

**Percy Priest Elementary School**

**Handbook &**

**School-Wide Discipline Plan**

**2020-21**

***Dr. Russell Young, Principal***

***Brooke Temple, Assistant Principal***

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 **www.percypriest.org**

 **1700 Otter Creek Road Nashville, TN 37215**

 **Phone: 615-298-8416 Fax: 615-665-8283**

**District Website:** [**www.mnps.org**](http://www.mnps.org)

 **MNPS Vision Statement**

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

 **Percy Priest Elementary School’s Vision Statement**

***The vision of Percy Priest Elementary School is to continue to be a school of highest academic achievement, graduating well-rounded, compassionate, critical thinkers who strive for excellence. We achieve this vision by building a network of stakeholders—including passionate educators, engaged parents, and supportive community members—that is fully committed to realizing our beliefs and mission.***

 **Percy Priest Elementary School’s Mission Statement**

***The mission of Percy Priest Elementary School is to provide the foundation students need to fulfill their highest academic potential and become lifelong learners by offering rigorous, research-based instructional programs in a safe and nurturing environment.***

At Percy Priest ES 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.

Questions?

Please call the MNPS Customer Service Center at 615/259-INFO (4636) or your child’s principal.

**Policies are subject to be modified or added throughout the school year. The current text of all policies is available in the following locations:**

**• The Metro Schools’ website at www.policy.mnps.org;**

**• Metro Schools Customer Service Center @ 259-INFO (4636)**

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 

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

Kurdish



Korean



Lao



Arabic



**General Information about Percy Priest ES**

**Program Highlights**

* Balanced Literacy
* Writing Across the Curriculum
* Math, Science, Social Studies
* Social and Emotional Learning (SEL)
* Morning Meetings and Community Gatherings
* Related Arts Classes: Art, Music, Physical Education, Spanish (weekly)
* Library: open check-out daily
* Technology: Mobile Classroom Computers and Computer Lab
* Encore: Gifted and Talented Program supported by Advanced Academic Resource Teacher (AART)
* Literacy Teacher Development Specialist (LTDS)
* School Counselors
* Interventionists and Enrichment Specialist
* Personalized Learning Time=Tiger Time (PPE)
* Awards Celebrations: Rising Stars, Principal’s List, Honor Roll, Perfect Attendance (Gr. 2-4)

Emphasized Character Education Traits

* Respect & Responsibility
* Kindness, Friendship & Caring
* Perseverance
* Honesty
* Courage
* Self-Control
* Citizenship & School Spirit

**Arrival and Dismissal**

School begins at 8:00 a.m. School doors open at 7:40 a.m., please do not drop off your child any earlier due to lack of supervision. Students can go to classrooms at 7:50 a.m. Students must be seated and ready to begin the instructional day when announcements begin at 8:00 a.m. Students arriving after 8:00 a.m. are tardy and must be signed in by an adult in the office. Students are dismissed at 3:00 p.m.

**Birthday Parties Reference MNPS policy # IM 4.146 Appendix A**

Birthday parties are not allowed during school hours. If parents wish, they may send in a healthy snack (See policy at www.mnps.org) to be eaten during lunch time in the cafeteria. **Please confirm with the classroom teacher and room parent re: student food allergies**. Birthday party invitations may not be given out at school, unless invitations are brought for every child in the classroom.

**Before and After School Care**

Tiger Club Extended Day is PPE’s before and after care. Director Liz Whiting may be reached at 615-390-3167.

**Breakfast and Lunch**

Until 2018, Metro Nashville Public Schools has participated in the Community Eligibility Provision (CEP), a federal reimbursement program that allows school districts to offer lunch at no cost to students.

MNPS was able to participate because the district’s percentage, which is how Tennessee measures poverty in schools, was at 60 percent during the application process four years ago. Since then, our direct certification percentage has dropped to 50 percent.

As a result, MNPS is no longer eligible and cannot offer this program to all students at all schools.

*What schools will be affected next year?*

* 29 schools will go back to the traditional free- and reduced-meals application system. These schools will require an application for eligible students to receive free- or reduced-price lunches.
* 120 schools will continue to provide lunch at no cost to all students under CEP.
* All schools will serve breakfast at no cost to all students next year.





*What does this mean for my student?*

* Students who attend a school that will require an application for free- or reduced-price lunch will be able to apply at the beginning of the next school year.

*How do I 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. <https://www.myschoolapps.com/Home/PickDistrict>
* More information is available at: <https://www.tn.gov/education/health-and-safety/school-nutrition/free-and-reduced-price-meals.html> .

We know we have children who rely on our nutrition services program as a reliable source for a healthy meal. In this school year, breakfast will still be provided to all students in all schools and 120 schools will continue to offer lunches at no cost to all students. Students attending the remaining 29 schools will have the option to apply for free- and reduced-price lunch.

**Price List for Non-CEP schools, which includes Percy Priest ES:**

Elementary School Student Lunch - $3.00 virtually and $2.75 in person

Middle School Student Lunch - $2.75

High School Student Lunch - $3.50

Adult MNPS Staff and/or volunteer Lunch - $3.50

Adult Parent/Visitor Lunch - $3.75

Adult Parent/Visitor Holiday Lunch - $4.50

Pre-K (Non-enrolled) - $2.75

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

**Bus Rider Expectations**

* Obey the bus driver’s instructions
* Remain in your seat on the bus
* Keep your hands, feet, and objects to yourself
* Talk quietly
* Students who live at least 1.25 miles from school may ride the bus
* Bus drivers must approve any requests for additional passengers-this must occur a day in advance of the request

A bus driver’s job is an EXTREMELY difficult task. The school makes every effort to support them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school.

**Conferences**

The faculty is ready to discuss any concerns you might have about your child and his/her experiences at our school. To protect the instructional time of our students, please email or call to arrange a convenient time to meet with your child’s teacher during their planning time.

**Custody**

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

**Early Dismissal**

Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 2:30 pm (1:00pm for PreK).** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. **Per MNPS, we are not to accept changes in a child’s transportation over the phone. You must send a note to the teacher or email the teacher and the PPE front office staff if there is a change.**

Our school cares about the safety of your children. Therefore, children will not be dismissed from their classrooms. All parents and visitors must report to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification.

**Illness**

* Your child’s health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home **a full 24 hours without symptoms** before returning to school.
* **Head Lice** – If your child should become infested with head lice (live bugs), it is the policy of the district that he/she may not return to school until you have obtained a statement from your physician or the Health Department stating that your child is lice free. You may visit Lentz Health Center for a health care release (free of cost). A student’s absence will only be excused for three days following being sent home for infestations.
* **Strep Throat** – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.
* **Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or “pink eye”, your child must have a doctor’s statement stating the child is not contagious and may return to school.

**Liability for Textbooks and Other School Materials** It is the responsibility of the school principal to protect school properties including textbooks,musical instruments**,**

Library books, electronic gear, and other loaned materials and equipment**.** The principal or principal’s designee may apply any or all of the following sanctions against students who refuse or fail to pay for lost or damaged **materials** at the replacement cost.

* Refuse to issue any additional textbooks until restitution is made.
* Exclude students from school events, including graduation.

**Lost and Found**

* Place lost articles in the lost and found which is located in the cafeteria or front lobby.
* Report articles as soon as they are missing. Please have your child check the L and F for missing items.
* Write your child’s name in coats, jackets and any PPE spirit wear such as sweatshirts and pullovers.

**Medication Reference MNPS policy # SP 6.129**

**A student may not take medication at school without *WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR on the MEDICATION FORM. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR and THEY MUST MATCH THE LABEL. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER.*** The appropriate forms may be found in your child’s First Day folder. (Most antibiotics 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 cafeteria purchases. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:

* Child’s name
* Teacher’s name
* Amount enclosed
* Purpose of sending the money

Checks are permitted. Any checks returned for insufficient funds will eliminate that family’s privilege of writing a check to the school or the cafeteria. A significant fee will also be charged by MNPS’ check collection agency.

Inclement Weather Days

When it is necessary to dismiss early or close schools, local radio, social media and television stations will notify the community. Please do not call the school office and tie up the phone lines. These should be kept open for emergencies. We encourage you to go over emergency plans for your child in the event of an early dismissal. Teachers also need a record of your plan.

**Student Emergency Cards**

The Student Emergency Card is **EXTREMELY IMPORTANT**. Please return it as soon as possible. Telephone numbers, cell phones, work phone, and emergency contacts are especially important in the event of illness or emergency. Should these numbers change during the school year, please notify the school office immediately, so that we may update our records.

**Tardiness**

Students are expected to arrive on time for school each day @ 8:00a.m. Excessive tardiness and early dismissals are documented and may be turned over to the MNPS Truancy Office if deemed necessary.

**Toys**

Toys, games, trading cards (of any kind), iPods, Kindles, 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.**

**Percy Priest Elementary School-wide Expectations**

**School-wide Expectations**

PPE’s expectations for faculty, students, and visitors:

* Be Respectful
* Be Responsible
* Be Safe

**Hallway Expectations**

*Straight, Swift, and Silent*

1. Be Respectful
	* Straight Lines and Silent Voices
	* Follow Directions from Adults (ex. Zero-Talking Zone)
2. Be Responsible
	* Go Directly to Your Destination
	* Look and Listen for Changes
	* Keep PPE Clean
3. Be Safe
	* Keep Hands, Feet, and Objects to Yourself
	* Walk Calmly and Stay to the Right-side of the Hallway

**Cafeteria Expectations**

*Greet, Eat, Be Neat*

1. Be Respectful
	* Whisper Voices
	* Speak Kindly
	* Follow Directions From Adults (ex. No talking when music is playing.)
2. Be Responsible
* Touch Your Own Food and Drink
* Clean Up Your Eating Area and Throw Away Your Trash
* Look and Listen for Changes
1. Be Safe
	* Follow All Procedures
	* Remain Seated Unless Given Adult Permission
	* Keep Hands, Feet, and Objects to Yourself

**Playground Expectations**

*Play, Participate, and Be Physical*

1. Be Respectful
	* Take Turns
	* Speak and Act Kindly
	* Follow Directions From Adults
2. Be Responsible
	* Look and Listen for Changes
	* Follow All Procedures
3. Be Safe
	* Stay in Your Assigned Area
	* Keep Hands, Feet, and Objects to Yourself
	* Report Unsafe Activity to Adults

**Restroom Expectations**

*Quick, Quiet, and Clean*

1. Be Respectful
	* Use Restroom Quickly
	* Follow Directions From Adults
2. Be Responsible
	* Throw Away Trash
	* Voices Off
3. Be Safe
	* Wash Hands With Soap
	* Feet on the Floor
	* Keep Hands, Feet, Objects, and Eyes to Yourself

**Arrival/Dismissal Expectations**

*Prepared, Positive, and Present*

1. Be Respectful
	* Dismissal is a Zero-Talking Zone
	* Follow Directions From Adults
2. Be Responsible
	* Go Directly to Your Dismissal Area
	* Keep Your Belongings in Your Bag
	* Listen for Directions and Changes
3. Be Safe
	* Keep Hands, Feet, and Objects to Yourself

**Percy Priest Elementary School**

**MNPS K-4 Dress Code Policy/Standard School Attire**

All shirts must have short or long sleeves and must have a collar (polo, dress-style, peter pan or turtleneck).

White or navy-blue shirts are acceptable in all Metro schools. PPE has opted to allow students to wear ANY solid color polo collared shirt or dress.

All pants, shorts, capri pants, skirts, skorts or jumpers must be navy blue, black or any shade of khaki. Cargo pants and denim jeans of any color are NOT permissible except for “jeans” day.

All shirts must be properly buttoned and tucked inside pants, shorts or skirts.

All clothing must be appropriately sized. Tight, baggy or sagging shirts or pants are not allowed.

Logos or manufacturer trademarks, if any, must be no larger than two inches. School logos are permitted and are not limited in size. Percy Priest spirit-wear shirts, pullovers and sweatshirts may be worn any day of the week. PPE logo athletic shorts may be worn on Fridays or days designated by the administration.

T-shirts with or without sleeves may be worn as undergarments. They must be solid white; navy blue or one of the additional solid colors approved by the school and may not display any writing, pictures or images.

 A single blazer, suit jacket, vest, sweater, or cardigan is permitted as an item that may be worn over the Standard Attire top. These garments must be in one of the district- or school-approved solid colors. **Only PPE spirit-wear** **hooded sweatshirts** can be worn in the school.

Outerwear such as raincoats, windbreakers and cold-weather jackets and coats may not be worn in the school.

Appropriate footwear must be worn at all times. Laces on shoes or sneakers must be tied. No house shoes or flip-flops are allowed.

Torn clothing or see-through clothing is prohibited. No offensive or foul language is allowed on any clothing.

Spiked accessories, oversized jewelry or belt buckles and inappropriate head coverings such as bandanas or do-rags cannot be worn or seen during school time or school functions.

###### Metropolitan Nashville Board of Public Education

 **Gini Pupo-Walker**, District 8

**Director of Schools**

Dr. Adrienne Battle

[www.mnps.org](http://www.mnps.org)



 **1. Request for alternate format**

 To request this information in an alternate format, please contact your building principal or department head.

 **2. Request for auxiliary aids at a school building statement**

Individuals who need auxiliary aids and services are to make their request known to the building principal or department head prior to the date it is needed. (Interpreters for the deaf or hard of hearing must be requested forty-eight [48] hours prior to the event.)

*The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services or activities. Las escuelas Públicas Metropolitanas de Nashville  (MNPS, por sus siglas en inglés) no discriminan por la raza, religión, credo, género, identidad de género, orientación sexual, origen nacional, color, edad y/o discapacidad en la admisión, acceso u operación de sus programas, servicios o actividades*