Hickman Elementary

Handbook & School-Wide Discipline Plan
2019-2020

Mr. Chris Holmes, Executive Principal
Mrs. Patricia Johnson, Assistant Principal

Educating our Learners for the Future

Fourth Grade Students Will Graduate in 2028
Third Grade Students Will Graduate in 2029
Second Grade Students Will Graduate in 2030
First Grade Students Will Graduate in 2030
Kindergarten Students Will Graduate in 2032
Pre-K Students Will Graduate in 2033 & 2034

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

112 Stewarts Ferry Pike
Nashville, TN 37214
615-884-4020
https://schools.mnps.org/hickman-elementary-school

Exceeding Great Expectations
District Vision Statement

Metropolitan Nashville Public Schools will be the fastest-improving urban school system in America, ensuring that every student becomes a life-long learner prepared for success in college, career, and life.

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

Hickman’s Beliefs

At Hickman 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.

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
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;
- Metro Schools Customer Service Center, 615-259-INFO (4636);
- Your local school, 615-884-4020

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 mà bạn muốn biết thêm chi tiết, xin tiếp xúc với hiệu trưởng của trường số tài.

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

Kurdish  بو زانیاری دیزیرت یان هرپسیاران ، تکاییه پیپیو ندی بهه بهزینبیئی قوتاتبیانه .

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

Lao  ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城 ແ之城.

Arabic  إذا كنت تحتاج إلى مزيد من المعلومات أو لديك أي سؤال ، رجاء اتصل بمدير الدراسة .

REVISED July 23, 2019
General Information about Hickman Elementary

Program Highlights (sample)

- Serving students in Prekindergarten through Fourth Grade
- Cambridge Primary School
- Services for English Language Learners
- Services for students with special needs
- ENCORE and Enrichment services
- Title I Funding: School-wide services
- MTSS: Multi-Tier Student Support or SOAR
- Belmont University Student teacher partnership
- Individualized Reading Assessments, Math Assessments, and Writing Assessments
- Media Center with Open Check-Out
- Related Arts Classes: Computer, Art, Music, and Physical Education
- Integrated Classroom Technology, Computer Labs, Classroom Computers
- School Counselor: Integrated Social Emotional Learning Programs
- Student Recognition Programs
- 4th Grade Chapter of National Honor Society
- Pencil Volunteers, Fifty Forward Volunteers, Community Volunteers, Kroger
- FUEL Program (outreach to students) with Andrew Price Methodist Church
- Dynamic PTO
- Ongoing opportunities for Family Involvement
- Hawk Parent/Teacher Nights
- School Banking with Wilson Bank & Trust
- Advanced Education Accreditation
- Special Programs for enrichment and intervention

Emphasized Character Education Traits

Quantum Learning Network – 8 Keys

- This Is It!
- Ownership
- Speak with Good Purpose
- Commitment
- Failure Leads to Success
- Integrity
- Flexibility
- Balance
District 2019-2020

Arrival and Dismissal
Classes begin at 8:00 a.m. School doors open at 7:45. **Do not drop off your child any earlier than 7:45 or your child will be unsupervised.** 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.** The school can call MNPD for assistance if a child is left at school without explanation after 3:30.

Vehicle 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 4 will use entry #14/1st Set, the doors by the first grade rooms. Students in Pre-K, Kindergarten, and grade 3 will use entry #15/2nd set, the door by the kindergarten classrooms.**

Attendance (generally)
Your child’s attendance at school is not only part of State law, it is extremely important to his/her academic growth. Please refer to the attendance information on page 12 for more specific details.

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 615-884-7770
- Child Care USA 615-889-2774
- Donelson Tae Kwon-Do 615-391-0100

Birthday Parties Reference MNPS policy # IM 4.146 Appendix A
Birthday parties are not allowed during school hours. If parents wish, they may send in a healthy snack (See policy at 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.

Want to honor your child’s birthday at school?
- **The BEST 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 the teacher 24 hours before a healthy food treat is brought in for the class.** If the teacher informs you that a child in the class has a food allergy, the parent must provide an alternate treat.
- All ingredients in food must be listed on labels due to food allergies and cupcakes and other snacks made with refined sugars are NOT permitted.

Bullying
"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."
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 the principal. The principal will then conduct a thorough investigation which remains on file. After investigation, consequences are then determined by individual responsibility.
**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 day** 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 child only. Brunch and lunch schedules will be provided by each child’s teacher at the start of the school year. Information related to cost for visitor lunches will be provided shortly after the start of the school year. **Outside lunches, including fast food, are not permitted in the cafeteria.**

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

**Lunch Price List:**
- Adult MNPS Staff and/or volunteer Lunch - $3.50
- Adult Parent/Visitor Lunch - $3.75
- Adult Parent/Visitor Holiday Lunch - $4.50

**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 to 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

**The principal determines 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.

**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 without permission 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 and to provide a private meeting space, please call or email to 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.

**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.

**Discipline of Students**

The teachers and staff have been trained on Social Emotional Learning approaches to promote a positive interactions when dealing with problematic behavior. These approaches help students learn to be responsible and self-confident. For more specific information, refer to the School Discipline Plan on page 15.
Dress Code
We believe that appropriate dress is important to supporting a safe and orderly learning environment. Please refer to the complete dress code on page 18 for permitted student attire.

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 not permitted. Please refer to the complete attendance policy on page 12.

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 6.410
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 fees 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, everyone paying their share can allow us more opportunity to go on trips since financial resources for special trips are limited 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. Special Education students also receive progress reports on goals in the IEP each grading period. Parents can view the child’s school grades using parent log-in information. The MNPS Family Portal is a great resource, giving parents access to the classroom at their fingertips. Connected directly to the district’s student management system, Infinite Campus, the Family Portal provides real-time information about grades, assignments, attendance, discipline and much more.
District 2019-2020

Get instructions on how to sign up and view the Family Portal video at www.mnps.org/familyportal and on page 19 of this handbook.

**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. **If your child is not having homework, 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, and/or 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 (live bugs), 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.

**Inclement Weather Days**
When it is necessary to dismiss early or close schools, local radio, social media 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 with your child in the event of an early dismissal. Teachers need a record of your plan, as well.

**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.
- Please label all of your child’s belongings with their first and last name.
- Items are kept in the lost and found bin for a period of ten days before they are donated.

REVISED July 23, 2019
**Medication Reference MNPS policy**
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, 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.

**PTA**
Our School’s Parent Teacher Association needs your support! The PTA supports programs that benefit all children at Hickman through donations, Kroger Cards, and fundraising events. Please join the PTA for the meetings. A PTA newsletter will detail upcoming events and programs and provide necessary contact information. The PTA can also be reached at HickmanPTAHawks@gmail.com.

**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.

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.

**School Volunteers**
- 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

**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 @ 8:00 AM. Students arriving after 8:00 AM are considered tardy and must be signed in by a parent. Excessive tardiness and early dismissals are documented and may be turned over to our social worker if deemed necessary.

See more specific attendance information on page 12 of this handbook.

**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.**

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 disciplinary offense with appropriate consequences. Even toy weapons can be scary to small children, and we are sure you agree that they do not belong at school.

**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.
Dear Parent or Guardian:

School attendance is a critical component in order to ensure that a child is successful at school. Our students are developing the habits that will shape their future. When students attend school daily, they will have a better opportunity of having higher student achievement and feel confident about their work at school. Tennessee law requires children ages six through 17 to attend school.

**DID YOU KNOW?**

- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.

**WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your child’s teacher by email or the Attendance Secretary by phone at 615-884-4020. Parent or guardian absence notes will not be accepted after 10 absences, regardless of if the absences are consecutive or not. Physician notes will be required for students after reaching this number of absences.

**OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school. **If you have specific needs or concerns that will affect your child’s attendance, please contact the School Counselor or an Administrator at 615-884-4020.**

**SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our district policies and procedures, as well as Tennessee State Law, to ensure your child is successful in school. State law for mandatory attendance requires children from age 6 to 17 to attend school. A student is considered to be truant after he or she has more than four unexcused absences in a school year. When a student has five unexcused absences, the principal may make a referral to juvenile court so the court can intervene with the student’s truancy if school level interventions have failed. For more information on district attendance policies, please review our district’s Student-Parent Handbook available on the MNPS website at [www.mnps.org](http://www.mnps.org).

**STUDENTS MUST ATTEND 3.5 HOURS OF A SCHOOL DAY TO BE CONSIDERED PRESENT**
WHAT ABSENCES ARE COUNTED AS EXCUSED ABSENCES?
- Student’s personal illness – with a parent note/email received within 5 days of the absence.
  - Please place any note to the teacher in your child’s communication folder. Teachers check the folders each day making this the best method of communicating.
  - Excuses received more than 5 days later will not be excused unless approved by an administrator.
- Family member’s illness that requires the student’s temporary help
- Death in the family (up to three days)
- Deployment of a parent or guardian serving in the military (one day for deployment, one day for return and up to 10 days when the service member is on temporary leave at home)
- Head lice (up to three days per infestation)
- Recognized religious holidays regularly observed by persons of the child’s faith
- Court appearance or legally mandated meetings
- If your child has significant medical issues that may require more frequent absences, provide the documentation to the school to indicate a chronic health condition.
- Documented college visitations (up to three days per year for juniors and seniors)
- At the principal’s discretion and on may allow the following circumstances to be considered an excused absence if the parent or guardian submits a written request:
  - Unexpected emergencies such as car problems
  - Job interview or conference
  - Doctor or dental appointments
  - Other circumstances requested in writing by the parent or guardian that the principal considers to require a child’s absence

HOW ARE UNEXCUSED ABSENCES ADDRESSED?
Hickman will send a truancy notice after 3 unexcused absences and again after 5 unexcused absences. You will be invited to an attendance review board at Hickman after 7 unexcused absences. If you do not attend, it will be noted in any court filing.

WHAT ABOUT 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.

WHAT ABOUT LATE ARRIVALS AND EARLY DISMISSALS?
All instructional time is important. Arriving to school on time and staying in school all day allows students to receive all available instruction, engage in social and emotional experiences, hear important announcements, and develop positive lifelong habits. Alternately, students who arrive late or leave early miss valuable instruction time, disrupt the flow of class, distract students, and impede learning.
Students arriving after 8:00 AM are considered tardy and are expected to report to the front office with a parent/guardian to sign in and receive an admit slip.

Students will not be dismissed early after 2:30 PM unless approved by an administrator.

**HOW DO WE CELEBRATE ATTENDANCE?**
This year, Hickman is making a special effort to ensure that all students fully benefit from their education by attending school regularly and on time. We celebrate school attendance in a variety of ways: whole school, grade level, classroom and individual. Attendance will be celebrated each quarter and for the entire year.

**WHAT YOU CAN DO**

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night’s sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don’t let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student’s attendance through the Campus Parent Portal.
- Talk to your student about the importance of attendance.
- Talk to your students’ teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
Hickman Elementary School Discipline Plan

MNPS and Hickman uses a progressive discipline approach. Full details of the MNPS discipline policy can be found online at [https://www.mnps.org/handbook](https://www.mnps.org/handbook).

District's Expectation for Positive Student Behavior:
The teachers and staff have been trained on Social Emotional Learning to promote a positive approach when dealing with problematic behavior. These approaches help students learn to be responsible and self-confident.

This year, Hickman is focusing on the 8 Keys of Excellence. All members of the Hickman Community will be expected to honor the 8 keys with the words we use and the actions we demonstrate.

- **This Is It!**
  - Make the most of every moment
    - Focus your attention on the present moment. Keep a positive attitude.

- **Ownership**
  - Take responsibility for actions
    - Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow.

- **Speak With Good Purpose**
  - Speak honestly and kindly
    - Think before you speak. Make sure your intention is positive and your words are sincere.

- **Commitment**
  - Make your dreams happen
    - Take positive action. Follow your vision without wavering.

- **Failure Leads to Success**
  - Learn from mistakes
    - View failures as feedback that provides you with the information you need to learn, grow, and succeed.

- **Integrity**
  - Match behavior with values
    - Demonstrate your positive personal values in all you do and say. Be sincere and real.

- **Flexibility**
  - Be willing to do things differently
    - Recognize what’s not working and be willing to change what you’re doing to achieve your goal.

- **Balance**
  - Live your best life
    - Be mindful of self and others while focusing on what’s meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

Behavior Standards – REFLECTIVE, INNOVATIVE, SELF-CONFIDENT, ENGAGED, RESPONSIBLE

Students at Hickman Elementary School will take ownership of their actions by 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!
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 School-wide Procedures. These are shared guidelines for student management developed by the Leadership Team and parents.

<table>
<thead>
<tr>
<th>Minor (Classroom Management)</th>
<th>Major (Office Referral possible) Increased Level of Intensity</th>
<th>Unlawful Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Inappropriate language</td>
<td>• Physical aggression</td>
<td>• Fighting/physical aggressions</td>
</tr>
<tr>
<td>• Disrespectful to teacher/staff</td>
<td>• Inappropriate language words, actions or gestures that are derogatory toward/or about someone.</td>
<td>• Vandalism</td>
</tr>
<tr>
<td>• Not following expectations</td>
<td>• Disrespectful or non-compliance on-going to teacher and staff</td>
<td>• Possession of weapons</td>
</tr>
<tr>
<td>• Lying/teasing</td>
<td>• Repeatedly not following expectations</td>
<td>• Violence/harmful to students and/or staff</td>
</tr>
<tr>
<td>• Hitting, poking (not to hurt)</td>
<td>• Damage to school property</td>
<td>• Threats to harm self/others (must be investigated by trained staff)</td>
</tr>
<tr>
<td>• Disrupting the learning environment</td>
<td>• Teasing/lying repeatedly after warnings</td>
<td></td>
</tr>
<tr>
<td>• Minor damage to classroom (student/teacher) property</td>
<td>• Continual disruption to the learning environment that requires removal from class or group</td>
<td></td>
</tr>
<tr>
<td>• Non-compliance with direct request</td>
<td>• Elopement from the classroom</td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Consequences for minor</th>
<th>Consequences for majors</th>
<th>Consequences for unlawful behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Verbal warning</td>
<td>• Verbal warning</td>
<td>• Required Conference with parent, teacher, student, and administrator before return.</td>
</tr>
<tr>
<td>• Reteach expectation</td>
<td>• Reteach expectation</td>
<td>• Suspension Out of School</td>
</tr>
<tr>
<td>• Apology (written or verbal)</td>
<td>• Apology</td>
<td>• Referral to Behavior team</td>
</tr>
<tr>
<td>• Reflection</td>
<td>• Reflection</td>
<td>• Referral through Support team and other district support services requiring parent permission.</td>
</tr>
<tr>
<td>• Student-teacher conference</td>
<td>• Student-teacher conference</td>
<td></td>
</tr>
<tr>
<td>• Loss of privilege</td>
<td>• Loss of privilege</td>
<td></td>
</tr>
<tr>
<td>• Phone call to parent or staff member</td>
<td>• Phone call to parent or staff member</td>
<td></td>
</tr>
<tr>
<td>• Behavior slips/notifications/ texts/ sent</td>
<td>• S-Team to create plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Structured recess</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Behavior slips sent home</td>
<td></td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th><strong>Cafeteria “Greet, Eat, &amp; Be Neat”</strong></th>
<th><strong>Playground “Play, Participate, &amp; Be Positive”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Keep hands, feet and objects to yourself.</td>
<td>1. Play Safely-Do not cross the driveway without permission</td>
</tr>
<tr>
<td>2. Stay in your seat and raise your hand if you need something.</td>
<td>2. Be fair: No pushing, hitting, or rough play</td>
</tr>
<tr>
<td>3. Walk, do not run.</td>
<td>3. Listen for teacher directions</td>
</tr>
<tr>
<td>4. Say thank you to the lunchroom workers</td>
<td>4. Stay within school boundaries</td>
</tr>
<tr>
<td>5. Speak in soft voices and use good table manners.</td>
<td>5. Use equipment safely</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hallway “Straight, Swift, &amp; Silent”</strong></th>
<th><strong>Assembly Expectations “Appreciative, Alert, &amp; Attentive”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Be quiet at all times.</td>
<td>1. Stay with your class.</td>
</tr>
<tr>
<td>2. Walk, do not run.</td>
<td>2. Follow directions of adults.</td>
</tr>
<tr>
<td>3. Keep your hands and feet to yourself.</td>
<td>3. Listen to performers.</td>
</tr>
<tr>
<td>5. Observe stop points</td>
<td>5. Sit until dismissed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>School Environment: “Resourceful, Respective and Responsible”</strong></th>
<th><strong>Restroom Rules: “Quick, Quiet, &amp; Clean”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Put trash in the trashcan</td>
<td>1. Do not play in restrooms.</td>
</tr>
<tr>
<td>2. Recycle when possible/Pick-up Liter</td>
<td>2. Keep floors clean.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Arrival and Dismissal: Swift and Sweet</strong></th>
<th><strong>Bus Rules “Safe, Seated (bottom to bottom, back to back), &amp; Serious”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Greet your teacher and friends...say “Hi”</td>
<td>1. Obey the bus driver’s instructions</td>
</tr>
<tr>
<td>2. In the morning...eat breakfast quickly</td>
<td>2. Remain in your seat with your feet in front of you</td>
</tr>
<tr>
<td>3. Keep hands, feet and objects to yourself</td>
<td>3. Keep your hands, feet, and objects to yourself</td>
</tr>
<tr>
<td>4. Use your “business voice”</td>
<td>4. Talk quietly</td>
</tr>
<tr>
<td>5. Say something nice to someone</td>
<td></td>
</tr>
<tr>
<td>6. Follow directions</td>
<td></td>
</tr>
</tbody>
</table>
# School Attire/Dress Code 2019-2020

## Hickman HAWKS

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

### TOPS

<table>
<thead>
<tr>
<th>PERMITTED</th>
<th>NOT PERMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Any <strong>collared</strong> shirt or top, any color</td>
<td>• T-Shirts other than Hickman T-Shirts</td>
</tr>
<tr>
<td>• Hickman Elementary T-Shirts</td>
<td>• Any low cut, midriff-revealing or baggy shirts</td>
</tr>
<tr>
<td>• Non-Graphic sweaters/sweat shirts &amp; light jackets may be worn over a collared shirt.</td>
<td>• Sleeveless or spaghetti top shirts. Cap sleeves OK</td>
</tr>
<tr>
<td>• Dresses and skirts (any color, style)</td>
<td>• See-through material of any kind</td>
</tr>
<tr>
<td>• If a jacket is being worn during the day, we would prefer no hood, or if there is a hood, the hood MUST remain down in the building at all times.</td>
<td>• Absolutely NO Violent or potentially disruptive words or graphics (including violent movies/video games. NO wrestling shirts, guns),</td>
</tr>
<tr>
<td></td>
<td>• Avoid princess type dresses (lots of frills, unless it is picture day).</td>
</tr>
</tbody>
</table>

### BOTTOMS

<table>
<thead>
<tr>
<th>PERMITTED</th>
<th>NOT PERMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pants, shorts, capri pants, skirts, skorts, jeggings or jeans</td>
<td>• Leggings/tights/yoga pants <strong>WITHOUT</strong> shirt or skirt of proper finger-tip length for coverage.</td>
</tr>
<tr>
<td>• <em>Short and skirt Length must be lower than fingertips</em></td>
<td>• Pajama bottoms</td>
</tr>
<tr>
<td>• <strong>Pants must fit at the waist</strong></td>
<td>• Pants with holes in private areas or high on the leg or rear</td>
</tr>
<tr>
<td>• Any color or appropriate designed shorts, tights/leggings worn UNDERNEATH skirt/dresses/shorts</td>
<td>• No saggy or baggy pants (underwear should not be seen)</td>
</tr>
</tbody>
</table>

### SHOES/OUTERWEAR

<table>
<thead>
<tr>
<th>PERMITTED</th>
<th>NOT PERMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Tennis shoes are the BEST shoes for school</strong></td>
<td>• Hats (unless special occasion )</td>
</tr>
<tr>
<td>• Light- weight Jackets including hoodies (Hoods CANNOT be worn inside school building)</td>
<td>• Flip Flops or shoes without back strap for PE and recess</td>
</tr>
<tr>
<td>• <strong>Footwear MUST be safe and appropriate</strong></td>
<td>• “High Heels”</td>
</tr>
<tr>
<td>• <strong>Footwear should have a strap on the back (Recess)</strong></td>
<td>• beanies</td>
</tr>
<tr>
<td></td>
<td>• bandannas</td>
</tr>
<tr>
<td></td>
<td>• House shoes</td>
</tr>
<tr>
<td></td>
<td>• Heavy coats or long coats in building</td>
</tr>
</tbody>
</table>

Hickman and MNPS is committed to providing a safe and secure environment. In addition, a proper learning atmosphere is essential for the education of each student. **Student attire must not take away from learning and cannot be distracting or offensive to others.** Parents of students who are dressed inappropriately will be contacted. **School leadership reserves the right to change the dress code with proper notice given at any time.**
**PARENT COMMUNICATION**

**Family Portal**

If you would like to see your child’s class grades, test scores, Schedule and attendance records, all of that information is available on the Family Portal. Create an account online or download the app and sign up in four easy steps:

**Step 1**
VISIT FAMILYPORTAL.MNPS.ORG AND LOOK FOR THE LINK THAT SAYS, “IF YOU HAVE BEEN ASSIGNED A CAMPUS PORTAL ACTIVATION KEY, CLICK HERE.”

**Step 2**
ENTER YOUR PERSONAL ACTIVATION CODE INTO THE BOXES ON SCREEN AND CLICK “SUBMIT”. PLEASE CONTACT YOUR CHILD’S SCHOOL TO REQUEST THEIR INDIVIDUAL ACTIVATION CODE, OR GUID CODE.

**Step 3**
Create a new username and password for your family portal account.

**Step 4**
Contact a representative at your school if you require additional assistance.
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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