

# Nannie Berry Elementary Parent & Student Handbook

## Principal's Welcome

Welcome to the Nannie Berry Family! We are so excited to have you as a member of our school, where we have served the Hendersonville Community for over sixty years. I look forward to serving you, our students, and our teachers.

Dr. Susan Kolmer

Susan.Kolmer@sumnerschools.org

## PTO

We are proud of our vibrant and active Parent Teacher Organization at NBE. All families are encouraged to participate with PTO. The primary mission of this group is to support teacher/staff needs, assist in fundraising efforts, and build good will in our community. For more information about PTO, email nannieberryppto@gmail.com.

## Using This Handbook/School Website

This handbook serves to address the most regularly needed information for families. More can be found by visiting our website: nbe.sumnerschools.org. All policies are in support of the policies set forth by the Sumner County Board of Education. The district handbook can be accessed online at www.sumnerschools.org, under the Parents & Students tab.

## School Day

The NBE instructional school day is from 8:30-3:30. Parents/Guardians are asked to have students in the classroom by 8:28. Instruction and classroom family routines begin right away, and it's important for every student to be ready to join and learn.

## AM Gym

All students report to the gym in the morning until 8:20. Students are encouraged to use this time for reading, as toys are not permitted.

## Car Rider Information

Car Riders should be dropped off on the bottom level. Doors open at 8:00AM and close at 8:29AM. Students arriving before 8:20 report to the gym, unless they are eating breakfast, in which case they would report to the cafeteria. Afternoons: One car rider sign is issued to each family. Please write your child's name on the sign and make sure it is in view when you pick up. Students are only released to cars with their name on the sign. It is Tennessee state law that you are to stay **off your cell phone** once you arrive within the NBE school zone. Please practice buckling and unbuckling prior to joining the car rider line, as we prefer that parents stay in the car to make the line run efficiently.

## School Bus Information

The bus is an extension of our school and all rules of conduct and behavior apply. A student who demonstrates repeated unsafe choices on the bus risks forfeiting his/her bus privileges as these choices threaten the safety of others. Any questions concerning bus issues (routing, driver conduct, stops,

## Important Phone Numbers

Nannie Berry Elementary	822-3123
Fax Number	264-6009
Cafeteria	264-6006
Berry Patch Before/After Care	824-5470
Sumner County Board of Education	451-5200

etc.) are addressed through the SCS Transportation department at 452-1520.

## Berry Patch Before/After Care

NBE offers before school care beginning at 6:30AM and after school until 6PM. Unfortunately, drop-in students are not accepted under any circumstances, as

this could cause us to violate staff/student ratios set by the state. For more details about this program, please visit nbe.sumnerschools.org, and click on the Berry Patch tab on the left side.

## Late Arrivals

If a student is tardy (arrives after 8:30), the parent must walk in with the child to sign the student in. The student will be given a pass to be admitted to class.

## Tardies

Excessive tardiness *may result* in a referral to the Sumner County Schools truancy department. Prior to the referral, the family will be given notice by the principal so the family may have advance time to adjust the trend.

## Attendance

It is crucial that students are at school learning every day. A student must be present for at least half the day to be considered present. A student who misses more than half the day is considered absent. Nannie Berry is dedicated to reducing chronic absenteeism, which is missing 10% of the school year (noted as 9 absences per semester), whether excused and unexcused.

## Unexcused Absences

Absences which are not verified or do not meet valid reasons for absence are considered unexcused. All out-of-school suspensions are unexcused.

## Excused Absences

-Excused absences must come in the form of writing to the classroom teacher or to Peggy Gigax. Phone calls cannot be accepted.

-Parents/Guardians are allowed 5 parent notes per semester (not doctor's notes). If a note is not provided, the absence is *unexcused*.

-After 3 unexcused absences, parents will be required to attend a meeting to sign an attendance contract.

-After 6 unexcused absences, the student is reported to the Sumner County Schools truancy department. At this point, parent notes will no longer be

sufficient. Doctor's notes or other supporting documentation will be necessary.

Adequate reasons for absence include:

- Student's personal illness, medical appointment, or hospitalization. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences. Please contact the school for more information about homebound services.
- Death of a family member or death of a non-family person (if approved by the principal)
- Religious holidays if observed by a particular faith. A parent note must be submitted to the principal prior to the student's absence.
- Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
- Approved school related activities
- Other extenuating circumstances as approved by the principal.

\*Any questions pertaining to attendance should be directed to [peggy.gigax@sumnerschools.org](mailto:peggy.gigax@sumnerschools.org).

### **Make Up Work**

Students are allowed the number of days missed +1 to make up work, which is provided by the classroom teacher.

### **Dismissal Changes**

All transportation requests for dismissal changes should be made by the parent/guardian prior to 3:00pm. After this time, the office is preparing for dismissal and cannot efficiently communicate additional changes. These requests should be made through the front office, NOT the classroom teacher. Please email [Amanda.rennie@sumnerschools.org](mailto:Amanda.rennie@sumnerschools.org) with any changes.

### **Walkers/Bike Riders**

Students who walk home will be escorted in a group to the entrance of the Indian Hills subdivision or to

the corner of Berrywood Dr. and Sequoyah Dr. Parents/guardians are encouraged to meet students, as the school is not responsible for their safety beyond that point. Bicycle riders should not live further than 1 mile from the school and are expected to go directly home.

### **Changing Your Bus**

If a bus needs to be changed long term or a student needs to be dropped off at a different location for a single day, parents should notify the NBE front office. All bus changes must be made in writing and must be signed by the parent/guardian. This note should specify the child's name, street address, parent phone number, the bus number the child will ride, the reason for the change, and the date. Students will not be permitted to ride a new bus (temporary or long term) without prior office notification.

### **Checking Out Students**

To maximize security, students will only be allowed to leave campus with persons indicated on their registration card. Any exception must be put in writing by the primary custodian. Students will not be released to anyone under the age of 18 (without permission from the principal).

### **Visitors**

We are pleased to have you visit with us at NBE. Please have your driver's license out and ready to be seen when approaching the front door. We use the Lobby Guard system at the front desk to sign visitors in and out. The system will print out a badge which you will wear for the duration of your visit. Visitors are only permitted to visit the locations to which were stated in Lobby Guard. When you are ready to leave, you will come back through the office and scan your badge. This will complete the sign out process.

### **Cafeteria Visitors**

Please observe the following guidelines concerning visiting for Lunch:

- In the interest of space, please limit your visits to one time a week.
- Students may invite one friend with them to sit at their table (in addition to the adult visitor)
- Designated tables are set up in the lobby.
- Please dress school-appropriate
- **Fast food is not permitted in the cafeteria.** This is seen as competition with our School Nutrition program and is not permitted.

### **Birthdays**

We love to celebrate kiddos, and that includes birthdays! If you choose to send in treats, be sure to include enough for the whole class. We ask that you refrain from delivering flowers or balloons, as these can be problematic on the bus and at dismissal.

### **Volunteering**

Classroom teachers love volunteers! Please reach out to your classroom teacher via email to ask how you can provide support.



### **Clinic/Medication**

Our school office performs basic first aid. If your child shows symptoms of illness or has a fever of 100.4 or greater, please keep your child at home. Over the counter and prescription drugs can only be administered at school with proper forms completed

by your child's physician. Medication must be brought in the original container with current instructions. If your child forgets to take medication in the morning, you will need to come to school and administer it yourself. Medication must be picked up by the last day of school or it will be destroyed.

### **Grading/Report Cards**

Student grades can be viewed anytime on Skyward. Grades will be most current and accurate every 4 ½ weeks (Progress Reports) and 9 weeks (Report Card). Please contact your teacher at any time with questions about your child's performance.

### **Grading Scale (2<sup>nd</sup>-5<sup>th</sup>)**

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### **Grading Scale (K/1) Standards Based**

3	Student has mastered the standard
2	Student is progressing toward mastery
1	Student is significantly short of mastery

### **Parent Conferences**

Once a year, your child's teacher will extend an invitation to meet and discuss your child's progress. If you would like to meet again, please contact your teacher to set up an appointment.



### **Homework**

The purpose of homework is to develop fluency of a skill or deepen understanding of the instruction presented in class. Homework assignments are at the discretion of the individual teacher. Students are expected to complete homework to the best of their

ability. Refusal or chronic failure to complete homework *could* negatively impact a student's grade.

### **Dress Code**

Sumner County Schools has established a district-wide dress code policy. For the full policy and visuals, please visit [nbe.sumnerschools.org](http://nbe.sumnerschools.org).

- Undergarments are always covered. Tops have sleeves or wide straps, are not transparent, and overlap the waistband.
- Bottoms can include sweatpants and leggings. Holes in jeans must be below mid-thigh. Leggings must be paired with tops that extend past the student's wrist.
- Shorts, skirts, and dresses must be long enough to cover the mid-thigh.
- Shoes must have heel straps. Running shoes are safest for recess and PE. Shoes with wheels are not permitted.
- Girls should wear shorts under dresses for PE.
- For PE, if your child has a physical challenge, please be sure we have that information, including instructions for immediate care.

### **Weapons Policy**

Any student who brings a weapon to school is subject to consequences including possible expulsion from school for one calendar year (Sumner County Board policy).

### **Textbooks/Library Books**

Textbooks and library books are issued to students for their academic classes and to promote literacy. Damaged or lost items are the responsibility of the student. Replacement cost of library books will be determined by the school, to include purchase and appropriate binding.

### **Special Education Services**

NBE offers a variety of special education services. Children in need of speech/language therapy or

gifted education, and/or those that demonstrate a learning disability are served at NBE. We strive to meet these students' needs in the least restrictive environment – keeping them with their peers as much as possible. Each special education student receives services under an Individualized Education Plan which dictates the accommodations to be provided. Students are served in either the inclusion (stay in their classroom with additional support) or small group intervention (different setting with a certified teacher). Students must meet Tennessee state criteria to be served in these programs. PreK services are also offered for students who show developmental delays. Contact Sumner County Schools for more information about PreK.

### **Field Trips**

Field Trips are an excellent way to enrich a student's learning outside of our campus. In the interest of safety, students must travel to and from a field trip on the school bus. Special circumstances for alternate transportation will be considered and must be approved through the principal. In consideration of planning logistics, liability, and safety, *younger siblings are not allowed to attend field trips.* We ask parent chaperones to commit their full attention to the student group they are asked to supervise.

### **Cell Phones/Smart Watches**

It is not permissible for students to have their cell phones/smart watch out at any time. If a student brings a cell phone/smart watch to school, these devices should be turned off (not vibrate/silent) and kept in backpacks while at school. Failure to comply with this policy while on school campus *could* result in confiscation of the phone/watch, at which point it would be held in the office until the end of the day or a parent can pick it up. Nannie Berry is not responsible for lost or stolen cell phones, which are often safest at home.

## Toys

Toys are not permitted at school, except for specific school-designated days and recess toys directed by the classroom teacher. Toys may be confiscated by the teacher and returned at the end of the day.

## House System/House Points

At NBE, we believe in reinforcing positive behaviors that are essential for learning. All students at NBE are randomly placed in 1 of 4 'houses' (Altruismo, Amistad, Isibindi, Reveur). Students remain in the same house until they leave NBE. New students with an older sibling/NBE employee-parent will join the same house as a legacy. Faculty members award points to students that exemplify the values in our Bulldog Essential 10. The members of the house with the most points at the end of each semester receive a special reward.

## Bulldog Essential 10

Our goal at NBE is to enrich students in a safe and positive learning environment. The Bulldog Essential 10 are a set of values developed to build character and sustain a culture of excellence and respect. Expectations for appropriate behavior extend from the student's front door and back home again. The same is true for the bus and any trips where the school is represented.

## Behavioral Consequences

Rules and expectations are standardized throughout the building. While teachers will provide consequences for minor misbehavior, major misbehavior may result in a student consultation and consequence from the administrator or member of the behavior committee. Families are contacted with a plan for next steps and/or consequences. We celebrate consistent respectful, responsible, safe, and kind behavior with quarterly Bulldog Bashes. Students receiving zero majors and two or less minors attend the Bash while other students meet with the

counselor to develop behavior goals for the coming quarter.

## **Nannie Berry Elementary** *Every single student. Every single day.* *The Nannie Berry Way!*

### Bullying/Threatening Behavior

"Bullying" is defined as a repeated pattern of behavior from one party toward another that is considered threatening, intimidating, or otherwise undesirable. Such behavior will not be tolerated. Students who feel they are being mistreated by a peer should confide in their teacher or school counselor.

### Counseling Services

Students may speak privately with our school counselor about any issues impacting their emotional health, in or out of school. Students may leave a request to see the counselor in the red box outside the main office. We ask that students attempt to resolve in-school issues with their peers and teachers before seeking out the counselor.

### Cafeteria

The NBE cafeteria is a vital part of our daily operation. Students are offered a balanced, nutritious meal every day. Parents can manage student accounts online. Students may also send money/checks to school in a sealed envelope with the child's name and their teacher's name. Checks should include the student's name. Applications for meal benefits (free and reduced-price lunches) are completed by every family upon registration. Students can charge lunch if necessary. However, a la carte items cannot be charged. Please pay charges immediately upon learning of them. Failure to pay charges *could* result in the loss of charging privileges.

### Cafeteria Rules

Please help by practicing and discussing these expectations at home with your child:

- Obtain all needed condiments, utensils, napkins, etc. on the first trip through the line. If an item is forgotten, students will raise their hand with a hand signal to wait for assistance.
- Students will remain seated with their hands to themselves. Their belly buttons should stay facing the table. Feet stay under the table.
- Students do not share food, as it is important to respect the food wishes of each family.
- Talking is allowed and encouraged during lunch. However, excessive noise may result in a *brief* silent period to restore order.
- Students are responsible for keeping the area around them free of trash.
- Students are encouraged to use the restroom before or after lunch. They will raise their hand for permission from staff to leave the cafeteria for the restroom during lunch. (K-2 to kindergarten restroom and 3-5 to fourth grade restroom.)
- Parents are encouraged to send food, containers, and wrappers students can open without assistance. Please practice any new items at home before sending them to school.
- Please do not send glass bottles.

### Extracurricular Opportunities

Students at NBE have access to a variety of activities that will further enrich their school experience, including:

- Art Club (4<sup>th</sup>/5<sup>th</sup>)
- Cheerleading (3<sup>rd</sup>-5<sup>th</sup>)
- Golf Club (5<sup>th</sup>)
- iLead (4<sup>th</sup>)
- Running Club (K-5<sup>th</sup>)
- Student Leadership Club (4<sup>th</sup>/5<sup>th</sup>)
- Student Newspaper (4<sup>th</sup>/5<sup>th</sup>)

*Last Updated: 6/18/24*