

Crieve Hall Elementary Handbook & School-Wide Discipline Plan 2023-2024

Dr. Hank Staggs, Principal
Ms. Brandi Nunnery, Assistant Principal



Crieve Hall Elementary is a safe learning community that embraces diversity, strives for excellence, and inspires each individual to love learning.

School Websites:

<https://www.crievehallpta.org/>

<https://crievehall.mnps.org/>

Instagram: [crieve_hall_elem](#)

School Address: 498 Hogan Road, Nashville, TN 37220

Phone: 615-333-5059 Fax: 615-333-5650

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 *Crieve Hall Elementary* 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.

Crieve Hall Elementary Core Values (2023-24 Proposed Draft)

- Service
- Community
- Compassion
- Respect
- Critical Thinking
- Open-mindedness
- Teamwork

Questions

Please call the MNPS Customer Service Center at 615-259-INFO (4636) or Crieve Hall at 615-333-5059

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)
- Crieve Hall 615-333-5059

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.

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

Vietnamese

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

Kurdish

بۆ زانیاری زیاتریان هه‌ر پرسیاریک، تکایه په‌یوه ندی بکه به به‌ر ئۆبهری قوتابخانه .

Korean

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



Lao

ຖ້າທ່ານຕ້ອງການຂໍ້ມູນຕ່າງໆ ກະລືບອີກ ຫຼື ຖ້າ ມີຄໍາຖາມ
ອື່ນໆ ອັນ ສິ່ງ ຂໍ ຈົ່ງ ຕິດ ໃຫສ: ສື່ ບົດ ທາທ່ານ ຜູ້ ອຳນວຍ
ການ ໃຊ້ ຮຽນ ມາ ເວລາ ຮອງ ການ.

Arabic

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

General Information about Crieve Hall Elementary

Program Highlights

- ❖ Wit and Wisdom
- ❖ STEMscopes Math Curriculum
- ❖ Foundational Skills
- ❖ Related Arts Classes: Art, Music, Physical Education, Library
- ❖ Accelerated Reader
- ❖ During the day enrichment activities
- ❖ Literacy Coach
- ❖ Reading Assessments, Math Assessments, and Writing Assessments
- ❖ 1:1 student devices
- ❖ Musical Performances
- ❖ Cultural Night and quarterly Family Events
- ❖ English Learner Celebration
- ❖ Gifted and Talented program
- ❖ Academic Interventionist
- ❖ School Counseling Program, including Classroom Counseling Lessons
- ❖ Social-Emotional Learning Integration
- ❖ Daily Morning Meeting
- ❖ Calm Down Corner in every room
- ❖ Full-time Advocacy Coach
- ❖ Family Nights and Events
- ❖ PTA Sponsored Community Events
- ❖ YMCA Fun Company Before and After Care

District 2023 - 2024

- ❖ Afterschool Clubs and Activities
- ❖ Accelerated Scholars Tutoring program
- ❖ Cross Country and Soccer teams
- ❖ 5th Grade vs. Faculty Basketball Game

Absences

If you know your child will be absent in advance, please communicate that with your child's teacher. For unplanned absences, please call the office at 615-333-5059 so we can make note of that in our attendance record. For extended periods of illness, we can only accept a doctor's note to excuse the absences. For students with 5 unexcused absences or 10 excused absences, we will only excuse absences with a doctor's note.

Arrival and Dismissal

School begins at 8:00 a.m. School doors open at 7:40 a.m., do not drop off your child any earlier due to lack of adult supervision. Upon entering the building, students will go directly to the cafeteria or their classroom. Students must be seated and ready to begin the instructional day when announcements begin at 8:00 a.m. Students arriving after 8:00 a.m. are tardy and must be signed in by an adult in the office.

Students are dismissed at 3:00 p.m. and must be picked up by 3:15 p.m.

Car riders and walkers are dismissed at 3:00 p.m. with buses shortly afterward. Car riders will be dismissed from the cafeteria and walkers (anyone who doesn't have a car in the CH parking lot) will be dismissed from the gym. All parents picking up walkers need to park at Crieveewood Baptist Church and walk to school. We have a very organized arrival and dismissal procedure at CH and ask everyone to comply with the guidelines for the safety of all children. To be sure that all students are dismissed to the appropriate person, we ask all parents to stand where staff can recognize them near the large tree and behind the yellow line-dividing children from the parking lot. For further details, please see the attached arrival and dismissal maps.

Morning Arrival 7:40 - 8:00 a.m.

**Please scan this QR
code for a video of car
arrival works.**



Dismissal/Pick up 2:55 - 3:15 p.m.

Please scan these 2 QR codes for videos of how car dismissal works.

How your child gets to your car



How you leave the parking lot



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. Only packaged, store-bought treats can be shared in the cafeteria. Birthday party invitations may not be given out at school, unless invitations are brought for every child in the classroom.

Before and After School Care

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

- CrieveWood United Methodist Day Care 615-832-2897
- YMCA Fun Company 615-533-5639
- CrieveWood Baptist Church 615-832-5968

Breakfast and Lunch

Breakfast and lunch will be free of charge for the 23-24 school year for all Crieve Hall students. However, it is recommended that all families complete the CEP Meals Benefits Application to potentially qualify to receive additional services. See the application in the first day folder. Milk is .50

Buses – Bus Rules

1. Students will follow directions of the bus manager/driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the bus driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up object.
6. Students will go directly to the assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Only in the event of an emergency, as determined by the principal or their representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent/guardian. The school administrator may provide a bus pass granting permission.
15. Students will keep their bus clean and in good, safe condition.
16. Students are allowed to "Bring Your Own Device" (BYOD) but shall be prohibited from using such device during the operation of the school bus in a manner that interferes with the communication equipment or the bus driver's operation of the school bus. The bus driver may allow wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

For current information on bus transportation routes, please visit our website at www.mnps.org

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.

Calendar of Events

August 8-9	Full day for 1-5, Half days for K (dismiss at 11:30)
August 10	Full day for all students K-5
August 18	Back to School Picnic
August 23	All School PTA Meeting
September 1	No School (Teacher PD Day)
September 4	No School (Labor Day)
September 5	Progress Reports Issued
September 14	No School (Teacher PD Day)
September 11-22	INVEST fundraiser
September 26	Skate Night
October 6	No School (Teacher PD Day)
October 9-13	Fall Break
October 16	Second Quarter Begins
October 20	Movie Night
October 24	Report Cards Issued
October 27	No School (Parent Conferences)
November 10	No School (Veterans Day)
November 14	Progress Reports Issued
November 22-24	Thanksgiving Holiday- No School
December 9	Holiday Breakfast
December 20	Half Day for Students
December 21-January 3	Winter Break
January 4-5	No School (Teacher PD Days)
January 8	Third Quarter Begins
January 15	No School (MLK Holiday)
January 16	Report Cards Issued
February 9	International Night
February 13	Progress Reports Issued
February 19	No School (Teacher PD Day)
February 28	Skate Night
March 5	No School (Teacher PD Day)
March 8	Half Day for Students
March 11-15	Spring Break
March 18	Fourth Quarter Begins
March 25 - April 5	Boosterthon Fundraiser

March 26	Report Cards Issued
March 29	No School (Spring Holiday)
April 5	Fun Run
April 16	Progress Reports Issued
April 21	Spring Fest
May 23	Half Day of School; Report Cards Issued; Last Day of School

Crieve Hall Bagel Fundraiser

The 4th Monday of every month we will receive a portion of the proceeds from the days sales (8/28, 9/25, 10/23, 11/27, 12/25, 1/22, 2/26, 3/25, 4/22, 5/27)

Yogi's Pizza Fundraiser

The 4th Wednesday of every month we will receive a portion of the proceeds from the days sales (9/27, 10/25, 11/22, 12/27, 1/24, 2/28, 3/27, 4/24, 5/22)

Conferences

The faculty is ready to discuss any concerns you might have about your child and her/his experiences at our school. To protect the instructional time of our students, email your teacher in advance to arrange a convenient time to meet with your child's teacher via Teams, a phone conference, or before/after school. We cannot accommodate same day requests.

Custody

Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent's rights. Without legal paperwork, any parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and dismissal of the child to said parent.

Early Dismissal

Teachers use every minute of the instructional day and early releases create a disruption for students. **No early dismissals will occur after 2:30 p.m.**

If you need to make last minute transportation changes for your child, please advise the office as soon as possible by phone before 2:00 p.m. When you know of transportation changes in advance, we ask that you send the teacher a handwritten note to notify him/her of the change. Please note that teachers are not likely to check their email or voicemail after lunch; therefore,

do not email last minute changes in transportation to teachers. Please keep in mind, when we do not hear from you regarding transportation changes, we will follow your child's usual routine regarding transportation in the afternoon.

We care 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. **Anyone picking up a child must show identification.** Students will only be dismissed to adults listed on the student profile form or individuals we have been made aware of for short term pick-ups (ex. an out-of-town grandparent will pick up your child and you let your teacher and Phyllis.mccaleb@mnps.org know).

Attendance Expectations

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. However, if you suspect your child is ill, please communicate with the office and your child's teacher. If your child is experiencing any symptoms associated with COVID-19, please keep them home and monitor their health.

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 Mrs. Phyllis McCaleb at 615.333.5059. Parent

or guardian absence notes will not be accepted after 5 unexcused absences or 10 excused 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.

Please contact Mrs. Alex Reyes, our Attendance Assistant, or Ms. Meghan Bell, our school counselor if you face these challenges. 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 truant when he or she has accumulated five or more 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 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 requiring a child's absence
- Absences for vacations or family trips are not excused, however, we do understand our children are only little for a short time. While these trips are unexcused, family trips and memories with our children are meaningful. We will work alongside you and your child in a reasonable manner to fulfill our state and district mandates if you will please let us know of these trips in advance and your child has a positive attendance record.

COMMUNICATION FOR ABSENCES:

When students are absent, parents receive an automated phone call notifying them of the absence. Due to this being an automated system, there can be mistakes. If you should receive a call you believe to be in error, please let us know. Likewise, we cannot turn these calls off when we are aware of the absence in advance. When students have three absences, the teacher will call the parent or guardian. At five absences, Ms. Meghan Bell will contact families. For five unexcused absences, Mrs. Reyes will send home a five-day unexcused letter. At seven absences, school or MNPS personnel will call or conduct a home visit with the parent or guardian and create an attendance plan. For ten unexcused absences, the MNPS attendance officer will become involved.

WHAT YOU CAN DO

- Set a regular bedtime 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 stomachache or headache can be a sign of anxiety and not a reason to stay home.
 - Likewise, be aware of the COVID-19 symptoms and keep your child home if they are exhibiting any of those.
- When possible, 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 child(ren) about the importance of attendance.
- Talk to your child's teacher if you notice sudden changes in behavior. Sudden changes in behavior can be indicative of stress, abuse, or other traumatic experiences.

Illness

- Your child's health is extremely important to us, and we need your help in maintaining a healthy environment for all 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 100.4 degrees without fever reducing medication, new loss of taste or smell, throwing up, chills, shortness of breath or difficulty breathing, diarrhea, or rash (covering the entire body). Any child with these symptoms must be kept at home until **all symptoms are gone and there has been no fever for 24 hours without the use of medication** or you will be asked to pick up your child from school.
- **Head Lice Plan** – If a student is positive for live head lice, the student is to be sent home at the end of the day with information to the parents regarding treatment and control measures. A student may return to school when the parent or guardian obtains a note from their private health provider or the Metropolitan Health Department stating that the student has been treated and is lice free. An excused absence for up to three (3) days per infestation will be granted.”
- **Strep throat** - To return to school with strep throat, a student must be on antibiotics for > 12 hours. Also, has not had a fever for 24 hours without the use of medicine.
- **COVID Protocols** – If you want your child to wear a mask, please send them to school with two; they will need to wear one on the way into the building and place a spare in their backpack. Please also alert your child's teacher of your wishes. Extra masks will continue to be made available to students and staff who need or want them.

School nurses will be able to conduct COVID tests on symptomatic or exposed students and staff. Student permission forms are included in the Student-Parent Handbook found on www.mnps.org under the Student & Families page or can be found with the school nurse.

If a student is sent home with COVID symptoms, the student will need to log onto Schoology and complete the work assigned asynchronously, there will be no virtual links provided for any live

classes this school year. Schoology pages will be updated weekly to ensure that students have access to current assignments.

For more up-to-date information about current COVID protocols for school: Consult the MNPS website or contact the school nurse.

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 will need a record of your plan.

Liability for Textbooks and Other School Materials

It is the responsibility of the school administration to protect school properties including **textbooks, technology, musical instruments, electronic gear, and other loaned materials and equipment.** Parents are responsible for payment of any equipment that is damaged or lost by their child. The principal or principal's designee may apply any or all the following sanctions against students 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 on the cafeteria wall.
- Report articles as soon as they are missing.
- Please have your child check the cafeteria wall for their missing items.
- **Please write your child's name in all articles of clothing, backpacks, lunch boxes, and water bottles.**
- Unclaimed items will be boxed and taken to organizations who distribute clothing.

Medication Reference MNPS policy # SP 6.129

A student may not take medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR on the MEDICATION FORM. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR and 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.

PTA

Crieve Hall has an amazing school because we have such a strong group of involved parents. The PTA is vital in creating, producing, and funding many activities and opportunities your child enjoys during school, as well as after. Please consider joining our PTA and supporting your school in this way. www.crievehallpta.org

School Counselors

School Counselors serve as advocates and supports for all students, their families, and all staff in the school. All students are free to request to speak to the counselors at any time. School counselors adhere strictly to confidentiality practices. School counselors are certified, licensed educators who improve student success for all students by implementing a comprehensive school counselor program, including the following services:

School Counselors provide:

- Individual student academic planning and goal setting
- School counseling classroom lessons based on student success standards
- Short-term counseling to students
- Referrals for long-term support
- Collaboration with families/teachers/ administrators/ community for student success
- Advocacy for students at individual education plan meetings and other student-focused meetings
- Data analysis to identify student issues, needs, and challenges

- Acting as a system change agent to improve equity and access, achievement, and opportunities for all students
- Schoolwide programming to foster a positive learning environment, create clear expectations, and promote social emotional development.

School Visitors

Parents and visitors are allowed inside of the building for preapproved educational purposes, such as: volunteering, Support Team meetings, IEP meetings, library volunteers, lunch with your child, and/or parent conferences.

All MNPS schools use the Raptor security system. All visitors must stop by the office and present a photo ID. This is an MNPS policy.

Always make prior arrangements with your child's teacher before visiting, unless you are coming for lunch. **Faculty and staff members will question anyone on school property during school hours who does not have a visitor's pass.

If you need to speak at great length with your child's teacher, we ask that you do not do so during any part of the instructional day. Teachers have an hour of planning each day and can call you or meet with you if needed. The preservation of instructional time is fervently monitored and protected by the school administration.

Student Emergency Card (Yellow Card)

The Student Emergency Card 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 your record.

Tardiness

Students are expected to arrive on time for school each day. This means students must be in their classroom ready to work and learn by 8:00 a.m. Excessive tardiness and early dismissals are documented and may be turned over to our attendance team if deemed necessary. This can lead to an attendance referral. **When students arrive at school after 8:00 a.m. and there are no staff members in the arrival area, the parent/guardian must exit your car and walk your child into the building.** The parent/guardian is responsible for signing your child in as tardy.

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 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. **Toy weapons are never permitted at school.** The school is not responsible for any items brought from home that are lost or stolen.

Electronic Devices

Cell phones are not allowed to be on or used in the school building by students. If a child needs to keep a cell phone in his/her backpack for any reason, the teacher should be notified, and the phone should be turned to off and remain in the student's backpack while on school premises.

The school discourages parents from allowing their child to bring a Smart watch, however, smart watches are permitted if prior arrangements are made with school staff for a medical pre-approved reason. If a child needs to keep a smart watch in his/her backpack for any reason, the teacher should be notified, and the phone should be turned to off while on school premises.

Crieve Hall Elementary Behavior Expectations

**Crieve Hall
SOAR Expectations**



S

Safety

At Crieve Hall, our hearts, minds, and bodies feel safe when we are caring and use self-control.



O

Open-Minded

At Crieve Hall, we are willing to accept different ideas and opinions and embrace diversity.



A

Always Proactive

At Crieve Hall, we are always proactive. We are in charge ourselves: **OUR** words, **OUR** feelings, **OUR** actions, and how we treat others.



R

Respect

At Crieve Hall, we are respectful by taking care of each other and our school.

Behavior expectations for all students, school personnel, and school visitors will follow the SOAR model of **Safety, Open-minded, Always Proactive, and Respect**. Each classroom is expected to use the SOAR Expectations and to align rules and logical consequences.

Specific SOAR Expectations are posted throughout the building to outline what positive behavior looks like, sounds like, and feels like in hallways, restrooms, cafeteria, and gym.

The following are examples of school behavior expectations that parents are encouraged to review with their child.

Hallway Expectations

Straight, Swift, and Silent

1. Be Proactive
 - Stay in line order
 - Face forward
2. Be Respectful
 - Give enough space
 - Level 0 in the hallway (no talking)
3. Be My Best
 - Silently wave to friends or teachers

Cafeteria Expectations

Greet, Eat, Be Neat

1. Be Proactive
 - Stay seated during lunch
 - Bring what you need from class
 - Wash your hands before and after eating
2. Be Respectful
 - Raise your hand if you need something
 - Keep your area clean and dry
 - Level 1 voice (whisper/talking to your neighbors)
3. Be My Best
 - Eat only your food
 - Use kind words

Playground Expectations

Play, Participate, and Be Physical

1. Be Proactive
 - Only play where you can see a teacher and they can see you

- Bring what you need
 - Find a teacher if you need help
2. Be Respectful
 - Keep hands, feet and other objects to yourself
 - Give enough space
 3. Be My Best
 - Include others
 - Support and encourage one another

Restroom Expectations

Quick, Quiet, and Clean

1. Be Proactive
 - Walk
 - Flush the toilet
 - Use 1 pump of soap and 3 pumps for paper towels
2. Be Respectful
 - Keep floor dry and clean
 - Wait quietly
 - Give others privacy
3. Be My Best
 - Keep hands, feet and objects to yourself
 - Wash your hands
 - Throw your trash away

Arrival/Dismissal Expectations

Prepared, Positive, and Present

1. Be Proactive
 - Go directly to your destination
 - Keep your belongings in your bag
 - Listen for your way home
2. Be Respectful
 - Level 1 (Level 0 during announcements)

- Speak kindly
 - Follow directions from adults
3. Be My Best
- Keep hands, feet and objects to yourself
 - Look and listen for changes

General Classroom Rules

Each class and grade level team will be responsible for developing and sharing their own classroom rules.

Crieve Hall Elementary Dress Code Policy

STANDARD SCHOOL ATTIRE IS NO LONGER A CRIEVE HALL REQUIREMENT

ALLOWED

TOPS

- Short sleeved, long-sleeved, or sleeveless
- Must cover the stomach and back when standing and sitting
- Crieve Hall shirts and attire are encouraged
- Hooded sweatshirts are permitted, but hoods may not be worn in school

BOTTOMS

- Pants, shorts, athletic shorts, capri pants, jeans, skirts, skorts, or jumpers
- All bottoms must be at least fingertip length when standing

SHOES

- Tennis shoes for PE, sandals with back straps, boots, or loafers
- Shoelaces must be tied

NOT ALLOWED

- Hats (except for special events); Religious head coverings are permitted
- Pajamas (except for special events)

- Tank tops or spaghetti straps
- Tops or bottoms containing inappropriate/offensive language, statements, images, or gestures
- Biker shorts and leggings worn as pants (without an appropriately long top to cover)
- Visible undergarments
- Sagging bottoms below the waist
- See-through or torn/ripped clothing

Students not following the dress code will be contacted by their child's teacher and may be provided with an alternative item of clothing to wear during the remainder of the school day. Parents will be notified when necessary.

CRIEVE HALL ELEMENTARY PARENT INVOLVEMENT POLICY

To ensure that each student at Crieve Hall Elementary School will be provided the best educational opportunity available, we, the parents and staff, agree that we will work cooperatively to develop a program to support this goal. The following School-Parent compact outlines the measures we will implement at Crieve Hall to blend parent and community input and support into the life and programs of our school.

SCHOOL-PARENT COMPACT

Crieve Hall Elementary has developed a School-Parent compact to support our belief that educating our students is a joint effort between the school and the parents. Parents and staff have worked on this policy to ensure its effectiveness. Each spring, parents will have input on the revision of the Parent Involvement Policy and School-Parent Compact to meet the changing needs of parents and the school. Any revisions to these documents will be approved by the parents and staff. The compact, which outlines responsibilities of all those involved, will be distributed to our parents during our fall milestone meeting. The compact will be signed and returned to the school at the beginning of each year and will be used throughout the year. Each year the Parent Involvement Policy and School-Parent Compact will be made available to the local community.

COMMUNICATION

Crieve Hall Elementary believes that communication between home and school is a vital component in the success of our students. Communication is encouraged through the following:

- Parent-Teacher conferences and meetings at flexible times in-person and virtually

- Student handbooks, newsletters, school website, telephone calls, and emails
- Report card comments, mid nine-week progress reports, weekly work folders, and agenda books
- Open house, PTA meetings, and grade level meetings
- School wide call-outs, activity flyers, and publicized calendar of school events

In addition to the above, a Parent Advisory Committee (PAC) was established in spring of 2023, and will be utilized for parent input and communication.

Per parent and/or teacher request, communication will include, but is not limited to, meetings as needed to help parents understand state academic content standards, student achievement standards, local academic assessments, as well as how to monitor their child(ren)'s progress and work with teachers to improve the achievement of their child(ren). Parents will be given the opportunity to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. Parents will be given timely notice in writing, when their child has been assigned or has been taught by a teacher who is not highly qualified for four or more consecutive weeks. Crieve Hall Elementary will include alternative formats of communication upon the request of parents with disabilities, and to the extent possible, in a language that parents can understand. The staff will be educated on a yearly basis in the value and contributions of parents, and in working with parents-how to reach out to, communicate with, and work with as equal partners; implement and coordinate parent programs; and build ties between parents and the school.

Family Portal

If you would like to see your child's grades, test scores, schedule, and attendance records, this 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 CLICK ON "CAMPUS PARENT" and sign in. IF YOU ARE A NEW USER, click on "New User" and CONTINUE THE STEPS BELOW.

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.

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.

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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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