

Ingram Sowell Elementary School



2026-2027

Student and Family Handbook

Welcome to Ingram Sowell Elementary School!

We are excited to partner with you during the 2026–2027 school year. At ISES, we believe every child deserves to feel safe, valued, challenged, and loved. We know that the strongest schools are built on positive relationships between home and school, and we look forward to working together to help every student succeed.

This handbook is designed to answer many of the questions families have throughout the year. While it does not replace district policy, it highlights the procedures and expectations specific to Ingram Sowell Elementary School.

Thank you for trusting us with your child. We are honored to serve your family as we continue Exploring the Road to Success!

Lanette Butz, Principal

TELEPHONE NUMBERS

Ingram Sowell School (931) 762-4438

ISES Cafeteria (931) 762-3379

LCSS Bus Garage (931) 762-5541

LCSS Central Office (931) 762-3581

ADMINISTRATION

We want to hear from you! We are open to your thoughts, suggestions, and concerns. Please share your ideas with us at ises.principal@lcss.us. If you need to discuss something that cannot be handled through an email, please call the school to schedule an appointment.

Lanette Butz, Principal

Jonathan Brashier, Assistant Principal

Riley Moore, Dean of Students

MOTTO:

Instilling Success in Every Student

VISION:

Engaged Citizens – Effective Leaders – Lifelong Learners

Our Vision is to empower students to become engaged citizens, effective leaders, and lifelong learners who are equipped to take on the challenges of the 21st Century.

WE BELIEVE....

- All children can learn
- In the uniqueness and individuality of every child
- Effective schools must have effective leaders
- A safe and orderly environment promotes teaching and learning.

SCHOOL HOURS:

The doors of the school open at 7:15 am. Students arriving earlier than 7:15 am will be unsupervised; therefore, no early drop-offs are allowed.

7:15 am - 7:45 am	Breakfast
7:15 am - 7:45 am	Car rider drop-off (Pre-K must use the gym door. Siblings or Pre-K students must be dropped off in the car rider line in the front of the building.)
7:30 am - 7:50 am	Students go to homerooms, open library, and clubs.

School begins at 7:50 am.

Students are late after this time.

7:50 am - 2:50 pm

SCHOOL DAY

2:40 pm	Pre-K students are dismissed.
2:50 pm	Car rider students are dismissed.
2:52 pm	Early bus riders are dismissed.
2:57 pm	Late bus riders are dismissed.

ATTENDANCE (LCBE Policy 6.200)

Regular attendance is the most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion.

School bus transportation is provided free of charge for Lawrence County students; therefore, tardies related to car problems, traffic, oversleeping, etc. will not be excused. Parents must personally sign late children into school and provide a reason for the tardy. Students who want to eat breakfast at school must be in the cafeteria by 7:35 a.m.

Doctor's notes should be submitted to the school office as soon as possible following the student's return to school.

Tardy and early checkouts accumulate into days absent. Three (3) tardy arrivals and/or three (3) early checkouts are considered an absence.

The following consequences/Interventions will occur when multiple absences are accrued:

- At three absences, school administration will begin intervention.
- At five absences, students will be placed on an attendance contract. Parent/guardian must attend a meeting in person at the school.

- At eight absences, students can be petitioned to court. Students attending out of their zone will be subject to enroll in the school they are zoned for.
- At twelve absences, students may lose privileges to attend school events.
- At fourteen absences, students shall lose privileges to attend school events and will be petitioned to court a second time.

BEHAVIOR

At ISES, we believe every student can learn, grow, and make positive choices. Students are expected to treat others with kindness and respect, follow school expectations, and help create a safe learning environment. We want all students to be on the CREW.



When behavior concerns arise, staff will work with students and families to teach appropriate behavior while using interventions and consequences as needed. Consequences may include:

- Parent communication
- Reflection or apology
- Loss of privileges
- Lunch detention
- Restitution
- Office referral
- Suspension
- Other appropriate disciplinary action as determined by administration

BREAKFAST

Our cafeteria provides a free nutritious breakfast to all students; therefore, students are NOT allowed to bring in breakfast from a restaurant, fast food, etc. This includes beverages.

BUS BEHAVIOR

Students who ride the bus are expected to follow the transportation rules. Bus drivers submit behavior referrals to the principal's office. Consequences for misbehavior may include bus suspension.

CAR RIDER

Due to the safety of our students on the playground and the need to keep the fire lane open as long as possible in the event of an emergency, **vehicles will not be able to enter the driveway until 2:05 pm for car rider line.** Additionally, please do not block 7th street before this time.

The car rider line is near the lower-grade playground on the 7th Street side. To ensure the safety of all students, car riders must only be picked up at the pick-up line. This means that students will not be allowed to enter cars parked on 7th Street or parked in the school parking lot.

Early car riders will be escorted out at 2:50 each day. Students will only be released to people who have the correct car tag number displayed in the car. School personnel will ask for ID and call the office to verify the pick-up if a tag is not visible.

The safety of our students is our most significant concern. Once students have been loaded, school personnel will start moving cars. No car or cars will be allowed to proceed if a child is not in a car with closed doors. Changing lanes, backing up, and cutting in front of others endanger our students. If your child does not come out when called, you may be asked to pull up to the curb to avoid holding up traffic. To keep traffic moving, parents must remain in their vehicles. **Please remain in your car while waiting for your child to be dismissed.**

Car riders must be picked up by 3:10 pm. Any student that is not picked up by 3:10 pm will need to be signed out in the front office. After three late pick-ups, administration will meet with the parents/ guardians and the student(s) will be required to ride the bus home. If out of zone, the student will need to transfer to their zoned school.

CELL PHONES & ELECTRONIC DEVICES (LCBE 6.312)

Students may possess cell phones, smartwatches, tablets, and other personal electronic devices; however, all devices must be turned off and stored in backpacks during the school day. Unauthorized use or improper storage of a device will result in confiscation until it is released to the student and/or parent/guardian. Students who violate this policy are subject to disciplinary action.

CHROMEBOOKS

Students are responsible to take care of Chromebooks during the school day. Intentional damage will result in disciplinary action and payment for damage. **Chromebooks will not be sent home except in extenuating circumstances approved by administration.**

COMMUNICATION

We encourage you to follow us on social media Facebook Account: Ingram Sowell Elementary School. The district also has a Facebook page: Lawrence County School System. Also, we will continue to begin the year with the Remind app, and then migrate to Parent Square.

CORPORAL PUNISHMENT

Corporal punishment is permitted in the State of Tennessee. However, it is the belief of Ingram Sowell's administration that it should be used only if parents/guardians are in agreement. Parents/guardians should indicate on the enrollment form if corporal punishment is allowed.

COSTUMES

Students may not wear costumes or part of costumes to school, nor bring for recess. This includes but is not limited to masks, tails, capes, sunglasses, etc. On designated school spirit and dress up days, items appropriate for the specific theme that day are allowed.

DISMISSAL

Students should know how they get home in the afternoon before coming to school in the morning. **Students changing to car rider may be done via phone or in person to the office before 2:30 pm. Bus changes will not be accepted over the phone.**

DRESS CODE

Students should come to school dressed appropriately for learning and in accordance with **Lawrence County Board Policy 6.310**. Clothing that is disruptive, unsafe, or inappropriate for the school environment is not permitted. Please refer to the board policy for complete guidelines.

EARLY CHECKOUT PROCEDURES

For your child's protection, no student will be permitted to leave school before regular dismissal time unless a parent, guardian, or their designee comes to the school and clears the dismissal with the office. The authorized person must sign the student out with the dismissal time and reason. Parents are asked not to check students out between 2:30 p.m. and 2:50 p.m. unless for a doctor's appointment.

EMERGENCY CONTACT INFORMATION

It is extremely important to maintain current contact information. If there are changes in telephone numbers, addresses, or who is allowed to pick up your child, please contact the school office. Additionally, please provide a copy of any court order that impacts the safety of your child to the front office.

FCA

Students in grades 3-5 will have the opportunity to be a part of the Fellowship of Christian Athletes. FCA will meet bi-weekly in the library. Meeting dates and times will be announced and added to the school calendar.

FEEDING PROGRAM

Our school cafeteria serves a healthy and nutritious breakfast and lunch free for all students. All extra items purchased at lunch or breakfast are the responsibility of the student. Parents can create accounts at schoolcafe.com to get updates on their purchases and balances. This is a free service. If you would like to pay online, you are welcome to do so, however, there will be a small fee for this.

Outside lunches from restaurants, Door Dash, etc., cannot be brought in or delivered to students. If students do not eat lunch in the cafeteria, they may bring their lunch in a lunch box/bag. **Students may not bring soda, energy drinks, or glass containers in the cafeteria or elsewhere.** Canned or bottled soda drinks may only be brought as needed for field trips or other activities as requested by the classroom teacher. Microwaves are not provided for student use.

GOING HOME WITH A FRIEND

All plans for one child to go home with another child must be made at home by the parents of both children. A note explaining what is acceptable should be sent by both parties to the homeroom teacher. Whenever a child is to leave school other than the usual way, the school must be notified in writing the morning of the request. This

only applies to car riders as we are unable to make changes to bus transportation and routes.

GRADING SCALE

The grading scale will be:

A - 90 to 100

B - 80 to 89

C - 70 to 79

D - 60 to 69

F - Below 60

HONOR ROLL

Honor Roll:

All "A" Honor Roll – The student will have earned "A's" in all academic subjects plus satisfactory grades (S) in all other areas including deportment.

"A/B" Honor Roll

Grade 4 The student will have earned as many "A's" as "B's" with no "C", "D", or "F" grade in any academic subject. She/he will also have a satisfactory (S) grade in all other areas including deportment.

Grades 5 – 8 – The student will have earned "A's" and maximum of two "B's" in an academic subject with no "C", "D", or "F". She/he will also have a satisfactory (S) grade in all other areas including deportment.

ILLNESS AT SCHOOL

If a student becomes ill at school, the parents will be contacted immediately. It is very important that the school has current telephone numbers where the parent/guardian may be reached. If the nurse sends your child home from school, the absence is recorded as such.

MEDICATION

If your child must use any type of medication during the school day, be it prescription or non prescription, a form must be signed by the parent/guardian and student's physician before your child will be allowed to take the medication. Medication forms may be picked up from the school nurse. The medication must be in the original container with pharmacy labels attached. **The medications must be brought to school by the parent/guardian.**

PARENT COMMUNICATION

Communication between home and school is extremely important. We encourage families to contact the classroom teacher first whenever questions or concerns arise. Teachers strive to respond within one school day whenever possible.

PARENT TEACHER CONFERENCES

The Lawrence County School System calendar includes a fall and spring conference. Parents are encouraged to make plans to visit with teachers on these dates. However, your child's teacher will be happy to arrange a conference with you whenever one is needed.

PARTIES

District policy allows three parties during the school year: Halloween, Christmas and Valentine's Day.

PARTY INVITATIONS & GIFTS

Students are not allowed to distribute personal party invitations at school unless every student in the class receives an invitation. In addition, presents may not be sent to school unless it is for a class gift swap.

PERSONAL PROPERTY

Items brought to school are the responsibility of the student. If an item is broken, stolen, or lost the school is not liable for damages.

PROMOTION AND RETENTION (LCBOE 4.704)

Promotion and retention decisions will be made in accordance with school board policy.

REPORT CARDS

Report cards are issued four times a year after each nine weeks grading period and are posted on Skyward. Your child will bring a report card home which must be signed and returned.

SAIL

Ingram Sowell is home to a 21st Century Learning After-School Center. Applications are available in the office.

SAFETY

Safety is our first priority. We have a full-time SRO on our campus, all employees wear Centegix alert badges for alerts, and all visitors are screened and badged in.

If there is a need for a lockdown, parents will NOT be allowed to check out students during a lockdown. If a lockdown is in progress, parents will not be allowed in the building unless the lockdown is due to inclement weather. During inclement weather parents may seek shelter in areas designated by administration until the threat has passed as long as everyone remains cooperative.

SCHOOL CLOSING

During bad weather, listen to the local radio station for an early dismissal broadcast. Ingram Sowell will also notify parents via Facebook and Remind/ Parent Square. To avoid confusion and phone calls, please have early dismissal plans in place with your child.

SCHOOL THEME for 2026–2027

Road Trippin' the USA: Exploring the Road to Success

As we celebrate America's 250th anniversary, students will explore our nation's history, landmarks, and stories while focusing on their own journey toward success. At ISES, every mile matters, every child belongs, and our destination is success.

SCHOOL EVACUATION

If we must evacuate our campus, we will set up a command post away from campus. You will be allowed to check out children from this location once everyone is accounted for and the area is secure. The location and directions for dismissal will be provided by local radio stations and police. Please understand that holding children in emergency situations is necessary in order to protect and account for each child.

SKYWARD - Parental Access to Student Grades & Attendance via Skyward Portal

In an effort to continuously communicate student performance in a more effective manner, the Lawrence County School System provides parents with an internet-based system for parents and students to check student progress at any time. The Skyward Student Information system will allow parents to log-in and view their child's course assignments, attendance, daily grades, and cumulative average. ISES Faculty and Staff encourage all parents and students to access this feature. Please contact the school secretary to receive your user name and password for the system.

SNACK

Students may bring snacks from home to eat at a specific designated time during the day. For safety reasons, students may not share snacks with other students. Candy is not considered a snack. Soda and energy drinks are forbidden and will be confiscated.

TELEPHONE MESSAGES

Telephone messages of an emergency nature will be taken and delivered to the student at an appropriate time. Students should not expect to use the telephone for personal calls.

TEXTBOOKS & LIBRARY BOOKS

Textbooks and library books are the property of the Lawrence County Board of Education. The replacement cost will be charged for textbooks/library books that have been damaged or lost. Textbook agreement forms must be signed each year before books are issued.

TOYS, STUFFED ANIMALS, DOLLS, & GAMES

Students should not bring toys, stuffed animals, dolls or games to school without teacher or administration permission. Damage or loss of such items is not the responsibility of the school.

TRANSFERRING TO ANOTHER SCHOOL

In the event a student must transfer from one school to another, the student must be "withdrawn" from school he/she is leaving before he/she may enroll in another school. All books must be returned, and all debts paid before transfer papers will be released.

VISITORS

All visitors are to report to the office. The Lawrence County School system uses a School Visitor Maintenance System by Raptor. Visitors must present his/her driver's license upon entering the office area. The license will be scanned and a visitor's pass issued. Driver's licenses are returned when visitors leave the building. Any forgotten items (homework, lunch money, etc.) that need to be delivered to a student should be brought to the school office. Office personnel will then deliver the item(s) to the student.

VISITORS DURING LUNCHTIME:

Visitors are only allowed during special occasions as determined by the school principal and LCSS Food Service.

WATER BOTTLES

Students may bring water in a plastic water bottle only that is leak-proof with a sealing lid. No Stanley cups, Owalas, open straw cups, aluminum/ metal containers, tumblers, restaurant/ take out cups, glass containers, etc. Energy drinks and sodas are strictly prohibited and will be confiscated.

Thank you for partnering with us.

We believe that when families and schools work together, amazing things happen. Thank you for trusting us with your child each day. We look forward to a wonderful school year as we continue Exploring the Road to Success!

Lanette Butz, Principal

TITLE I

Title one is the largest federal assistance program for our nation's schools. School-wide status enables the school to serve the needs of any student. The goal of Title I is to provide extra services to children who are furthest from meeting the standards our state has set for all children. Title I looks at test scores to determine which grades and subjects are in need of help. Resources are put into these areas to help children meet standards. Title I also helps the school find reform strategies with an emphasis on improved achievement for the lowest-achieving students. The system and each school have an approved Parent/Family Involvement Policy. These policies are developed with parents, teachers, and administrators. Each school has a Parent-Student-School Compact that outlines how parents, students, and school staff will share the responsibility for improving student academic achievement and develop a partnership with the home.

Title I School Parent Involvement Policy

The Title I law requires that each school have a policy to show how it will carry out the law in four major areas. Each area is listed below with the activities that will be carried on to meet the policy requirements.

PARENT INVOLVEMENT

- ✓ The school will hold a convenient meeting of parents and involve them in the development of the school policy.
- ✓ The school will offer a flexible number of meetings which meet family needs.
- ✓ The school will provide newsletters and other information to keep parents aware of Title I requirements.
- ✓ The school will send out surveys and provide other meeting opportunities for parents to talk with each other, ask questions, share ideas, and make decisions about their child.
- ✓ The school will provide timely responses to parent suggestions made in the meetings described above.

SHARED RESPONSIBILITY FOR HIGH STUDENT PERFORMANCE

- ✓ The school will develop with parents, a written agreement (called a compact) showing school and home responsibilities for student success.
- ✓ The school will emphasize in the compact how important it is to have home-school communications through conferences, progress reports, access to staff, classroom visits and volunteering.

BUILDING CAPACITY FOR INVOLVEMENT

- ✓ The school will share information with parents about national, state and local goals, standards and requirements related to student performance at local meetings, in newsletters and other written communications.
- ✓ The school will assist parents in knowing how to monitor student work, how to work with educators to help children do better in school, and how to participate in making decisions about their children's education through workshops, conferences and newsletters.
- ✓ The school will provide materials and training to help parents learn to read and to work at home with their children through Adult Education classes, workshops, and newsletters..
- ✓ The school will help school staff see the importance of parent involvement through training events, such as staff development.
- ✓ The school will coordinate and be involved with community agencies and services in parent involvement, such as; Department of Human Services, Head Start, Early Intervention Preschools, etc.
- ✓ The school will help parents learn more about raising their children well through newsletters, and meetings..
- ✓ The school will provide information, as often as possible, in the language used in the child's home.
- ✓ The school will provide reasonable support for parental involvement activities requested by parents by providing a meeting space.

ACCESSIBILITY

- ✓ The school will provide full chances for parents to participate who are limited English proficient or who are disabled.
- ✓ The school will provide information using language in a form that parents can understand.

Parents, teachers, and others interested in the Title I program are invited to make comments about the above policy. A timely response to such comments will be made by the Title I program of Lawrence County. The Title I program does not discriminate on the basis of race, color, national origin, sex, handicap or age.