Student and Parent Handbook

2026 – 2027

Northfield Elementary

550 West Northfield Blvd.

Murfreesboro, TN 37129

615-895-7324 – Office

615-898-7158 – Fax

615-895-6715 - Cafeteria

615-898-7114 - ESP

www.northfieldelementary.net

M'lisa Miffleton, Principal

Ashley Whitaker, Assistant Principal

Welcome to Northfield Elementary

We're excited to welcome you to another wonderful year at Northfield Elementary! Our handbook is designed to serve as a helpful guide for understanding our school's policies, procedures, expectations, and routines. Since opening our doors in 1987, Northfield has been rooted in a spirit of community and excellence. We are proud of our shared commitment among students, staff, and families, and we believe that by working together, we can accomplish great things.

School Hours

7:30 a.m. – 2:30 p.m.
Doors open daily at **7:15 a.m.** Students should be in class by 7:30 a.m.

Our Mission

"To assure academic and personal success for each child."

School Colors, Mascot & Motto

- **Colors**: Maroon and Silver
- **Mascot**: Northfield Knight
- **The Knight's Promise: "Northfield Knights are RESPECTFUL, RESPONSIBLE, HONEST & NOBLE"**

Partnership with Families

At Northfield, we believe in fostering a strong partnership with families to ensure every child's success. This handbook outlines our shared responsibilities, expectations, and procedures to help create a safe, respectful, and engaging school environment.

We ask that all families review this handbook and discuss it with your child. Your partnership helps make Northfield a positive place to learn and grow!

Attendance and Absences

<u>Arrival and Supervision</u>

- The school day begins at 7:30 a.m.
- Walkers, bike riders, and car riders may arrive starting at 7:15 a.m. and report directly to their classroom.
- Students who arrive before 7:15 a.m. must be supervised by a parent, stay in their vehicle or enrolled in ESP and signed in accordingly.
- Per MCS policy, students may not be left unsupervised at any time.

Please ensure your child arrives no earlier than 7:15 a.m. and is picked up promptly at dismissal between 2:30 – 2:45 p.m.
Students not picked up on time will be sent to the office. Parents will be contacted and must come inside with either car rider placard or hard copy photo ID to sign out their child.

Attendance Policy

The Murfreesboro City Board of Education believes that regular school attendance is essential for student learning and success. Students are expected to be present each day school is in session and to fully participate in the academic program.

Daily Absence Notifications

Parents/guardians will receive an automated phone call on any day their child is absent.

Excused Absences

To ensure accurate attendance records, written documentation is required and should be submitted via, hand written note, Dojo or email to the attendance secretary. Excused absences include:

1. Personal illness or injury
2. Illness of an immediate family member
3. Death in the family (with documentation such as obituary or program)
4. Extreme weather conditions
5. Religious observances or holidays (with written confirmation from a spiritual leader)
6. School-sponsored or endorsed activities
7. Court appearances (with documentation from the court)
8. Other emergencies deemed appropriate by the principal

All other absences will be considered unexcused unless they meet the criteria above.

The school district reserves the right to verify all submitted documentation. Fraudulent notes will result in the absences being marked unexcused.

Parent Notes

Parents/guardians may submit written notes to excuse up to 10 school days per year. Notes must be submitted within 5 school days of the student's return.

Parent notes must include:

- Reason for the absence
- Date(s) of the absence(s)
- Parent/guardian signature
- Contact phone number

Verbal communication does not replace written documentation. After the 10-day limit is reached, formal documentation (e.g., doctor's note) is required.

Truancy and Chronic Absenteeism

- A student is considered chronically absent if they miss 10% or more of the school year, whether absences are excused or unexcused.
- Truancy refers to unexcused absences that follow a pattern or violate state law.

Important Reminders:

- Truancy letters are automatically generated and sent bi-weekly.
- Chronic absenteeism is noted on report cards.
- Students who are chronically absent or truant may be restricted from participating in extracurricular activities until attendance improves.

Truancy concerns are addressed through state-mandated interventions and may include court involvement.

For more information, refer to:

- Board Policy 6.200 – *Attendance*
- Administrative Directive 6.200.1 – *Truancy Intervention Procedures*
- T.C.A. 49-6-3007 – *Attendance & Truancy Reporting*
- T.C.A. 49-6-3009 – *Educational Neglect and Juvenile Court Referrals*

Please reach out to Ms. Angela Case at angela.case@cityschools.net for attendance questions.

Tardies

The school day begins promptly at 7:30 a.m. Any student who arrives after 7:30 a.m. is considered tardy. A parent or guardian must walk tardy students to the front door to be signed in. Parents must park in a parking spot in the front lot.

Tardiness disrupts the learning environment for both the tardy student and the entire class. Consistent punctuality is essential for student success. Unexcused tardies will be reviewed and may result in follow-up with families.

School Bus Riders

Please be advised that large projects, packages, or large instruments cannot be carried onto the bus, as there must be adequate room for at least three 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.

Riding a bus to and from school in the Murfreesboro City School System is a privilege not to be taken lightly. All must understand and observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver and bus assistant.

Prohibited items on the bus:

- Food, drinks, chewing gum, tobacco (any form), or alcoholic beverages
- Glass or other breakable items, flower arrangements, balloons/balloon bouquets
- Insects, reptiles, or other animals
- Weapons, explosive devices, harmful drugs, or chemicals
- Perfumes or fingernail polish

Bus Behavior

- Students shall not open windows unless asked to do so by the driver.
- Students must keep hands, feet, arms, and head inside the bus.
- Students shall not throw objects on the bus or out the windows.
- Students shall not distract the driver with loud talking, laughing, fighting, or unnecessary disturbances. Students shall not litter.
- Aisles shall be kept clear of books, bags, lunches, instruments, and school projects. Parents must make arrangements to transport items too large to be held on the student's lap.
- Students shall not use inappropriate language or gestures. It is unacceptable to use language or gestures that are lewd, obscene, profane, offensive and/or objectionable.
- Students shall not be disobedient. It is unacceptable to be defiant or refuse to obey and follow a legitimate request, command, rule, regulation, directive, or order.
- Students shall not be disrespectful, discourteous, impolite, rude, insubordinate, or surly.
- Students shall not be abusive or aggressive. It is unacceptable to mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock, jeer, ridicule, threaten, or use excessive force.
- Students shall not damage school property.
- School supplies such as pens, pencils, markers, crayons, or sharp objects of any kind must be contained in the student's backpack/book bag at all times.
- Students may not touch the emergency door, exit controls, or any other safety equipment on the bus unless directed by the bus driver and assistant

SPECIAL NOTE: Students are subject to being recorded on video/audio cameras at any time while they are riding a school bus. Questions about bus service will be addressed by the Department of Transportation at 615- 898-7126.

Clinic

If a student becomes ill or is injured during the school day, they will be sent to the school clinic located in the front office suite. The school nurse or designated staff member will assess the student, take their temperature if needed, and treat minor injuries with basic first aid. Parents or guardians will be contacted if further care is necessary. The clinic is intended for short-term care only; students who are sick must be picked up within one hour of being notified. Failure to pick up a sick child in a timely manner may result in contact with the Murfreesboro Police Department or the Department of Children's Services.

It is essential that the school has up-to-date contact information. Please notify the front office immediately of any changes to your home, work, or emergency contact phone numbers.

Please do not send your child to school if they are sick. Students must be free of fever (100.0°F or higher) and/or vomiting for at least 24 hours without the use of medication before returning to school. This helps prevent the spread of illness and ensures your child is well enough to learn.

ADMINISTRATION OF MEDICATION

If a student must take prescription medication during the school day and a parent is unable to administer it, the medication must be delivered by an adult to the school office. A signed Medication Administration Form, completed by both the physician and the parent/guardian, must be on file in the clinic. All medication will be stored securely and may be self-administered by the student under the supervision of the school nurse.

Students may not bring or transport medication of any kind.
Over-the-counter medications will not be administered by school staff and may not be brought to school by the student.

LICE

Students found to have live lice will be sent home for treatment. Parents must notify the school nurse after treatment. Before returning to class, the student must be checked by the school nurse to ensure they are lice-free.

Counseling Services

The Counseling Department provides:

- Individual counseling
- Small group counseling
- Parent and teacher consultation

A school social worker is also available, as needed, to support students and families.

Reach out to natalin.hammond@cityschools.net & Ashley.stone@cityschools.net for questions and concerns.

Dress Code

Students should come to school dressed for learning and play.

- Clothing and accessories should not distract from learning.
- Shirts should cover the tummy even when raising hands.
- Shorts and skirts must be an appropriate length for physical activity. Excessively short and/or tight clothing that is distracting or disruptive is not permitted.
- **Hats, costumes, etc. are only allowed on special days —** you'll be notified in advance.
- **Sweatshirt hoods are considered hats and may not be worn in the building.** For both security and supervision purposes, we must be able to see student faces at all times.
- Pajamas and pajama bottoms should only be worn on approved days.
- Tennis shoes should be worn on PE days.
- If a change of clothes is needed, families may be contacted, or clean clothes will be provided.

*If you need help with school clothes, please contact your child's teacher or the school counselor.

Discipline & Behavior Expectations

Northfield Knights are:
Respectful, Responsible, Honest, and Noble.

All students are expected to follow the behavior guidelines established by Northfield Elementary and Murfreesboro City Schools. Expectations are posted throughout the building and taught regularly in all classrooms.

When students struggle with behavior:

Northfield staff, families, and administration will work together as a team to support behavior correction and improvement.

Consequences for Behavior Infractions May Include:

1. Warning
2. Time Out
3. Office Referral
4. Counselor Referral
5. Parent Contact (Call or Conference)
6. Loss of Privileges
7. In-School Suspension (ISS)
8. Out-of-School Suspension (OSS)
9. Functional Behavioral Assessment
10. Contact with Outside Agency (e.g., Murfreesboro Police Department)
11. Other consequences as deemed appropriate by administration

Students who receive ISS consequently will be expected to complete their classwork, two, supervised in-school service projects, and a restorative lesson based on the situation. Parents will receive prior notice of any in-school or out of school consequences.

Severe infractions will be addressed immediately by administration.

Extended School Program (ESP)

Northfield offers before- and after-school care through the Extended School Program (ESP):

- Morning hours: 6:00 a.m. – 7:15 a.m.
- Afternoon hours: 2:30 p.m. – 6:00 p.m.
- Children may attend morning, afternoon, or both sessions.

For more information about ESP registration and fees, please contact the Northfield ESP Office at 615-898-7114.

ESP Drop-off and Pick-up:

- Morning drop-off is from **6:00-7:10AM** at the Saddlebrook Drive location; parents must check their child in upon arrival.
- Afternoon pick-up also takes place at Saddlebrook Drive, beginning at **3:00 p.m.**
- Parents are required to sign out their child each afternoon.
- All children must be picked up by 6:00 p.m.

ESP Break and Holiday Coverage:
ESP will be open from 6:00 a.m. – 6:00 p.m. on most days during fall, winter, and spring breaks, as well as some holidays. Please refer to the ESP calendar for dates when the program is closed.

In the event of inclement weather, parents will be notified of changes through district phone calls, emails, and social media.

Field Trips

Field trips are carefully planned to enrich student learning and support classroom objectives. These experiences are educational, teacher-supervised, and follow district guidelines.

- All students must have a signed Murfreesboro City Schools Field Trip Permission Form in order to attend. **Per MCS policy, verbal consent will not be accepted**.
- Trips will be announced in advance, and families will be asked to contribute funds to cover associated costs.
- Students will travel by MCS buses or approved charter transportation.
- Chaperones may be requested for some trips; however, space is limited and determined by venue guidelines.
- Chaperones must provide their own transportation.
- Siblings are not permitted to attend field trips, per MCS policy.
- For student safety, check-outs from the field trip site are not allowed.

Food Service / Cafeteria

Northfield participates in the National School Lunch Program, which ensures all students receive free breakfast and lunch daily.

- Breakfast is served from 7:15–7:35 a.m.
- Students can choose from a variety of healthy meal options.
- During Lunch and Breakfast, outside food (such as fast food) and carbonated beverages (soda cans or bottles) are not allowed in the cafeteria and/or classrooms.
- Menus are available online and in classrooms.

A la carte items:
Students who wish to purchase a la carte items, such as ice cream, must have money in their lunch account.

To deposit money in School Cafe:

- Visit **www.schoolcafe.com** to manage your child's account online.
- Cash should be sent in a sealed envelope labeled with the student's full name (as listed in Skyward), teacher's name, and grade.
- Checks should be made payable to Northfield Cafeteria and sent in a sealed envelope with the student's full name, teacher's name, and amount.
- Please send a separate check for each child. (Teachers track payment by individual student.)

All money should be turned into the left serving line during breakfast.

For questions or concerns, please contact the cafeteria at 615-895-6715 or cathy.mosley@cityschools.net.

Cafeteria Visitors

The Northfield Cafeteria is for student use. Visitors may be invited during special lunch events or when a teacher arranges for a lunch-in-classroom experience. We appreciate your cooperation in helping us maintain a safe and focused mealtime environment.

Snacks

We encourage students to bring healthy snacks and lunches from home. Suggested snack items include:

- Apples, grapes, bananas, raisins
- Celery or carrot sticks
- Pretzels, crackers, or low-calorie snack packs
- Bottled water (flavor packs only allowed during lunch time)

Sodas and candy from home are not permitted for snack time.
Teachers may provide additional guidance based on classroom needs or allergy considerations.

Front Office Communication

Please keep the front office informed of any changes to your contact information. This includes:

- Phone number(s)
- Home address
- Email address
- Authorized individuals for student pick-up

It is essential that we are able to reach you quickly in case of an emergency or unexpected situation.

Email tracie.talmadge@cityschools.net for front office communications.

House System

At Northfield Elementary, every student and staff member belongs to one of our four Houses. Our House System is designed to help every child feel connected, valued, and part of something bigger than

themselves. Throughout the year, students earn House points by demonstrating kindness, respect, responsibility, good citizenship, academic effort, and positive behavior. Houses also participate in fun competitions, school-wide celebrations, and service projects that build teamwork and school spirit. Our goal is to create a positive school culture where students encourage one another, develop leadership skills, and learn that every positive choice helps strengthen our Northfield community.

We have four houses:

- **Altruismo – The House of Givers (https://rcahousesystem.com/altruismo/)**
- **Amistad -The House of Friendship (https://rcahousesystem.com/amistad/)**
- **Isibindi – The House of Courage (https://rcahousesystem.com/isibindi/)**
- **Reveur – The House of Dreamers (https://rcahousesystem.com/reveur/)**









We are Four Houses, but One Family!

Lost and Found

All lost items will be placed in the school's Lost and Found area. To help ensure that misplaced items are returned, please clearly label your child's belongings with their name using tags or permanent markers.

Unclaimed items will be donated to a local charity throughout the school year.
Please note: Northfield Elementary is not responsible for lost or damaged personal items brought to school.

Media Center

Our Media Center supports learning through:

- Scheduled class visits with the media specialist
- Open check-out times
- Research and curriculum support

Each student is assigned a library number for checking out materials.
Parents are responsible for replacing any lost or damaged books.
Students with overdue items may not check out additional materials until the overdue books are returned.

Music & Band Program

Music Opportunities:

1. Chorus – Open to 5th and 6th grade students. The chorus practices in the mornings from 7:00am-7:35. Chorus students can be dropped off at the Saddlebrook Drive entrance with ESP and report to the music room.
2. Band – Available to 6th grade students and replaces general music class. Students will work with the band director to determine which instrument they'll learn.

Parent Concerns

If you have a concern:

1. First, contact the teacher or staff member directly involved.
2. If the issue is not resolved, you may request a meeting with the teacher and/or counselor.
3. If additional support is needed, you may request an appointment with school administration.

We are committed to working together for your child's success.

Parties, Invitations, Deliveries

To maintain a safe and respectful environment:

- Personal party invitations may only be distributed at school if all students in the class are invited.
- Flowers, balloons, or gifts should not be delivered to school.

Classroom celebrations will take place at various times throughout the year and are coordinated by the teacher or room parent. Birthday parties are not held during the school day. However, parents may send in store-bought, nut-free cupcakes or treats for their child's birthday with prior approval from the teacher.

As an alternative, ice cream may be purchased through the cafeteria to celebrate a student's birthday. Contact the cafeteria manager for more information.

Personal Devices

- Students may bring cell phones or communication devices, but they must remain silenced/off and stored in backpacks or purses during the school day.
- If a student has their cell phone out, they may be asked to store it in the admin office and may pick it up at the end of the day. If the issue persists, parents will be contacted.
- Murfreesboro City Schools is not responsible for lost, stolen, or damaged devices.

Physical Education

Tennessee state law requires participation in physical education. All students attend P.E. with their class.
P.E. Requirements:

- Wear gym shoes
- Dress appropriately to allow movement (no special attire needed)

Students may be excused from P.E. only with:

1. A doctor's note stating the reason and time period
2. A written parent note explaining the temporary reason for non-participation

Please notify the P.E. teacher of any chronic illness or health concern.

Playground Expectations

Playground time is an important part of our day. To stay safe, students must follow these expectations:

1. Swing one at a time — no twisting, standing, or jumping off.
2. Slide down only — do not climb up or hang from the top bars.
3. Climb only on designated structures — not on support poles or coverings.
4. Do not climb on top of monkey bars.
5. Do not pull branches or climb trees.
6. Do not throw rocks, sticks, mulch, or other items.
7. No rough play — including leg wrestling or pulling others on monkey bars.
8. Stay out of landscaping and bushes.
9. Keep feet on the ground — no standing on tables or benches.
10. No tackle football or aggressive contact in any sport.
11. Stay within the designated area and in sight of your supervising adult.

Playgrounds are available for Northfield student use until 6:00 p.m. daily. After 6:00, they are open to the community.

Protected Instruction

At Northfield, we are committed to protecting instructional time. Our teachers work hard to provide high-quality, focused instruction throughout the day. To minimize interruptions:

- Any items forgotten at home (lunches, glasses, etc.) should be dropped off in the front vestibule with student's first and last name and grade level. Staff will ensure students receive them.
- Please schedule all classroom visits or conferences at least 24 hours in advance with the classroom teacher.
- Teachers are unavailable for drop-in meetings during arrival and dismissal times, as they are actively supervising students.

Reporting Student Progress

Open and consistent communication between home and school is key to student success. Report cards are issued every nine weeks:

- First and third quarter report cards are shared during Parent-Teacher Conferences.
- Second and fourth quarter report cards are sent home with students.
- Progress Reports will be sent every 4.5 weeks between report cards.
- Benchmark Data will be added to report cards after every screening (Fall, Winter, Spring).

In addition to scheduled conferences, parents or guardians may request a meeting with the teacher at any time. Please contact the office to schedule. For the safety and supervision of students, conferences should not be held during arrival or dismissal times.

Safety Drills

Safety drills are conducted regularly to ensure students and staff know how to respond in case of an emergency. During drills, students are supervised by their teacher and are expected to follow all instructions promptly and quietly. At times, no visitors will be allowed to enter the building during a drill. Your cooperation is appreciated.

School Pictures

Individual and group school pictures are taken twice a year — once in the fall and once in the spring.

- Fall photos are used in the school yearbook.
- Parents will receive advance notice of picture dates.
- Purchasing pictures is optional.

School Security

The safety of our students is a top priority.

- All visitors must enter through the front entrance, show a HARD COPY photo ID, be buzzed in, and report directly to the front office to sign in.
- A Northfield Visitor Badge will be issued and must be worn at all times while in the building.
- Visitors may be asked to state their reason for visiting before entry is granted.
- Before leaving, all visitors must sign out and return their badge.

Visits to classrooms during instructional time must be prearranged with the teacher or administration.

All exterior doors lock at 7:30 a.m. and remain locked throughout the school day.
Please park only in designated spaces when entering campus.

We I.D. – Even If We Know You

All individuals picking up a child must present a **HARD COPY** photo ID, even if they are known to the staff. This includes parents, guardians, and any contacts listed on the student's registration card.

Please make sure all authorized individuals are aware of this policy and bring their ID each time they visit campus.

Technology

Every classroom at Northfield Elementary is equipped with student laptops or iPads. Student use of computers is limited to board-approved, educationally based programs only. Students will not have access to YouTube or any Social Media platforms via an MCS owned device.

Stay connected with what's happening at Northfield:

- **Website**: http://northfieldelementary.net
- **Facebook**: Follow us for news and updates
- **ClassDojo**: Communicate with your child's teacher and stay informed. Families should use Skyward to access their child's grades, assignments, and discipline records. When creating a Skyward account, please provide a valid email address. This information is used solely for school purposes and is never shared or sold.

Skyward Login:
https://skywardweb.cityschools.net/scripts/wsisa.dll/WService=wsEAplus/seplog01.w

Toys and Fidgets

Toys, fidgets, stuffed animals, blankets and pillows should not be brought to school. They will not be allowed in the classroom without permission from the teacher for designated rewards or school events.

Transportation

Hands-Free Law

Per T.C.A. § 55-8-199, cell phone use while driving in a school zone must be hands-free. Please follow this law for everyone's safety.

Car Rider Morning Drop-off & Afternoon Dismissal

Drop-off begins at 7:15 a.m.

Designated Drop-Off Locations

- **Kindergarten and CDC students:** Saddlebrook Drive Entrance
- **1st Grade students:** Haynes Haven Entrance
- **Grades 2nd - 6th :** May use any of the four drop-off locations, including James Drive or Northfield Front Entrance.

Saddlebrook Drive Entrance

- Parents may **not enter the drop-off line before 7:10 a.m.** due to ESP arrival traffic and SPED buses.
- If you enter the loop prior to 7:10 a.m., you will be asked to exit and loop back around until 7:10 a.m.

For families looking for quicker access in the morning, the **Haynes Haven** and **James Drive (Gene Loyd Drive)** entrances typically experience the least amount of traffic.

Afternoon Pick-Up Locations

Car Rider Dismissal Locations

- **Kindergarten and CDC:** Saddlebrook Drive Entrance
- **1st Grade:** Haynes Haven Entrance
- **2nd & 3rd Grades:** Northfield Front Entrance
- **4th–6th Grades:** James Drive Entrance

Saddlebrook Drive Entrance

- Parents should wait along the side of Saddlebrook Drive until **2:00 p.m.** or until the **two SPED buses are in position**.
- Once the buses are in place, parents may enter the pick-up line.

Families with Multiple Children

To simplify dismissal, **older siblings will meet and be dismissed from their youngest sibling's designated dismissal location.**

Transportation Changes

To ensure student safety, all transportation changes must be submitted in writing.

- Phone calls for changes cannot be accepted.
- Changes should be sent before the school day begins via a note or Dojo message.
- If a change is needed during the day, please use the link below before 1:45 p.m.
- Transportation Change Form

Be sure to include your child's full name, teacher's name, and detailed transportation instructions.
If you do not receive a confirmation email, your message may not have been received.

Bus Transportation

Murfreesboro City School buses are available for students who live within the Northfield zone.

- Bus loading/unloading occurs at the front gym entrance.
- Special Education Buses will load and unload at the C-Wing of the Saddlebrook entrance.
- Do not block bus/fire lanes during drop-off or pick-up.
- Large items/projects may not be brought on the bus due to space and safety restrictions.

- Assigned staff supervise students during arrival and departure.

Bus riders are expected to follow all safety and behavior guidelines at the bus stop and while riding.

Each afternoon, a designated staff member will review bus expectations with students prior to departure.

Riding a Different Bus (Established Riders)

To ride home on a different bus:

- The parent/guardian must come to school by 9:00 a.m. and complete a transportation request.
- The form will be submitted to the Transportation Department for approval.
- If space is not available, the request will be denied, and parents will be notified to make other arrangements.

Riding a Bus as a Non-Established Rider

Students who do not regularly ride a bus must:

- Have a parent complete the Special Request for Transportation form at the front office by 9:00 a.m. Approval from the Transportation Department is required.
- A new form must be completed each time this request is made.
- For questions or concerns reach out to **transportation@cityschools.net** or call 898-7126.

Bus Safety and Accountability

- Bus video/audio recordings may be used at any time.
- Violations of bus rules may result in disciplinary action, including bus suspension.
- Parents/guardians are responsible for teaching and supporting appropriate behavior on the bus.
- Students must follow all directions from bus drivers, who act in a parent-like supervisory role.

If a child repeatedly violates bus rules and parent/guardian cooperation is not evident, families may be required to provide alternative transportation.

Car Riders

NO CELL PHONE USE WHILE IN THE CAR LINE
Use of handheld devices while driving is prohibited by law (T.C.A. § 55-8-199). Please use hands-free only.

1. Always load and unload children on school property and follow all posted signs and staff directions.
2. Your child will be dismissed to your car by the attending staff member when their name is called.
3. Parents must remain in vehicles during dismissal. Walk-ups in the car rider area are not allowed.
4. Do not block the bus parking areas or prevent other cars from entering or exiting.
5. Back loop pick-up begins at 2:20 p.m. Students may be on the back playground until that time. Please wait at the Haynes Haven or James Drive entrance if arriving early.

6. A Northfield Car Rider Tag is required for afternoon pick-up. This tag must be clearly displayed in your windshield.
    - If you do not have a tag, you will need to go to the front office with a valid ID to pick up your child, even if staff recognize you.
7. Please allow Northfield staff to move cones for morning and afternoon car line procedures.
8. If you need to come into the building when you drop off your child for school, please park in the main or side parking lots. Do not stop in the circle drive, which is a fire lane.

Bike Riders

Students are welcome to ride bikes to school.

- Bike locks and helmets are required.
- Students must follow all traffic and safety laws.
- Riders must walk bikes across intersections, following the direction of the crossing guard.
- Students should leave campus immediately after dismissal.
- The school is not responsible for lost or damaged bikes.

Walkers

- Walkers should stay on sidewalks and only cross streets where the crossing guard is posted (Northfield Blvd).
- At dismissal, Northfield staff will escort walkers safely across the street.
- Skateboards, scooters, and rollerblades are not permitted to be ridden to or from school.
- Walker pick-up tags (2025–2026) must be brought daily by the parent/guardian for dismissal.

Early Dismissal – (Parent Check-out)

All early dismissals must occur before 1:30 p.m., unless there is an emergency. Students will be called to the front office after a parent or guardian has signed them out.

Just like tardies, early dismissals result in lost instructional time. Therefore, we strongly discourage early dismissals. Frequent early dismissals will be reviewed and monitored for possible action.

If someone other than a listed contact on your child's registration card is picking up your child, written notification must be provided to the office in advance. This person will be required to show a valid photo ID, and staff may call the parent to verify authorization.

Early dismissals for illness, doctor/dental appointments, or family emergencies will be marked as excused tardies if a note is submitted within five (5) school days. Otherwise, they will be considered unexcused.

System-Wide Early Dismissal

When Murfreesboro City Schools (MCS) dismisses early (half-day schedule), students must be picked up at 11:00 a.m. Please refer to the school calendar and make arrangements in advance.
Note: We follow the MCS calendar, not the Rutherford County Schools calendar.

Volunteer Policy (Murfreesboro City Schools)

All volunteers must follow Murfreesboro City Schools Board policies, including:

- Approval by the principal or supervisor
- Supervision by professional district staff
- No access to student educational or medical records
- Completion of the MCS Volunteer Approval Procedure

Depending on your role, a background check and fingerprinting may be required (at the volunteer's expense).

Yearbook

Northfield offers a school yearbook each year.
Families will be notified in advance of the cost, ordering deadlines, and the estimated delivery date.

Student Privacy

Northfield respects student privacy. However, privacy at school is conditional.

- Desks, cubbies, and personal items should contain only school-related materials
- School administration may search school property if there is reasonable suspicion of a concern.

Non-Discrimination Policy

All students have the right to a learning environment free from:

- Sexual harassment
- Racial discrimination
- Ethnic or religious harassment

Violations of this policy will be addressed according to Murfreesboro City Schools guidelines.
(For full details, please see the MCS Parent and Student Handbook.)