



METRO
NASHVILLE
PUBLIC
SCHOOLS

Bellshire Design Center Handbook & School-Wide Discipline Plan 2017-2018

Robbin Masters, Principal



Mission: Bellshire's community will foster an environment that inspires students to set goals, become lifelong learners, and strive to become successful citizens.

Vision: The Bellshire community will create a safe and nurturing environment that fosters learning, personal growth, and community involvement.

School Website: <http://schools.mnps.org/bellshire-design-center>

School Address: 1128 Bell Grimes Lane Nashville, TN 37207

Phone: 615-860-1452 Fax: 615-860-9810

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 Bellshire 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 Values

Perseverance, Honesty, Compassion, Respect, Diversity, Imagination, Kindness, Resilience, Service, Teamwork, Responsibility, Achievement

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.

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

General Information about *Bellshire*

Program Highlights

- ❖ Balanced Literacy
- ❖ Math Practices
- ❖ Writing Across the Curriculum
- ❖ Related Arts Classes: Art, Music, Physical Education, Technology and Second Step Social Skills
- ❖ Restorative Practices
- ❖ Pre-K program
- ❖ Dean of Instruction, Dean of Students, Literacy Teacher Development Specialist, Advanced Academics
- ❖ School Counselor
- ❖ Music/Art Shows
- ❖ Family Nights and Events

Emphasized Character Education Traits

- ❖ Respect
- ❖ Responsibility
- ❖ Safety

Arrival

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 arriving after 8:00 a.m. are tardy and must be signed in by an adult in the office.

Dismissal

Students are dismissed at 3:00 p.m.(Pre-K: 2:00). For the safety of our students, no students will be allowed to sign out for early dismissal after 2:30 p.m. (Pre-K 1:30). All 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. Snacks provided for a birthday should make a positive contribution to children's health (Appendix A). ***Cupcakes are not allowed as treats for students.*** A list of acceptable healthy snacks is available from the office. 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 offers on-site day before and after care service through YMCA Fun Company 615-308-4258.

Breakfast and Lunch

All students at Bellshire are eligible for Free Breakfast and Free Lunch. 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.

Bus Expectations

- Follow all directions of the bus driver
- Keep the bus safe by staying seated and keeping body parts inside
- Speak only to your neighbors
- Use appropriate language and voice levels
- Keep all of my belongings in my backpacks
- Give others personal space by keeping my hands and feet to myself
- Be respectful by not eating, drinking, or defacing the bus.

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- Check in with your parents and guardians before doing anything else
- Use kind words and actions to each other

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. All school parent-teacher conferences will be November 1st, 2017.

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 2:30 p.m.** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal.

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 as an Emergency Contact. Anyone picking up a child must show identification.

Homework Policy

- Please refer to 2017-18 Curriculum & Instruction Homework Guidance document <http://tinyurl.com/y8hg5sen>
- Homework is an extension of classroom learning. All classes will have homework at least 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 3-5.
- The total homework load should follow the "10 minute rule". The "10 minute rule" states that all daily homework assignments combined should take about as long to complete as 10 minutes multiplied by the student's grade level. For example, up to 10 minutes per night of homework for Pre-K and Kindergarten students, 10 minutes per night in the first grade, 20 minutes for second grade, 30 minutes for third grade and 40 minutes for fourth grade.
- Additional time should be added appropriately for daily at-home reading. Reading logs will be sent home for communication about at-home reading.

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 (live bugs), 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, **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

- Bring lost articles to the **front office** for inclusion in lost and found.
- Report articles as soon as they are missing.
- Please have your child check their classroom and backpack or 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.

PTO: We have an active PTO and would love your participation. Please watch our marquee and announcements about upcoming meetings.

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.

Transportation

For the safety of students, it is important that your child’s teacher knows in advance the transportation method for your child. **We do not accept changes in a child’s transportation over the phone. You must send a written note to the teacher if there is a change.**

Bellshire Progressive Discipline Plan

At Bellshire, we are committed to addressing the root causes of discipline problems and we believe in a holistic, restorative model to help students thrive at school and in life.

Restorative Practices are the cornerstone of our Behavior Management system at Bellshire. We believe that when clear systems are in place, the majority of behavioral concerns can be mitigated. Each of our classrooms have a “Take 5” area, and we are fortunate to have a grant for “Move This World”. When trust and relationship is broken, we look to repair the harm done through a restorative lens. At the end of each day, students complete a reflection log with their “Pluses” (highlights) and “Deltas” (things they want to change). We encourage you to have daily conversations with your children about their day based on these reflection logs

All discipline practices follow the progressive discipline process as identified by MNPS policies. You can read more about this here:

<http://tinyurl.com/y74g87ne>

A matrix of Bellshire expectations follows on the next page.

Bellshire Expectations: Be Respectful • Be Responsible • Be Safe • Be Bellshire

Arrival & Dismissal

Bus arrival:

- Follow Eagle Eye in single file line following hallway procedures
- Greet teacher with handshake, high five or hug when entering the classroom

Bus dismissal:

- Follow teacher to bus in single file line using hallway procedures

Car Rider Arrival:

- Sit in grade level area in the gym and go directly to your classroom
- Greet teacher with handshake, high five or hug when entering the classroom

Car Rider Dismissal:

- Go directly to the gym when dismissed
- Use hallway procedures to get to and from area
- Listen to the directions of the Eagle Leaders and Eagle Patrol
- Sit in lines in your grade level area
- Keep hands feet and objects to yourself
- Use a level 1 voice

Bus

- Follow all directions of the bus driver
- Keep the bus safe by staying seated and keeping body parts inside
- Speak only to your neighbors
- Use appropriate language and voice levels
- Keep all of my belongings in my backpacks
- Give others personal space by keeping my hands and feet to myself
- Be respectful by not eating, drinking, or defacing the bus.
- Check in with your parents and guardians before doing anything else

Hallways/Transitions

- Walk on 3rd block from the wall
- Keep hands, feet, and objects to yourself
- When stopped, keep one block between students
- Use a “Zone 0” voice unless spoken to by an adult
- Adults will have limited conversation with student.
- Students must have a hall pass when traveling without an adult
- Allow only adults to open doors for visitors
- Follow directions of all adults

Playground

- Follow directions the first time given
- Stay in assigned area during recess
- Use equipment only for activity planned
- Use hands feet and body only when playing games selected
- Use kind words
- Cheer on each other
- Line up in line order within 10 sec following teachers directions

Transitions to the Pod

- Enter through the main door
- Quickly and quietly enter your room
- Use hallway procedures even outside when going to and coming from related arts
- Walk clockwise around the circle to exit the pod

Related Arts

- Enter the classroom silently and go to my expected seating arrangement
- Use equipment and materials appropriately
- Use positive and appropriate language when speaking to others
- Give others personal space
- Actively participate in class
- Use hallway procedures even outside when going to and coming from related arts

School Assemblies/Field Trips

- Enter assembly or field trip silently and sit in expected location and wait for the assembly and/or field trip to begin
- Stay with my group and teacher or group leader
- Actively listen in assembly
- Own school behavior when involved in school activities

BELLSHIRE
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, students 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



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.