DuPont Tyler Middle School Handbook
&
School-Wide Discipline Plan
2013 – 2014

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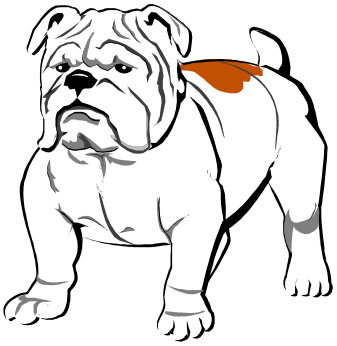


The mission of DuPont Tyler Middle School is to provide diverse learning experiences in a safe and orderly environment for the purpose of improved student learning across the curriculum.

http://*www.**duponttyler**ms.mnps.org*

DuPont Tyler Middle School
431 Tyler Drive
Hermitage, TN 37076
(615) 885-8827

HOME OF THE BULLDOGS!

8/5/13 5:19 PM

District Vision Statement

www.mnps.org
Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work and life.

MNPS MIDDLE SCHOOL VISION

MNPS middle school students perform at the highest level of social, emotional development and academic achievement while preparing for college.

MNPS MIDDLE SCHOOL MISSION

MNPS middle school students learn in a personalized environment where they are valued, respected, and challenged. Students will experience rigorous academics, engaging activities, and creative arts in a safe environment with caring and nurturing adults.

CULTURE FOR LEARNING

- Students and adults believe they belong and are valued.
- Diversity is respected, valued and celebrated to promote learning.
- Trusting, supportive, and respectful relationships exist between student/adult, student/student, and adult/adult.
- Students and adults create and share norms~~,~~ and traditions that promote learning as a community.
- Students and adults feel physically, socially, and emotionally safe.
- Students and adults actively engage in rigorous, relevant, and diverse learning and growth experiences.
- Learning environments are designed to promote discovery-based learning for everyone.
- Positive health and wellness choices are embedded in learning experiences and life choices for students and adults.
- Students and adults engage in building and contributing to the life of the larger community.

PLEDGE TO MIDDLE SCHOOL PARENTS

- Our pledge to you is that when you enroll your child in a MNPS Middle School your child will experience:
- A warm and inviting school community committed to the intellectual, social, and emotional development of its students in a physically safe and secure learning environment;
- An age and developmentally appropriate curriculum that is rigorous, robust, and relevant;
- Knowledgeable teachers who skillfully use field-tested research-based, instructional practices that advance achievement and make learning interesting, engaging, and exciting;
- Opportunities for academic acceleration, enrichment, instructional support remediation, and social and athletic engagement;
- Administrators and teachers who understand early adolescent development, who enjoy working with middle school children, who treat children with dignity and respect, and who help them learn from their social and academic experiences;
- Administrators and teachers who treat parents and designated guardians as true partners and value working collaboratively with them in support of the intellectual, social, and emotional development of their children.

DTMS Beliefs

1. We believe all students can learn and reach their full potential.
2. We believe our instruction must encourage positive attitudes toward learning.
3. We believe a safe, orderly, comfortable environment promotes our foundational policy of student learning.
4. We believe accountability for student success, gauged through appropriate assessment, should be shared among students, parents, teachers, and the administration.

5. We believe that by providing a variety of experiences, we will help students develop decision-making techniques and strategies to help them discover their strengths, be proud of who they are, and be responsible for their own choices.
6. We believe that with a wide variety of extracurricular activities, students will increase not only in academic achievement, but also in leadership opportunities, positive behaviors and lifelong learning skills.
7. We believe all stakeholders are responsible for adhering to state and district policies.

Questions

Please call the MNPS Customer Service Center at 615/259-INFO (4636) or your child's principal. Policies are subject to be modified or added throughout the school year. The current text of all policies is available in the following locations:

- The Metro Schools' website at www.policy.mnps.org;
- Metro Schools Customer Service Center, 259-INFO (4636);
- Your local school

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

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

Vietnamese

Nêú có diêu gi thăc măc hoăc muôn biet thêm chi tiêt, xin tiêp xúc vi hiêu-truóng cua trúóng só tai.

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

Kurdish

بو زانیاری زیاتر یان هەرپسیارێك ، تكایە پەیوە ندی بكە بە بەڕێوبەری قوتابخانە .

Korean

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

Lao

ຖ້າ ທ່ານ ຕ້ອງ ການ ຂໍ້ ມູ ນ ຫລາ ຍ ເພີ ນ ອີ ກ ຫຼື ຖ້າ ມີ ຄຳ ຖາມ
ອັ ນ ໃດ ອັ ນ ໜຶ່ ງ ຂໍ ຈົ່ ງ ຕິ ດ ຕໍ່ ໂ ທ ຫາ ຂະ ແ ນ ນ ປ ຫາ ທ່ານ ເ ຈົ້ າ ອ່ ານ ວ ຍ
ການ ໂ ຮ ງ ຮຽ ນ ຫລື ນ ເ ວ ລາ ຮາ ຊ ການ .

Arabic

أذا كنت تحتاج ألى مزيد من ألمعلومات أو لديك أي سؤال ، رجاءً أتصل بمدير ألمدرسة .

General Information about *DuPont Tyler Middle School*

2013-2014 MNPS School Calendar

	Fall Semester		Spring Semester
1-Aug	All students report for half-day	6-Jan	Teacher planning day; students do not report
2-Aug	Teachers report for in-service; student do not report	7-Jan	3rd quarter begins; all students report
5-Aug	Grades 1-12 report for full day; half day for PK and K	13-Jan	Report cards issued
2-Sep	Labor Day Holiday	20-Jan	MLK Holiday
4-Sep	Progress reports issued	12-Feb	Progress reports issued
4-Oct	1st quarter ends	17-Feb	Professional development day; students do not report
7-Oct	Teacher planning day; students do not report	14-Mar	3rd quarter ends
10/8-10/11	Intersession	17-Mar	Teacher planning day; students do not report
10/14-1018	Fall Break; students do not report	3/18-3/21	Intersession
21-Oct	2nd quarter begins	3/24-3/28	Spring break
28-Oct	Report cards issued	31-Mar	4th quarter begins
1-Nov	Parent-teacher conference day; students do not report	7-Apr	Report cards issued
20-Nov	Progress reports issued	18-Apr	Spring Holiday
11/27-11/29	Thanksgiving Holidays	23-Apr	Progress reports issued
12/17-12-20	Half day for exams grades 9-12	4/30-5/7	TCAP testing
20-Dec	Half day for all students; end of 2nd quarter & 1st semester	26-May	Memorial Day Holiday
12/23-1/3	Winter Holidays	5/27-5/29	Half day for exams grades 9-12
		30-May	Half day for all students; end of school year

Program Highlights

- Related Arts: Art, Music, Physical Education, and Computer Classes
- Guidance and Guidance Classes
- Social Worker
- High School Credit Classes (Algebra, Spanish and Physical Science)
- Social Worker
- Literacy Coach
- Individualized Assessments (Reading, Math, Language Arts)
- 5-8 grade Band
- 7-8 grade athletics
- Before/After School tutoring
- Academic competition (i.e. Forensics)
- PTO
- School Dances
- D.A.R.E. Program

Emphasized Character Education Traits

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

Absences Reference MNPS policy # SP.6-113

Always bring a note when you return to school to explain your absence. A note must accompany your child upon his/her return to school if the absence is to be excused.

- Excused Absences: student illness, death in the family, religious holidays, or family emergency when student is needed to help with family responsibilities
- Vacations are unexcused. Teachers are not required to give make-up work.

Regular attendance is extremely important! Please make every effort to have your child at school each day. If a student has five or more unexcused absences, a referral will be made to the Metro Schools Attendance Office or to the Attendance Review Board, an arm of the Metropolitan Nashville/Davidson County Juvenile Court.

Make up Work – Students with an **EXCUSED** absence shall be provided the opportunity to receive 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. 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. At the PreK-12 level, students with **UNEXCUSED** absences **will be provided the opportunity to make up work at the discretion of the classroom teacher or building administrator.** A suspension is an unexcused absence.

Arrival and Dismissal

School begins at **8:55 a.m**. School doors open at **8:35 a.m**., please do not drop off your child any earlier due to lack of supervision. Students are allowed to go to classrooms at **8:48 a.m**. Students must be seated and ready to begin the instructional day when announcements begin at **8:55 a.m**. Students arriving after **8:55 a.m**. are tardy and must be signed in by an adult in the office. Students are dismissed at **3:55 p.m**. Children must be picked up no later than **4:00 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. 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
DTMS offers before and after school care through the Donelson YMCA.

- YMCA Fun Company 566-2222

Breakfast and Lunch
Breakfast is served daily in the cafeteria. The cost is $1.25 per day. Students should arrive by **8:50** a.m. if eating breakfast.
Elementary student lunches are $2.25 per day. A weekly ticket may also be purchased for $11.25
Secondary student lunches are $2.50 per day. A weekly ticket may also be purchased for $12.50. Please make checks payable to **DuPont Tyler Middle School** Cafeteria. (Should a check be returned to the school, your family will forfeit this privilege and only cash will be accepted.) The cost of lunch for adult visitors is $3.75 and adult holiday meals are $4.50.

Reduced price and free meals are available to those who qualify. If your child has not participated in the Free or Reduced Lunch Program before, he/she will not receive free or reduced priced meals until your application has been approved. **Please send money with your child until we receive notification of the approval.**

Bullying Reference MNPS policy # SP.6.110
MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal must take prompt action to prevent future harm. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior.

"This policy addresses conduct that takes place off school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind. Bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Any incidents that occur in an after-school program will be referred to the afterschool program provider for discipline."

Buses
- Obey the bus drivers' 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 call and arrange a convenient time to meet with your child's teacher.

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 3:30 p.m.** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. **We do not accept changes in a child's transportation over the phone. You must send a note to the teacher 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 come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification.

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

Fees
Each student may be asked to purchase one or more workbooks. On other occasions, parents may be asked to pay for field trips, donate items used for special activities, or class snacks. If your child is on reduced or free lunch and you feel that you cannot pay the requested amount, just send a note to the classroom teacher.

Grades
MNPS assists students and parents in monitoring student academic progress by:

1. **Sending student TCAP results home annually**
2. **Sending Report Cards after each grading period**
3. **Sending Progress Reports home in the middle of each grading period**
4. **Making *GradeSpeed* accessible to parents for daily monitoring of academic progress**

The most current dates are indicated on the MNPS District Calendar which can be located on the MNPS website, www.mnps.org Students and parents are encouraged to contact the appropriate school staff should they have any questions or concerns with individual student needs.

Homework Policy
Homework is an extension of classroom learning. All classes will have homework at least **4 evenings** each week. It is suggested that the amount of homework not exceed 30 minutes for grades K-2 and 45 minutes for grades 3 - 5.

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, 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 nit free. You may visit Lentz Health Center for a

health care release (free of cost). A student's absence will only be excused for three days following being sent home for infestations.

- **Strep Throat** – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.

- **Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or "pink eye", your child must have a doctor's statement stating the child is not contagious and may return to school.

Liability for Textbooks and Other School Materials

It is the responsibility of the school principal to protect school properties including textbooks, band instruments, electronic gear, and other loaned materials and equipment. The principal or principals' designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged materials at the replacement cost.

- Refuse to issue any additional textbooks until restitution is made
- Withhold grade card in all subjects, diplomas, certificates of progress, or transcripts until restitution is made.
- Exclude students from school events, including graduation.

Library – Limitless Libraries

Limitless Libraries is a cooperative project between the Nashville Public Library and Metro Nashville Public School libraries. The program currently provides outreach services to all middle and high school students. Students school ID card/number serves as their library card, which they can use at their school library or any of the 21 branch libraries in Davidson County. With their card, students may:

- Get Nashville Public Library books, audiobooks, movies and music CDs delivered to their school.
- Checkout up to 25 items from Nashville Public Library at one time, with up to 10 items being DVDs.

Students should visit the DTMS library for more information.

Media Permission

Throughout the school year, television, radio and print reporters may cover activities at our school. Students may only be taped, interviewed, or photographed with parental permission. **So we can abide by your wishes, please complete the media permission located in the Student Code of Conduct book and return to your school.**

Students will also be given the opportunity to visit educational websites. If you do not want your child to view these educational websites, please contact the school.

Medication Reference MNPS policy # SP 6.129

A student may not take medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR. 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 lunch, supplies, field trips, bookstore purchases, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:

- Child's name
- Teacher's name
- Amount enclosed
- Purpose of sending the money

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

Office Routines

- Come into the office quietly without disturbing others and their work
- Come with written permission or an office pass
- Wait for someone to assist you if you need medication
- Ask permission from your teacher and the secretary before you use the telephone

PTO

Our School's Parent Teacher Organization needs your support! Please see the office staff for additional information including dates of fundraising events.

Recognition Lists

We are proud to honor students who demonstrate outstanding accomplishments, for example, character education awards and honor roll. If you do not wish to have your child or your child's name publicly recognized, please fill out the form in front of the Student Code of Conduct book.

School Visitors

We welcome visitors to our school! Please report directly to the office, sign in, and obtain a visitor's badge. Faculty and staff members are to challenge anyone who does not have a visitor's pass. In order to speak with a teacher, please make an appointment so a date can be set for during their planning time.

Snow Days

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

Tardiness

Students are expected to arrive on time for school each day. Excessive tardiness and early dismissals are documented and may be turned over to our social worker if deemed necessary.

Technology (Student Use of Personal Technology) MNPS policy # SP 6.107

Middle and Elementary School

A student may possess a cellular telephone or other personal technology on school property. Use of such technology will be at the discretion of the building administrator. If the building administrator elects to allow modified use of personal technology, plans must be submitted to the appropriate tier-level Associate Superintendent or Executive Director for approval.

Assumption of Risk

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices.

Use of Personal Technology during Classroom Instruction

Use of personal technology during instructional periods is prohibited except when used as an aid to instruction at the discretion of the classroom teacher and building administrator. If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes which are found to be disruptive to the school environment. Disruption of the school environment shall be determined by school administration and faculty.

Consequences for Violation

Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside these parameters will result in confiscation of the technology until such time as it may be at the discretion of the building administrator. While the classroom teacher may confiscate personal technology devices used in violation of this policy, those devices which are confiscated are sent to school administration. Therefore, personal technology devices may only be retrieved from office administration during designated office hours as prescribed by school administration.

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.

DuPont Tyler Middle School Discipline Plan

Target Area: School-wide Discipline:

In an effort to comply with the Metropolitan Nashville Public Schools Strategic Plan, which addresses a safe and orderly environment, DuPont Tyler Middle School will implement a School-wide Discipline Plan.

RULES, EXPECTATIONS, CONSEQUENCES, AND INCENTIVES

Behavior Expectations

We expect all learners at DuPont Tyler Middle School to:

- Be honest and trustworthy.
- Use courteous, respectful language and good manners.
- Be in control of yourself, so you and others can learn.
- Work and play safely.
- Listen and follow directions.
- Dress in Standard School Attire**. MNPS policy # SP 6.114**
- Treat school equipment and property with respect. No food, gum, or drinks in the classroom.
- Follow all rules and procedures contained in the school's student handbook and the MNPS Student Code of Conduct.

These expectations will help make DuPont Tyler Middle School a safe place to learn.
There are many benefits for following these expectations:

- You will be respected by others.
- You will be given more privileges-opportunities to extend your learning beyond your classroom.
- You will learn that cooperating with others is fun, easy to do, and has many benefits.
- Others will value your thoughts and ideas.
- You will be recognized and rewarded for your hard work and cooperative effort.

Student Identification Guidelines

1. Students must have an ID badge on their person at all times while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school events.
2. Students must present their ID badges to a school official upon request.
3. Students who display their ID badges during school hours may be eligible for random incentives at school discretion.
4. Students who repeatedly fail to have ID badges will be subject to more severe sanctions/consequences.
5. ID badges are not hall passes. However, students may be required to show their ID in addition to the school's hall pass policies.
6. Schools may require ID badges to be used to access school programs such as library, food service, and other functions as technology-based applications increase.
7. Schools may charge a $5.00 fee for replacement of lost ID badges.

Individual middle and high schools may have additional requirements for the display and use of student ID badges.

Parents are asked to support this initiative by helping to ensure that their child has the ID badge every day.

Progressive Discipline Consequence Continuum

Our faculty and staff continually strive to recognize the good behavior of students. Students will be given a choice: abide by school expectations or appropriate consequences will be enforced.

Classroom-Level Consequence Continuum

Each classroom teacher will be responsible for creating, posting, and publishing a list of classroom rules and expectations. These rules will be based on the school's student handbook, the MNPS Student Code of Conduct and the School-Wide Positive Behavior Interventions Support (SWPBIS). The consequences for not following classroom rules will be progressive in nature, and may contain (but is not limited to) the following:

- Verbal reprimand and feedback to explain why the behavior is inappropriate, and its impact on others
- Parental involvement--most often a phone call and/or a note sent home
- Loss of privileges
- Contract or behavior plan outlining behavioral or performance expectations.
- Involvement of support personnel (psychologist, social worker, counselor, etc.)
- In-room suspension (isolation in another teacher's classroom)

The classroom consequence continuum for all teachers consists of at least four progressive steps and will include parent contact (phone conference if possible) and isolation in another classroom. The remaining steps are at the discretion of each individual teacher or team of teachers.

If a teacher utilizes all progressive steps in the classroom consequence continuum, and the student's behavior has not improved, the teacher should follow the office discipline referral for SWPBIS. When referring a student, the teacher will submit written documentation detailing the classroom level consequences used, dates for these consequences, and dates parent contact took place. At this point, the student is subject to the school level consequence continuum. All subsequent discipline concerns for the student would also be subject to the school-level consequence continuum. When a teacher submits additional discipline referrals to the office for similar behavior, the teacher will make an effort to verbally communicate with the parent.

DuPont Tyler School-Level Consequence Continuum						
OFFENSE WITH INFRACTION CODE	**1st offense**	**2nd offense**	**3rd offense**	**4th offense**	**5th offense**	**Further offenses**
Cutting Class (1-01), Skipping Class (1-02)	1 day ISS	1-2 days ISS	2 days ISS	1 day OSS	1-2 days OSS	OSS pending PC
No ID/Refusing to provide ID(1-06)	Temporary ID badge issued and recorded	Temporary ID badge issued and recorded	Temporary ID badge issued and recorded, parent phone call/note	1 day ISS	1-3 days ISS	ISS, OSS, parent conference
Dress Code (1-09) **MNPS policy # SP 6.114**	Opportunity to correct and return to class PL	1 day ISS PL	1 day ISS and PC the following day or 1 day OSS if no PC PL	2 day OSS PL mailed home	3 days OSS PL mailed home	2 days Summary Suspension/Consult with Discipline Office
Disruptive (1-08), Disrespect (1-11), Ref to Obey (1-10)	Continuum/ 1 day ISS	Continuum/ 1-2 days ISS	Continuum/ 2 days ISS	Continuum/ 1 days OSS	Continuum/ 1-2 days OSS	Continuum/ OSS pending PC
Profanity (1-12)	Continuum/ 1 day ISS	Continuum/ 1-2 days ISS	Continuum/ 2 days ISS	Continuum/ 1 day OSS	Continuum/ 1-2 days OSS	Continuum/ OSS pending PC
Profanity toward staff/adult	1-3 day OSS	2-3 day OSS	3-5 day OSS	OSS pending PC	5 days OSS	OSS pending PC
Improper Use of Cell Phone (1-16)	Confiscation (student may collect)	Confiscation (parent must collect) 1-3 days ISS	Confiscation (parent must collect) 1-3 days ISS	Confiscation (parent must collect) 1-3 days ISS or OSS		
Stealing from Students, Employees, Others (2-22)	1-3 day OSS	2-3 days OSS	3-5 days OSS	OSS pending PC	5 days OSS	OSS - Referral to discipline coordinator
Threatening students/others (2-25)	1-2 days ISS	2-3 days ISS	1 day OSS	2-3 days OSS	3-5 days OSS	OSS pending PC
Fighting (2-26)	1-3 days OSS	2-5 days OSS	5 days OSS	OSS pending Parent Conference		
Intimidation/Bullying (9-64), Cruel/Abusiveness (9-65)	1-2 days ISS	2-3 days ISS	1 day OSS	1-3 days OSS	2-5 days OSS	OSS pending PC
Display of Gang Symbols/Para (10-67), Gang Intimidation	1-3 days OSS	2-5 days OSS	2-5 days OSS	Summary Suspension/Consult with Discipline Office		

PC = Parent Conference with administrator/teachers; ISS = In-School Suspension; OSS = Out of School Suspension; PL = Letter to parent

Interventions
When a violation of school and/or classroom rules occurs, there are several interventions in place at DuPont Tyler Middle School in order to get students back on track for a successful school year. These interventions include but are not limited to the following:

- *Parent/Guardian conference:* When a parent/guardian conference is scheduled by a teacher or administrator, it is strongly advised that the parent or guardian attend the meeting. Likewise, if the parent or guardian feels a conference is needed, he/she can contact the school and schedule a meeting.
- *FBA/Behavioral Contract/Checklist:* If a student continues to display inappropriate conduct, a behavioral contract/checklist could be implemented. Teachers will record comments and progress on the checklist.
- *Agenda monitoring:* Agendas have blocks for each class so the student can record assignments and keep up with work. There is also space for written communication between the parent and teachers.
- *Support Team Meeting*: An "S-Team" could be called if a student seems to be struggling behaviorally, academically, or personally. An S-Team is designed to bring together parents/guardians, teachers, administrators, school counselors, and the student in order to devise a plan that will help ensure success for struggling students. The homeroom teacher will contact the parent/guardian to schedule an S-team meeting when a student has accumulated five discipline referrals. Subsequent S-team dates will be determined at the initial S-team.
- *Counseling Referral*: Students who seem to be struggling behaviorally, academically, socially, or personally may be referred to their assigned school counselor. The school counselors are specially trained to help students with particular issues such as self-discipline, goal planning, grief and loss, family issues, conflict resolution, coping skills, and appropriate interactions with others. School counselors can, when necessary, make referrals to appropriate mental health providers outside of school.
- *Social Worker Referral:* Students who seem to be struggling behaviorally, academically, socially, or personally may be referred to the school social worker with parent permission.

It is the policy of the Metro-Nashville Board of Public Education that any school employee who knows, or reasonably suspects, that a child's health or welfare has been harmed as a result of abuse or neglect must immediately report such abuse or neglect to the Davidson County office of the Tennessee Department of Children's Services. The Metro Nashville Public Schools Office of Student Services and the Metro Nashville Police Department will also be notified. Students are strongly encouraged to report abuse or neglect to an adult in the school building.

Positive Reinforcement
DuPont Tyler Middle School students, who display appropriate behavior by following classroom and school rules, will have the opportunity to earn a variety of classroom level incentives. These incentives may include, but are not limited to:

- Positive phone calls or notes home
- Extra privileges
- Classroom or school awards
- Verbal or written praise
- Field trips
- Special activities
- Reward tickets or passes
- "Lunch Bunch" with teacher

In addition, DuPont Tyler Middle School will offer two school-wide positive reinforcement activities.

- *Behavior Incentive Parties or Assemblies:* At the end of each nine-week grading period, students who did not receive any discipline referrals to the office will have the opportunity to participate in the incentive party. These parties will occur during school hours and may consist of music, dancing, time to visit with friends, door prizes, and refreshments. Incentives may also consist of assemblies featuring a guest speaker. Extenuating circumstances involving a student's eligibility to attend the party will be decided by the school incentive committee.

School-wide Positive Behavior Support

The School-wide Positive Behavior Intervention Support (SWPBIS) is a new initiative for many schools in the Metro Nashville Public School System. SWPBIS is comprised of a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students.

SWPBIS is not a scripted package, but a structured process of effective practices, interventions, and systems change strategies. This process has a long history of empirical support and development. SWPBIS is proven to be empirically effective and efficient. In addition, it has relevant applications to educating all students in schools, not just at-risk students or students with disabilities. SWPBIS is guided by six important principles:

- Develop a continuum of scientifically-based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage pro-social skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

THE KEY: Behavior is functionally related to the teaching environment. DTMS has established student behavior expectations for designated areas:

DTMS Student Expectations Matrix
Location: Bus

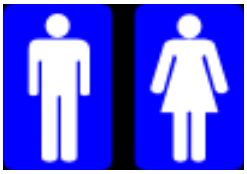
Be Responsible	Be Respectful	Be Ready	Be Safe
• **Keep seat and area clean.** • **Ride assigned bus and get on/off at assigned stop.** • **Have note from parents if change in transportation.** • **Keep food and drinks in closed containers.** • **Take all of your items when you get off bus.**	• **Remain quiet during directions.** • **Use positive words and body language.** • **Maintain personal space.** • **Follow bus driver's rules** • **Keep cell phone off.** • **Be courteous when talking with driver.**	• **Follow dress code and wear ID badge.** • **Be on time for arrival and dismissal.** • **Listen at dismissal for bus changes**	• **Keep hands, feet, and objects to self.** • **Stay in designated seat.** • **Remain seated while bus is in motion.** • **Report trouble to bus driver.**

DTMS Student Expectations Matrix
Location: Parking Lots/Bus Zone

Be Responsible	Be Respectful	Be Ready	Be Safe
• Go directly to bus or car. • Give cars and buses right of way. • Keep parking lot clean; put trash in trash cans.	• Use positive words and body language. • Be courteous when speaking to supervising adults. • Listen to any instructions or directions given by adults.	• Follow dress code and wear ID badge. • Know where you are going	• Keep hands, feet, and objects to self. • Refrain from pushing and shoving • Walk • Keep moving • Report trouble to an adult. • Watch for moving vehicles.

DTMS Student Expectations Matrix
Location: Hallway/Class Change

Be Responsible	Be Respectful	Be Ready	Be Safe
• Close and lock assigned locker. • Put trash in trashcan. • Keep locker area clean.	• Use positive words and body language. • Be courteous when speaking to supervising adults. • Listen to any instructions or directions given by adults. • Be courteous to others traveling in the hallway.	• Follow dress code and wear ID badge. • Know which class you are going to and the materials needed. • Be in class, seated, with materials ready for use on time.	• Keep hands, feet, and objects to self. • Refrain from pushing and shoving • Walk • Keep moving • Walk away from a potential fight. • Report trouble to an adult.



DTMS Student Expectations Matrix
Location: Restroom

Be Responsible	Be Respectful	Be Ready	Be Safe
• Use restroom during designated breaks or with teacher approval. • Put trash in trash cans. • Flush toilet; once. • Place only toilet paper in the toilet.	• Use materials as intended. • Use supplies appropriately. • Leave the area cleaner than you found it. • Maintain personal space and privacy (one person per stall). • Wait your turn.	• Enter and exit in a timely manner. • Go directly to and from restroom.	• Keep hands, feet, and objects to self. • Refrain from pushing and shoving • Walk away from potential fights. • Keep floor and sink area dry and clean. • Report trouble or unsafe conditions to an adult.

DTMS Student Expectations Matrix
Location: Classroom (including Related Arts rooms)

Be Responsible	Be Respectful	Be Ready	Be Safe
• Ask permission before leaving class. • Take a pass before leaving classroom. • Get agenda signed. • Turn in classwork and homework • Keep area neat and clean. Free of all food, gum, or drinks in the classroom. • Access websites related to school work when on computers.	• Listen to teacher/peers speaking • Keep voice level appropriate to activity. • Raise hand for permission to speak. • Follow teacher directions. • Use materials and supplies as intended	• Follow dress code and wear ID badge. • Have all materials ready for class. • Be in seat/area on time. • Listen to teacher instructions and directions. • Face forward in seat.	• Keep hands, feet, and objects to self. • Stay in designated area. • Walk

DTMS Student Expectations Matrix
Location: Cafeteria

Be Responsible	Be Respectful	Be Ready	Be Safe
• Follow rules of servings and portions • Be a helper to those who need it. • Sit at your designated tables. • Sit 4 to a table unless instructed to seat 5. • Keep area clean. • Push chair in when dismissed. • Throw trash away. • Be silent during clean up.	• Use positive words and body language. • Be courteous when speaking to supervising adults. • Listen to any instructions or directions given by adults. • Ask permission to leave table. • Ask permission to leave for restroom. • Keep food on your tray or in your mouth	• Follow dress code and wear ID badge. • Know what the menu is and what you want. • Know personal ID for key entry. • Have money ready. • Face forward in serving line. • Get all items needed before exiting serving area. • Go through line one time.	• Keep hands, feet, and objects to self. • Refrain from pushing and shoving in line. • Walk • Keep moving • Walk away from a potential fight. • Report trouble to an adult. • Follow direction of any and all staff. • Keep doorway to serving line clear.

DTMS Student Expectations Matrix
Location: Auditorium/Assemblies

Be Responsible	Be Respectful	Be Ready	Be Safe
• Take items that you bring with you when you leave. • Keep auditorium neat and clean. • Put trash in trash cans.	• Listen to speakers/ performers. • Respond to performance or speaker with positive words and body language. • Keep feet on the floor. • Keep desktops in “down” position. • Stay in seat during performance.	• Follow dress code and wear ID badge. • Face forward in seat.	• Keep hands, feet, and objects to self. • Stay in designated area. • Walk

Parent Connection

Now you may access your child's assignments and grades from home.
Parent Connection allows you to stay in touch with your child's teachers.

FAQ:

1) **What is Parent Connection?** GradeSpeed Parent Connection is an internet, web based program that allows you to access your child's grades, assignments, attendance and teachers. Parent Connection has provided a much needed tool towards parent involvement, student accountability and teacher-parent communication
2) **How much does it cost?**
   It is FREE – no charge!
3) **What's required to join Parent Connection?**
   An active email account, along with internet access and your child's information (in order to add them to your account). It takes about 15 minutes or so of your time.
4) **What if I don't have internet or an email account?**
   Public accesses to Computers are available at Public Libraries and some Community Centers. Email accounts are free and easy to create.

Your child has an assigned ID number instead of their social security number. It can be found on their progress report or report card.

Create your Account

1) You must be the legal guardian or listed as a contact and provide proof of ID in order to access student information at the school.
2) Log-in to Parent Connection by typing the following in the address bar of your internet explorer: **http://gradespeed.mnps.org/pc/**
3) Follow the steps to sign up. You begin by creating a username and password.
   (If you used GradeSpeed-Parent Connection last year, your username and password are the same.)
4) Check your email for the message from GradeSpeed containing your verification code. This may take a while to process.
5) Log in with the username and password you created and enter the verification code.
6) Select "add a student" and enter your child's information. .

Information needed in order to create an account:

Student ID:
Address:
Parent/Guardian Name:
Home Phone:
Email Address:

***Note:** Use this format for your child's Date of Birth: MM/DD/YYYY for example:

Metropolitan Nashville Board of Public Education

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Dr. Jesse Register

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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.)

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