

MITCHELL-NEILSON ELEMENTARY
711 W. CLARK BLVD.
MURFREESBORO, TN 37129

PH-(615) 890-7841

Mr. Greg Lyles, Principal

Mrs. Karen Lamb, Asst. Principal

MISSION STATEMENT

“To assure academic and personal success for each child”

ACADEMIC STANDARDS

Students are expected to always do their best. Students should come to school with the attitude that they can and will succeed. Teachers will ensure that each student receives the appropriate instruction to achieve his/her potential. Parents must stress and encourage that their children strive for academic excellence.

GRADING SCALE

A	93-100
B	85-92
C	75-84
D	65-74
F	Below 65

HOMEWORK

Homework is viewed as an important part of each student's educational program. It is an extension of the day's learning. Cooperation is needed between home and school for its benefits to be realized. In order to communicate effectively with parents, assignment planners are utilized. Students are given an assignment planner upon enrollment at MNE. If a child loses the planner, they will be assessed \$5.00 for a new one. All students are expected to have a school planner. Students are to write assignments in the planner daily and these will be signed by the parent and teacher. The special area teachers award stamps to those students that bring their agendas and have excellent behavior. Rewards for accumulated stamps are given out once each nine weeks.

ATTENDANCE POLICY

The Murfreesboro City Board of Education believes that regular attendance is a necessary requirement of all students. All students are expected to attend school on each day that school is officially in session. Excused absences may be granted for the following reasons:

1. Illness of student (doctor's statement may be required when illness is frequently given as a reason).
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school-sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of the student's faith.
5. A legal court summons for reasons other than the student's misconduct.
6. Extreme weather conditions and circumstances beyond a child's control as determined by the principal.

All missed class work or tests may be made up provided the student makes the request immediately upon returning to school and provided class time is not taken from other students. All makeup work must be turned in by the date designated by the homeroom teacher or receive a grade of zero.

Absences other than those outlined above shall be considered unexcused.

A written statement shall be required from the parent or guardian stating the reason for each absence.

ARRIVAL AND DISMISSAL

The regular school day begins at 7:30 A.M. and ends at 2:30 P.M. Students should not arrive prior to 7:15 A.M. unless they are registered for ESP, as there are no school personnel to supervise children until 7:15 A.M. Students arriving between 7:15 and 7:30 may go directly to their classrooms.

School dismissal occurs at 2:30 p.m. each afternoon. Students not picked up by 2:45 must report to ESP, where a charge will be assessed for this service.

TARDIES

A student is considered tardy if he/she arrives to school after 7:30 A.M. **Your child must be signed in by a parent at the office before being admitted to class.** If a student arrives at school after 10:46 A.M., he/she will be counted absent for the school day.

EARLY DISMISSAL

Students being dismissed early will need to be signed out at the office. Teachers will then be notified by the office, and the child will be sent to the office for pickup. No one will be allowed to pick up the child if their name is not listed on the registration card on file in the office. If a student is dismissed before 10:46 A.M., he/she will be counted absent for the day. A child must be present 3 hours and 16 minutes in order to be counted present for the school day. Consistent early dismissals are strongly discouraged and can be reported as truancy.

EXTENDED SCHOOL PROGRAM (ESP)

Child care is provided through ESP from 6:00 A.M. until 7:15 A.M. and from 2:30 P.M. until 6:00 P.M. The charge for the program is based on the number of sessions attended. For additional information, please call the site director at 904-1019.

CHANGE OF ADDRESS/TELEPHONE

It is absolutely necessary that the school office be able to reach parents or their designee during school hours. Children sometimes get sick at school and accidents do happen. If at any time during the school year, your address or telephone number changes, it is your responsibility to notify the school office immediately, as well as the classroom teacher. **EMERGENCY NUMBERS ARE REQUIRED ON ALL REGISTRATION CARDS AND SHOULD BE UPDATED AS NEEDED.**

DRESS CODE

The appearance of our students reflects the quality of our school, conduct, and performance. We utilize school uniforms at MNE. The basic uniform is as follows:

1. Solid colored shirts in red, navy blue, or white are required. Shirts must have collars and may be short or long sleeve. No logos are allowed.
2. Shirts must be tucked in with a belt worn.
3. Solid colored, button down cardigan sweaters in red, navy blue, or white may be worn for warmth. Hoods are not allowed.
4. Solid color short sleeve undershirts may be worn underneath clothing for warmth.
5. Plain bottoms (pants, knee-length walking shorts, jumpers, or skirts) will be worn in navy blue or khaki (tan) with belt if appropriate. Pants with cargo pockets or logos are not permissible.
6. Children will not be allowed to wear hoodies, coats, or jackets in the classroom.

7. Only tennis shoes or loafers may be worn at school. Students are encouraged to wear socks. (Flip-flops and crocs are not allowed)

Head coverings such as bandanas, scarves, headbands, caps, “do-rags”, or hair nets may not be worn during school times or at school functions. Students should not bring hair picks or combs to school. The principal and faculty shall determine the appropriateness of dress and grooming. **Students dressed inappropriately will be immediately removed from class and parents will be called to bring appropriate clothing or pick up the child if the dress code is violated.**

DISCIPLINE

Mitchell-Neilson Elementary promotes positive behavior plans for all classrooms. Students are expected to follow all school rules. Consequences for actions may include the following: warnings, notes home, loss of privileges, silent lunch, parent conferences, or in-school suspension. Out-of-school suspension is utilized only for severe infractions such as physically assaulting another student, continued bullying and harassment, or threatened violence.

SCHOOL RULES

1. Show respect for all adults, students, and property at school.
2. Follow directions the first time that they are given.
3. Keep hands, feet, objects, and unkind words to yourself.
4. Appropriate dress is expected.

HALLWAY RULES

1. Students are to walk quietly with no talking in the hallways.
2. Students must have a hall pass, unless accompanied by a teacher.

RESTROOM RULES

1. Students must have a restroom pass unless accompanied by a teacher.
2. Follow all posted restroom rules.

OUTSIDE RULES

1. Stay in designated areas only.
2. Play safely without pushing, shoving, or fighting.
3. Walk quietly without talking when near classrooms.

BUS ROOM RULES

1. Keep hands, feet, unkind words, and objects to yourself.
2. Stay seated.
3. Use a quiet voice.
4. Be polite and use good manners.
5. At dismissal, bus students must go immediately to the bus room. If entering late, a student must have a note from the teacher.

BUS RULES

1. Assigned seats may be given.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus.
5. Violence is prohibited.
6. Remain seated while the bus is moving.
7. Do not destroy property.
8. Do not distract the driver through misbehavior.

The school bus is an extension of school activity; therefore students riding the buses shall conduct themselves in a manner consistent with established standards for school and classroom behavior. Drivers may write discipline referrals as needed. The principal shall determine appropriate

punishment for any bus infractions. Bus violations may include written notices to parents, calls to parents, parent conferences, bus suspensions, or bus expulsions.

CAFETERIA RULES

1. Enter and leave the cafeteria in a straight and orderly line without talking.
2. Talk with a quiet voice to the people seated at your table.
3. Keep hands, feet, food, unkind words, and objects to yourself.
4. Raise your hand if you need something.
5. Be polite and use good manners.

ZERO TOLERANCE

In order to ensure safe and secure learning environments, it is necessary to impose swift, certain, and severe disciplinary sanctions on any of the following offenses: Firearms; Drugs; Battery.

In accordance with state law, any student who brings or possesses a firearm on school property, possesses any drug, or commits battery upon any teacher, administrator, or any other employee in the school shall be expelled for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the expulsion requirement on case by case basis.

All use of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the MCS buildings. Any student who possesses tobacco products shall be issued a citation by the school principal. The Director of Schools, in cooperation with the juvenile court and local police/sheriff's department, is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

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. Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, gestures or words (either written or spoken) of a sexual, racial, ethnic or religious nature. Discrimination/Harassment may be defined as occurrences that

1. Unreasonably interfere with the student's work or educational opportunities
2. Create an intimidating, hostile, or offensive learning environment
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Students who believe themselves to be victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Witnesses to discrimination/harassment are strongly encouraged to report these incidents immediately. Allegations of discrimination/harassment shall be fully investigated by a student complaint manager.

Any student of this school system who wishes to file a discrimination/harassment grievance against another student or an employee of the system may file a written or oral complaint with student managers, Mrs. Karen Lamb, Assistant Principal or Mrs. Biljana Khan, Guidance Counselor.

If the complainant is not in agreement with the findings of fact as reported by the student complaint manager, an appeal may be made, within five (5) work days, to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant.

If the complainant is not in agreement with the Director of Schools findings of facts, a written appeal may be made to the Board of Education within five (5) work days. The Board shall have thirty (30) days from the date the appeal was received to review the investigation and actions of the Director of Schools and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant. This complaint procedure shall not be construed to create an independent right to a Board hearing.

INTERROGATIONS AND SEARCHES

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning will be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate the student in school during school hours.

Any principal or his/her designee having reasonable suspicion may search any student, place, or thing on school property, in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors parked on school property.

MEDICATION

It is the policy of the Murfreesboro City School System and Mitchell-Neilson Elementary School that all children's medication be administered by a parent at home. When necessary, school personnel may assist with self-administration under the appropriate administrative regulations. Please call the school office for more information should your child need to self-administer medication.

ELECTRONIC DEVICES

The possession of electronic games, cell phones, laser pens, radios, and CD players are prohibited and must not be brought to school without special permission. Students found possessing the above articles will have them confiscated, and the parent will be required to pick them up at school. The student is subject to disciplinary action.

FOOD SERVICES

Meals are provided in accordance with the guidelines of the National School Lunch Program. Students can choose from a variety of selections for breakfast and lunch. Meals may be paid for daily, weekly, or monthly. Parents are invited to join students for lunch. **We ask that you do not bring in fast food or carbonated beverages.** Advance notice would be appreciated by the cafeteria staff. You may send a note to your child's teacher if you wish to eat. The breakfast program is available until 7:25 A.M. each school day.

TRANSPORTATION

City school buses transport children who live in the Mitchell-Neilson Elementary zone and their residence is at least 1 1/2 miles from school. Buses load and unload at the entrance of the gymnasium. Parents should not block the bus lanes in the morning or afternoon. Students should adhere to bus rules at all times. Failure to follow bus rules may result in denial of bus transportation.

For any change in transportation on a particular day, a note signed by the parent or guardian is required. The note **must** be presented to the front office staff by 10:00 A.M.

Parents who choose to transport their children by car should load and unload children in the designated areas of the school. They should observe all safety procedures while doing so.

Students who ride bicycles should observe all safety rules on public streets and on campus. Students are to walk their bicycles onto and off the school campus. Bicycles should be parked in the

bicycle racks in front of the gymnasium. It is strongly advised to lock bicycles while on school property. The school is not responsible for bicycles while on campus.

Roller skates and skateboards are not allowed at school.

VISITORS

All visitors must report to the office upon arrival on campus. They must sign the Visitor's roster and be issued a Visitor's pass before proceeding to other areas of the school. Items brought to the school should be left at the school office, and the teacher/student will be notified. Parents should **schedule** a conference when they would like to visit a teacher. While we encourage you to make appointments for conferences, teaching time must be protected during the school day.

WEATHER ALERT

The weather alert and school closing information can be accessed through the local media: WGNS 1450 Radio, Channels 2, 4, 5, and 6 Television Stations, and Channel 3 Local Cable Television Station. Please note that **if inclement weather begins after school starts, schools will not be dismissed**, but parents can pick children up early anytime without the children being counted absent. Buses will not run early because of the risk of a young child being dropped off with no one at home.

STATEMENT OF NON-DISCRIMINATION

The Murfreesboro City School system does not discriminate on the basis of race, sex, color, religion, national origin, age, marital status, disability, or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments 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, Adult Education classes, Family Resource Centers, ELL, Title I, and Extended School programs. For additional information, contact the Tennessee Department of Education or the Office for Civil Rights.