Westmeade Elementary Handbook & School-Wide Discipline Plan
2017-2018
Stephen Breese, Principal

Westmeade Elementary
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District Vision Statement

Metropolitan Nashville Public Schools will be the fastest-improving urban school system in America, ensuring that every student becomes a life-long learner prepared for success in college, career, and life.

District Website: www.mnps.org

School’s Belief

At Westmeade Elementary we believe:

• Student learning is the shared responsibility of parents, students, educators, and community members and is fostered through collaboration and shared decision making among all these stakeholders.
• Students need acceptance, a sense of belonging, and structure where everyone’s feelings and differences are valued and respected.
• Students possess diverse learning styles that are met with a variety of instructional approaches, motivating students to achieve academic excellence.
• The quality of instruction is enhanced when scientifically proven methods are implemented and research-based information is used to drive decisions.
• Instruction should be based on a data-driven decision-making process, utilizing continuous informal assessments, and formal diagnostic evaluations.
• Students must be provided choices and taught the decision-making process, emphasizing the awareness of alternatives and consequences.
• Teachers must have high expectations for students in order to promote academic success and personal growth.
• Instructional technology, when properly utilized, leads to critical thinking, creative problem solving and the creation of a 21st century workforce.
• Safe, orderly, and respectful environments will positively foster student knowledge, skills, relationships, and responsibility.
• Policies and procedures should be aligned to insure focus is maintained on achieving goals for student learning.

School Mission

The mission of Westmeade Elementary School is to prepare students to perform at proficient or advanced levels in all subjects while fostering personal responsibility and self-control in a safe and secure learning environment.

School Vision

Westmeade Elementary School will provide a breadth and depth of opportunities to allow all students, regardless of race, poverty, language, or disability to develop their emotional, social, and academic skills. Westmeade will strive to lead all students toward becoming productive, responsible, and caring members of society, while motivating them to pursue learning throughout their lifetimes.

Westmeade Way

Be respectful, Be Responsible, Be Safe
Questions

Please call the MNPS Customer Service Center at 615/259-INFO (4636) or your child’s principal.
Policies are subject to be modified or added throughout the school year. The current text of all policies is available in the following locations:

• The Metro Schools’ website at www.policy.mnps.org;
• Metro Schools Customer Service Center,
  259-INFO (4636);
• Your local school

Spanish  Si usted necesita información adicional o si tiene alguna pregunta, por favor llame o contacte al director de su escuela.

Somali  Haddii aad u baahan tahay macluumaad ama aad qabto su’aalo, fadlan u dir maamulaha iskuulka telefoon.

Vietnamese

Nếu có điều gì khác mắc hoặc muốn biết thêm chi tiết, xin tiếp xúc với hiệu trưởng của trường số tài.

Serbo Croatian/Bosnian  Ako trebate dodatne informacije ili imate neko pitanje, molim nazovite svoju skolu i kontaktirajte direktora.

Kurdish

بوژاتیباری زیاتریان یان هریسیاریک ، تکایه پیوونن دیکه به بارنیویهاری پاتابخانه.

Korean

자세한 사항이 필요하시거나 의문이 있으시면 학교의 교장 선생님께 연락하여 주세요..

Lao

ລັກສະນະການນຳສໍາລັກກວ່າກື້ນໜື່ງສັ່ງໃນການ ຫຼືໝື່ງ ຫຼືໝີ່ງ ກ່ອນການສັ່ງໃນການ ທີ່ອຸປະກອນ.

Arabic

أذا كنت تحتاج إلى مزيد من المعلومات أو لديك أي سؤال، رجاءً اتصل بمدير الدرس.
General Information about Westmeade Elementary

Program Highlights

- Balanced Literacy
- Math Practices
- Writing Across the Curriculum
- Related Arts Classes: Art, Music, Physical Education
- Awards Celebrations (Academic and Character Awards)
- AR and STAR reading program (K-4)
- Debate Team
- Drama Club
- Reading Assessments, Math Assessments, and Writing Assessments
- School Counselor and Classroom lessons
- Computer Lab
- 3 Mobile Computer Classroom Labs
- Music/Art Shows
- Family Nights and Events
- Young Naturalist Program with Warner Park
- PBIS(Positive Behavior Support Program)
- Advanced Academics Resource Teacher
- Social Worker
- Dragon Club
- 2 Full time intervention teachers
- Piano Lab
- Composting and Recycling
- School Gardening

Emphasized Character Education Traits

- Respect & Responsibility
- Kindness, Friendship & Caring
- Perseverance
- Honesty
- Courage
- Self-Control
- Citizenship & School Spirit

Absences

Always send a note when your child returns to school to explain your absence. A note must accompany your child within 3 days of his/her return to school if the absence is to be excused.

Acceptable EXCUSED absences

- personal illness
- emergencies in the family requiring the student’s temporary help
- death in the family (not more than 3 days)
- head lice, up to 3 days per infestation (Doctor’s note required after 1st infestation.)
- recognized religious holidays regularly observed by persons of that faith
- court appearances or legal mandates

Vacations are unexcused. Teachers are not required to give make-up work.

When a child accumulates 10 absences, tardies, or early dismissals without doctor’s notes, all further absences will require a doctor’s note to be excused.

Principal Authority

With written documentation in the student’s record and in accordance with this policy, principals may:

A. Refuse to excuse an absence
B. Require an explanation (written or oral) from the parent or guardian explaining the reason for each absence
C. Require other documentation they deem appropriate
D. Require a physician’s statement of consent to participate in the regular school program, extracurricular activities, or to validate an extended illness or excessive absences due to illness.

Regular attendance is extremely important! Please make every effort to have your child at school each day. If a student has five or more unexcused absences, a referral will be made to the Metro Schools Attendance Office or to the Attendance Review Board, an arm of the Metropolitan Nashville/Davidson County Juvenile Court.

Make-up Work – Students with an EXCUSED absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. Make-up work must be requested by the student or parent no later than three days after returning to school. The work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed. At the PreK-12 level, students with UNEXCUSED absences will be provided the opportunity to make up work at the discretion of the classroom teacher or building administrator. A suspension is an unexcused absence.

Arrival and Dismissal
In order to provide the safest conditions for children, we have established the following guidelines for bringing your children to school and picking your children up from school during dismissal.

Arrival Procedures

1. Students may be dropped off beginning at 7:40 a.m. each morning. School staff will be present to assist with this process. Students should only be dropped off in the car lane at the upper end of the building. Children should be ready to exit the car as it stops along the upper sidewalk by the office. Lunch money, hugs, etc. should be taken care of prior to stopping in the line. The process runs very smoothly and quickly if everyone is ready to exit as they stop. Parents should stay in their car. If a parent needs to exit the car, please park so you don’t delay the car arrival process.
2. When arriving in the morning, between 7:45 – 8:00, the city has posted our entrance for no left turns so all cars should approach Westmeade Elementary School via Vaughn’s Gap Road and Melinda Drive. Using this route prevents blocking the flow of traffic from WMES and Carnavon Parkway and is required per city posting.
3. For the safety of all of our students, no one should enter via our exit or park anywhere on Melinda Drive and walk their child to the building. This is dangerous not only for your child, but everyone else who is using our parking lot.
4. Please drop off your children in the car lane. When parking to enter the building, please park in a designated parking space, enter through the front doors and sign in at the office. There is a lot of traffic through our lot in the morning, so please be alert at all times.
5. Please assist us by unloading from the passenger side only.
6. Never drop off your child unless adults are present to supervise. No adult supervision is available before 7:40 am or after 8:00 am school time.
7. Students are counted tardy if they arrive in class after 8:00 a.m. When arriving after 7:59 a.m. parents must walk their children into the school office and sign them in.
8. I encourage you to come early for car drop-off. If you try to come at 7:55 each day, your child will likely be tardy on some days. Mr. Breese will monitor the traffic each day and make adjustments when accidents or inclement weather interfere with arrival.

Dismissal Procedures

1. Dismissal begins promptly at 3:00 p.m. each full day (11:30 a.m. on half days). Car riders are picked up at the main entrance of the building. We will fill 3 lanes and load all of the cars before allowing anyone to exit. Once we begin calling children, the lot will be closed off and cars should line up along Melinda Drive.
2. In order to expedite the dismissal process we ask that parents place a name placard (with their child’s name and grade level written on it) on the dashboard of their vehicle.
3. Students will be called to come to your car. For safety reasons, we ask that parents remain at their car and let us bring your child to you. Faculty members will be out front to direct the flow of traffic and movement of children to insure a safe dismissal process.
4. For safety reasons, parents will not be allowed to enter the building at dismissal time to wait and pick up their children.
5. Please do not park in areas other than the car lines during pick up times. This blocks our buses and creates a safety concern during dismissal.
6. For safety reasons, children are not dismissed between 2:30 – 3:00.
7. We do not accept changes in a child’s transportation over the phone unless it is an emergency. You must send a note to the teacher if there is a change.
8. Thank you for adhering to these guidelines. Our first priority is the safety of the children. If you have any questions, don’t hesitate to call the school office.

Before and After School Care
Our school has day care service to and from campus each school day. Please review the list below and contact the day care for further information.

- YMCA Fun Company 615-693-2596
- JCC 615-356-7170
- Westside Taekwondo 615-891-7184

Birthday Parties Reference MNPS policy # IM 4.146 Appendix A
Birthday parties are not allowed in the classrooms during school hours.

With all of the allergies this day and age, we ask that you adhere to the following rules for celebrating your child’s birthday at school. You will have two options to celebrate your child’s birthday at school.

1. Send a special pencil, warm fuzzy, or sticker for each student in class.
2. Purchase a book for our class library in your child’s name.

We will not be having food treats of any kind in the cafeteria or classroom to eliminate the risk for students with allergies.

Birthday party invitations may not be given out at school unless invitations are brought for every child in the classroom.

Breakfast and Lunch
The district is working with CEP (Community Eligibility Program) this school year. After completing an economic survey your child will be eligible for Free Breakfast and Free Lunch. The economic survey is mandatory for all students. Breakfast is served daily beginning at 7:40 am. It will begin in the cafeteria and transition to the classrooms in September. Students should arrive by 7:50 a.m. if eating breakfast. Snacks are available for purchase only. No charges will be allowed for snacks. The cost of lunch for adult visitors is $3.75 and adult holiday meals are $4.50.

It is vital that parents notify the school if their child has any type of food allergy.

The following procedures have been put in place to protect our students who have food allergies:

- A list of students with food allergies will be provided to all faculty and staff who work in the cafeteria area.
- A peanut butter substitute will be used in place of peanut products.
- Students with known food allergies will be observed during lunch and provided an area to sit that protects them from possible exposure as needed.
- Wipe all surfaces thoroughly between uses.
- Trading of food is not allowed.
- Wash hands often, especially after eating in the lunch room. Wash hands after snack time.
- Provide safe snacks for students with food allergies. Read the food labels for warnings about peanut or milk products. Be especially alert at special parties in the classroom or library.
- Be alert to the safety plan. A copy will be in the medication book in the front office. Each teacher and special areas will have a copy of the safety plan in their box.
Staff will be trained to administer Benadryl and the Epipen according to a child’s safety plan. Select staff will be trained in CPR and to use our AED.

**Note:** For safety reasons, glass containers and aluminum cans are not allowed in students’ lunches. We also ask that sodas not be sent or brought to school as part of your child’s lunch. Candy items are permitted if they are packed as part of the lunch and do not cause unnecessary problems.

**Buses**
- Obey the bus drivers’ instructions
- Remain in your seat on the bus
- Keep your hands, feet, and objects to yourself
- Talk quietly
- Students who live at least 1.25 miles from school may ride the bus
- Bus drivers must approve any requests for additional passengers—this must occur a day in advance of the request

A bus driver’s job is an EXTREMELY difficult task. The school makes every effort to support them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school.

**Bus rules**
Bus Rules and Regulations will be sent home with all students at the beginning of the school year. Please review these rules with your child since all children may ride the bus at some point during the school year on field trips. Failure to comply with bus rules may result in the child’s permanent suspension from riding the school bus to and from school. Violations of the bus rules will be referred to the Principal. The following consequences will be used for violations of the bus rules. Violations that involve fighting, a weapon, or that cause injury to another student or the driver may result in more serious consequences.

- First offense: Warning
- Second offense: 1 day bus suspension
- Third offense: 3 day bus suspension
- Fourth offense: 5 day bus suspension
- Fifth offense: Permanent bus suspension

**Change in Student Information**
It is imperative that the school office and your child’s teacher be notified immediately of a change of address, telephone number, or emergency contact information during the academic school year.

**Conferences**
The faculty is ready to discuss any concerns you might have about your child and his/her experiences at our school. To protect the instructional time of our students, please call and arrange a convenient time to meet with your child’s teacher.

**Custody**
Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent’s visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

**Early Dismissal**
Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 2:30 p.m.** Exclusions to this policy must be approved by the Principal. **We do not accept changes in a child’s transportation over the phone unless it is an emergency.** You must send a note to the teacher if there is a change.
Our school cares about the safety of your children. Therefore, children will not be dismissed from their classrooms. All parents and visitors must come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification.

**Illness**
- Your child’s health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home for **a full 24 hours without symptoms** before returning to school.
- **Head Lice** – If your child should become infested with head lice (live bugs), it is the policy of the district that he/she may not return to school until you have obtained a statement from your physician or the Health Department stating that your child is lice free. You may visit Lentz Health Center for a health care release (free of cost). A student’s absence will only be excused for three days following being sent home for infestations.
- **Strep Throat** – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.
- **Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or “pink eye”, your child must have a doctor’s statement stating the child is not contagious and may return to school.

**Inclement Weather**
When severe weather creates hazardous conditions, the regular school schedule may be interrupted to insure all students’ safety. Please monitor the local news channels and radio stations when there is the possibility that school will be cancelled for the day or dismissed early.

**Liability for Textbooks and Other School Materials**
It is the responsibility of the school principal to protect school properties including textbooks, electronic gear, and other loaned materials and equipment. The principal or principals’ designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged materials at the replacement cost.
- Refuse to issue any additional textbooks or library books until restitution is made
- Exclude students from school events.
- Withhold report cards.

**Lost and Found**
- Place lost articles in the lost and found which is located in hallway by the cafeteria entrance.
- Report articles as soon as they are missing.
- Please have your child check the bin for their missing items.

**Medication Reference MNPS policy # SP 6.129**
A student may not take medication at school without **WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR ON THE MEDICATION FORM. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR and THEY MUST MATCH THE LABEL. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER.** Permission slips are available in the office. We discourage bringing antibiotics to school. Most can be given conveniently before a child comes to school and then immediately after getting home in the afternoon.

**Money**
Please do not allow your child to bring money to school for anything other than snacks, supplies, field trips, bookstore purchases, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:
- Child’s name
Teacher’s name
Amount enclosed
Purpose of sending the money

Checks are permitted. Any checks returned for insufficient funds will eliminate that family’s privilege of writing a check to the school or the cafeteria. A significant fee will also be charged by our check collection agency.

### Parties
We have two planned parties during the school year, one prior to the Winter break and one for Valentine’s Day. Teachers may schedule other small celebrations during the school year.

*We do not permit food treats for a child’s birthday. Please see the birthday party section for allowable options.*

Birthday parties are **not** to take place during school hours.

If birthday party or other invitations are given out at school, invitations must be brought for every student in the room. If invitations are given only to select students at school, they will be collected by school personnel and returned home.

### PTA
Westmeade Elementary School has a devoted PTA. It is our hope that each child’s parents will become active members and participants. Regularly scheduled PTA Board Meetings and Programs are held throughout the year. All members are welcome to attend. More information on dates and times will be provided.

Parents and community members are encouraged to serve as volunteers to help our students and teachers. If you are interested in volunteering, please contact your child’s teacher or the office.

### Snow Days
When it is necessary to dismiss early or close schools, local radio and television stations will notify the community. Please do not call the school office and tie up the phone lines. These should be kept open for emergencies. We encourage you to go over emergency plans for your child in the event of an early dismissal. Teachers need a record of your plan, as well.

### Student Verification Form
The Student Verification Form is **EXTREMELY IMPORTANT**. Please return it as soon as possible. Telephone numbers, cell phones, work phone, pagers, and emergency contacts are especially important in the event of illness or emergency. Should these numbers change during the school year, please notify the school office immediately, so that we may update our records.

### Tardiness
Students are considered tardy when they arrive in class after 8:00 a.m. and are considered dismissed early when they leave prior to 3:00 p.m. The school office will have the “official time” that will be used when determining whether a child is tardy or dismissed early. Parents must sign their children in at the school office when arriving late and sign their children out in the school office when leaving early. Students will be released only to parents, guardians and names listed on the students’ emergency card. Verification of your identity will be requested. Students will only be dismissed from the office. This policy was developed for your child’s safety. Thank you for your understanding and cooperation.

To minimize disruption to classroom instruction, when students arrive tardy, parents are **not allowed to walk them to class**. Parents are always welcome to walk down to class in the mornings if you arrive on time.

It is imperative that students arrive at school on time and remain for the entire day. When children arrive late or leave early they unintentionally create disturbances in their classrooms. Students also miss valuable instruction. In order for children to receive the most benefit from their academic experience, the faculty at Westmeade Elementary School encourages families to adhere to the starting and dismissal times.
Please note that we will not release students between 2:30 and 3:00 p.m. This is to prevent confusion at the end of the day and to provide for the safety of all. Thank you for your cooperation in this matter.

We do not accept changes in a child’s transportation over the phone except in emergency situations. You must send a note to the teacher if there is a change.

Acceptable reasons for tardies and early dismissals
A. personal illness
B. illness in the family requiring the student’s temporary help
C. death in the family (not more than 3 days)
D. head lice
E. recognized religious holidays regularly observed by persons of that faith
F. court appearances or legal mandates

When students miss classwork, tests or quizzes due to an excused tardy or early dismissal they shall be provided the opportunity to receive assignments missed during these times and to make up work upon their return for the full grade.

Make-up work must be requested by the student or parent no later than three days after the tardiness or early dismissal. The work should be turned in within a mutually agreed time frame arranged between the teacher and the student.

Consequences for Tardies
- After 5 tardies, parents will receive a warning letter.
- After 10 tardies, parents will be required to provide a doctor’s note for all absences.
- After 15 tardies, a tardy hearing may be scheduled with administration. An updated proof of address will be required to be turned in to the Principal.

Telephone Use by Students
Students must obtain permission from a teacher before using the telephone. Students are not allowed to receive/take phone calls during school hours. Emergency messages for students will be handled through the office.

Toys
Toys, games, trading cards (of any kind), music players, game players, headphones, and other like items, should not be brought to school unless requested by a teacher IN WRITING for special purposes. If an item of this nature is brought without the teacher’s permission, the item will be held at school until picked up by a parent. At the end of the school year, all unclaimed items will be discarded. The school is not responsible for any toys that are lost or stolen.

Visitors and Volunteers on Campus
Visitors and volunteers are welcome at Westmeade. Our focus is to provide a safe and orderly learning environment where time for teacher directed instruction and student learning is protected. In order to do this we have developed the following policies that relate to visitors in our building.

All parents and visitors to Westmeade Elementary School must report to the office to sign using our Raptor sign-in system and obtain a dated visitor badge before going to any other part of the school. On your first visit, all visitors will be required to provide a government issued ID. All visitors must enter through the front doors. All other doors will be locked during the school day.

Adults will be stopped if they are in the hallways without a visitor tag during the school day. They will be escorted to the office to obtain a visitor badge. Please understand this is for the safety of our children.

Parents wanting to observe a specific classroom must make an appointment with the appropriate teacher. If you would like to volunteer on a regular basis, please let your child’s teacher know. If she/he doesn’t have anything for you to do, please let the office know and we will find an area where you can help.
All parents and visitors must sign out in the office. Parents who are volunteering at the end of the school day should return to their car at 2:45 and enter the car line for dismissal.
The Westmeade Way
Westmeade Elementary’s Positive Behavior Support Plan

Target Area: School-wide Discipline:
In an effort to comply with the Metropolitan Nashville Public Schools Strategic Plan, which addresses a safe and orderly environment, Westmeade Elementary will implement a School-wide Discipline Plan.

Westmeade Elementary Expectations:
The school staff will:
• Notify Students and Parents of our Discipline Plan verbally and in writing at the beginning of each school year and upon enrolling at the school during the school year
• Implement Plan
• Monitor Plan / Evaluate Plan
• Revise/Update Plan

Behavior Expectations*
We expect all learners at Westmeade Elementary to:
• Remain orderly and calm.
• Keep hands, feet and objects to yourself.
• Be honest and trustworthy.
• Use kind words and good manners.
• Be respectful to and follow directions from all adults in the school.
• Dress in Standard School Attire.
• Take care of all school property.

*For more details see the MNPS Code of Conduct.

School Rules:
➢ Be respectful
➢ Be responsible
➢ Be safe

Behavior Expectations in each area:
Classroom
Be Respectful
• Be mindful of your space and others.
• Support everyone’s learning.
• Be a respectful listener.
Be Responsible
• Come prepared to learn.
• Be organized.
• Clean up after yourself.
• Follow class rules at all times.
Be Safe
• Use tools appropriately.
• Use self-control.
• Be aware of my space.
Hallway
Be Respectful
• Be courteous of other’s learning environments.
• Enjoy the art work with your eyes only.
• Use the “Westmeade Wave”.
Be Responsible
• Maintain a calm body.
• Go directly to where you need to go.
• Keep hands, feet and any objects to yourself.
Be Safe
• Follow directions and procedures for emergencies.
• Walk on the third block at all times.

Cafeteria
Be Respectful
• Use school-appropriate language at all times.
• Talk quietly to students to your left, to your right, and directly across.
• Chew with your mouth closed.
• Use manners: say “please” and “thank you”.
Be Responsible
• Make sure you have everything you need from the serving line before you sit down.
• Stay seated, facing forward.
• Food should be eaten, not played with.
• Clean up after yourself.
• Raise your hand if you need help.
Be Safe
• Keep your own food for yourself.
• Walk at all times.
• When coming in, face forward, and stay in your spot in line.
• When lining up, sit still, facing forward, in designated areas.

Restrooms
Be Respectful
• Use school-appropriate language at all times.
• Keep hands and feet to yourself.
• Give people their privacy.
Be Responsible
• Use sinks and toilets the way they were meant to be used.
• Pay attention to teachers and restroom monitors.
• Flush, wash hands, and throw away paper towels.
Be Safe
• Walk at all times.
• Use school property appropriately.
• Keep floor and sink area dry and clean.

Playground
Be Respectful
• Respond immediately when teacher calls.
• Be kind to peers while playing.
• Follow directions from all school staff.
• Enter the building quietly.
Be Responsible
• Get help if someone is hurt.
• Stay with your class during recess dismissal.
District 2017 - 2018

- Report unsafe behaviors or dangerous items.
- Take back everything you brought outside (coats and jackets, balls, books, etc.).

**Be Safe**
- Use playground equipment appropriately.
- What’s on the ground, stays on the ground.
- Dress appropriately for safe play and weather.

**Arrival / Dismissal**

**Be Respectful**
- Use school-appropriate language at all times.
- Stay quiet in halls.
- Follow directions from all school staff.

**Be Responsible**
- Listen for your name to be called.
- Stay in your designated line.
- Car riders remain silent while rides are being called.
- Keep your materials packed.
- In the Busroom, use only whisper voices.

**Be Safe**
- Keep your hands and feet to yourself.
- Walk at all times, facing forward.
- Be alert and aware of your surroundings.

**Assemblies**

**Be Respectful**
- Be respectful and attentive to the presenter/speaker.
- Use whisper voices until the assembly begins.
- Use school appropriate language at all times.

**Be Responsible**
- Follow teacher directions during arrival and dismissal.
- Stay with your class.

**Be Safe**
- Keep hands and feet to yourself.
- Stay seated.

**Positive Incentives**

**Dragon Dollars** - Students will have the opportunity to earn dragon dollars that they can spend on a variety of prizes and activities during the school year.
Westmeade Elementary
Pre-K-4 DRESS CODE POLICY

✅ Shirts may be any color with or without designs, but must have a collar (polo, button-down, dress-style without buttons, peter pan or turtleneck, etc.). Shirts must have sleeves. Westmeade T-shirts only may be worn in the place of a collared shirt.

✅ All shirts must extend below the belt at all times and be properly buttoned.

✅ All pants, shorts, capri pants, skirts or skorts may be any solid color. Belts are not required unless pants do not fit appropriately at the waist. Denim pants including blue jeans are allowed.

✅ Large expandable cargo pockets are not permissible.

✅ Dresses with short or long sleeves and a collar are acceptable in solid or with designs. Dresses, shorts, and skirts must extend to the fingertips.

✅ All clothing must be appropriately sized. Tight-fitting, baggy or saggy shirts or pants are not allowed.

✅ Logos or manufacturer trademarks, if any, must be no larger than two inches. School logos are permitted and are not limited in size.

✅ T-shirts with or without sleeves may be worn as undergarments only. They can be solid or have designs but may not display any writing, pictures or images.

✅ A lightweight jacket, blazer, vest, sweater, or cardigan is permitted as an item that may be worn over the Standard Attire top.

✅ Outerwear such as raincoats, windbreakers and cold-weather jackets and coats may not be worn inside during the school day. These items may have hoods and be any color. Teachers can modify this at their judgment based on room conditions.

✅ Appropriate footwear must be worn at all times. Sneakers are recommended because they provide appropriate traction for a variety of activities. Laces on shoes or sneakers must be tied. No open back shoes are allowed (ie: flip flops). House shoes should not be worn.

✅ Torn clothing or see-through clothing is prohibited. Spiked or oversized accessories, and inappropriate head coverings such as bandanas or do-rags cannot be worn or seen during school time or school functions.

✅ Tights, leggings, and jeggings may be worn under a dress or skirt that is of appropriate length, but may not be worn alone. Tights may be any color and may have designs, but no words.

✅ Pants or shirts with holes, tears or cuts should not be worn.

Our school’s SSA policy is much less restrictive than most schools. Parents should verify children are dressed according to our school’s SSA policy each day. If students attend school out of SSA, parents will be called and must bring replacement clothing to school. Please contact our School Counselor, Mr. Vandrasik, if your family needs clothing assistance.
1. Request for alternate format
   To request this information in an alternate format, please contact your building principal or department head.

2. Request for auxiliary aids at a school building statement
   Individuals who need auxiliary aids and services are to make their request known to the building principal or department head prior to the date it is needed. (Interpreters for the deaf or hard of hearing must be requested forty-eight [48] hours prior to the event.)

The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services or activities. Las escuelas Públicas Metropolitanas de Nashville (MNPS, por sus siglas en inglés) no discriminan por la raza, religión, credo, género, identidad de género, orientación sexual, origen nacional, color, edad y/o discapacidad en la admisión, acceso u operación de sus programas, servicios o actividades.