



**Fall-Hamilton Elementary  
Handbook &  
School-Wide Discipline Plan  
2016-2017**

**Mathew Portell, Principal**



**Our mission is to grow as a learning community by working together to discover our passions so everyone can meet their fullest potential.**

**School Website: <http://schools.mnps.org/fallhamilton-enhanced-option-school>**

**School Address: 510 Wedgewood Avenue, Nashville, TN 37203  
Phone: 615-291-6380 Fax: 615-291-6317**

## **District Vision Statement**

Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work and life.

**District Website:** [www.mnps.org](http://www.mnps.org)

## **School's Belief**

At School Name we believe:

- We believe all children can learn when provided with research-based, high quality, differentiated instruction.
- We believe in high expectations for all students and believe all students can learn all standards taught to their full potential in order to become contributing members of society.
- We believe our children should have a safe, engaging, organized, stable environment with consistent expectations.
- We believe instructional interactions should be positive, meaningful and meant to meet the diverse needs of each child.
- We believe assessments should be data driven and be used to improve, individualize and guide instruction.
- We believe we need to support our students by providing a safe environment with before, during and after school resources to assist a struggling child.
- We believe in effective communication and collaboration with all stakeholders to build a sense of trust and a climate where people want to be involved.
- We believe decisions should be made with knowledge of a problem, how it relates to our policies and procedures, and then align our plan of action with our mission, beliefs and vision.

## **School Motto**

*Greatness happens here!*

Questions

Please call the MNPS Customer Service Center at 615/259-INFO (4636) or your child's principal.

Policies are subject to be modified or added throughout the school year. The current text of all policies is available in the following locations:

- The Metro Schools' website at [www.policy.mnps.org](http://www.policy.mnps.org);
- Metro Schools Customer Service Center, 259-INFO (4636);
- Your local school

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

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

Vietnamese

**Nếu có điều gì thắc mắc hoặc muốn biết thêm chi tiết, xin tiếp xúc với hiệu-trưởng của trường số tại.**

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

Kurdish

بوزانیاری زیاتریان هه‌رپسیارێک ، تکایه په‌یوه ندی بکه به به‌رئۆبه‌ری قوتابخانه .

Korean

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

Lao

ຖ້າທ່ານຕ້ອງການຂໍ້ມູນເພີ່ມເຕີມ ຫຼື ມີຄຳຖາມ ຫຼື ຄຳສອບຖາມ ທີ່ຕ້ອງການ ຈົ່ງຕິດຕໍ່ຫາ: ສືບຕໍ່ບໍ່ຫາທ່ານ ຜູ້ອຳນວຍ ການປຶກສາ ຢູ່ ວະລາ ຮອງກາມ .

Arabic

أذا كنت تحتاج إلى مزيد من المعلومات أو لديك أي سؤال ، رجاءً اتصل بمدير المدرسة .

## General Information about Fall-Hamilton Elementary

### Program Highlights

- ❖ Leader in Me School
- ❖ Balanced Literacy
- ❖ Math Practices
- ❖ Writing Across the Curriculum
- ❖ Related Arts Classes: Art, Music, Physical Education, and Leadership
- ❖ Self-Selected Clubs every Friday for 9 week cycles
- ❖ Pre K program for 4 year olds (with a sliding scale option)
- ❖ Coach for Literacy
- ❖ Reading Assessments, Math Assessments, and Writing Assessments
- ❖ School Counselor and Classroom lessons
- ❖ Computer Lab
- ❖ 2 Mobile Computer Classroom Labs
- ❖ 1 iPad Cart
- ❖ Music/Art Shows
- ❖ Family Nights and Events

### Emphasized Character Education Traits

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

### Absences

- It is the parent's responsibility to send a note with the child on the day the child returns but no later than five school days after an illness. Only 5 hand written notes will be accepted.
- After 5 unexcused absences, the parent must obtain a note from a doctor for each absence or a letter documenting an ongoing medical condition.
- The principal possess the right to approve or deny absences, unless a valid doctor's excuse is provided.

The State of Tennessee dictates what may be an excused absence. These reasons are:

1. Personal illness
  2. Illness in the family requiring temporary help from the child; a physician's statement may be required.
  3. Death of a family member; the absence is limited to three school days.
  4. Head lice, up to three days per infestation.
  5. Recognized religious holidays regularly observed by persons of the child's faith.
  6. Court appearances or legal mandates.
- **Make up Work** – Students with an **EXCUSED** absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. Make up work must be requested by the student or parent no later than three days after returning to school. The work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed. At the K-12 level, students with **UNEXCUSED** absences shall not be given the opportunity to make up the work. A suspension is an unexcused absence.

**Arrival and Dismissal**

School begins at 8:00 a.m. School doors open at 7:45 a.m., please do not drop off your child any earlier due to lack of supervision. Students are allowed to go to classrooms at 7:45 a.m. to eat breakfast. Students must be seated and ready to begin the instructional day when announcements begin at 8:00 a.m. Students arriving after 8:00 a.m. are tardy and must be signed in by an adult in the office. Students are dismissed at 3:45 p.m. Children must be picked up by 4:00 p.m.

**Students cannot be dropped off at the school prior to 7:45am.**  
**Before and aftercare is available.**

**Car Riders**

**K-4<sup>th</sup> Grade Arrival**

All K-4<sup>th</sup> grade car riders must come through the main gate at the front of the building. All vehicles should proceed to the bottom of the hill in the driveway in one of two lanes, stopping behind the vehicle in front of them. **PLEASE DO NOT SWITCH LANES AT ANYTIME.** All students will remain in the vehicle until the adult at the bottom of the drive raises a flag. This signals that all children can exit the vehicle. Once the children have exited safely, the adult will signal all vehicles forward one line at a time. This cycle will repeat until all cars are unloaded. **Students may not be dropped off at the side of the building or in the street as it is unsafe.**

**Your patience is greatly appreciated! This procedure will become efficient with your cooperation. These procedures are in place for the safety of our children.**

Students will be considered late if they are not in the building by 8:00am.

**Pre-K Arrival**

All pre-k car riders are to be dropped off through the back gate on Rains Avenue. Doors will be opened at 7:45am. Please stay to the left side in line. It is extremely important to not block the gate. Parents must exit their vehicle, proceed up the back ramp, sign their children in at the classroom, and then quickly return to their vehicle.

**Dismissal Procedures**

**K-4<sup>th</sup> Dismissal**

Dismissal- Vehicles form two lines after entering the front gate of the building. **All adults must remain in their vehicles.** A sign will be given to each car rider which will display their name, grade, and teacher. This must be placed in the front window of the vehicle. The students will be called via walkie talkies and dismissed to the front of the building behind the red line. All students will be dismissed to their vehicles at the same time. As you exit the front gate you may only turn right to get onto Wedgewood Avenue. This cycle will continue until all students have departed. **Dismissal is at 3:45pm. All students must be picked up by 4:00pm.**

**Pre-K Departure**

All pre-k car riders are to be picked up through the back gate on Rains Avenue. Please stay to the left side in line. It is extremely important to not block the gate. Parents must exit their vehicle, proceed up the back ramp, sign out their children in at the classroom, and then quickly return to their vehicle. All vehicles will proceed forward in a line at the same time. **Dismissal is at 2:00pm. All students must be picked up by 2:15pm.**

**Walkers**

**Pre-K students cannot be walkers.**

**K-4<sup>th</sup> Grade**

There will be two different walker departure locations, depending on the location of their house. One set of walkers will be dismissed onto Rains Avenue and will walk to the crossing guard on top of the hill. **No student will be dismissed to a vehicle outside of the school gate on Rains.**

Wedgewood walkers will exit from the playground side of the building and will be escorted by 2 teachers across the crosswalk in front of the school. They will then proceed independently to their homes.

**Birthdays Reference MNPS policy # IM 4.146 Appendix A**

Birthdays parties are not allowed during school hours. If parents wish, they may send in a healthy snack (See policy at [www.mnps.org](http://www.mnps.org)) to be eaten during lunch time in the cafeteria. Birthday party invitations may not be given out at school, unless invitations are brought for every child in the classroom.

**Before and After School Care**

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

- MNPS Before and After Care 615-584-8147
- Cottage Cove 615-292-2303
- Harvest Hands Urban Ministries 615-499-4963
- Salama Urban Ministries 615-251-4050

**Breakfast and Lunch**

The district is working with CEP (Community Eligibility Program) this school year. After completing an economic survey your child will be eligible for Free Breakfast and Free Lunch. The economic survey is mandatory for all students. Breakfast is served daily in the classroom @ 7:45a.m. Students should arrive by **7:45** a.m. if eating breakfast. Snacks are available for purchase only. No charges will be allowed for snacks. The cost of lunch for adult visitors is \$3.75 and adult holiday meals are \$4.50.

**Buses**

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

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

**Conferences**

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

### Custody

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

### Early Dismissal

Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 3:15 p.m k-4<sup>th</sup> grade and 1:30pm pre-k.** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. **We will accept changes in a child's transportation over the phone up to noon the day of the change. You may also send a note to the teacher if there is a change.**

Our school cares about the safety of your children. Therefore, children will not be dismissed from their classrooms. All parents and visitors must come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification.

### Homework Policy

Homework is an extension of classroom learning. All classes will have homework at least three to four nights each week. It is suggested that the amount of homework not exceed 30 minutes for grades K-2 and 45 minutes for grades 3 - 4.

### Illness

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

### Liability for Textbooks and Other School Materials

It is the responsibility of the school principal to protect school properties including textbooks, **band instruments, electronic gear, and other loaned materials and equipment.** The principal or principals' designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged **materials** at the replacement cost.

- Refuse to issue any additional textbooks until restitution is made
- **Exclude students from school events, including graduation.**

### Lost and Found

- Place lost articles in the lost and found which is located in the **front lobby.**
- Report articles as soon as they are missing
- Please have your child check the bin for their missing items.

### Medication Reference MNPS policy # SP 6.129

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

### Money

Please do not allow your child to bring money to school for anything other than snacks, supplies, field trips, bookstore purchases, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:

- Child's name
- Teacher's name
- Amount enclosed
- Purpose of sending the money

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

**PTO** Our Parent group is our PTO. We need your support! Please join us for the meetings. A monthly newsletter will detail upcoming events and programs.

### Snow Days

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

### Student Verification Form

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

### Tardiness

Students are expected to arrive on time for school each day @ 8:00a.m. Excessive tardiness and early dismissals are documented and may be turned over to our social worker if deemed necessary.

### Toys

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

## School Name Progressive Discipline Plan

### School Rules

School Name rules for faculty, students, and visitors:

- Be Respectful
- Be Responsible
- Be safe

### General Classroom Rules

Each class will be responsible for creating their own classroom rules

### Hallway Expectations



## District 2016 - 2017

### *Straight, Swift, and Silent*

1. Be respectful
  - Soft and Silent
  - Follow Directions From Adults
2. Be Responsible
  - Go Directly to Your Destination
  - Look and Listen for Changes
  - Keep Your School Clean
3. Be Safe
  - Keep Hands, Feet, and Objects to Yourself
  - Walk Calmly and Stay to the Right

### **Cafeteria Expectations**

#### *Greet, Eat, Be Neat*

1. Be Respectful
  - Whisper Voices
  - Speak Kindly
  - Follow Directions From Adults
2. Be Responsible
  - Touch Your Own Food and Drink
  - Clean Up Your Eating Area
  - Look and Listen for Changes
3. Be safe
  - Follow All Procedures
  - Remain Seated Unless Given Adult Permission
  - Keep Hands, Feet, and Objects to Yourself

### **Playground Expectations**

#### *Play, Participate, and Be Physical*

1. Be Respectful
  - Take Turns
  - Speak and Act Kindly
  - Follow Directions From Adults
2. Be Responsible
  - Look and Listen for Changes
  - Follow All Procedures
3. Be Safe
  - Stay in Your Assigned Area
  - Keep Hands, Feet, and Objects to Yourself
  - Report Unsafe Activity to Adults

### **Restroom Expectations**

#### *Quick, Quiet, and Clean*

1. Be Respectful
  - Use Restroom Quickly
  - Follow Directions From Adults
2. Be Responsible

## District 2016 - 2017

- Throw Away Trash
  - Voices Off
3. Be Safe
    - Wash Hands With Soap or Sanitizer
    - Feet on the Floor
    - Keep Hands, Feet, Objects, and Eyes to Yourself

### **Arrival/Dismissal Expectations**

#### *Prepared, Positive, and Present*

1. Be Respectful
  - Whisper Voices (Silence During Announcements)
  - Speak Kindly
  - Follow Directions From Adults
2. Be Responsible
  - Go Directly to Your Destination
  - Keep Your Belongings in Your Bag (3<sup>rd</sup> and 4<sup>th</sup> graders may have out 1 book)
  - Listen for your way home
3. Be Safe
  - Keep Hands, Feet, and Objects to Yourself
  - Look and Listen for Changes

### **Positive Reinforcement**

#### *Quarterly Parties*

1. 80% Blue and Green Days
2. No More Than 1 Office Referrals
3. No Out – of –School Suspensions

#### *Ticket System*

1. Students Can Receive Tickets From Faculty Members for Positive Behavior
2. Weekly Office Drawings
3. Classroom “Stores”

## **Fall-Hamilton Elementary Pre-K-4 DRESS CODE POLICY**

All shirts must have short or long sleeves and must have a collar (polo, dress-style, peter pan or turtleneck).

**White or navy blue shirts are acceptable in all Metro schools. Elementary has opted to allow students to wear ANY solid color polo collared shirt.**

**All pants, shorts, capri pants, skirts, skorts or jumpers must be navy blue, black or any shade of khaki. Cargo pants and denim jeans of any color are NOT permissible.**

All shirts must be properly buttoned and tucked inside pants, shorts or skirts.

All clothing must be appropriately sized. Tight, baggy or sagging shirts or pants are not allowed.

**If sagging is a problem, you will be required to wear a belt.**

## District 2016 - 2017

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

T-shirts with or without sleeves may be worn as undergarments. They must be solid white, navy blue or one of the additional solid colors approved by the school and may not display any writing, pictures or images.

A single blazer, suit jacket, vest, sweater, or cardigan is permitted as an item that may be worn over the Standard Attire top. These garments must be in one of the district- or school-approved solid colors. Hooded sweatshirts are not allowed.

Outerwear such as raincoats, windbreakers and cold-weather jackets and coats may not be worn in the school.

Appropriate footwear must be worn at all times. Laces on shoes or sneakers must be tied. No house shoes are allowed.

Torn clothing or see-through clothing is prohibited.

Spiked accessories, oversized jewelry or belt buckles and inappropriate head coverings such as bandanas or do-rags cannot be worn or seen during school time or school functions.

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Dr. Shawn Joseph

[www.mnps.org](http://www.mnps.org)



**1. Request for alternate format**

To request this information in an alternate format, please contact your building principal or department head.



**2. Request for auxiliary aids at a school building statement**

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

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