Student/Family Handbook
2026-2027

Charged Up and Ready to Go!



Robin Newell, Principal
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You can also follow us on Twitter and Facebook @CasonLanePreK

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DISTRICT MISSION STATEMENT

To assure academic and personal success for each child

Welcome to Cason Lane Pre-K!!

We hope that the Student/Family Handbook serves as a helpful reference when questions arise regarding the policies, procedures, rules, and regulations specific to Cason Lane Pre-K. Additional information is available in the Murfreesboro City Schools Pre-K Handbook. We invite you to share in the enthusiasm and sense of community that define Cason Lane Pre-K. Our faculty and staff are committed to providing a high-quality educational experience within a safe and nurturing environment for every student.

Our principal is Mrs. Robin Newell. She can be reached at 615-898-7148, by email at robin.newell@cityschools.net or via Class Dojo.

Attendance

ARRIVAL & DISMISSAL PROCEDURES

School Hours: 9:30 a.m. – 3:30 p.m.

To reduce traffic congestion, arrival times are staggered:

- **GREEN car tags:** 9:15–9:30 a.m.
- **BLUE car tags:** 9:30–9:40 a.m.

Please arrive during your assigned time window.

Arrival Guidelines:

- Pull forward so 4 cars can fit under the awning.
- Do not block the crosswalk—this is for student and staff safety.
- Display your car tag on your dashboard at arrival and dismissal.
- Remain in your vehicle; staff will assist students out of the car.

Car Rider Expectations:

1. Load and unload only under the awning.
2. Stay in your vehicle at all times. If you need to assist your child, pull forward first.
3. Follow all school zone laws (no phone use; no smoking or vaping on campus).
4. Keep music at a low volume.
5. Students will only be released to cars displaying the official car rider tag.
    - Without a tag: park and check in at the front office with ID.
    - You may need to wait until dismissal is complete.

Late Arrivals: Students arriving after their time window must be walked inside and signed in by a parent.

AM/PM Sessions (per IEP):

- **BLUE TAG AM Session:** 9:30-9:40 arrival and 12:30-12:40 dismissal
- **YELLOW TAG PM Session:** 12:20-12:30 arrival and 3:30-3:40 dismissal

EXCUSE NOTES:
Students must have a signed, dated note from the parent or guardian stating the reason for the absence in order to be excused. A doctor's note is also acceptable and required after five parent notes.

Excused Absences:
The following are acceptable reasons for excused absences:

1. Personal illness or injury;
2. Ongoing health related ailments which temporarily prevent attendance;
3. Communicable disease (virus or flu);
4. Religious observances;
5. Death in the family;
6. Limited medical/dental/therapy appointments.

TARDIES: The school day begins at 9:30 and 12:30 (PM). 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.

EARLY DISMISSALS: Anytime there are early dismissals, this causes disruption to the classroom learning time. Please try to schedule appointments before or after school. **Students who leave early are considered tardy.** If your student must miss school due to an appointment, please send a note to school the next morning with your child.

Per Board policy, students will not be released to friends, grandparents, or other family members unless we receive specific written permission from legal guardian or parents, even if they are on the emergency pick-up list.

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.

Food Service

Students are served meals in accordance with the guidelines of the National School Lunch Program. ***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.***

Peer Model Tuition

Tuition is required for families of students enrolled as peer models in the IPK program. The current tuition rate is $300 per month and is determined annually by the Special Education Department. Monthly payments are due by the first of each month and may be submitted directly to the child's assigned school. MCS Employees who have children enrolled in the IPK program may elect to have tuition payments deducted from their salary.

In the event a tuition payment is not received by the due date, the family will be issued a written notice of nonpayment. The outstanding balance must be paid in full by the following scheduled due date. Failure to resolve the balance by that time will result in the student's withdrawal from the program, and the vacancy may be offered to a child on the waiting list. Families who require additional time to make payment may submit a written request for a deadline extension.

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).

Keep at Home

Please keep candy, soft drinks, toys, iPads, cell phones, Smart Watches, etc. at home. Please check with your teacher to see if they are allowed to bring a stuffed toy for rest time.

Parent Communication

Teachers will send home notes and newsletters. Please check your child's daily folder. Cason Lane Pre-K and MCS are on Twitter and Facebook. Twitter and Facebook feeds have the latest updates. Each teacher and the administrator have email accounts. All teachers are also on Class Dojo.

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. . Birthday treats from home should be coordinated with the classroom teachers. Check with your teacher before sending in any items.

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 are distributed four times each year. Parent conferences are scheduled twice a year and can be scheduled at any other time the teacher and/or parent deem necessary.

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

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.

Snack Policy- Candy/Gum/Drinks

We encourage healthy snacks from home. Some ideas include apples, raisins, grapes, bananas, pretzels, crackers, celery sticks, carrot sticks, 100-calorie type packs, etc. Please send in a water bottle with a flip top. 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.**

Illness

Students having a fever (100.4 degrees or higher), vomiting, diarrhea or other contagious illness should be kept at home. Those 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. They must be fever, vomiting, or diarrhea free for 24 hours with no medicine to return 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 may result in losing your spot in Pre-K.

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.

Visitors

All exterior doors are locked during the day. Any visitors to the building must show a government-issued photo ID before entering.

If you need to meet with a teacher for any reason, please schedule an appointment.