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NANNIE BERRY ELEMENTARY

Principal: Dr. Kathleen Kimble

822-3123

Fax: 264-6009

Cafeteria: 264-6006

School Website: www.nannieberry.org

Sumner County website: www.sumnerschools.org

Sumner County Bus Information: www.sumnerbus.com

School Hours:

Kindergarten 8:45 – 2:30

1st – 5th grades 8:45 – 3:45

Secretary/Bookkeeper: Cheryl Louvin

Attendance Clerk: Peggy Gigax

Counselor: Cathy DelRio

Child Nutrition Manager: Tina Phillips

WELCOME

Welcome to NANNIE BERRY ELEMENTARY SCHOOL. We are looking forward to an exciting successful school year. NANNIE BERRY provides a positive climate so that all children have an opportunity to succeed. We hope by working together your child will have an exciting learning experience that will foster confidence and a positive attitude.

This student/parent handbook should serve as a very important source of information. Please become familiar with its content. If there are ways that the handbook might be improved let us know.

We would like to extend an invitation for you to visit our school, attend programs, and become an active member in the PTO and volunteer program. We are happy to have you and your child with us at NANNIE BERRY.

MISSION STATEMENT

The mission for Nannie Smith Berry Elementary School is to provide a learning environment of high quality where every child develops the skills needed to become socially, physically, emotionally, and academically a happy, responsible, productive citizen.

VISION

The vision for Nannie Berry Elementary School is as follows:

- Students will understand and strive to reach the academic, social, and behavioral standards established for each child.
- Students will recognize their personal responsibility for achieving success.
- Students will work together and learn to value the talents and differences of individuals.
- Students will learn to accept the consequences, good and bad, of their own actions.

MOTTO

of

NANNIE SMITH BERRY ELEMENTARY SCHOOL

“Living above the line”

RESPECT

RESPONSIBILITY

RESOURCEFULNESS

Nannie Berry Mascot - Bulldog

Nannie Berry Colors - Red and White

IN YOUR KINDERGARTEN CHILD'S BEST INTEREST

Parents can help us teach "Responsibility"
by following the policy listed below:

To help your kindergarten child develop active self-reliance and responsibility is one of the most healthful and constructive gifts a parent can give. From an early school experience, children must learn self-reliance in a safe, familiar, secure environment. The school provides such a place. To help inspire a child's self reliance and to help facilitate the understanding that school is the child's responsibility, it is in the best interest of the child that the following be observed: The first full week of school, if the parent desires, walk your child to his or her classroom. The second full week of school walk your child to the end of the hall and watch your child as they proceed alone to their classroom. The third full week of school let your child out at the school's car rider entrance (bottom floor, side entrance) and watch while he/she enters the school building. **Getting materials ready for the school day and putting things away to go home is part of the child's responsibility.**

First full week:	Walk your child to the classroom
Second week:	Walk your child to the end of the hall
Third week and thereafter:	Let your child out at the school door

Nannie Berry puts teaching "Children First"

RESPECT, RESPONSIBILITY, RESOURCEFULNESS

REGISTRATION REQUIREMENTS

Children enrolling in kindergarten for the first time must be (5) five years of age on or before October 1st of the school year. A child must be (6) six years of age on or before October 1st to be eligible for entrance into first grade.

Kindergarten registration and pre-registration will be held in the spring prior to the new school year. New residents that move into the Nannie Berry school zone should pre-register their children as soon as they arrive. This will help us have a good idea about our enrollment before school starts, thus facilitating the opening of school.

FORMAL REGISTRATION DAY IN AUGUST IS MANDATORY FOR EVERYONE. SCHOOLS EARN TEACHERS ACCORDING TO ATTENDANCE THE FIRST DAYS OF SCHOOL.

Students are not officially registered until the formal registration date as set by the Sumner County Board of Education.

Documentation required for registration:

- An OFFICIAL birth certificate. The mother's copy of birth certificate is not acceptable.
- Social Security number
- Tennessee Health Form which has been signed twice, once for immunizations and once for a school physical, unless accompanied by a Physical Form which has been signed.
- 2 proofs of residency, such as rental agreement, utility bills, etc. Each should have the legal guardian's name and their current address. The residency of a student is where the legal guardian or parent resides. This does not include family members or childcare providers.

"Enrollment procedures shall include an acceptable means for verifying residency. A copy of such verification shall become a part of the student's record.". (Board Policy JBCCA)

When a student moves, it is the student's (parent's) responsibility to notify the attendance clerk and classroom teacher. Provide the required proof of change of residence to the school within 5 business days. Student's records shall be updated accordingly.

"In the event that it is found that a student is improperly enrolled in a particular school or school district, the parent or guardian shall be notified orally, if possible, and in writing that the student will be asked to leave the school or school district". (Board Policy JBCCA)

An official Nannie Berry student registration form is required for each student. It is imperative to have on the registration forms all the telephone numbers available (home, work, cell, pager, emergency persons) and up to date so that a parent can be reached in the event of an illness or an emergency. E-mail addresses are to be given on the registration form.

Only persons that are listed on the registration forms will be allowed to check students out. If this changes during the school year, the parent must update the information.

Restricted pick up is available for family situations that may need special attention. Notify the school office in such a case. A copy of student's custody papers and parenting plan, if applicable, needs to be on file in the principal's office.

Immunization Requirements for Registration

In accordance with standards and policies of the State Department of Public Health as approved by the State Commissioner of Education, children entering kindergarten or first grade for the first time must have a complete medical examination along with permanent immunizations as follows:

<u>TYPE</u>	<u>BASIC</u>	<u>BOOSTER</u>
Rubella(3 days)	1	
M-M-R	2	
Polio	2-3	2
Diphtheria, Pertussis, and Tetanus(DTP)	2-3	2
Hepatitis B (3 doses within a given time) – Kindergarten students		

Varicella – Proof of immunity to varicella (Chickenpox) will be required for entry into Kindergarten effective with the beginning of the 2002 – 2003 school year. A single dose of varicella vaccine, or a parental or physician history of chickenpox, is required. Varicella is the only disease for which a parental history of disease is accepted. This requirement is for kindergarten only and will not include other grades at this time. Most children in Tennessee have already received this vaccine.

All children must have the basic requirements, plus boosters as indicated.

Children who were immunized against measles (Rubella & Rubeola) before the age of one year must receive an additional inoculation. Students who lack any of the above immunizations will not be permitted to attend school with other children. The Health Department will cooperate with you in meeting these most important requirements.

CHANGES TO STUDENT INFORMATION

Parents must notify the school immediately if there is a change in your address, telephone number or person to contact in an emergency. This information is very important in case your child becomes ill or injured. The school number is 822-3123. Please inform the attendance clerk and the classroom teacher immediately.

ATTENDANCE

Children enrolling in kindergarten for the first time must be (5) five years of age on or before October 1st of the school year. A child must be (6) six years of age on or before October 1st and have completed an approved kindergarten program to be eligible for entrance into first grade. School attendance is compulsory for every child in the state from age six.

Absences

Time absent from school is calculated in minutes by the State of Tennessee. Please make every effort to help keep your child's average daily attendance up by making appointments after school and on weekends. Partial days absent can have a cumulative effect that can hurt students academically.

Perfect attendance is recognized when a student is at school every school day without any tardy arrivals or early dismissals.

ALL STUDENTS ARE REQUIRED TO BRING A NOTE FROM HOME ON THE DAY FOLLOWING AN ABSENCE FROM SCHOOL STATING THE EXACT REASON FOR THE ABSENCE. The note should include the student's full name, the teacher's name, date of the absence and what type of illness (fever, flu, sore throat, etc) the student had.

“ For absences of a full or part day to be considered excused, a written note from the parent, guardian, or a doctor must be provided. After an accumulation of five days of excused absences, the parent/guardian must file more formal documentation with the principal to assure classification as an excused absence”. (Board Policy JBK-12)

“ A report must be filed every three weeks with the attendance supervisor from the principal or designee listing students who have accumulated five excused or unexcused absences. For those students who have five unexcused absences, an attendance referral and an individual student attendance sheet must be attached. Additionally, a letter must be sent from the principal alerting the parent/guardian that this attendance referral has been sent to the attendance department, that the student will be classified as truant on the sixth (6th) absence, and that the parent/guardian is subject to all legal consequences which may come as a result of having a truant child. Letters at the elementary and middle school levels shall contain a warning that excessive absences could subject a student to possible retention”. (Board Policy JBK-12)

“Schools shall make every reasonable effort to make daily contact with parents/guardians regarding student absences whether excused or unexcused.” (Board Policy JBK-12)

Make-up Work

“Elementary (K-5) - A student must be given the opportunity to make up work for excused absences.” (Board Policy JBK-12) An out-of-school suspension is considered an unexcused absence.

It is the student’s responsibility to complete all work assignments missed. Any tests and projects missed must be made-up at the teacher’s convenience. Unless a student is totally disabled, work should be sent home and returned to school on the first day back to school. A student missing three (3) or more school days will have completed school work turned in on the morning of the fourth (4th) day back to school. Upon request, we will make arrangements for books and materials to be picked up from the office during the last 30 minutes of the school day (when you call before 10:00 a.m.) or have assignments sent home with another sibling that attends Nannie Berry.

**PARENTS MUST CALL THE SCHOOL OFFICE BEFORE 10:00 AM TO REQUEST SCHOOLWORK FOR THAT DAY. (822-3123)
(DO NOT DROP BY THE CLASSROOM.)**

Vacations

“Adequate reasons for absences include the following:

- 6. Vacations / Trips with prior approval by the principal. A note from the parent/guardian shall be submitted prior to any vacation or trip. Principal approval is required. Vacations/trips taken without prior approval will be considered unexcused. “*

(Board Policy JBK-12)

Vacations / trips taken during the first 2 weeks and the last 2 weeks of the school year will be considered unexcused by the principal with no opportunity for makeup work.

Keep in mind that students who leave school for vacations are in effect, taking unexcused absences. Our teachers will make every effort to accommodate children who are being taken out of school for trips. However, there is a growing problem in this area. Much time is being spent getting this material together only to have students return with partial assignments or none at all. Students are placed under stress when they try to maintain grades when facing make-up work in six or seven areas for a period of several days. They are usually trying to do this make-up work while they are doing currently required work. At the same time, assignments in every subject cannot always be projected. Please consider these factors when you are thinking of going out of town.

Snow Days and Early Dismissals

As a part of each student's registration form, parents are to specify the procedure the student is to follow when schools are dismissed early for bad weather. Please discuss with your child how they are to get home on these days. What is written on the registration form **will be** the way your child will be dismissed in the event of an unexpected early dismissal. **This will be strictly enforced.** Last minute changes via phone calls will not be accepted. Phones will not be available for students to call to find out how they are to get home, and employees will not be able to call parents. The phone systems may become overloaded, as has been learned from past experience. Students may be signed out through the office on snow days. Students will only be released to persons listed on the registration forms.

The three local Nashville T.V. networks have snow reports during winter months regarding school closings. Radio station WWKX (104) FM also has information regarding school closings. All media announcements concerning early dismissal for Sumner County Schools are made in regards to schools following an 8:00 a.m. - 3:00 p.m. schedule. Nannie Berry is an 8:45 a.m – 3:45 p.m. school. Nannie Berry will dismiss 45 minutes later than the announced time for dismissal. Kindergarten will dismiss the same time as the 8:00 schools.

ARRIVAL & DISMISSAL

Nannie Berry has adult staff members that are assigned the duty to monitor students as they arrive at school in the mornings and leave the school building in the afternoons. It is the student's responsibility to go to the assigned areas and then to their classrooms. Parents are not to walk their children to the classrooms or wait outside the classroom doors in the afternoon. Please read the guidelines for the first two weeks of school found on page 5. If walking your child home, have them meet you at the exit door. If a conference is scheduled, please see the staff at the front desk so they can notify the teacher that you have signed in and are here for the scheduled conference.

Students should not arrive before the first bus. Early duty personnel Do Not arrive until 30 minutes before the start of the school day (8:45). Car riders, Walkers, and Bike Riders should not arrive any earlier than 30 minutes before the start of the school day and should enter the building through the lower doors by the cafeteria. Bus Riders will enter the building through the designated doors on the upper level. The office entrance is not a student entrance. Any student that arrives after the start of the school day is tardy and must be signed in through the office by a parent with a note written to the teacher stating the reason for the late arrival. Students will not be allowed to go to class when tardy until a parent signs the student in and the parent has talked with the principal.

Early Dismissal

Students must be at school for 1 minute more than 1/2 day to not be counted absent for the school day. Each student will be given five (5) accumulated unexcused early dismissals in a school year. THEREAFTER, FOR EACH UNEXCUSED EARLY DISMISSAL, THE STUDENT WILL SERVE A DETENTION.

Early dismissals will count against a student when determining perfect attendance.

Students will be excused to dismiss early only for the following reasons:

1. Doctor's appointment with a doctor's school excuse form from the doctor's office returned to the teacher the following day
2. Death in the family
3. Court appearance
4. Calling home sick

ALL OTHER EARLY DISMISSALS MUST BE PRE-APPROVED BY THE PRINCIPAL.

Parents of students leaving school early for doctor's appointments, etc., must come to the office to sign the child out. Students will be called to come to the office for dismissal. Students who become ill during the day may call a parent or other designated adult to come after them. List these persons on your child's registration card. **ANY PERSON TAKING YOUR CHILD FROM SCHOOL MUST BE LISTED ON YOUR CHILD'S REGISTRATION CARD.** Anyone who is too ill to stay in class must go home. We ask that parents not send children to school when they are running a temperature or show other signs of needing medical attention.

Students are not to be dismissed early for private special area lessons (example: voice, piano, etc.) and/or sports games or practice. These types of activities need to be scheduled after school. During the last 30 minutes of the day, there will be no early dismissal from the office.

Tardiness

Students must be at school for 1 minute more than 1/2 day to not be counted absent for the school day. Each student will be given five (5) accumulated unexcused tardies in a school year.

Tardiness is a part of attendance.

A student who is tardy will not be considered as having perfect attendance.

Students will receive an excused tardy only for the following reasons:

1. Doctor's appointment with a school excuse form from the doctor's office.
2. Death in the family
3. Court appearance

STUDENTS ARE TARDY AFTER THE LAST MORNING BELL.

Promptness is very important. It is very disruptive when students come into class late.

Parents must come into the office and sign their student in. Students will not be allowed to go to class when tardy until a parent signs the student in and the parent has talked with the principal.

After three unexcused tardies discipline measures will be taken.

BUS RIDERS

Parents may obtain information regarding buses from the Sumner County bus website at

www.sumnerbus.com

The right of all students to ride a Sumner County school bus is a condition of each student's behavior. All students on the bus are under the authority of the bus driver and must obey the bus rules. Students who violate the following rules will be reported to the principal. Students who disregard policies may lose bus riding privileges.

1. The driver is in full charge of the bus and the students.
2. Students shall obey the driver cheerfully and promptly.
3. The bus driver may assign seats.
4. No profanity, shouting.
5. Do not eat or drink on the bus; keep the bus clean.
6. No chewing gum allowed on the bus.
7. No electronic devices on the bus.
8. No animals or insects are to be carried on the bus.
9. Violence/horseplay is prohibited.
10. Remain seated.
11. Keep your hands and head inside the bus.
12. Do not distract the driver through misbehavior.
13. Do not destroy property.
14. Cross road in front of bus and never behind bus (make sure all traffic stops).

Students are not allowed to carry animals, insects, balloons, toys, electronic devices on the bus, nor any object that breaks easily like glass, or cannot be held in the student's lap.

Problems arising at bus stops prior to boarding or after unloading the bus are the responsibility of the parents.

Students may not ride a bus home with a friend after school. Such visits using bus transportation may create an overload. Parents must provide such transportation for recreational visits. When parents are out of town, arrangements may be made for childcare purposes only. These arrangements need to be made in advance through the office with a note signed by the parent. A bus pass will then be issued. All students must get on and off the bus at their assigned bus stop.

"Students shall follow all reasonable instructions pertaining to conduct and safety that are given by the bus driver or appropriate supervising adult on the school bus." (Board Policy JCBE).

After school care is available at Nannie Berry starting at Kindergarten dismissal time.

Please send any change in transportation arrangements through a note to the teacher in the morning. Students are responsible for knowing how they are to go home each day. Transportation arrangements should not be made over the phone, except for emergency cases.

BIKE RIDERS

Students who ride bicycles to and from school need to know safety rules for bike riding and wear protective head equipment. Parents are responsible for their child's safety when he/she rides a bike to school. When arriving at school, the students must enter the school at the lower side entrance and report to the gym. It is strongly recommended that bikes be locked to the bike rack.

CAR RIDERS-WALKERS

All car riders and walkers arriving at school will enter school using the lower side entrance and report to the gym. Students cannot be dropped off to enter the building on the upper level just because of a long car rider line. The office is not a student entrance to the building.

At dismissal, car riders will load cars at the lower side entrance of the building. Cars should be pulled all the way down in order to accommodate as many cars as possible in a SINGLE LOADING LINE.

Encourage your child / children to watch for their ride. If a child is not watching for their ride and fails to load promptly, the car will be asked to pull around to the end of the car rider line. Smooth, safe implementation depends on everyone. Please do not park and walk up to pick up your child.

SAFETY OF CHILDREN IS TOP PRIORITY. Please make sure students wear their seat belts. The Highway Patrol officers periodically monitor for seat belt use.

Students are not to walk off campus to catch a ride. **FOR THE SAFETY OF THE STUDENTS, parents are not to ask students to walk to Crosby Drive or Pin Oak Drive to be picked up.**

There will be **NO student pick up** on Martin Dr. due to the concern for student safety.

BETWEEN THE HOURS OF 3:15 - 4:00 P.M. THE UPPER CIRCLE IS FOR SCHOOL BUSES AND DAY CARE VANS ONLY. NO PARKING AND/OR DRIVE THROUGH, EVEN FOR A SHORT PERIOD OF TIME, DUE TO SAFETY FACTORS AND THIS BEING A DESIGNATED BUS LANE BY THE SCHOOL. *The upper drive is a one way drive for safety; it is imperative that you follow the arrows.*

Please send any change in transportation arrangements through a note to the teacher in the morning. Students are responsible for knowing how they are to go home each day. Transportation arrangements should not be made over the phone, except for emergency cases.

OFF CAMPUS DAY-CARE PROCEDURES

If your child attends an off campus after-school day-care center, please notify the day care each day that your child is absent or picked up early from school. When they are unaware that your child is absent, they often get caught waiting in the bus or car rider traffic until they send word into the office or the teacher. We would all appreciate your thoughtfulness in calling the day-care center on the days your child will not be picked up.

LEAVING THE SCHOOL GROUNDS

No student is to leave school grounds without permission from the office. **DO NOT ASK A STUDENT TO MEET YOU OUTSIDE. ALL STUDENTS MUST BE RELEASED FROM THE OFFICE.** There will be no early dismissal from the office during the last 30 minutes of the school day.

Students are not to be dismissed for lunch off campus.

BEFORE & AFTER SCHOOL CARE

Nannie Berry offers before and after school care through the Berry Patch Enrichment Program. The program hours are mornings from 6:30 a.m. until school starting time and afternoons from Kindergarten dismissal time until 6:00 p.m.

Berry Patch does not offer routine drop-in care. However, drop-in care is available for these emergency situations - medical emergencies or traffic situations that close roads. There is a charge for drop in care - \$12 if not enrolled in Berry Patch, or \$6 per student if enrolled in Berry Patch.

For information, please contact Program Director, at 824-5470 or the principal at 822-3123.

BIRTHDAYS

Student birthdays may be recognized with small treats at lunchtime. Examples of small treats include cookies, small cupcakes and small packaged snacks. For scheduling purposes, please inform your child's teacher of your intention to bring treats.

BOOKSTORE

Nannie Berry does not offer a bookstore at school. Students are encouraged to make sure they have all needed supplies for class each week.

DRESS CODE

We make every effort to allow the students to be comfortable in school. For your convenience and ours at school, the following dress code will be used during the school hours. This dress code is to promote an atmosphere conducive to instruction and safety for your children.

Shorts/skirts/dresses length

Kindergarten – 2nd Grade: When standing, with student's arm extended to his/her sides, the shorts, skirts, and dresses must extend below the longest fingertips. This applies to male and female students.

3rd – 5th Grade: Shorts, skirts, and dresses must not be higher than 3 INCHES from the bend of the back of the knee. This applies to male and female students.

Kindergarten – 5th Grades

- Shorts, skirts and dresses are to be worn at the specified length.
- Clothing considered too revealing will not be permitted. Tight shorts, form fitting or body conforming clothes, tank tops, micro-mini skirts, body suits, halter tops, spandex shorts, etc., are not allowed. Mesh shirts may be worn only if a full T-shirt is underneath it. Spaghetti strap shirts/dresses and strapless shirts/dresses are not allowed.
- Torn or slit shirts or jeans may not be worn.
- The belt line of all garments must fall at or above the tops of the hips. Underwear may never show.
- Shirts must cover the entire middle portion of the body at all times (even with arms raised).
- Shoulder straps of shirts/dresses must be the width of the student's shoulder.
- Leggings or tights shall not be worn unless with an appropriate length top or dress.
- Caps, hats, scarves, or bandannas shall not be worn. Extreme haircolor is not allowed.
- Students may not wear any apparel with alcohol, drug, tobacco advertising, suggestive implications or implications of violence. Students may not wear clothing or articles related to gangs or weapons.
- All shoes must have backs. Cleated shoes and backless shoes (ie. flip flops, soccer slides,

athletic mules) are not to be worn due to a safety concern. Sandals with a back strap are permitted.

- TENNIS SHOES MUST BE WORN TO P.E. CLASSES.
- Tennis shoes with wheels on the bottom, including retractable wheels, are not allowed to be worn at school.
- Jewelry must not be distracting/disruptive or unsafe. Valuable clothing and jewelry is discouraged.

If any attire is distracting or causes interruption in instruction, then it is inappropriate.

If the attire is inappropriate, the Teacher/Administrator may ask the student to go home and change clothes. PENALTIES: CHANGE OR GO HOME.

NO MAKEUP IS TO BE WORN TO SCHOOL BY STUDENTS.

Parents who are in our building are asked to please, adhere to the Nannie Berry dress code.

CAFETERIA

Nannie Berry Elementary will adhere to the guidelines in the Sumner County Schools Wellness Policy as set by the Sumner County Board of Education.

The State of Tennessee has mandated a duty-free lunch for classroom teachers. Students are supervised during their lunch period by teacher assistants. All students are under the authority of the assistants and must obey the cafeteria rules. Children are expected to behave in the cafeteria in the same courteous manner as at home or in a restaurant. Students are expected to follow directions of the staff the first time. There is absolutely NO RUNNING or BREAKING LINE (this includes letting friends in front).

Cafeteria Rules

- Keep hands, feet, and objects to ones-self
- Sit in your chair with your legs under the table
- Use your inside voice
- Stay in your seat & raise your hand if you need something
- Use good table manners
- No talking when lining up
- Respect students & adults in the cafeteria

Inappropriate behavior will be dealt with on an individual basis.

Parents and guests having lunch with students are to meet the student at the bottom of the stairs by the cafeteria and say good-bye at the cafeteria door when lunch is over.

If a student is separated from peers in the cafeteria for behavior concerns, the student loses the privilege of having guests for lunch.

Under Federal Law as it pertains to the School Nutrition Program Regulations, vendor identified food products (ex. Hardee's, Pizza Hut, McDonald's etc.) are not permitted in the school cafeteria or the extension of the cafeteria. They cannot be brought to students during school hours. A letter from the School Nutrition Supervisor is on file in the principal's office concerning the vendor identified food product regulation. Lunches made at home and brought in bags or lunch boxes are permitted. Your cooperation will be appreciated.

Lunches

The school nutrition staff at Nannie Berry provides a good tasty nutritional lunch each day. We encourage the students at Nannie Berry to purchase a school lunch. There are several life skills that are practiced by eating a school lunch: oral communication (expressing wants), learning to make choices, responsibility, manners, recognizing appropriate foods for good nutrition. We encourage students on Monday to buy lunch for the week. Please make checks payable to Nannie Berry Cafeteria.

Ala carte items are sold separately from the student lunches. Students must purchase a lunch or bring a lunch from home to purchase ala carte items. Ala carte items will not be sold to children choosing not to eat either a packed or school lunch. Carbonated or soft drinks will be prohibited. Milk or juice is available for purchase daily. Ala carte items are considered purchase privileges, based on cafeteria behavior.

If your child cannot open the food container at home, please repackage the item before sending it to school in their lunchbox. Please make sure to include utensils and napkins in student lunchboxes.

The school nutrition department will provide lunches for all field trips. Students can bring additional items to have with their lunch.

GLASS CONTAINERS ARE PROHIBITED IN THE CAFETERIA.

Breakfast

Students may eat breakfast at school beginning 30 minutes before the start of the school day. Students are supposed to be finished with breakfast in a timely manner in order to be in their classroom by the tardy bell.

Meal Charges

The cafeteria is prohibited from allowing students to charge for ala carte items. Students will be allowed to charge two consecutive meals with notification to the parents that the meal charge has occurred after the first charge. If charges have not been paid after the second charge then no other charges will be allowed. You will need to provide your child with a lunch and drink to be brought from home until all charges have been paid.

All meals charged must be paid within one week of that charge. Please help your children remember his/her money. We want to provide the opportunity for every student to purchase a lunch from the cafeteria but the school cannot absorb this expenditure. Thank you for your cooperation. Please make sure there is a zero balance in your child's cafeteria account at the end of the school year.

CLINIC / MEDICINES

Aspirin will NOT be available at school. Prescription medications and non-prescription medications sent to school **MUST HAVE** EXPLICIT DIRECTIONS AND A PERMISSION FORM SIGNED BY THE PARENTS THAT INCLUDES ALL OF THE FOLLOWING AS PER SUMNER COUNTY BOARD OF EDUCATION POLICY JGCD and STATE REGULATIONS.

1. Child's name, school, grade, teacher
2. Name of medication
3. Time to be administered
4. Dosage
5. Possible side effects, if known
6. Termination date for administering the medication
7. Name of Physician, Physician's phone number
8. Parent Signature/ Date

PRESCRIPTION MEDICATION FORM MUST HAVE PHYSICIAN'S SIGNATURE AND CONTAINER MUST HAVE PHARMACY LABEL.

AS REQUIRED BY THE STATE, PRESCRIPTIONS MUST HAVE PHARMACY LABELED CONTAINER.

Parents are responsible for obtaining the physician's signature on all prescription medication forms before bringing medications to school.

If a prescription states that the medication is to be given 3 times daily, students can take the medication before school, after school, and before bedtime. If a prescription states that the medication is to be given before or after lunch, the school will dispense as labeled.

If students are prone to headaches, with the form containing the above information and the medication provided, the school will dispense medication as directed by the parent. Non-Prescription medication includes: any over the counter cough or sore throat medication, sinus medication, headache medication, stomach medication, lotions, ointments, etc.

PLEASE FOLLOW THE GUIDELINES ABOVE FOR MEDICATION SENT TO SCHOOL; OTHERWISE THE SCHOOL WILL NOT ADMINISTER THE MEDICATION.

Blank Prescription and Non-prescription medication permission forms are provided to parents on Registration Day at the beginning of the school year. Please keep these forms and make copies of them as needed throughout the school year.

DISCIPLINE

We at Nannie Berry believe if a teacher cannot discipline, he/she cannot teach. This is also true with a student: one who cannot behave cannot be taught.

At Nannie Berry, we use an assertive approach to discipline. The approach consists of consequences and rewards. This approach makes each student responsible for his/her own behavior. The approach was developed with input from students, parents and teachers.

Where Are You Living?

Integrity	Failure Leads to Success
Speak with Good Purpose	This is it!
Commitment	Ownership
Flexibility	Balance

“Living Above The Line”

Nannie Berry’s behavior management program

GOAL: To provide a consistent approach conducive to fostering academic, social and personal development to fulfill each student’s maximum potential and insure respect for self, others, and property.

SCHOOL WIDE RULES:

- Students will accept responsibility for their actions.
- Students will show respect for others.
- Students will follow the direction of ALL school personnel.
- Students will behave in such a way that all students can learn and teachers can teach.

The consequence and order of the consequences are at the discretion of the teacher and in no particular order depending on the appropriate or inappropriate behavior. Positive consequences are not all inclusive and are at the discretion of the teacher.

Positive

Verbal Praise	Brag Notes
Classroom Recognition	Special Privileges
Awards	Games
Stickers	Treats
Extra Points	Positive call to parents
Free/Special Time	Special Parties
Assignment Pass	Computer Time

Students are recognized for different accomplishments during the year.

It is a policy at Nannie Berry to celebrate success.

Negative

- Verbal Warning (may be individual or collective warning)
- Time Out or Loss of Privileges
- Behavior Theme Paper signed by parent
- Notify Parents
- Detention -Grades 3, 4, & 5 (Grades 1 & 2 Principal discretion)
- Sent to Principal

If a student is separated from peers in the cafeteria for behavior concerns, the student loses the privilege of having guests for lunch.

The principal and the teachers reserve the option to implement any strategy that they deem necessary to insure an atmosphere that is safe and conducive to learning. Students that receive an in-school suspension will see the guidance counselor as part of Nannie Berry's Behavior Management Program. Only the principal can assign in-school suspension.

SEVERE CLAUSE: The normal procedures for implementing the Behavior Management Program may be dispensed with if the behavior is dangerous to self, others, or property.

Conduct violations

Students can expect disciplinary actions to be taken if the following offenses occur.

- Any marking on desk, walls, books, etc. This is considered defacing school property
- Chewing gum. (Chewing gum in school is a willful violation of school rules.) Discipline will be given at the individual teacher's discretion.
- Students are not to buy, sell or trade articles at school.
- Toys, radios, tape players, video games, and sports equipment, as well as any other personal property, are **NOT ALLOWED AT SCHOOL** and will be taken up and returned only to a parent. (The school will not assume any responsibility for personal items brought to school.) There are occasional Show-&-Tell days in many classes when some items are allowed in a controlled situation. Decorative zipper pull attachments on bookbags are limited to (1) one per bookbag.

MAJOR OFFENSES

- Direct disrespect to a teacher, staff member or the administration
- Fighting/horseplay anywhere on school property
- Profanity
- Persistent harassment of others (verbal, written or physical)
- Skipping school
- Possession of tobacco, alcohol/drugs, weapon, fireworks of any nature
- Failure to serve detention
- Failure to obey bus rules
- Bullying / Harrassment / Retaliation

TENNESSEE CODE ANNOTATED 49-1309

“Any principal or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

- 1. Willful and persistent violation of rules of the school or truancy;*
- 2. Immoral or disreputable conduct or vulgar or profane language;*
- 3. Violence or threatened violence against the person or any personnel attending to or assigned to any public school;*
- 4. Willful or malicious damage to real or personal property of any person attending or assigned to said school;*
- 5. Inciting, advising or counseling of others to engage in any of the acts hereinbefore enumerated;*
- 6. Marking, defacing or destroying school property;*
- 7. Possession of a pistol, gun or firearm on school property;*
- 8. Possession of a knife, etc., as defined in Section 39-4901 or school property;*
- 9. Assaulting a Principal or Teacher with vulgar, obscene or threatening language;*
- 10. Unlawful use or possession of barbitol or legend drugs;*
- 11. Bullying*
- 12. Sexual harrassment*
- 13. Any other conduct prejudicial to good order or discipline in any public school.”*

Detention

Detention will be held in an announced classroom on designated days. Students will report for detention with paper and pencil. Upon receiving the second detention the parent and student must meet with the guidance counselor. Upon receiving the third detention, the parent and student may be asked to meet with the Principal, teacher/s, and guidance counselor. Students are allowed only three (3) detentions in a school year. Skipping a detention will result in suspension. If a student misses detention due to an absence from school then the detention will be made up on the following detention date.

In-school suspension

Nannie Berry has an in-school suspension room (with its own restroom) that can be visually monitored at all times in the office area. The room is used when students need time to think about behavior, need to be separated from their peers, need extra time to think about their choices, or have privileges taken away. When the student is in in-school suspension, the student’s class work is sent to the office and parents are called. During in-school suspension, students can only see school personnel. Only the principal can assign in-school suspension.

CELLULAR PHONES IN SCHOOLS

“Students are prohibited from using or having cellular telephones on their person during the school day.” (Board Policy CR)

Visitors to school are asked to turn off all cell phones while in the school building.

FIELD TRIPS

Field trips are an extension and enrichment of the curriculum taught at each grade level. Students must ride to and from the field trip on the designated transportation. Children are allowed on the field trip, only when enrolled at Nannie Berry in that class. No younger children are allowed even when accompanied by a parent. Preschool age children cannot be transported on a school bus. Field trips are NOT a social event.

Field trip prices are determined by the number of students attending and the cost of the bus and driver per student. Due to this, request for refunds on transportation will not be permitted. A signed permission slip, a signed Sumner County Indemnity Agreement, and field trip money must be in before the day of the field trip for the student to go on the field trip. The school nutrition department will provide lunches for all field trips. The lunch price will be part of the total trip price. Students can bring additional items to have with their lunch.

Parents not submitting a signed field trip permission slip must contact the principal to make arrangements to have their child monitored for that day.

FIELD DAY

Field Day is considered an extra curricular activity held during the school day. Student participation in Field Day is based on appropriate behavior and student accountability. All financial responsibilities to the school, including the Berry Patch Enrichment program, must be resolved before students can participate in Field Day activities.

FIRE LANE

The Fire Marshall has asked that there be NO PARKING in the circular front drive (facing Indian Lake Rd.) on the side that is close to the school. This area has been designated as a fire lane. We sincerely appreciate your cooperation regarding this matter.

DO NOT PARK in the gravel area in front of the school on Indian Lake Rd, due to safety concerns. There are NO PARKING signs in this area. Cars exiting from the upper level parking area **CANNOT** see oncoming traffic if vehicles are parked in this gravel area. We do not want any of our parents or students involved in a traffic accident trying to leave the school.

GIFTS

All student gifts (birthday and holiday) need to be sent to the student's home and not delivered to the school. We do not accept flower or balloon deliveries for students.

GUIDANCE & COUNSELING PROGRAM

The guidance and counseling program is a comprehensive, developmental program for students in grades K-5. This program consists primarily of classroom activities, small groups, and individual counseling. The counselor is available to all students, parents, faculty, and staff. Early aid in development of a healthy self-concept and respect for the feelings of others will help children become successful learners in the school environment.

Counseling referrals

Students may refer themselves by using a slip found outside the counselor's office. Parents may refer by calling the counselor or sending a note to the classroom teacher. Teachers/Administrators may refer students. Counseling is a voluntary and a confidential service.

HEAD LICE INFESTATION

All Sumner County schools have instituted a "No Nit" policy effective December 1, 1997. Under this policy, students identified as having head lice will not be allowed back in school until they are certified in writing by a health care professional as being "nit free". If the health concern is addressed promptly, the student may be eligible to return to school within 48 hours. Health care assistance is available through the Sumner County Health Department.

LOST AND FOUND

Please label your child's sweaters, jackets, coats and lunch box. Students who find lost articles are asked to take them to the office. Lost items are placed in the lost and found box outside the office. All items not claimed by the end of each month or left at the end of the year are given to charity.

HOMework

The following policy (Board Policy IHB) was adopted by the Sumner County Board of Education on July 24, 1990:

“Because education is a lifelong process that extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

Homework shall be assigned for the following reasons:

- 1. To complete work started in class.*
- 2. To expand and/or enrich regular classwork.*
- 3. To build interest in reading and learning.*
- 4. To make up work missed due to absence.*
- 5. To encourage parents’ awareness of student learning.*
- 6. To provide an opportunity to pursue special interest or ability areas.*
- 7. To increase learning time.*
- 8. To establish independent study skills.”*

Nannie Berry students are expected to be responsible learners. As such, students are responsible for taking all materials necessary for homework home each day. Students will not be permitted to come back to school to get homework materials after the end of the school day. If students are spending more than sixty (60) minutes of focused time on homework, please contact the student’s teacher.

LIBRARY and MEDIA CENTER

The library at Nannie Berry strives to support the curriculum being taught at the school as well as provide recreational reading. Nannie Berry Media Center's goal is to encourage students to frequent the Media Center for both reading pleasure and for school related research. To accomplish this goal, the Media Center operates using a flexible schedule. This means that a student may come to the Media Center any time during the school day with teacher's permission.

A student may check out one book at a time unless an additional book is required for a school assignment. Each student is responsible for lost or damaged books they have checked out. Library books that are lost and paid for are considered at that point the property of the students. The school will not refund the cost of the book if later found.

Although no fine is charged when a book is not returned on time, a student cannot check out another book until the previous book is returned. For a library to function as it should, every patron must make an effort to return books promptly

All rules of conduct that exist for the school as a whole also apply to the library.

The Media Center sponsors two book fairs during the school year and gladly accepts donations to either purchase books or Accelerated Reader quizzes.

PARENT CONFERENCES

Sumner County provides a day for parent conferences. Please see the school calendar for the date. Teachers sometimes call for intervening conferences. If you want to set up an additional conference, teachers will be happy to do so. Be sure to send a note or leave word for the teacher to return your call. Please Do Not Drop By "For A Few Minutes" Before, During or After The School Day. This puts the teacher in a most uncomfortable position. While trying to have a conference with you, the students are looking for his/her attention. If you have a problem that needs immediate attention, get in touch with the office. The secretary or the principal can give you the teacher's planning time. Always stop by the office to let us know why you are in the building and to sign in. For security reasons, we ask that you wear a visitors badge.

PARKING

There are visitor parking spaces on the upper level circular drive (Indian Lake Rd side). When these spaces are full, visitors are asked to park in the lower level parking area (enters from Sequoyah Drive). There is a sidewalk that leads from the lower level parking lot to the upper level office entrance in front of the school.

DO NOT PARK in the gravel area in front of the school on Indian Lake Rd, due to safety

concerns. There are NO PARKING signs in this area. Cars exiting from the upper level parking area **CANNOT** see oncoming traffic if vehicles are parked in this gravel area. We do not want any of our parents or students involved in a traffic accident trying to leave the school.

The Hendersonville Police Dept does issue tickets for parking in this area.

There is to be **NO PARKING** on the grass areas in front of the school.

We appreciate your cooperation in following these parking guidelines.

PARTIES

According to School Board Policy, there may be three (3) parties at the elementary level. Parties are to be no longer than 45 minutes and may include appropriate games and food. No piñatas, please. Allowed parties are :

- 1 Fall Party
- 1 Winter Party
- 1 Valentine's Party **OR** end of school year party

Foods for class parties should include a variety of options, including some healthy snack alternatives.

Students may not give parties for teachers without permission through the office.

Please do not send party invitations to school unless there is one for every student in that class.

PETS

Students are not to bring their pets/animals for show and tell. Pets are not allowed on the school grounds or in the classrooms.

PROMOTION/RETENTION

Nannie Berry's goal is for every student to be successful and achieve to their best ability. We recognize that all students have areas of strength and areas they need to focus on. We recognize that all students have varying abilities and come to Nannie Berry with varying educational backgrounds. It is important that all students from kindergarten to fifth grade understand that there are academic standards that must be met to proceed to the next grade level. Parents from the first day of school must help students to be academically accountable. There is no summer school for elementary students in Sumner County. Students must demonstrate through classwork, homework, projects, and tests that they are meeting the academic standards for that grade level on a daily basis. The time a student is in the classroom will greatly impact their level of success in a grade level. Attendance is a factor that effects promotion and retention of a student from one grade level to another. When promotion or retention is considered, parent input is necessary with the final decision resting with the school's principal and the student's teacher.

P.T.O.

The Parent Teacher Organization (P.T.O.) plays an essential role at Nannie Berry. The P.T.O. helps with instructional needs as well as school building and grounds maintenance. They help to provide a volunteer and support base for our school that truly enhances the quality of education. We urge ALL PARENTS to join the P.T.O. and take an active part in educating the children at Nannie Berry.

PHYSICAL EDUCATION

The physical education program at Nannie Berry will include skills, concepts, games, educational gymnastics, rhythms, and dance experiences to promote motor, social, mental, and physical fitness development of every child. The physical education program supports the Sumner County Schools Wellness Policy.

The students should feel good about themselves and experience success in physical education class. The age and individual needs will be used to plan activities. Active participation in physical activities at home and at school is a goal. Play clothes and sturdy tennis shoes are essential. If dresses are worn, shorts must be worn under them. **TENNIS SHOES MUST BE WORN TO P.E CLASSES.**

Parents should send a note about children's medical problems and limitations in the P.E. program.

To provide a safe environment for the students, school rules and playgrounds rules must be followed.

- Listen and follow directions.
- Stay on task.
- Keep hands, feet and objects to yourself.
- Bad language or putting people down will not be tolerated.
- Use P.E. equipment as instructed.
- Food is not eaten, nor gum chewed during P.E. class.

Playground Safety Rules:

1. Walk to and from P.E.
2. Wear sturdy tennis shoes and play clothes.
3. Leave rocks, gravel and sticks on the ground.
4. Running, chasing, kicking and throwing balls are done in the open playground away from the building and equipment.
5. Work on the bars without being touched or bothered by others.
6. Walk up the ladder of the slide, sit down and slide with legs straight.
7. One person in a swing going back and forth with no pushing by anyone. Sit on your seat and come to a complete stop before getting out.

Once outside, stay outside. You must have permission to go back inside. These rules apply at all times.

The students will be exposed to a variety of skills and activities. They should understand how and why things are done, and the importance of physical education in leading a healthy enjoyable life.

REPORT CARDS

Report cards are sent home every six weeks. The grading policy is established by the Sumner County Board of Education. All monies owed the school, including the Berry Patch Enrichment program, must be paid before the six weeks report card is given.

Grading Scale

The Board of Education has established the following grading scale (Board Policy IHA):

A	-----	93 – 100
B	-----	85 – 92
C	-----	75 – 84
D	-----	70 – 74
F	-----	0 – 69

STUDENT RECOGNITION

Students in 3rd - 5th grades are recognized for their achievements each six weeks by the following criteria. These recognitions are submitted to the local newspaper for publication.

Hard Work Award

- Excellent Behavior
- Excellent Social Skills
- Excellent Listening Skills
- Excellent Skills in Following Directions
- Excellent Academic Work

Outstanding Performance Award

3rd Grade

- A's, B's, and Satisfactory (S)
- (Except for writing because of the developmental stage of fine motor skills)
- No Checks under conduct and work habits
- (Nannie Berry is a Character Education school)

4th and 5th Grades

- A's, B's, and Satisfactory (S)
- No Checks under conduct or work habits
- (Nannie Berry is a Character Education school)

Award of Excellence

- All A's
- All Satisfactory (S)
- No checks under conduct and work habits
- (Nannie Berry is a Character Education school)

Hard Work Award, Outstanding Performance, Award of Excellence

Recognition of Grades 3 - 5 Special Education Students

If the Special Education student achieves the standards set for the regular education student, then the special education student will receive the same recognition as his/her peers.

If the Special Education student or 504 student is doing his/her very best, but does not meet the set standards for the regular education student, then he/she will receive a ribbon of hard work. No conduct checks.

Perfect Attendance

Perfect attendance is recognized when a student is at school every school day without any tardy arrivals or early dismissals.

STUDENT SAFETY

Nannie Berry's goal is to provide a safe and secure climate for students and staff. Nannie Berry has a crisis plan in place that has set guidelines for the teachers and staff to follow in case of an emergency. The plan was developed in conjunction with the police department, fire department, and Sumner County Crisis Management. A copy of this plan is kept in the principal's office for any parent to review. All the doors at Nannie Berry are locked/monitored so that security can be insured. It is an inconvenience for all, but a necessity. All visitors in the building are required to sign in through the office and wear a visitor or volunteer badge. The following is an overview of the Nannie Berry Crisis Plan

There are four identified codes:

- | | |
|---------------|---|
| Code Red: | “Lock Down”
During a school “Lock Down” all children and staff will remain in their classrooms in the the locked building. No one will be allowed in or out of the building until the situation is determined by the principal to be safe. |
| Code Yellow: | Evacuate the building and report to your safe zone in a calm and quiet manner. Wait for further instructions. |
| Code Green: | All clear – resume schedule. |
| Alert Status: | No one is allowed to enter or exit building. School day continues. |

Designated alternate off campus sites for evacuation:

- | | |
|----------------------------|--------------------------|
| Hendersonville High School | Bluegrass Baptist Church |
|----------------------------|--------------------------|

Only a designated checkout team member can release a student through a command center to the parent or person(s) listed on the student's registration form. **Adults should be prepared to show identification.**

***THERE WILL BE NO OVER THE PHONE CHECK OUT TO ANY ONE OTHER THAN THOSE LISTED ON THE STUDENT'S REGISTRATION FORM. A PARENT MAY CONSIDER UPDATING THE REGISTRATION FORM BY COMING TO THE SCHOOL AND ADDING OTHER NAMES.**

The command center would be set up in the gym, if inside, and in back of the school, if outside. Signs would identify this area. The parent or person on the student's registration form would sign the student out with the time noted. The student would be sent for and then the student would be free to leave with the adult. It is imperative that students be signed out with an identified person.

If information needed to be sent out to parents, a phone tree would be used. A room parent would be called with that parent calling the parents of students in the classroom.

Our number one priority is the safety of your children. The second priority is uniting children with parents in a timely and safe manner.

VOLUNTARY STUDENT INSURANCE

Student voluntary accident insurance, parent paid, is made available at the beginning of each year by the school. Parents should consider purchasing the voluntary accident insurance for their child to supplement their other insurance. **THE SUMNER COUNTY SCHOOL SYSTEM DOES NOT CARRY ACCIDENT INSURANCE ON STUDENTS.** Application for voluntary accident insurance can be made at anytime during the school year.

TELEPHONES

Messages and deliveries from home are to be left in the office. DO NOT DROP BY THE CLASSROOM. Telephones may be used with teacher or principal permission only. No telephone calls will be allowed in order to make student recreational plans. **MAKE SURE YOUR CHILD KNOWS HOW HE / SHE IS SUPPOSED TO GET HOME IN THE AFTERNOON.**

Each teacher has access to a telephone in their classroom to contact parents. Teachers also have individual voice mailboxes so messages can be left for teachers.

“Students are prohibited from using or having cellular telephones on their person during the school day.” (Board Policy CR)

TEXTBOOKS

Textbooks are loaned to students for their use during the school year. Workbooks and other consumable supplies are paid for by the students. Textbooks should be handled carefully.

Please be sure your name, grade and school are written in ink in the front of the books in case they are misplaced. Fines will be charged to pay for lost or abused textbooks at their replacement cost. This is a school board policy.

All new textbooks are being identified and tracked with a Sumner County barcode. **THESE MAY NOT BE REMOVED.** A fine may be charged for any barcode that is removed or damaged to the point of being unreadable by the barcode scanner.

All textbooks must be accounted for at the end of the school year. Students are responsible for all textbooks issued to them and must pay for any lost or abused textbooks before report cards will be issued or students may participate in Field Day activities.

VISITORS or VOLUNTEERS

All visitors and volunteers are asked to sign in through the office, located on the upper level by the gym, when they arrive at the building. For security reasons we ask that all visitors or volunteers wear a visitor or volunteer badge. As a courtesy to teachers, do not drop by unannounced. Due to the interruption of the educational process, parents are not allowed to do drop-in visits to the classrooms. The school will be glad to accommodate classroom visits through scheduled times.

Please turn off all cell phones while in the school building. Parents who are in our building are asked to please, adhere to the Nannie Berry dress code (see page 15).

If there are persons that are not to have contact with your child please have this information on the registration card. For students with restricted pick up, the office must have copies of custody papers for the confidential legal file.

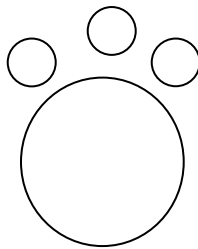
Nannie Berry is very fortunate to have a very supportive parent-volunteer program. We are grateful for your time and like having you in our school. Contact the school if you are willing to type, file, Xerox, tutor, assist teachers, substitute (for short periods of time when teachers have appointments), or work in the library, art or music programs. Volunteers are asked not to bring small children to school when volunteering. There will be no younger siblings allowed in the classrooms when parents are visiting or volunteering.

There is a sidewalk that leads from the lower level parking to the upper level office entrance in front of the school. A reminder that there are NO PARKING signs in the front of the school on Indian Lake Road. This is due to not being able to see traffic if you are pulling out onto Indian Lake Road from the upper level parking lot. The Hendersonville Police Department does issue tickets for parking in this area.

RESPONSIBILITY

Building a sense of personal power and responsibility provides an important foundation for the development of self-esteem. This foundation permits a person to feel capable and confident. Having personal power does not mean having control over others, being manipulative, or domineering. What it does mean is that people have control over themselves and are aware that their own actions contribute to what happens in their lives, and what they do makes a difference.

1. Help children develop effective decision-making skills.
 - *Let them make decisions when appropriate.
 - *Provide regular opportunities for making choices.
 - *Give your reasons for your own beliefs and values and invite them to do the same.
 - *Encourage them to follow through on their own decisions.
2. Establish tasks and permit children to complete them in their own way whenever possible.
3. In problem situations, decide whose problem it is.
 - *If it is your problem, you solve it.
 - *If it is their problem, let them solve it.
 - * Point out that everyone involved may be contributing to the problem.
4. Have children focus on solving the problem once it has been defined.
 - *Ask questions that will help lead to solutions. (“What could be done to - - -?”)
 - *List acceptable solutions and let them choose one.
 - *Assist them in evaluating the way the problem was solved.
5. Build self-reliance
 - *Allow people to do for themselves those things they can do, even if it’s not done as well as you could do it.
 - * Be supportive without being too hasty to help.
 - * In giving praise, be sincere and specific.
6. Help children understand that they are responsible for their own feelings.
 - *People see and respond to similar situations from their own point of view.
 - *People can choose how they will feel and how they will respond to any given situation in their lives.
 - *An effective way to respond to labeling is to focus on the behavior that led to the labeling.
7. Assist children to determine those things for which they are responsible.



“Nannie Berry Bull Dog Pride”