

Sylvan Park Paideia
Design Center
Family Handbook
2022-2023

Sylvan Park Paideia Design Center

Elizabeth Goetz, Principal

Elizabeth Hewitt, Asst. 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 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.
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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



Attendance Expectations

Sylvan Park Paideia Design Center
2022-2023 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
- 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 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?

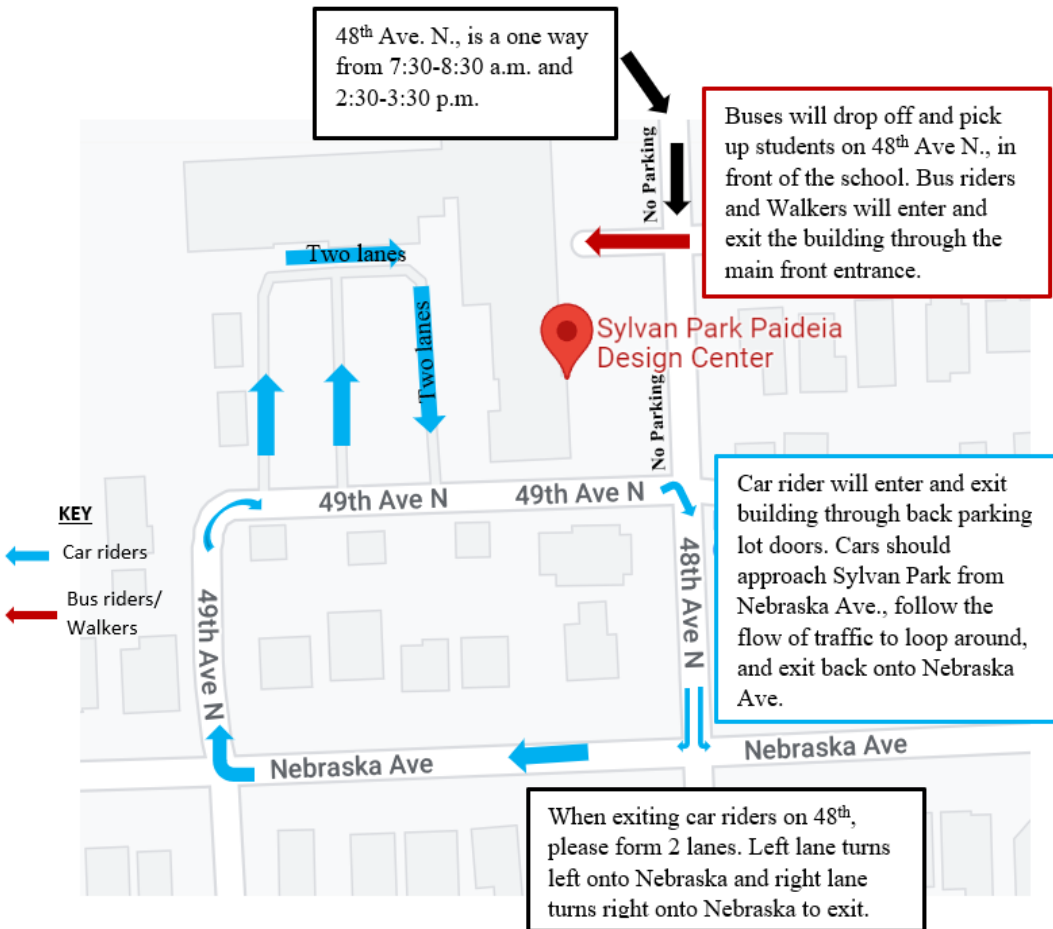
This year, **Sylvan Park** is making a special effort to ensure that all students fully benefit from their education by attending school regularly and on time. Classrooms celebrate individual student perfect attendance (Zero absences over the entire year, no tardies or late arrivals). The following reward program will be implemented this year to encourage regular daily attendance. Students who meet these individual attendance goals will be recognized at the end of the school year.

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

- 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.

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.]
- **PM:** Pick up your child at the front of the building. Parents are not allowed in the building during dismissal. A staff member will be out front to call names of students who are ready to be picked up. When a student's name is called, they will exit the building. To help expedite our process, hold up a sign with your child's First and Last name, Grade.
- 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), send in a note, or 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.

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.

Cafeteria

- 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 **11:00** 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 22-23 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.
- 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 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

Adult Parent/Visitor Holiday Lunch - \$4.75

Brunch is served on half days beginning at 8:15 and is free for all MNPS students.

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

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](#)

District Calendar



2022-2023 District Calendar

JULY 2022-JUNE 2023

JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
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	S M T W T F S	S M T W T F S
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JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023
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	S M T W T F S	S M T W T F S
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KEY DATES

July 11: Assistant principals report
August 2: Teachers report; teacher in-service day
August 3-5: Teacher in-service days
August 8: First full day for grades 1-12; Half day for Pre-K and K
August 9: Full day for grades 1-12; Half day for Pre-K and K
August 10: Full day for all grades
September 2: Stockpiled professional development day (Students do not report)
September 5: Labor day holiday (District closed)
September 6: Progress reports issued
October 6: First quarter ends
October 7: Stockpile professional development day (Students do not report)
October 10-14: Fall break holiday
October 17: Second quarter begins
October 25: Report cards issued
October 28: Parent conference day (Students do not report)
November 8: Election day; Stockpile professional development day (Students do not report)
November 11: Veterans day holiday (District closed)

November 15: Progress reports issued
November 23-25: Thanksgiving holiday
December 13-15: Half day for exams grades 9-12; Other grades full day
December 16: Half day for all students; Second quarter ends
December 19-January 2: Winter break holiday
January 3-6: Stockpile professional development day (Students do not report)
January 9: Third quarter begins
January 10: Report cards issued
January 16: MLK holiday (District closed)
February 7: Progress reports issued
February 20: Stockpile professional development day (Students do not report)
March 10: Half day for all students Third quarter ends
March 13-17: Spring break holiday
March 20: Fourth quarter begins
March 28: Report cards issued
April 6: Stockpile professional development day (Students do not report)
April 7: Spring holiday (District closed)
April 18: Progress reports issued

May 22-24: Half day for exams grades 9-12; Other grades full day
May 25: Last day for exams; Half day for all students; End of school year; Report cards issued (elementary and middle schools)
May 26: Teacher in-service day; Last day for teachers
May 29: Memorial day holiday (District closed)
June 2: Report cards issued (high schools); Last day for assistant principals
 * Potential snow make-up days: Feb. 20, April 6, May 26, 30, 31
 * 4 Stockpiled Inclement Weather Days; 9 Stockpile PD Days

CALENDAR KEY

	Students in school
	Teacher in-service day (Students do not report)
	Stockpiled professional development day (Students do not report)
	Students out of school
	Students out of school; district closed
	Half day for all students
	Half day for exams (grades 9-12 only); Half virtual day

Last Update: November 23, 2021

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.

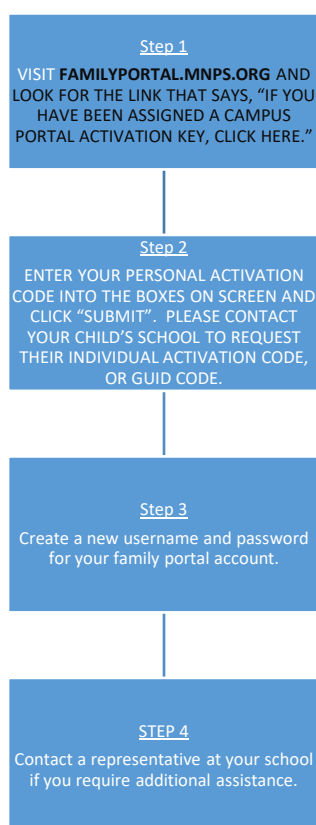
Custody

- 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. 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



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

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:

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.

- Student overall averages may not be less than 50 at the end of the quarter. All grades less than that are adjusted to reflect a 50.
- 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

2022-23

July 15, 2022

This calendar reflects the number of instructional days scheduled for each grading period in the 2022-23 school year. As inclement weather days occur, this calendar will be revised.

First Quarter	August 8 – October 6	42 days
Second Quarter	October 17 – December 16	39 days
First Semester Total		81 days
Third Quarter	January 9 – March 10	43 days
Fourth Quarter	March 20 – May 25	47 days
Second Semester Total		90 days
Grand Total for 2022-23		171 days

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**
 - If your child has a COVID positive test result, start of symptoms is day zero. Isolate for 5 days. Student may return on day 6 if fever free and with resolving symptoms. Student must wear mask for 5 days upon returning to school. COVID protocols subject to change.

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.

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 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 22-23 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 party celebrations can take place during lunchtime.
- 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.

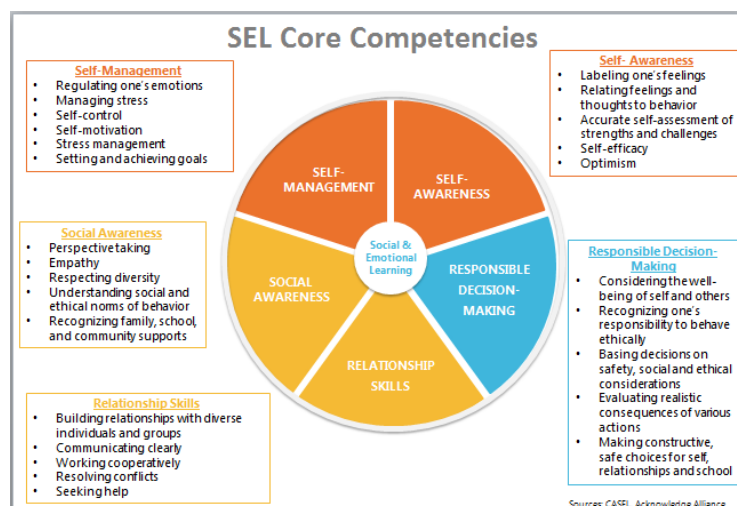
Goals of Behavior Plan – At Sylvan Park Paideia Design Center we want to help each child reach his or her emotional, social, behavioral, and academic best.

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

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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>
<i><u>Parent Expectations for Designated Areas</u></i>	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 carline name strip in the driver-side window.</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.

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<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

Character Education



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

- 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. 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
- B. **Student staging area**
 1. This area is out of sight of parents-Community Room inside the Community Center—If outside 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:

- **Tops:**
 - Tops: short sleeve, long sleeves or sleeveless (with wide straps) in solid colors. No logo bigger than 2 inches, no text, collars not required.
 - Sylvan Park spirit wear tops (including spirit wear hoodies) are always permitted.
 - Any sweaters, cardigans, or additional layer of clothing that is worn throughout the day should be a solid color with no logo bigger than 2 inches, no text, collars not required.
 - Headwear permitted for religious reasons only (no hoods or hats may be worn in the building)
- **Bottoms:**
 - May be any solid color pants/khakis/jeans/shorts/skirts (no holes/rips)
 - Solid-colored leggings with a shirt/top that is fingertip length/completely cover the bottom
 - Leggings (including patterns) 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.
 - Tennis shoes required on PE days (highly encouraged)
- **Fridays-Spirit Day/Team Day** (wear your favorite Team shirt/sweatshirt)
- Any Non-SSA days will be communicated via call-out or by your child's teacher.
- Out of SSA
 - First Offense – Teacher conference with Student & change
 - Second Offense – Parent Contact & documentation (Contact Counselor if there are clothing needs)
 - Third Offense-Parent Conference with admin.
- 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

- 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.
- **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.**

Visitors

- We welcome visitors to our school! Please sign in at the office.

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

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

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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