

Sylvan Park Paideia Design Center Family Handbook

Sylvan Park Paideia Design Center

Elizabeth Goetz, Principal

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STATEMENTS OF PURPOSE

District Vision

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 Mission

We deliver a great public education to every student, every day. **District Website:** www.mnps.org

Core Values

Whole learner, literacy, excellence, relevance, innovation, talent, collaboration, equity, and diversity.

Sylvan Park's Vision Statement

Sylvan Park Paideia Design Center will be the first choice for families in our neighborhood and across the district.

Sylvan Park's Mission Statement:

Sylvan Park Paideia Design Center will prepare students for middle school by nurturing and supporting the development of social, emotional, and academic growth through the teaching of civil dialogue, real world projects, and critical thinking.

Sylvan Park's Belief Statements

At Sylvan Park Paideia 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.

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Attendance Expectations

Sylvan Park Paideia Design Center
2019-2020 Attendance Expectations



Dear Parent or Guardian:

School attendance is a critical component in order to ensure that a child is successful at school. Our students are developing the habits that will shape their future. When students attend school daily, they will have a better opportunity of having higher student achievement and feel confident about their work at school. Tennessee law requires children ages six through 17 attend school.

DID YOU KNOW?

- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.

WHAT WE NEED FROM YOU

We miss students when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact **your child's teacher or call the front office at 615-298-8423**. Parent or guardian absence notes will not be accepted after **10** absences, regardless of if the absences are consecutive or not. Physician notes will be required for students after reaching this number of absences.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time (See Ms. Fuqua, Guidance Counselor). We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our district policies and procedures, as well as Tennessee State Law, to ensure your child is successful in school. State law for mandatory attendance requires children from age 6 to 17 to attend school. A student is considered to be truant after he or she has more than four unexcused absences in a school year. When a student has five (5) unexcused absences, the principal may make a referral to juvenile court so the court can intervene with the student's truancy if school level interventions have failed. For more information on district attendance policies, please review our district's Student-Parent Handbook available on the MNPS website at www.mnps.org.

WHAT ABSENCES ARE COUNTED AS EXCUSED ABSENCES?

- Student's personal illness
- Family member's illness that requires the student's temporary help
- Death in the family (up to three days)

- Deployment of a parent or guardian serving in the military (one day for deployment, one day for return and up to 10 days when the service member is on temporary leave at home)
- Head lice (up to three days per infestation)
- Recognized religious holidays regularly observed by persons of the child's faith
- Court appearance or legally mandated meetings
- Documented college visitations (up to three days per year for juniors and seniors)
- A principal may allow the following circumstances to be considered an excused absence if the parent or guardian submits a written request:
 - Unexpected emergencies such as car problems
 - Job interview or conference
 - Doctor or dental appointments
 - Other circumstances requested in writing by the parent or guardian that the principal considers to require a child's absence

WHAT ARE THE CONSEQUENCES FOR LATE ARRIVALS AND EARLY DISMISSALS?

All instructional time is important. Arriving to school on time and staying in school all day allows students to receive all available instruction, engage in social and emotional experiences, hear important announcements, and develop positive lifelong habits. Alternately, students who arrive late or leave early miss valuable instruction time, disrupt the flow of class, distract students, and impede learning. Students arriving after 8:00 a.m. will report to the front office to sign in and receive a tardy slip. The information below outlines our consequences for excessive late arrivals and/or early dismissal. These consequences will not result in further loss of instruction such as in-school-suspension or out-of-school suspension and are designed to encourage on time arrival and dismissal.

Late Arrival or Early Dismissal	Consequences
10 Late Arrivals	Conversation with principal and guidance counselor
10 Early Dismissals	Conversation with principal and guidance counselor

HOW DO WE CELEBRATE POSITIVE ATTENDANCE?

This year, **Sylvan Park** is making a special effort to ensure that all students fully benefit from their education by attending school regularly and on time. We celebrate school attendance in a variety of ways: whole school, grade level, classroom and individual. The following reward program will be implemented this year to encourage regular daily attendance. Students who meet these individual attendance goals will be recognized each quarter.

Recognition	Criteria	Reward
Perfect Attendance	Zero absences over the entire quarter	Given at the end of the school year

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance through the **Campus Parent Portal**.

- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.

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** or **fever reducing medicine** 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, **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 **stairwell on the ground level by the gym**.
- Report articles as soon as they are missing
- Please have your child check the bin for their missing items.
- Looks for pictures of items in the Lost and Found in the PTO Newsletter

Medication Reference MNPS policy

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.

Inclement Weather Days

When it is necessary to dismiss early or close schools, local radio, social media 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.

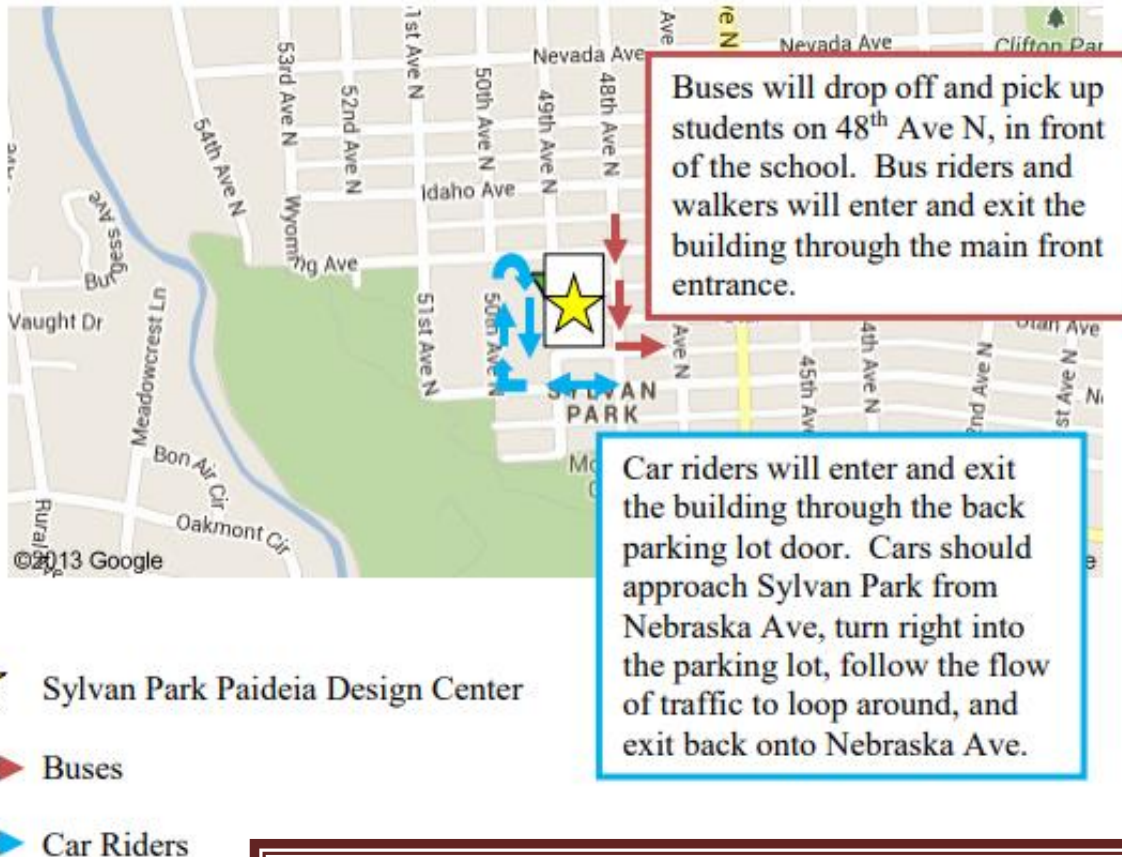
Sylvan Park



Paideia Design Center

Sylvan Park Specific Information

Arrival and Dismissal Procedures



Arrival and Dismissal

School begins at **8:00** a.m. School doors open at 7:30 a.m. for students eating breakfast. If students do not eat breakfast, they must wait in the gym until 7:45 when they are dismissed to their classrooms. **Please do not drop off your child any earlier than 7:30 due to lack of supervision.**

Students are allowed to go to classrooms at 7:45 a.m. Students should be seated and ready to begin the instructional day when announcements begin at 8:05 a.m.. Students arriving after 8:05 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. Do not pick your child up any later than 3:15 due to the lack of supervision.**

Arrival and Dismissal (continued)

- Please be sure that your child's teacher knows how your child gets home.
- If there is a change in your child's dismissal method, please email your teacher (by noon) or send a note in with your child. Teachers must have a note stating the change of dismissal method.
- There is no early pick-ups allowed after 2:00 p.m. If you know your child needs to leave school early, please make arrangements that this occurs before 2:00 p.m.

Allergy Aware

- Sylvan Park is an Allergy Aware school. Individual classrooms are marked *Allergy Free* to accommodate individual student needs.
- Inform your child's teacher of any allergies your child has.
- There is an allergy free table in the cafeteria where children with specific food allergies may sit. Friends who have an allergy free lunch may join.

Attendance Calendar

SCHOOL ATTENDANCE CALENDAR 2019-20 as of Feb 25, 2019

Pupil attendance accounting will be on a 20-day basis. Eight attendance periods of 20 days each have been scheduled, with the 9th period having only 16 days. Since our school district is stockpiling days for inclement weather and teacher planning/professional development activities, the actual number of scheduled instructional days is 176. This calendar will be revised if/when inclement weather days occur. Questions relative to the attendance calendar should be emailed directly to Howard.McAdory@mnps.org. Infinite Campus related questions should be emailed to helpdesk@mnps.org.

MONTH			TOTAL
1 st	Aug 5, 6, 7, 8, 9, 19, 20, 21, 22, 23,	12, 13, 14, 15, 16, 26, 27, 28, 29, Sept 3	20
2 nd	Sept 4, 5, 6, 9, 10 18, 19, 20, 23, 24,	11, 12, 13, 16, 17, 25, 26, 27, 30, Oct 1	40
3 rd	Oct 2, 3, 4, 14, 15 24, 25, 28, 29, 30,	16, 17, 21, 22, 23, 31, Nov 1, 4, 5, 6	60
4 th	Nov 7, 12, 13, 14, 15, 25, 26, Dec 2, 3, 4,	18, 19, 20, 21, 22 5, 6, 9, 10, 11,	80
5 th	Dec 12, 13, 16, 17, 18, Jan 13, 14, 15, 16, 17, (Dec. 19, 2019 is the end of the first semester.)	19, Jan 7, 8, 9, 10, 21, 22, 23, 24, 27	100
6 th	Jan 28, 29, 30, 31, Feb 3 11, 12, 13, 14, 18	4, 5, 6, 7, 10 19, 20, 21, 24, 25,	120
7 th	26, 27, 28, Mar 2, 3 11, 12, 13, 23, 24,	4, 5, 6, 9, 10 25, 26, 27, 30, 31,	140
8 th	April 1, 2, 3, 6, 7, 16, 17, 20, 21, 22,	8, 9, 13, 14, 15, 23, 24, 27, 28, 29,	160
9 th	30, May 1, 4, 5, 6, 14, 15, 18, 19, 20,	7, 8, 11, 12, 13, 21	176

Attendance Policy

- Excused absences require a note and should be sent immediately following the absence.
- If your child is absent, send in a note to your child's teacher or drop it off to the front office.
- Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall or activity during the school day for which the student is scheduled.
- Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence.

Cafeteria

- Breakfast is served from **7:30-7:55 am in the cafeteria** each morning.
- Children who eat breakfast go directly to the cafeteria upon arrival at school.
- Lunch begins at **10:50** each day.
- All schools will serve breakfast at no cost to all students this school year.
- Students who attend Sylvan Park will require an application for free- or reduced-price lunch and will be able to apply at the beginning of the school year.

How do students apply for free- and reduced-lunch?

- Eligible families will apply at the start of school if their student is enrolled at a school that will require an application to receive free- or reduced-price lunch.
- More information is available at: <https://www.tn.gov/education/health-and-safety/school-nutrition/free-and-reduced-price-meals.html>. Or stop by the front office to retrieve a Free and Reduced Meal form to complete.

Price List for Non-CEP Schools, MNPS Employees, and Visitors:

Breakfast – No Cost for students

MNPS Employees & Volunteers Breakfast - \$2.00
Parents & Visitors Breakfast - \$ 2.50

Lunch

Elementary School Student Lunch - \$2.75
Middle School Student Lunch - \$2.75
High School Student Lunch - \$3.00

Adult MNPS Staff and/or Volunteer Lunch - \$3.75
Adult Parent/Visitor Lunch - \$4.00
Adult Parent/Visitor Holiday Lunch - \$4.75

Pre-K (Non-enrolled) and Visiting MNPS Students - \$3.25

Brunch is served on Early Dismissal Days and is the cost of a regular lunch.

Only one extra snack or juice may be purchased each day.

Families can pre-pay a student's lunch, or pay an outstanding lunch balance online using our secure payment portal [MySchoolBucks](#).

For viewing menus online, visit [Meal Viewer](#) online or download your preferred mobile app:

Download Metro Public Schools Parentlink app: [Google Play](#) | [iOS](#)

Download MySchoolBucks: [Google Play](#) | [iOS](#)

*Drop off all lunch or snack money to the cafeteria between of 7:45-8:15 a.m.
Or send in money to your child's teacher.

MNPS DISTRICT CALENDAR 2019-20 (JULY 2019 - JUNE 2020)

* REVISED 05/23/19

July 2019							August 2019							September 2019							October 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2019							December 2019							January 2020							February 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7					1	2	3	4						1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29

March 2020							April 2020							May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

<p>TEACHER IN-SERVICE DAYS</p> <p>STOCKPILED PD DAYS</p> <p>STUDENTS IN SCHOOL</p> <p>STUDENTS NOT IN SCHOOL</p> <p>STUDENTS NOT IN SCHOOL & ADMIN OFFICES CLOSED</p> <p>HALF DAY FOR ALL STUDENTS</p> <p>HALF DAY FOR 9-12 ONLY & HALF STOCKPILED PD DAY</p>	<p>7/20-8/2 NEW STUDENT REGISTRATION WEEK</p> <p>7/11 ASSISTANT PRINCIPALS REPORT</p> <p>7/30 TEACHERS REPORT FOR PRINCIPAL-FACULTY IN-SERVICE</p> <p>7/31 FACULTY PLANNING / IN-SERVICE DAY</p> <p>8/1 DISTRICT-WIDE IN-SERVICE DAY</p> <p>8/2 FACULTY PLANNING / IN-SERVICE DAY</p> <p>8/5 FIRST DAY OF SCHOOL – FULL DAY FOR GRADES 1-12, HALF DAY FOR PK-K</p> <p>8/30 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT</p> <p>9/2 LABOR DAY HOLIDAY; STUDENTS DO NOT REPORT</p> <p>9/6 PROGRESS REPORTS ISSUED</p> <p>10/4 FIRST QUARTER ENDS</p> <p>10/7-10/11 FALL BREAK</p> <p>10/14 SECOND QUARTER BEGINS</p> <p>10/18 TEACHERS REPORT FOR STOCKPILED PD DAY; PLANNING / RECORDS DAY; STUDENTS DO NOT REPORT</p> <p>10/22 REPORT CARDS ISSUED</p> <p>11/8 PARENT CONFERENCE DAY; STUDENTS DO NOT REPORT</p> <p>11/11 VETERANS DAY OBSERVANCE; ALL SCHOOLS AND OFFICES CLOSED; STUDENTS DO NOT REPORT</p> <p>11/15 PROGRESS REPORTS ISSUED</p> <p>11/27-11/29 THANKSGIVING HOLIDAYS</p> <p>12/16-12/18 HALF DAY FOR EXAMS GRADES 9-12</p>	<p>12/19 HALF DAY FOR ALL STUDENTS; END OF FIRST SEMESTER</p> <p>12/20-1/5 WINTER HOLIDAYS</p> <p>1/6 TEACHERS REPORT FOR STOCKPILED PD DAY; PLANNING / RECORDS DAY; STUDENTS DO NOT REPORT</p> <p>1/7 THIRD QUARTER BEGINS</p> <p>1/15 REPORT CARDS ISSUED</p> <p>1/20 MLK HOLIDAY; STUDENTS DO NOT REPORT</p> <p>2/7 PROGRESS REPORTS ISSUED</p> <p>2/17 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT</p> <p>3/13 THIRD QUARTER ENDS</p> <p>3/13 HALF DAY FOR ALL STUDENTS; TEACHER PLANNING HALF DAY IN THE AFTERNOON</p> <p>3/16-3/20 SPRING BREAK</p> <p>3/23 FOURTH QUARTER BEGINS</p> <p>3/31 REPORT CARDS ISSUED</p> <p>4/10 SPRING HOLIDAY</p> <p>4/21 PROGRESS REPORTS ISSUED</p> <p>5/18-5/20 HALF DAY FOR EXAMS GRADES 9-12</p> <p>5/21 LAST DAY OF EXAMS; HALF DAY FOR ALL STUDENTS; END OF SCHOOL YEAR</p> <p>5/22 TEACHERS REPORT FOR FACULTY IN-SERVICE; LAST DAY FOR TEACHERS</p> <p>5/25 MEMORIAL DAY HOLIDAY</p> <p>6/2 LAST DAY FOR ASSISTANT PRINCIPALS</p>
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POTENTIAL SNOW MAKE-UP DAYS IF MORE THAN 6 DAYS ARE NEEDED:
MAY 26, 27, 28, 29



Grading

Grading Period Calendar

2019-20

July 11, 2019

This calendar reflects the number of instructional days scheduled for each grading period in the 2019-20 school year. As inclement weather days occur, this calendar will be revised.

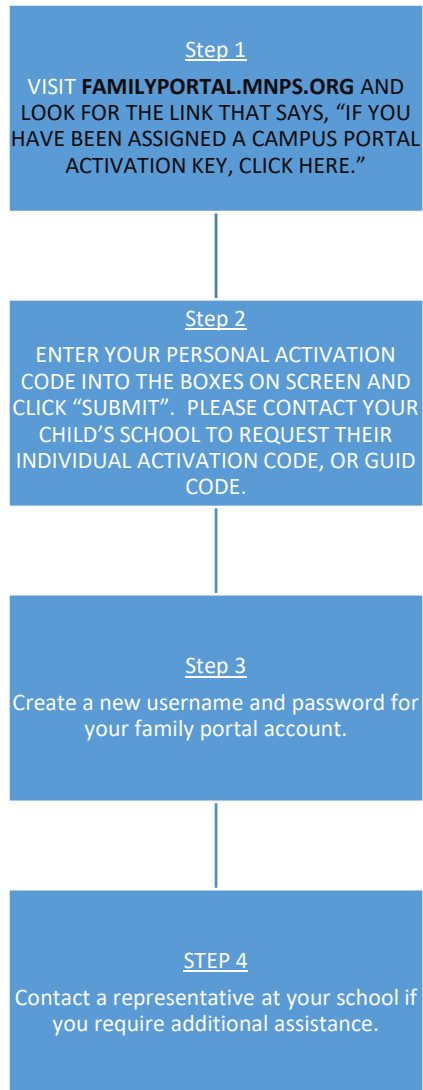
First Quarter	August 5 – October 4	43 days
Second Quarter	October 14 – December 19	43 days
First Semester Total		86 days
Third Quarter	January 7 – March 13	47 days
Fourth Quarter	March 23 – May 21	43 days
Second Semester Total		90 days
Grand Total for 2019-20		176 days

Gradebooks

- Parents can access their child's grades online by checking out the Family Portal (See next page)
<https://www.mnps.org/familyportal?rq=parent%20portal>
- Students are allowed one make-up for assignments with a score of 69 and below.
- No grades over 100 or below 50 will be recorded into the gradebook. Original scores for assignments may be noted by the teacher in the comment section of the online gradebook or recorded on the assignment sent home

Family Portal

If you would like to see your child's class grades, test scores, schedule and attendance records, all of that information is available on the Family Portal. Create an account online or download the app and sign up in four easy steps:



Late Pick Up (PM) Procedures

- If parents/guardians pick up their child after 3:15, the parents/guardians need to sign out their child using the late pick up form on the front desk. If repeated late pickups occur, a meeting/phone call will be scheduled to identify needs/support for parents.

Paideia



So what is Paideia?

Paideia is a holistic philosophy of education that nurtures a child and leads to a more active and comprehensive way of learning. Originally introduced in the 1980's by Mortimer Adler and the Paideia Group, its core beliefs are described in the 12 principles (listed at the bottom of this page) which focus on equity, rigor, and life-long learning. The philosophy integrates three instructional practices: 1. Seminar for conceptual understanding. 2. Coaching for the learning of skills. 3. Didactic instruction for the recalling of knowledge.

Our students participate in seminars that involve close reading of a text, an intellectual conversation about the text facilitated by the teacher, and writing to reflect on their understanding of the text. Students' creative and critical thinking skills are developed during this process along with the other literacy skills.

Students are also engaged in projects tied directly to grade level content that use the three instructional practices of Paideia and allow students to take a more active role in their learning. Projects also allow students to develop skills such as being able to collaborate, problem solve, persevere, and communicate effectively.

The 12 Paideia Principles from the Paideia Group

We believe...

- that all children can learn;
- that, therefore, they all deserve the same quality of schooling, not just the same quantity;
- that the quality of schooling to which they are entitled is what the wisest parents would wish for their own children, the best education for the best being the best education for all;
- that schooling at its best is preparation for becoming generally educated in the course of a whole lifetime, and that schools should be judged on how well they provide such preparation;
- that the three callings for which schooling should prepare all Americans are, (a) to earn a decent livelihood, (b) to be a good citizen of the nation and the world, and (c) to make a good life for oneself;
- that the primary cause of genuine learning is the activity of the learner's own mind, sometimes with the help of a teacher functioning as a secondary and cooperative cause;
- that the three types of teaching that should occur in our schools are didactic teaching of subject matter, coaching that produces the skills of learning, and Socratic questioning in seminar discussion;
- that the results of these three types of teaching should be (a) the acquisition of organized knowledge, (b) the formation of habits of skill in the use of language and mathematics, and (c) the growth of the mind's understanding of basic ideas and issues;
- that each student's achievement of these results should be evaluated in terms of that student's competencies and not solely related to the achievements of other students;
- that the principal of the school should never be a mere administrator, but always a leading teacher who should be cooperatively engaged with the school's teaching staff in planning, reforming, and reorganizing the school as an educational community;
- that the principal and faculty of a school should themselves be actively engaged in learning;

that the desire to continue their own learning should be the prime motivation of those who dedicate their lives to the profession of teaching.

PTO

- Please visit our school's PTO website. This is the fastest and easiest way to find out about what is happening at Sylvan Park. <http://www.sylvanparkschool.org/>
- Newsletter- Sign up on the website to receive the weekly PTO newsletter and be sure to download the PTO Google calendar.
- Contact PTO to volunteer or with any questions at pto.spark@gmail.com

Restorative/Behavior School-Wide Support

School-Wide Behavior Plan

Please read and review this packet with your students to reinforce the rules, expectations, and consequences in the plan. We are confident that by doing this your students will enjoy a safe environment where growth and learning can occur.



Sylvan Park Mission Statement – Sylvan Park Paideia Design Center will prepare students for middle school by nurturing and supporting the development of social, emotional, and academic growth through the teaching of civil dialogue, real world projects, and critical thinking.

Goals of Behavior Plan – At Sylvan Park Paideia Design Center we want to help each child reach his or her emotional, social, behavioral, and academic best.

At Sylvan Park Paideia Design Center we want to work with families to provide a safe and orderly environment which will be conducive to learning.

Our school wide behavior plan was developed based on our Paideia philosophy of education, our commitment to social-emotional learning, and our use of restorative practices. Our Rules and Consequences have been chosen to maintain an environment that promotes positive student outcomes and maintains the safety of all students. Each teacher has also developed a classroom behavior plan based on these same principles and the school wide plan.

School-Wide Rules

1. Be Kind
2. Be Respectful
3. Be Responsible
4. Be Safe

Important Information for Expected Behaviors for Designated Areas

Please read the following Important Information for Designated Areas.

Refer to the MNPS website for additional district information and policies. <https://www.mnps.org/student-discipline?rq=student%20discipline>

<i>Settings</i>	<i>Halls</i>	<i>Cafeteria</i>	<i>Restroom</i>	<i>Auditorium</i>
<p><u>Parent Expectations for Designated Areas</u></p>	<p>Adults walking students to class must obtain a lanyard from the office.</p> <p>Adults should exit the building by 8:05, so teachers can begin uninterrupted instruction.</p> <p>Adults remaining in the building after this time (as volunteers) must be checked in by the office.</p>	<p>Send lunch money in an envelope with student's and teacher's name clearly marked. Checks should be payable to Sylvan Park Cafeteria.</p> <p>Please - no sodas in lunches Grades 1-4 may purchase 1 snack daily Students eating breakfast may go to the cafeteria at 7:30.</p>	<p>Adult restrooms are located on each floor.</p>	<p>Please be respectful of the need for students to be seated with their class/teacher before adults select seats.</p>
	<i>Arrival</i>	<i>Dismissal</i>	<i>Bus</i>	<i>Playground</i>
	<p>Students should arrive at school between 7:30 - 7:45. Teaching begins promptly at 8:00.</p> <p>For safety reasons no students will be allowed in the building before 7:30.</p> <p>Students arriving in cars will be dropped off at the back of the building and enter through the open doors.</p> <p>All students arriving before 7:45 should go directly to the gym (not eating breakfast) or to the cafeteria (eating breakfast).</p> <p>Students needing to eat breakfast should arrive at 7:30. This will allow them time to eat and get to class on time. Students entering the building at 7:45 should go directly to class.</p> <p>Students arriving after 8:00 need to enter through the front doors and be accompanied to the office by a parent who will sign them in. The student will be given a tardy slip to take to their teacher.</p>	<p>Avoid early dismissals.</p> <p><u>All</u> car riders will be dismissed through the back of the building.</p> <p>Please display the carline name strip where it is visible to the adults assisting in car line.</p> <p><u>NO cell phone usage in the car line.</u></p> <p>For safety reasons, dismissal through the front of the building is reserved for walkers and bus riders.</p> <p>Dismissal for carline and walkers will end at approximately 3:15. At that time students will be sent to the office for pick up.</p> <p>Parents must pick up their child by 3:15.</p>	<p>Riding a MNPS school bus is a privilege.</p> <p>Safety is the first concern for all bus riders. Any problem encountered on the bus should be reported to the principal.</p> <p>All MNPS buses are furnished with equipment necessary to videotape bus behavior.</p> <p>Sylvan Park abides by all bus rules established by MNPS; for details refer to the MNPS Student Handbook.</p>	<p>Safety is a priority at all times.</p> <p>Tennis shoes are to be worn to school daily.</p> <p>No footballs.</p>

Expected Student Behaviors for Designated Areas

The following charts show our School-Wide Rules along with Expected Student Behaviors and Consequences for misbehaviors in designated areas.

<i>Settings</i>	<i>Arrival</i>	<i>Dismissal</i>	<i>Bus</i>	<i>Playground</i>
Rules	Expected Student Behaviors			
Be Kind	Keep hands, feet, and other objects to myself Be polite as I arrive and move to class Treat others how I want to be treated Use appropriate voice levels (Levels 0-2)	Keep hands, feet, and other objects to myself Be polite as I leave class Treat others how I want to be treated Use appropriate voice level (Levels 0-2)	Keep hands, feet, and other objects to myself Share seat Keep feet hanging down (off back of seat) Sit in same seat if possible or as told by adult	Keep hands, feet, and other objects to myself Share equipment & play areas with others Include all that want to play Use kind actions & words when playing Demonstrate good sportsmanship
Be Respectful	Come prepared to learn Follow directions promptly Respond to any adult speaking to you	Be ready for dismissal Quietly listen to announcements Follow directions promptly Respond to any adult speaking to you	Follow directions of driver and other adults Speak in appropriate voice (Level 1) Respond to any adult speaking to you	Respond to any adult that is speaking to me Walk around kickball or other PE activities Stay on paved areas when wet Respond to any adult speaking to you
Be Responsible	Stay in appropriate area until dismissed by an adult Take care of myself Be prepared for my school day Arrive on time	Have all necessary items with me when I leave Stay in my dismissal area or with my group	No food/gum allowed Gather all belongings when exiting the bus	Line up promptly and orderly when called Put trash in trashcan and pick up litter Use the restroom before going out Bring in balls/toys/equipment/etc.
Be Safe	Enter through correct doors Walk directly to the appropriate place and stay until dismissed Follow hallway procedures	Follow hallway procedures Walk directly to my dismissal area Wait in the correct area	Stay seated & facing front at all times Stay in line entering and exiting the bus Watch my step on the stairs Keep body parts in bus	Leave rocks, sticks, dirt, etc. on ground Use equipment as instructed by staff Stay within play area boundaries & away from fences & grates Watch out for others playing
<i>Restorative Actions</i>	<i>Arrival</i>	<i>Dismissal</i>	<i>Bus</i>	<i>Playground</i>
	Calming spot Silent breakfast Arrival escort Repair harm	Dismissal buddy Dismissal in office Repair harm	Loss of bus riding privilege Sit in assigned seat Repair harm	Staying inside for recess (for serious safety violations only) Loss of equipment play privileges Repair harm

<i>Settings</i>	<i>Halls</i>	<i>Cafeteria</i>	<i>Restroom</i>	<i>Auditorium</i>
Rules	Expected Student Behaviors			
Be Kind	Keep hands, feet, and other objects to myself Stay in my place in line	Keep hands, feet, and other objects to myself Raise hand for help Use kind words	Keep hands, feet, and other objects to myself Wait for my turn Help keep the restroom neat and clean	Keep hands, feet, and other objects to myself Use good manners Share armrest
Be Respectful	Make sure I am not disturbing other classes Use appropriate voice level (Level 0) Respond to any adult speaking to you	Use appropriate voice level (Levels 0-2) Speak only with those sitting near me Use table manners Follow instructions Respond to any adult speaking to you	Respect other's privacy Use appropriate voice level (Level 1) Respect the facility Respond to any adult speaking to you	Enter auditorium quietly Stay quiet during presentation Listen and respond appropriately Follow directions Respond to any adult speaking to you
Be Responsible	Line up in number order Stay with my class when in the halls Keep the halls clean-pick up any trash or objects I drop	Get what I need before going to my seat Eat promptly (eat first, then talk quietly) Clean up after myself Line up in order at dismissal	Flush after use Clean up after myself Be responsible with soap and paper Return to class promptly	Line up promptly Show self-control
Be Safe	Walk at all times Stay on the right side of hallways and stairs Use handrails on stairs and one stair at a time	Stay seated in my seat Eat <u>my</u> own food – I will not share or swap	Wash my hands with soap Report any problems Have permission/hall pass	Line up in number order Sit in designated area with back against seat, feet hanging down, and hands to self

<i>Restorative Actions</i>	<i>Halls</i>	<i>Cafeteria</i>	<i>Restroom</i>	<i>Auditorium</i>
	Community Service: <ul style="list-style-type: none"> sweep/clean hallways repair harm 	Silent lunch for whole class Separated from peers for silent lunch Community Service: <ul style="list-style-type: none"> clean cafeteria repair harm 	Assign bathroom buddy Community Service: <ul style="list-style-type: none"> restroom clean up duty repair harm 	Warning Move to another seat next to adult Send to office Community Service: <ul style="list-style-type: none"> auditorium clean up duty repair harm

Character Education (Project Wisdom)



1st nine weeks: ***RESPECT**

Good manners, honesty, tolerant of differences, consider other people's feelings

***RESPONSIBILITY**

Do your best, think before you act, keep trying, accept responsibility for your actions, and take initiative

***SELF CONTROL**

Being in charge of your feelings and behavior, controlling your attitude and actions

2nd nine weeks: ***FAIRNESS**

Don't blame others carelessly, take turns, share, be open-minded, don't take advantage of others

***CARING**

Help people, be kind, show that you care, demonstrate gratitude

***KINDNESS**

Taking turns, sharing and listening to what others have to say

3rd nine weeks: ***HONESTY**

To tell the truth in words and actions

***TRUSTWORTHINESS**

Be honest, do what's right, have courage, build a good reputation, be true to your word, don't cheat or steal

***COURAGE**

Doing the next right thing, even when you are afraid

4th nine weeks: ***PERSEVERANCE**

To keep trying even when it is hard

***CITIZENSHIP**

Cooperate, obey laws, vote, protect environment, and be involved in the community

Safety and Security at Sylvan Park

In case of an emergency:

- Parents will be made aware of the situation via email, call out (if possible), or through teachers.

In case of a Relocation Drill in an Emergency Situation:

Students and staff will relocate to McCabe Community Center if we have to leave school property for safety reasons. Parents/guardians can pick up their child there. In a situation like this, parents/guardians will be notified of the situation and relocation.

- A. **Parent check-in location**- McCabe Community Center, 101 46th Ave N, Nashville, TN 37209 (if on-site location reunification will occur our back by the garden and gym doors in the car pick up line area)
1. **Related Arts Teachers will greet/** direct parents/guardians to the check-in location
 2. **Classroom Teachers and Secretaries (Checkers)** verify IDs
 3. Parents/guardians complete reunification cards
 4. This process works best when you can keep the parents/guardians outside of the building
- B. **Student staging area**
1. This area is out of sight of parents-**Community Room inside the Community Center—If onside location this will be held in the gym.**
 2. **Reunifier** recovers students from the staging area and delivers them to the reunification site-**Support Staff**
 3. **Classroom Teachers** remain in student assembly area to manage students until reunified
 4. **Counselors** will be available and in a private area out of sight of students and parents

Standard School Attire (SSA)

Students must wear items listed below:

Khaki, navy blue, or black bottoms; tops in solid colors with collars (or spirit wear)

Tops:

Tops may be short or long sleeves in solid colors and must have a collar. Sylvan Park spirit wear tops (including spirit wear hoodies) are always permitted. Dresses are permitted with or without a collar but must be a solid color. Any sweaters, cardigans, or additional layer of clothing that is worn throughout the day should be a solid color.

Bottoms:

Bottoms may be any shade of khaki, navy blue, or black pants, shorts, capri pants, skirts, skorts, or jumpers. Cargo pockets are permitted.

Shoes:

Shoes must have a closed toe, closed back, and rubber bottom.

*On occasion, Mrs. Goetz may designate special days to wear non-SSA such as jeans or tops celebrating professional sports teams, universities, etc. You will be notified of these allowances in advance via call-out or by your child's teacher.

- Visit the PTO website page or <https://sylvanpark.itemorder.com/sale> to order Sylvan Park Spirit wear for your child. All items ship free to the school and will be sent home when the items arrive.

For additional information, check out the district Student-Parent Handbook

<https://www.mnps.org/handbook?rq=student%20parent%20handbook>

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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