



Mitchell

Minuteman

PTA NEWS

MEMBERSHIP

The Membership drive for PTA will end on November 15, 1968. The room that has the highest per cent of parents as members will receive a plaque to display for the year.

If you have not joined as yet, send your dues (50¢ per member) to school so your child's room will receive the credit.

ATTENDANCE

Mrs. Katona's A.M. Kindergarten Class was first in percentage of parents in attendance at the Back to School Nights.

Her class received a Banner to display in the room for having such a good turn out.

PROGRAM BOOKLETS

If you did not receive a PTA Program Booklet call Mrs. Morris Allen, 279-1439, and she will see that you get one.

SCHOOL NEWS

VETERANS DAY

There will be a special flag ceremony in front of the school at 11:00 A.M. on Veterans Day. All of you are invited to attend and share in this observance with us.

AIR FORCE BAND

The United States Air Force Band will put on a performance at Mitchell on Friday, November 22, at 1:00 P.M. Parents are invited to attend, but we will have to limit the number if we reach a capacity crowd.

PARENT-TEACHER CONFERENCES

School will not be in session on Friday, November 15, 1968, since the teachers will be conducting conferences.

Kindergarten classes will not be held on November 15th and 18th since the Kindergarten teachers need an additional day to meet with so many parents.

MITCHELL
ELEMENTARY
SCHOOL

RULES AND POLICIES

BOOKLET FOR

PARENTS AND STUDENTS

PERSONAL APPEARANCE

Studies have proven that the personal appearance and dress habits of children have a direct bearing on their behavior. Children should be dressed in a neat, clean, practical fashion for school.

For boys:	Trousers and sport shirts A neat haircut Cleanliness
For girls:	Dresses or skirts and blouses Jeans or leggings may be worn to and from school during cold weather, but <u>not in the classroom</u> . A neat and attractive hair style Cleanliness

ATTENDANCE

Regular attendance is expected of all children. It is essential to their growth in school. If a child is absent (or tardy) it is necessary for you to send an excuse with him when he returns to school.

COSTS

It is our philosophy that schooling should be as cost free to the parents as is possible. However, certain expenses do arise that are not covered, and parents are asked to pay for these.

Supplies:

Grade 1	Crayons, 8 to a box, large size Plastic crayon bag Tablet with $\frac{3}{8}$ inch ruling (Second semester only)
Grades 2 & 3	2 pencils, No. 2 Eraser Tablet, $\frac{3}{8}$ inch ruling Crayons, 16 to a box Plastic crayon box
Grades 4, 5 & 6	Looseleaf notebook with dividers Notebook paper, $\frac{3}{8}$ inch ruling Tablet 2 pencils, No. 2 Eraser Crayons, 16 to a box Plastic crayon bag
Gym shoes - Grades 1 through 6	
Gym suits - Grades 3 through 6	

FIELD TRIPS

Bus rates for field trips are generally 25¢ per pupil.

DISCIPLINE

The behavior of children in school is mainly a responsibility of the teacher. The good teacher maintains discipline by developing challenging and interesting assignments and activities that meet the needs of the individuals in her class. However, there are the individual cases where a pupil continues to misbehave and his conduct becomes a detriment to the learning atmosphere in the class. When this happens it is necessary for the school and the parents to cooperate fully in arriving at a solution.

To do this, the following disciplinary procedures will be followed at Mitchell School:

1. A dated anecdotal record containing detailed infractions shall be kept on each unruly student. It is to be stressed that the record is only for that year and will not become part of the permanent record.
 - a. When the problem reaches this stage, the parents are to be notified by phone or letter so that we can cooperatively work toward a solution.
2. If the problem still continues the parents will be called in for a conference, at which time they will be shown the record. The parents will be asked to sign written permission for their child to be spanked if his uncontrollable actions continue. If written permission is refused, they will be notified of Step 4 below.
3. Written permission from the principal to the teacher to spank will be attached to the parents' written permission and kept in the child's folder for the year. The teacher may then spank with an adult witness on hand (preferably the principal) at the time the infraction occurs and notify the parents afterwards.
4. When written parent permission (see Step 2) is denied, the punishment will be put back in the hands of the parents by requesting their prompt appearance to reprimand their child. If parents refuse to do even this, then there will be a meeting of the level director, principal, teacher and parents to determine further actions necessary.

The best possible discipline is that which a student imposes upon himself. Self-discipline will result in polite, courteous behavior that will never require punishment.

QUESTIONS AND COMPLAINTS

When you have questions or complaints do not hesitate to come in and see us.

Most complaints stem from misunderstandings, and are quite easily straightened out. Some complaints, however, are quite legitimate, and we will exert every effort to see that satisfactory solutions are reached.

GRADING

Grading periods come at the end of each nine weeks.

November	Parent conferences (You will receive an appointment notice)
January 30	Report cards
April 3	" "
June 5	" "

Parent conferences may also be requested by the teacher or parent at any time the need arises.

RULES

A long list of rules and regulations is confusing to everyone concerned. To establish good discipline we need to follow only one basic principle:

BE POLITE AND CONSIDERATE OF OTHERS AT ALL TIMES.

Children who follow this principle will never have discipline problems.

HALLS: Children are requested to pass through the halls silently. This is an essential requirement, since the acoustics in the halls is very poor, and any noise in the halls magnifies and disturbs children who are working.

Entering the building in the morning: Children at Mitchell have traditionally lined up in long lines at the first bell and "marched" into the building. This militant procedure is not the most desirable method, and will be avoided as long as they can accept the responsibility of entering in a quiet manner.

When the first bell rings, the children are to immediately cease playing, and enter the building through the rear entrance nearest their classroom. Special subject teachers will be at each entrance to remind the children of their responsibility, and each classroom teacher will be at the room door to insure quietness in the halls and rooms.

Remember, boys and girls, Politeness will make this system work.

SAFETY PATROL

The Safety Patrol is composed of sixth grade pupils. These Safeties are posted at different places to protect and guide you.

You should always obey them, and listen to their instructions. However, the Patrol members must always remember that they are not policemen or bosses, and that politeness is an essential part of their duty as well as yours.

COLOR GUARD

The Color Guard is open to boys and girls in grades 4, 5 and 6. A Color Guard member has the important duty of raising and lowering the flage each day.

All children are to stop, stand at attention, and salute the flag whenever it is raised or lowered. The proper salute is to place your right hand over your heart.

The staff at Mitchell School is here to serve you and your children. When problems arise, be sure to let us know about them so we can work out a solution. The proper way to start solving a problem is to:

1. Contact your child's teacher
2. Contact the Principal
3. Contact the Level Director
Dr. Monroe Carter 237-6941
4. Contact the Superintendent of Schools
Dr. W. Del Walker 237-6941

Since we are here to serve you, every effort will be made to work out satisfactory solutions right here at the school. Please call on us.

This booklet has been prepared for your information, and it is hoped that it will help you become better acquainted with the school.