



Robert E. Lillard
**Handbook &
School-Wide Discipline Plan
2016-2017**

Derek Sanborn, Principal



"Every day is a learning day at Robert E. Lillard"

The **vision** of Robert E. Lillard Elementary School is to ensure that each student will achieve a year of growth or more in all academic areas.

Our **mission** is to challenge each student to become a lifelong learner by reaching his or her potential through creative and critical thinking in a safe learning environment.

*School Address: 3200 King's Lane Nashville, TN 37218
Phone: (615) 876-5815 Fax: (615) 876 - 5815*

District Vision Statement

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.

District Website: www.mnps.org

School's Belief

At Robert E. Lillard:

- We believe all children can learn when provided with research-based, high quality, differentiated instruction.
- We believe in high expectations for all students and believe all students can learn all standards taught to their full potential in order to become contributing members of society.
- We believe our children should have a safe, engaging, organized, stable environment with consistent expectations.
- We believe instructional interactions should be positive, meaningful and meant to meet the diverse needs of each child.
- We believe assessments should be data driven and be used to improve, individualize and guide instruction.
- We believe we need to support our students by providing a safe environment with before, during and after school resources to assist a struggling child.
- We believe in effective communication and collaboration with all stakeholders to build a sense of trust and a climate where people want to be involved.
- We believe decisions should be made with knowledge of a problem, how it relates to our policies and procedures, and then align our plan of action with our mission, beliefs and vision.

School Motto

“Every day is a learning day at Robert E. Lillard”

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 vi hiệu-trưởng của trường số tại.

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

Kurdish

بوزانیاری زیاتریان هه‌ر پسیاریک ، تکایه په‌یوه ندی بکه به به‌ریوه‌ری قوتابخانه .

Korean

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

Lao

ຖ້າທ່ານມີຄຳຖາມ ຫຼື ມີບັນຫາໃດໆ ທີ່ຕ້ອງສອບຖາມ ຫຼື ຖາມ ທີ່ເຮົາບໍ່ສາມາດຮູ້ຈັກໄດ້ ຈົ່ງຕິດຕໍ່ພົວພັນ ຫາກທ່ານ ບໍ່ສາມາດ ຮູ້ຈັກໄດ້ ຈົ່ງຕິດຕໍ່ພົວພັນ ທີ່ເຮົາບໍ່ສາມາດຮູ້ຈັກໄດ້.

Arabic

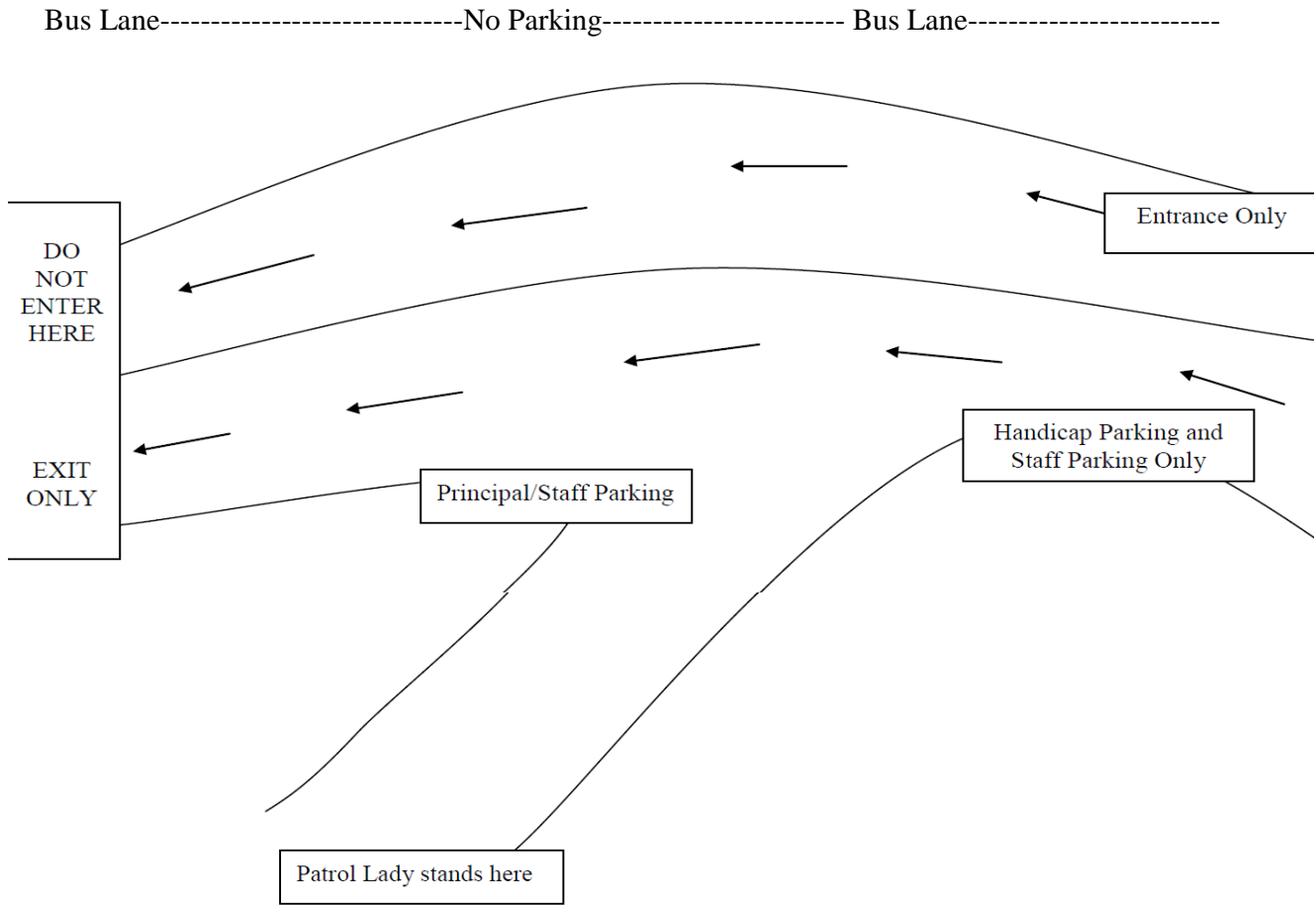
إذا كنت تحتاج إلى مزيد من المعلومات أو لديك أي سؤال ، رجاءً اتصل بمدير المدرسة .

Arrival and Dismissal Plan

Directions: Arrival Procedures
Please enter at the area marked "Entrance." Use the lane next to the fire lane only. Drive to the area designated by the yellow cones. This is the beginning of "Student Drop-Off." Please stay in a single line for drop off. Staff members will be available to assist students from your vehicle by walking your child to the sidewalk to enter the building. Buses will use the bus lane for student drop off.
Parking: Do not park in areas designated for staff/principal parking. Visitor parking is located at the south-end of the building.



Directions: Dismissal Procedures
Please enter at the area marked "Entrance". Use both lanes and pull down to the end of the driveway. Please remain in your vehicle. Have student's name(s) visible for staff to read. Staff members will assist in escorting your child to the appropriate vehicle. No Students will be dismissed to parents from the dismissal area or the doors. Buses will pick up students in the designated bus lanes. Staff will escort students to their bus.
Parking: If you should need to speak to your child's teacher, you will need to park in the Visitor parking located at the south- end of the building.



General Information about *Robert E. Lillard*

Program Highlights

- ❖ Balanced Literacy
- ❖ Balanced Math
- ❖ Writing Across the Curriculum
- ❖ Related Arts Classes: Art, Music, Physical Education, Computer Lab
- ❖ Character Education
- ❖ Awards Celebrations (Academic and Character Awards)
- ❖ Accelerated Reader reading program (K-4)
- ❖ Coach for Literacy & Numeracy
- ❖ Coordinator –School and Community Based Support
- ❖ Reading Assessments, Math Assessments, and Writing Assessments
- ❖ School Counselor and Classroom lessons
- ❖ Vanderbilt Counselor
- ❖ 6 Mobile Computer Classroom Labs
- ❖ Music/Art Shows
- ❖ Family Nights and Events

Emphasized Character Education Traits

- ❖ Respect & Responsibility
- ❖ Kindness, Friendship & Caring
- ❖ Perseverance
- ❖ Honesty
- ❖ Courage
- ❖ Self-Control
- ❖ Citizenship & School Spirit

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.

- 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! 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.

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 at the discretion of the classroom teacher or building administrator.** A suspension is an unexcused absence.

Arrival and Dismissal

School begins at 8:00 a.m. School doors open at 7:40 a.m., please do not drop off your child any earlier due to lack of supervision. Students are allowed to go to classrooms at 7:40 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. Students are dismissed at 2:55 p.m. Children must be picked up by 3:10 p.m.

Birthday Parties Reference MNPS policy # IM 4.146 Appendix A

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

Before and After School Care

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

- YMCA Fun Company
- Cathedral of Praise
- Mini Rock Stars

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 in the classroom is served daily starting at 7:40. Students should arrive by **7:45** 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.

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.”

Buses

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

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

Conferences

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

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.

Early Dismissal

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

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 profile form. Anyone picking up a child must show identification.

Fees

On other occasions, parents may be asked to pay for field trips, donate items used for special activities, or class snacks.

Grades

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

1. Sending student TCAP results home annually
2. Sending Report Cards after each grading period
3. Sending Progress Reports home in the middle of each grading period
4. Making electronic gradebook accessible to parents for daily monitoring of academic progress

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.

Homework Policy

Homework is an extension of classroom learning. All classes will have homework at least three to four nights each week. It is suggested that the amount of homework not exceed 30 minutes for grades K-2 and 45 minutes for grades 3 - 4.

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.

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- **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 outside the cafeteria.
- Report articles as soon as they are missing
- Please have your child check the bin for their missing items.

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 on the MEDICATION FORM. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR and THEY MUST MATCH THE LABEL. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER. Permission slips are available in the office. We discourage bringing antibiotics to school. Most can be given conveniently before a child comes to school and then immediately after getting home in the afternoon.

Money

Please do not allow your child to bring money to school for anything other than snacks, supplies, field trips, bookstore purchases, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:

- Child’s name
- Teacher’s name
- Amount enclosed
- Purpose of sending the money

Checks are permitted. Any checks returned for insufficient funds will eliminate that family’s privilege of writing a check to the school or the cafeteria. A significant fee will also be charged by our check collection agency.

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

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 will stop 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.

Student Verification Form

The Student Verification Form is **EXTREMELY IMPORTANT**. Please return it as soon as possible. Telephone numbers, cell phones, work phone, pagers, and emergency contacts are especially important in the event of illness or emergency. Should these numbers change during the school year, please notify the school office immediately, so that we may update our records.

Tardiness

Students are expected to arrive on time for school each day @ 8:00a.m. Excessive tardiness and early dismissals are documented and may be turned over to our social worker if deemed necessary.

Toys

Toys, games, trading cards (of any kind), music players, game players, headphones, and other like items, should not be brought to school unless requested by a teacher IN WRITING for special purposes. If an item of this nature is brought without the teacher's permission, the item will be held at school until picked up by a parent. At the end of the school year, all unclaimed items will be discarded. The school is not responsible for any toys that are lost or stolen.

Robert E. Lillard Design Center Discipline Plan

Be Safe

Be Respectful

Be Responsible

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, Robert E. Lillard Design Center will implement a School-wide Discipline Plan.

District's Expectation for Positive Student Behavior:

Robert E. Lillard Design Center will provide a school-wide discipline plan to each Executive Director by the 2nd week of August annually. It is expected for the Discipline Committee to convene twice during the school year at the end of each semester to review and revise the school plan as needed.

Robert E. Lillard Design Center Expectations:

The school staff will:

- Notify students and parents of the Discipline Plan verbally and in writing at the beginning of each school year and upon enrolling new students at the school during the school year
- Implement the Plan
- Monitor/Evaluate the Plan
- Revise/Update the Plan

Behavior Expectations*

We expect all learners at Robert E. Lillard Design Center to:

- Be honest and trustworthy.
- Use courteous, respectful language and good manners.
- Be in control of yourself, so you and others can learn.
- Work and play safely.
- Listen and follow directions.
- Dress in Standard School Attire.
- Treat school equipment and property with respect.

*For more details see the MNPS Code of Conduct.

These expectations will help make Robert E. Lillard Design Center a safe place to learn.

There are many benefits for following these expectations.

- You will be respected by others.
- You will be given more privileges and opportunities to extend your learning beyond your classroom.
- You will learn that cooperating with others is fun, easy to do, and has many benefits.
- You will have the chance to earn behavior bucks to spend in the school and classroom stores.
- You will be recognized and rewarded for your hard work and cooperative effort.

Consequences

Our faculty and staff continually strive to recognize the good behavior of students. Students will be given a choice: abide by school expectations or appropriate consequences will be enforced.

(Consequences are not listed in any particular order.)

- Verbal reprimand and feedback to explain why the behavior is inappropriate, and its impact on others
- Parental involvement-most often a phone call and/or a note sent home
- Time out
- Detention
- Loss of privileges
- Restitution, when appropriate
- Contract or behavior plan outlining behavioral or performance expectations
- Involvement of support personnel (psychologist, social worker, school counselor, etc.)
- Suspension

Positive Reinforcement

Students who have no office referrals or three referrals or less will participate in a fun activity at the end of each grading period. The activity will be determined by each grade level. To participate in "Spotlight on Behavior," a student must:

- Have no office referrals from any school personnel (teachers, substitutes, assistants, bus drivers, etc.)
- Have no more than three reprimands (within the nine weeks period) from the cafeteria, special areas, or classroom teacher.

At the end of each grading period, the students that are eligible will participate in a special activity. The criteria for "Spotlight on Behavior" will be discussed with students.

Procedures

Each classroom teacher will establish general classroom procedures, negative consequences, and positive reinforcement for the classroom that is specific to their grade level. Examples include

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Raise your hand to speak.
4. Work very quietly.
5. Walk, do not run.

Cafeteria Rules

1. Speak in soft voices and use good table manners.
2. Keep hands, feet, and objects to yourself.
3. Stay in your seat and raise your hand if you need something.
4. A quiet voice when in the dismissal line.
5. Walk to you location

Hallway Rules

1. Should be quiet at all times.
2. Walk, do not run.
3. Keep your hands and feet to yourself.

Restrooms Rules

1. Do not play in restrooms.
2. Keep floors clean
3. Use soft voices.

Playground

1. Play safely
2. Be fair
3. Listen for directions from teachers

School Environment

1. Put trash in the trash can
2. Pick up loose paper
3. Leave your classroom orderly, clean, and neat each day.

Consequences for violating the Rules

- 1st time – Warning
- 2nd time – Loss of privileges
- 3rd time – Office referral

Robert E. Lillard

K-4 DRESS CODE POLICY

All shirts must have short or long sleeves and must have a collar (polo, dress-style, peter pan or turtleneck).

White or navy blue shirts are acceptable in all Metro schools. Elementary has opted to allow students to wear ANY solid color polo collared shirt.

All pants, shorts, capri pants, skirts, skorts or jumpers must be navy blue, black or any shade of khaki. Cargo pants and denim jeans of any color are NOT permissible.

All shirts must be properly buttoned and tucked inside pants, shorts or skirts.

All clothing must be appropriately sized. Tight, baggy or sagging shirts or pants are not allowed. **If sagging is a problem, you will be required to wear a belt.**

Logos or manufacturer trademarks, if any, must be no larger than two inches. School logos are permitted and are not limited in size.

T-shirts with or without sleeves may be worn as undergarments. They must be solid white, navy blue or one of the additional solid colors approved by the school and may not display any writing, pictures or images.

A single blazer, suit jacket, vest, sweater, or cardigan is permitted as an item that may be worn over the Standard Attire top. These garments must be in one of the district- or school-approved solid colors. Hooded sweatshirts are not allowed.

Outerwear such as raincoats, windbreakers and cold-weather jackets and coats may not be worn in the school.

Appropriate footwear must be worn at all times. Laces on shoes or sneakers must be tied. No house shoes are allowed.

Torn clothing or see-through clothing is prohibited.

Spiked accessories, oversized jewelry or belt buckles and inappropriate head coverings such as bandanas or do-rags cannot be worn or seen during school time or school functions.

Please refer to District Policy on Personal Appearance and Dress Code – www.mnps.org

http://www.mnps.org/files/6EJzQ/21b4d9a0750658613745a49013852ec4/Dress_Code_-_Personal_Appearance_SP_6.pdf

Student Use of Personal Technology:

http://www.mnps.org/files/6EKtt/9dac9281606bd75a3745a49013852ec4/SP_6.107.pdf

Metropolitan Nashville Board of Public Education

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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.)

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