Donelson Middle Prep Handbook & School-Wide Discipline Plan 2017-2018

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Donelson Middle School’s Mission Statement
Our mission is to work with families and the community to provide all students with collaborative and challenging opportunities that will develop curiosity, creativity, and compassion while promoting the ideals of academic excellence, leadership, and citizenship in a safe, engaging, and caring environment.

http://schools.mnps.org/donelson-middle-prep

110 Stewarts Ferry Pike Nashville, TN 37214
Phone: 615-884-4080 Fax: 615-884-4087
District Vision Statement

Metropolitan Nashville Public Schools will be the fastest-improving urban school system in America, ensuring that every student becomes a life-long learner prepared for success in college, career, and life.

District Website:  www.mnps.org

School’s Belief

At Donelson Middle Prep:

- 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.
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 tài.

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

Kurdish

بوزانیاری ییان هرپسیاریک، تکایه ویای ندى بکه به باریویه قوتاخانه.

Korean

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

Lao

تايهpygame" paed kumthinhai "tae" xekam bieut kai "kumthinhai" bieut kai "tae" jaingkham tai "tae" jai mông

Arabic

أذا كنت تحتاج أن تزيد من المعلومات أو لديك أي سؤال، راجع أخصب بمدير اللدرسة.
General Information about Donelson Middle Prep

Program Highlights
- Cambridge Program
- Related Arts: Art, Music, Physical Education, Computer, and Spanish classes
- School Counselors and Guidance Classes
- Social Worker
- Advisor/Advisee Program
- Student Council
- Student Ambassadors
- High School Credit Classes (Spanish, Physical Science, Math)
- LTDS
- Numeracy Coach
- Clubs
- Intramural games
- Celebrations
- Mentoring
- Schoolwide Positive Behavior Incentives
- Restorative Practices

Athletics
- Basketball
- Boys’ Soccer
- Cheerleading / Dance
- Football
- Girls’ Soccer
- Girls’ Volleyball
- Wrestling
- Track and Field

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 to the front office when you return to school to explain your absence. A note must accompany your child within 3 days upon his/her return to school if the absence is to be excused.
- A doctor’s note is required for any absence longer than 3 days, and no more than a total of 10 absences will be excused based only on a parent note without a doctor’s note.
• Excused Absences: student illness, death in the family, religious holidays, or family emergency.
• Vacations are unexcused.

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.

Daily Attendance – Attendance is recorded each class period. Tardies, missing class periods, partial days, and/or checking out early from school will be monitored regularly. 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 – Absent students shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return. 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.

Arrival and Dismissal
Arrival:
• 6:30 a.m. YMCA Fun Company Opens – enter through cafeteria doors
• Prior to 7:45 a.m. Absolutely no students on campus who are not here for Fun Company or a prearranged session with a teacher
• 7:45 a.m. Optional Before School Study Hall – Students dropped off prior to 8:30 must report to and participate in study hall. Students refusing to comply will be restricted from campus until doors open at 8:40.
• 8:30 a.m. Car riders eating breakfast may enter by the front office and report directly to the cafeteria. Bus students will enter through the gym doors and be directed to the cafeteria from there.
• 8:40 a.m. Doors open for all other students. Students permitted on grade level hallways.
• 8:55 a.m. Students in classrooms ready to begin instructional day.
• After 8:55 a.m. Students are tardy and must be signed in by an adult to the office.

Dismissal:
• Car riders are dismissed at 3:55 and rides are expected to be here at that time.
• Car riders will be dismissed through the front entrance and students will only be permitted to load into vehicles directly in front of the school.
• Please follow instructions of school staff.
• Students must be picked up by 4:05 p.m.

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.
Before and After School Care
Our school has a fee-based before school programming available through YMCA Fun Company Monday-Friday from 6:30-8:40 a.m. Free after school programming is provided by Nashville After Zone Alliance (NAZA) Monday-Thursday for a portion of each semester. Space is limited and filled on a first come, first served basis. Please call or come to the front office for further details.

Bookstore
Our school bookstore is open daily from 8:40-8:50 a.m. Students can purchase general school supplies.

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 starting at 8:30 a.m. Students arriving before 8:40 must enter through the cafeteria. 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.

*Parents or guardians that are listed on the student’s contact list that would like to eat lunch with their child will do so in an alternate location provided by the school. Only the student who is listed on the contact list may eat with this adult.*

General Cafeteria Rules:
1. Go through the line once, being sure to get everything needed at this time.
2. Be seated with your feet under the table.
3. Talk quietly to those in your immediate area.
4. Remain in your assigned seat until you are dismissed.
5. No food or drink is to leave the cafeteria.
6. Students may not bring toys, games, or other play items to the cafeteria.
7. Throwing of food, liquid or etc. will not be tolerated.
8. Properly dispose of all trash.
9. Line up in an orderly manner when dismissed.
10. Courteously follow the instructions given by the cafeteria attendants.
11. Each class will be responsible for cleaning the tables and floor around their eating area before leaving the cafeteria.

*Failure to follow cafeteria rules will result in disciplinary actions. Throwing of food or any other items in the cafeteria will result in disciplinary actions and possibly lead to legal actions.*
Behavior and Discipline

All students will be issued a copy of the district’s code of Acceptable Student Behavior and Discipline. This pamphlet contains very important information and should be read thoroughly and discussed by both the parent and the student together. There is a page for the student’s signature and the parent’s signature. It is extremely important that each student and parent sign and return this signature page as soon as possible. The returned signature page in the front of the pamphlet of Acceptable Student Behavior and Discipline will be kept on file in the office. When each student is committed to behave responsibly and come prepared to class with his/her materials, the entire class excels.

Basic School Building Expectations

- Students are expected to follow all school and classroom rules, procedures and expectations.
- Students must be in class on time prepared to learn without disrupting the educational environment in order to progress academically.
- At no point may students loiter (stand or wait around idly or without apparent purpose) in or outside the school building
- Stop and give your name when asked by a MNPS Employee.
- No running in the building.
- If an item is not yours, leave it alone.
- No using of profanity.
- Students may not go into the teacher workrooms, lounges, or restrooms.
- All backpacks, outer wear, hats, toys, or other items not needed in the classroom will be put away in your locker when you enter the building until you leave at the end of the day.
- No roughhousing, play-fighting, or other physically rowdy behavior on school grounds.
- No flagrant public displays of affection.
- Take care of school property. Do not litter, write graffiti, vandalize, break equipment or destroy school materials or property.
- Students may not sell anything on campus, on the bus or at the bus stop without administrative approval.

Expectations for a Positive Learning Environment

Respect, Responsibility, & Resourcefulness

Students will demonstrate behavior that is respectful, responsible, and resourceful.
1. Students will be RESPECTFUL by obeying all adults at Donelson Middle Prep.
2. Students will be RESPONSIBLE by their regular and punctual in attendance to school and class.
3. Students will be RESOURCEFUL by being prepared for class with appropriate materials, including pencils, paper, and textbooks.
4. Students will be RESOURCEFUL by studying at night and completing and turning in all classwork and homework within the allotted time frame.
5. Students will be RESPECTFUL by acting appropriately at all times and complying with all discipline standards set forth by the school and the school district.
6. Students will be RESPECTFUL and RESPONSIBLE by refraining from acts, which interfere with the smooth operation of the school.
7. Students will be RESPECTFUL by refraining from any harassment activity.
8. Students will be RESPECTFUL by not bothering, stealing or destroying the property of others and the school.

UNDERSTANDING: As a member of the community of Donelson Middle Prep, we understand the Expectations for a Positive Learning Environment. We realize that if we violate the code, there will be certain consequences to those actions. The accepted consequences include but are not limited to:

- Apologizing to anyone affected by my actions
- Being corrected by a teacher or supervisor
- Being removed from the classroom and sent to an adult in the building
- Being sent to an administrator
- Parent(s) contacted and/or being asked to come in to meet with an administrator
- Making restitution for any property or materials damaged
- Losing special privileges and/or attendance at school activities
- School community service
- In school suspension
- Suspension from school
- Expulsion from school
- Referral to School Resource Officer

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 prevent, 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.

Donelson Middle Bullying Rules (as stated by Olweus)
Four Anti-Bullying Rules
1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
**District 2017 - 2018**

**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 may result in loss of bus privileges. Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school.

**Alternate Form of Transportation**
If it is necessary for students to leave school through a method other than usual (i.e. riding a different bus, riding in a car with someone other than a guardian, etc.) they should bring a note of explanation from their parent/guardian and present it to the office **BEFORE** the beginning of the school day. The person picking up the student or caring for the child after school (in the event that he/she is riding a different bus) must also write a note of explanation. Both notes should include a telephone number where the parents/guardians can be reached so that permission for alternate transportation may be confirmed and allowed. Bus drivers may refuse additional passengers. Please ask the driver before making the request.

**Cell Phones**
A student may possess a cellular telephone on school property, during after-school activities, or at school-related functions, provided that during school hours, the cell phone remains off, not on vibrate, and is concealed. Possession of a cellular telephone by a student is a privilege. Phones privileges will be forfeited by any student who fails to abide by the terms of this policy.

Cell phones must be turned off and COMPLETELY CONCEALED from the time students enter the building in the morning until their class is dismissed in the afternoon. Cell phones cannot be visible in the hallways (including before school), cafeteria, restrooms, classroom, or during recess activities. This includes cell phones hanging out of student pockets. Phones must be totally concealed and turned off at all times.

Students violating this rule will have their phone collected by the teacher and it will be secured in the office. Phones will be kept in the office for 5 days from the infraction and then returned to the student. Phones will only be released early if a parent comes to the school during normal business hours to sign out the phone. Students refusing to cooperate with a teacher or staff member when asked for their phone will receive additional consequences and their phone will be collected by an administrator.
Phones may immediately be confiscated if the phone is used for inappropriate activities, including but not limited to:

- Text messaging that contains inappropriate content, profanity, or threats to others;
- Cheating on tests;
- Taking or showing inappropriate photographs;
- Calling outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on the school grounds or at school events.

*Phones confiscated for violations listed above will only be released to parents/guardians.*

Students who use their phone for any inappropriate activities or refuse to relinquish their phone upon request to any person in authority in a school may have their phone immediately confiscated and will be subject to additional disciplinary consequences.

Continued violation of offenses or violation of severe clause may result in additional disciplinary actions outlined within the MNPS Code of Conduct.

The student in possession of a cell phone on school property or during school related events is responsible for its care. The school assumes no responsibility for preventing theft, loss, or damage to cell phones brought onto its property or to school-sponsored events. NO SEARCHES OR INVESTIGATIONS WILL BE CONDUCTED FOR LOST OR STOLEN DEVICES.

**Student Use of Personal Technology:**

**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.

Parents are always encouraged to call for an appointment with the student’s teacher. Times are available during planning or before and after school. If parents wish to meet with all their child’s academic teachers at once, this can be arranged. If a parent/guardian calls during class time, the front office will gladly allow the caller to leave a voice mail message for the teacher. **Parents will not be able to talk to teachers during class time.** We do not interrupt student learning during class time, but will be glad to communicate with you during non-instructional time.

There are many ways in which parents can schedule a teacher conference. Parents can call the office to schedule a conference with his/her child’s teacher. Parents can call the teacher’s voicemail asking for a conference. Parents can send a note asking the teacher to call and schedule a conference. In addition, the Guidance office will be available to schedule conferences for parents, as well.
**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 may 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 un-retrieved 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 lost, broken, or 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, narcotic, or alcohol is prohibited. Disciplinary consequences, as described in the district handbook, will be administered for students violating these policies.

**Early Dismissal**
Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 3:15 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 front office 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 contact list. Anyone picking up a child must show identification.

**Emergency Information**
The Student Information Verification Form is **EXTREMELY IMPORTANT**. Please return it as soon as possible. Telephone numbers, cell phones, work phone, pagers, email addresses, 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 Infinite Campus Parent Portal.

MNPS District Calendar 2017-18
The most current dates are indicated on the MNPS District Calendar which can be located on the MNPS website http://www.mnps.org/pages/mnps/Calendar. 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 hall pass or note signed by a teacher of the class in session giving him permission to be out of that class for a short amount of time. Students who do not have permission to be out of the classroom, do not have a hall pass, or are in an area not specified on the pass are considered to be skipping class. During class time, students may not use the restroom or go to his/her locker 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 purple”
- Keep hands, feet, and objects to yourself

Homework Policy
Homework is an extension of classroom learning. Homework, therefore, is beneficial and important in a student's overall program; homework is required in MNPS effective the 2017-2018 school year. Please refer to www.mnps.org for the district’s homework policy.

ID Badges
- All students are required by the Board of Education to have an I.D. badge while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school events.
- The badge must be worn around the student’s neck and be visible at all times for identification purposes.
- The first I.D. badge will be free to the student. If it needs to be replaced any time during the school year, the cost will be $5.00. Replacement lanyards will be available for. The cost of a replacement ID badge will not be refunded if you find the lost one.
- ID badges may not be traded, drawn on, cut, or hole punched.
- Please help your child locate a secure place to keep his/her I.D. badge so that he/she will not lose or forget it.
- There will be no I.D. Badges made or sold on the day of special events.
**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.

**Lockers** - All student lockers are subject to random searches. Any contraband substances found in a locker will be the possession of the student assigned to that locker.

- Students will be assigned only one locker.
- Students must have a combination lock (number or word), unless otherwise approved by the grade level administrator.
- All lockers must be secured with a lock.
- If a lock is lost, a replacement lock should quickly be purchased. The homeroom teacher must have the lock combination on record.
- The lockers are the property of Donelson Middle Prep and are subject to inspection or search by authorized school personnel. The school will not be responsible for lost or stolen items.
- Any student found defacing any locker will be disciplined according to the destruction of property policy.
- Students may not share or switch lockers.
- Students should bring another lock for use during PE class.
Lost and Found
- Place lost articles in the lost and found which is located in the cafeteria. Valuable items, such as glasses, keys, and wallets, should be turned in to the front office.
- 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. To opt your child out of internet access, please complete the opt-out form in the code of conduct.

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.

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.

Information about online payment options will be available on our website soon.

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
PTSA
Our Parent Teacher Student Association is up and running. We need your support! Please join us for the meetings. Be on the lookout for upcoming events and programs.

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! We ask that all visitors 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 an MNPS Badge or visitors badge for the safety of all students in the school. A Government Issue photo ID must be presented and scanned to visit the school or pick up your child. Prior to permitting access to the building, the system will perform a brief background check. All approved visitors will be presented a badge and must wear it in the building.

Parents wishing to observe their child’s classes are welcome and encouraged, please contact your child’s teacher 48 hours in advance to schedule a visit, sign it at the front office where you will receive additional information and instructions.

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.

Tardiness
Students are expected to arrive on time for school each day and report to class by 8:55 a.m. Excessive tardiness and early dismissals are documented and will be addressed.

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.
School's Discipline Plan

Donelson Middle Prep uses a progressive discipline approach and follows the rules established in the Student Code of Conduct.

Depending on the nature and severity of the incident consequences could vary from classroom level consequences, local administrative discipline, restorative conferencing, In School Suspension, Out of School Suspension and Expulsion.

Students are rewarded for positive behavior through our Schoolwide Positive Behavior Incentives.

Donelson Middle Prep follows the district discipline matrix, and uses Restorative Practices and the OLWEUS Bullying Prevention Program.
## 2017-2018 Donelson Middle Prep
### Standard School Attire Guidelines

<table>
<thead>
<tr>
<th>Can Wear</th>
<th>Cannot Wear</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tops</strong></td>
<td></td>
</tr>
<tr>
<td>• MUST wear collared shirt (any color or design) or Donelson t-shirt</td>
<td>• Non-collared shirt without Donelson logo</td>
</tr>
<tr>
<td>• Sweater, sweatshirt, hoodie, vest, and or light jacket (any color or appropriate design) with collared shirt or Donelson t-shirt</td>
<td>• T-shirts (long or short sleeve) OVER the collared shirt</td>
</tr>
<tr>
<td>• Shoulders and midriffs must be covered</td>
<td>• Hoods on the student’s head</td>
</tr>
<tr>
<td>• Shirts may be tucked or untucked, but must fit appropriately.</td>
<td>• Shirts that expose shoulders or midriffs</td>
</tr>
<tr>
<td>• Another t-shirt or long sleeved shirt UNDER collared shirt</td>
<td>• Sheer tops</td>
</tr>
<tr>
<td>• Shirts must be buttoned to provide appropriate coverage</td>
<td>• Tops with rips, holes, frays, slits, or tears</td>
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<tr>
<td></td>
<td>• Logos, writing, or graphics that display inappropriate language or pictures that are not permitted at school or are deemed disruptive to the school environment</td>
</tr>
<tr>
<td><strong>Bottoms</strong></td>
<td></td>
</tr>
<tr>
<td>• Shorts, skirts, or pants (any color or appropriate pattern, including jeans) that extend to the top of the knee when the student is standing straight</td>
<td>• Pants, shorts, skirts, or dresses that have holes, rips, frays, slits, cutoff edges, or tears</td>
</tr>
<tr>
<td>• Joggers may be worn if they are not made of athletic material.</td>
<td>• Sweatpants, yoga pants, pajama pants, sweatpant material, or athletic shorts</td>
</tr>
<tr>
<td>• Dresses with a collar that extend to the top of the knee when the student is standing straight</td>
<td>• Leggings/jeggings worn alone or under other items that are not knee length</td>
</tr>
<tr>
<td>• Leggings (any color or appropriate pattern) may be worn UNDERNEATH appropriate length shorts, skirts, or dresses.</td>
<td>• Skirts, or shorts that are not knee length</td>
</tr>
<tr>
<td></td>
<td>• Dresses that are not knee-length, are sleeveless, or are worn without a collar</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>• Shoes must have a closed back or rear strap</td>
<td>• Pants, shorts, skirts, or dresses with inappropriate patterns, prints, or words on them</td>
</tr>
<tr>
<td>• Shoes should be safe and appropriate for school activities</td>
<td></td>
</tr>
<tr>
<td>• Religious head garments</td>
<td></td>
</tr>
<tr>
<td>• Must have ID badge on person.</td>
<td></td>
</tr>
<tr>
<td>• Clothes should be appropriately sized for the student.</td>
<td></td>
</tr>
<tr>
<td>• Small purse (composition book should fit inside)</td>
<td></td>
</tr>
<tr>
<td><strong>PE Classes will have their own criteria for student dress.</strong></td>
<td></td>
</tr>
</tbody>
</table>

This policy is subject to change if it creates a disruption to the learning environment.
MNPS Dress Code:

Please refer to District Policy below:

Personal Appearance and Dress Code:
http://www.policy.mnps.org/AssetFactory.aspx?did=32534

Personal Appearance and Dress Code
SP 6.114

Standard School Attire Discipline Protocol

First Day of School
Letter given to all students out of compliance

Remainder of Semester

First Offense
Chance to correct
If not – in-school suspension
Letter to parent/guardian (given to student)

Second Offense
One day of in-school suspension
Letter to parent or guardian (given to student)

Third Offense
One day of in-school suspension
Provisional one-day out-of-school suspension
(This OSS is waived if the parent/guardian arrives with the student the next morning for a conference – and if the student is in Standard Attire)
Letter to parent/guardian (given to student)

Further offenses will be addressed in one of the following ways:

<table>
<thead>
<tr>
<th>If there is NO out-of-school suspension</th>
<th>If there IS out-of-school suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth Offense</td>
<td>Fourth Offense</td>
</tr>
<tr>
<td>One day of in-school suspension</td>
<td>Two days out-of-school suspension</td>
</tr>
<tr>
<td>Provisional one-day out-of-school suspension</td>
<td>Letter to parent/guardian (mailed home)</td>
</tr>
<tr>
<td>Letter to parent/guardian (given to student)</td>
<td></td>
</tr>
<tr>
<td>Fifth Offense</td>
<td>Fifth Offense</td>
</tr>
<tr>
<td>Suspension</td>
<td>Three days out-of-school</td>
</tr>
<tr>
<td>One day of in-school suspension</td>
<td>Letter to parent/guardian (mailed home)</td>
</tr>
<tr>
<td>Provisional one-day out-of-school suspension</td>
<td></td>
</tr>
<tr>
<td>Letter to parent/guardian (given to student)</td>
<td></td>
</tr>
<tr>
<td>Sixth Offense</td>
<td>Sixth Offense</td>
</tr>
<tr>
<td>Two day summary suspension</td>
<td>Two-day summary suspension</td>
</tr>
<tr>
<td>Contact Discipline Office</td>
<td>Contact Discipline Office</td>
</tr>
</tbody>
</table>
Metropolitan Nashville Board of Public Education

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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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