



DuPont Tyler Middle Prep Handbook School-Wide Discipline Plan 2015 – 2016

*Damon R. Cathey, Ed.D., Principal
Ashley Croft, Asst. Principal*



DuPont Tyler Middle

Middle Preps of Nashville

The mission of DuPont Tyler Middle Prep is to provide diverse learning experiences in a safe and orderly environment for the purpose of improved student learning across the curriculum.

www.duponttylermsmnps.org

www.facebook.com/DuPontTylerMiddlePrep

Twitter ~ @MNPSDuPontTyler

**DuPont Tyler Middle Prep
431 Tyler Drive
Hermitage, TN 37076
(615) 885-8827**

**HOME OF THE BULLDOGS!
MESSAGE FROM THE PRINCIPALS**

2015-2016 School Year

Dear DTMP Parent/Guardian,

Welcome to the 2015-2016 school year! Tennessee Code Annotated requires every school district summarize the general rules and regulations regarding student conduct which are in effect in the school district. The law further requires such rules and regulations be made available to all students and their parents or guardians. This handbook has been prepared to explain and clarify the procedures, policies, and regulations at DuPont Tyler Middle Prep. You are urged to contact Dr. Cathey (damon.cathey@mnps.org), Ms. Croft (ashley.croft@mnps.org), Ms. Danette McMillian (danett.mcmillian@mnps.org), or Ms. Karya Evans (karya.evans@mnps.org) if you have any questions.

DuPont Tyler Middle Prep has a history of fine academic and extracurricular accomplishments. We expect our students to meet the academic goals set and to carry on the traditions necessary to make our school an exceptional place. Your child will benefit from everything DuPont Tyler has to offer by being actively involved in his/her classes and the programs offered. Ultimately, it is our goal and responsibility that every student loves DTMP in 8th grade,

- ✓ Ready for High School**
- ✓ Score at least a 16 EXPLORE or other college-readiness measures**
- ✓ Technology Ready**
- ✓ Completion of Service Learning**
- ✓ Participation in at least one extra-curricular activity/arts/sports**

Last, our school counselors, Ms. Leseanda Sanders and Ms. Shauna West, as well as our teachers are always ready to assist you. If you encounter difficulties, seek out any of our trained professionals and we will do our best to help you. We are here to make your school year as successful, yet academically challenging, as possible. We welcome the opportunity to serve you.

**Most Sincerely,
Dr. Damon Cathey
Executive Principal**

**Ashley Croft
Assistant Principal**

District Mission and Vision Statement

MISSION and VISION

Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work and life.

We embrace and value a diverse student population and community. Different perspectives and backgrounds form the cornerstone of our strong public education system.

TO SUCCEED WE MUST

- Provide an excellent teacher in every class, for every student, every year;
- Ensure that school leadership is focused on high student achievement and cultivates an environment that produces excellence for a diverse student body;
- Build and sustain effective and efficient systems to support finances, operations and the academic and personal growth of students;
- Engage all families, recognizing the power and responsibility of parents and caregivers to drive success for students; and
- Strengthen connections with the entire community to support all areas of student growth.

WE BELIEVE

- All students bring unique cultural backgrounds, learning styles, abilities, interests, and social and health needs.
- Each student can achieve at high levels, exceeding national standards.
- Quality school staff is essential to academic excellence.
- Consistent and sustained leadership ensures results are achieved and proven strategies can take hold.
- Professional development must be sustained, clear and consistently focused on quality instruction.
- Families and community organizations must be partners in meeting our goals.
- Each person in the school system is responsible for working toward this vision.
- Effective, two-way communication with parents and other stakeholders is essential.
- Transparency and accountability must be valued and practiced.

MNPS Middle School Vision

Vision – Metropolitan Nashville middle school students perform at the highest level of social, emotional development and academic achievement while preparing for college.

Mission – Metropolitan Nashville middle school students learn in a personalized environment where they are valued, respected, and challenged. Students will experience rigorous academics, engaging activities, and creative arts in a safe environment with caring and nurturing adults.

We value:

- All students and their individuality
- Engaging, creative, and challenging experiences that foster purposeful learning for each student.
- Multiple learning and differentiated teaching techniques used to personalize learning.
- Courageous and collaborative leaders that inspire all to excel.
- Systems that enhance learning and foster meaningful relationships.
- An inviting, safe, and supportive school community.

5 Characteristics of a MNPS 4th Grade Student

- ❖ Ready Academically, Socially & Emotionally for Middle School
- ❖ Predicted to score a 21 on the ACT
- ❖ Completion of a technology portfolio
- ❖ Completion of Service Learning
- ❖ Social Emotional Learning Skills Readiness

5 Characteristics of a MNPS 8th Grade Student

- ❖ Ready Academically, Socially & Emotionally for High School
- ❖ Predicted to score at least a 21 on the ACT
- ❖ Technology proficient
- ❖ Completion of service learning
- ❖ Participate in at least one co-curricular activity

5 Characteristics of a MNPS Graduate

- ❖ A plan for postsecondary education and career
- ❖ At least a 21 composite score on the ACT/990 on the SAT
- ❖ At least one course completed online
- ❖ A work-based or service learning experience, or a capstone research project
- ❖ College credit, a nationally-recognized professional certification, or both

District Website: www.mnps.org

@DTMP We believe:

- 1. We believe all students can learn and reach their full potential.**
- 2. We believe our instruction must be developmentally appropriate and encourage positive attitudes toward learning.**
- 3. We believe a safe, orderly, comfortable environment promotes student learning.**
- 4. We believe accountability for student success, gauged through appropriate assessments, should be shared among students, parents, teachers, and administration.**
- 5. We believe that by providing a variety of experiences, we will help students develop decision-making techniques and strategies to help them discover their strengths, be proud of who they are, and be responsible for their own choices.**
- 6. We believe that with a wide variety of extracurricular activities, students will increase not only in academic achievement, but also in leadership opportunities, positive behaviors and lifelong learning skills.**
- 7. We believe all stakeholders are responsible for adhering to state and district policies.**

Questions

Please call the MNPS Customer Service Center at 615/259-INFO (4636) or your child's principal.

Policies are subject to be modified or added throughout the school year. The current text of all policies is available in the following locations:

- The Metro Schools' website at www.policy.mnps.org;
- Metro Schools Customer Service Center, 259-INFO (4636);
- Your local school

Spanish - Si usted necesita información adicional o si tiene alguna pregunta, por favor llame o contacte al director de su escuela.

Somali - Haddii aad u baahan tahay macluumaad ama aad qabto su'aalo, fadlan u dir maamulaha iskuulka telefoon.

Vietnamese

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

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

Kurdish

بوزانیاری زیاتریان هه‌رپسیاریک ، تکایه په‌یوه ندی بکه به به‌رئوبه‌ری قوتابخانه .

Korean

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

Lao

ຖ້າທ່ານຕ້ອງການຂໍ້ມູນເພີ່ມເຕີມ ຫຼື ມີຄໍາຖາມ ວ່າ ກິດຈະກຳ ທີ່ ຈັດ ເຮັດ ມາ ທີ່ ທຳ ທ້າມ ຜູ້ ອຳ ນວຍ ການ ຂັ້ນ ຈັດ ທຳ ທ້າມ ທີ່ ບາງ ການ .

Arabic

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

General Information about DuPont Tyler Middle Prep

Program Highlights

- ❖ Academic competition (i.e. Forensics)
- ❖ Before/After School tutoring – NAZA, MNPS Extended Learning Programs
- ❖ High School Credit Class (Algebra 1 and Spanish 1)
- ❖ Literacy Coach; Numeracy Coach
- ❖ Recess grades 5-8
- ❖ Related Arts: Art, Band, Physical Education, and Orchestra
- ❖ School Counselors
- ❖ Social Worker
- ❖ PTO
- ❖ Variety of Clubs

Absences Reference MNPS policy # SP.6-113

- Always bring a note when you return to school to explain your absence. A note must accompany your child upon his/her return to school if the absence is to be excused. All excuse notes should be submitted to Ms. Gavin in the main office immediately upon arriving at school following the absence.
- Excused Absences: student illness, death in the family, religious holidays, or family emergency when student is needed to help with family responsibilities
- Vacations are unexcused. Teachers are not required to give make-up work.

Regular attendance is extremely important! Research has proven middle and high school students who miss a lot of school are less likely than their peers to graduate high school. Parents should send their children to school to improve their child’s quality of life. Please make every effort to have your child at school each day and on time. 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. After five

unexcused absences, an attendance worker will refer the student to the cluster support team (truancy).

Daily Attendance – Schools around the district are being monitored by the hour for daily attendance. Tardies, missing class periods, partial days, and/or checking out early from school will be monitored on a regular basis. Students and parents are encouraged to schedule appointments, vacations, trips, etc., at a time so that children can remain in school each day, all day.

Make up Work – Students with an **EXCUSED** absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. Make up work must be requested by the student or parent no later than three days after returning to school. The work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed. At the PreK-12 level, students with **UNEXCUSED** absences **will be provided the opportunity to make up work**. A suspension is classified as an unexcused absence.

Early Dismissal – Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 3:30 p.m.** 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.**

Tardiness – Students are expected to arrive on time for school each day. Excessive tardiness and early dismissals are documented and may be turned over to our social worker if deemed necessary.

- Students arriving between 8:35 and 8:55 a.m. will report directly to class.
- A warning bell sounds at 8:50 a.m. and classes begin promptly at 8:55 a.m.
- Students arriving after 8:55 a.m. will report to Mr. Damon Hayes to sign in and receive an admit slip.
- The teacher will record the students arriving in class after 8:55 a.m. as tardy and document the time when the student arrives to class.
- All students arriving in class after 8:55 a.m. are tardy to school.
- Students arriving after 8:55 a.m. are tardy and must be signed in by an adult in the office. The office staff will enter the tardy into the student management system.

Arrival and Dismissal / Early Dismissal

School begins at 8:55 a.m. School doors open at 8:35 a.m. for breakfast, please do not drop off your child any earlier due to lack of supervision. Students eating breakfast will enter the building at 8:35 to eat in the cafeteria. At 8:40 all other students enter the building and report **immediately** to homeroom. Breakfast is only eaten in the cafeteria. No outside food or food from the cafeteria will be permitted in the hallway or classrooms. Students must be seated and ready to begin the instructional day when announcements begin at 8:55 a.m.

Changes to a child's transportation over the phone prevent us from fully focusing on dismissal safety. Please communicate all dismissal and transportation needs with your child prior to the

start of the school day. 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 the adults listed on the student profile form. Anyone picking up a child must show identification.

Car riders load/unload in front of the school. Buses load/unload on the back side of the school near the portable.

Birthday Parties Reference MNPS policy # IM 4.146 Appendix A

Birthday parties are not allowed during school hours. If parent/guardian wishes, they may send in a healthy snack (See policy at www.mnps.org) to be eaten during lunch time in the cafeteria. Party invitations may not be given out at school, unless invitations are brought for every child in the classroom.

Breakfast and Lunch

The district is working with CEP (Community Eligibility Program) this school year. After completing an economic survey your child will be eligible for Free Breakfast and Free Lunch. The economic survey is mandatory for all students. Breakfast is served daily in the cafeteria @ 8:35 a.m. Students should arrive by 8:40 a.m. if eating breakfast. Snacks are available for purchase only. No charges will be allowed for snacks. The cost of lunch for adult visitors is \$3.75 and adult holiday meals are \$4.50. Because we attempt to respect the learning environment, no food is allowed in the classroom. As a visiting parent for lunch, you must eat with your child only. There is a designated space for this in the front lobby.

Bullying Reference MNPS policy # SP.6.110

MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal must take prompt action to prevent future harm. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior.

“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. Bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Any incidents that occur in an after-school program will be referred to the afterschool program provider for discipline.”

- For additional information regarding cyberbullying, follow the link <http://cyberbullying.us>. This website provides guidelines for preventing and responding to cyberbullying incidents.
- Also, please review Code 83-13 in your MNPS Student-Parent Handbook. Threats communicated via electronic transmission may be considered a **Zero Tolerance Offense**. Please be informed and inform your child.

Buses

- Obey the bus drivers' instructions
- Remain in your seat on the bus
- Keep your hands, feet, and objects to yourself
- Talk quietly
- Students who live at least 1.25 miles from school may ride the bus
- Bus drivers must approve any requests for additional passengers-this must occur a day in advance of the request

A bus driver's job is an EXTREMELY difficult task. The school makes every effort to support them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school.

Communication

Because it is important we partner with parents for the success of our students, DTMP has a number of tools to assist with teacher-parent communication. While a monthly newsletter will be sent home, we encourage parents to also utilize these additional communication tools.

- *Email.* Send an email to DuPontTylerMP@gmail.com to request to be added to our email list.
- *Facebook.* www.facebook.com/DuPontTylerMiddlePrep
- *Twitter,* @MNPSDuPontTyler
- *Text.* Text @dupontty to (516) 874-5843 to be added to our list.
- *Website.* www.duponttylerms.mnps.org

Conferences

The faculty is ready to discuss any concerns you might have about your child and his/her experiences at our school. To protect the instructional time of our students, please call and arrange a convenient time to meet with your child's teacher.

Custody

Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent's visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

Disruptive Influences

Radios, IPODS, MP3 players, CD players, cameras, video games, video game equipment, sports cards, sports equipment (basketball, football, etc.), dice, pointers, or toys of any kind which may disrupt the classroom may not be brought to school. Such items will be confiscated by school

staff and returned to the student at the discretion of the building administrator or stored in the main office for parent retrieval. Students will be given the opportunity to claim their unretrieved item(s) on the final day of the school year. Unclaimed items will be discarded thereafter. As such items are not allowed on campus, the school is therefore not responsible if said items are stolen. Students may also be subject to disciplinary action for bringing disruptive items to school. Any items confiscated that are weapons or items used as weapons will be turned over to the police department and will not be returned.

Drugs and Alcohol

Receiving, possessing, using, giving, selling or being under the influence of any illicit drug or narcotic is prohibited. Expulsion from any MNPS school, except a program for such offenders and notification of police for charges, are the penalties for this offense. Receiving, having, giving, selling or being under the influence of alcohol will result in suspension for the first offense, and Referral to Coordinator of Student Discipline for second offense. The police will be notified for charges.

Emergency Information

The Student Emergency Information 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 our records.**

Grades and Report Cards

The report card issued to each student every nine weeks is the school's method of reporting academic progress, attendance, and conduct, to the home. Parents are encouraged to call the school if these fail to reach home. At midpoint each nine weeks, progress reports will be sent home with all students. In addition, parents may monitor their child's grades daily on Gradespeed.

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

Hall Pass

Any student in the hall is expected to have a DuPont Tyler Bulldog Pass. Students who do not have a hall pass are considered to be skipping class. During class time, students may not use the restroom without permission from the teacher.

Hallways

While traveling through the hallway, our students should do the following:

- Use appropriate voice levels during class change
- Walk, not run, on the "right" side of the hallways away from the wall
- Keep hands, feet, and objects to yourself

Homework Policy

Homework is an extension of classroom learning.

Illness

- Your child's health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home **a full 24 hours without symptoms** before returning to school.
- **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 you have obtained a statement from your physician or the Health Department stating that your child is lice free. You may visit Lentz Health Center for a health care release (free of cost). A student's absence will only be excused for three days following being sent home for infestations.
- **Strep Throat** – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.
- **Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or "pink eye", your child must have a doctor's statement stating the child is not contagious and may return to school.

Liability for Textbooks and Other School Materials

It is the responsibility of the school principal to protect school properties including textbooks, **band instruments, electronic gear, and other loaned materials and equipment**. The principal or principals' designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged **materials** at the replacement cost.

- Refuse to issue any additional textbooks until restitution is made
- Withhold grade card in all subjects, diplomas, certificates of progress, or transcripts until restitution is made.
- **Exclude students from school events, including graduation.**

Lost and Found

- Place lost articles in the lost and found which is located in the **main office**.
- Report articles as soon as they are missing
- Please have your child check the bin for their missing items.

Library – Limitless Libraries

Limitless Libraries is a cooperative project between the Nashville Public Library and Metro Nashville Public School libraries. The program currently provides outreach services to all middle and high school students. Students school ID card/number serves as their library card, which they can use at their school library or any of the 21 branch libraries in Davidson County. With their card, students may:

- Get Nashville Public Library books, audiobooks, movies and music CDs delivered to their school.
- Checkout up to 25 items from Nashville Public Library at one time, with up to 10 items being DVDs.

Students should visit the DTMP library for more information.

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 we can abide by your wishes, please complete the media permission located in the Student Code of Conduct book and return to your school.**

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 also included on the signature page of the Code of Conduct Book, if you would like for your child to participate.

Medication Reference MNPS policy # SP 6.129

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

Office Routines

The office is a quiet place where adults work to meet the needs of students. If a student is sent to the office, he/she should remember the following:

- Come into the office quietly without disturbing others and their work
- Wait quietly at the counter to be acknowledged by an adult
- Wait for someone to assist you if you need medication
- Ask permission before using the telephone
- ***Never walk behind the counter without permission from an adult***

PTO

Our School's Parent Teacher Organization needs your support. Please see the office staff for additional information including dates of fundraising events.

Recognition Lists

We are proud to honor students who demonstrate outstanding accomplishments, for example, character education awards and honor roll. If you do not wish to have your child or your child's name publicly recognized, please fill out the form in front of the Student Code of Conduct book.

School Visitors

We welcome visitors to our school! Please report directly to the office, sign in, and obtain a visitor's badge. Faculty and staff members are to challenge anyone who does not have a visitor's pass.

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 well.

Technology (Student Use of Personal Technology) MNPS Policy #SP 6.107

Middle and Elementary School

A student may possess a cellular telephone or other personal technology on school property. Use of such technology will be at the discretion of the building administrator. If the building administrator elects to allow modified use of personal technology, plans must be submitted to the appropriate tier-level Associate Superintendent or Executive Director for approval. At DTMP, cell phones must be silenced and out of sight at all times, unless usage is directed by the teacher for instructional reasons. Confiscated cell phones will only be returned to a parent/guardian.

Assumption of Risk

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices.

Use of Personal Technology during Classroom Instruction

Use of personal technology during instructional periods is prohibited except when used as an aid to instruction at the discretion of the classroom teacher and building administrator. If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes which are found to be disruptive to the school environment. Disruption of the school environment shall be determined by school administration and faculty.

Consequences for Violation

Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside these parameters will result in confiscation of the technology until such time as it may be at the discretion of the building administrator. While the classroom teacher may confiscate personal technology devices used in violation of this policy, those devices which are confiscated are sent to school administration. **Therefore, personal technology devices may only be retrieved from office administration during designated office hours by a parent or guardian.** (Please see the continuum for more details.)

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.

Security

During school hours, teachers, personnel, visitors, etc., must enter and exit through the front doors of the building. Side and rear doors will be closed and locked during school hours.

Counseling Referral

Students who seem to be struggling behaviorally, academically, socially, or personally may be referred to their assigned school counselor. The school counselors are specially trained to help students with particular issues such as self-discipline, goal planning, grief and loss, family issues, conflict resolution, coping skills, and appropriate interactions with others. School counselors can, when necessary, make referrals to appropriate mental health providers outside of school. The school counseling office referral process is available online (<http://goo.gl/forms/wQjLbZmHj4>) for students as well as teachers.

Social Worker Referral

Students who seem to be struggling behaviorally, academically, socially, or personally may be referred to the school social worker with parent permission.

It is the policy of the Metro-Nashville Board of Public Education that any school employee who knows, or reasonably suspects, that a child's health or welfare has been harmed as a result of abuse or neglect must immediately report such abuse or neglect to the Davidson County office of the Tennessee Department of Children's Services. The Metro Nashville Public Schools Office of Student Services and the Metro Nashville Police Department will also be notified. Students are strongly encouraged to report abuse or neglect to an adult in the school building.

DuPont Tyler Middle Prep Discipline Plan

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, DuPont Tyler Middle Prep will implement a response to discipline that is individualized and restorative.

Over the course of the past two years, our response to discipline has changed. Part of the change has been out of our response to various programs such as Positive Behavior Intervention Strategies (rewards/punishments) and Responsive Classroom Middle School where the social curriculum is fully merged with the academic curriculum.

Our goal throughout has been to help create a sense of belonging where children truly care about themselves and each other and develop academic as well as social-emotional competencies. Our goal remains the same.

As we continue the transition to a more socially and emotionally competent student-body, it is our intention to model the behaviors we want to see in our students. Rather than always associating a punishment with a behavior, we want our students to fully grasp the impact of their behavior and the behavior necessary to make “the wrong” right. This movement is an approach to discipline known as **restorative practices**.

Transitioning to **restorative practices** will require ongoing training for our teachers as well as our students. Still, the entire school will function with four basic rules in mind that support the underlying premise of **restorative practices** which rests with the belief that people will make positive changes when those in positions of authority do things *with* them (model) rather than *to* them (punish) or *for* them. *Wachtel & Costello (2009), The Restorative Practices Handbook*

**BE RESPONSIBLE
BE RESPECTFUL
BE READY
BE SAFE**

Throughout the year, we will model appropriate responses and restorative practices in the following formal and informal ways:

- **Restorative Basics** – Relationship building through understanding expectations and supporting students in meeting the expectations.
- **Community Circles** - Structured circles used with students and colleagues to build connectedness and define learning intentions.
- **Restorative Conversations** - Simple, scripted problem-solving conversations with students.
- **Brief Restorative Interventions** - A collection of referral-based, restorative, problem-solving interventions.
- **Classroom Conferences** - Structured problem-solving circles for large groups of students and their teachers.
- **Restorative Conferences** - Formal conferences to address specific incidents of serious harm.

In addition to the above, we will allow students opportunities to take control of their own behavior through reflection, taking 5-minutes/space & time, etc. In the event that restorative practices do not help a student make a positive change detention, Saturday School and or suspension will be utilized. Any of these actions will communicate to parents that all other efforts have been tried and failed. (See referral on next page for more information.)

Students will continue to be recognized for positive choices through incentives, programs, daily recognitions, and opportunities to lead.

Restorative practices are designed to build the capacity of students and staff to engage in proactive and responsive practices designed to prevent and repair harm caused by wrongdoing in the school community. Our implementation plan is as follows:

2015-2016 School Year

- **Train staff in RJ practices**
- **Introduce students to RJ Process during 1st day of school**
- **Restorative practices modeled in teacher meetings, advisory**
- **Restorative conferences held by teachers/administration to address behaviors**

2016-2017 School Year

- **Hone skills in implementing restorative practices – circles and conferences**
- **Promote student leadership in facilitating restorative practices with peers**

2017-2018 School Year

- **Develop shared leadership for the restorative practices**
- **Use data to customize restorative practices and inform school strategic planning**

For additional information related to student discipline and permissible/suggested actions, please refer to the MNPS Student-Parent Handbook 15-16.

DTMP's Dress Code Policy

1. ALL CLOTHING must be appropriately sized, no more than *one size larger than the student's actual size*. A belt should be worn if pants do not fit and stay at the waist. Sagging is strictly prohibited.
2. Pants must be navy blue, black, or a shade of brown/khaki. Jeans, sweat pants, pajama pants, and leggings are prohibited.
3. Shirts must be collared and solid in color. *See through clothing is never appropriate and is prohibited.*
4. Solid sweaters and sweatshirts with no graphics are permitted. DTMS logo sweatshirts will be allowed with a collared shirt worn underneath. All sweaters and sweatshirts must be worn with a collared shirt underneath.
5. Hooded sweatshirts, backpacks, drawstring bags, or purses or similar are not permitted in the classroom.
6. Students must wear appropriate shoes such as athletic shoes, loafers, dress shoes or other close-toe shoes. Bedroom shoes, slippers, and flip-flops are not allowed.
7. ID Badges will be issued at the beginning of the school year. ID Badges may be requested by an adult at any time. ID Badges will be required for most school-sponsored events, incentive activities, library check-out, and safety checks. Replacement ID's will cost \$5.00.
8. Head coverings such as bandanas, scarves, sweatbands, caps, do-rags or hairnets are not to be worn or seen during school time or school functions.

Please refer to District Policy below-

Personal Appearance and Dress Code:

<http://www.policy.mnps.org/AssetFactory.aspx?did=32534>

MNPS has a dress code policy, in efforts to incorporate restorative practices

Student Use of Personal Technology:

<http://www.policy.mnps.org/AssetFactory.aspx?did=48869>

What Is Parent Connection?

GradeSpeed Parent Connection is an internet, web based program that allows you to access your child's grades, assignments, attendance and teachers. Parent Connection has provided a much needed tool towards parent involvement, student accountability and teacher-parent communication.

Some Frequently Asked Questions:

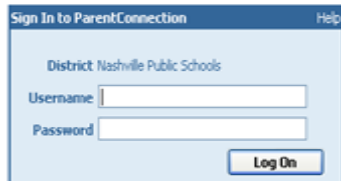
- 1) **How much does it cost?**
It is FREE – no charge!
- 2) **What’s required to join Parent Connection?**
An active email account, along with internet access and your child’s information (in order to add them to your account). It takes about 15 minutes or so of your time.
- 3) **What if I don’t have internet or an email account?**
Public accesses to Computers are available at Public Libraries and some Community Centers. Email accounts are free and easy to create.

Your child has an assigned ID number instead of their social security number. It can be found on their progress report or report card.

Create your Account

- 1) You must be the legal guardian or listed as a contact and provide proof of ID in order to access student information at the school.
- 2) Log-in to Parent Connection by typing the following in the address bar of your internet explorer:

<http://gradespeed.mnps.org/pc/>



- 3) Follow the steps to sign up. You begin by creating a username and password.
(If you used GradeSpeed-Parent Connection last year, your username and password are the same.)
- 4) Check your email for verification code.
- 5) Log in with the verification code.
- 6) Select “add a student” and enter your child’s information.



the message from GradeSpeed containing your
This may take a while to process.
username and password you created and enter the

Information needed in order to create an account with Parent Connection:

Student ID (Request this from the school). You will need your complete address, home phone, and an email address.

***Note:** Use this format for your child’s Date of Birth: MM/DD/YYYY

Important Dates

- August 25th - School-Wide Open House
- September 7th - Labor Day Holiday
- September 8th - Teacher In-Service (students don't report)
- September 9th - Progress Report
- October 19th - 1st Report Card
- October 21st - 1st Quarter Awards Day
- November 3rd - Parent/Teacher Conference Day
- November 18th - 2nd Progress Report
- November 25th – 27th - Thanksgiving Holiday
- December 18th - ½ - Day for Students
- December 21st – January 1st - Winter Holidays
- January 4th - Teacher Planning Day (students don't report)
- January 5th - Teacher In-Service Day (students don't report)
- January 6th - Students report for 2nd Semester
- January 11th - 2nd Report Card
- January 13th - 2nd Quarter Awards Day
- January 18th - Martin L. King Holiday (students don't report)
- February 10th - 3rd Progress Report
- February 15th - Development Day (students don't report)
- March 16th – 18th - Intercession
- March 21st – 25th - Spring Break
- March 28th - Teacher Planning Day (students don't report)
- April 4th - 3rd Report Card
- April 6th - 3rd Quarter Awards Day
- May 25th - ½ day for Students

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Director of Schools

New Director will be announced July 2015

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.)

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