



# BLACK FOX ELEMENTARY

## 2023-2024 Student & Parent Handbook

Black Fox Expectations	
District & School Mission Statement	To assure academic and personal success for each child.
School Vision	The vision of Black Fox Elementary is to create a community that Shows Up, Dreams Big, and inspires all Chiefs to Make a Difference.
RTI <sup>2</sup> A + RTI <sup>2</sup> B Purpose Statement	To assist students in achieving academic and behavioral excellence while supporting balanced social and emotional growth.
School-Wide Expectations	<ul style="list-style-type: none"><li>• Be respectful.</li><li>• Be responsible.</li><li>• Be safe.</li></ul>

**Mrs. Tiffany Strevel, Principal**  
**Mrs. Beverly Johnson, Assistant Principal**

**1753 S Rutherford Blvd, Murfreesboro, TN 37130**  
**615.893.6395**

**Website: <http://www.blackfoxelementary.net/>**

*Catching and living our dreams!*

**The policies, procedures, rules, and regulations contained in this handbook may be amended during the course of the school year as needed to protect the health, safety, and welfare of students. Procedural changes may be announced on any/all of the following: Murfreesboro City Schools website, the [SCHOOL] webpage, [SCHOOL] Twitter account, teacher electronic communications, district alerts/communications, automated phone calls, or notices sent home with your child.**

### **WELCOME TO BLACK FOX ELEMENTARY!**

We hope that our student/parent handbook will answer your questions regarding policies, procedures, rules, and regulations. Black Fox is a school with strong traditions and a dedicated staff. We are committed to building relationships with stakeholders, creating safe, fun, challenging learning environments, and ensuring that the Black Fox experience meets the needs of ALL of our students.

### **COLORS AND MASCOT**

Our school colors are black, teal, and burgundy.  
Our mascot is “Chief Black Fox” and we are the Black Fox Chiefs.

### **SCHOOL HOURS**

Our school hours are 8:30 a.m. – 3:30 p.m.  
The school doors open at 8:15 a.m.  
**Dismissal on HALF DAYS WILL BE AT 12:00 p.m.**

***Students arriving after 8:30 a.m. are tardy and must be signed in by an adult in the office.***

### **ARRIVAL**

**Tennessee State Law (effective Jan. 1, 2018): T.C.A. § 55-8-207**

Please be aware that this state law makes talking and texting on a cell phone – with the device in hand- illegal in an active school zone and punishable by a fine.

### **Arrival Procedures**

Black Fox Elementary doors open for children at 8:15 a.m. each morning. Supervision of students is not provided before this time unless the student is enrolled in the Extended School Program. Students arriving to school before 8:15 a.m. must wait outside in the car. Please have your children arrive at school no earlier than 8:15 a.m. If you need daycare coverage for your children before school, you may consider enrolling them in ESP.

Breakfast will be available in classrooms upon arrival.

### **Students Arriving by Car**

Parents driving their children to school may drop them off each morning on the side of the school by Kensington Drive, rear side of the school building, or the front of the school building. Adult supervision is provided between 8:15 and 8:30 a.m. Drivers should pull up to the curb on the passenger side to avoid children stepping out into traffic. Drivers are asked to pull forward to allow all cars to access the sidewalk, as there may be a line of cars waiting to drop off children.

**PLEASE NOTE: The parking lot in the front of the building is reserved for parking only and may not be used as a drop off location.**

**PLEASE NOTE: Due to safety procedures, parents will no longer be able to walk children to class in the morning. Additionally, walking with children to class after lunch is not allowed.**

### **Students Arriving by Bus**

Students transported by school bus begin arriving at approximately 8:15 a.m. The buses drop off students in front of the gym entrance of the school building, to the left of the front doors. Staff members carefully monitor the arrival of ALL students. **Rules for Students as Passengers on Buses**

Riding the school bus is a privilege, not a right. In order to receive free transportation, students must observe the following rules:

1. For each child's safety, no one can board a bus except students assigned to that bus, school personnel, and/or law enforcement.
2. Transportation services are provided to and from the nearest bus stop to the child's home address. Transportation uses the address listed on the registration card at the child's school.
3. Be at the bus stop on time. On time is 10 minutes prior to the scheduled pick-up time. It is the parent's responsibility to supervise their child/children at the bus stop in the morning and afternoon.
4. Stay 10 feet away from the bus at all times except for entering or exiting. Never reach or crawl under any part of the bus. Tell the driver if any items go under the bus.
5. DO NOT cross the road until the driver signals that it is safe to do so. When exiting, students should never walk behind the bus. Students should be careful when approaching the bus stop and should walk on the left side of the road, facing oncoming traffic.
6. Wait until the bus comes to a complete stop before attempting to get on board. Before you exit the bus, remain seated until the bus comes to complete stop and the doors open on the bus.
7. Children will have assigned seats at all times.
8. Children must observe the same behavior on the bus as they do in the classroom.
9. While children are being transported, they must remain seated and facing forward. With-in reason, hands, arms, legs and feet must remain within and behind the seat at all times.
10. Children must be silent when the bus is backing up, when the bus is going over railroad tracks, during an emergency, severe weather, bus evacuations, bus accident, bus breakdown, or when instructed to do so by the driver or assistant.
11. Don't touch the emergency door, exit controls, or any other safety equipment on the bus unless directed to do so by the bus driver or assistant.
12. Do not throw anything inside the bus or out of the bus windows at any time.
13. Fighting, pushing, tripping, kicking, bullying or harassment etc. will not be tolerated on the bus. This first offense of this violation may result in a 3-day suspension. Continued violations may result in three added days (the second violation may result in a 6-day suspension).
14. No loud or inappropriate speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated. Always use inside voices and keep voice levels within reasonable limits.
15. All carry-ons, including backpacks, musical instruments and school projects, must be able to fit in the child's lap. The parent/guardian must transport any items that don't meet these criteria. As a general rule, children should have no more than two items to transport on the bus.
16. All cell-phones, electronic devices and toys (including Pokémon & playing cards) must be kept in backpacks at all times. Items will be taken and given to the school administrator if they are found outside of a child's book bag while on the bus.
17. Backpacks should remain closed while children are being transported. Pencils and all school supplies should remain in backpacks at all times. Children may read books but homework must be done at home.

18. Glass or other breakable items, flower arrangements, and balloons/balloon bouquets are prohibited.
19. Weapons, laser pointers, explosive devices, harmful drugs, or chemicals are also prohibited on the bus.
20. Live insects, reptiles, or other animals are prohibited from the bus.
21. Food, drinks, chewing gum, tobacco (any form), and alcoholic beverages are prohibited on the bus.
22. No perfumes, colognes, lotions, fingernail polish or irritants shall be permitted on bus.
23. Parents/guardians of kindergarten children must be waiting at the BUS STOP in the afternoon. If no parent/guardian is clearly visible, the child will be taken back to school. If a child is taken back to school 5 times, bus service may be taken away from that family.
24. Parents/guardians of children riding a special education bus due to their I.E.P. must be waiting at the BUS STOP in the afternoon. If no parent/guardian is clearly visible, the child will be taken back to school.
25. According to Administrative Directive 142, no child will be allowed to ride home with another child without written permission from the parent, which must be given to office personnel before 10:00 am that day. (If the request is for a child who doesn't typically ride the bus, the parent must complete a Special Request for Transportation form, which is located in the school's office.) Office personnel will contact the Transportation Department to see if room is available. If approved, the driver will be provided with a copy of the request form.
26. If a student damages any part of a bus, the student's parents may be financially responsible.
27. Bus Disciplinary Report Forms will be filled out by the driver and/or assistant and submitted after the child has been appropriately notified. The progressive disciplinary outline is clearly noted and will be followed. Copies of the student's disciplinary notices are kept on file and offense numbers are recorded to insure proper discipline is provided.

For other questions please call the Transportation Department 615-898-7126.

### **ATTENDANCE**

The Murfreesboro City Board of Education believes that regular attendance is a necessary requirement for all students. All students are expected to attend school on each day that school is officially in session. **The school day begins at 8:30 a.m. Walkers, bike riders, and car riders should arrive at school no earlier than 8:15 a.m. at which time the classrooms are opened. It is our policy to have NO unsupervised children at any time. Students needing to get to school earlier than 8:15 a.m. must be registered for ESP (615.898.7108). The Attendance Act requires that all children must attend some type of day school until the age of 18.**

Excused absences may be granted for the following reasons:

1. the child's personal illness,
2. death in the family,
3. special religious holidays,

**Following each absence, students must have a signed note from the parent or guardian stating the reason for the absence and the date.** This note must be sent to your child's teacher. *Absences other than for reasons stated above are considered unexcused.* Five unexcused absences will be treated as truancy. 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. If absences become excessive (even those excused with parent notes), the principal may require doctor's notes or pursue truancy proceedings. Routine attendance is essential to academic and personal success! **Please do not schedule vacations or trips during the school year unless during a scheduled break. These absences will not be excused.**

## **BASKETBALL/CHEERLEADING**

Basketball and cheerleading teams are offered after school for students in the fourth through sixth grades. Students must tryout to be on the teams. Basketball practices take place after school in the gym. Cheerleading practices are held after school in a designated location. Parents will be given a schedule of games in advance. Coaches will be responsible for getting players to the game, but parents are responsible for picking up their child at the end of the game. Additionally, parents, friends, and family are encouraged to attend the games and support the teams. Please remember, children must be accompanied by an adult at the basketball games. A parent must be present at all times for the safety of the children.

## **BULLYING:**

Black Fox strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. According to the Olweus Bullying Prevention Program, "Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." Intimidation or bullying should be reported to any staff member, who is directed to report the incident to the principal. The principal will take prompt action to prevent future harm. If incidents continue, report the incident to the child's teacher or to the principal IMMEDIATELY. We teach the students to tell their parents when they are feeling bullied. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior. Bullying will not be tolerated. This includes cyber bullying and threats conveyed through social media where students bring the attention to peers at school.

### **Black Fox Elementary School-wide Bullying Prevention Rules**

We will not bully other students.
We will try to help other students who are bullied.
We will make it a point to include ALL students who are easily left out.
When we know that someone is being bullied, we will report it to a grown up.

## **CAFETERIA**

### **Breakfast and lunch service**

Universal free breakfast and lunch is available to all students. The breakfast program starts at 8:15 and will be served in the classroom. Students may purchase a la carte items. Parents shall put all money and checks in sealed envelopes with the child's name, teacher's name, and the purpose of the money on the outside of the envelope.

We always encourage parents and grandparents to come and dine with their student's at lunch. The guest price for lunch is \$4.25. We consider adults dining with students to be excellent role models for all children. Plus, the adult's experience of going through the serving line with the child can be very rewarding for both child and adult. We have found adults demonstrating proper nutrition choices while dining in what is traditionally considered "the student's world" to be an invaluable lesson for children. Therefore, we discourage you from bringing in food from outside sources when you come to Black Fox to dine with your student. Murfreesboro City Schools' Department of School Nutrition strives to make school meals healthy and nutritious each day. In addition, no carbonated drinks should be sent to school. Your demonstrated support of the cafeteria program is greatly appreciated.

Due to safety procedures, parents will not be allowed to walk with their child back to their classroom after lunch.

### **Cafeteria Rules**

1. Talk to those around you in an appropriate voice level.
2. Stay in your seat.
3. Raise your hand for help.

4. Choose appropriate lunch conversation.

### **CELL PHONES**

Students may possess a cell phone on school property or buses. Phones must remain off and should be concealed in a purse, backpack, or locker. They should never be visible during the school day or on the bus unless there is a 911 emergency. To keep phones safe, they can be collected by the teacher and returned at the end of the day or they can be stored in the office. At school, phones should not be used to send messages, take pictures, and/or record videos of other students. If a phone is used inappropriately, we will contact parents. If violations occur repeatedly, the phone will be kept until a parent comes for the phone. The complete Use Of Personal Communication Devices In School Policy STU43 is available at <http://www.cityschools.net/>.

Please be aware and make sure that you advise your child, any cellphone communication or text in reference to a school peer, or staff member that causes interruption to the school day, can lead to disciplinary consequences at school. If it is a threat, it can be investigated by the School Safety and Education Officer (SSEO).

### **CHECKS TO THE SCHOOL**

The school will accept checks when parents need to send money to school. If a check is returned for any reason, no future checks will be accepted from that person. A significant fee will also be charged by our check collection agency. **Put all money and checks in sealed envelopes with the child's name, teacher's name, and the purpose of the money on the outside of the envelope.**

### **CONFERENCES**

Black Fox Elementary staff members are ready to discuss any concerns you might have about your child and his/her experiences at school. If you want to meet with a teacher, please schedule an appointment through email or through the school office. Please do not expect teachers to meet with you without an appointment. We are glad to meet with our parent partners any time an appointment is scheduled.

Parent teacher conferences are scheduled for October 16, 2023 and March 5, 2024. These conferences will be student-led.

### **CLINIC**

Any child who becomes ill or is injured at school is sent to the school clinic located in the office. The office staff will take the child's temperature and clean and bandage scrapes and cuts. Parents are contacted when a child needs further attention. The clinic is provided for emergency and short-term use until parents can make arrangements to pick up ill students. Parents are expected to pick up children within **one hour** of being notified that the child is ill. Failure to pick up sick children in a timely manner may result in contacts with the Murfreesboro Police Department or the Department of Children's Services. **It is extremely important, for this reason, that the office be informed of any change in home or work phone numbers throughout the school year.** Please do not send your child to school if he/she is ill. If the child has had a fever, he/she should have had a *normal temperature for at least 24 hours before returning to school without having had any fever reducers*. A fever is defined as **100.0** degrees or higher. Students must have a 24-hour period with no vomiting or diarrhea with no medicine before returning to school.

### **CUSTODY ISSUES**

Custodial parents **MUST** provide the school with all current and relevant legal documentation showing any restrictions to a natural parent's visitation. If documentation is not provided, a parent proving legitimate connection to a student has parent rights under the non-custodial legal

provisions of access. This includes all student records and could involve a visit at school or even the possible release of the student if we have not received documents proving otherwise.

### **DRESS CODE**

Students are expected to come to school dressed appropriately. Clothing/accessories/hair, which would disrupt teaching and learning are not considered appropriate dress. Clothes and shoes must fit appropriately and no undergarments may be visible. Shirts should cover a student's mid-section, even when arms are raised above the head. When leggings or biker shorts are worn, shirts should be a suitable length (below student's finger tips). The staff reserves the right to call a parent to the school if a child's appearance or attire becomes disruptive, unsafe, or distracting. Parents, please help us with dress code as learning can be negatively impacted with distractions at school. For safety, cleats and roller shoes ("Heelys") may not be worn at any time.

### **DISCIPLINE PLAN**

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. Black Fox Elementary will implement a School-wide Discipline Plan based on Positive Behavior Supports.

At Black Fox Elementary, we expect all learners to follow the Expectation Matrix. This matrix outlines specific expectations we have for students in all school settings. These expectations will help make Black Fox Elementary a safe place to learn.

### **DISCRIMINATION/HARASSMENT OF STUDENTS**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for anyone to discriminate against or harass a student through conduct or communication that is sexual, racial, ethnic, or religious in nature. (For complete details on discrimination and complaint procedures, please refer to the Murfreesboro City Schools Handbook, "A Policy Handbook for Parents.")

### **DISMISSAL**

#### **Procedures**

The instructional day at Black Fox Elementary ends at 3:30 p.m., following afternoon announcements. Carpool lines will begin dismissing students at 3:30. Staff members carefully supervise the car rider pick-up areas at all times. Car riders will meet their rides at the carpool loops.

#### **Pick-up procedures are as follows:**

##### **Car Dismissal**

Car enters carpool loop and displays carpool sign in front window.

Please note: The carpool sign created by the school is required and helpful in creating an environment of safety and order. Signs are provided by the school, and families may request additional signs. Any parent picking up a child without an official BFE car rider dismissal sign, will have to park in the lot in the front of the building, sign in, show valid identification, and wait until the conclusion of afternoon dismissal.

##### **Carpool Pick-Up Locations by Grade Level**

PK	B-Wing (side of building near Publix)
K	Front of School

1<sup>st</sup> & 2<sup>nd</sup> Grade

D-wing (back of building)

3<sup>rd</sup>-6<sup>th</sup> Grade

A-wing (side of building near Kensington Drive)

**Please Note: Students with siblings in K-2<sup>nd</sup> grade will be dismissed at the back of the building.**

### **Bus Dismissal**

Students traveling home on buses will be called to the gym. They will line up according to their buses and be escorted outside and onto the buses by staff members. The Department of Transportation will not permit children to ride on buses to which they are not assigned on a daily basis without special permission.

### **Walker Dismissal**

Walkers will be dismissed by staff members to appropriate locations.

### **EARLY DISMISSAL**

Students who are to be dismissed early are to be signed out in the office, and the child will be called down. Just like tardies, early dismissals impact the student's ability to learn as teaching time is lost. We discourage early dismissal. Excessive early dismissals will be reviewed for possible action. **If anyone other than those people listed on the registration card is to pick up a child, the office should be notified in writing and this person should have a photo ID with him/her.** Please note that any Early Dismissal other than for illness, doctor or dentist appointments, or family emergencies will be counted as an unexcused tardy, the same as arriving late. The others are counted as excused tardies.

### **EMERGENCY INFORMATION**

It is essential that Black Fox employees be able to reach you for any situation that may arise. Inform the office of all changes made related to contacting you and/or others on your registration card. You will also be able to change contact information in the parent portal on Skyward. **Update your phone number, address, email, and/or any individuals who may or may not pick up your child routinely.**

### **EXTENDED SCHOOL PROGRAM**

Black Fox's ESP is open from 6:00 A.M. until 8:15 A.M. and from dismissal until 6:00 P.M. The program is designed to provide enrichment, remedial, and recreational activities for children who arrive at school prior to 8:15 A.M. and for those who remain at school after their dismissal time. **ALL** children who attend ESP must be properly enrolled prior to attending. **A registration fee per child is required.** Rates and other information concerning this program are available from the ESP office (615.898.7108).

### **FIELD TRIPS**

Field trips are directly related to the curriculum. Often parents are invited to accompany students and teachers on trips to assist in the supervision and transportation of small groups of children. Volunteers who accompany students on school-sponsored trips are required to refrain from the use of tobacco. **Volunteers must not bring additional children on trips.** Volunteers must submit a picture ID before accompanying students on outings and volunteers may be subjected to background checks. Students must have written parental/guardian permission to participate in trips away from school. No exceptions are made to this policy. **The principal may deny allowing a student to attend an off-campus trip if a child's behavior is not acceptable at school.** Parents will be informed and money will be refunded if a child is not allowed to attend a field trip. **No child is excluded from any school-sponsored trip due to**



**lack of financial resources.** However, the school does not have unlimited financial resources for trips and often has to limit the number and frequency of field trips, especially longer trips, due to lack of financial resources. We ask parents to pay what they can so that we can take more frequent trips. Older students often have the opportunity to earn money through community service projects to help raise money for longer trips.

### **I.D.**

*We I.D.—even if we know you!* When arriving at the school building and attempting to enter, you will push the button to interact with the school office. At this time, you will have to show ID and state the reason for your visit. You will not be granted entrance to the building or to pick up students without proper ID. There are no exceptions.

### **ILLNESS**

Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, and/or vomiting. Any child with a temperature, vomiting, and/or diarrhea, must be kept at home **a full 24 hours without symptoms and medication** before returning to school.

### **LICE**

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

If a student is suspected of having head lice, confirmation will be made by the school nurse or designated school staff. Once a confirmation is made, the child's parent will be contacted by the school nurse or designated staff. Instructions for treatment and prevention of head lice will be given and information sent home. According to the Centers for Disease Control and Prevention (CDC), students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. However, parents of students with live or active infestation may be asked to pick up their student as soon as possible to begin the treatment process if possible. Nits may persist after treatment, but successful treatment should kill crawling lice.

The student may return to school only after the hair has been treated with a pediculicide product and the parent presents to the school officials recent proof of purchase of the treatment or a release from the Health Department or health care provider.

### **LOST AND FOUND**

**Please label each garment with your child's name.** Several times a year we donate many coats, jackets, hats, and gloves to charity because no one claims these garments. Those items with names in them are returned to the proper student.

### **MAKE-UP WORK**

Students with an 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 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.

### **MEDICATION**

An adult must deliver all medication to the front office; children are not, at any time, to transport or bring medication with them to school. Prescription medications must be brought in the original pharmacy labeled container. Non-prescription medications must be sent in the original

manufacturer container with the label intact and ingredients listed. A doctor's order is required for administration of non-prescription medications.

### **MEDIA CENTER**

Each student has the opportunity to check out books from the library. Parents are responsible for paying replacement cost for any lost or damaged materials. When a student has an overdue book, no additional materials will be checked out until the late books are returned.

### **MEDIA PERMISSION**

Throughout the school year, television, radio, and print reporters may cover activities or performances at our school. Identified students may only be taped, interviewed, or photographed with parental permission. The permission form will be available in the opening day packet and needs to be returned.

### **MUSIC**

All students will have the opportunity to attend weekly music classes. In addition, Black Fox Elementary offers the following:

1. **Chorus**- Chorus is offered to 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students as a part of the Black Fox after school program. During the school year, the chorus may perform at school events, school assemblies, as well as local community events.
2. **Band**- Band is open to all 6<sup>th</sup> grade students desiring to be a member of the Black Fox band program. If needed, school instruments are provided but parents/students are responsible for any damage or loss. During the year, the band performs at school events and school assemblies.

### **MONEY**

Please do not allow your child to bring money to school for anything other than food, field trips, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the (a) child's name, (b) teacher's name, (c) amount enclosed and (d) the purpose for sending the money.

### **PARTIES/INVITATIONS/DELIVERIES**

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child in the class. Due to safety concerns, flower and balloon deliveries are not to be sent to school and will be returned to the florist/vendor.

### **SAFETY DRILLS**

Periodic safety drills (tornado, fire, codes, 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. Students are expected to follow all rules during this time.

### **SCHOOL PICTURES**

Each year individual and group pictures will be made. Pictures are taken in the fall and spring of the school year. The fall pictures will be used for the yearbook photo. Parents are notified in advance of the dates and costs of these pictures. Purchasing pictures is optional.

### **SCHOOL VISITORS AND VOLUNTEERS**

Everyone entering the building will be required to show a government issued photo ID prior to being given access into the building. Anyone other than a Black Fox student or staff member is considered to be a VISITOR and must enter the building at the front entrance and report to the welcome desk or school office to sign in and receive an identification sticker. This sticker must be worn by visitors at all times. All visitors must adhere to Black Fox policies and procedures. Before leaving the building, visitors must return to the office to return their identification sticker. All exterior doors remain locked throughout the day. Parents may not to park cars on the circular drive entrances. Utilize the provided parking spaces when entering the campus. Only Black Fox

students in our after-school program may use the playgrounds until 5:45 p.m. each day. After 5:45 p.m., the community may use the playgrounds.

### **SNACKS**

Snacks can be eaten when and if the teacher gives permission. Candy and sugary drinks are not needed during the school day. Please do not bring snacks to the front office to be delivered to the classroom. The front office staff may not be able to deliver these snacks. Snack time will be a working snack time, and we will not disrupt the instructional day to deliver snacks.

### **TARDINESS**

The school day begins at 8:30 a.m. If a child arrives in the classroom after 8:30 a.m., he/she is considered tardy. Tardies are reported on the attendance report by the classroom teachers. *Unexcused tardies will be reviewed for potential action.*

### **TEXTBOOKS**

It is the responsibility of the school principal to protect school properties including textbooks. The principal or principals' designee may refuse issuing additional textbooks or withhold report cards if students lose or damage textbooks until restitution is made. A payment invoice will be issued from the District Offices of Murfreesboro City Schools.

### **TOYS/ELECTRONICS**

Toys, games, trading cards (of any kind), CD players, IPODS, PSP's, headphones, and other like items, should not be brought to school unless requested by a teacher for special purposes. Please be reminded that students should never bring toy guns or replicas to school. Telephones must not be used during the school day and should be turned off and secured in a backpack. 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.

### **TRANSPORTATION**

For any change in transportation on a particular day, either a signed note or telephone call from a parent or guardian is required. **Calls to change forms of transportation for children must be made prior to 2:00 p.m. each day. Due to dismissal being a hectic time, particularly in the front office, last minute changes create difficulty for all parties involved and will not be honored.** City school buses transport children who live in the Black Fox zone to and from Black Fox. Buses load and unload at the front entrance. Please be advised that large projects or packages cannot be carried onto the bus, as there must be adequate room for at least two children in each seat. Parents should not block bus lanes in the morning or afternoon. Assigned school personnel will be on duty to meet the buses in the morning and to monitor boarding of the buses at dismissal time. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations.

Established bus riders wanting to ride another bus home with a friend, must provide a signed note from the parent or guardian informing the principal of the change in the student's bus stop for the day. This note must be signed by the principal and faxed to the transportation department. **If the transportation department determines that the bus is already at maximum student capacity, the request will not be honored.** The school will notify the parent, and other arrangements must be made.

For non-established bus riders wanting to ride the bus home with a friend, parents must come to the Black Fox office and complete the "Special Request for Transportation" form for "non-established bus riders"; this can also be faxed if necessary. **This form MUST be received in the Black Fox office prior to 10:00 a.m.** and then faxed to the Department of Transportation for approval. **If the Transportation Department determines that the bus is already at maximum student capacity, the request will not be honored.** The school will notify the parent and other arrangements must be made. *A new permission form must be completed each*

*time this occurs.*

### **YEARBOOK**

The school offers a yearbook each year. Parents will be notified in advance of cost, dates for reserving the yearbook, and approximate delivery date.

### **PARENTAL CONCERNS**

If you experience concerns or issues that need to be addressed, contact the teacher or appropriate instructor **first** to attempt to resolve the situation. If this same situation continues to be an issue (and you believe another meeting with the teacher would not bring resolution), you may request a meeting with the teacher and/or administrator or counselor. If that meeting is needed, we are hopeful that a positive resolution will be reached.

### **DISCRIMINATION /HARASSMENT OF STUDENTS**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for anyone to discriminate against or harass a student through conduct or communication that is sexual, racial, ethnic, or religious in nature. (For complete details on discrimination and complaint procedures, please refer to the Murfreesboro City Schools Handbook, "A Policy Handbook for Parents.")

### **STATEMENT OF PRIVACY OF STUDENTS**

Black Fox respects the right of privacy for all students. However, students do have conditional privacy while on campus. Student lockers, desks, and cubbies must have only school-related items in them. Lockers, desks, and other places within the school are subject to search by teachers and/or administration at any time of reasonable suspicion or concern.

### **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 (ESP).

Inquiries or complaints regarding compliance with Title VI should be directed to the Director of Instruction with Murfreesboro City Schools; inquiries regarding Section 504 should be directed to the Special Education Supervisor; inquiries regarding the Americans with Disabilities Act, Title VII and Title IX should be directed to the Murfreesboro City Schools Human Resources Department. School complaint managers for Title IX have been named for each school for investigation of discrimination/harassment of students (sexual, racial, ethnic, religious) and the names of the school complaint managers are available from the principal at the respective schools. The Human Resources Director and the Title IX complaint managers are responsible for investigation of discrimination/harassment complaints (sexual, racial, ethnic, religious) and coordinating the system's compliance efforts. The above listed individuals may be contacted at the Murfreesboro City Schools Administrative Office at 2552 S. Church Street, Murfreesboro, Tennessee 37127 or by calling 615-893-2313.

For additional information or inquiries regarding 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 discriminated against a complaint may be sent to:

Tennessee Department of Education  
Office for Civil Rights

710 James Robertson Parkway  
Andrew Johnson Tower, 9<sup>th</sup> Floor  
Nashville, TN 37243  
Phone: 615-741-2921 or Fax: 615-532-2599  
Email: Stella.Yarbrough@tn.gov Web: <http://www.tennessee.gov/education/civilrights.shtml>  
OR  
Office of Civil Rights  
U.S. Department of Education  
61 Forsyth Street S.W., Suite 19T70  
Atlanta, GA 30303-3104  
Phone: 404-562-6350; TDD 404-331-7236  
Email: [OCR\\_Atlanta@ed.gov](mailto:OCR_Atlanta@ed.gov)  
Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>