



Student & Family Handbook
2026–2027

Colin Hunt, Ed.D.
Principal

Lockeland Design Center Elementary School
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Welcome Letter



Lockeland Design Center
105 South 17th Street
Nashville, TN 37206
615-258-1330

July 2026

Dear Lockeland families,

Welcome to the 2026–2027 school year! As we begin another exciting year together, I want to thank you for the trust, support, and partnership you continue to provide. The success of our students is made possible by the strong connection between home and school, and I am grateful for the role each family plays in making Lockeland such a special place to learn.

At Lockeland, we believe every child is known, valued, and capable of achieving great things. Our staff is committed to creating a learning environment where students feel safe, supported, challenged, and inspired. We look forward to helping our Lions strengthen their academic skills, develop meaningful relationships, and build the confidence needed to become problem-solvers and lifelong learners.

This year, we will continue to build on our tradition of excellence by providing engaging learning experiences that encourage creativity, collaboration, and critical thinking. We are committed to ensuring that each child has opportunities to discover their strengths, pursue their interests, and reach their full potential.

The partnership between families and educators is one of our greatest strengths. Together, we can help students develop not only the knowledge and skills they need for future success, but also the character, resilience, and compassion that will serve them throughout their lives. I am excited about the opportunities ahead and look forward to a year filled with learning, growth, and memorable experiences for our students.

See you by the red doors!

A handwritten signature in black ink that reads "Colin Hunt". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Colin Hunt, Ed.D.
Executive Principal

School Information

MNPS Mission Statement

We deliver a great public education to every student, every day.

MNPS Vision Statement

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

Lockeland's Mission Statement

The mission of Lockeland Design Center is to nurture and inspire the whole child by utilizing data and research-based decision making to create a rigorous and positive learning environment that celebrates diversity and empowers students to reach their full potential while making a positive contribution to our community.

Lockeland's Vision Statement

We are Lockeland: giving choice, empowering individuals, promoting thinkers, creating community, inspiring a passion for learning.

We believe...

- All children can learn.
- Optimal Learning occurs when:
 - instructional time is protected by the principal, parents, teachers, and students
 - teachers assess students and plan instruction accordingly
 - teachers teach established curriculum standards
 - teachers implement the best instructional practices
 - parents are involved in the school and in their child's education
- Each student will meet academic standards and we will provide support for each student to succeed.
- Each student is a unique individual deserving respect, fairness and understanding.
- Students are entitled to learn in a safe and orderly environment.
- It is important to involve parents and the community in the education of students.

School Motto

The 3 R's: Respectful, Responsible, Ready to Learn

Why Families Choose Lockeland

We pride ourselves in our ability to educate your child to help his or her fullest potential. You will be pleased to find that Lockeland offers:

- A challenging academic environment
- A standards-based curriculum
- A warm nurturing place where children are shown respect and expected to be respectful to others in return
- Spanish instruction beginning in kindergarten
- A school that utilizes quality literature to enhance student learning in all subjects
- A school counselor and monthly school counseling classes
- Part-time interventionists in Reading and Math
- Individualized reading assessments, math assessments and writing assessments
- An exceptional teaching staff
- Character Education
- Academic and Character Celebrations
- Read-a-Thon
- Mentoring
- S.P.I.R.E.
- GATE services for academically talented students
- An active school volunteer program
- An environment that is encouraging, structured, and loving
- Itinerant staff to address specific needs of students
- An active PTO that collaborates with the school administration and staff
- Opportunities to become involved in the Lockeland PTO
- A Media Specialist, Art, Music, and P.E. teacher
- A custodial staff that takes pride in the cleanliness of our school
- A school administration and staff with high expectations
- Extra-curricular activities at various grade levels

Optional School Policies & Procedures

Lockeland Design Center operates under the Optional Schools' Office of the Metropolitan Nashville Public Schools District. There are a number of policies and procedures Lockeland follows that are unique from policies in schools with zoned populations. **It is the parent's responsibility to be familiar with such policies which are posted on the Metro Schools' website.** Policies and procedures regarding admissions, school, parental and student responsibilities, along with other pertinent information can be located at www.mnps.org. Parents may also seek this information along with additional information regarding Metro Schools by calling 615-259-INFO.

Some, but not all of the **Optional School Policies and Procedures are listed below:**

There are two types of schools in MNPS based on district procedures for assigning students to schools. These are Zoned Schools and Optional Schools.

- **Zoned School** A school within a defined geographic area where the families living within the boundaries of that geographic area are assigned to a school. All students in Davidson County live in one of these geographic areas and thus have an assigned zoned school.
- **Optional School** A school without a zoned population or one in which the school is not filled by the zoned population. Families can decide to apply for open positions in one or more of these schools.

There are many opportunities for families to exercise choice in selecting a school other than the district assigned Zoned School. *Lockeland is an Optional School.*

- **Optional School Application** Each year, a list of schools with available space for out of zone assignments will be published. Applications for these schools will be available and have a deadline for inclusion in the initial round of selections. Specific dates vary each year. These include the following types of schools:
 - Magnet with Academic Entrance Requirements
 - Thematic Magnet School
 - Design Center
 - Enhanced Option

Guidelines Applying to All Student Assignment Options in MNPS

1. **Residency Requirements** Families completing applications must be legal residents of Davidson County when applying for and attending an MNPS school.
2. **One Approved Option Per School Year** Although parents are allowed to submit requests for multiple schools, students may be approved for only one school at a time. If a previously approved student at one school is approved to enroll at a second school, the approved position for the first school is automatically forfeited. If a student wants to withdraw from an out of zone school during the school year, the only option available to that student will be the zoned school or zoned option school.
3. **Adherence to Deadlines** To ensure students are in school and learning on the first day of school, the district plans for where students will attend and assigns resources to the school. For this reason, MNPS will **strictly adhere to established**

deadlines to ensure adequate planning time to open schools. The optional schools calendar (www.mnps.org/school-options) provides the optional schools deadlines. Any changes to an assigned school outside of these deadlines must be done with an Emergency/Hardship Transfer Request.

- 4. Continuation in an Optional School Assignment** All students currently enrolled in an out of zone school are allowed to remain in that school through the highest grade provided at the school. Families do not need to reapply each year. If a family accepts a position in another out-of-zone school, the child will forfeit the prior approval, and the position will be offered to another child.

Students who withdraw from an out-of-zone school must reapply through the appropriate process, if any, for the next school year. Exceptions may be made by the principal of the out-of-zone school for leaves of over ten (10) days, not to exceed one (1) year, if the leave is taken with the intent of returning to the same school, and if the approval is requested prior to the leave occurring.

Attendance on the first day of school is required to retain a seat in the approved optional school for both new and returning students. Requests for exceptions due to extenuating circumstances must be presented in writing to the building principal prior to the first day of school and must include the date the student will be attending in order to reserve the seat.

Continuation in an out-of-zone school is given with the understanding that the student's attendance (including drop-off and pick-up times, which must conform to established school hours), conduct, and academic effort will be satisfactory to the principal. If issues arise in one or more of these areas, the principal will identify and document the concerns, communicate these concerns to the parents, and arrange for and document appropriate interventions for student success.

- 5. Admission Procedures for Siblings** The Optional Schools Application process also allows siblings to request to attend a school where an older sibling is already enrolled, even if that school is not otherwise available through the Optional Schools application process. For purposes of this policy, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother or stepsister living at the same legal residence.

To be eligible for **sibling priority**, an applicant must have a sibling who is already enrolled in the requested school (not including pre-kindergarten), and will continue to be enrolled in the requested school the following year. Additionally, if one sibling is selected and accepts a position for the following school year, other siblings of that child will be given sibling priority. This eligibility is on a space available basis. All middle and high schools without a zoned population do not have sibling priority for admission.

Multiple birth siblings (twins, triplets, etc.) who are in the **same grade** and who meet the entrance requirements will be assigned one number for the random selection process. If that number selected, all same-grade siblings will be selected.

If that number is placed on the waiting list, the same-grade siblings will have one waiting list number and will all be selected if that number is reached.

- 6. School Assignment Verification** In the spring of each year the district will identify the school for the next school year in a letter to the families of all current MNPS students. This assignment letter will reflect the results of all parent requests for any of the transfer types described above. Parents are encouraged to review these assignments to ensure their accuracy.

If a parent is not satisfied with their child's school assignment or believes an error has occurred, MNPS will open a ten-day window once the verification letters have been mailed. This window of time will allow for the parent to request a review of that assignment and possible change of assignment. These requests will be accommodated on a space-available basis.

Applying for Optional Schools

Overview

Each fall, MNPS makes available a list of optional schools with capacity for additional students. Optional schools are either without a zone or schools which do not fill up from their zoned population. Children may apply for all up to seven optional schools each year through the Optional Schools Application process. Students may be accepted to and attend only ONE school of choice per year. Transportation may not be provided to these schools. Please see MTA Bus Pass Procedures for elementary students who will require MTA transportation as a result of being selected through the Optional School's process.

Definitions

- **Application Seat** – The student's slot has been selected and accepted the placement to the school.
- **Wait List** – Any student that is not selected will be added to a wait list.
- **Geographic Priority Zone (GPZ)** – a designated geographic area that is used to determine preference priority for students applying for certain schools.
- **Continuation Form** – A form used by students to indicate they do not plan to return to their current fall selection school next year.
- **Selection Cards** – These cards are mailed to families to notify them of their number in the fall selection drawing.
- **Selection Number** – This is a unique number that is randomly generated for each school selected on the application.
- **Selection Drawing** – This is a random process of selecting students for optional schools.
- **Pathway Continuation Form** – A form used to apply for the next tier level of a school with the same program as the current school.

Application and Selection Process: MNPS will make applications for optional schools available to all families in the fall semester of each school year both on paper and online through the MNPS web site. Families must submit the application by the published deadline in order to participate in the initial round of the selection process. Families who

apply after the published deadline will be added to the waiting lists for the schools they have requested.

Each applicant may select up to seven schools in priority order, with one (1) being the most desired school and seven (7) being the least desired school. All student requests received by the deadline will be entered in a random selection process for each requested school.

If a student is selected for multiple schools in this random selection process, he or she will be offered a position in the school given the highest priority on the application. If a child is not selected for a particular school, he or she will be placed on a waiting list for that school. A child will be able to stay on waiting lists for schools given a higher priority than any school for which the child is selected. Requests with a lower priority than a school for which a child has been selected will be removed.

Results from the random selection process will be posted on the district web site, and parents will be notified of the results in writing based on the schedule posted in the optional school calendar.

A student selected for an optional school will be sent an acceptance letter. This letter must be returned by the deadline to accept the position. Parents may also accept online. Online acceptance will take the place of returning a paper acceptance letter. If a parent returns an acceptance letter after the deadline, the student will be placed at the end of the waiting list. A parent who accepts a seat remains on the waiting list for all higher-priority choices.

After the initial round of acceptance letters has been sent and returned, additional rounds of letters will be sent to fill any seats that remain at the requested schools from the waiting list. As in the initial selection, in each round children will be sent an acceptance letter for the highest-priority school with space available for them. If a parent returns an acceptance letter in the additional rounds or accepts online, the student will be removed from any previous lower-priority choices but can continue to remain on the waiting list for higher-priority choices.

The district will continue to fill available positions from the waiting lists through the fifth day of school. Most waiting lists will be eliminated on the fifth day of school. The pre-school and pre-kindergarten lists for Hull-Jackson and Stanford will be maintained until the end of the first semester. Charter schools that choose to participate in the optional schools application process will maintain their waiting lists through the school year.

Optional School Application Process

1. New applications for the following year will be available each year as posted on the optional school calendar.
2. Optional School Applications must be received before 5:30 p.m. on the deadline posted in the optional school calendar in order to be considered in the initial round of the Optional School Application process. No faxes will be accepted. Postmarks are not accepted as a date for submission. Schools are not permitted to accept Optional School Applications from parents.
3. Students who apply after the initial deadline will be added to the waiting lists for their requested schools.

4. Applications submitted after the initial deadline must be online unless the student has not applied previously in that school year.
5. The final deadline for MNPS students to apply will be one week before the mainlining of the final round of acceptance letters. Please see the optional school calendar for this date each year. Students new to MNPS may continue to apply for all schools until one week before the first day of school. Students who enter MNPS after this deadline may apply for schools which still have available space when they enter the district. For a link to the list of available schools, please go to www.mnps.org.
6. Applications must be completely filled out and correct; otherwise they will be returned. If an application has to be returned, its submission date will be considered to be the date on which it was submitted with correct and complete information.
7. The application should be submitted on-line, in person, or with a U.S. Postal Service return receipt requested. MNPS is not responsible for lost mail.
8. EL students will not have to opt out of EL services when accepting an optional school position. MNPS will provide necessary EL services in all optional schools.
9. Letters with selection numbers will be mailed before the random selection process is conducted.
10. Entry-grade level siblings and employee dependents do not receive selection cards but will receive acceptance letters. These acceptance letters must be signed and returned by the deadline stated in the letter. This includes preschool at Hull-Jackson and Stanford, kindergarten at all other elementary schools, fifth grade at middle schools, and ninth grade at high schools.
11. The date of the selection day is posted in the optional school calendar, followed by the mailing of acceptance letters that must be signed and returned by the deadline date stated in the letter.
12. If a student is selected in the initial round of the application process, all lower-priority school requests in that process will be canceled whether the position is accepted or not. The student will be able to remain on the waiting list for all higher-priority requests.
13. If a student is selected and accepts a position in later rounds of the Optional School Application process, all lower-priority requests in that process will be canceled. The student will be able to remain on the waiting list for all higher-priority requests.
14. Most waiting lists will be eliminated on the fifth day of school. The pre-school and pre-kindergarten lists for Hull-Jackson and Stanford will be maintained until the end of the first semester. Charter schools that choose to participate in the optional schools application process will maintain their waiting lists through the school year.
15. In no case will an application for one school year be carried over to the next. A student who does not get a requested school will need to apply again the following year in order to be considered.
16. After the initial round of the Optional School Application process, the district will post a list of schools with excessive waiting lists to inform parents completing applications after the initial deadline.

Failure to comply with the application process will result in the loss of a seat in a school. Students may be accepted to and attend only ONE lottery school per year. Students who

withdraw from an Optional school must reapply to re-enter the next school year. Exceptions may be made for extended leaves taken with the intent of returning to the same school.

Parents who elect not to send their student to the Optional school for which the student is assigned must provide in writing to the Student Assignment Office a letter declining the placement. Attendance on the first day of school is mandatory to retain a seat in the school of choice assigned. Requests for exception due to extenuating circumstances must be presented in writing to the building principal **prior** to the first day of school and must include the date the student will be attending in order to reserve the seat.

Students who withdraw from an out-of-zone school must reapply through the appropriate process, if any, for the next school year. Exceptions may be made by the principal of the out of zone school for leaves of over ten (10) days, not to exceed one (1) year, if the leave is taken with the intent of returning to the same school, and if the approval is requested prior to the leave occurring.

Pathway Continuation Requests

A small number of optional schools have a designated pathway to a school at the next tier level. In some cases, the pathway has specific conditions for eligibility. Lockeland 5th graders have a pathway to East Nashville Magnet Middle. In order to attend East Nashville Magnet Middle, a pathway continuation form must be signed and returned to the School Options Office by the deadline date. Parents may also accept their child's pathway seat online. Accepting online will take the place of returning a pathway letter and you will receive an email confirmation once you accept online. Returning a pathway letter will not prevent the child from requesting other school placements through the Optional School Application process. If a new school assignment is accepted by the family through the Optional Schools Application process, that assignment will replace the prior pathway approval.

Optional Schools – Points to Consider

- Transportation may not be provided to magnet or open enrollment choice.
- Students will be admitted from the wait list through the fifth day of the school year.
- Pathway continuation forms must be received by the deadline date.
- Acceptance letters received after the deadline will be placed at the end of the wait list.
- Emergency/hardship transfers are not approved for Fall Application schools unless those schools are also approved for Open Enrollment.
- Anytime an address changes, the Student Assignment Office must be notified in writing. If an address change occurs during the fall application placement process, the student will remain on the wait list determined by the address stated on the application.
- Results from the selection process will be posted on the district website www.mnps.org following the drawing.
- Parents will be notified of results in writing as soon as possible after the selection.
- Cluster and/or GPZ preference is considered only if the application is received by the application deadline.
- Students who accept a seat in an Optional school may participate in other enrollment options, but typically put their seat at risk. In some other application

processes, all applicants are accepted and assigned to a school, and the Optional school seat would be withdrawn.

Section I: Attendance & Student Safety

Emergency Information

The Student Emergency Information card is **EXTREMELY IMPORTANT**. Please return it as soon as possible. Telephone numbers, cell phones, work phone, email address, 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.

School Attendance (Reference MNPS Policy #SP 6.200)

School Hours: 8:10 a.m. to 3:10 p.m.

Absences

- 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 considered excused.

Excused Absences

- The conditions under which a child's absence from school shall be excused are:
 1. The child's personal illness
 2. Illness in the family requiring temporary help from the child
 3. Death in the family (excused absence limited to three days)
 4. Deployment of a parent/guardian serving in the armed forces
 5. Head lice (up to 3 days per infestation)
 6. Observance of special and recognized religious holidays regularly observed by persons of the child's faith
 7. Doctor or dental appointments
- All absences other than those outlined above shall be considered UNEXCUSED. A written explanation from the parent/guardian is required before an absence is excused. The principal makes the final determination to classify an absence or absences as excused or unexcused.
- Parents should ask the doctor for a note if children have an extended absence. A doctor's note does not erase an absence but is considered when making promotion/retention judgments about students who have been excessively absent.
- **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 per nine weeks, 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.

Compulsory Attendance Law

- The State of Tennessee Compulsory Attendance Law requires that students be in school. Parents or guardians are responsible, **by state law**, for the child's attendance at school and are held accountable.
- The school is required to report cases of excessive absences, tardiness and early

dismissals since these patterns may be found by the courts to be "Educational Neglect".

- When a student has **5 or more absences** and/or **excessive tardies** and/or **excessive early dismissals**, a warning notice will be sent to the parent/guardian.
- **Excessive tardiness or absences are reported electronically to the Metro Schools Attendance Department through the District's Student Management Database. The MNPS Attendance Office also shares this information with Juvenile Court and/or State Department of Student Services when absences, tardiness, and early dismissals are excessive.**

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 K-12 level, students with **UNEXCUSED** absences will be provided the opportunity to make up the work at the discretion of the classroom teacher or building administrator. A suspension is an unexcused absence.

Early Arrival and Late Pick-up

- **Students may not arrive at school any earlier than 7:55 a.m. School personnel are not available to supervise students before this time. Parents must make appropriate arrangements for students to arrive at the correct time.** Students who choose to eat breakfast at school may arrive at 7:40 a.m. These students must enter the building through the exterior cafeteria doors only.
When students arrive early [before 7:55 a.m.] or are not picked up on time (3:10-3:25 p.m.), no one is scheduled to supervise them. When a parent fails to adhere to this policy, they are putting their child's safety at risk.
- **Dismissal begins at 3:10 p.m. School personnel are not available to supervise students after 3:25 p.m.** Faculty/staff members work negotiated contract hours, including the time of their arrival and release from school each day. **We ask that parents show consideration to school personnel. Many of our faculty members have school age children whom they have to deliver and pick up from school each day. It is essential for the safety of your child that you adhere to arrival and dismissal policies.** Failure to pick up your child on time can have severe emotional consequences for the child. Students who are not picked up on time are acutely aware that their other classmates have been picked up and for whatever reason they have not been picked up. This is detrimental to the self-esteem of a young child.
- Faculty/staff members are required to document dates and times when students are picked up late from school. If students are repeatedly picked up late a warning letter will be issued to the parent. If day care vans are responsible for repeated late pick up, the parents of those students will be notified and asked to have the day care vans arrive on time. **Parents MUST drop off and pick up students on time and make emergency arrangements in advance when this cannot be accomplished.**

- Chronic late pick up of a child is **viewed by Metro Nashville Courts as “. . . child neglect.”** This includes students left at school for which no parent or guardian can be reached for assistance. School personnel are required to contact the Department of Human Services when all other efforts to solve a chronically late pick-up problem have failed.
- Unless a student has registered and paid tuition to enroll in the **YMCA Fun Company** (615-227-7282) he/she MUST leave the building and premises before **3:25 p.m.**

Students Leaving Early

- Teachers use every minute of the instructional day and early releases create a disruption for students. **We ask that you make every effort to protect your child’s instructional time. Therefore, please make every effort to schedule medical, dental, and other appointments for your child after school hours.**
- 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. If you need to change your child’s location card at any time, please come to the school office. 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.
- **After 2:40 p.m., students will not be dismissed early.** They will be dismissed at 3:10 p.m. with all other students. This is intended to prevent distraction, congestion, and confusion during a time when school personnel must concentrate on student safety. *If you should have a need to pick up your child early from school, please arrive before 2:40 p.m.*

Tardiness

- Students are expected to be in their classrooms at 8:10 a.m. each day.
- **If a student is late he/she must report to the office upon arrival and be signed into school by the parent or adult designated by the parent.** Older siblings may not sign in or sign out a Lockeland student without prior approval from the principal. Parents must submit this request in writing to the principal. A student who arrives late must also obtain a permission slip from the office to enter class.
- Frequent tardiness disrupts a student's educational progress and interferes with a class already in progress. **Students who are tardy often feel frustrated for the remainder of the day** because it is difficult to make up missed assignments.
- Keep in mind if your child is 5 minutes late per day, he/she loses 25 minutes of instructional time per week. Often the most important information a teacher shares is in the morning. Students are usually fresh and alert in the morning. Therefore, teachers use this time to share important information, re-teach difficult skills, or introduce new skills. **Your child misses instruction when they are late.**
- Tardy occurrences will be documented. Excessive tardiness and early dismissals will result in a letter from the principal and will be turned over to our social worker

if deemed necessary. A copy of such communication will be placed in a student's permanent record. Tardiness may eliminate your child from perfect attendance rewards/recognition/certificates and other privileges to participate in student leadership groups as well as continuation in Lockeland Design Center.

Inclement Weather/Early Dismissal

- 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. Phone lines 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.
- During tornado watches, tornado warnings or other dangerous weather or environmental activity, the principal reserves the right to keep students at school rather than releasing students to day care vans or other vehicles.

Safety

- Lockeland has an *Emergency Crisis Plan* and School Crisis Team to address emergencies should a crisis occur. Lockdown, fire, and tornado drills regularly take place throughout the school year so that students and staff practice awareness in preparation for an actual emergency. Included in the Emergency Crisis Plan is a Reunification Plan. The Reunification Plan is in place to secure an area of relocation if students need to relocate due to an emergency. Parents will be immediately notified when and where to pick up their child/ren.

Section II: General Procedures

Entrances

- **All doors will remain locked during the school day.** Exterior doors can be monitored via camera. These camera-monitored entrances are on an electronic key which can only be opened in the school office. Before allowing an unknown person in the building, office personnel will ask anyone who is unknown the intent of their visit.
- **EVERYONE:** Students, parents, and visitors must enter through the main (front) entrance after 8:10 a.m. In order to protect our students, visitors and staff, all visitors will be required to show a valid government-issued ID. ALL entrances will be locked during the day. Other entry doors will be unlocked for student entry during arrival times. After 8:10 a.m. all doors will be locked.
- **Exception:** An electronic entrance is available on the left side of the building for visitors who are disabled or are in wheelchairs. Office personnel must also unlock this door through electronic means. A ramp is provided at this entrance. **All other visitors/parents are expected to use the front entrance.**
- Only school personnel are allowed to open exterior doors for visitors. Students are not permitted to open exterior doors for any adult known or unknown to the student.

Arrival and Dismissal

School begins at 8:10 a.m. School doors open at 7:55 a.m., please do not drop off your child any earlier due to lack of supervision. Students that are eating breakfast may be dropped off as early as 7:40 a.m. Students may go to classrooms at 7:55 a.m. Students must be seated and ready to begin the instructional day when announcements begin at 8:10 a.m. Students arriving after 8:10 a.m. are tardy and must be signed in by an adult in the office. Students are dismissed at 3:10 p.m.

Dismissal of Car Riders

- Car riders will exit from the back door nearest to the back-field area.
- Cars will be asked to enter on the right side of the building through the alley and exit to the street on the right of the building.
- Students arriving in cars may not be dropped off in any place other than the designated area in the back of the building. **Students arriving in cars may not be dropped off on streets, sidewalks, or in the front of the school.** Parents who need to conduct morning business in the school may park on a side street or in the parking lot of the school and walk with their child into the school.
- Signs with student riders' names will be provided by the school during the first week of school. **These signs will be used during the entire school year. Parents are expected to pull their cars up to the cones or identified location in the back, bring their car to a complete stop, and hold up their sign indicating the student who is needed.** As soon as all cars have stopped, the teacher in charge of traffic will signal the children that they can proceed to their car. **Please wait until teachers give the "all clear" before calling your student to your car.**

- **Please be courteous to school personnel.** At times, parents may have to circle more than once or twice if a student is not yet out of the building.
- **Parents must remain in their vehicle at all times. We will bring your child to you.**
- **Rainy Day Dismissal:** School personnel will use walkie-talkies to communicate which students are needed. Parents will need to use their signs, so school personnel can dismiss students safely and quickly. **Parents can assist us by remaining in their car. Please be patient during rainy day dismissal. The dismissal process is lengthened during times of rain.**
- Students at Lockeland are dismissed daily at 3:10 p.m. in the following order which has been approved by the MNPS Safety and Security Department:
 1. Kindergarten Walkers – dismissed through the gym doors & Car Riders/Day Care /Van Riders, YMCA Fun Company and Community Center
 2. 1st Grade Walkers – dismissed through the main doors in front of the school
 3. 2nd Grade Walkers - dismissed through the main doors in front of the school
 4. 3rd Grade Walkers - dismissed through the main doors in front of the school
 5. 4th & 5th Grade Walkers - dismissed through the main doors in front of the school

Dismissal of Walkers

- A true walker is a student who lives within walking distance from the school. A student is a walker if he/she lives within one and a half miles from the school.
- It is an extremely dangerous practice to ask your child to walk when your home is not within walking distance from the school. **Asking your child to “be a walker” and meeting them in your car on a nearby street is not permitted.** This practice has proven to be dangerous. Parents who practice such behavior put their child’s safety at risk. In the event the parent is detained, the child is left waiting alone without adult/school personnel supervision.
- *Independent Walkers* – Students walking home alone are dismissed with their grade level walkers. **Parents need to send a note to the main office giving students permission to walk home alone.**

Students Leaving School with another Student

- **In order to leave with another student, a student must have a signed and dated note from his parent/guardian giving permission to go AND a signed and dated note from the host parent giving permission for the child to be a guest.** Student walkers should report home first from school before going to play/visit at a friend’s house.

Parental Involvement in the School

- **At Lockeland, we welcome parents to join us in educating students.** There are a number of volunteer opportunities during and after school hours for parents. We want our parents to become involved. Parent volunteerism in the classroom is limited to presentations, reading to students, etc. to minimize distractions. Teachers must seek prior approval from the principal for parents to present information to the class. Parents who wish to read, make presentations, or provide any instruction must make a request to the teacher with final approval from the principal.

- **Parent Observation in the Classroom:** In order to protect the instructional time for all students and teachers, we do not permit parents to observe in classrooms. Observations by adults in the classroom can often become a distraction for students. Exceptions are made occasionally under unique circumstances. **All observations must be pre-approved by the principal.** Requests are to be submitted to the principal in writing and must include the date and time the observation is requested. The principal must verify approval of the observation.
- **PTO:** Our school's Parent Teacher Organization needs your support! Please join us for the meetings. A monthly newsletter will detail upcoming events and programs. More information here: <https://lockelandpto.org/>.
- **Field Trips:** We welcome parent involvement on field trips based on availability of chaperone spaces. Parents are not permitted to ride MNPS school buses. Also, due to the nature of our field trip, siblings are not permitted to attend. Exceptions to this policy may apply with regards to class picnics and outside learning experiences.

Section III: General Policies

Conferences

The faculty is ready to discuss any concerns you might have about your child and his/her experiences at Lockeland. Arrival and dismissal times are not good times to discuss concerns, as teachers are not able to give you their undivided attention during these times. To protect the instructional time of our students, please call or email 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.

Liability for Textbooks and Technology

It is the responsibility of the school principal to protect school properties including textbooks and technology. The principal or principals' 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
- Withhold report card in all subjects, diplomas, certificates of progress, or transcripts until restitution is made

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 that we may abide by your wishes, please complete the media permission located in the Student-Parent Handbook or <https://permissions.mnps.org/>.***

Students will also be given the opportunity to visit educational websites. **Students will only be able to participate in these activities with your written permission. This permission is included on the Permission Form page of the Student-Parent Handbook if you would like for your child to participate.**

Medication

(Reference MNPS Policy #6.405)

A student may not take medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR. Permission slips are available in the office. **Should your child need to take or have medication at school, the following is required:**

- a. A medication permission slip needs to be filled out and signed.
- b. A complete pharmacy label listing the correct medication, dosage and strength and the current school year date needs to be on the ORIGINAL medication container.

- c. A separate medication permission slip must be completely filled out for each medication that your child takes while at school.
- d. ALL medication must be brought to the school and picked up by a parent or designated adult and counted and signed in.

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.

Student Illness (at School)

- 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 100.4 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. 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.

Fees

Parents may be asked to pay for field trips, donate items used for special activities, or class snacks. If 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 Report Cards after each grading period
2. Sending Progress Reports home in the middle of each grading period
3. Sending student TCAP results home annually (3rd, 4th, and 5th grade students)
4. Making *Infinite Campus* accessible to parents for daily monitoring of academic progress through the Parent Portal

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 Guidelines

Homework is one of many learning activities in which students engage; its purpose is to –

- extend learning;

- provide opportunities for independent work;
- provide opportunities for enrichment;
- provide opportunities to check for understanding and for possible instructional follow-up when students struggle to complete their homework assignments or have misconceptions.

All classes will have homework assigned two to four nights each week. Research suggests that all daily homework combined should take about as long to complete as 10 minutes multiplied by the students grade level: (K – up to 10 minutes, 1st – 10 minutes, 2nd – 20 minutes, 3rd – 30 minutes, 4th & 5th – 40 minutes). *Additional time should be added appropriately for daily at-home reading for enjoyment.

Lost and Found

- Place lost article in the lost and found in the cafeteria
- Report articles as soon as they are missing
- Have your child check the baskets for their missing items
- Items not collected will be donated

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.**

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

We also have online payment options which will be provided when payments are due.

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.

Office Routines and Expectations

- **Treat all staff, students, and visitors with respect** and use courteous language at all times.
- **Maintain a calm and professional demeanor** when discussing concerns or issues with school personnel.
- **Allow staff time to assist all families fairly**, understanding that urgent student needs may require immediate attention.
- **Respect student and staff privacy** by not discussing confidential matters in public areas.
- **Refrain from disruptive, threatening, or aggressive behavior**, including raised voices, profanity, or intimidation.
- **Schedule meetings with teachers and administrators in advance** whenever possible to ensure adequate time for discussion.
- **Model positive behavior and problem-solving** that reflects the values we want our students to demonstrate.
- **Follow all school policies and directions from office staff** regarding procedures, access to buildings, and student pick-up or dismissal.

Section IV: Cafeteria Procedures

**At the time the 2026-2027 handbook was written, school lunch costs were not determined by MNPS. Prices may change. Updates can be found here: <https://www.mnps.org/departments/nutrition>.*

Cafeteria

Food Service Procedures for 2026-2027:

- All MNPS students will have access to breakfast at no cost through a commitment with the USDA and its Community Eligibility Provision, a federal reimbursement program. Lockeland is no longer eligible to offer this program to students for lunch. Lockeland will require an application for eligible students to receive free-or reduced price lunches. Apply for this program here: <https://www.mnps.org/departments/nutrition/free-and-reduced-meals>.
- Breakfast is served daily in the cafeteria. Students should arrive by 7:40 a.m. if eating breakfast. Serving time for breakfast will be 7:40-8:10 a.m. The serving line closes at 8:10. On half-days we serve brunch. Students are permitted to bring breakfast to their classrooms to finish eating.
- Student lunches are free of charge. Healthy snacks are available at an additional cost.
- Parents may put money into their child's account as often as necessary for the child to purchase additional snacks.
- FOR SAFETY REASONS, PLEASE DO NOT SEND ANY GLASS BOTTLES/CONTAINERS OR CARBONATED BEVERAGES WITH YOUR CHILD'S LUNCH.
- Parents are strongly encouraged to send juices or bottled water rather than drinks high in sugar and caffeine (e.g. soda).

Cafeteria Behavior Plan

Below are the procedures to be followed while in the cafeteria:

1. Listen.
2. Keep hands, feet, and objects to yourself.
3. Follow directions.
4. Walking is the speed limit.
5. Respect yourself and others.

Students may arrive for breakfast as early as 7:40 a.m. **It is the parent's responsibility to see that their child enters the cafeteria safely from the parking lot when arriving between 7:40 and 7:55 a.m. as we do not have someone patrolling the parking lot during this time.** We do not have personnel to supervise the parking lot and outside grounds until 7:55 a.m. **Parents will need to walk their child into the cafeteria for breakfast to ensure their child's safety.** Parents may briefly enter the cafeteria with their child through the Fun Co. entrance of the cafeteria when arriving before 7:55 a.m. Students will not be permitted to enter through the cafeteria between 7:40-8:10 a.m. unless they are eating breakfast.

Healthy Snack Policy

Lockeland Design Center follows the *Nutrition Standards for Foods in Schools*, as a guide for the nutritional content and availability of competitive foods (Policy #3.500).

Opportunities for *competitive foods* (foods brought in from outside the school cafeteria) should be limited; and if competitive foods are available, they should consist primarily of nutritious fruits, vegetables, whole grains, and nonfat or low-fat dairy products. At the beginning of the school year, a fact sheet will be sent home to answer commonly asked questions and offer suggestions to help parents and guardians in providing healthy alternatives for school snacks and parties.

Birthday Parties

Birthday parties are not allowed during school hours. If parents wish, they may send in a healthy snack (see Health and Wellness District Policy at www.mnps.org) to be eaten during lunchtime in the cafeteria. Birthday party invitations may not be given out at school unless the student brings an invitation for every child in the classroom.

Healthy Ideas for Classroom Snacks and Parties:

- ☺ Fresh fruit with yogurt dipping sauce/ Yogurt parfaits – layered fruit, yogurt and granola
- ☺ Apples
- ☺ Fruit and cheese kabobs
- ☺ Granola bars or breakfast bars
- ☺ 100% fruit snacks
- ☺ Fruit crisps or bakes
- ☺ Vegetable tray with low-fat dip
- ☺ Celery sticks with peanut butter
- ☺ String cheese
- ☺ Low-fat pretzels or popcorn
- ☺ Graham or animal crackers
- ☺ Low-fat pudding cups
- ☺ Trail mix or cereal mixes

Section V: Dress Code

Lockeland Design Center will not require students to wear Standard School Attire (SSA) during the 2026-2027 school year; however, we do encourage our Lions to dress for success.

Bottoms: What to Wear

- Jeans, pants, capri pants, shorts, skirts, or skorts of appropriate length (any color acceptable)

What Not to Wear

- Clothing with holes, pajama bottoms

Tops: What to Wear

- T-shirts, polo shirts, sweatshirts, light jackets, Lockeland spirit wear, hoodies (hood must be down)

What Not to Wear

- Violent, potentially disruptive words, graphics or illustrations. This includes clothing promoting any violent video games, TV shows, or movies. Tank, halter, and crop tops, spaghetti straps

Footwear: What to Wear

- Tennis shoes/athletic shoes are required for safety reasons.

What Not to Wear

- Flip flops, sandals, high heels, slide on shoes

Special Note

- Hats/beanies will NOT be allowed to be worn in the building.

Section VI: Student Behavior & Discipline

Children need parents and teachers who set ***firm, consistent, positive structure while providing warmth and support for students' practice*** of appropriate behaviors. Students must know exactly what is expected of them and be given the opportunity to practice these skills. In an effort to comply with the Metropolitan Nashville Public Schools Strategic Plan, which addresses a safe and orderly environment, Lockeland Elementary will implement a Positive Behavior School-wide Discipline Plan.

Key Components for Positive Learning at Lockeland:

**RELATIONSHIPS
STUDENT ENGAGEMENT
STUDENT VOICE
MUTUAL RESPECT**

Behavior Expectations

We expect all learners at Lockeland Design Center Elementary 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 a manner appropriate for school
- Treat school equipment and property with respect

*For more details see the MNPS Student-Parent Handbook.

These expectations will help make Lockeland Design Center Elementary 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.

Bullying

Reference MNPS policy #6.304 (MNPS Student/Parent Handbook)

The Administration of MNPS is committed to providing all students a learning environment free from bullying or harassment based on race, color, religion, national origin, disability, sexual orientation, ancestry or gender, including gender identity, expression and appearance. **Bullying and harassment are prohibited and will not be tolerated.**

All students have the right to attend school in a safe environment that is conducive to learning. A threat is considered an expression to harm others or self through verbal, written or gestured communication. Any threat will be taken seriously if it is communicated, observed or reported by the recipient(s) of the threat or by a third party who has knowledge

of the threat. For this reason, policies and procedures have been established to assist the Threat Assessment Team's investigation and response to any threats to harm self or others. If the Threat Assessment Team concludes that a threat is credible, the consequences for the person or individuals making the threat may include but are not limited to: the development of a safety plan, a referral to outside agencies, school level consequences, suspension, school reassignment or expulsion for up to one calendar year.

LDC PBIS Core Values

Lockeland uses Positive Behavior Intervention and Support (PBIS) as our school-wide positive behavior system. This program is aimed at creating an atmosphere of positive behavior by motivating students to do their best every day. There are three main components of PBIS. They are teaching appropriate behavior all school settings, providing interventions when behavior expectations are not met, and recognizing students when behavior expectations are met.

PBIS has three core values (*The 3 R's*): Respectful, Responsible, Ready to Learn. Students are expected to honor these core values in various school and school related settings including the classroom, hallways, library, cafeteria, and bathrooms.

Be Respectful-includes following directions, keeping hands and feet to yourself, using appropriate language, and raising your hand

Be Responsible-includes actively participating in class, using school equipment appropriately, and being a good friend

Ready to Learn-includes following school rules, entering and exiting the building in an orderly fashion, and being proactive

Classroom General Procedures

Each classroom teacher will establish general procedures, positive reinforcement, and consequences for the classroom that is specific to their grade level and class. These rules and procedures will be sent home at the beginning of the year.

Example: 1. Follow directions the first time they are given 2. Keep hands, feet and objects to yourself 3. Raise your hand to speak 4. Work very quietly 5. Walk, do not run	Voice Levels: Level 0 – No talking Level 1 – Whisper voice Level 2 – Speak using an inside voice Level 3 – Outside voice
<u>Cafeteria Rules</u> 1. Use a Level 1 or 2 voice and use good table manners 2. Follow direction the first time asked 3. Raise your hand for permission to get up 4. Eat your own food 5. Clean up after yourself	<u>Cafeteria Consequences</u> 1st time – Warning 2nd time – Slow down ticket 3rd time – Office referral

Hallway Rules 1. Use a Level 0 or 1 voice 2. Walk 3. Keep your hands and feet to yourself 4. Respect hallway materials 5. Follow directions for given events/ drills/ emergencies	Playground 1. Play safely 2. Be kind to peers while playing 3. Listen for directions from teachers 4. Stay in established play areas 5. Report problems/ unsafe behaviors to teachers
Restrooms Rules 1. Do not play in restrooms 2. Clean up any messes 3. Use a Level 0 or 1 voice 4. Follow all privacy rules	School Environment 1. Put trash in the trash can 2. Pick up loose paper 3. Leave your classroom neat and orderly 4. Take care of school property

Students who break school rules may receive the following consequences for their behavior:

- A verbal warning
 - A visual reminder to maintain behavior
 - Time out in the classroom or in a different teacher's classroom
 - A letter sent home for parent signature
 - Phone call to parent
 - A call or note from the principal
 - A day or part of a day spent in another classroom/office
 - Parent conferences
 - In-school suspensions: A child may be given in-school suspension for serious offenses or habitually not following rules.
 - Out of school suspension
- (For a complete list of the rules and regulations, refer to the MNPS Student-Parent Handbook)*

Lion Bucks

Lion Bucks are Lockeland's positive reinforcement recognition for students.

Lion Bucks serve as positive behavior recognition to encourage students to consistently demonstrate PBIS core values. Students following the PBIS core values can receive Lion Bucks in all classrooms and common spaces. Earned Lion Bucks are redeemed in the classroom for rewards such as treasure box or lunch bunch.

Students will participate quarterly in Lockeland Lion Pride days as a reward for positive behavior.

Gifted & Talented Education (GATE)

Metro Nashville Public Schools strives to ensure appropriate academic services are available to students who are academically gifted and talented. Students who are academically gifted and talented perform or have the capability to perform at higher academic levels compared to others of the same age.

Academically Gifted and Talented students require sufficient access to appropriate learning opportunities to realize their full potential. The Office of Gifted and Talented Education along with MNPS Gifted & Talented Teachers work in collaboration with school leaders, teachers, parents, and other stakeholders to ensure academically gifted and talented students are afforded opportunities to participate in differentiated classes that are designed to encourage academic achievement and growth.

- The Gifted & Talented program in MNPS is called Gifted and Talented Education and is taught by teachers with the title of Gifted & Talented Teacher (G&T Teacher).
- Students are considered for screening for GATE services using both qualitative and quantitative data, including district benchmarks and universal consideration tools.
- Eligibility for GATE services is determined using a multiple measures matrix, which includes district benchmarks and a cognitive aptitude test.
- District wide testing consideration and administration to determine GATE service eligibility takes place in the Spring semester of each school year in grades K to 7 in all MNPS elementary and middle schools (this does not include charter schools).

GATE classes (Encore) provide opportunities for gifted and talented students in grades K-8 to participate in classes designed specifically for academically gifted and talented learners. The curriculum is hands-on, interactive and problem-based with a focus on developing students' critical and creative thinking abilities. Instruction is interdisciplinary and aligned with Tennessee content standards.

GATE classes meet weekly at Lockeland.

If you have further questions about the K-8 qualification pathways, please contact the GATE Office at (615) 333-5175 ext. 665108.

Signs That Your Child is Gifted and Talented

You can request that your child be tested or screened to identify advanced academic talent. You can ask about this at your child's school or contact the Encore Office directly. Parents, guardians, pediatricians, childcare professionals, certified school personnel and other students are all eligible to make these recommendations.

According to the National Association for Children (NAGC), a typical gifted child often exhibits some or all of the following traits:

- Unbridled curiosity
- Eagerness to know "how" and "why"
- Exceptional memory
- A vast wealth of general knowledge
- Keen understanding of the way humans interact

- Sensitivity to the emotions of others
- Able to grasp abstract concepts
- Pays attention to details when making observations
- Good sense of humor; “gets” and tells jokes
- Early ability to hone in on specific interests
- Committed to projects
- Expansive vocabulary, both in speaking and in writing
- Ability and preference to hold conversation with adults
- Able to learn quickly (within 1 to 2 repetitions)
- Impatience with repetitive tasks
- Frequent elaboration in artwork and writing
- Perfectionist tendencies
- Able to make unusual connections

You can learn more about what sorts of characteristics are common indicators of uncommon academic talent through the links below, provided by the [National Association For Gifted Children \(NAGC\)](#), both in English and Spanish

Important Resources

Lockeland Design Center: <https://lockeland.mnps.org/>

Lockeland PTO: <https://lockelandpto.org/>

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

MNPS Calendars: <https://www.mnps.org/about/district-calendar>

Parent Acknowledgement Form

Parent acknowledgement form provided in yearly welcome packets.