

Sylvan Park Paideia
Elementary School
Family Handbook
2024-2025

Sylvan Park Paideia Design Center

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STATEMENTS OF PURPOSE

District Vision

Metro Nashville Public Schools will be established as the premier large school district in Tennessee and beyond by ensuring that every student is known.

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 to live their best life 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.
- 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.

Important Websites

- ***District Website***

<https://www.mnps.org>

- ***School Website***

<https://sylvanpark.mnps.org/>

- ***Sylvan Park's PTO Website/Social Media***

<https://www.sylvanparkschool.org/>

Twitter @SylvanParkPTO

Instagram #SylvanParkPTO

Facebook SylvanParkPTO

District Policy

The following is a list of policies and procedures to review:

<https://mnps.org/students-families/student-resources/handbook>

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 a
<https://www.mnps.org/cms/one.aspx?portalid=32970327&pageid=33404452>
- Metro Schools Customer Service Center,
- 615-259-INFO (4636);
- Your local school

Spanish

Si usted necesita información adicional o si tiene alguna pregunta, por favor llame o contacte al director de su escuela.

Somali

Haddii aad u baahan tahay macluumaad ama aad qabto su'aalo, fadlan u dir maamulaha iskuulka telefoon.

Vietnamese

Nếu có điều gì thắc mắc hoặc muốn biết thêm chi tiết, xin tiếp xúc vi hiệu-trưởng của trường số tại.

Serbo Croatia/Bosnia

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

Kurdish

بوزانیاری زیاتریان هه‌رپسیاریک ، تکایه په‌یوه ندی بکه به به‌رئوبه‌ری قوتابخانه .

Korean

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

Lao

ຖ້າທ່ານມີຄຳຖາມ ຫຼື ຕ້ອງການຂໍ້ມູນເພີ່ມເຕີມ ກະລຸນາຕິດຕໍ່ຫາຫົວໜ້າສູນການສຶກສາ ຫຼື ສູນບໍລິການລູກຄ້າຂອງພວກເຮົາ.

Arabic

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



Attendance Expectations

Sylvan Park Paideia Design Center

2024-2025 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 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 10 days 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 Meredith Middlebrooks, School 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 <https://mnps.org/students-families/student-resources/handbook>.

WHAT ABSENCES ARE COUNTED AS EXCUSED ABSENCES?

- Student's personal illness and 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)
- Family vacations are **NOT** excused absences.
- 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 requiring 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?

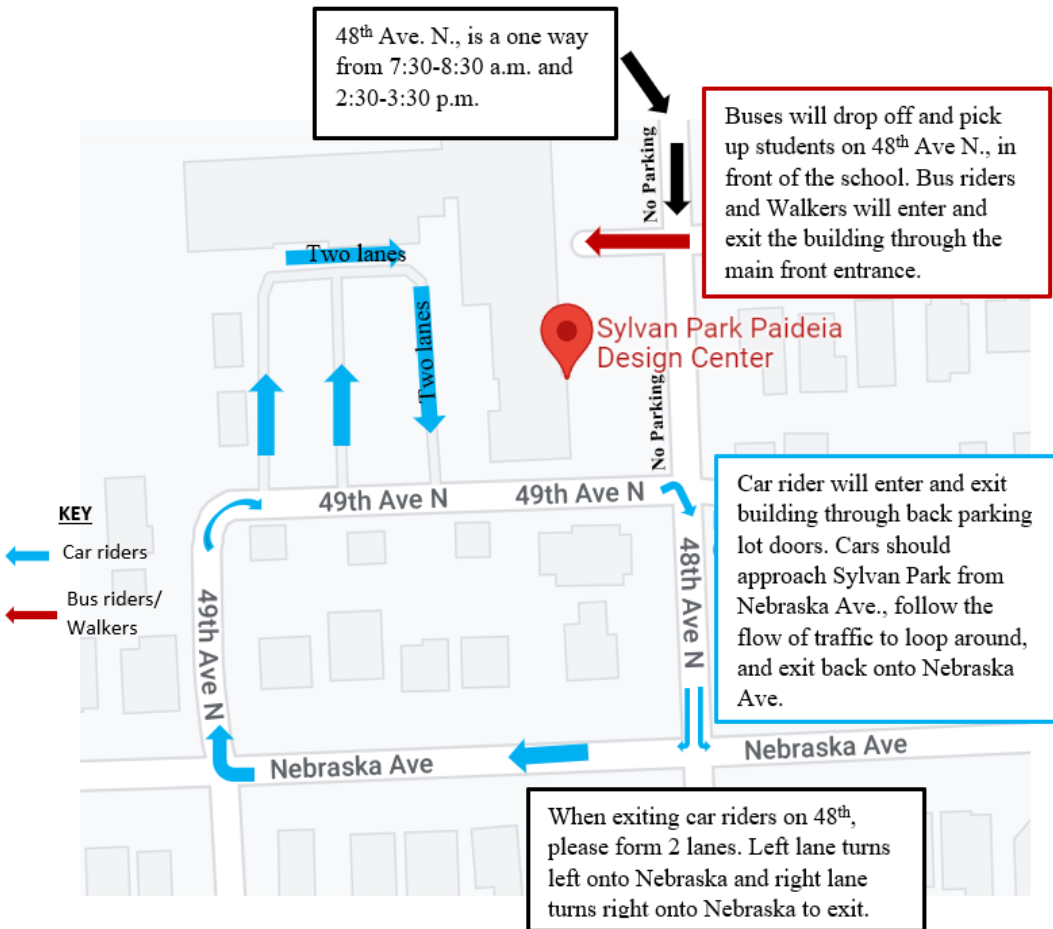
This year, **Sylvan Park** is making a special effort to ensure that all students fully benefit from their education by attending school regularly and on time. Classrooms celebrate individual student perfect attendance (Zero absences over the entire year, no tardies or late arrivals). We are implementing a new weekly Positive Attendance Program. We want to recognize and acknowledge, more frequently, the efforts of students and their families surrounding school attendance! When a student is present each day of an entire week, with no tardies or early dismissals, their name enters a drawing to pick an item from our attendance store (water bottles, books, sensory tools, etc.). Every week, two students reaching expectations from each grade level will visit the store, and every student’s name will be showcased on our attendance recognition board.

WHAT YOU CAN DO

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

Sylvan Park Specific Information

Arrival and Dismissal Procedures Car Riders



Arrival and Dismissal

School begins at **8:00** a.m. School doors open at 7:45 a.m. for students. **Please do not drop off your child any earlier than 7:45 due to lack of supervision.** Students should be seated and ready to begin the instructional day when announcements begin at 8:00 a.m. Students arriving after 8:00 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. Please do not pick your child up any later than 3:15 due to the lack of supervision.**

Morning Drop Off

- **Out Back:** Follow staff directing traffic as you pull into the parking lot.
- Cars in the outside (left lane) will remain in the left lane all the way up to the staff member with the stop sign or until traffic stops.
- The inside middle lane will merge into the right lane to pull all the way up in the right lane.
- Students will remain in cars until all cars have stopped and a long whistle is blown. Students may then exit the car, move towards the sidewalk, and enter through their marked grade level doors [K-gym., 1st-2nd corner ramp, 3rd-4th – 5th central car rider door)
- Once all students have exited the parking lot, two short whistles will be blown, and the stop sign will be put down signaling cars to leave.
- Students will NOT exit their car if parked in the middle lane and walk over grass medians. Those students must wait until the car pulls into the outside lanes near the sidewalks.
- **Out Front:** No student drop off in front of school. Park on side street and walk your child to the front.

Afternoon Drop Off

- Follow staff directing traffic as you pull into the parking lot.
- Cars in the outside (left lane) will remain in the left lane all the way up to the staff member with the stop sign or until traffic stops.
- The inside middle lane will merge into the right lane to pull all the way up in the right lane.
- Students' names will be called (**please place nametag in driver's window**) as cars pull into the parking lot and students will exit the school to their designated grade level boxes outside.
- Once all cars have pulled up and traffic stops a long whistle will blow signaling for the students to their cars.
- Cars will remain stopped until all students are in their cars, 2 short whistles will be blown, and the stop sign will be put down signaling cars to leave.

Arrival and Dismissal (Continued)

Walkers

- **AM:** Walkers will enter through the front main doors. Parents are not allowed in the building during arrival. [7:45-8:15 a.m.]. No student drop off in front of school. Park on side street and walk your child to the front.
- **PM:** Pick up your child at the front of the building. Parents are not allowed in the building during dismissal [2:45-3:15]. A staff member will be out front to call names of students, show them your pickup pass. A pickup pass is required for dismissal of your child. When a student's name is called, they will exit the building through the main entrance.
- 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 (ASAP) or send in a note. If not response, call the front office. Teachers must have a note stating the change of dismissal method.
- **There is no early pick-ups allowed after 2:30 p.m. per MNPS policy. If you know your child needs to leave school early, please make arrangements so that this occurs before 2:30 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. Teachers will then communicate to parents of students as needed.
- 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 Information

- View the district website for further information.
- <https://www.mnps.org/attendance>

Attendance Policy

- Excused absences require a note and should be sent immediately following the absence.
- If your child is absent, send in a physical note to your child's teacher or via email.
- Truancy is defined as an absence for an entire school day or a major portion of the school day.
- 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.
- After 7 days of absences, families may be asked to create an attendance plan.
- After 10 days of absences, parents must obtain a doctor's note for each absence or a letter documenting an ongoing medical condition.
- 10 consecutive days of unexcused absences may result in enactment of No-Show Procedure (student withdrawal).
- After 20 days of unexcused absences, an Attendance Team may review for court petition.
- Students must attend a minimum of 3.5 hours per day to be considered present. On half days, students must attend the full amount of the half day in order to be considered present.
- **For make-up work policy, see Grading Policy section.**

Before and After Care

- PNA is a paid program that provides before and after care. PNA begins at 6:30 a.m. and closes at 6:00 p.m. Contact Yawanda McCord for further information. Email: Yawanda.Mccord@mnps.org
- McCabe Community Center is free afterschool program. Families must register directly with McCabe and then fill out the Sylvan Park Permission slip.

Birthdays

- Birthday parties are not allowed during school hours. If parents wish, they may send in a healthy snack that should be individually wrapped (see policy at www.mnps.org) to be eaten during lunchtime in the cafeteria.

Bus Rules

- Students will follow directions of the bus manager/driver.
- Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
- Students will wait in an orderly line and avoid playing.
- Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the bus driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up object.
- Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
- Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows.

Cafeteria

- Due to limited seating in the cafeteria, if a parent wants to eat lunch with their child, you are welcome to sign them out and eat at the picnic tables in front of the building.
- Breakfast is served from **7:45-8:00 am in the cafeteria** each morning. **If your child will be eating breakfast at school, please arrive at 7:45 a.m.**
- Children who eat breakfast go directly to the cafeteria upon arrival at school.
- Lunch begins at **10:25** each day and ends at 1:20 p.m.
- All schools will serve breakfast at no cost to all students this school year.
- Lunch is free for the 23-24 school year for all MNPS students. It is highly encouraged to complete an application for free or reduced-price lunch.

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.
- Online forms are located here: <https://www.myschoolapps.com/Home/PickDistrict>

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

Breakfast and Lunch – No Cost for students

MNPS Employees & Volunteers Breakfast - \$2.00
 Adult MNPS Staff and/ Lunch - \$3.75
 Adult Parent/Visitor Lunch - \$4.00—CASH ONLY
 Adult Parent/Visitor Holiday Lunch - \$4.75—CASH ONLY
 Milk- \$0.50

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](#)

Outside Food/Meal (Deliveries/Drop Offs)

- No outside food/meal is allowed to be delivered/dropped off to the school during school hours for student lunch/snack/meal. This creates a disruption to the learning experience for our students and staff (even during your child’s lunchtime).
- If you have any questions or concerns, please contact the school. Please note, if a student forgets his/her lunch, they will be provided a free school lunch.

Cell phone/Smartwatch Devices

- All cellphones must be powered off and placed in backpack during school hours.
- Watches that have cellular data must be turned off and placed in backpack OR cellular data turned off during school hours.
- Use of cell phone or other personal communication devices **during the school day IS NOT ALLOWED**. This includes smart watches, earbuds, or any other wearable technology that can transmit and/ or receive an electronic signal.
- **1st Offense:** Warning and teacher keeps device until the end of the day and returns to student.
- **2nd Offense:** Parent/Guardian Notification and administration keeps device for parents pick it up.
- **3rd Offense:** Discipline Referral Code 203

(Using a cell phone, electronic device, or the internet for non-educational purposes or without the permission of the classroom teacher or school administrator. A teacher may withhold a student's phone from the student for the duration of the instructional time if the student's phone is a distraction to the class or the student. -TCA Title 49, Chapter 2 and Title 49, Chapter 6.)

District Calendar

- Click link below
- [MNSP 24-25 District Calendar](#)

Calendar- PTO

- Please visit the PTO’s website to view the PTO calendar with school and community events.
- <https://www.sylvanparkschool.org/calendar/events/>

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. Drop-in appointments cannot be accommodated.

Custody

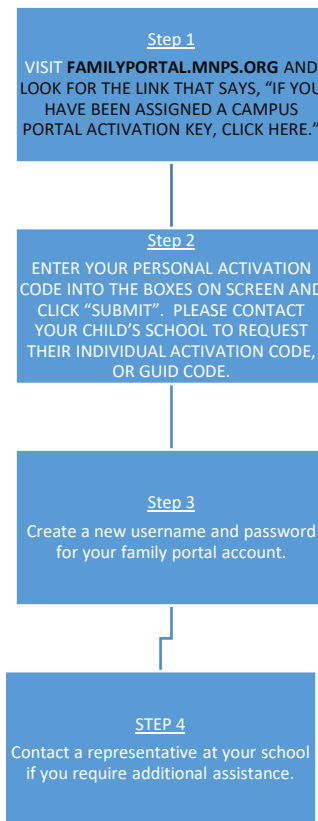
- Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent’s visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

Early Dismissal

- **Early dismissals are discouraged.** Teachers use every minute of the instructional day and early releases create a disruption for students. Per MNPS, no early dismissals will occur after 2:30 p.m. This is strictly for the safety and security of your child, as the office staff is extremely busy during this time. If you need to make last minute transportation changes for your child, please advise the office as soon as possible by phone before 2:30 p.m. When you know of transportation changes in advance, we ask that you send the teacher a handwritten note to notify him/her of the change. Please note that teachers are not likely to check their email or voicemail after lunch; therefore, do not email last minute changes in transportation to teachers. Please keep in mind, when we do not hear from you regarding transportation changes, we will follow your child’s usual routine regarding transportation in the afternoon.

Family Portal

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



<https://mnps.org/students-families/familyportal>

Grades

- Grades this year will be stored on Schoology but synced to Infinite Campus. To view your child’s grade, you can log-into your Parent Schoology account and Infinite Campus Parent Portal to view their grades.
- Students who receive an individual grade of 69 and below are allowed one retake after reteaching of skill occurs. Student’s highest score is used.

Grading Period Calendar

2024-25

July 15, 2024

This calendar reflects the number of instructional days scheduled for each grading period in the 2024-25 school year. As inclement weather days occur, this calendar will be revised.

First Quarter	August 6 – October 3	42 days
Second Quarter	October 14 – December 20	42 days
First Semester Total		84 days
Third Quarter	January 8 – March 7	41 days
Fourth Quarter	March 17 – May 22	48 days
Second Semester Total		89 days
Grand Total for 2024-25		173 days

Grading Policy

Philosophy

- The MNPS grading and reporting system should be simple and easily understood by educators, students, parents and the community at large.
- The method of determining grades should be consistent from class to class and school to school throughout MNPS.

Principles

- Grading should be based on clearly defined and established success criteria.
- Grading should not be a form of punishment, control, or compliance.
- Students should have multiple opportunities to demonstrate mastery.
- Formative assessment accompanied by specific, actionable feedback is vital to student growth and common understanding of student learning progress; however, not all student work is necessarily reflected in grades.

Absences-- Make up Work

- Students with an Excused or Unexcused absence shall be provided with the opportunity to receive graded assignments missed during the absence and to make up the work upon their return for the full grade.
- Make up work must be requested by the student or parent no later than three days after returning to school (be mindful of the end of quarter per the MNPS District Calendar as assignments cannot be made up after the quarter end date). 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.
- If a graded assignment is missed and unable to be made up before the end of a quarter/close of grading window (based on the MNPS District Calendar) that assignment will not be able to be made up. The grade will remain empty in Schoology which does not negatively impact students' overall grade.
- Teachers are not required to provide classwork and graded assignments prior to an absence.

Assignments

- **Summative:** COUNTS Toward Grade Averages
- **Formatives:** Do Not Count towards Grade Averages (but contains vital feedback and evidence of student progress)
- **Homework:** No grades assigned at the elementary level.
- Student assignments/overall averages may NOT be greater than 100.
- No extra credit allowed.

Retakes:

- Students who earn an individual grade of 69 and below are required to retake after reteaching/teacher check-in.
- Highest score is used.
- When entering a retake grade, original score will be included in the comment section in Schoology if it is not an online assessment.

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

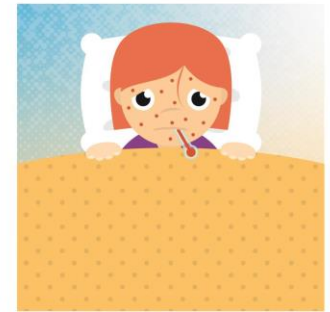
the Health Department stating that your child is lice free. You may visit Lentz Health Center for a health care release (free of cost). A student's absence will only be excused for three days following being sent home for infestations.

- **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.

COVID-19 Protocols

- For people with COVID-19 and influenza. The recommendations suggest returning to school/ normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication.
- Once people resume normal activities, they are encouraged to take additional prevention strategies for the next 5 days to curb disease spread, such as enhancing hygiene practices and wearing a well-fitting mask.

WHEN IS SICK TOO SICK FOR SCHOOL?



SEND ME TO SCHOOL IF...

- I have a runny nose or just a little cough, but no other symptoms.
- I have not had a fever for 24 hours without taking fever reducing medicine.
- I have not thrown up for 24 hours.
- I have not had diarrhea for 24 hours.

KEEP ME AT HOME IF...

- I have a fever: Temperature above 100°F (taken by mouth) without the use of fever reducing medication.
- I have diarrhea.
- I am throwing up.
- I have a rash (Covering my entire body.)

When your child has any of these symptoms, he/she must be kept at home the next day from school. The child will need to be without symptoms for a full 24 hours before returning to school.



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.

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.
- Please call the office if you will be late (this should be rare/extenuating circumstances)

Liability for 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 sanction against pupils who refuse or fail to pay for lost or damaged materials at the replacement cost. Ex: report card may be held

Lost and Found

- Please contact your child's teacher to identify lost belongings.
- Place lost articles in the lost and found, which is in the hallway by the music room.
- Report articles as soon as they are missing.
- Look for pictures of items in the Lost and Found in the PTO Newsletter

Lunch

- Lunch is free for students during the 24-25 school year.
- Parents/guardians may sign their child out for lunch to eat outside, but visitors may not eat in the cafeteria due to space restrictions.

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, 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 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.

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.

Parties

- There are 3 classroom parties (Fall Celebration, Winter Holiday Celebration, End of the Year Celebration).
- Birthday celebrations can take place during lunchtime-See Birthday section. Due to limited seating in the cafeteria, parents can sign out child their child to celebrate at the front picnic tables or outside school hours.
- Birthday treats (if sending) must be individually wrapped and should be a healthy choice

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-SEL Integration/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 to live their best life by nurturing and supporting the development of social, emotional, and academic growth through the teaching of civil dialogue, real world projects, and critical thinking.

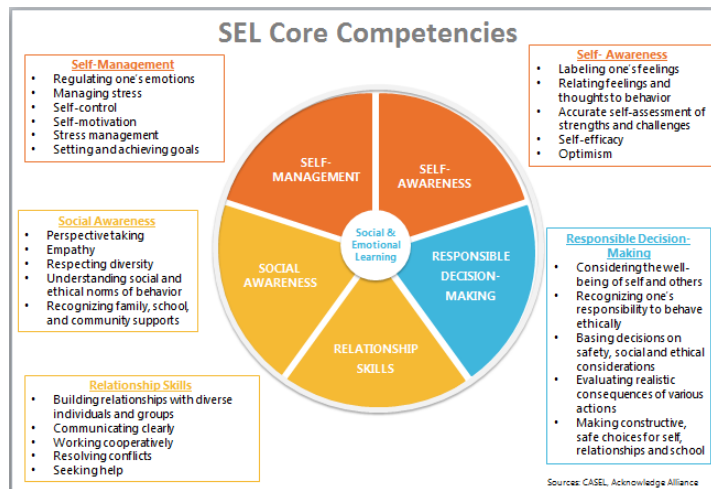
Goals of Behavior Plan – At Sylvan Park Paideia Design Center we want to help each child reach his or her emotional, social, behavioral, and academic best.

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>
<u><i>Parent Expectations for Designated Areas</i></u>	Wear ID sticker visible on front shirt provided during check-in at the front office.	Please - no sodas in lunches Grades 1st -5 th may purchase 1 snack daily	Adult restrooms are located on each floor. Refrain from using student bathrooms	Please be respectful of the need for students to be seated with their class/teacher before adults select seats.
	<i>Arrival</i>	<i>Dismissal</i>	<i>Bus</i>	<i>Playground</i>
	<p>Students should arrive at school between 7:45 - 8:00. Teaching begins promptly at 8:00.</p> <p>Doors open at 7:45.</p> <p>Students arriving in cars will be dropped off at the back of the building and enter through the designated grade level doors</p> <p>Students eating breakfast at school should arrive at 7:45 and go directly to the cafeteria. Students not eating breakfast, should go directly to class.</p> <p>Students arriving at 8:00 or later need to enter through the front doors and be accompanied by a parent for signing-in. The student will be given a tardy slip to take to their teacher.</p>	<p>Avoid early dismissals. Per MNPS policy, no dismissal between 2:30-3p.</p> <p><u>All</u> car riders will be dismissed through the back of the building.</p> <p>Please display the car tag name strip in the driver-side window. Walkers: Pickup pass must be shown.</p> <p>No cell phone usage in the car line.</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 highly encouraged 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 toward floor 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 Leave writing utensils in classroom	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 order designated by teacher 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 a safe distance from others 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 for about 20 seconds Report any problems Have permission/hall pass Keep feet on floor at all time	Line up in order designated by teacher 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

Safety and Security



- Visitors must enter the school building through front office.
- Visitors must check-in at the front office with their driver's license.
- Visitors must display their visitors' badge on the outside part of clothing visible to all.

In case of an emergency:

- Parents will be made aware of the event when situation allows via email, call out, or through teachers.

In case of a Relocation in an Emergency Situation:

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

- A. **Parent check-in location- McCabe Community Center, 101 46th Ave N, Nashville, TN 37209 (if on-site location reunification will occur out 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. Emergency Response Teams (non-classroom teachers) and Secretaries (Checkers) verify IDs
 3. Parents/guardians will sign student out.
 4. This process works best when parents/guardians remain outside of the building or in front foyer.
- B. **Student staging area**
 1. This area is out of sight of parents-Community Room inside the Community Center—If outside of school location, this will be held in the gym.
 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:

- **Tops**
 - Any solid color shirt. No logo bigger than 2 inches (no text; collars not required)
 - Sleeveless (wide straps only), no tank tops
 - Any sweaters, cardigans, or additional layer of clothing that is worn throughout the day should be a **solid color**. No logo being no bigger than 2 inches. No winter jackets can be worn inside building.
 - No hats or hoodies can be covering head when inside the school. Headwear is only permitted for religious reasons.
 - No oversized or undersized clothing allowed (ex. No top longer than bottoms. Bottoms must be visible. Midriff must be covered)

- **Sylvan Park Spirit** wear may be worn any day.



SSA: logo
2 inches or



NOT
SSA:

● **Bottoms:**

- Any solid color pants/khakis/jeans/shorts/skirts/athletic pants (no holes/rips)
- Solid-colored leggings with a shirt/top that is fingertip length/completely covering.
- Leggings (solid colors) may be worn under dress/skirts/shorts
- Shorts/dresses/skirts must be to fingertip length completely cover the bottom.



● **Shoes:**

- Shoes must have a closed toe. No flip flops.
- Sneakers/tennis shoes strongly encouraged on PE days

- **Fridays-Spirit Day/Team Day** (wear Sylvan Park shirt or your favorite Team shirt/sweatshirt)

- Any Non-SSA days will be communicated via call-out or by your child’s teacher.

● **Out of SSA**

- **1st Offense** – Teacher conference with student & clothing change
- **2nd & 3rd Offense** – Teacher contact parent & document (Contact counselor if there are clothing needs)
- **4th Offense**- Admin contact parent (Ascertain clothing needs)

- **Visit the PTO website page and click on Spirit Wear tab on right side or <https://givemetees.com/collections/sylvan-park>** 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. Unless ship to home is selected.

Student Emergency Form

- The MNPS Student Information Sheet is **EXTREMELY IMPORTANT**. The document is included in the first day of school packet. 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 **no later at 8:00 a.m.** Excessive tardiness and early dismissals are documented and may be turned over to our social worker if deemed necessary. Students arriving AT or after 8:00 a.m. are considered tardy. An adult must accompany the child to the front office to sign the child in.

Toys/Trading Cards

- 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 or broken.
- No trading cards of any sort (i.e. Pokémon, Sports, etc.).
- Any cards that surface will be confiscated and returned to parents
- **Do not bring any personal electronic devices to school as they may get lost, broken, or stolen. MNPS is not responsible for personal electronic devices.**
- See discipline steps:
 - **1st Offense:** Warning
 - **2nd Offense:** Item(s) confiscated and returned to parents via parent pick up
 - **3rd Offense:** Conference with administrators and parent contact
 - **4th Offense:** Behavior Referral Code 201 Non-Compliance with Administrative Directive

Visitors

- We welcome visitors to our school! Please sign in at the office by entering through the main entrance and using the buzzer between 8:15 a.m.-2:45 p.m.

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

<https://www.mnps.org/handbook>



PARENT/FAMILY ENGAGEMENT POLICY 2024-2025

SYLVAN PARK PAIDEIA DESIGN CENTER

Parents play an important role in a child's education. At Sylvan Park, we believe that the success of our students depends on a partnership between parents and educators. Parental involvement contributes significantly to student achievement, and we encourage parents to be active participants in our school.

COMMUNICATION

- The school sends home a *First Day* packet to families at the beginning of the school year.
- The school sends a weekly call-out and email to inform families of upcoming events.
- One Open House and district parent teacher conference will occur to provide families with a chance to visit their child's classroom and meet the teacher.
- The PTO sends a weekly newsletter to inform families of school, cluster, and community news and events.
- Principal holds quarterly coffee Q & A sessions.
- The PTO posts frequent updates and reminders to social media accounts.
- The school posts school news and events on the marquee and website <https://sylvanpark.mnps.org/>.
- Teachers correspond with families regularly via phone calls, notes, or emails to provide updates on instruction and student progress.
- Teachers may use Remind or Class Dojo type apps or emails to send direct messages to families.
- The district and school contacts families by phone to relay school closings and other important notices.
- School marquee will be used to communicate important school events and positive messages.
- The school informs families about programs and services offered as needed (i.e., social work services, healthcare, counseling, library, etc.) via teacher-parent, direct family contact or school-wide callouts.
- The district and school provide families with a description and explanation of the current curriculum in use, the forms of academic assessment used to measure student progress, and the relative goals for proficiency.
- The school provides progress reports, report cards, notices of concerns, intervention, and progress monitoring letters (if applicable), and phone calls home to update families on student academic, behavioral, and social emotional progress.
- Some teachers may send home daily behavior calendars to update families on student behavior.
- Families contact teachers about academic, behavioral, and/or social emotional concerns.
- The district employs family engagement professionals to assist families in understanding the curriculum, student achievement standards, and how to effectively monitor a child's progress and work with teachers virtual or in-person.

PARENT PARTICIPATION

- Parents are encouraged to volunteer time at Sylvan Park Paideia. Parents are allowed in the building to support teachers, attend parent events such as book fair, musical performances, conferences outside school hours. Parent meetings occur to allow families to attend IEP, Support Teams, and 504 meetings during school days.
- Parents attend teacher conferences to discuss child's progress.
- Parents communicate changes in contact information to the school.
- Parents attend school activities and events hosted by school and PTO.
- The school offers varied times and methods for parent conferences, for example, before and after school, during teacher planning periods, phone conferences, etc.
- Parents complete the district POSSIP survey or school-created family survey to provide feedback to the school.
- Parents participate in the PTO. PTO collaborates with school personnel to maximize parent participation in the work of the school. Meetings are held likely to be held monthly in the library and communication is sent out by PTO.

MEETING OPPORTUNITIES

- Open House is held at the beginning of the year to welcome parents, meet teachers, and review classroom procedures.
- Bi-monthly PTO meetings are held monthly to discuss ways to support students, faculty, and parents.
- The school and PTO hosts an ice cream social in August to welcome families.
- The school and PTO hosts a Welcome to Kindergarten coffee for incoming kindergarten families. (held outside)
- Parent Social will be held to allow for outside community members and neighborhood adults to meet and interact with each other.
- Support Team meetings are held per teacher or parent request for students struggling with academic or behavior concerns.
- All events can be found on the PTO website: <https://www.sylvanparkschool.org/calendar/events/>

PARENT EDUCATION

- Community workshops and seminars hosted by district or PTO are held throughout the year and communicated by the school and district.
- The school may hold curriculum nights to inform families on district mandated curriculum and parent resources for home extensions.
- PTO plans sessions for families based on need and demand.
- PTO meetings will be held and will be based on areas of school needs, students' social emotional needs, and other areas parents want/need.



Metropolitan Nashville Board of Public Education

Sylvan Park is in District 8.

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Dr. Adrienne Battle

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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