Hermitage Elementary School Handbook
&
School-Wide Discipline Plan
2019-2020

Dr. Matt Owensby, Principal
Dr. Kim Fowler, Asst. Principal

We commit to work together to ensure all Lions learn at high levels and are ready for Middle School and life.

3800 Plantation Drive
Hermitage, TN 37076
615-885-8838 (phone)
615-885-8842 (fax)

https://schools.mnps.org/hermitage-elementary-school
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

School’s Belief

At Hermitage Elementary School 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

You are part of our Pride, and we are Proud of you!
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, 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 chắc chắn hoặc 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 بۆزانیاری زیاتریان هەرەیەرباریک ئەکایە پەیکەوە نەدی بە بەریویەری قوتابەخانە.

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

Lao ການເຮັດອາທິດທານຄວາມມິ່ນສ່ວນສາມາດທີ່ຈັດເກີດໜຶ່ງເທົ່າໃນການສີ່ລະຫານທີ່ໃຊ້ເດີມການລາວສ່ວນອີກຫຼາຍໝາຍການ.

Arabic إذا كنت تحتاج إلى مزيد من المعلومات أو لديك أي سؤال، رجاء باتصل بمدير الدراسة.
General Information about Hermitage Elementary School

Program Highlights
- Cambridge School
- A balanced-approach to Literacy
- Math Practices
- Writing Across the Curriculum
- Related Arts Classes: Art, Music, and Physical Education
- Awards Celebrations (Academic and Character Awards)
- Read-a-Across America during the month of March
- Debate Team
- Pre K program for 3 & 4 year olds (with a sliding scale option)
- Coach for Literacy
- Advanced Academic Resource Teacher (Encore)
- Reading Assessments, Math Assessments, and Writing Assessments
- School Counselor and Classroom lessons
- Student Banking with Wilson Bank & Trust
- Computer Lab
- Mobile Computer Classroom Labs
- Music/Art Shows
- Hermitage Half-Notes (4th grade select chorus)
- Family Nights and Events
- Lions’ Club (Student leadership club for 3rd/4th grades)

Emphasized Character Education Traits
- Responsibility
- Innovation
- Confidence
- Engagement
- Reflection

Arrival and Dismissal
Instruction begins at 8:00 a.m. School doors open at 7:45 a.m. Beginning in September for Grades 2-4, student may sign up for Makers’ Space in the library, which starts at 7:30 a.m. and ends at 7:55 a.m. Students are allowed to go to classrooms at 7:45 a.m. Students must be 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 3:00 p.m. Children must be picked up by 3:15 p.m.

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.

Before and After School Care (sample)
Our school has day care transportation service to and from campus each school day. Please review the list below and contact the day care for further information.
- YMCA Fun Company (AM/PM) 615-767-4661 On site
- Dodson Chapel Daycare (AM/PM) 615-883-5307 Off-site
- Hermitage Dance Academy (PM) 615-231-7100 Off-site
- Donelson TaeKwonDo (PM) 615-945-2964 Off-site
- Magnitude 10.0 Gymnastics (PM) 615-883-5166 Off-site
Breakfast and Lunch
For the last four years, Metro Nashville Public Schools has participated in the Community Eligibility Provision (CEP), a federal reimbursement program that allows school districts to offer lunch at no cost to students. MNPS was able to participate because the district’s percentage, which is how Tennessee measures poverty in schools, was at 60 percent during the application process four years ago. Since then, our direct certification percentage has dropped to 50 percent. As a result, MNPS is no longer eligible and cannot offer this program to all students at all schools.

What schools will be affected next year?
• 29 schools will go back to the traditional free- and reduced-meals application system. These schools will require an application for eligible students to receive free- or reduced-price lunches.
• 120 schools will continue to provide lunch at no cost to all students under CEP.

All schools will serve breakfast at no cost to all students next year.

What does this mean for my student?
• Students who attend a school that will require an application for free- or reduced-price lunch will be able to apply at the beginning of the next school year.
How do I apply for free- and reduced-lunch?

- Eligible families will apply at the start of school if their student is enrolled at a school that will require an application to receive free- or reduced-price lunch.

We know we have children who rely on our nutrition services program as a reliable source for a healthy meal. In this school year, breakfast will still be provided to all students in all schools and 120 schools will continue to offer lunches at no cost to all students. Students attending the remaining 29 schools will have the option to apply for free- and reduced-price lunch.

Price List for Non-CEP schools:

**Breakfast**

- All Students - No Cost
- MNPS Employees & Volunteers Breakfast - $2.00
- Parents & Visitors Breakfast - $2.50

**Lunch**

- Elementary School Student Lunch - $2.75
- Middle School Student Lunch - $2.75
- High School Student Lunch - $3.00

- Adult MNPS Staff and/or Volunteer Lunch - $3.75
- Adult Parent/Visitor Lunch - $4.00
- Adult Parent/Visitor Holiday Lunch - $4.75

- Pre-K (Non-enrolled) and Visiting MNPS Students - $3.25

Only one extra snack or juice may be purchased each day.

**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 during their planning time.
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. Students will not be dismissed after 2:30pm. Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. You must send a note to the teacher if there is a dismissal change.

Our school cares about the safety of your children. Therefore, children will not be dismissed to parents/guardians directly 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.
2019-2020 Attendance Expectations Letter

The purpose of this letter is to communicate clear school-level expectations to your students and their families in regards to attendance. The letter template on the following page can be modified; however, we do ask that the letter cover the following information.

- General Information on the Impact of Chronic Absence
- Guidelines for Parents on What to Do When Their Child is Absent
- School Policies and State Laws
  - Compulsory Attendance Law
  - Overview of Excused Absences
  - Consequences for Late Arrivals & Early Dismissals
  - Consequences cannot result in further loss of instructional time
- Student Incentives & Recognition for Positive Attendance

Hermitage Elementary School
2019-20 Attendance Expectations

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 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 you know your student is going to be absent, please contact your child’s teacher or the front office at 615-885-8838. If your child is absent, please send a note to your child’s teacher explaining the nature for the absence. Parent or guardian absence notes will not be accepted after 7 absences, regardless of whether the absences are consecutive or not. Physician notes will be required for students after reaching this number of absences, or they will be marked as unexcused. Once you have read this document, please sign at the bottom and return to your child’s teacher.
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 and on time. If you need assistance, please contact our front office and we will assist you however we can. 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.

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.

WHAT ABSENCES ARE COUNTED AS EXCUSED ABSENCES?
- Student’s personal illness
- 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
- Documented college visitations (up to three days per year for juniors and seniors)
- A principal 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

WHAT ARE THE CONSEQUENCES FOR 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, impede their learning and the learning of others. Students arriving within the first 5 minutes of the school day (8:05) will report directly to class. Students arriving after the first 5 minutes of the day must be escorted to the front office by a parent to sign in and receive an
admit slip. The information below outlines our consequences for excessive late arrivals and/or early dismissals. These consequences will not result in further loss of instructional such as in-school-suspension or out-of-school suspension and are designed to encourage on time arrival and dismissal. Please remember that late arrivals and early dismissals add up, and if the missed instructional time reaches more than a half day (121 minutes), it will be marked as an unexcused absence.

<table>
<thead>
<tr>
<th>Late Arrival or Early Dismissal</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Late Arrivals per Quarter</td>
<td>Exclusion from Quarterly attendance incentives; excessive late arrivals will be addressed by attendance team</td>
</tr>
<tr>
<td>3 Early Dismissals per Quarter</td>
<td>Exclusion from Quarterly attendance incentives; excessive early dismissals will be addressed by attendance team</td>
</tr>
</tbody>
</table>

**HOW DO WE CELEBRATE POSITIVE ATTENDANCE?**

This year, Hermitage Elementary School 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. The following reward program will be implemented this year to encourage regular daily attendance. Students who meet these individual attendance goals will be recognized each quarter.

<table>
<thead>
<tr>
<th>Recognition</th>
<th>Criteria</th>
<th>Reward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Attendance</td>
<td>Zero absences over the entire quarter</td>
<td>School attendance incentives (such as AttenDANCE)</td>
</tr>
<tr>
<td>Satisfactory Attendance</td>
<td>Attending school 95% or more of the available school days in the quarter</td>
<td>School attendance incentives (such as Recognition Certificates, names on announcements, etc.)</td>
</tr>
</tbody>
</table>

**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.
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.

- 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.

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.
- Parents will be notified prior to lost and found being emptied

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, 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.

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 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.**
Hermitage Arrival and Dismissal Procedures

Arrival

7:45am – Parents may drop off students
   Students may enter the building and go to classroom. Teachers will assist with general arrival

   Use BLUE, WHITE, AND YELLOW Lanes
   *Please do not park in drop-off lanes/fire lane
   *If you need to come in, please park in a parking space on either side of building

   Pull all the way forward to 3rd speed bump
   - STOP Signs will indicate that traffic should pull all the way forward and wait to let students out
   - Please wait until all cars have stopped to let students out of the car (long whistle)
   - Once all clear, stop signs will turn to “GO” to let cars move to exit driveway.
   - GO Signs will indicate traffic can move (BLUE first, then WHITE, then YELLOW)

8:05am – Parents must sign in students as tardy

Dismissal

2:50pm – Afternoon announcements begin
2:53pm – Walkers dismissed out rear entrance
2:57pm – Buses dismissed out rear entrance
3:05pm – Car riders dismissed out main entrance

   Use BLUE, WHITE, AND YELLOW Lanes
   *Hang name card from rear-view mirror

   Pull all the way to 3rd speed bump
   - Once all cars are stopped, students will be escorted to their car’s row
   - Once all cars in each row are safely loaded, cars will be dismissed by lane (BLUE first, then WHITE, then YELLOW)
   - Empty cars pull forward to speed bump, and once all are stopped, next set of students will be escorted to their cars

3:20pm – Any remaining students will be escorted to office to call home
   Parents must come in to sign students out

Revised 7.31.19

If you need to change your child’s dismissal route, please send a note or inform the front office before 2:30pm at 615-885-8838.
**Hermitage 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) UNLESS wearing Hermitage or Preds spirit wear.

**TOPS:**

Hermitage Elementary has opted to allow students to wear ANY solid color polo collared shirt, any Hermitage spirit shirt, or any Nashville Predators shirt.

**BOTTOMS:**

All pants, shorts, capri pants, skirts, skorts or jumpers must be navy blue, black, denim or any shade of khaki.

All shirts must be properly buttoned and (if excessive or a distraction) 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.**

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.

In situations of temperature within the school building, thin jackets or sweaters may be worn. However, outerwear such as raincoats, and coats should be stored in the student’s locker until needed for recess or dismissal.

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.

**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.)

The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services or activities. Las escuelas Públicas Metropolitanas de Nashville (MNPS, por sus siglas en inglés) no discriminan por la raza, religión, credo, género, identidad de género, orientación sexual, origen nacional, color, edad y/o discapacidad en la admisión, acceso u operación de sus programas, servicios o actividades.