

# STATION CAMP ELEMENTARY

## 2018 – 2019 STUDENT HANDBOOK

### Important Phone Numbers

Station Camp Elementary	230-0387
Fax Number	230-8518
Cafeteria	230-6861
YMCA Fun Co.	230-7436
Sumner Co. Board of Ed.	451-5200
Transportation	452-1520
District 504, Selena Elmore	451-6598
Title IX, Katie Brown	451-6500
District ADA, Norma Dam	451-5401

**Instructional Hours: 8:45 – 3:45**

**Office Hours: 8:00 – 4:05**

### Transportation Changes

Transportation changes should be submitted in writing (for buses, see bus info for details). Please send note with your child to give to their teacher if their transportation for the day is changing. *If a last minute change needs to take place – please notify the office by calling prior to 3:00.* Please do not use email to change transportation. A child will be sent home their regular way without proper communication.

### Bus Information

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 rules and regulations pertaining to student transportation. Buses run daily. Parents will need to find out the information regarding time schedules and bus stops through the district or school websites.



### **RESPECTFULL, RESPONSIBLE, AND SAFE BEHAVIOR IS EXPECTED ON ALL BUSES**

#### Bus Rules

- ✓ Stay seated until the bus comes to a complete stop.
- ✓ Keep hands and objects inside the bus.
- ✓ Respect all people and property.
- ✓ No Open Food or Drinks
- ✓ No Electronics
- ✓ Always Obey the Bus Driver

**Bus changes:** If a student needs to ride a different bus, go to a different location, or any other circumstance different from their regular schedule, a note with permission signed by the parent must be sent to school. **All bus changes must be done in writing.** *The note must contain the 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.* The note will need to be turned into the front office where a form can be completed and signed by the principal. Students will not be allowed to board the bus without a form. Additional information related to transportation and the school bus may be accessed through the number and web address below.

Transportation: 615-452-1520  
<https://www.sumnerschools.org>

### Car Rider Information

**Arrival/Dismissal:** Car riders should not arrive before 8:00am for arrival or 3:10pm for dismissal. Upon morning arrival, all students (grades 1-5) will report to the gym - Kindergarten students will report to the cafeteria. Students will be dismissed to their classrooms at 8:30am. Students transported by car should enter the front of the school and be in their classroom prior to 8:45am. Any arrival after 8:45 will be considered tardy. Anyone picked up prior to 3:45 will be counted as an early dismissal (this is labeled as a tardy). Afternoon dismissal will begin at 3:45 for grades K-5. *Please remain in the car and school personnel will assist the students to their vehicle during dismissal.* **Additional information regarding arrival/dismissal can be found on our school website.**

**Late Arrivals:** An adult must accompany students who arrive after 8:45am to the front office and sign in - the student will be given a pass to be admitted to class. Tardiness is an unnecessary interruption of class time and should be avoided. Students who arrive late cannot be escorted to their class by a parent unless approved for special circumstances. All entrances will be locked from the outside after 8:45. After that time, everyone must use the main entrance. Students who arrive after 12:31pm will be considered absent for the entire day.

### Registration Data Cards

The school must have a data card for each student that lists parent's names, complete and accurate home address, correct phone numbers for home and work, and correct phone numbers of two people that may be contacted in case of emergency. ***If there are any changes in any of this information, please notify the school immediately in writing. Only parents or guardians with custody rights may view or make changes to these cards.***

### Inclement Weather/Emergency Situations

In the event of an early dismissal, students will be sent home using the regularly identified method. Check local TV stations, news sites, and the county's website at <http://www.sumnerschools.org> for information regarding closings. Phone messages will be sent out by the school system. Parents should check with the front office staff if inclement weather messages are not being received.

### Attendance

Recognizing that absenteeism is a hindrance to education and that the progress of students depends, to a great extent, on regular attendance; the Sumner County Board of Education adopts the following policy rules and regulations:

### Tennessee Compulsory School Attendance Law

Every parent, guardian, or other person residing within the state of TN, having control or charge of any child between the ages of 6 and 17 years, both inclusive, shall cause such child to attend public or non-public school, and in the event of failure to do so, shall be subject to the following penalties. Penalty for Violation: Any parent, guardian or other person who has control of a child or children, and who shall violate the provisions of this part shall be guilty of a class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

### Definitions

**Present:** defined as a student in attendance at the school or class to which he/she is assigned. Three hours and 16 minutes constitutes being present for a full day of school for financial/accounting purposes.  
**Absent:** defined as a student not in attendance at the school or in the class to which he/she is assigned. Missing more than half a day counts as an absence. There are two categories of absences, which follow:

**Excused Absence:** absence tolerated by the school system under the law because the cause benefits of the absence outweigh the benefits, which would have been achieved by attending school. **Parents are allowed 5 parent notes per semester for an absence to be considered excused. The sixth absence, and thereafter, will be unexcused unless verified. Parents/guardians will be notified at 3 unexcused absences to sign a contract. After a total of 5 unexcused absences for the year, the student will be reported to the county truancy department. After a total of 25 tardies and/or early dismissals for the year, a student will also be turned into the truancy department. A doctor's note must be presented to verify absences beyond the 5 parent notes per semester. Any time after 8:45 is tardy and prior to 3:45 is an early dismissal. This includes field trips.**

### Absences may be excused for:

- *Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences.*
- *Death of a family member. Death of a non-family person if approved by the principal.*
- *Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.*
- *Required court appearances. Verification of court appearance times from appropriate authorities must be approved.*
- *Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal.*

**Unexcused absences:** absences which are not verified or which do not meet valid reasons for absences. All out-of-school suspensions are unexcused. **If a student is not present for the day, they cannot participate in extracurricular activities for that day.** An excessive number of absences during the school year will subject the student to possible retention. In accordance with state law, the principal and teacher will make the decision to promote or retain the pupil; the principal and teacher may defer to the parent's wishes and place this documentation in the student's file. The final decision lies with the principal.

### Report Cards

Report Cards are issued every 9 weeks during the school year. Progress reports are issued every 4-½ weeks. Grading is used as a measure of student progress made by a student mastering Tennessee State Standards.

### **5<sup>th</sup> Grade Grading Scale**

A	93-100
B	85-92
C	75-84
D	70-74
F	69 or below



### **Grades K-4:**

These grades will utilize a standards-based report card that will show a mastery level for each standard taught during different times of the school year. The scale will range from 1 (the lowest) to 4 (the highest).

**Parent Conferences** will be held, September 17, 2018 and February 19, 2019.

*Please do not drop in for an unscheduled conference with the teacher. Teachers will communicate how to sign-up for a conference time before each date.*

Dr. Phillip Holt, Principal  
[phillip.holt@sumnerschools.org](mailto:phillip.holt@sumnerschools.org)

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

Dr. Karen Jarratt, Assistant Principal  
[karen.jarratt@sumnerschools.org](mailto:karen.jarratt@sumnerschools.org)

Station Camp Elementary School  
1020 Bison Trail  
Gallatin, TN 37066  
[sce.sumnerschools.org](http://sce.sumnerschools.org)

### Homework

Homework assigned to students depends on the discretion of the individual teacher. Homework includes written work as well as other activities related to curriculum standards. Homework is designed to reinforce taught objectives and not to introduce new skills. Students with approved absences will be given reasonable time through teacher/parent collaboration to complete schoolwork which has been missed. **When requesting a child's make up work, the school must be contacted by 10:00am so that the teacher can prepare the work on their planning period. The work can be picked up in the office after 3:00pm.**

### Standardized Dress Code

The following shall **NOT** be worn to school: biker/spandex shorts, shorts with writing across the back, shorts that are higher than 3 inches from the knee, cutoff jeans that are frayed or pockets showing, clothing with holes, saggy/sagging pants, leggings or leotards unless with appropriate length skirt or dress (3 inches from the knee), suggestive slogans, pictures or ads of tobacco or alcoholic products, caps, hats, scarves or bandanas, strapless dresses or blouses, spaghetti strap dresses, bare midriff, halters or tank tops. Backless shoes (sandals with back strap permitted), cleated shoes, shoes with rollers or flip-flops. Clothing related to gangs, extreme hair color or style and body art (play tattoos) that results in classroom disruption. Mesh may be worn with t-shirts. Jewelry may not be distracting or disruptive.

#### **Penalties:**

Change clothes or be sent home. Multiple instances will equal a disciplinary referral.

### **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 a severe consequence including possible expulsion from school for one year. This is a Sumner County Board policy.

### Security

School Security is taken very seriously at all Sumner County Schools. All visitors must sign in and out of the main office. 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 also wear a visitor badge. Visitors must have a state issued ID to sign-in on the Lobby Guard. The safety of our children is top priority. Please remember that students are only allowed to leave with persons indicated on their registration card. Any exception must be put in writing. All students must be released from the office when leaving school 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 wishing to pick up a student **must** show photo ID. \*Students should never open an outside door for an adult. They should notify a teacher if an adult is trying to enter the building. No information regarding any student will be given out over the phone due to the inability to verify appropriate photo ID.

### Medication/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 him/her 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 the child before school.

### Bison Time

SCE uses the RTI model to meet the needs of all students through a designated time each day. This designated time is known as Bison Time. Students are placed in instructional groups based on learning needs. Classroom teachers and interventionists provide specific instruction to support students as instructional data determines a need. An RTI team is in place to analyze the progress that students make to determine if instructional changes are necessary.

### Special Services

SCE provides a variety of services for students that qualify for special education and an IEP. Gifted services are also included within the umbrella of special education services. The primary type of service is inclusion. This represents the approach of providing special services within a general education classroom to maximize core content exposure. Special education teachers and interventionists team teach with general education teachers to meet the individual needs of the students they share. Station Camp also has two blended preschool classes, which include children with special needs as well as peer models. Additional programs are offered within self-contained classrooms to meet learning needs beyond the general education classroom.

### Library/Media Center

Our media center houses materials and technology for students and teachers to supplement and enrich curriculum. Students visit the media center for assigned periods each week. They enjoy book exchange, storytelling, book sharing, library skills instruction, and independent reading time. Books checked out by a student are the responsibility of the student. Please take time to read with your child to know the kinds of books your child enjoys reading. Classroom teachers will send more information out to parents at the beginning of the school year about our school-wide incentive program.

### Textbooks

Textbooks and library books are loaned to the students for their use during the school year. *Damaged or lost items are the responsibility of the student.* Payment to the school must be made before report cards are issued.

### Electronic Devices/Cell Phones

Cell phones and other electronics (including "smart" watches) are not permitted unless special permission has been provided and a contract has been signed.

### Physical Education Class

Children will be involved in numerous activities throughout the year. Please help us to have a safe year by understanding the following rules:

- *Tennis shoes or other soft rubber soled shoes should be worn during class. No flip-flops or other backless shoes*
- *Girls need to wear shorts under dresses.*
- *If your child is sick and does not need to participate in P.E. for the day, a note from the parent is required. If more than 3 days have to be missed, a doctor's note is required.*
- *If your child has a physical problem we need to be aware of, please have a note for the teacher or a doctor's note explaining the problem, any signs to look for, and also instructions for immediate care.*

### School Wide Discipline Plan

Rules are standardized throughout the building. Regular education, related arts, and special education teachers communicate through the use of school-wide incentives and discipline forms. You can expect written or verbal communication if a pattern of misconduct occurs. SCE participates in PBIS (Positive Behavior Intervention Support) and the Olweus Anti-bullying program to promote positive school behavior.

### Bullying/Threats

Serious threats, forms of harassment, and bullying are not tolerated. All incidents should be reported to school officials. Parent conferences, suspensions, and other appropriate consequences will be considered on a case-by-case basis.

### School Language Policy

Inappropriate language is defined as language that disrupts the learning process for any student or which demeans or degrades another person is specifically prohibited. In addition, any act of retaliation against an individual for reporting insulting, abusive language, or bullying actions is expressly prohibited.

**1<sup>st</sup> Offense:** verbal warning, conversation with teacher, teacher will notify parent

**2<sup>nd</sup> Offense:** administrative referral

### School Cafeteria

The cafeteria is a vital part of the school day operation. Offering students choices of foods encourages good nutrition. Money can be entered into the computer daily, weekly, or monthly. There is a lunch account and a special sales account for purchasing ice cream, cookies, juice, etc. Money cannot be transferred from one account to another on a day-to-day basis. When sending in money to the cafeteria please include your child's name, teacher's name, and to which account the money is going into. Applications for free and reduced meals are available. Significant negative account balances will result in report cards being held. As required by law, teachers have a duty free lunch period. We ask that parents encourage good behavior and good manners in order to maintain a pleasant atmosphere for both students and adults. **Visitors are welcome to eat lunch in our cafeteria; however, we ask that all visitors follow the below guidelines when coming to eat lunch with a student:**

- *Only family members will be allowed to eat with a student at lunch. There are special tables designated for students with visitors. No visitors for breakfast will be allowed.*
- *We ask that parents limit additional guests to 2 in order to save space for other guests.*
- *Federal guidelines prohibit outside restaurant items from being brought into the cafeteria.*
- *All visitors should sign in at the front office where you will be given a visitor's badge.*
- *Students are allowed visitors 1x/week.*
- *You may only eat with your child. Friends are not allowed to join you and your child at the visitors table.*
- *We request no visitors the first 2 weeks of school to allow teachers to get our students into a routine and teach our cafeteria expectations.*

### School Deliveries

We cannot accept deliveries of balloons or flowers for our students.

### Nutrition Policy

In accordance with Sumner County Nutrition Policy, we will encourage students to eat nutritious snacks and refreshments. Please check with your classroom teacher before bringing snacks for special occasions. **Birthday celebrations are limited to once a month.** Classroom teacher will provide additional information.

### Cafeteria Rules

- *Obtain all food, utensils, napkins, etc. on the first trip through the serving line. Don't go back for items.*
- *Students must remain at the assigned table.*
- *If a student needs help, he/she should raise his/her hand. Assistants will help, but students are expected to act independently.*
- *Students are responsible for cleaning up after themselves.*
- *Students may not leave the cafeteria during lunch without permission.*
- *Parents are encouraged to send containers or wrappings that children can open without adult help. **Glass bottles are not allowed.***
- *Students are expected to act responsibly, therefore no **running, loud talking, throwing food, tattling, touching another student's food, or horse play.***
- *Students may not visit with students from other tables during the lunch period.*
- *If rules are not followed, students may be asked to sit in a designated area, away from their peers.*

Our cafeteria serves breakfast and lunch daily.  
The menu can be located on the school web site.  
<http://sce.sumnerschools.org>

