

# STATION CAMP ELEMENTARY

## 2020 – 2021 STUDENT HANDBOOK

**\*All information is subject to change due to COVID-19 guidelines and recommendations.**

**School hours: 8:45-3:45 p.m.**  
**Office hours: 8:15-4:00 p.m.**

### Important Phone Numbers

Station Camp Elementary	230-0387
Fax Number	230-8518
Cafeteria	230-6861
YMCA Fun Co.	230-7436
Sumner Co. Board of Edu.	451-5200
Transportation	452-1520
School Safety	451-6500
Special Education	451-5401

## Transportation

### Bus Expectations

- \*stay seated until bus comes to a complete stop
- \*keep hands and objects inside the bus
- \*respect all people and property
- \*no OPEN food or drinks
- \*\*Please always follow the bus driver's expectations**

The school bus is an extension of school activity; therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. A student may be denied the privilege of riding the bus if determined by the principal that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local transportation rules and regulations.

### Bus Stop Information

- \*Parents will need to find out the information regarding time schedules and bus stops through district or school websites
- \*Please consider downloading the app "Here Comes the Bus" to receive notifications of bus location.

### Car Rider Information

**Arrival:** Doors will be open for students at 8:00 a.m. Students will go to a designated area until 8:25 then released to go to class. Students transported by car should enter the FRONT of the school. Cars should not be pulling to the side in arrival lane after 8:25. Bus riders and authorized student drop off will be in the bus lane. Pre-K and YMCA will be in the back cafeteria entry. DO NOT park and walk child to the building unless you need to go to the office or assist your child in carrying additional items. Please use crosswalk.

**Dismissal:** Cars should NOT pull up to front of building until 3:10 p.m.. Anyone picked up prior to 3:45 p.m. will be counted as an early dismissal. All grades K-5 will begin dismissal procedures at 3:45 pm. *Please remain in the car while loading.*

**Late arrivals:** Students should be in their classroom ready to learn by 8:45 a.m. Students arriving in the front doors at 8:44 or after will be counted late. Students who arrive after 12:15 pm will be considered absent for the day.

### Transportation Changes

\*All students will be sent home daily according to what parents indicate on forms completed on registration night. **If changes need to be made, please follow these guidelines:** *If a student needs to ride a different bus, go to a different location, or any other circumstances different from their regular schedule, a note with permission signed by the parent must be sent to the school.*

**Bus changes:** Must be done in writing and must include: *child's name, street address, parent phone number, the bus number the child will ride, the child's destination, the reason for the bus change, and the date;* principal will approve note by signing a form at school; students will NOT be allowed on new/different bus without form.

**Other changes:** Please do NOT use email to change transportation. Please send a handwritten note to your child's teacher for any transportation changes. ***\*If a last minute change needs to be made, please notify the OFFICE by calling prior to 3:00.\****

### Delayed School Start

In the event school is delayed 2 hours, we will start at 10:45 a.m. Instructional and cafeteria schedules will be adjusted. Breakfast will not be served.

### Early Dismissal

In the event of an early dismissal, students will be sent home the way indicated at registration UNLESS you indicate otherwise on an Early Dismissal form filled out with your classroom teacher.

# Attendance Information

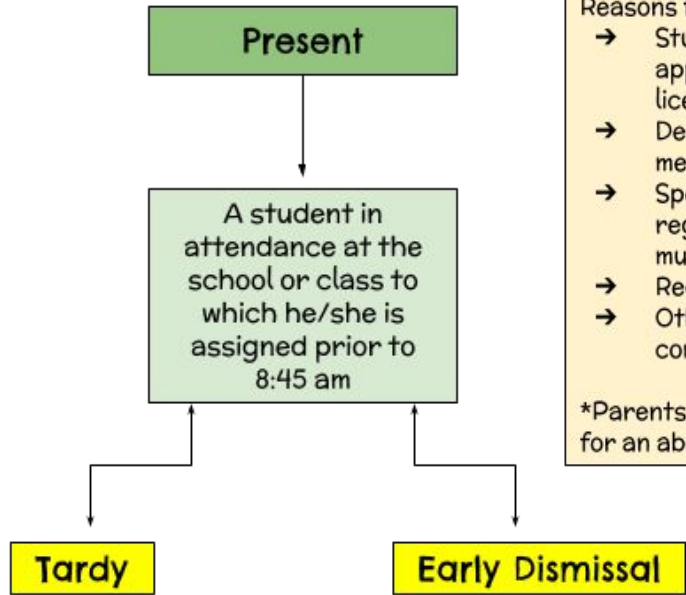
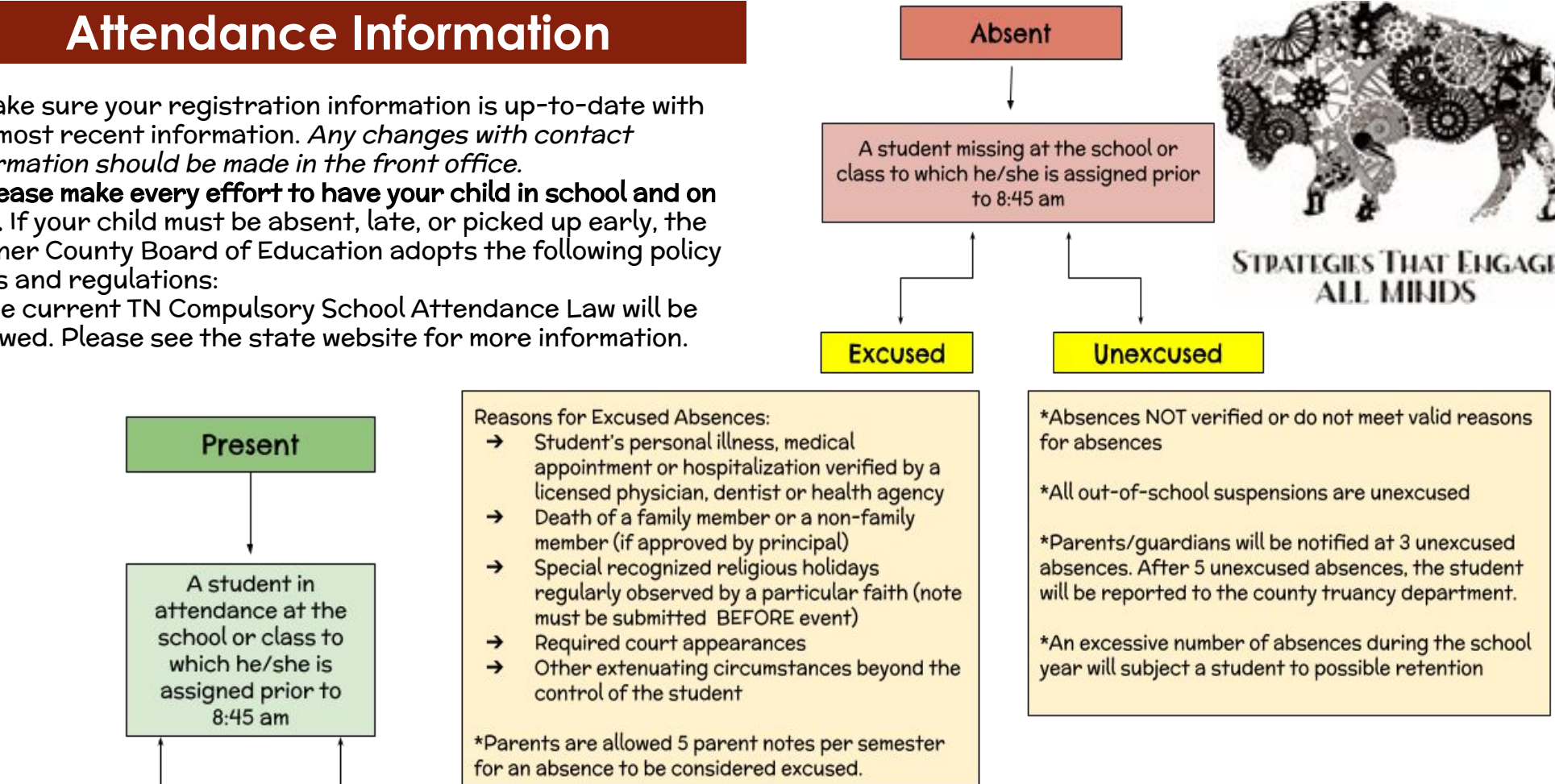
Make sure your registration information is up-to-date with the most recent information. *Any changes with contact information should be made in the front office.*

**Please make every effort to have your child in school and on time.** If your child must be absent, late, or picked up early, the Sumner County Board of Education adopts the following policy rules and regulations:

The current TN Compulsory School Attendance Law will be followed. Please see the state website for more information.



STRATEGIES THAT ENGAGE ALL MINDS



- Students who arrive at or after 8:45 am.
- Parents must accompany student into the building to sign them in.
- If student arrives at or after 12:15, he/she will be considered absent

- Students picked up prior to 3:45 pm
- An early dismissal will be labeled as a "tardy" in attendance records
- This includes leaving early on a field trip

## Make-up Work

Since the teacher is the originator of the assignments, he/she will assign a reasonable amount of time for make up work. The allowable time is not to exceed the number of days missed, plus one school day. When requesting a child's make-up work, please email student's teacher ASAP (24 hours in advance if you want the work BEFORE your student's absence) so that teachers can prepare the work. The work may be picked up in the office or sent home with a sibling or friend if that is more convenient. Please plan accordingly with the classroom teacher.

Download SCE App



## Academic Information

### Report Cards

Report cards are issued every 9 weeks during the school year. Progress reports are issued every 4 ½ weeks. All grades are posted and updated on Skyward.

### Grading/Classwork

Teachers will communicate the grading system for this school year. All classes will have a Google Classroom. All information concerning grades and classwork will be communicated by student's teacher.

### Parent Conferences

Parent conferences will be held on September 21, 2020. Teachers will communicate how to sign-up for a conference time.

## Support Services for Students

The following services are provided to students based on data collected or a formal process performed by faculty and staff:

- Response to Intervention (RTI)
- Individualized Education Plan (IEP)
- 504 plans

More information can be obtained by contacting the classroom teacher.

**Be Ready**  
**Be Respectful**  
**Be Responsible**

## School-wide Expectations

All students are expected to be Ready, Respectful, and Responsible throughout all activities within a school day. Students are taught what these expectations look like at the beginning of the year. Classroom, related arts, and special education teachers communicate through written or verbal communication if a **pattern** of misconduct occurs. SCE faculty/staff promotes positive behavior supports for each child.

### Bullying/Threats

Serious threats, forms of harassment, and bullying are not tolerated. All incidents should be reported to teachers, counselors or administration. Appropriate investigation will follow for all parties involved.

### School Language Policy

Inappropriate language is defined as language that disrupts learning for any student, demeans or degrades another person, or is any act of retaliation against someone for reporting instances. This type of language is prohibited at any school-related time.

### Weapons/Threat/Illegal Substance Policy

Any student who brings a weapon, illegal substance, or makes a serious threat to the safety of the school is subject to severe consequence, including possible expulsion from school for one year.

### Dress Code

We want your child to come to school dressed comfortably and not have apparel distractions that may impede learning. The following shall **NOT** be worn to school: extremely short shorts, spandex shorts, shorts with writing on the back, cut off jeans that are frayed or with pockets showing, clothing with holes, saggy/sagging pants, leggings or leotards unless with appropriate length skirt or dress, suggestive slogans, pictures or ads of tobacco or alcoholic products or drug paraphernalia, caps, hats, scarves or bandanas, strapless dresses or blouses, spaghetti strap dresses, bare midriff, halters or tank tops, backless shoes (sandals with a back strap are permitted), cleated shoes, shoes with rollers, flip flops, clothing related to gangs, hair color or style that results in classroom disruption, or any other apparel administration deems inappropriate or distracting. Jewelry and/or hair accessories may not be distracting or disruptive.

## Related Arts

**All SCE students participate in a 7-day Related Arts rotation that includes: Library, Music, Art, Guidance, STEAM/Computer Lab and 2 days of P.E.**

**P.E.:** wear athletic shoes on your P.E. days

**Library:** students have the opportunity to check out books during their regular library rotation AND during open check-out times; any lost or damaged books will be the responsibility of the student to replace

**Guidance:** counseling support is available to all students

\*Visit our school website for more info: [sce.sumnerschools.org](http://sce.sumnerschools.org)

# Cafeteria

## Cafeteria Money

\*Money can be added to accounts online through Meals Plus or by sending in cash/check with your student to be logged by the classroom teacher (*please include your child's name, teacher's name, and for which account you would like to place the funds - Lunch or Special Sales*)

\*Money cannot be transferred from one account to another.

\*Applications for free and reduced lunches are available on SCE website under Bison Cafe

\*All account balances should be monitored and all balances paid in full.

## Visitor Expectations

Visitors may eat lunch in our cafeteria. We ask that all visitors to the cafeteria follow the guidelines below:

\*Students are limited to 1 visit per week.

\*Sit at tables designated for students with visitors.

\*No visitors will be allowed for breakfast.

\*Limit additional guests

\*Federal guidelines prohibit restaurant items from being brought into the cafeteria.

\*All visitors must sign in at the front office to receive a visitor's badge and student registration card will be checked for restrictions.

\*You will only eat lunch with YOUR child. No other friends will accompany you to visitor table.

\*Visitors are asked not to use cell phones for any reason. If you have a call, please step out of cafeteria. Assistants can help you if you want a photo with your child.

**\*No visitors the first 2 weeks of school so students can get into a routine and learn expectations.**

## Cafeteria Expectations

\*Parents are encouraged to send containers or wrappings that children can open without adult help.

\*Glass bottles are NOT allowed.

\*Please do not send knives or cutting utensils of any kind.

\*If behavioral expectations are not met, students may be asked to sit in a designated area away from their peers.

# Miscellaneous

## Snacks / Celebrations

\*We encourage nutritious snacks.

\*Classroom teachers will give detailed snack information concerning when and if allergies are present.

\*Birthdays will be celebrated once a month in the classroom - teachers will communicate additional information.

## Health/Medications/Clinic

SCE has a full time nurse on staff. Our school only provides basic first aid. If your child shows symptoms of illness, please keep them at home.

Non-prescription or prescription medication can only be administered with proper forms completed by a parent or physician. Medication must be brought in the original container with current instructions. There will be NO exceptions.

A parent will be expected to come to school to administer medication if they forget to give it to their child before school.

## Cell Phone / Smart Device Policy

Cell phones and smart devices are to remain "off" and placed in backpacks during school hours and on the bus. If a cell phone or watch is out during school hours, it will be collected and turned in to the office. The device must be picked up in the office by a parent.

## School Security Procedures

All visitors will be buzzed into the school building upon arriving at the front. Each visitor must sign in and out of office.

Visitors must have a state issued ID to sign-in. The playground area is part of the school grounds and may not be used during the school day unless permission has been granted. Visitors must wear a visitor badge at all times while in the building. Students are only allowed to leave with persons indicated on their registration card. Office must be notified of any exceptions. All students must be dismissed from the office when leaving early. Students will not be released with anyone under the age of 18 unless permission is given from the administration or the individual is listed on the student's data card. All persons picking up students MUST show photo ID. No information regarding any student will be given out over the phone due to inability to verify appropriate photo ID.

## School Deliveries

If a celebratory gift is delivered to the school for a student, parents/guardian will be contacted to pick it up in the office (balloons, flowers, etc.)

Dr. Racheal Mason, Principal  
[racheal.mason@sumnerschools.org](mailto:racheal.mason@sumnerschools.org)

Mrs. Tonya Devore, Assistant Principal  
[tonya.devore@sumnerschools.org](mailto:tonya.devore@sumnerschools.org)

Mr. Reed Clapp, Assistant Principal  
[reed.clapp@sumnerschools.org](mailto:reed.clapp@sumnerschools.org)

Station Camp Elementary  
1020 Bison Trail  
Gallatin, TN 37066