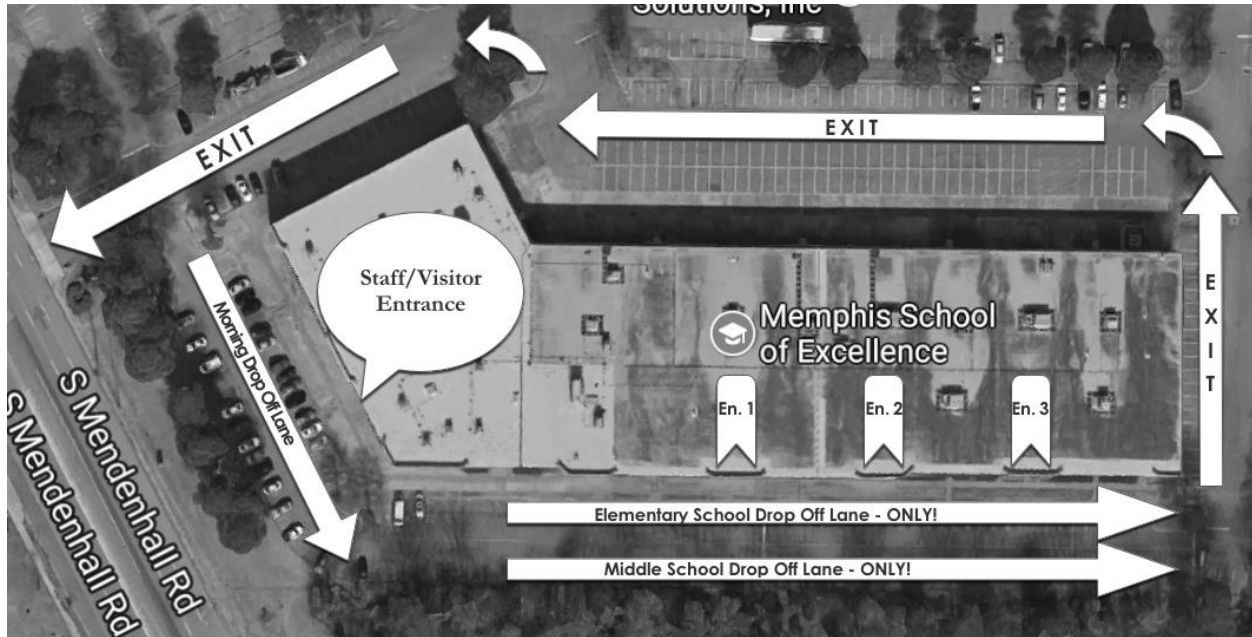


School Address:  
4450 S Mendenhall Road  
Ste 1 Memphis, TN 38141



Tel: (901) 367 7814  
Fax: (901) 367 7816  
www.sememphis.org

## MEMPHIS SCHOOL OF EXCELLENCE



**Elementary Drop-Off and Pick-Up Time: 7:30 am earliest 6:30am (Child Care) / 3:25 pm**

**Middle School Drop-Off and Pick-Up Time: 7:30 am / 3:15pm**

### **Student Drop-Off/ Pick-Up Procedures**

Over 400 students arrive at MSE each day with their parents/guardians by care. In order to make both the arrival and departure routines as safe and orderly as possible, it is very important that we have your cooperation with the following guidelines below:

### **Morning Student Drop-Off for Elementary:**

All elementary students should enter the building from the Entrance 2 (En.2) and Entrance 3 (En.3) as indicated on the map above and immediately go to room 205. Please see the map and use the highlighted route. If you want to park your car, please park your car in the visitors' parking lot. Parents/Guardians are not allowed to use the student entrance. All visitors should enter the building through the Staff-Visitor Entrance.

### **Morning Student Drop-Off for Middle School:**

All middle school students should enter the building from the Entrance 1 (En.1) as indicated on the map above and immediately enter the cafeteria. Please see the map and use the highlighted route. If you want to park your car, please park your car in the visitors' parking lot. Parents/Guardians are not allowed to use the student entrance. All visitors should enter the building through the Staff-Visitor Entrance.

### **Student Pick-Up During School Hours**

Parents/Guardians will use the Staff-Visitor entrance for during school pick-up only. Parents/Guardians will sign in with the secretary. Parents/Guardians may be asked for a password to pick-up the child or show identification prior to the student being released. Out secretary will send a note to the teacher or the secretary will take the student from the class. **Parents/Guardians are not allowed to enter the classroom.**

### **Afternoon Student Pick-Up**

All students will leave the building from the student student exit nearest to the cafeteria. All parents will pick up their child(ren) right after the dismissal. Please see the map above and use the highlighted route. If you want to park your car, please park your car in the visitors' parking lot. All visitors will enter the building through the Staff-Visitor entrance. No students will be allowed to stay outside the building 10 minutes after the dismissal time. Once the dismissal period has ended, all remaining students will report to the cafeteria. There will be a chaperon/teacher in the cafeteria. You may contact the chaperon/teacher to pick up your child(ren). **\*\*\*STUDENTS MUST STAY**

**ON DESIGNATED SCHOOL PROPERTY. NO WALKING INTO THE COMPLEX OF ANY OTHER SURROUNDED BUSINESSES.\*\*\***

## **NEW RULES**

- **Middle School and Elementary begins Thursday Aug. 3rd, 2017**
- **School building opens and breakfast begins at 7:30 AM for middle school and 7:50 AM for elementary (but students must arrive by 7:30 AM).**
- **After 7:50 AM all parents are required to enter the building to sign students in. The student is late at 8:00 AM.**
- **All students must be off premises by 3:45 PM, unless with supervised activity.**
- **Only 10 handwritten letters will be accepted as excused absentees.**
- **After the 10<sup>th</sup> letter, only a doctor's note will be considered excused.**
- **Cell phones will be taken up at the beginning of each school day entering the building starting Tuesday, August 7<sup>th</sup> .**
- **No check out after 2:45 PM.**
- **5 tardies in a week (through the day or to school) will result in consequences up to suspension.**
- **Any MSE school jacket may be worn or BLACK jacket (no logo, no hood) may be worn but uniform shirt must be worn and visible under jacket.**

- **3 times checking (name calling) equal to an automatic Saturday Detention.**