



Black Fox Elementary School
**PARENT / STUDENT
HANDBOOK
2017-2018**

IMPORTANT BLACK FOX INFORMATION

PARENT/GUARDIAN SIGNATURE REQUIRED

MISSION STATEMENT

The mission of the Murfreesboro City School System is to assure academic and personal success for each child.

Colors and Mascot

Our school colors are navy, teal and burgundy.

Our mascot is

“Chief Black Fox”

We are the Black Fox Indians

School Hours

Our school hours from 8:30 a.m. to 3:30 p.m.

DISMISSAL ON HALF DAYS WILL BE AT 12:00

Students must be accompanied by an adult while in the building for ALL extra curricular activities to include but not limited to: Ballgames, Cilli Supper, Concerts, Graduations, P.T.O. functions, etc...

It is the policy of Black Fox to have **NO** unsupervised children at any time. **Students should not arrive before 8:15 a.m. and should leave promptly at 3:30 p.m.** If you need child care before 8:15 a.m. or after 3:30 p.m., our Extended School Program will be glad to help you with enrollment. 615-898-7108.

School Entrance Requirements

Age: Children who enter kindergarten must be five (5) years old by August 15th of the current school year. Children who enter first grade must be six (6) years old by September 30th. A birth certificate or other proof of age is required before the child can be initially enrolled.

Medical: The parents of each child must supply the school with a signed physician's statement indicating the child has had a complete physical examination and has had the state required immunizations.

Attendance Policy

The Compulsory School Attendance Act requires that all children must attend some type of day school until the age of sixteen (16). Failure by the parents to abide by this Act is punishable by law.

The Murfreesboro City Board of Education believes that regular attendance is a necessary requirement for all students and that every child should be included in some phase of the school program. 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 as defined by Tennessee law:

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.

Absences other than those outlined above shall be considered unexcused. A written statement is **required** from the parent or guardian explaining the reason for each absence. **UNLESS A NOTE IS PROVIDED, THE ABSENCE IS RECORDED AS UNEXCUSED UNDER TENNESSEE LAW. A signed note from parent / guardian is required for ANY absence. Signed notes must be kept on file in the attendance office for state auditing purposes. These should be sent to the teacher and will be forwarded to the office.**

The following are the Murfreesboro City School Attendance Procedures for unexcused absences:

1. The attendance office will provide an attendance printout to the principal when five (5) days of unexcused absences have occurred.
2. Administration will inform parents through a Written Notice of Unlawful Absences to the home or workplace of the parent / guardian. The parent is to contact the school principal immediately to discuss this serious situation.
3. Absences will continue to be monitored as in Steps 1 and 2. Lack of improvement in school attendance may lead to intervention by the Department of Youth Services or court action.

If your child is ill, or for some reason will be absent, a note must be sent on the day the child returns letting us know why they were absent. Students cannot be dismissed early consistently from school. EARLY DISMISSAL SHOULD BE AN UNUSUAL OCCURRENCE AND USED ONLY IN EMERGENCIES.

Tardiness

Pupils who arrive after 8:31 a.m. must go to the office and get a tardy slip **before going to the classroom**, to give their teacher. A student who is habitually late suffers academically and causes disruptions for the entire class. **Students who have excessive tardies and are out of zone will be required to go to their zoned school.** Any child that is checked out from school before 11:46 a.m. will be counted absent for the whole day. Any child that is checked out early after 11:46 a.m. but before 3:30 p.m. will be counted tardy. **EARLY DISMISSAL SHOULD BE AN UNUSUAL OCCURRENCE AND USED ONLY IN EMERGENCIES.**

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.

It is a requirement that **ALL** children who attend ESP must be properly enrolled prior to attending. **A registration fee of \$40.00 per child is required.** Rates and other information concerning this program are available from the ESP office. The ESP phone number is **615-898-7108.**

School Visitors

Black Fox is very proud of the school and its program. We welcome visiting teachers, administrators, university personnel, parent volunteers and other interested persons. However, for the safety of our students **ALL** visitors, during school hours, are **REQUIRED** to use the front entrance and secure a visitor's pass from the front table/office.

Classroom Interruptions

The prime job of the teacher is to teach. Every effort is made to keep interruptions of teaching / learning time to a minimum. We ask for your assistance in this matter by observing the following procedures:

1. Do not go directly to the classroom without signing in at the office. **ACCORDING TO THE MURFREESBORO POLICE DEPARTMENT AND MURFREESBORO CITY SCHOOLS SAFETY PLAN, ALL VISITORS MUST SIGN IN AND RECEIVE A VISITOR BADGE.**
2. **Inform your child's teacher in writing** when you would like a conference. It should be planned for a time when students are not present.
3. Last minute transportation home changes are disruptive to the classroom. Please plan ahead. **We must know the change prior to 3:00 in order to have time to notify the teachers and the students**

Volunteers

We welcome your help. We need tutors, classroom helpers, field trip chaperones, mentors and other services. If you would like to help in your child's classroom, please let your child's teacher know. If you would like to be of service in the PTO or school, call the office at 893-6395.

Medication

In accordance with Murfreesboro City School board Policy and Directive 3.22, school personnel may assist with self-administration under the appropriate administrative regulations.

1. Written instructions signed by **parent and physician** will be required and will include:

- . Child's name
- . Name of medication
- . Purpose of medication
- . Time for self-administration
- . Dosage - prescription on medicine container
- . Possible side effects
- . Termination date for self-administering the medication
- . A statement that the child is capable of self-administering medicine with assistance by the staff

2. Other "over the counter" medication such as aspirin, Tylenol, etc. can be administered at school if parents have filled out a Student Health History form giving permission to administer medications and it is on file at the school.

3. Parents must deliver all medication to the school office. **Do Not** send the medications by the student.

4. For more in-depth information, call the school office.

5. Black Fox Elementary has an on-site nurse in our clinic from 8:30 a.m. to 3:30 p.m.

6. You may contact Susan Stoner, supervisor of Nursing at 615- 275-7727 if you have concerns after school hours.

Snow Days

School Closings:

If at all possible, a call to close schools because of inclement weather will be made the night before or before 6 a.m. on the day of closure. Occasionally snow, ice, or sleet will occur in the period between 6 a.m. and the beginning of school. When this is the case, parents need to stay in close touch with Cable Channel 3, the network TV stations, or WGNS Radio 1450. **Please use these resources for information instead of everyone trying to call the school at the same time.**

IT IS IMPERATIVE TO KEEP YOUR PHONE NUMBER CURRENT WITH THE SCHOOL OFFICE TO RECEIVE "ALERT NOW" MESSAGES.

Non-Weather Related Events

If non-weather related events such as bomb threats or environmental issues were to occur in a school during the day, an announcement would be made through the media listed below regarding the school closing and transportation of children to another site. In case of an evacuation, your child will be evacuated to Northfield Elementary.

Announcements:

First announcement: City's Cable Channel 3 television station. After that, calls are made to WGNS Radio 1450, TV Channels 2, 4, 5 and 6. Anyone who wishes to access this information via Internet may do so through cityschools.net web page by clicking on "Weather and School Closings".

**PLEASE REMEMBER THAT THE CITY SCHOOLS DO NOT
ALWAYS OPERATE ON THE SAME SCHEDULE AS THOSE
OF THE RUTHERFORD COUNTY SCHOOL SYSTEM.**

Change of Address or Telephone Number

It is imperative that the office at Black Fox be able to reach parents during the day. Children get sick and accidents happen. Always keep the school informed as to how you may be reached.

Transfers

When a child is moving to another school, he / she must have a transfer slip from the office. It is necessary to notify the office and the teachers **48 hours** in advance in order that the reports might be made ready.

Transportation

Parents may call the transportation office at **615-898-7126** to inquire about bus routes and schedules for Black Fox Elementary.

Dress Code

The responsibility for the appearance of the students rests with the parents and the students. Neatness, cleanliness and appropriateness are always stressed at Black Fox. Dress should be discreet and in good taste. The following items are considered **inappropriate** and **unacceptable** for school dress:

- * "Cut-Offs" (shorts or shirts), jeans with holes that reveal skin or undergarments.
- * "Sagging pants" (Pants must be pulled up and stay up without being held by the hand). Undergarments must not be visible at anytime.
- * "Short Shorts or Short Skirts" (must be below fingertips when arms are fully extended by their side.
- * Halter tops and tank tops for grades 4-6. Midriff should not be visible.
- * Cleated athletic shoes or shoes with skates
- * Any clothing with imprinted profanity or inappropriate language or messages
- * Any clothing with imprinted advertisement for alcoholic beverages, tobacco products or any other drugs.
- * Hat, hair rollers, athletic helmets, hair picks, sweat bands, kerchiefs or bandannas may not be worn.

School Rules

1. Students are to show respect for teachers, their fellow students and school visitors at all times. Good manners and common courtesies are expected from everyone associated with Black Fox School.
2. Running and horseplay in the building as well as fighting are prohibited.
3. Unnecessary noise in the hall during school hours is prohibited.
4. Knives, firearms and laser light pointers are prohibited. Any dangerous copy cat weapons or instruments deemed to be dangerous.
5. Alcohol, tobacco products and drugs are prohibited.
6. Toys, games, telephones, pagers, electronic games, cd players and devices are prohibited. Any confiscated item will only be released to a parent from the Principal.
7. Chewing gum is prohibited. Candy and soft drinks are prohibited unless specifically requested by the teacher for field trips, a class party or other special occasions.
8. Special deliveries of flowers, balloons, or stuffed animals should be sent to the child's home, **NOT** the school.
9. Students who ride a bus are to remain seated while the bus is moving and follow all direction of the bus driver.
10. Neatness and cleanliness of the building are to be maintained. Litter and spills are to be picked up in all areas of the campus.

THE FOLLOWING ARE EXAMPLES OF BEHAVIORS THAT ARE NOT ACCEPTABLE AT BLACK FOX ELEMENTARY:

Bullying
Violence or fighting
Threatening
Drugs, Alcohol or Tobacco possession or use
Theft
Damage to school or private property
Possession of weapons or look alike

Disrespect
Disrupting the classroom
Misbehavior in restroom, cafeteria and hallways
Violation of classroom rules
Cursing
Horse playing
Sexual harassment

OR

Other behaviors deemed disruptive to the educational process by the school administration

Playground Rules

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

Violation of all school rules are subject to Disciplinary Action in the classroom and/or by the Administration. They may include but are not limited to:

Warnings
Time Out
Office Referral
Counselor Referrals
Parent Conferences / Parent Phone Calls
Withholding of Privileges
In-School Suspension
Out-of-School Suspension
Isolation
Other consequences as deemed appropriate by the school administration.

Severe infractions of the rules will be dealt with immediately by the administration.

Use of the Telephone

A student may use the office phone for **emergencies ONLY**. They must have a written note from the teacher to use the phone. Methods of transportation home, lunch money, school books and materials, **et cetera**, should all be taken care of **BEFORE** the child comes to school.

IN CASE OF AN EMERGENCY, if a parent must change the routine method of getting the child home, a call to the office will enable the secretary to inform the student. The call **MUST** be made **PRIOR to 2:00 P.M.**

STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES AT SCHOOL.

Cafeteria PHONE # 615-893-9664

A pupil may bring his/her lunch or buy it in the cafeteria. All children are required to eat lunch unless an emergency excuse is granted by the principal. A well-balanced lunch is prepared each day by a skilled cafeteria staff under the standards of the Federal Hot Lunch Program.

FOOD MAY NOT BE BROUGHT IN TO THE CAFETERIA FROM ANY RESTAURANT

Cafeteria Rules

1. Enter and leave the cafeteria by walking in a quiet and orderly line.
2. Talk only with people seated at your table in a quiet voice.
3. Keep hands, feet, food and objects to yourself.
4. Remain seated throughout your meal
5. Be polite and use good manners.
6. Carbonated drinks should not be brought for lunch.
7. **FOOD MAY NOT BE BROUGHT INTO THE SCHOOL CAFETERIA FROM ANY OUTSIDE RESTAURANT.**

Cafeteria Procedures

Students may purchase ala carte items.

Students who bring their lunches should not bring carbonated drinks for lunch.

Food may not be brought into the school cafeteria from any outside restaurant.

Universal free breakfast is available to all students. The breakfast program starts at 8:15 and will be served in the classroom. Entrance to the school will begin at 8:15 a.m. and all students will go straight to their classrooms. Universal free lunch will also be available to all students.

ANY STUDENT THAT ARRIVES BEFORE 8:15 WILL NEED TO BE ENROLLED IN OUR E.S.P.PROGRAM, WHICH IS AVAILABLE BEGINNING AT 6:00 A.M. EACH MORNING. WE WILL NOT HAVE A "BUS ROOM" FOR STUDENTS THAT ARRIVE BEFORE 8:15 THAT DO NOT RIDE THE BUS.

Internet Access for Students

1. Students may pursue electronic research independent of staff supervision ONLY if they have been granted parental permission and have submitted all required forms.
2. Students are responsible for appropriate behavior on school computer networks just as they are responsible for appropriate behavior in any school setting. It is presumed that users will comply with school system standards and will honor the agreements they have signed.
3. The network is provided for students to conduct research. Access is a privilege, not a right. Access entails responsibility.
4. Network storage areas may be treated like school lockers; network administrators, school site administrators and teachers may review files, bookmarks and communications to maintain system integrity and insure that users are using the system responsibly. Students are not allowed to access or check e-mail at school.
5. During school, teachers of all students will guide them toward appropriate materials.
6. Any failure to follow rules with regard to technology usage will result in loss of access in the classroom and in any location at the school.

The following are not permitted:

- . sending or displaying offensive messages or pictures
 - . using obscene language
 - . harassing, insulting or attacking others
 - . damaging computers, computer systems or computer networks
 - . violating copyright laws
 - . using others' passwords
 - . trespassing in others' folders, work or files
 - . intentionally wasting limited resources
 - . employing the network for commercial purposes
 - . any action which violates existing Board Policy or Public Law
7. Additional disciplinary action may be determined at the school level. When applicable, law enforcement agencies may be involved.

Homework

Homework is the extension of the schoolwork that enables a pupil to become more proficient in applying skills, for it provides an opportunity for him to apply what he has learned in class to other situations. Some guidelines for homework are:

1. A place should be provided where study is undisturbed.
2. There should be a planned study time.
3. Parents should not do the child's work.
4. If the work takes an unreasonable length of time, the teacher should be contacted.
The child is probably not clear about the assignment.
5. A child should not sit up past his regular bedtime to complete his homework.
6. If the work is not completed, the parent should send the teacher a note of explanation.

Discipline

Acceptable behavior of the students is essential to an effective school program. At all times it is our hope (goal) that self-discipline and self-direction are being developed in every child. Black Fox parents have high expectations for their children and have always given vital support to the school's high standards of conduct. Parents are required to review Black Fox school rules and discuss the importance of acceptable school behavior with their child. **PLEASE SIGN AND RETURN THIS PAGE OF THIS HANDBOOK AS SOON AS POSSIBLE TO YOUR CHILD'S TEACHER.**

Physical violence, disrespect to adults, drugs, profanity and weapons will not be tolerated. Classroom teachers will communicate with parents when problems or positive behavior are exhibited by students. Be sure to know your teacher's expectations of behavior. If your child is sent to the office, you will receive a letter stating the reason. In-school suspension, isolation and out-of-school suspension are administered through the office and follow proper procedures.

Please sign and return this page to your child's teacher.

I have read the "Handbook for Parents and Students" and have discussed the section on discipline and school rules with my child.

Parent's Signature: _____

Date: _____

Student's Name: _____

Teacher: _____