



METROPOLITAN  
**Nashville**  
PUBLIC SCHOOLS



***Hickman Elementary School: A Cambridge International Primary School  
Hickman Hawks are Reflective, Innovative, Self-confident,  
Engaged and Responsible! We FLY HIGH!***



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**Educating our learners for the Future**

Fourth Grade Students Will Graduate in 2026  
Third Grade Students Will Graduate in 2027  
Second Grade Students Will Graduate in 2028  
First Grade Students Will Graduate in 2029  
Kindergarten Students Will Graduate in 2030  
Pre-K Students Will Graduate in 2031 & 2032&2033

***School Handbook 2017-2018***

Program Descriptions  
School Procedures and Policies  
School Discipline Plan  
Calendar

***Hickman Elementary School***

112 Stewarts Ferry Pike  
Nashville, TN 37214  
615-884-4020

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

## *Welcome to a new school year!*

### **Program Highlights**

- Serving students in Prekindergarten through Fourth Grade
- Cambridge Primary School
- Pre K program for 4 year olds
- Services for English Language Learners
- Services for students with special needs and higher achieving students
- Title I Funding: School-wide services
- Response to Intervention & Instruction (RTII)
- Belmont University Student teacher partnership
- Individualized Reading Assessments, Math Assessments, and Writing Assessments
- Media Center with Open Check-Out
- Lexia Reading (on line access) <http://www.lexiacore5.com/>
- Related Arts Classes: Computer, Art, Music, Physical Education and DRAMA (new 2017)
- Integrated Classroom Technology, Computer Labs, Classroom Computers
- School Counselor and Character Education Classes
- Integrated Social Emotional Learning Programs
- Student Recognition Programs
- Pencil Volunteers, Fifty Forward Volunteers, Community Volunteers, Kroger
- FUEL Program (outreach to students) with PTA and Andrew Price Methodist Church
- Dynamic PTA
- Ongoing opportunities for Family Involvement
- Hawk Parent/Teacher Nights
- School Banking with Wilson Bank & Trust
- Advanced Accreditation
- Special Programs for enrichment and intervention

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## Hickman School Song



### Verse

Students here are reaching for the highest goals  
Teachers help them each and every day  
Parents show support in all they do and say  
To make the Hickman team the best in every way

### Chorus

We can soar  
We can fly  
We're the Hawks  
Yeah! Hickman Elementary School

### Bridge

In this place I can feel so strong and free  
Here we'll learn, make the truest friends  
This is where we belong

**STANDARD SCHOOL ATTIRE/DRESS CODE 2017-18  
HICKMAN HAWKS**

All students must be neatly groomed and follow the dress code below every day. Notice of any special day dress code exceptions will be communicated in advance to students and parents in writing or by call-out

**TOPS**

REQUIRED	PERMITTED	NOT PERMITTED
<ul style="list-style-type: none"> <li>- <b>ANY color shirt: NO graphics or words</b></li> </ul>	<ul style="list-style-type: none"> <li>- Hickman T-shirts</li> <li>- Unadorned crew neck sweat shirts, turtle necks and sweaters are allowed.</li> <li>- Checkered/striped shirts are allowed</li> </ul>	<ul style="list-style-type: none"> <li>- Non-Hickman T-shirts</li> <li>- Any low cut, midriff-revealing or baggy shirts</li> <li>- Sleeveless Shirts</li> <li>- See-through material of any kind</li> <li>- NO Graphics or pictures on shirts</li> </ul>

**BOTTOMS**

REQUIRED	PERMITTED	NOT PERMITTED
<ul style="list-style-type: none"> <li>- <b>Solid color pants/skirts</b></li> <li>- <b><u>Length must be lower than fingertips</u></b></li> <li>- <b>Pants must fit at the waist</b></li> </ul>	<ul style="list-style-type: none"> <li>- Pants, shorts, capri pants, skirts, skorts, jeggings or jeans</li> <li>- Any color or appropriate designed shorts, tights/leggings worn <b>UNDERNEATH</b> skirt/dresses/shorts</li> </ul>	<ul style="list-style-type: none"> <li>- Leggings/tights/yoga pants <b>WITHOUT</b> shirt or skirt of proper finger-tip length.</li> <li>- Pajama bottoms</li> <li>- Pants with holes or worn spots</li> <li>- No saggy or baggy pants</li> </ul>

**SHOES/OUTERWEAR**

REQUIRED	PERMITTED	NOT PERMITTED
<ul style="list-style-type: none"> <li>- <b>Footwear should be safe and appropriate</b></li> <li>- <b>Footwear should have a strap on the back (Recess)</b></li> </ul>	<ul style="list-style-type: none"> <li>- Hickman or unadorned Hoodies (hood CANNOT be worn inside school building)</li> </ul>	<ul style="list-style-type: none"> <li>- Hats</li> <li>- "High Heels"</li> <li>- beanies</li> <li>- bandannas</li> <li>- House shoes</li> </ul>

Metro Nashville Public Schools is committed to providing a safe and secure environment. In addition, a proper learning atmosphere is essential for the education of each student. MNPS Standard School Attire (SSA) is an effective strategy to promote enhanced student appearance and behavior, which are key ingredients of a positive learning environment in which student safety and achievement are the highest priorities.

**If children arrive at school and are not in Modified Standard School Attire, the following will occur:**

- Opportunity to correct attire
- Call to parent or Letter to parent
- Parent Conferences may be required if this becomes a common occurrence.

## General Information about School Procedures

**A special request: Please place any note to the teacher in your child's communication folder or agenda/planner. Notes or excuses in pockets or backpack compartments may get misplaced. Teachers check the folders or agendas each day and will find your notes in those locations.**

### Absences – Always send an excuse note back to school

- Always bring a note when you return to school to explain your absence. **A note from the parent or guardian must accompany your child upon his/her return to school within 3 days if the absence is to be excused. Excuses will not be accepted after this 3 day period and the absence will be noted as “not excused.”**
- Excused Absences: student illness, death in the family (typically up to 3 days), Lice (up to 3 days), religious holidays, court appearance or legal mandate, deployment of parent/guardian serving in the armed forces (see MNPS SP 6.113) or family emergency. The school will accept up to ten days of excuses for illnesses before a medical provider statement will be required.
- Unexcused Absences: After five unexcused absences, parents will be sent a truancy notice.
- Principals may:
  - Excuse an absence
  - Refuse to excuse an absence
  - Require an explanation (written or oral) from the parent or guardian explaining the reason for each absence
  - Require any other documentation they deem appropriate
  - Require a physician's statement of consent to participate in the regular school program, extracurricular activities, or to validate an extended illness or excessive absences due to illness

Regular attendance is extremely important! **If a student has five or more unexcused absences, a referral will be made to the Student Attendance Team.** The school may then refer the concern to the Metro Schools Attendance Office, which works closely with the Metropolitan Nashville/Davidson County Juvenile Court. When students are tardy it is counted as an “absence occurrence”. Tardy minutes can accumulate as an absence. Please make every effort to have your child at school on time each day.

***Students must attend 3.5 hours of a school day to be considered present.***

**Make up Work** – Students with an 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.

### Arrival and Dismissal

Classes begin at 8:00 a.m. School doors open at 7:45. Please **do not drop off your child any earlier than 7:45** due to lack of supervision. Students are allowed to go to classrooms at 7:45. Students should be in the classroom and ready to begin the instructional day when the daily announcements begin at 8:00. Students arriving after 8:00 are tardy and must be signed in by an adult in the office. The principal may request a current proof of address from the parent if a child is frequently tardy.

Students **will not be dismissed early past 2:30 p.m.** Students are dismissed from school at 3:00 p.m. Children must be picked up by 3:15 p.m. Unless we have a documented phone call or a written note, your child must go home their normal way.

### Birthday Parties

Birthday parties are not permitted during school hours.

- Birthday party invitations **may not** be given out at school.
- Families may opt to place their child’s name and contact information in a classroom directory to be shared with all families in that classroom. See form in first day packet.

Want to honor your child’s birthday at school?...

- **The BEST better option is to send classroom supplies for distribution to all classmates such as pencils, playground toys, erasers, etc., or donate a book to the classroom or Media Center in honor of the child.\***
- Parents must inform teacher 24 hours before a food treat is brought in for the class. If the teacher informs you that a child in the class has a food allergy, it is requested that the parent provide an alternative treat.
- All ingredients in food must be listed due to food allergies.
- If cupcakes are distributed in the lunchroom after teacher approval, the birthday child’s guardian must be present and serve the cupcakes ONLY to the child’s class.

**Before and After School Care**

There are childcare facilities which provide service to and from campus each school day. Please review the list below and contact the day care for further information.

- YMCA Fun Company                      884-7770
- Child Care USA                            889-2774
- Donelson Tae Kwon-Do                391-0100

**Breakfast and Lunch Provided to All Students**

Hickman Elementary School participates in Breakfast in the Classroom. Students who order breakfast are served breakfast in the classroom through services provided by the Hickman School Cafeteria. Students should be in school by 8:00 a.m. in order to enjoy breakfast. Breakfast in the classroom helps ensure a smooth start to the day and assists teachers in maximizing the first instructional minutes of each day. Breakfast is served on days that students attend a full day of school. On half-days or late start days, students are on a brunch schedule and brunch is served in lieu of breakfast and lunch.

For lunch, students may bring a meal from home or enjoy lunch in our cafeteria. **NO CARBONATED BEVERAGES OR CANDY ARE TO BE BROUGHT TO SCHOOL FOR A STUDENT’S LUNCH OR BREAKFAST.**

Healthy snacks are also available at a cost to students. These purchases are limited to one per meal in order to provide a balanced meal.

Parents may visit for lunch by signing in through the Hickman School office and showing proper identification. Parents who visit for lunch must enjoy lunch in the cafeteria with their students. Brunch and lunch schedules will be provided by each child’s teacher shortly after the start of the school year. Information related to cost for visitor lunches will be provided shortly after the start of the school year.

Parents MAY NOT visit in the classroom before or after lunch unless prior arrangements have been made with the teacher. Remember that parents need to make an appointment to discuss concerns related to their child and not expect the teacher to stop working with all students.

**Bullying**

MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to a principal. The principals then conduct a thorough investigation which remains on file. After investigation consequences are then determined by individual responsibility.

**Buses**

The principal must approve any requests for additional passengers. A parent needs to send a note to school to

request a temporary change for the student to ride a different bus or get off at an unassigned stop.

School Board policy SP 6.118 states

“The Board of Education may provide **as a privilege, not a right, transportation for children living in the school’s zone of attendance.** Parents and guardians who fail to act responsibly in requiring their child to uphold the rules for school bus safety may subject themselves to providing their child’s transportation to school.”

A bus driver’s job is an EXTREMELY difficult task. STUDENT SAFETY is the number 1 priority for bus transportation. The school makes every effort to support bus drivers in their efforts to provide safe transport to school for all students. Students who continue to provide a dangerous environment on the bus by not following the driver’s directions will forfeit their opportunity to ride the school bus. Bus discipline is handled using progressive discipline. The school principal or designee investigates the infraction reported by the driver. The first referral for unsafe conduct on the bus may result in a warning. Additional conduct referrals 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. A suspension from riding the bus will be the usual consequence for any type of physical altercation, such as a fight or assault.

**Bus Rules: *Hickman Hawks are Safe, Seated, and Serious***

- Obey the bus driver’s instructions
- Remain in your assigned seat with your feet in front of you
- Keep your hands, feet, and objects to yourself
- Talk quietly to your seat buddy

**Principals and assistant principals after investigation determine bus suspensions, not the drivers.** If your child is suspended from the bus we will attempt to contact a parent ASAP so you can make alternative transportation arrangements. A letter will also be sent. If a child is suspended from the school bus, they are NOT suspended from school. If your child misses due to a bus suspension, it will be an unexcused absence.

**Car/truck Transport of Students**

Vehicles transporting students to and from school need to drive around the back of the school and drop off or pick up children at the doors on the north side of the building. The driveway is two lanes but both lanes go the same direction. Enter the driveway closest to the school sign and athletic fields. Students in grades 1, 2, and 3 will use entry #14, the doors by the first grade rooms. Students in Pre-K, Kindergarten, and grade 4 will use entry #15, the door by the kindergarten classrooms.

DO NOT park your car and allow your student to run across the bus lane in FRONT of the building. Parents may park and walk their children to the door or sidewalk. Students need to be dropped at designated doors only.

**Cell Phones and Personal Technology MNPS Policy SP 6.107**

A student may possess a cellular telephone or other personal technology on school property. Use of personal technology is typically prohibited in the elementary school setting unless permission has been granted by the teacher and/or principal for a special occasion. In the elementary school students should keep cell phones in their backpacks, turned off. A student who brings his/her device to school shall do so at their own risk. Personal technology may not be used for purposes which are found to be disruptive to the school environment.

Devices will be confiscated if used during school. Parents will be able to retrieve the device during office hours. Please be aware that cell phone communications with peers and to peers that contain inappropriate content, profanity, threats, or video are subject to school discipline if the information is found at school. Personal devices used to cheat are subject to school discipline.

### **Contact Information**

In the event of a child being injured or becoming ill, parents /guardians must provide the school with current addresses and contact information. Please see the district policy later in this handbook on procedures for students who need medical assistance in the event of an emergency. **PLEASE LET THE OFFICE KNOW IF YOU CHANGE CONTACT INFORMATION, especially PHONE NUMBERS!!!!**

### **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. Teachers are not able to conference after 7:45 AM because they are supervising the class at that time.

Requests to visit a classroom during instructional times need to be submitted and approved by the teacher and/or principal at least 24 hours before the requested visit. We want to be able to provide a private place to discuss concerns.

### **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 official documents proving otherwise.

### **Early Dismissal**

Early dismissals are discouraged. Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 2:30 without permission from the principal.** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. Early dismissals for convenience are strongly discouraged. **You must send a note to the teacher if there is a change in the way a child will leave school.**

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 with a photograph.

### **Emergency Information**

Student Emergency Information is **EXTREMELY IMPORTANT**. Please ensure that we have up to date information at all times. 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.

### **Emergency Transport of Students to Medical Facilities SP 6.133**

Emergency Medical assistance in case of student injury or illness will be provided to students at the discretion of the school principal or designee. The most expeditious means will be used to obtain immediate emergency care and transportation to facilities capable of administering emergency care. EVERY EFFORT will be made to contact the child's parent or guardian. The child will be transported to the closest facility capable of handling the medical emergency. If we are able to contact the parent, the parent will be able to speak directly to emergency medical professionals.

In perceived non-emergency situations the student's parent or guardian will be contacted to transport the child to any health care provider or facility. School personnel cannot transport students home.

### **Fees**



On occasion, parents may be asked to pay for field trips, donate items used for special activities, or class snacks. No student is punished or left behind by not paying fees for trips. However, by everyone paying their share can allow us more opportunity to go on trips since financial resources for special trips are not in the regular school budget.

### **Grades**

MNPS requires teachers to enter students' scores in an electronic grade book, which generates Interim Progress Reports and Report Cards. Parents can view the child's school work using parent log-in information.

### **Homework Policy**

Homework is an extension of classroom learning. All classes will have regular homework at least three nights each week: Monday, Tuesday, and Thursday. It is suggested that the amount of homework not exceed 30 minutes for grades K-2 and 45 minutes for grades 3 - 4. If your child needs more time than suggested, please contact the teacher.

### **Illness**

- Your child's health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home for **a full 24 hours without symptoms** before returning to school.
- **Medication** – School staff members will not administer any over the counter medications or prescriptive medications unless a district approved medication form is on file for your student. Medication must be delivered to the school office by an adult and cannot be transported by a child.
- **Head Lice** – A student's absence will only be excused for three days following being sent home for lice infestations. A case of active head lice needs clearance from a provider indicating treatment.
- **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 bring a doctor's statement stating the child is not contagious and may return to school.

### **Liability for Library Books and Textbooks**

It is the responsibility of the school principal to protect school properties including all books. The principal or principal's designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged books at the replacement cost less reasonable depreciation:

- Refuse to issue any additional library materials or textbooks until restitution is made
- Withhold grade card or progress report in all subjects, certificates of progress, or transcripts until restitution is made.

### **Lost and Found**

- Please label all of your child's belongings with their first and last name.

A lost and found area is maintained in the school lobby area. Items are kept in the lost and found bin for a period of ten days before they are donated to Soles for Souls. Labeling with your child's name will ensure that any lost items are promptly returned.

### **Media Permission**

Throughout the school year, television, radio and print reporters may cover activities at our school. Students may only be taped, interviewed, or photographed with parental permission. While we will make every effort to secure parental permission for each occasion, this is not always possible. Please complete the media permission located in the Student Code of Conduct book so that we may abide by your wishes.

Students will work online to participate in learning experiences. If you choose not to let your child work online, you must complete the non-approval section of the district Code of Conduct Book and turn it into the teacher.

### **Medication**

**A student MAY NOT take any type of medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER.** Permission forms 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 meals, field trips, 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 if the person signing the check includes a valid personal phone number. 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 may also be charged by our check collection agency.

### **PTA**

Our School's Parent Teacher Association needs your support! The PTA supports programs that benefit all children at Hickman through the BoxTops for Education Collection, Kroger Cards, and fundraisers. Please join us for the meetings. A PTA newsletter will detail upcoming events and programs.

### **School Visitors**

We welcome visitors to our school! Please report directly to the office, show photo identification, sign in, and obtain a visitor's badge. Faculty and staff members will challenge anyone outside of the office who does not have a visitor's pass.

Our Raptor system does screen the sex offender registry and school security will be contacted if an ID is flagged. If you are a parent who is listed on the registry please contact the school principal for information regarding access to the building or to pick up your child during the school day.

Visitors are welcome. Parents are welcome at all school sponsored events. **Please arrange in advance with the teacher and/or principal if you plan to sit in on a class or have a conference with a teacher or staff member.**

### **Tardiness**

Students are expected to arrive on time for school each day before 8:00 AM. The school welcomes students at 7:45 each morning. After five or more tardy arrivals, the principal may request a current proof of address.

### **Toys**

FIDGET SPINNERS are a distraction at school to other students and can be a source of danger due to the metal casing if they are thrown by a student. Toys, music players, game players, phones, and other like items, should not be used at school unless requested by a teacher. If these items are used without a teacher's permission, the item may be held at school until picked up by a parent. The school is not responsible for any items if they are lost or stolen. At the end of the school year, all unclaimed items will be discarded. Toys/items brought for use in a child care facility after school must be kept in the child's backpack and not brought out during the school day. Please see the MNPS policy on personal technology on page 14.

If a child brings a cellular phone to school, it must be turned off and kept in their backpack at all times. If the phone is seen or heard by a teacher, or bus driver, the phone will be kept in the office until a parent is able to pick it up. We appreciate your support with this important protocol.

Toy weapons **of any sort** are not allowed at Hickman Elementary. If a student brings a toy weapon to school, the offense will be treated as a major disciplinary offense with appropriate rigorous consequences. Even toy weapons can be scary to small children, and we are sure you agree that they do not belong at school.

### **Volunteers (School and Fieldtrips)**

- All volunteers must register in the school office. Teachers should know that you are coming so they can plan to optimize your involvement.
- Parents or volunteers are not to be in classrooms unless a staff member is present.
- Volunteers should never be in a room alone with a child
- Volunteers may use laminators and copy machines after training by school office personnel for school related materials. If any machine becomes inoperable, call the school office for assistance.
- Parents and volunteers are expected to work on school or PTA related items while in the school building during regular school hours.
- Due to the possibility of interruption to instruction, young children may not accompany parents into classrooms while volunteering. However, young children are welcome during parent meetings and are also OK in work areas that are not in the classroom (workrooms or work areas where students are not present.) Young children may be in the cafeteria if a parent is eating with a child.
- No smoking on school grounds.

### **Special: FIELD TRIP VOLUNTEER GUIDELINES**

- Adults who are supervising students during a fieldtrip may not ride the school bus with students.
- Entry fees are the responsibility of the person attending and will be paid directly to the vender, not through the school.
- Adults supervising students on a fieldtrip may not have additional children under their supervision.
- Adults supervising students on overnight fieldtrips must undergo background checks and fingerprinting.
- All students going on the field trip must ride the school bus to and from the destination.
- No smoking in the presence of students

## **Hickman Elementary School Discipline Plan**

### **Target Area: School-wide Discipline:**

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

### **District's Expectation for Positive Student Behavior:**

Hickman Elementary School will provide a school-wide plan to the school's executive director by the second week of August annually. It is expected for the Discipline Committee to convene twice during the school year at the end of each semester to review and revise the school plan as needed. The teachers and staff have been trained on Social Emotional Learning to promote a positive approach when dealing with problematic behavior. Approaches help students learn to be responsible and self-confident.

### **Hickman Elementary School Expectations:**

The school staff will:

- Notify Students and Parents of Discipline Plan verbally and in writing at the beginning of each school year and upon enrolling at the school during the school year
- Implement Plan: August 4, 2017

**Behavior Standards – Be the Best You Can Be! REFLECTIVE INNOVATIVE, SELF-CONFIDENT, ENGAGED, RESPONSIBLE**

Students at **Hickman Elementary School** will adhere to the following behavior rules:

- We will listen and follow directions.
- We will keep our hands, feet, and objects to ourselves.
- We will use kind words.
- We will be the best we can be!

**Consequences**

Our faculty and staff continually strive to recognize the good behavior of students. Students will be given a choice: abide by school expectations or appropriate consequences will be enforced. (Consequences are not listed in any particular order.)

- Verbal reprimand and feedback to explain why the behavior is inappropriate and its negative impact on others
- Parental involvement-most often a phone call and/or a note sent home
- Alternative seating
- Loss of privileges
- Restitution, when appropriate
- Student Support Team Meeting with parents
- Contract or behavior plan outlining behavioral or performance expectations
- Involvement of support personnel (psychologist, social worker, guidance counselor, youth guidance)
- Suspension from riding the bus or attending school

**Positive Reinforcement**

- Smiles and High Fives
- Positive calls and notes to parents
- Class or individual rewards
- Recognition
- Special meal privileges
- Quarterly Behavior Celebrations

**Classroom Procedures “Listen, Learn, & Love It”**

Each classroom teacher will establish general rules, negative consequences and positive reinforcement for the classroom that is specific to their grade level. The classroom plan will be sent home to families.

## School-wide Procedures

<p><b><u>Cafeteria</u> “Greet, Eat, &amp; Be Neat”</b></p> <ol style="list-style-type: none"> <li>1 Keep hands, feet and objects to yourself.</li> <li>2 Stay in your seat and raise your hand if you need something.</li> <li>3 Walk, do not run.</li> <li>4 Say thank you to the lunchroom workers</li> <li>5 Speak in soft voices and use good table manners.</li> </ol>	<p><b><u>Playground</u> “Play, Participate, &amp; Be Positive”</b></p> <ol style="list-style-type: none"> <li>1 Play Safely-Do not cross the driveway without permission</li> <li>2 Be fair: No pushing, hitting, or rough play</li> <li>3 Listen for teacher directions</li> <li>4 Stay within school boundaries</li> <li>5 Use equipment safely</li> </ol>
<p><b><u>Hallway</u> “Straight, Swift, &amp; Silent”</b></p> <ol style="list-style-type: none"> <li>1 Be quiet at all times.</li> <li>2 Walk, do not run.</li> <li>3 Keep your hands and feet to yourself.</li> <li>4 Walk in lines with groups</li> <li>5 Observe stop points</li> </ol>	<p><b><u>Assembly Expectations</u> “Appreciative, Alert, &amp; Attentive”</b></p> <ol style="list-style-type: none"> <li>1 Stay with your class.</li> <li>2 Follow directions of adults.</li> <li>3 Listen to performers.</li> <li>4 Clap and enjoy.</li> <li>5 Sit until dismissed.</li> </ol>
<p><b><u>School Environment:</u> “Resourceful, Respective and Responsible”</b></p> <ol style="list-style-type: none"> <li>1 Put trash in the trashcan</li> <li>2 Recycle when possible</li> <li>3 Pick up Litter</li> <li>4 Leave your classroom area clean and neat</li> </ol>	<p><b><u>Restroom Rules</u> “Quick, Quiet, &amp; Clean”</b></p> <ol style="list-style-type: none"> <li>1 Do not play in restrooms.</li> <li>2 Keep floors clean.</li> <li>3 Zero Talking Zone.</li> <li>4 Use equipment properly.</li> </ol>
<p><b><u>Arrival and Dismissal:</u> <i>Swift and Sweet</i></b></p> <ol style="list-style-type: none"> <li>1 Greet your teacher and friends...say “Hi”</li> <li>2 In the morning...eat breakfast quickly</li> <li>3 Keep hands, feet and objects to yourself</li> <li>4 Use your “business voice”</li> <li>5 Say something nice to someone</li> <li>6 Follow directions</li> </ol>	<p><b><u>Bus Rules</u> “Safe, Seated (bottom to bottom, back to back), &amp; Serious”</b></p> <ol style="list-style-type: none"> <li>1 Obey the bus driver’s instructions</li> <li>2 Remain in your seat with your feet in front of you</li> <li>3 Keep your hands, feet, and objects to yourself</li> <li>4 Talk quietly</li> </ol>





**1. Request for alternate format**

To request this information in an alternate format, please contact the Hickman Principal at 884-4020.



**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 Hickman Principal at 884-4020 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.)

Si usted necesita informacio adicional o si usted fiene alguna pregunta, por favor liame o contacte al director de su escuela.

*Metropolitan Nashville-Davidson County Public Schools does not discriminate on the basis of age, race, sex, color, national origin, or disability in its hiring or employment practices or in admission to, access to, or operation of its programs, services, or activities.*

***Hickman Elementary School***



**Public Notice/Accessibility Statement**

To request an accommodation please contact your building principal or department head. (Interpreters for the deaf or hard of hearing must be requested seventy-two [72] hours prior to the event.)