



***School Name Handbook &  
School-Wide Discipline Plan  
2016-2017***

*, Principal  
, Asst. Principal*



**“Your Schools” mission is to provide a safe, high-quality learning culture for all students. By integrating character education within our learning environment, we create a nurturing place where students achieve their full potential.”**

**School Website:**

***School Address: 455 Rural Hill Road Nashville, TN 37217  
Phone: 360-2912 Fax: 360-2915***

## **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](http://www.mnps.org)

## **School's Belief**

At School Name we believe:

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

## **School Motto**

*Lions Today, Leaders Tomorrow*



## General Information about *School Name*

### **Program Highlights**

- ❖ Balanced Literacy
- ❖ Math Practices
- ❖ Writing Across the Curriculum
- ❖ Related Arts Classes: Art, Music, Physical Education, Health and Technology
- ❖ Awards Celebrations (Academic and Character Awards)
- ❖ STAR reading program (K-4)
- ❖ Read-a-Thon during the month of February/March
- ❖ Debate Team
- ❖ Drama Club
- ❖ Pre K program for 4 year olds (with a sliding scale option)
- ❖ Coach for Literacy & Numeracy
- ❖ Reading Assessments, Math Assessments, and Writing Assessments
- ❖ School Counselor and Classroom lessons
- ❖ Student Banking with U.S. Community Credit Union
- ❖ Computer Lab
- ❖ 7 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

### **Arrival and Dismissal**

School begins at 8:00 a.m. School doors open at 7:30 a.m., please do not drop off your child any earlier due to lack of supervision. Students are allowed to go to classrooms at 7:45 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. Students are dismissed at 3:00 p.m. Children must be picked up by 3:15 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](http://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.

- Heart to Heart           399-4005
- LaPetite Academy       367-0470
- Kindercare               361-8707
- YMCA Fun Company     259-3418 (On site)
- Holly Tree               366-1750 (No Transportation)

### **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 classroom @ 7:45a.m. 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.

### **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. 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.

### **Early Dismissal**

Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 2:00 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.

### **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.

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- **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
- **Exclude students from school events, including graduation.**

### Lost and Found

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

### 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.

**PRIDE** Our Parent group is called PRIDE. PRIDE stands for Parent Representatives Involved and Dedicated to Education. We need your support! Please join us for the meetings. A monthly newsletter will detail upcoming events and programs.

### 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.**

**School Name Progressive Discipline Plan**

**School Rules**

School Name rules for faculty, students, and visitors:

- Be Respectful
- Be Responsible
- Be safe

**General Classroom Rules**

Each class will be responsible for creating their own classroom rules

**Hallway Expectations**

*Straight, Swift, and Silent*

1. Be respectful
  - Soft and Silent
  - Follow Directions From Adults
2. Be Responsible
  - Go Directly to Your Destination
  - Look and Listen for Changes
  - Keep Your School Clean
3. Be Safe
  - Keep Hands, Feet, and Objects to Yourself
  - Walk Calmly and Stay to the Right

**Cafeteria Expectations**

*Greet, Eat, Be Neat*

1. Be Respectful
  - Whisper Voices
  - Speak Kindly
  - Follow Directions From Adults
2. Be Responsible
  - Touch Your Own Food and Drink
  - Clean Up Your Eating Area
  - Look and Listen for Changes
3. Be safe
  - Follow All Procedures

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- Remain Seated Unless Given Adult Permission
- Keep Hands, Feet, and Objects to Yourself

### **Playground Expectations**

*Play, Participate, and Be Physical*

1. Be Respectful
  - Take Turns
  - Speak and Act Kindly
  - Follow Directions From Adults
2. Be Responsible
  - Look and Listen for Changes
  - Follow All Procedures
3. Be Safe
  - Stay in Your Assigned Area
  - Keep Hands, Feet, and Objects to Yourself
  - Report Unsafe Activity to Adults

### **Restroom Expectations**

*Quick, Quiet, and Clean*

1. Be Respectful
  - Use Restroom Quickly
  - Follow Directions From Adults
2. Be Responsible
  - Throw Away Trash
  - Voices Off
3. Be Safe
  - Wash Hands With Soap or Sanitizer
  - Feet on the Floor
  - Keep Hands, Feet, Objects, and Eyes to Yourself

### **Arrival/Dismissal Expectations**

*Prepared, Positive, and Present*

1. Be Respectful
  - Whisper Voices (Silence During Announcements)
  - Speak Kindly
  - Follow Directions From Adults
2. Be Responsible
  - Go Directly to Your Destination
  - Keep Your Belongings in Your Bag (3<sup>rd</sup> and 4<sup>th</sup> graders may have out 1 book)
  - Listen for your way home
3. Be Safe
  - Keep Hands, Feet, and Objects to Yourself
  - Look and Listen for Changes

### **Positive Reinforcement**

*Quarterly Parties*

1. 80% Blue and Green Days
2. No More Than 1 Office Referrals

3. No Out – of –School Suspensions

*Ticket System*

1. Students Can Receive Tickets From Faculty Members for Positive Behavior
2. Weekly Office Drawings
3. Classroom “Stores”

***SCHOOL NAME***  
**Pre-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.

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[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.)

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