

Bellshire Design Center Student Policies and Procedures

Dr. Shantrell Pirtle, Executive Principal

Ms. Derica Griggs, Assistant Principal

PRINCIPAL’S MESSAGE

Parents/Guardians and Students,

The Faculty and Staff at Bellshire Design Center would like to welcome you and your children to what we hope will be another fun and enriching school year.

Bellshire Design Center’s excellent teaching staff and support personnel want to ensure that every child succeeds. Our goal is to support and encourage each child in achieving his/her optimum potential by instilling in them an intrinsic sense of worth, curiosity and love of learning. If there is something going on that you feel may impact your child’s success or focus at school, please communicate with your child’s teacher, myself, or any other staff member. We are all here to support you and your student in the pursuit of excellence.

Being actively involved in your child’s education is essential in developing a strong partnership between home and school. Whether you are working fulltime or stay at home, make sure you take time everyday to connect and be present with your child. Talk to your child about what they are doing in school, have your child read to you, provide a quiet place to do homework everyday, and help your child stay organized!

Here’s to a strong year of teamwork, community building, inclusion, and a commitment to do our best and be our best for Bellshire Design Center’s amazing student population.

Dr. Shantrell Pirtle
Executive Principal

Our Mission:

Bellshire Design Center faculty and staff will provide opportunities for all students to meet and/or exceed grade –level benchmarks.

Our Vision:

Bellshire’s faculty and staff will have high expectations, provide academic rigor, and build positive relationships.

Our Beliefs:

We believe

- all children are capable of learning;
- learning is fostered when children experience and celebrate successes;
- that all members of the school should be respectful, responsible, and ready every day;
- learning is meaningful when school experiences are relevant to children’s lives;
- home and community involvement are essential to the success of all children;
- diversity should be honored, respected, and celebrated;
- participation in fine arts, humanities, and wellness programs develop well-rounded individuals;
- children have gifts and talents that should be nurtured and celebrated.

Our Motto:

“Bellshire Eagles S.O.A.R”

Stay Safe! On Task! Act Responsibly! Respect All!

AGENDA BOOKS: The Agenda Book for grades 2-4 was designed to assist your child in organizing his/her assignments. We hope this booklet will improve your child's organizational skills.

Parents/Guardians will also benefit from the planners since they will have daily communication with the school and know what the child needs to do each night. Students are more successful when the school and home work together. Children in grades 2-4 will be provided an Agenda Book by Bellshire. If the book should be lost or damaged, students will be responsible for purchasing a replacement book from the school at the cost of \$5.00.

ATTENDANCE AND ABSENCES: The school day for students at Bellshire Design Center begins at 8:00 A.M. and ends at 3:00P.M. for Kindergarten thru 4th grade students and 8:00 A.M. until 2:00P.M. for PK students. The doors open at 7:30 A.M. If a student arrives after 8:00 A.M., a responsible adult must escort the late student into the Front Office to sign the student in.

All students are expected to attend school regularly. If a student is absent from school, a note explaining the absence must be sent with the student when he/she returns to school. The excuse must be from the Parents/Guardians, guardian, or doctor. Excused absences shall be given in case of illness, death in the family, or special religious holidays. Unexcused absences are given for any other reason. It is the responsibility of the student to arrange to make up any class work or test missed. In all cases, excessive absences must be turned over to the Board of Education Attendance Officer.

CHANGE IN TRANSPORTATION: Parents/Guardians must send a note to their child's teacher stating details of the transportation change. Students will not be permitted to change busses or cars without a note from a Parents/Guardians/guardian. The note must include Student name, Date, New bus number/car, Address of new location, and Parents/Guardians signature.

DISCIPLINE PLAN AND PROCEDURES FOR SWPBIS

Target Area: School – Wide Discipline:

In an effort to comply with the Metropolitan Nashville Public Schools Strategic Plan, which addresses a safe and orderly environment, Bellshire Design Center will implement School Wide Positive Behavior Interventions and Supports System (SWPBIS). Under this system we will focus on rewarding students for their positive behavior efforts.

What can you do to help?

It is our goal to have every student to be able to participate in all activities that take place in school every day. There are many things that you can do at home to help. The most important thing that we are asking of our parents and guardians is to communicate with your child's teacher on a regular basis. As a part of the SWPBIS system all teachers will use a clip chart to monitor every child's behavior daily. At the end of each school day each teacher will mark every student's calendar to indicate the child's behavior for the day. The scores can range from 5* to 1, with 5* being the highest and 1 the lowest. As parents we are asking that you check your child's folder daily to review and discuss their day and initial in each box to show your child's teacher that you have reviewed this information. Additionally, any behavior issues that may have occurred that day will be listed using universal codes throughout the building.

EARLY DISMISSAL

- Parents/Guardians must come to the Front Office to have a student dismissed, show their identification, and sign the child out.
- An office staff member will call the room and ask that the child be sent to the office.
- No early dismissals will be admitted after 2:40 PM, unless it is a doctor's appointment or emergency. Exemplary instruction is important; Parents/Guardians will not be allowed to go directly to the classroom to pick up a child.

EMERGENCY/SAFETY DRILLS: Fire, tornado, and earthquake drills are held at regular intervals throughout the school year. These drills are to be taken seriously. Talking and running are prohibited. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom.

END OF THE YEAR AWARDS: Students in grades K – 4 will receive awards at the end of the year. The awards will be presented at the individual grade level end of the year programs. The following awards will be granted:

- ➔ Principal List Award (must make Principal’s List 3 out of 4 grading periods)
- ➔ Honor Roll Award ((must make Honor Roll 3 out of 4 grading periods)
- ➔ Perfect Attendance (No absences/only 1 tardy and 1 early dismissal)
- ➔ S.O.A.R. Award and Citizenship Award (awarded to one student from each class)
- ➔ Music, Art, Computer, and Physical Education Award (awarded to one student from each class)

Grading Scale

100 – 90	A	Excellent	89 – 80	B	Above Average	
79 – 70	C	Average	69 – 60	D	Low, but passing	Below 60 Not passing

HOMEWORK: The purpose of homework is to provide extra practice and reinforcement of classroom learning. Parents/Guardians can best help their children with homework by designating a time and comfortable place to work. Parents/Guardians should go over the work with the child but not do it for him/her. Parents/Guardians should expect to see graded work weekly. This work should be examined and problem areas should be reviewed and discussed with the student. Sign the papers and return them to school the following day. A signature does not signify the Parents/Guardians’ approval of the grades, but it does provide proof to the teacher that the Parents/Guardians have seen them.

Homework is an extension of classroom learning. The expectation is that students receive homework at least two (2) nights a week. The amount of homework should not exceed 30 minutes for grades K-2 and 45 minutes for grades 3-5. Teachers are expected to send home graded work weekly/bi-weekly.

HONOR ROLL AND PRINCIPAL’S LIST (Grades 2-4): In order to be eligible for the Honor Roll, a student must have as many or more grades in the “A” range as the “B” range, with no grade below a “B” and no unsatisfactory grades (5) in conduct, art, music, or physical education. The Principal’s Honor Roll is for students who make all A’s in a six week period. Please see Grading Scale for grade chart.

ILLNESSES: Parents/Guardians will be called to pick up students who have any of the following: temperature over 100 degrees, vomiting, diarrhea, and/or are too ill to stay at school. No child with a contagious disease will be allowed to attend school. This includes such diseases as pink eye, chickenpox, ringworm, impetigo, and head lice. The student will be sent home from school and must remain there until this disease is no longer contagious and/or a signed letter from an attending physician or the health department is presented to the student’s teacher.

All school records must contain up-to-date information. This includes the name, address, and home telephone number of the Parents/Guardians/guardian. If a Parents/Guardians works outside the home, that number also needs to be included. If any changes occur during the school year, it is the Parents/Guardians’ responsibility to notify school personnel of the change.

LUNCH SCHEUDLES

11:30a-12:00p **PK**

11:45a-12:15p **Kindergarten**

11:20a-11:50a **1st grade**

12:30p-1:00p **2nd grade**

10:30a-11:00a **3rd grade**

11:00a-11:30a **4th grade**

Brunch Schedules

9:00a-9:30a **PK**

8:45a-9:15a **Kindergarten & 1st grade**

9:15am-9:45am **2nd grade**

8:15am-8:45am **3rd & 4th grade**

PARENTS/ TEACHER CONFERENCES: The Parent/ Teacher conference for 2016-17 school year is scheduled for Tuesday, November 8. However Parents/Guardians may request a conference as it is deemed necessary. For these conferences, which shall be scheduled at prior to school (7:30am), during the teacher’s planning period, or after school (3:30pm), must be arranged by calling the school secretary, Aprile Futrell. Frequent communication between the school and the home is also strongly encouraged.

REPORT CARDS: Report cards are sent out after the end of each nine-week grading period for students in grades K-4. Parents/Guardians shall sign the report card, and students shall return the report card to school as soon as possible. A signature does not denote agreement or disagreement with the grades. The signature is the school’s way of knowing that the Parents/Guardians have seen the report card. If Parents/Guardians have questions concerning the report card, they may call the school office and request a conference with their child’s teacher(s). Progress Reports are also sent home in the middle of the nine week grading period.

Reporting Dates

Progress Reports: September 7, November 16, February 18, April 26

Report Cards: October 17, January 10, April 3, May 25

STANDARD SCHOOL ATTIRE (SSA): Standard dress code for Bellshire will be as follows:

Shirts - Only golf-type shirts (no zippers), button-front shirts, and turtlenecks will be permitted. Only the top 2 buttons may be unbuttoned. A vest may be worn in the uniform colors.

- Must have a collar and may be in any solid color.
- Must be the appropriate size and must be tucked in and remain tucked in at all times.
- Bellshire Design Center school t-shirts are also considered a part of SSA.

Pants – Only khaki colored, navy blue, or black twill pants (hemmed or cuffed) of cotton or blend will be permitted.

- Pants must be worn and fitted at the waist line. Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.
- Capri style pants may be worn by female students.
- Pants with draw strings are permitted.
- Pants leg cannot be rolled up exposing the leg and must be free of holes, rips, or tears.

Belts – must be worn at all times through the belt loops and buckled.

Skirts/Dresses/Shorts - All skirts, dresses, jumpers, and shorts must be solid, khaki, navy, or black and be a twill cotton blend.

- Skirts, dresses, and shorts must go to the knee and there must be no slits in skirts above the knee.

Footwear

- Shoes must be worn at all times.

- Dress/casual shoes, sandals, or athletic shoes are to be worn and must be properly fastened.
- Flip flops are not to be worn.

Coats/Jackets

- Students may wear any color heavy coat to school, but it must be stored in a locker or designated location when the student gets to school. Heavy coats may not be worn in the classroom. Sweaters or pullover windbreakers, without hoods may be worn.
- Large, oversized coats and jackets or trench coats are not permitted within the school building.
- Coats and jackets must not have drug, alcohol, gang related, gambling, or other such messages or pictures.

Headwear

- No headwear is to be worn in the school building, unless for religious or cultural purposes.
- No sweatbands are to be worn in the school building.
- Headwear may be worn on school buses but must be removed and stored upon arrival at school.
- Girls may wear head bands such as those worn to hold hair in place while in the school building.

Additional Guidelines

- Skull and cross bone apparel including earrings, backpacks, coats/jackets, etc. are not permitted.
- Anything that is distracting or disrupts the instructional day will result in the student being sent home to make the necessary adjustments to their appearance. This includes hair styles and color.

A basic consideration is that apparel should not jeopardize a student's health and safety, be disruptive in any way, or interfere with the learning process of other students.

Expectations and Consequences: Students are expected to adhere to the SSA policy at all times during the regular school day. If a student arrives at school and is not in compliance with the standard dress policy, he/she will not be allowed to attend classes. The student will be detained and Parents/Guardians will be called to bring appropriate clothing for the first violation. Subsequent violations will result in a conference with Parents/Guardians for further disciplinary consequences.

TELEPHONES: Students should ask to use the telephone only in case of an emergency. Permission must be granted by the teacher. Parents/Guardians are encouraged to call their child's teacher at a time when classes are not in session (before 7:45 A.M. or after 3:15 P.M.). Students are not permitted to have cell phones at school.

TRANSPORTATION SERVICE: MNPS provides buses to transport students to and from school. While MNPS furnishes transportation, it does not relieve Parents/Guardians of students from the responsibility of the supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus, he/she becomes the responsibility of MNPS. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. Rules of conduct have been developed to provide a safe and pleasant environment for students while being transported.

The school bus is viewed as an extension of the classroom and behavior problems may be referred to an administrator. Riding the bus is a privilege; the privilege may be removed if infractions are serious and/or repetitive.

VISITORS TO THE SCHOOL AND IN THE CAFETERIA: Parents/Guardians are encouraged to visit the school and to eat lunch with their child. We want Parents/Guardians to become involved in the education of their children. Upon entering the building, the Parents/Guardians should have a photo id available and check in at the office to obtain a visitor's pass and report back when leaving. Parents/Guardians are not allowed to go to the classroom during instructional time unless a teacher and/or Administrator contacts the Parents/Guardians in regards to the students behavior or if the Parents/Guardians have pre-scheduled an appointment with the teacher and/or Administrator,

WEAPONS: Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon or toy weapon in school buildings, on school grounds, on school buses, or at any school sponsored activity, function, or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. When it is determined that a student has violated this policy, the principal of the school shall notify the student's Parents/Guardians or guardian and the criminal justice or juvenile delinquency system as required by law.

This document is provided for your convenience and the rules, regulations, procedures and articles described in it have been established to create the best possible learning and working environment. Information included in this document was compiled using the MNPS Policy and is subject to change and modification.