



Mitchell-Neilson School

A Leader in Me "Lighthouse" School

Student/Family Handbook 2019-2020

Developing Leaders One Child at a Time

Dr. Tammy Garrett, Executive Principal

Robin Newell, Principal
Primary School (PreK-1)
1303 Jones Boulevard
Phone (615) 895-2904

Jamara DeBerry, Assistant Principal
Elementary School (2nd-6th)
711 West Clark Boulevard
Phone (615) 890-7841

Dr. Linda Arms Gilbert, Director of Schools
2552 S. Church Street
Murfreesboro, TN 37127
(615) 893-2313

[Website: www.mitchellneilsonschools.net](http://www.mitchellneilsonschools.net)



@MitchellNeilsonSchools



@MNSLeaders

SCHOOL HOURS: Primary 8:30-3:30 Elementary 8:35-3:35

DISTRICT MISSION STATEMENT

To assure academic and personal success for each child

Welcome to Mitchell-Neilson School!!

We sincerely hope that our Student/Family Handbook will serve as an informational guide when you have questions regarding policies, procedures, rules, and regulations. We want you to share in the genuine excitement that is part of the Mitchell-Neilson School. The faculty and staff at each campus strive to provide a quality education and safe environment for each and every student. We use the Leader in Me philosophy to help develop a culture of leadership by teaching, modeling, and practicing Stephen Covey's *7 Habits of Highly Effective People*, and are one of only 300 LIM schools worldwide that have reached the coveted Lighthouse status.

We believe in differentiating instruction by integrating leadership language into our daily instruction as we help students become the best readers, writers, thinkers, and leaders they can be! The strength and unifying ingredient of these schools is the mutual commitment to these 7 Habits by our students, teachers, staff, and parents. By working together, we can accomplish tremendous things!

Please feel free to contact us with any questions, comments or concerns. Dr. Tammy Garrett is the Executive Principal and can be reached at tammy.garrett@cityschools.net or 615-890-7841. Mrs. Robin Newell is the principal at the Primary Campus and can be reached at 895-2904 or by email at robin.newell@cityschools.net. Jamara DeBerry is the assistant principal at the Elementary Campus and can be reached at 890-7841 or by email at jamara.deberry@cityschools.net.

Our Commitment to Students and Families:

- ✓ We will implement the 7 Habits to provide a positive, safe, and secure environment for students so they will excel to their highest potential.
- ✓ The school environment will promote optimal social, emotional, and intellectual growth.
- ✓ Through the utilization of on-going assessments and close examination of data, appropriate educational programs will be provided that meet the individual needs of students. We will monitor each student's learning on a timely basis and provide additional time and support until the student becomes proficient or advance them even further in his/her learning.
- ✓ The school, parents, and community will help guide the decision-making process through a shared responsibility for the support of the school's mission.
- ✓ High expectations for student behavior will promote good citizenship and a high performing school environment. Students will show a high degree of respect for each other. Teachers will model a high degree of respect towards each other and students.

Student Learning will occur at Mitchell-Neilson through these 4 criteria:

- **Skilled and Motivated Teachers**
- **Rigorous, Research-Based Curriculum**
- **Culture of Respect and High Expectations for All**
- **The Belief that ALL children can learn.**

Attendance

ARRIVAL: The Primary (K-1) school day begins at 8:30. The Elementary (2-6) will begin at 8:35. The front doors do not open until 8:15 at the Primary and 8:20 at the Elementary. Students will enter the building and go straight to their classrooms, where breakfast will be provided for them. If you need to come inside the building (with a tardy child, for example), please park in a designated parking space. Please use caution when driving through the parking lot and watch for children. It is against the law to use your CELL PHONE in an active school zone (MPD will fine you \$50). Do NOT drop off your child on either campus anywhere other than the designated drop off points. Do not drop off students at the street or anywhere that would cause them to have to cross the street to reach the building.

ATTENDANCE: Routine attendance is essential to academic and personal success! The Tennessee Attendance Act requires that all children attend some type of day school until the age of 18.

Students must have a signed, dated note from the parent or guardian stating the reason for the absence. You can also email your teacher or our attendance clerk. A doctor's note is also acceptable and required after five parent notes. This must be done for **each** absence. The office cannot go back earlier than the current grading period to mark an absence as excused UNLESS you have a doctor's note. Absences other than for reasons stated above or without a signed, dated note are considered unexcused. If a student is absent for an extended period of time, parents are strongly encouraged to arrange for schoolwork to be picked up and completed. A child who does not attend at least ½ day (3 hours 15 minutes) is considered absent. In Tennessee, absences are part of the Report Card score for each school's climate, and schools can be placed on "target" status if absenteeism is determined to be a real issue of concern. Thus, truancy petitions will be filed against the parent for excessive absences.

TARDIES: The school day begins at 8:30-P and 8:35-E. To be considered "on time", your child should be in the classroom before those times. If a child arrives in the classroom after that, he/she is considered tardy. Tardies are reported on the attendance report by the classroom teachers. Any tardies impact the students' ability to learn as instructional time is lost. Early dismissals will be counted as tardies. Unexcused tardies will be reviewed for potential truancy action. If your child is tardy, you MUST accompany them inside and sign them in, for safety reasons. We have a new program that will require your student to enter their student ID# to produce a tardy slip that must be signed by the parent. This tardy slip will show the year-to-date tardies and absences for each student.

EARLY DISMISSALS: Please help us provide the best possible learning environment for students. Routine attendance is essential to academic and personal success! Anytime there are early dismissals, this causes disruption to the classroom learning time. Additionally, students miss the summary of the day's learning and final instructions. Please try to schedule doctor and dentist appointments before or after school. **Students who leave early are considered tardy.** If your student must miss school due to an appointment with a doctor or a dentist, please send the doctor or dentist's note to school the next morning with your child. Children will not be released to

friends, grandparents, or other family members unless we receive specific written permission from legal guardian or parents.

Custody Papers

It is the parents' responsibility to ensure that the office has the most recent and up-to-date parenting plans and custody paperwork including court orders. Please review this with the office staff annually and when there is a change in the plan.

Sick Children

Children having a fever of 100 or greater or contagious disease should be kept at home. Students who come to the clinic with a temperature of 100.0 degrees or greater, vomiting, diarrhea or unidentified or unexplained rash will be sent home for the remainder of the day. Students must be fever free for 24 hours with no medicine to return to school. Students must have a 24 hour period with no vomiting or diarrhea with no medicine before returning to school. Students must be picked up from school within an hour of the nurse contacting the parent/guardian.

Absent students should submit a note with the child's name, the date of absence, and the reason for the absence within 5 days upon returning to school. The maximum number of parent notes accepted is five and then a doctor's note will be required. **Five unexcused absences will result in a parent meeting with administration. Ten unexcused absences will result in a referral to truancy court.** Tennessee requires compulsory school attendance. Under Tennessee State law any parent, guardian or other person who has control of a child, or children who allows their child to have ten or more unexcused absences from school commits a Class C misdemeanor. It is the responsibility of the parent to make sure the school has updated phone numbers for parents and emergency contacts. Parents will be called if a student has an illness or injury at school that requires them to be picked up from school early. In the event of an injury or sickness requiring the student to leave school and the parent or emergency contact cannot be reached in an hour, DCS will be called.

Clubs

All Mitchell-Neilson Students will be allowed to participate in different clubs. These clubs will be sponsored by our teachers and many will have community partnerships. The clubs will meet once a month, during the school day, so that every child can participate. Clubs will begin in September.

Dismissal

Primary (K-1) students will dismiss at 3:30 and Elementary (2-6) students will dismiss at 3:35 on a full day schedule and at 12:00 and 12:05, respectively, on a half-day schedule.

Under no circumstances will a child be released to unidentified or unauthorized persons. We must have a written note in order to change the way a student goes home for the day. Phone calls will only be taken in an emergency situation. IDs must be available to check out a student and enter the building.

All visitors to Mitchell-Neilson must provide a picture ID before entering the building. **We I.D. even if we know you.** Checking I.D.s of every person asking to dismiss a child ensures that no one is allowed to pick up a child whose name is not on the registration card. Please do not get upset that we ask for I.D. Anyone asking to dismiss a student (even if they are on the emergency check out list), we must have permission from the parent or legal guardian. We love your children and want to protect them.

Car Riders:

1. Load and unload children in the appropriate lanes and observe traffic signs and rules. Do not drop off your students anywhere other than at the appropriate drop off places. Do not drop off a child if you do not see an adult. If

you do not see an adult you are probably too early or late, please escort your child to the front office in tardy or wait with your child until it is time to enter the building. Do not drop off a child unattended.

2. CELL PHONE usage during an active school zone is PROHIBITED.

3. **Students will not be released to cars without the appropriate sign (provided by the front office) in the window. Cars without the proper sign will be sent to the front office so that proper I.D. may be checked. This is for the safety of our students.** Please make sure that grandparents, aunts, etc., know in advance that they will be asked to show ID in the office if they don't have this sign in their car.

4. Parents should not walk up in the car rider line to pick up children. If you come inside to pick up a child that is normally a car rider, you will be asked to wait until car dismissal is over before we release your student.

5. Car riders at the Primary Campus should be dropped off and picked up in the back of the building.

6. Car riders at the Elementary Campus may be dropped off and picked up in the front of the building or at the 2nd-3rd grade wing coming off of Clark. Second and Third Grade car riders will arrive and be dismissed from the 3rd grade wing (far left side of the building) and 4th, 5th, and 6th grade car riders will be dismissed from the front of the building. Siblings will be dismissed with the youngest sibling.

Bus Riders:

Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations. See the MCS Student Handbook for specific rules and regulations regarding bus safety and behavior. Bus riders are dismissed from the Jones Blvd side of the building at the Elementary. Please do not park in the bus lane.

Walkers:

Students should exit the building immediately upon dismissal. The children must proceed directly to the crossing guard. Primary students are NOT allowed to walk to the Elementary. Elementary students may walk to the Primary to meet younger siblings to walk home. Walkers will be monitored until they pass the crossing guards or are off campus. Walkers are expected to walk straight home, not to meet parents in a car on or off campus. If the weather prevents students from safely walking home, parents should come to the building to pick them up. It is never recommended that students be home alone, but if they are, we strongly suggest you have a check in system so that you know that they've arrived home safely each day.

Changes in Dismissal

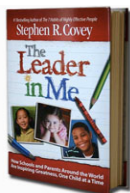
Children will follow their normal established dismissal procedures unless the parent changes it with a written note. The note must have the specific date(s) of the changes and should be signed and have a contact number. In the event of an emergency, calls to change forms of dismissal must be made prior to 2:30. Dismissal is a hectic time, particularly in the front office, and last minute changes create difficulty for all parties involved as we run the risk of not getting the message to the child in time. The last 30 minutes of the day are very hectic and to ensure that all students get home their designated way **no student** will be dismissed after 3:00 except in an emergency. **At no time during the school day will students be called to the office until the parent is in the office to sign them out.**

If the change in dismissal involves changing buses, a note MUST be received in the office prior to 10:00 AM and then faxed to the Department of Transportation for approval. IF the child does not normally ride a bus and will be riding the bus home with a friend, the parents must come to the office to fill sign the form that will be sent to the Department of Transportation. This form can be faxed to us as well.

Behavior Expectations

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. Mitchell-Neilson will implement a School-wide Discipline Plan based

on Positive Behavior Policies as well as Stephen Covey's 7 Habits of Highly Effective People. These procedures have been designed in the best interest of the children and staff to ensure a positive learning experience. The 7 Habits are:



1. Be proactive; You're in charge. "I am a responsible person. I take initiative. I choose my actions, attitudes, and moods."

2. Begin with the end in mind; Have a plan. "I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen."

3. Put first things first. Work first, then play. "I set priorities, make a schedule, and follow my plan. I am disciplined and organized."

4. Think win-win; Everyone can win. "I balance getting what I want with consideration for what others want."

5. Seek first to understand, then to be understood; Listen before you talk. "I listen to other people's ideas and feelings. I try to see things from their viewpoints."

6. Synergize; Together is better. "I value other people's strengths and learn from them. I get along well with others, even people who are different than me."

7. Sharpen the saw; Balance feels best. "I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school."

At Mitchell-Neilson, we expect all learners to follow the 7 Habits of Highly Effective People and the behavior expectations listed below. These expectations will help make MNS Leaders have a safe place to learn. There are many benefits to 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 has many benefits.
- Others will value your thoughts and ideas.
- You will be recognized and rewarded for your hard work.

											
 Stay Safe Habit 1: Be proactive Habit 2: Begin with the end in mind Habit 7: I think win-win	<ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself 	<ul style="list-style-type: none"> Keep your eyes forward Use walking feet Leave hands to our side Stay on the right side of the hallway in your place in line 	<ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself Wash your hands Use the facilities the correct way 	<ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself Touch only your food Stay in your seat until dismissed Follow directions of adults 	<ul style="list-style-type: none"> Keep hands, feet and other objects to yourself Line up when it is time to go in Inform the teacher of all problems Do not pick things up off the ground 	<ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself Walk Listen and follow directions Go straight to class Use a voice level of "1" when walking down the hallway 	<ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself Sit facing forward Stay seated until bus stops Level "0" in school zone 	<ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself Sit in assigned area Stay with your group Follow directions from all adults 	<ul style="list-style-type: none"> Keep hands, feet and other objects to yourself Walk Use materials and equipment the correct way 	<ul style="list-style-type: none"> Keep hands, feet and other objects to yourself Listen for directions Use a voice level of "0" Follow set rules 	<ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself Go straight to your designated area Listen for directions
Obtain Goals Habit 2: Begin with the end in mind Habit 7: I think win-win	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK 	<ul style="list-style-type: none"> Daily Focus on Academic Goals Daily Focus on Personal Goals HIGH QUALITY WORK
Act Responsibly Habit 3: Put first things first Habit 4: Organize Habit 5: Share Habit 6: Listen	<ul style="list-style-type: none"> Complete your task and return to class Wait your turn Follow adult directions 	<ul style="list-style-type: none"> Keep backpack zipped and on your back Stay with your class Go directly to designated area Follow rules without reminders 	<ul style="list-style-type: none"> Conserve the resources Flush toilet Report any vandalism Quick, Quiet, and Clean 	<ul style="list-style-type: none"> Wait your turn Get everything you need Know your number Raise your hand Clean up your area 	<ul style="list-style-type: none"> Use the play equipment properly Dress for the weather 	<ul style="list-style-type: none"> Be on time Remove all headgear before entering the building Accept your place in line Dress for the weather 	<ul style="list-style-type: none"> Sit in assigned seats Respect bus property Keep backpack on lap Keep food/supplies in backpack 	<ul style="list-style-type: none"> Sit appropriately Be role models for others Listen and watch what is being presented Be alert for signals to be silent 	<ul style="list-style-type: none"> Be ready to learn Give your best effort Keep room clean Raise your hand to be called on 	<ul style="list-style-type: none"> Stay calm Be alert 	<ul style="list-style-type: none"> Wait until you are released to leave Walk to your designated area Accept your place in line.
Respond Respectfully Habit 7: I think win-win Habit 8: Seek first to understand	<ul style="list-style-type: none"> Use respectful voices when speaking to adults and visitors. Be mindful of adults using the phone or talking to others. 	<ul style="list-style-type: none"> Respect yourself and others Use nice words Give Silent "Hellos" and a voice level of "1" Accept your place in line 	<ul style="list-style-type: none"> Respect yourself and others Respect other's privacy Use a voice level of "0" 	<ul style="list-style-type: none"> Respect yourself and others Eat your own food Practice good table manners Use appropriate language Raise your hand Use a voice level of "1" 	<ul style="list-style-type: none"> Respect yourself and others Listen and follow directions Play fair and share Outside voice level is a "5", but coming back in is a "0" 	<ul style="list-style-type: none"> Respect yourself and others Use a voice level of "1" Use kind words 	<ul style="list-style-type: none"> Respect yourself and others Listen to the bus driver Use a voice level of "1" 	<ul style="list-style-type: none"> Raise hands Take turns Use voice level of "0" when someone is presenting Applaud appropriately 	<ul style="list-style-type: none"> Active listening & participation Listen and follow directions Use kind words Be honest Follow the voice level chart for appropriate levels based on staff requirements 	<ul style="list-style-type: none"> Active listening Wait patiently Use a voice level of "0" 	<ul style="list-style-type: none"> Respect yourself and others Use a voice level of "0" during announcements, but a level "1" while waiting.

The following is a list of behaviors that are NOT acceptable at either campus of Mitchell-Neilson School:

- Bullying
- Damage to school or private property
- Leaving classroom, cafeteria, school building, etc. without permission
- Disrespect (to adults or other children)
- Drugs, alcohol, or tobacco possession or use
- Fighting or other forms of violence
- Possession of weapons
- Misbehavior in restrooms, cafeteria, hallways, or other special areas
- Misbehavior on bus (including field trips)
- Profanity (verbally or via gestures)
- Theft
- Threatening others
- Violation of classroom rules
- Other behaviors deemed disruptive to the educational process by the school administration

The following items are NOT allowed at Mitchell-Neilson Schools:

- Guns, knives, or weapons of any kind
- Cell phones can only be off and in backpacks secured in cubbies
- iPods, collector cards, Walkmans, PSPs, MP3 players, CD players, radios, Game Boys, or any other portable music or game device.
- Tobacco in any form; lighters or matches
- Laser light pointers
- Fidget spinners.
- Toys of any kind unless cleared through the teacher
- Gum

If brought to school, these items will immediately be confiscated, brought to the administration, and returned ONLY to the parent.

Anti-Bullying

Mitchell-Neilson 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 will investigate and if necessary 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. The school implements a school-wide bullying prevention program each year through our Positive Behavior Support systems. Parents and the community are an important part of the program.

Dress Code

Because the appearance of our students reflects the quality of our schools, conduct expectations, and student performance, we require students to follow the following dress codes:

In keeping with the educational purpose of this school, students are expected to dress and groom themselves appropriately. Each student is expected to keep his or her person and clothing neat and clean. Students violating the rules will be required to call a parent to bring the appropriate clothes. Clothing, accessories, and body markings with slogans or symbols that are about or suggestive of drugs, alcohol, obscenities, gangs, or anything else that is a disruptive or disturbing influence are prohibited. Pants must be worn properly at the waist and belted (i.e. no sagging). Underwear should not be visible. Shirts or a top that allow a student's stomach to show, see-through clothing, bare-

backs, low-cut or off-the-shoulder tops, cut-off shorts, pants with holes above the knees, and tops that have straps less than three adult fingers wide are prohibited. All tops must cover the entire chest (no cleavage) and back areas. Spaghetti strap tops may only be worn under shirts meeting the dress code. Bandanas, masks, large chains and medallions, face paint or costume make-up are prohibited without special permission from administration on designated school spirit days. Hats, caps, head coverings, bandanas, sweatbands, combs, picks, and sunglasses cannot be worn inside the school except by special permission on special school spirit days. Students violating this policy will have the article confiscated. Leggings cannot be worn as pants. Leggings can be worn underneath skirts or shorts of appropriate length (touching fingertips while standing). Heavy jackets must be put away in cubbies. Heavy jackets, coats, and hoodies are not allowed during instruction. They are to remain in cubbies unless needed for outside play or classes conducted outside. It is advisable to put the child's name inside coats and jackets so they can be easily identified if lost. Volunteers and adults visiting the school should adhere to the casual day dress code.

PreK

The dress code for Mitchell-Neilson School is simply solid color shirts and solid color pants. (Any color is ok.)

No writing is allowed on shirts or pants unless it is a school t-shirt.

As with all school's dress codes, no flip flops or sandals are allowed for safety reasons on the playground or in the gym. Tennis shoes with socks are required each day. Please contact your child's teacher with questions.

Kindergarten through 5th grade

Kindergarten through 5th grade Dress Code

Monday-Thursday Dress

Monday through Thursday students are required to wear a solid color polo style or oxford style button up collared shirt. The shirt can be any color but it must be free of logos or screen printing – plain shirts only. Students may not wear t-shirts unless it is a school-issued shirt. Students may wear pants, skirts, walking shorts, or capris. Skirts and capris must reach the bottoms of the finger tips when standing with your hands by your side. The pants, skirts, shorts, and capris must be khaki, navy blue, or black in color. Closed-toe shoes with a back in them must be worn. No slip-ons, flip flops, or sandals. Shoes with wheels are not allowed. Shirts do not have to be tucked as long as they are not longer than the bottom of the pockets on their pants. No oversize shirts and no sagging. Long sleeve shirts can be worn under the polo for warmth but must be solid in color – no logos or screen printing. Light sweaters and light jackets can be worn in the classrooms in the winter but they must be solid in color.

Friday is an earned Casual Day

Students are allowed to wear casual clothes including jeans on Friday if they have followed the dress code Monday through Thursday and behavior and work ethic has met expectations. Leggings cannot be worn as pants. Clothes must be in good taste. Low cut shirts are not allowed. Skirts and shorts must reach the fingertips while standing. No vulgar or offensive logos or pictures. No shirts promoting alcohol, drugs, or tobacco. Closed-toe shoes are required. Casual Day is a privilege not a right. Casual Day could be revoked or suspended as a consequence of behavior or consistent violation of the dress code.

6th Grade

Sixth grade students are allowed to wear casual clothes including jeans. Leggings cannot be worn as pants. Clothes must be in good taste. Low cut shirts are not allowed. Skirts and shorts must reach the fingertips while standing. No vulgar or offensive logos or pictures. No shirts promoting alcohol, drugs, or tobacco. Closed-toe shoes are required. Casual days for 6th grade is a privilege not a right. Casual Days could be revoked or suspended as a consequence of behavior or consistent violation of the dress code.

No distracting or unsafe accessories. **The staff reserves the right to make decisions about what accessories are distracting or unsafe.**

For safety reasons, ALL students (K-6) should wear closed-toe shoes.
NO sandals or flip-flops.

Clothes and shoes should fit appropriately and not restrict movement or modesty. No undergarments should be visible. The staff reserves the right to call a parent to the school if child's appearance or attire becomes disruptive, unsafe, or distracting. Parents, please help us with this dress code as learning can be negatively impacted with distractions at school.

Extended School Program

Before- and After-school care is provided through our Extended School Program, from 6:00 until 8:20 in the morning and from 3:30-6:00 in the afternoon, Monday through Friday. Children may stay for both sessions or attend only one session, either morning or afternoon. Morning care is provided at each building. Afternoon care is held at the Elementary School for both campuses. Information about **ESP** options and fees is available if you are interested.

Field Trips

Field trips will be included in the learning experiences at Mitchell Neilson Schools. These field trips will be teacher-supervised and are in correlation to a unit of study. Adequate notice will be given to the parent and the school will provide transportation. Each child will pay for his/her share of the trip, and a permission slip signed by the parent or guardian is required for attendance. ***No refunds can be given for field trips missed due to student absence.***

Food Service/Cafeteria

Students are served meals in accordance with the guidelines of the National School Lunch Program. Cafeteria menus are published on the www.cityschools.net each month. These menus are also posted on our website.

Murfreesboro City Schools believes that a healthy breakfast and lunch helps students perform better in school. To that end, we provide breakfast and lunch to every student at no cost. *Pending USDA reauthorization

***This does not include ala carte items such as ice cream and chips.
Students will not be allowed to charge any ala carte items.***

Murfreesboro City Schools' Department of School Nutrition strives to make school meals healthy and nutritious each day. We always encourage family members to dine with their students at school. .

NO candy or gum should be sent to school for lunch or snack.

A refund for any money left in the student's account must be requested no later than 10 days after the last day of school for the student.

The [Food Service Account Refund Form](#) must be filled out and returned to: Murfreesboro City Schools Attn: School Nutrition 2552 S. Church St. Murfreesboro, TN 37127 Or via email to: sandy.scheele@cityschools.net

Please make sure to include the correct address for the check to be mailed to. This form is to also be used if there is a sibling to whom the money should be transferred.

Any money left in a student's account after 10 days of withdrawal date will be transferred to an "extra money" account and be deemed as a donation in our computer system to be used for accounts in need. If the student's account held more than \$50.00 and a refund is not requested within the agreed upon timeframe, every effort will be made to contact a parent or guardian. If the student will return to MCS the next school year the funds may be left in their cafeteria account for future use.

Instruction

MNS teachers and students will be exploring various content areas (reading, language arts, math, science, music, art, health/wellness, etc.) each day. We believe your child's learning atmosphere is of the utmost importance and should be protected. So, to avoid interruptions to valuable learning time, please limit doctor and dentist appointments to before or after school hours. Parents may drop off items or personal messages for students at either office. Parents will not be allowed to take items to their child's classroom, so as to protect instructional time and safety for all learners. School personnel will see that the students are informed of the message or receive the necessary item at the appropriate time. Please assist us in limiting interruptions and protecting instructional time. Unexpected visits can be distracting as well. Please schedule all visits with the teacher or front office staff.

Medication

In order for the clinic staff to administer prescription medication to students, the proper medical forms **MUST** be filled out by the doctor and parents and filed in the school office. **NO** medication will be administered without the proper paperwork on file. **ALL** prescription medication will be stored in the clinic, **NOT** left with the student. Any medicine needed during school hours should be given through the clinic (including cough drops, inhalers, etc).

Parent Involvement/ Parent Teacher Organization

Parents are expected and encouraged to play an active roll in their student's education. Parents are urged to volunteer to work throughout the school. Classroom teachers and special area personnel need help throughout the year in a variety of ways. So, join the PTO and get involved. Our children and teachers need you!

Parties/Invitations

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child (every boy and/or every girl) in the class. Parties will be planned and coordinated by the teacher. Birthday cupcakes or cookies should be coordinated with the classroom teachers. Check with your teacher to find out how many students are in the class.

Playground

We believe time spent outdoors is vital to the health and well-being of our students. Classes will go outside daily unless the temperatures are below 32 or above 95. Please dress your child appropriately. If your child is too sick to go outside, they are too sick to be at school. Classroom or special area teachers will supervise students who use the playground during the school day. Instruction for safe play will be given and enforced. The same rules will be in effect for our **ESP** programs. The following is a list of expectations for the playground:

1. Swing alone with no twisting, standing, or jumping.
2. Slide down the slide seated, with no climbing up the wrong way or hanging from the bars.
3. No climbing on the outside of the covered slides.
4. No pulling on limbs or climbing trees.
5. Picking up and/or throwing sticks, mulch, rocks, or glass is NOT allowed.
6. Stay in the designated area within sight of the teacher.

Reporting Student Progress

Parents and teachers working together maximize the potential for success of each student. Therefore, it is necessary that communication be a continuous process between home and school. Faculty and staff welcome and encourage communication. Progress reports and Report cards are distributed four times each year. The parent/guardian should sign the report card and return it promptly to the teacher. Student-led conferences are scheduled twice a year and parent/teacher conferences can be scheduled at any other time the teacher and/or parent deem necessary. Parents are encouraged to obtain a parent portal access username and password from the records/attendance clerk and check it regularly.

Returned Checks

Returned checks to any school account will be charged a \$15 service fee.

Safety Drills

Periodic safety drills (tornado, fire, intruder, etc.) will be held throughout the school year. During such drills, the classroom and/or special area teacher supervises the movement of the class to a safe location.

School Pictures

Each year individual and group pictures will be made. Pictures are taken in the fall and spring of the school year. Parents are notified in advance of the dates and costs of these pictures. Purchase of pictures is optional. All student pictures will appear in the yearbook, regardless of purchase. Yearbooks will be available for purchase. The yearbook is for both campuses.

Snack Policy- Candy/Gum/Drinks

Allowing snacks and bottles of water at school is at the teacher's discretion. We encourage healthy snacks from home. Some ideas include apples, raisins, grapes, bananas, pretzels, crackers, celery sticks, carrot sticks, 100-calorie type packs, etc. Your child's teacher may provide guidance or suggestions for individual classrooms. Please do not send in candy (for snack OR lunch) unless requested by your teacher.

NO soft drinks, sports drinks, or fruit drinks should be sent to school for snack.

Chewing gum is NOT permitted at school or on the school grounds!

Outside food

Due to our participation in the federal free lunch program, we cannot bring outside food from restaurants into the cafeteria. Therefore, if you bring food from a restaurant to eat lunch with your child, you will be required to eat at a location other than the cafeteria.

Cell Phones

Smartphones, cellphones, and any hand held electronic devices may be stored in backpacks. These items should be silenced or turned off and not taken out unless permission is granted by the teacher. The use of these devices is forbidden during the academic day, on the school bus, on a school-sponsored trip, or during ESP unless approved by administration or the ESP site director. Improper use or storage of these devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardian. A student violation of this policy is subject to related disciplinary action.

PARENT COMMUNICATION

The teachers, school, and district have websites. Access the websites by going to www.cityschools.net. Teachers will send home notes and newsletters. Please check the child's folder and agenda. MNS and MCS are on Twitter and Facebook. Twitter and Facebook feeds have the latest updates. Each teacher and the administration have email accounts. Feel free to email the teacher and principal at any time. Email the principal at tammy.garrett@cityschools.net.

STUDENT RECOGNITION AND AWARDS

Awards programs will be held each semester to recognize the following: top reading student, top math student, math facts, perfect attendance, citizenship, principal's award, all A's, and A/B Honor Roll.

BEHAVIOR

Good behavior is encouraged and expected at all times. Our schoolwide expectations are Be Respectful, Be Responsible, and Be Ready to Learn. Behavior incentives will occur throughout the year.

Bringing Items From Home

Toys and other similar personal belongings should be left at home unless it aids in the instructional process and has been approved by the teacher. If brought to school, the items could be confiscated.

Fighting

Fighting will not be tolerated. If a student is fighting, parents will be called to come to the school immediately. An assault charge/report could be filed with the School Resource Officer.

Taking Care of Property

We value our facilities and property and the property of others. If a student deliberately destroys property or facilities, he or she could be asked to reimburse the school or individual and receive disciplinary action.

Consequences of Behavior

Inappropriate behavior could result in the following: early morning detention 7:45 a.m., after school detention, silent lunch, parent calls, parent conferences, in-school suspension, out-of-school suspension, conferences with administration, expulsion, community service, and loss of privileges.

Entering classrooms

Students should not enter the classroom without a teacher.

LOST AND FOUND

Parents are encouraged to put names on students' coats, sweaters, jackets, etc. Lost items that are found should be placed in Lost and Found. Students who have lost items should check in Lost and Found, which is located in the front hall between the library and cafeteria. After 30 days, unclaimed items are donated to charitable organizations.

EXTRACURRICULAR ACTIVITIES

Students can try out for basketball or cheerleading if they are in the 4th, 5th, or 6th grades. All grade levels are required to participate in a service learning project. MCS offers several camps throughout the year including soccer, tennis, Club Marvel, and Boys to Men.

Visitors

All exterior doors will remain locked throughout the day. Any visitors to the building must show photo ID before being buzzed in through the front doors. Please do not hold the door open for anyone behind you. Upon entering the building, visitors must report to the office to sign in, show their I.D., and receive a visitor's pass. Before leaving the building, visitors must return their visitor's pass to the office.

If you need to meet with a teacher for any reason, please schedule an appointment. Visitors will NOT be allowed to interrupt instructional time. Visitors will not be allowed to go to classrooms unless the teacher is expecting you. Please utilize the provided parking spaces when parking on campus. PARENTS AND/OR STUDENTS WILL NOT BE ALLOWED TO ENTER CLASSROOMS FOR ANY REASON AFTER DISMISSAL TIME. Only students may use the playgrounds until 6:00 PM each day. The community can utilize the playgrounds after 6 pm and on the weekends.

Statement of Non-Discrimination

The Murfreesboro City School System does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-6, preschool classes, special education, family resource centers, ESL/ELL, Title I, and extended school programs (LEAP).

Inquiries or complaints regarding compliance with the Title VI, Section 504, the Americans with Disabilities Act, Title VII, Title IX, or issues dealing with discrimination/harassment (sexual, racial, ethnic, religious) should be directed to our central administrative office:

Murfreesboro City Schools Administrative Offices
2552 South Church Street
Murfreesboro, TN 37127
Phone: 615-893-2313
Web: <http://cityschools.net>

For additional information or inquiries regarding the Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below or if you feel that you have been discriminated against, a complaint may be sent to:

Tennessee Department of Education
Office for Civil Rights
710 James Robertson Parkway
Andrew Johnson Tower, 6th Floor
Nashville, TN 37243
Phone: 615-741-2731 or 615-253-1550
Email: TiffanyBakerCox@state.tn.us
Web: <http://www.tennessee.gov/education/civilrights.shtml>

Acknowledgement of Receipt and Awareness of Mitchell-Neilson Student Handbook

Student Name: _____

I have received the 2019-2020 Mitchell-Neilson Student Handbook and have read it.

Student Signature **Date**

Parent Signature **Date**

Teacher Signature **Date**
