

# 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 fifty years. As Bulldogs, we believe in creating a culture of collaboration between families and educators and an environment where children and adults work hard, but have fun, too.

I look forward to serving you, our students, and our teachers.

Kindly,  
Susan Kolmer  
Susan.Kolmer@sumnerschools.org

## Using This Handbook/School Website

This handbook serves to address the most regularly needed information for families. Much more can be found by visiting our website: nbe.sumnerschools.org. All policies are in addition to and supportive of the policies set forth by the Sumner County Board of Education. The district handbook can be accessed online at [www.sumnerschools.org](http://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 at school on time. Our doors open at 8:00AM.

## AM/PM Gym

All students will report to the gym in the morning. Students who ride the bus or daycare van will come to the gym in the afternoon prior to dismissal. Students will keep their hands to themselves and remain seated at all times. Additionally, students should not be throwing objects (balls, pencils, paper airplanes, etc.). Failure to comply may result in

isolated seating, confiscation of inappropriate items, or other loss of privilege.

## Car Rider Information

Car Riders should be dropped off on the bottom level. Our doors open at 8:00AM. Students are to report to the gym upon arrival (unless they are eating breakfast, in which case they would report to the cafeteria). Afternoons: A car rider decal will be issued to each family. Please write your child's name on the decal and make sure it is in view when you pick up. It is Tennessee state law that you are to stay **off your cell phone** while in pick up zones 1-8.

## School Bus Information

The bus is an extension of our school and all rules of conduct and behavior apply. A student who demonstrates repeated poor 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, etc.) should be addressed through the SCS Transportation department at 452-1520.

## Berry Patch Before/After Care

NBE offers before school care beginning at 6:30AM

## 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

and after school until 6PM. We do not accept drop-in students 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 our website at [nbe.sumnerschools.org](http://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 them 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. Any student in jeopardy of said referral will be given notice by the principal before any referral is so the family has time to change the trend.

## Attendance

It is crucial students are at school every day in order to get the most benefit. In observance of the Tennessee Compulsory School Attendance Law, the following guideline will be observed:

*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.*

## 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

- 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 will be 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
- Vacations/trips with prior approval from the principal – one per school year. A note from the parent/guardian must be submitted to the principal *prior to* any vacation or trip. Any vacation/trip taken without prior approval will be considered unexcused.
- 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

The classroom teacher will be responsible for preparing materials for absent students to make up work. Students will be allowed the number of days missed +1 to make up work. When requesting a child's make up work, please contact the school prior to 10:00am to allow teachers a reasonable amount of time to prepare the assignments. Work may be picked up in the office at 3:00pm.

### 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 [sherry.etlinger@sumnerschools.org](mailto:sherry.etlinger@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 student needs to change their bus long term or 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 with anyone under the age of 18 (without permission from the principal).

### Visitors

We are pleased to have you visit with us at NBE. We use the Lobby Guard system at the front desk to sign in visitors. Please have your driver's license out and ready to scan when you arrive. The system will print out a badge which you will wear for the duration of your visit. 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:

- Sit at the designated tables in the lobby.

- Students may bring 1 friend with them to sit at their table (in addition to the adult visitor)
- In the interest of space, please limit your visits to 1x/week.
- **Please do NOT bring fast food in its original packaging into the cafeteria.** This is seen as competition with our School Nutrition program and is not permitted.

### PTO

We are proud of our vibrant and active Parent Teacher Organization at NBE. All parents/guardians are encouraged to participate with PTO. The primary mission of this group is to assist in fundraising efforts, supporting teacher/staff needs, and building good will in our community. For more information about PTO, email [nannieberrypto@gmail.com](mailto:nannieberrypto@gmail.com).

### Volunteering

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



### 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 them 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 they forget to take their 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). You may contact your teacher at any time with questions about your child's performance.

### **Grading Scale (4<sup>th</sup>/5<sup>th</sup>)**

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

### **Grading Scale (K-3<sup>rd</sup>) 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 his/her progress. If you would like to meet additionally, contact your teacher to set up an appointment. Please do not stop by the school for an unscheduled conference.



### **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**

We believe it is important for students to come to school dressed comfortably. It is equally important that student dress does not distract or impede the learning environment of others.

The following are NOT to be worn at school: shorts shorter than mid-thigh, biker shorts, shorts with writing on the back, cut-off jeans that are frayed or pockets showing, clothing with holes, saggy/sagging pants, leggings or leotards unless with appropriate length skirt or dress, suggestive slogans, pictures or ads of tobacco or alcoholic products or drug paraphernalia, hats, bandanas, strapless dresses/blouses, bare midriff, halter or tank tops, backless shoes (sandals with back straps permitted), cleated shoes, shoes with rollers, flip flops, or clothing related to gangs. Additionally, please avoid distracting jewelry.

### **Physical Education**

You can ensure your child has a positive experience in PE by helping with the following:

- Students should bring tennis shoes or other soft rubber soled shoes.
- Girls should wear shorts under dresses.
- 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. Payment must be made before the student's report card will be issued. 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 school. 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 pull-out (different setting with a certified teacher) settings. Students must meet Tennessee state criteria to be served in these programs.

### **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 will be considered and must be approved through the principal. Parents are encouraged to volunteer and chaperone on these trips. 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**

We understand many students carry cell phones on their person. However, it is not permissible for students to have their cell phones out at any time. These devices should be turned off (not vibrate/silent) while at school. Failure to comply with this policy *could* result in confiscation of the phone, at which point it would be held in the office until the end of the day or a parent can pick it up.

### Smart Watches

Students are *not* to use smart watches at school for any purpose other than telling the time. Students are not to be texting, browsing the internet, or sending/receiving email. Failure to comply with this policy *could* result in confiscation of the watch, at which point it would be held in the office until the end of the day or a parent can pick it up.

### Behavior Expectations/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. Teachers handle most disciplinary issues. A child may be referred to the office and consequences will be determined by the type of misbehavior, severity, and frequency.

### House System/House Points

At NBE, we believe in reinforcing the kinds of behaviors we want to see! 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. Faculty 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 nine weeks receives a special reward.

### Behavioral Consequences

Each teacher will establish the routines and procedures for his or her classroom. While teachers will provide consequences for minor misbehavior, major misbehavior may result in a student consultation and consequence from the school counselor or administrator. Families will be contacted with a plan for next steps and/or consequences. *Out of school suspension* – Reserved for extreme behavior, including violence, theft, bullying, and other offenses as deemed appropriate by the principal

### Bullying/Threatening Behavior

"Bullying" is defined as a repeated pattern of behavior from one party/parties 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

## **Nannie Berry Elementary** *Getting Better All the Time*

meal every day. Parents can manage student accounts by visiting [www.mealpayplus.com](http://www.mealpayplus.com). 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 available in the front office. 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. To view the current month's menu, visit our school website and click on the Lunch Menu link.

### Cafeteria Rules

Please help by reviewing these expectations with your child:

- Obtain all needed condiments, utensils, napkins, etc. on the first trip through the line. If a student forgets something, they need to raise their hand and wait for assistance.
- Students will remain seated with their hands to themselves.
- 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 need permission from staff to leave the cafeteria for the restroom during lunch.
- Parents are encouraged to send containers or wrappers students can open without assistance.
- 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:

- Running Club (K-5<sup>th</sup> – Spring Only)
- Art Club (4<sup>th</sup>/5<sup>th</sup>)
- Student Leadership Club (4<sup>th</sup>/5<sup>th</sup>)