come a time when there is an emergency involving your child. It is vitally important that the school has the correct information when trying to reach you! In the event we are unable to reach you we will resort to the emergency numbers you have listed on your enrollment form, and/or calling the appropriate emergency personnel. (Westwood is not responsible for costs incurred in the event emergency services are called.) Keep all information current!

Severe Weather
Please make sure that your child is dressed for our changing Tennessee weather. A warm morning does not necessarily mean a warm afternoon.
• On days when the temperature, or wind chill, falls below 20 degrees, or if it is raining or snowing, the children will be held inside for recess.
• In the event of a school closure, delay, or early release, Williamson County’s Communication’s Department will issue a county-wide call out to notify parents of the change in school schedule. PLEASE make sure your contact information is always up to date!

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

Westwood Elementary is staffed with a full-time registered nurse, who is prepared to administer limited basic care to our students as the need arises. The school nurse will make reasonable effort to evaluate students who are in the school’s clinic to determine if they are able to return to class, or if they need to be picked up by their parent, guardian, or care giver. Westwood’s clinic is not available to provide extended, or all-day care to a sick or injured student, nor is it a treatment center.

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

Physicals and Immunizations

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

Medications

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

General guidelines:

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

Head Lice

Williamson County School Board Policy 6.4031 states “Pediculosis (head lice) is a communicable disease and falls under the Tennessee Department of Health Communicable Disease Regulations.” Because head lice is a communicable disease, please be advised of the following:

• Students who have lice, or nits, will be sent home from school.
• Before students are returned to school and class they will be evaluated by the school nurse. They must be free of lice and nits in order to return to school.
• Once the student is returned to school after having had an episode of head lice, s/he will be periodically checked by the school nurse to ensure s/he hasn’t been re-infected.
• In the event of head lice being present on a student at school, any, and all students who may have been exposed will likely be checked for the presence of nits, or head lice.

WILLIAMSON COUNTY SCHOOLS ILLNESS POLICY

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