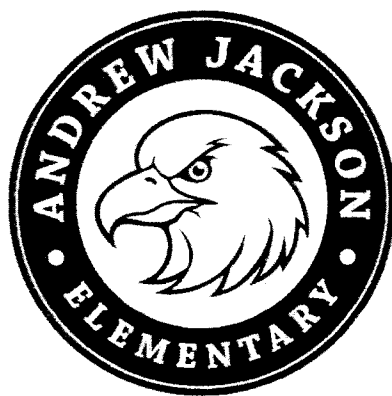


METRO  
PUBLIC  
SCHOOLS

**Andrew Jackson Elementary  
Student-Family Handbook  
2025-2026**

Dr. Kate Finn, Executive Principal  
Dr. Mica Crayton Jones, Assistant Principal



Andrew Jackson School's mission is to provide effective instruction for our students to attain individual learning goals in a safe and healthy environment.

Dear Students and Parents,

Welcome to Andrew Jackson Elementary School, Home of the Eagles! I am honored to serve as the Executive Principal and share how excited I am to serve our incredible students, staff, and community. As an instructional leader, I am committed to fostering a culture of academic excellence, strong relationships, and student-centered learning.

It is a true privilege to work alongside our team of highly qualified, experienced, and passionate educators. They are eager and ready to support your scholar's growth, learning, and well-being.

As we move forward in the 2025–2026 school year, I look forward to strengthening our school-home partnership. Together, we can create the conditions our students need to thrive. I encourage you to join our PTO, attend school events, and stay engaged with your child's learning. Your involvement plays a vital role in your scholar's success.

Please take time to review the student handbook, which will serve as a helpful reference and resource throughout the school year.

Our school is deeply committed to providing high-quality instruction in both literacy and mathematics, while also valuing and nurturing the social and emotional development of every student. With your continued support and trust, we are confident this will be an amazing year.

Thank you for being a valued part of our school family and for entrusting us with your scholar. Your support is truly invaluable.

Warm regards,  
Dr. Kate Finn  
Executive Principal

Andrew Jackson School  
110 Shute Lane  
Old Hickory, TN 37138  
<https://andrewjackson.mnps.org>

## **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)

## **Andrew Jackson Elementary Website:**

<https://andrewjackson.mnps.org>

## **Andrew Jackson's School's Belief**

- 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 strengthen the needs of all students.
- 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**

**S.O.A.R.**

Safe  
On Task  
Act Responsibly  
Show Respect

Not because someone is watching, but because it is the right thing to do.

## **Andrew Jackson School History and Information**

### ***Facts about our school***

<b>Year school Built</b>	1928
<b>Addition/Renovation</b>	1995
<b>Square Footage</b>	61, 840
<b>Number of Students</b>	470
<b>Grades Served</b>	Pre K – 5
<b>School Hours</b>	8:00- 3:00
<b>Cluster</b>	McGavock
<b>School Mascot</b>	Eagle

<b>School Colors</b>	Green, White, Gold
<b>Principal:</b>	Dr. Kate Finn Kathryn.finn@mnps.org
<b>Assistant Principal:</b>	Dr. Mica Crayton Jones Mica.crayton@mnps.org
<b>Social Media</b>	Andrew Jackson Facebook
<b>School Website</b>	<a href="https://andrewjackson.mnps.org">https://andrewjackson.mnps.org</a>
<b>Parent Teacher Organization Contact:</b>	PTO President, Shawna Metoyer AndrewJacksonPTO@gmail.com

### ***About us***

Andrew Jackson Elementary School is situated on property adjoining Andrew Jackson's Hermitage: Home of the People's President. The school was built in 1924, on three acres of land purchased by Mr. John Donelson. The school opened on Monday following Thanksgiving with an approximate enrollment of 150 students in grades one through eight under the leadership of Mrs. I.P. Wright.

In 1941, an addition was built on the lower end of the building which housed classrooms and the cafeteria. A new cafeteria was built in 1955, and in 1962 the old cafeteria was converted into a library and two classrooms. In 1970, an open-space facility was built adjacent to the existing school which contained two pod areas divided by a teacher workroom. Andrew Jackson School absorbed the student body of Stateland School and at that time the Stateland School was closed. In 1988, the Stateland School was reopened as Andrew Jackson Annex and was occupied by fourth, fifth, and sixth grade students. In January 1995, the second through sixth grades were moved to the old Donelson High School building and the kindergarten and first grades were moved to the Andrew Jackson Annex building.

In 1996, many of the podded buildings were demolished leaving the original Andrew Jackson School entrance to be the entrance to our library. The original Andrew Jackson School building at our present site was demolished and a new facility was built. The new building incorporated the open space pod into the new structure, providing adequate space for about 600 students. Andrew Jackson Elementary School serves as a link between the rich history and heritage of Tennessee and the surrounding progressive community which is led by Dr. Kate Finn, Executive Principal of Andrew Jackson Elementary School.

## ***What Does Our School Offer?***

- A Rigorous academic environment
- A standards-based curriculum and report card
- A warm nurturing place where children are shown respect and expected to be respectful to others in return, A school that utilizes quality literature to enhance student learning in all subjects.
- A School Counselor and weekly guidance classes
- Literacy Coach
- Advocacy Center
- Classes for blended Pre-K through 5<sup>th</sup> grade
- All our teaching staff practice using differentiated instructional strategies to challenge our students.
- Students participate in Morning Meeting at the start of each day & Closing Circle at the end of each day.
- Restorative Practice School
- Positive behavior supports.
- Mentoring
- GATE services for enrichment learning for qualified students.
- Related Arts: Art, Music, and Physical Education classes
- An active school volunteer program
- An environment that is encouraging, structured, and loving
- Itinerant staff to address special needs of students.
- An active PTO that collaborates with the school administration and staff
- Opportunities to become involved in AJS's PTO
- SMART interactive whiteboards with an LCD Projector and ELMO or Ladybug document camera in every classroom
- 1-1 computers for all students
- Three large playgrounds
- Flat screen monitors and Digital Projector in the cafeteria
- Character Education
- Scholastic Book Fair
- Family Nights and Events
- 4<sup>th</sup> and 5<sup>th</sup> grade Student Ambassadors serving as the school's Safety Patrol for students demonstrating leadership qualities with grades, behavior, and exemplary attendance A school administration and staff with high expectations.
- Monthly Spirit Nights
- Awards Celebrations (Academic and Character Awards)
- Extra-curricular activities at various grade levels:
  - Collaborative partnerships between grade levels
  - Ambassadors
  - After School Clubs
  - Eagle Run
  - Field Day
  - STEAM
  - Music and Art Show

# General Information about Andrew Jackson Elementary



## Andrew Jackson Elementary Office Policies and Procedures

### 2025-2026 School Year

#### Section I: Regular Student Attendance

##### Emergency Information

The yellow and green Student Emergency Information Cards are *very important*. Please return them as soon as possible. Accurate contact information — including phone numbers, cell phones, work numbers, email addresses, and emergency contacts — is essential in case of illness or emergency. If any of this information changes during the school year, notify the school office right away so we can keep our records up to date.

##### School Attendance (Reference MNPS Policy #SP 6.113)

**School Hours: 8:00 a.m. to 3:00 p.m.**

##### Absences

A note is required every time your child returns to school after being absent. To have an absence excused, we must receive **either a parent note/email or a doctor's note**. Please note:

- We will accept up to **5 parent notes** during the **first semester**.
- And up to **5 parent notes** during the **second semester**

##### Excused Absences

The conditions under which a child's absence from school shall be excused are:

- 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 people 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.when approving a child's absence

All absences other than those outlined above shall be considered **UNEXCUSED**. A written explanation from the parent/guardian is required before an absence is excused. The principal makes the final determination to classify an absence or absences as excused or unexcused.

Parents should ask the doctor for a note if children have an extended absence. A doctor's note does not erase an absence but is considered when making promotion/retention judgments about students who have been excessively absent.

- **Vacations are unexcused.** Teachers are not required to give make-up work.

### **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, and impede learning. Students arriving after this time frame will report to the front office to sign in and receive a tardy slip. The information below outlines the consequences for excessive late arrivals and/or early dismissal. These consequences will not result in further loss of instruction such as in-school-suspension or out-of-school suspension and are designed to encourage on time arrival and dismissal.

In addition, parents/guardians may be requested to attend a conference with school personnel to develop actions to alleviate excessive tardiness or early dismissals.

### **HOW DO WE CELEBRATE POSITIVE ATTENDANCE?**

This year, Andrew Jackson 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: the 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.

<b>Recognition</b>	<b>Criteria</b>	<b>Reward</b>
Perfect Attendance	Zero absences, tardies, early dismissals for the entire year	Perfect Attendance pencils, Special incentives to encourage attendance Attendance pencils, Eddie the Eagle Weekly Classroom Incentive, Perfect attendance recognition at Awards Day Perfect attendance at Awards Day
Satisfactory Attendance	Attending school 95% or more of the available school days in the quarter	Grade Level Rewards each 9 weeks

### **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 students 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.
- 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.

*Regular attendance is extremely important! Please make every effort to have your child at school each day. If a student has five or more unexcused absences, a referral will be made to the Metro Schools Attendance Office or to the Attendance Review Board, an arm of the Metropolitan Nashville/Davidson County Juvenile Court.*

### Compulsory Attendance Law

- The State of Tennessee Compulsory Attendance Law requires that students be in school. Parents or guardians are responsible, **by state law**, for the child's attendance at school and are held accountable.
- The school is required to report cases of excessive absences, tardiness and early dismissals since these patterns may be found by the courts to be "Educational Neglect".
- When a student has 5 or more absences and/or excessive tardies and/or excessive early dismissals, a warning notice will be sent to the parent/guardian.
- **Excessive tardiness or absences are reported electronically to the Metro Schools Attendance Department through the District's Student Management Database. The MNPS Attendance Office also shares this information with Juvenile Court and/or State Department of Student Services when absences, tardiness, and early dismissals are excessive.**

### Make-Up Work

Students with an **EXCUSED** absence shall be provided with 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 the missed work is completed. At the K-12 level, students with **UNEXCUSED** absences will be provided the opportunity to make up the work at the discretion of the classroom teacher or building administrator. A suspension is an unexcused absence.

### NOTE ABOUT STUDENTS ARRIVING EARLY OR PICKED UP LATE:

- **Students may not arrive at school any earlier than 7:45 a.m. School personnel are not available to supervise students before this time. Parents must make appropriate arrangements for students to arrive at the correct time.** Students who choose to eat breakfast at school may arrive at 7:30 a.m. These students must enter the building through the exterior cafeteria doors only.
- **Dismissal begins at 3:00 p.m. School personnel are not available to supervise students after 3:15 p.m.** Faculty/staff members work negotiated contract hours, including the time of their arrival and release from school each day. **It is essential for the safety of your child that you adhere to arrival and dismissal policies.** Failure to pick up your child on time can have severe emotional consequences for the child. Students who are not picked up on time are acutely aware that their other classmates have been picked up and for whatever reason they have not been picked up. This is detrimental to the self-esteem of a young child.
- Faculty/staff members are required to document dates and times when students are picked up late from school. If students are repeatedly picked up late a warning letter will be issued to the parents. If daycare vans are responsible for repeated late pick up, the parents of those students will be notified and asked to have the day care vans arrive on time. **Parents MUST drop off and pick up students on time and make emergency arrangements in advance when this cannot be accomplished.**
- **The chronic late pick up of a child is viewed by Metro Nashville Courts as "... child neglect". This includes students left at school for which no parent or guardian can be reached for assistance. School personnel are required to contact the Department of Human Services when all other efforts to solve a chronically late pick-up problem have failed.**
- Unless a student has registered and paid tuition to enroll in the *YMCA Fun Company* (615-259-3418) he/she **MUST** leave the building and premises before **3:15 p.m.**

### Day Care Providers

- La Petite 615-754-4047
- Hermitage Dance Academy 615-231-7100
- Fun Company (Site Cell) 615-566-1628 and the office 615-259-3418
- Magnitude 10.0 615-883-5166



### **Students Leaving Early**

- Teachers use every minute of the instructional day and early releases create a disruption for students. **We ask that you make every effort to protect your child's instructional time. Therefore, please make every effort to schedule medical, dental, and other appointments for your child after school hours.**
- 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 at the office. *Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification.* If you need to change your child's information card at any time, please come to the school office. We do not accept changes in a child's transportation over the phone. You must send a note to the teacher if there is a change.
- **After 2:30 p.m., students will not be dismissed early. They will be dismissed at 3:00 p.m. with all the other students. This is intended to prevent distraction, congestion, and confusion during a time when school personnel must concentrate on student safety. If you should have a need to pick up your child early from school, please arrive before 2:30 p.m.**

### **Tardiness**

- MNPS and AJS expectations state that students must be in their classroom by 8:00 a.m. to not be considered tardy. Due to this expectation, the tardy sign will flip at 7:58 a.m. to ensure students are marked present and on time.
- **If a student is late, he/she must report to the office upon arrival and be signed into school by the parent or adult designated by the parent.** Older siblings may not sign in or sign out an Andrew Jackson student without prior approval from the principal. Parents must submit this request in writing to the principal. A student who arrives late must also obtain a tardy slip from the office to enter class.
- Frequent tardiness disrupts a student's educational progress and interferes with a class already in progress. **Students who are tardy often feel frustrated for the remainder of the day** because it is difficult to make up missed assignments.
- Keep in mind if your child is 5 minutes late per day, he/she loses 25 minutes of instructional time per week. Often the most valuable information a teacher shares is in the morning. Students are usually fresh and alert in the morning. Therefore, teachers use this time to share valuable information, re-teach difficult skills, or introduce new skills. **If your child is late, they miss instruction.** Tardy occurrences will be documented. Excessive tardiness and early dismissals will result in a letter from the principal and will be turned over to our social worker if deemed necessary. A copy of such communication will be placed in a student's permanent record. Tardiness may eliminate your child from perfect attendance rewards/recognition/certificates and other privileges to participate in student leadership groups and continue in Andrew Jackson Elementary.

### **Inclement Weather/Early Dismissal**

- Please listen to your radio or television for news media announcements about school closings on days of developing inclement weather such as ice or snow. Information regarding closings can also be found on the Metro Schools' website at <http://www.mnps.org/> Many media stations also post closings on their websites.
- **Tornado or Severe Thunderstorms:** During tornado watches, tornado warnings or other dangerous weather or environmental activity, the principal reserves the right to keep students at school rather than releasing students to day care vans or other vehicles.
- **Snow Days:** When it is necessary to dismiss early or close schools, local radio and television stations will notify the community. Please do not call the school office and tie up the phone lines. These should be kept open for emergencies. We encourage you to go over emergency plans for your child in the event of an early dismissal. Teachers need a record of your plan, as classes cannot be disturbed during 8:00-3:00.

## Section II. General Procedures

### Entrances

**All doors will remain locked during the school day.** The exterior doors can be monitored via camera. The camera monitored entrances are on an electronic key which can only be opened in the school office. Before allowing an unknown person in the building, office personnel will ask anyone who is unknown the intent of their visit.

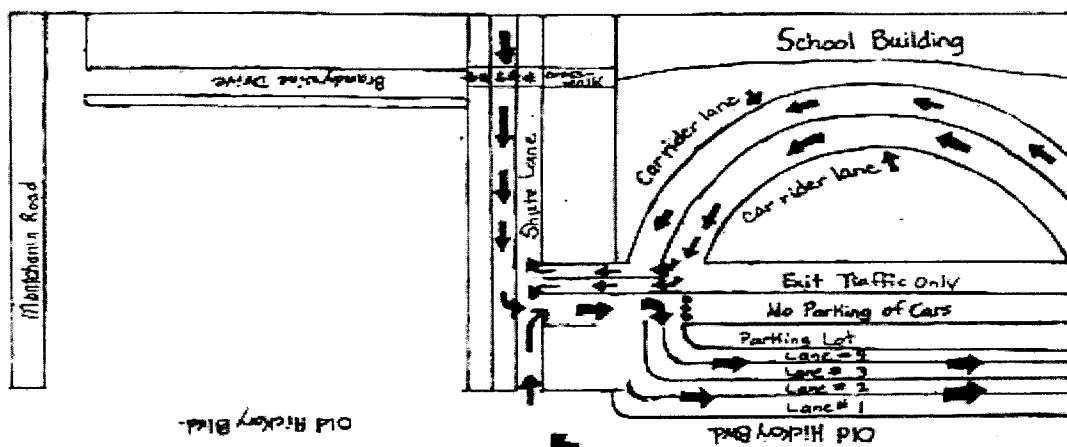
- **Students, parents, and visitors must enter through the main (front) entrance after 8:00 a.m. In order to protect our students, visitors and staff, all visitors will be required to show a valid government-issued ID.** ALL entrances will be locked during the day. Other entry doors will be unlocked for student entry during arrival times.
- **Exception:** An electronic entrance is available on the left side or at the front of the building for visitors who are disabled or are in wheelchairs. Office personnel will meet visitors at this entrance and escort them to the office. Walkways and gradual slopes are provided at these entrances. **All other visitors/parents are expected to use the front entrance.**
- Only school personnel are allowed to open exterior doors for visitors. Students are not permitted to open exterior doors for any adult known or unknown to the student.
- **Please do not hold the door open for someone.** We need all visitors to ring the doorbell and be permitted in by office staff.

### Arrival

School begins at 8:00 a.m. School cafeteria doors open at 7:30 a.m., please do not drop off your child any earlier due to lack of supervision. Main doors are opened at 7:45 a.m. and students are allowed to go to classrooms at 7:45 a.m. 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.

### Arrival – Car Riders

- For the safety of our students, **only walkers** that live in Brandywine will be allowed to use the crosswalk. **Parents of car riders may not park across Shute Lane and cross the street to drop off their child. You are liable for any occurred tickets and/or fees associated with parking illegally.**
- Volunteers will be available to assist with parking on the first day of school.
- Please see the diagram for car rider drop off.



- Car rider overflow will be used when both lanes in the car rider circle are filled.
- Car rider overflow will be directed to lanes 3 and 4.
- Please do not leave your vehicle unattended while in the car rider line.

### **Arrival and Dismissal by Buses**

Please check the MNPS website to see what time the bus arrives and drops off at your location. **Students must be at the bus stop 10 minutes prior to the bus's arrival.** Bus drivers will not drop off kindergarten students if a parent is not present at the bus stop. If a parent is not present at the bus stop, the bus driver will return the child to the school, and it will be the parents' responsibility to pick the child up at the school.

#### **Bus rules:**

- **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** challenging 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. Students will be given an assigned seat if bus expectations are not being met. 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.

#### **Track Your Student's Bus**

- Download the Versatrans MyStop app in the Google Play Store or the Apple App store.
- Select Metropolitan Nashville Public Schools (Tennessee)
- Enter the Username (Student ID) and your student's date of birth as the password (MMDDYYYY)

### **Cell Phones**

Please check the MNPS website to see the Use of Personal Communication and Electronic Devices, MNPS Procedure 6.312.1p

Students may not use personal technology during instructional periods except when used as an approved aid to instruction, at the discretion of the classroom teacher and building administrator. At AJS we request for all student personal devices be stored in their backpack within classroom lockers or cubbies. Headphones must be used for individualized class work with permission from their teacher. A student who brings his/her device to school does so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices. Personal technology includes, but is not limited to:

- cellular phones
- wireless earpieces
- iPods
- iPads
- other mp3 players
- calculators
- portable gaming devices

A student in possession of personal technology in violation of this policy is subject to disciplinary action.

### **Dismissal**

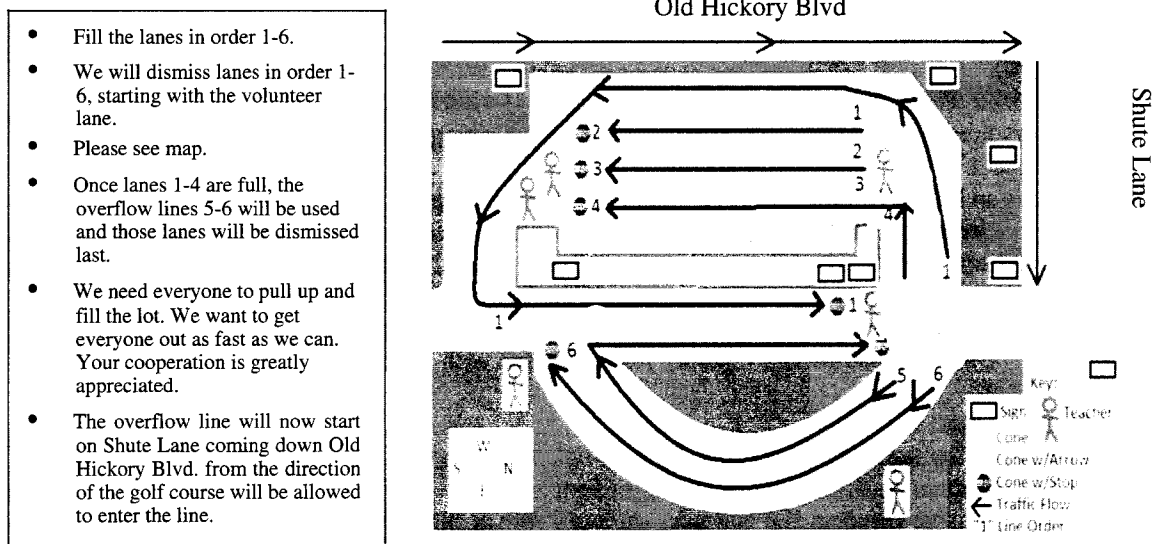
Dismissal will begin at 3:00 p.m. Individual students will not be dismissed after 2:30 p.m. **Written notification is required each time your child's means of transportation changes.** This includes a note giving permission from both sets of parents if a student is going home with another student. These arrangements need to be made before your child arrives at school, thus avoiding daily phone calls home. All students must be picked up by 3:15 p.m. Please follow this policy and call the office if you are running late.

#### **Dismissal-Car Riders**

- Cars will only be allowed to enter the parking lot off Old Hickory Blvd. and there will be no left turn into the lot off Shute Lane.

- Car riders will need to have the car rider tags in their car windows at dismissal. If the car rider tag is not visible in your window, you will be asked to park and show identification in the office to pick up your child. Our school cares about the safety of your children and the safety of every child at AJS.
- **The car rider lanes are cell phone free - Tennessee State Law TCA Title 55, Chapter 8.** Please refrain from the use of cell phones while picking up or dropping off your child(ren). Help us to help keep all children safe.

Please see the diagram for car rider pick up.



### **Dismissal - Early**

Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 2:30.** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. **We do not accept changes in a child's transportation over the phone. You must send a note to the teacher if there is a change via the child's assignment notebook, email or fax and please copy the office staff, so we are all aware thank you.**

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 sign in/sign out card. Anyone picking up a child must show a photo ID.

- Access to the classrooms after school hours requires administrative approval.
- If you have any questions, please feel free to call the main office at (615) 847-7317 or look us up on the web <https://andrewjackson.mnps.org>

### **Dismissal – Walkers**

- Students that live a short distance from school are eligible to walk home. All walkers will be identified with a tag on their backpack indicating that walkers will be dismissed through the front doors accompanied by school personnel. They will walk down the sidewalk and meet the crossing guard who will direct them across the street. **For the safety of our students, parents of car riders may not park across Shute Lane and cross the street to get their child. You are liable for any occurred tickets and/or fees associated with parking illegally.**

### **Parental Involvement in the School**

- **At Andrew Jackson, we welcome parents to join us in educating students.** Parents are welcome to participate in school activities that are educationally related. The school and your child's teacher will provide communication on opportunities and events where families may volunteer during the day. All opportunities during the school day will have an educational focus so that we may keep our focus on growth and learning.

- **PTO:** Our school's Parent Teacher Organization needs your support! Please join us for the meetings. A monthly newsletter will detail upcoming events and programs. Please email the school PTO with any questions or concerns at [info@ajspto.org](mailto:info@ajspto.org).

## **Parent Communication**

### **Family Portal**

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

- visit [infinitecampus.com](http://infinitecampus.com) and click on the link that says if you have been assigned a portal activation key click here.
- enter your personal code (this comes from the front office)
- create a new username and password for your account.

## **Section III. General Policies**

### **Conferences**

The faculty is ready to discuss any concerns you might have about your child and his/her experiences at Andrew Jackson Elementary. **Arrival and dismissal times are not good times to discuss concerns**, as teachers and staff are not able to give you their undivided attention during these times. To protect the instructional time of our students, please call or email and arrange a convenient time to meet with your child's teacher via virtual meetings.

### **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 the release of the student if we have not received documents proving otherwise.

### **Liability for Laptops and Textbooks**

- The school principal is responsible for protecting school properties including laptops and textbooks. The principal or principals' 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 or laptops until restitution is made. Withhold report card in all subjects, diplomas, certificates of progress, or transcripts until restitution is made.

### **Media Permission**

Throughout the school year, television, radio and print reporters may cover activities at our school. Students may only be taped, interviewed, or photographed with parental permission. ***So that we may abide by your wishes, please complete the media permission located in the Student-Parent Handbook.***

Students will also be given the opportunity to visit educational websites. Students will only be able to participate in these activities with your written permission. ***This permission is included on the Online Permission Form page of the Student-Parent Handbook.***

### **Medication (Reference MNPS Policy # SP 6.129)**

**A student may not take medication at school without MNPS/MNHD MEDICATION FORM COMPLETED FROM THE PARENT AND A DOCTOR. Please note nonprescription medicine does not require a doctor's signature.** Permission slips are available in the office. **Should your child need to take or have medication at school, the following is required:**

- A medication form needs to be filled out completely and signed—A new form is required each school year.
- A complete pharmacy label listing the correct medication, dosage and strength and the current school year date needs to be on the ORIGINAL medication container.

- A separate medication permission slip must be filled out completely for each medication that your child takes while at school.
- **ALL** medication must be brought to the school and picked up by a parent or designated adult and counted and signed in.

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.

### **Student Illness (at School)**

- 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 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home **a full 24 hours without symptoms** before returning to school.
- **COVID-**  
While the SARS-CoV-2 virus that causes COVID-19 does not cause illness in every person who becomes infected, it is highly contagious. If you are in close contact with an infected individual, you are at risk of getting sick for up to 14 days after the last contact with that individual. Contact your medical provider for guidance if you develop any of the COVID-19 symptoms. Common symptoms include fever, cough, and shortness of breath, diarrhea, abdominal pain, and loss of smell or taste. The Tennessee Department of Health recommends anyone with symptoms consistent with COVID-19 seek testing, which may be done through a private provider or your county health department.

MNPS recommends the following steps, based on guidance from the Centers for Disease Control, to protect you and those students around them:

- Get tested 5 days after last exposure for COVID-19.
- Monitor COVID-19 symptoms for 10 days and isolate if symptoms develop.
- Notify your school office ASAP if you test positive at any time.

If you have questions about these instructions, please contact your school nurse or your local health department.

- **Head Lice** – If your child should become infested with head lice, it is the policy of the district that he/she may not return to school until they have been properly treated and there are no live bugs. 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.

### **Fees**

Parents may be asked to pay for field trips, donate items used for special activities, or class snacks. If you feel that you cannot pay the requested amount, please send a note to the classroom teacher.

### **Field Trips**

Students may be given the opportunity to go on field trips throughout the year. Our expectation is for SOARing behavior to continue offsite. Field trips are at the discretion of the grade level or teacher. Parents may not be able to attend due to occupancy or guidelines from the offsite location. Teachers will communicate information on parent attendance to a field trip.

Please note that students **may not leave directly from the field trip site**. If a parent wishes for their child to be dismissed early, they must return to school and sign them out in the front office.

### **Grades**

MNPS assists students and parents in monitoring student academic progress by:

- Sending student TCAP results home annually (3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade students)
- Sending Report Cards after each grading period
- Sending Progress Reports home in the middle of each grading period
- Sending Notices of Concern

- Making *Infinite Campus* accessible to parents for daily monitoring academic progress
- Posting grades weekly in Schoology.

The most current dates are indicated on the MNPS District Calendar which can be located on the MNPS website, [www.mnps.org](http://www.mnps.org). Students and parents are encouraged to contact the appropriate school staff should they have any questions or concerns about individual student needs.

### **Homework Guidelines**

Homework is one of many learning activities in which students engage; its purpose is to:

- extend learning.
- provide opportunities for independent work.
- provide opportunities for enrichment.
- provide opportunities to check for understanding and for possible instructional follow-up when students struggle to complete their homework assignments or have misconceptions.

All classes will have homework assigned two to four nights each week. Research suggests that all daily homework combined should take about as long to complete as 10 minutes multiplied by the student's grade level: (K – up to 10 minutes, 1<sup>st</sup> – 10 minutes, 2<sup>nd</sup> – 20 minutes, 3<sup>rd</sup> – 30 minutes, 4<sup>th</sup> – 40 minutes, 5<sup>th</sup> – 50 minutes). \*Additional time should be added appropriately for daily at-home reading for enjoyment.

### **Lost and Found**

Lost and Found is located in the front lobby of the school building. Additional items may be found in the cafeteria. Please have your student check these locations to see if they are missing an item. Smaller items, such as eyeglasses or jewelry, may be brought to the front office. AJES is not responsible for lost items.

### **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.**

### **Money**

Please do not allow your child to bring money to school for anything other than lunch, 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

### **SchoolCash Online:**

Andrew Jackson Elementary is pleased to announce that we accept online payments for school fees such as field trips, supply/workbook fees, yearbooks, and donations through SchoolCash. Parents can create an account by visiting our district's SchoolCash Online page. Parents can then attach their student(s) to their profile.

When this process is complete, and parents have selected email notifications, parents who have attached a student to their profile receive an automated notification when any item becomes available for their child. This will help reduce the amount of overdue and forgotten payments and make payments easy to track.

<https://mnps.schoolcashonline.com/>

### **Student Verification Form**

The Student Verification Form is **EXTREMELY IMPORTANT**. Please return it as soon as possible. Telephone numbers, cell phones, work phones, 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.

### **Office Routines**

- Come into the office quietly without disturbing others and their work.
- Come with written permission or an office pass.
- Wait for someone to assist you if you need medication.
- Ask permission from your teacher and the secretary before you use the telephone.

## **Section IV. Cafeteria Procedures and Policies**

### **Serving Healthy Choices & Convenient Food Options**

Our Metro Schools Nutrition Services team. is proud to be a reliable source of healthy meals for thousands of students each day.

- Families who qualify for Free & Reduced meals must submit paperwork (we encourage all families to fill out an application because the program also helps connect families to things such as:
  - discounts for fees associated with college application processes
  - scholarships and fee discounts for SAT, ACT and AP tests
  - benefits such as SNAP and Families First.
- Student lunches may be purchased through the cafeteria manager. *Please make checks payable to the AJS Cafeteria. If sending money with your child, please place all money and checks in a sealed envelope with the child's name, teacher's name, and the purpose of the money on the outside of the envelope.* Should a check be returned to the school, your family will forfeit this privilege and only cash will be accepted.
- There is an online option to create an account and add money to your child's account with a debit/credit card. This website is [myschoolbucks.com](http://myschoolbucks.com).
- **For safety reasons, please do not send any glass bottles/containers with your child's lunch.**
- Parents are strongly encouraged to send juices or bottled water rather than sodas that are high in sugar and caffeine.

### **Healthy Snack Policy (Reference MNPS Policy # IM 4.170)**

Andrew Jackson will follow the *Nutrition Standards for Foods in Schools*, as a guide for the nutritional content and availability of competitive foods (IM 4.170). Opportunities for *competitive foods* (foods brought in from outside the school cafeteria) should be limited; and if competitive foods are available, they should consist primarily of nutritious fruits, vegetables, whole grains, and nonfat or low-fat dairy products. Please be mindful of allergies and MNPS Healthy Snack Policy when choosing to bring in class wide snacks.

### **Birthday Parties (Reference MNPS Policy # IM 4.146 (Appendix A))**

- Birthday parties are not allowed during school hours.
- Please be mindful of the District Healthy Snack policy (see Health and Wellness District Policy at [www.mnps.org](http://www.mnps.org)) to be eaten during lunchtime in the cafeteria.
- Birthday party invitations may not be given out at school unless the student brings an invitation for every child in the classroom.
- **Snacks MUST be prepackaged (unopened) items.**
- Teachers will inform parents if their class is a "Nut Free" classroom. If your child is in a "Nut Free" classroom, please ensure that the snack says, "Nut Free." Front office staff must confirm that the unopened items do not contain nuts.



## Section VI. Discipline

### **Andrew Jackson Progressive Discipline Plan**

Children need parents and teachers who set ***firm, consistent, positive structure while providing warmth and support for students' practice*** of appropriate behaviors. Students must know exactly what is expected of them and be given the opportunity to practice these skills. In an effort to comply with the Metropolitan Nashville Public Schools Strategic Plan, which addresses a safe and orderly environment, Andrew Jackson Elementary will implement a Behavior School-wide Discipline Plan.

<p style="text-align: center;"><b><u>School Rules - S.O.A.R.</u></b></p> <p style="text-align: center;">Andrew Jackson Elementary rules for faculty, students, and visitors:</p> <p style="text-align: center;">Safe On Task Act Responsibly Show Respect</p> <p style="text-align: center;"><i>Not because someone is watching, but because it is the right thing to do.</i></p>		
<p><b><u>General Classroom Rules</u></b> Each class will be responsible for creating their own classroom rules.</p>	<p><b><u>Cafeteria Expectations</u></b> Today I will <b>S.O.A.R</b> in the cafeteria. I will:</p> <ul style="list-style-type: none"> <li>• Sit down safely and not share food.</li> <li>• Eat food appropriately.</li> <li>• Clean up after myself.</li> </ul>	<p><b><u>Restroom Expectations</u></b> Today I will <b>S.O.A.R</b> in the restrooms. I will:</p> <ul style="list-style-type: none"> <li>• Go into a stall one at a time.</li> <li>• Take care of my business and leave.</li> <li>• Wait my turn and use resources responsibly.</li> <li>• Respect the privacy of others.</li> </ul>
<p><b><u>Hallway Expectations</u></b> Today I will <b>S.O.A.R.</b> in the hallways. I will:</p> <ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Stay in line</li> <li>• Keep my hands to myself and give others walking space.</li> <li>• Stay quiet so I do not disturb others.</li> </ul>	<p><b><u>Playground Expectations</u></b> Today I will <b>S.O.A.R.</b> on the playground. I will:</p> <ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to myself.</li> <li>• Speak and act kindly</li> <li>• Take turns.</li> </ul>	<p><b><u>Playground Expectations</u></b> Today I will <b>S.O.A.R.</b> at Arrival/Dismissal. I will:</p> <ul style="list-style-type: none"> <li>• Walk safely and stay with my teacher.</li> <li>• Pay attention for my transportation.</li> <li>• Stay quiet and control my body.</li> <li>• Listen to staff for instructions.</li> </ul>

### **Positive Reinforcement**

Each grade and classrooms will use a positive reward system to reinforce and reward students for following school expectations. These Positive Behavior Supports will be communicated to you by each grade level at the beginning of the school year. AJS has a House System called Flocks. Students in K-2 will participate and earn Eagle Dojo points for positive behavior which can be traded in at the AJS S.O.A.R. Store and grades 3-5 will earn Incentive Days.

### **Bullying Reference MNPS policy # SP.6.110**

The Administration of MNPS is committed to providing all students with a learning environment free from bullying and/or discrimination, including sexual and other harassment. The district expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The district will not tolerate acts of bullying, discrimination, or harassment toward students or staff, by other students, staff, or third parties.

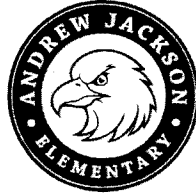
**“This policy addresses conduct that takes place off school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind. Additionally, a student may be disciplined under this policy for off-campus bullying, harassment, and/or cyber bullying the same as if the improper conduct occurred on school grounds, when the actions of the accused student interfere with school activities, cause disruption at school, interfere with the rights of students, or deny, limit, or interfere with the ability of the student victim to participate in or benefit from the services, activities, or opportunities offered by a school. Incidents that occur in an after-school program. will be referred to the afterschool program. provider for discipline.”**

**Students who break school rules may receive the following consequences for their behavior:**

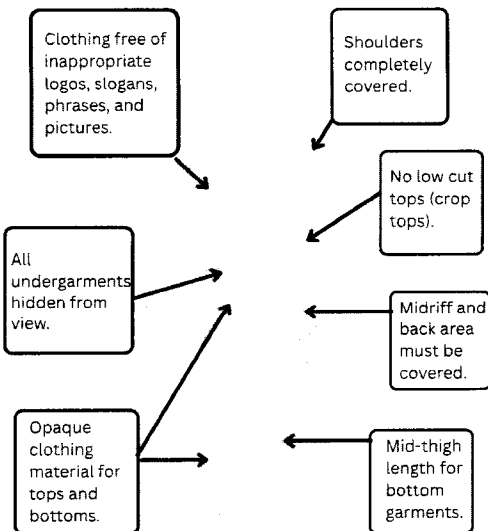
- A visual reminder to maintain behavior.
- Time out in the classroom or in a different teacher’s classroom
- A letter sent home for parent signature.
- Phone call to parent.
- A call or note from the principal.
- A day or part of a day spent in another classroom/office.
- Parent conferences
- In-school suspensions: A child may be given in-school suspension for serious offenses or habitually not following rules.
- Out of school suspension

*(For a complete list of the rules and regulations, refer to the MNPS Student-Parent Handbook)*

## Section VII. Andrew Jackson Dress Code



### DRESS CODE POLICY 2025-2026



#### Dress Code:

- Andrew Jackson Spirit Wear is acceptable any day of the week.
- Crewneck or collared shirts (no v-necks) must be free of inappropriate logos, slogans, phrases, pictures, graphics or writing.
- Midriff area and back must be covered.
- Shirts and pants may be any color.
- Clothes must be free from rips, tears, or holes - **including jeans**.
- All pants must be worn at the waist.
- Leggings may be worn with a shirt that covers the student's bottom area. May also be worn under dresses, skirts, or shorts.
- Skirts, dresses or shorts no shorter than the length of your middle fingertip.
- Hoods and hats must be off while in the building.
- Sneakers are required on days student has physical education and are strongly encouraged every day.
- Footwear must be worn. Laces for shoes must be tied.

## Section VIII. Gifted and Talented Education

### Gifted and Talented Education

At Metro Nashville Public Schools, we strive to ensure that extraordinary academic talent is recognized and nurtured. It is the shared responsibility of teachers and parents to make certain that gifted and talented students are connected to stimulating academic programs.

this at your child's school or contact the Encore Office directly. Parents, guardians, pediatricians, childcare professionals, certified school personnel and other students are all eligible to make these recommendations.

According to the National Association for Children (NAGC), a typical gifted child often exhibits some or all the following traits:

- Unbridled curiosity
- Eagerness to know "how" and "why"
- Exceptional memory
- A vast wealth of general knowledge
- Keen understanding of the way humans interact.
- Sensitivity to the emotions of others

- Able to grasp abstract concepts.
- Pays attention to details when making observations.
- Good sense of humor; “gets” and tells jokes.
- Early ability to home in on specific interests
- Committed to projects.
- Expansive vocabulary, both in speaking and in writing
- Ability and preference to hold conversation with adults.
- Able to learn quickly (within 1 to 2 repetitions)
- Impatience with repetitive tasks
- Frequent elaboration in artwork and writing
- Perfectionist tendencies
- Able to make unusual connections.

### **GATE: The Metro Schools Gifted and Talented Program**

The Metro Schools Gifted & Talented Program is called GATE. Students gain eligibility for GATE based on excellent classroom performance, superior results on a nationally normed or criterion referenced achievement test and/or evidence of higher-level thinking as measured by assessment of abstract reasoning and logical thinking.

The Metro Schools GATE Program offers an instructional experience designed specifically for intellectually gifted and academically talented learners. The curriculum is hands-on, interactive and problem-based with a focus on developing students' critical and creative thinking abilities. Instruction is interdisciplinary and aligned with Tennessee content standards, GATE classes meet weekly in your child's school.

### **Two Qualification Pathways for K-8 Students**

1. Annual GATE Assessments: GATE typically assesses eligible 4th – 6th grade students in the fall using the Cognitive Abilities Test™ (CogAT®) Screening Form. GATE typically assesses eligible Kindergarten through second grade students in the spring using the Naglieri Nonverbal Ability Test® – Third Edition (NNAT3). Students are referred for this screening by school data teams based on benchmarks in reading and math or gifted characteristics. Qualification for Encore services is determined based on a comparison of overall student performance on these assessments by grade level.

2. School Psychology: Parents, guardians, pediatricians, childcare professionals, or certified school personnel can request that students be screened for Intellectual Giftedness. If you are concerned that your child's advanced academic needs are not being met in the general classroom, then start a conversation with the classroom teacher. If your child meets the criteria for Intellectually Gifted, they will also qualify for GATE services.

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### Executive Director

Dr. David Kovach, Elementary Northeast

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



#### 1. Request for alternate format

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



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

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

*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.*