



# **Meigs Academic Magnet Handbook & School-Wide Discipline Plan 2018-2019**

*Dr. S. Scott Underwood, Executive Principal*  
*Dr. Sonja Wilson-Rosse, Assistant Principal*



## **School's Mission Statement**

The mission of Meigs Academic Magnet is to provide a rigorous liberal arts curriculum that will allow our capable learners to perform at high standards of academic and social development.

**Website: [meigsacademicmagnet.org](http://meigsacademicmagnet.org)    Twitter: [@Meigs\\_Magnet](https://twitter.com/Meigs_Magnet)**

**713 Ramsey Street  
Nashville, TN 37206  
Phone: 615-271-3222  
Fax: 615-271-3223**

District 2018 - 2019

## **District 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.

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

## **School's Belief**

At *Meigs Academic Magnet* we believe:

- *Learning is our top priority.*
- *A safe, supportive learning environment is essential to the learning process.*
- *A variety of best teaching practices is needed to address diverse learning styles.*
- *Higher order thinking skills and communication of learning are important life skills for our learners.*
- *To accommodate different learning styles, a variety of assessment techniques and strategies should be used to determine student progress.*
- *Student learning is greatest when all stakeholders are cooperatively engaged.*
- *The school community should provide opportunities for students to develop skills in areas of leadership, community service, the arts, the sciences, languages, athletics, and responsible citizenship.*

## **School Motto**

*Enthusiastic Learners, Responsible Citizens, Creative Thinkers*



## General Information about Meigs Academic Magnet

### **Program Highlights**

- ❖ Math Practices
- ❖ Writing Across the Curriculum
- ❖ Related Studies: Art, Drams, Music, Physical Education, and Technology
- ❖ High School Credit Courses: Physical Science, Integrated Math I & II
- ❖ Foreign Language: French, Spanish, and Latin
- ❖ Read-a-thon in February/March
- ❖ Awards Celebrations (Academic and Character Awards)
- ❖ Read-a-thon during the month of February/March
- ❖ Student Banking US. Community Credit Union
- ❖ Debate Team
- ❖ Drama Club
- ❖ Chorus Club
- ❖ Coach for Literacy & Numeracy
- ❖ Reading Assessments, Math Assessments, and Writing Assessments
- ❖ School Counselor and Classroom Lessons
- ❖ Student Banking with U.S. Community Credit Union
- ❖ Computer Lab
- ❖ 8 Mobile Computer Classroom Labs
- ❖ 6 iPad Carts
- ❖ Music/Art Shows
- ❖ Family Nights and Events

### **5 Core Competencies of SEL (Social & Emotional Learning) at Meigs:**

- ❖ Self-Awareness
- ❖ Self-Management
- ❖ Social Awareness
- ❖ Social Management
- ❖ Relationship Skills

### **Arrival and Dismissal**

School begins at 8:00 a.m. Students may enter the building at 7:30 a.m.; please, do not drop off students any earlier due to lack of supervision. Students may go to classrooms at 7:45 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. Dismissal begins at 3:00 p.m. Students must be picked up no later than 3:30 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](http://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**

Our school has day care service to and from campus each school day. Please review the list below and contact the day care for further information.

- Boys & Girls Club      615.862.8444 or 615.320.5106
- YMCA Fun Company      615259-3418 (On site)

### **Breakfast and Lunch**

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

MNPS participated due to the district's measurable percentage of students identified within poverty levels as designated by the Federal government. Metro Nashville Public Schools had 60 percent during the previous application process. Since then, the direct certification percentage dropped to 50 percent.

As a result, MNPS no longer meets the eligibility criteria and cannot offer the program to all students at all schools.

## District 2018 - 2019

*What schools will be affected next year?*

- 29 schools will return 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.

**Schools that will require an application for eligible students to receive free- or reduced-price lunch for the 2018-19 school year.**

Andrew Jackson ES	Granbery ES	MLK Magnet HS	Shayne ES
Bellevue MS	Harpeth Valley ES	Meigs Middle Magnet	Stanford ES
Casa Azafrán ELC	Head Middle Magnet	Middle College High	Sylvan Park ES
Crieve Hall ES	Hillsboro HS	Nashville School	Waverly Belmont ES
Dan Mills ES	Hume-Fogg Magnet	of the Arts	West End MS
Eakin ES	J.T. Moore MS	Oliver MS	Westmeade ES
Glendale ES	Julia Green ES	Percy Priest ES	
Gower ES	Lockeland ES	Rose Park Middle Magnet	

**Schools that will continue to provide lunch at no cost to students for the 2018-19 school year.**

A.Z. Kelley ES	Dodson ES	J. E. Moss ES	Neely's Bend ES
Academy at Hickory Hollow	Donelson MS	Jere Baxter MS	Norman Binkley ES
Academy at Old Cockrill	DuPont ES	Joelton ES	Old Center ES
Academy at Opry Mills	DuPont Hadley MS	Joelton MS	Overton HS
Alex Green ES	DuPont Tyler MS	John Early Magnet MS	Paragon Mills ES
Amqui ES	East End Prep	Johnson ALC	Park Avenue ES
Antioch HS	East Nashville Magnet HS	Jones Paideia ES	Pearl Cohn HS
Antioch MS	East Nashville Magnet MS	Kennedy MS	Pennington ES
Apollo MS	Fall-Hamilton ES	KIPP Academy Nashville	Robert E. Lillard ES
Bass ALC	Gateway ES	ES (KANES)	Rosebank ES
Bass Transition	Glenciff ES	MS 502	Ross ELC
Bellshire Design Center	Glenciff HS	KIPP Nashville College	Ruby Major ES
Big Picture HS	Glengarry ES	HS 504	Shwab ES
Brick Church College Prep	Glenn ES	Prep ES 501	Smith Springs ES
Buena Vista ES	Glenview ES	Prep MS 503	STEM Prep Academy MS
Caldwell ES	Goodlettsville ES	Lakeview ES	STEM Prep Academy HS
Cambridge ELC	Goodlettsville MS	Lead Academy HS	Stratford STEM
Cameron College Prep	Gra-Mar MS	Lead Prep Southeast MS	Upper Campus
Cane Ridge ES	H. G. Hill MS	Madison MS	Stratton ES
Cane Ridge HS	Harris-Hillman	Maplewood HS	The Cohn Learning Center
Carter Lawrence ES	Hattie Cotton ES	Margaret Allen MS	Thomas Edison ES
Chadwell ES	Haynes MS	Maxwell ES	Thurgood Marshall MS
Charlotte Park ES	Haywood ES	McGavock ES	Tom Joy ES
Churchwell ES	Hermitage ES	McGavock HS	Tulip Grove ES
Cockrill ES	Hickman ES	McKissack MS	Tusculum ES
Cole ES	Hillwood High	McMurray MS	Two Rivers MS
Cora Howe School	Hull Jackson Montessori	Mt. View ES	Una ES
Creswell Middle School	Hunters Lane HS	Murrell School	Warner ES
of the Arts	Inglewood ES	Napier ES	Whites Creek HS
Croft MS	Isaac Litton MS	Nashville Classical ES	Whitsitt ES
Cumberland ES	Ivanetta Davis ELC	Neely's Bend College Prep	Wright MS

\*Eagle View Elementary School will open in August 2018. Eligibility has not yet been determined. Information will be provided to those specific families as it becomes available.

*What does this mean for my student?*

- Students who attend a school requiring an application for free- or reduced-price lunch will apply at the beginning of the 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.
- 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.

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### **Price List for Non-CEP schools:**

Elementary School Student Lunch - \$2.50

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.**

### **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 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 2:00 pm (1:00pm for PreK).** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. **Please call the main office to leave a message for your student regarding a change in transportation for your student during the school day.**

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 in Infinite Campus as contacts for the student. Please, be prepared to show a photo identification in order to pick up a student in the main office.

### 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, **band instruments, electronic gear, and other loaned materials and equipment.** The principal or principals' designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged **materials** at the replacement cost.

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

### Lost and Found

- Place lost articles in the lost and found which is located in the **cafeteria.**
- Report articles as soon as they are missing
- Please have your child check the bin for their missing items.

### 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, including the amount and time of dosage, must be clear.**
- **Instructions, including the amount and time of dosage, must match the label.**
- **The medication must be in its original container.**

Permission slips are available in the office. We discourage bringing antibiotics to school. Most can be given conveniently before a child comes to school and then immediately after getting home in the afternoon.

### Money

Please do not allow your child to bring money to school for anything other than snacks, supplies, field trips, bookstore purchases, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:

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

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

### Inclement Weather Days

When it is necessary to dismiss early or close schools, local radio, social media and television stations will notify the community. We encourage you to go over emergency plans for your child in the event of an early dismissal.

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Teachers need a record of your plan, as well. We will also communicate via our evrits email system and our twitter feed.

### **Student Verification Form**

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

### **Tardiness**

Students are expected to arrive on time for school each day @ 8:00a.m. Excessive tardiness and early dismissals are documented and may be referred to the truancy office, school counselor or social worker as is appropriate.

### **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.**

## **Meigs Academic Magnet School Wide Discipline Plan**

*2018-2019*

The staff of Meigs Academic Magnet School believes the environment of the classroom and the overall school should be orderly and free from disruption. We believe our students can and should behave appropriately. ***We believe appropriate behavior should be modeled, encouraged, and acknowledged.*** These beliefs have led to the development of our school-wide discipline plan.

### **Expectations for Student Behavior: The Three R's**

In support of our beliefs, we have established the following three major expectations for student behavior:

#### **1. We will be RESPECTFUL.**

- Be kind to self and others
- Take care of school property
- Dress appropriately for school
- Be positive

#### **2. We will be RESPONSIBLE.**

- Make good choices
- Take care of ourselves
- Keep up with our books, pencils, jackets, etc.
- Complete work on time and with our best effort
- Carry ID Badge at all times
- Be on time for school and class
- Attend class prepared for success by bringing necessary materials

#### **3. We will be RESOURCEFUL.**

- Solve problems
- Use materials wisely and recycle when possible
- Locate needed information on your own before asking teachers for assistance  
Need help with your homework?

**CALL HOMEWORK HOTLINE!**

**(615) 298 – 6636**

Toll Free: 1 – 888 – 868 – 5777

Belmont: (615) 298 – 1470

4 – 8 P.M., Monday – Thursday

English – Spanish – Arabic – Kurdish – Swahili

### **Student Rewards, Incentives, & Recognition**

When students meet or exceed school behavioral expectations, they may receive Live School points. Also, students will have the opportunity to participate in various activities.

- **Grade Level Reward Days** -*ex: Sports & activities outside & inside, as well as DJ dances. (To qualify for Grade Level Reward Days, students must have no less than a 3 effort grade in all of*

*their classes for that particular nine weeks, and must not have been referred to the office*)

- **Weekly Meigs Moolah** -Students may use Live School points to purchase Meigs Moolah which can be used as a raffle ticket in our weekly drawings and as currency to purchase items or privileges at the grade level stores and Reward Days.
- **End of Semester Drawings** –At the end of each semester there will be a Meigs Moolah drawing for a grand prize (ex. iPad).
- **End of Year Carnival**- In May, All students have the opportunity to participate in the School Carnival.

### **Student Behaviors Referred to the Office**

At Meigs we believe in progressive discipline whereby teachers use a classroom discipline plan to handle most inappropriate behavior. However, a more serious violation or repeated misbehaviors will result in a discipline referral being sent to the office. *Disciplinary Referral consequences may include the following: Restorative Conference or Local Discipline, In School Suspension (ISS), Out of School Suspension (OSS), or Expulsion. All Zero Tolerance offenses defined by state law require a mandatory expulsion of 180 school days.*

#### **Serious violations referred to the office may include the following:**

- Extreme disruption of the school environment
- Abusive and/or profane language used against a fellow student or staff member
- Fighting or hitting
- Theft
- Vandalism or Graffiti
- All Zero Tolerance offenses as outlined in the MNPS Student-Parent Handbook

### **Meigs ATTENDANCE & TARDY Policy**

**Students are expected to attend school and to arrive on time to their classes.** For excused absence, a parent note or email must be delivered (within 1-3 days after the absence) to the attendance clerk in the main office with the student's name, date of absence, and the reason for the absence clearly stated. **If students miss 10 or more days of school, a letter from the principal will be sent to their parents. This letter will state that all future absences will require a doctor's note to be excused.**

**When a student is tardy to class or school, they will sign the classroom tardy log.** When students accumulate their 3<sup>rd</sup> and 4<sup>th</sup> tardy, the students and their parents will be warned by the classroom teacher that they will receive an office referral if they reach the 5<sup>th</sup> tardy. **After the 5<sup>th</sup> unexcused tardy, students will receive an office referral.** \*When there are major traffic issues, the principal may excuse students from signing the tardy log.

**Meigs CELL PHONE & ELECTRONIC DEVICE POLICY**

- At Meigs we encourage student use of technology. Therefore, students may possess a cell phone, iPad, Kindle or other electronic device while at school or school related events. **However, during school hours (7:30 am-3:00 pm) electronic devices must remain off, not on vibrate, and must remain concealed, out of sight, unless used with teacher permission as part of a classroom activity. *The MNPS Policy and the Meigs Acceptable Use Policy applies to student use of electronic devices and the Internet during and outside of school hours.***
- **1<sup>st</sup> offense** – *Discipline Referral, device is confiscated and stored in main office, and the student may retrieve device from main office after school.*
- **2<sup>nd</sup> offense** – *Discipline Referral, device is confiscated and stored in main office, the student may retrieve device from main office after school, and the student may receive 1-3 days of ISS.*
- **3<sup>rd</sup> offense:** *Discipline Referral, device is confiscated and stored in main office, the student may retrieve device from main office after school and the student may receive up to 3 days OSS. A parent conference may be requested and a behavior contract developed with the student.*

## **Meigs Academic Magnet School Dress Code**

The Administration at Meigs reserves the right to modify this policy as necessary. The administration reserves the right to determine what may be disruptive to the learning environment or unsafe.

### **Tops**

***The following appropriately fitted tops are allowed:***

- Collared shirts - any color or pattern, with sleeves
- Meigs Wear - any color or pattern, with or without collars, with sleeves
- MEIGS Sleeveless team jerseys with tee shirt underneath, on game days
- Sweatshirts, hoodies, vests, jumpers, dresses - any color or pattern

***The following are not allowed:***

- Spaghetti straps, tank tops, tube tops
- Hoods on heads inside the building
- See-through clothing of any kind
- Shirts that display cleavage or midriff
- Inappropriate writing or images

### **Bottoms**

***The following appropriately fitted bottoms are allowed:***

- Pants, skirts, shorts, dresses, and jumpers that extend below fingertip length.
- Pants or jeans of any color or pattern
- Meigs Wear shorts
- Leggings if worn under dresses, skirts, or tunics that extend below fingertip length
- Long sports warm up pants
- Pants should not be too tight & should not be low riding at the waist

***The following are not allowed:***

- Holes, rips, frayed hems, or patches
- Inappropriate writing or images
- Gym shorts outside of the gym
- Traditional cotton "sweat pants" with drawstrings at the waist and elastic at the ankles except when worn as part of a uniform on game days only

### **Foot wear, Head wear, & Outer Wear**

***The following are not allowed:***

- Flip flops, house shoes, or bedroom slippers.
- Sandals without a heel strap
- Bandanas, scarves, sweatbands, sock hats, baseball caps, berets, do-rags, or hair nets

### **Miscellaneous & Special Provisions**

- No chains or spiked accessories
- No tattoos that display inappropriate images or messages
- Approved head covering worn as a part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

## Metropolitan Nashville Board of Public Education

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[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.)

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