

Ingram Sowell Elementary School



Instilling Success in Every Student

MISSION STATEMENT Instilling Success in Every Student

VISION At Ingram Sowell Elementary School, we visualize a school where students, parents, teachers, administrators, and the community collaboratively and continuously strive for excellence. Thus, our students will obtain the quality of knowledge and attitudes needed to become confident, productive, members of society through school success.

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 7:15 Doors Open. (All students report to the cafeteria for breakfast or to the gym.) 7:35 Students dismissed to class. 7:50 School Day Begins 2:45 Afternoon announcements, Car and early bus dismissal (Late buses and walkers are dismissed before 3:00)

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.

STUDENT SAFETY Please provide a copy of any court order that impacts the safety of your child to the front office.

REMIND Ingram Sowell will use a text notification system called REMIND. You may register by following instructions in the registration packet.

You can also download the LCSS App SchoolInfoApp, LLC for updates within the LCSS.

ATTENDANCE 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. Excessive absences will be dealt with according to the Lawrence County School Board Policy, (6.200). Perfect Attendance is awarded to students who are in school every day from 7:50 - 2:50. **TARDY** Instruction in the classroom starts at 7:50.

Coming into the classroom late disrupts the class and causes changes in already completed attendance reports. 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.

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

DISMISSAL Students should know how they are going to get home in the afternoon before they come to school in the morning. Any change to those plans must be made before 2:30 each day by contacting the office.

Car riders are escorted to cars at 2:55 each day. Families will be assigned a number and students are dismissed out the front school doors. Teachers are assigned to supervise students as they are loading cars and buses.

Please remain in your car while waiting for your child to be dismissed.

BUS NOTES Bus riders will not be allowed on a different bus without an official note from the office. The following information is required:

- Student Name
- Bus Number that is being requested to ride
- Who lives where the student will be transported
- Address where student will be transported
- Parent/Guardian's name and phone number making the request.

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 2:45 p.m. unless for a doctor's appointment.**

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. To avoid confusion and phone calls, please have early dismissal plans in place with your child. On days that school is dismissed early - there will not be EDP.

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. If a friend is riding a bus home the outlined bus note procedure must be followed.

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.

Students who bring cell phones should leave them turned off during the day. A cell phone may only be used in the case of an emergency. Please do not call or text your child during the school

day on their cell phone.

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 kept in the front office and are returned when visitors exit 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.

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.

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 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.

HEAD LICE POLICY Student's hair and scalp will be periodically inspected for evidence of live lice infestation.

Notification to the parent will be either by telephone or letter. The letter will contain directions for how to successfully treat lice. The student may return to school following successful treatment. If no live lice are present the treatment is considered successful. Students who miss more than two days for treatment of lice infestation, will be considered unexcused. *The third occurrence of lice infestation will necessitate a welfare check of the student's home.

STUDENT BEHAVIOR Following the rules set forth by the Lawrence County Board of Education and classroom teachers is important for the safety, security, and achievement of all students at Ingram Sowell.

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.

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. In accordance to school board policy, parents/guardians should also submit a letter refusing corporal punishment annually.

PERSONAL PROPERTY Students are not allowed to bring toys to school without the teacher's permission. 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.

REPORT CARDS Report cards are issued four times a year after each nine weeks grading period. A parent/guardian is asked to sign the report card the year to promote attainment on the and return it to the school as soon as possible.

HONOR ROLL The Lawrence County Board of Education (Policy 4.703hr) standards will be used to determine a student's placement on **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..

If you would like to meet with your child's teacher, please contact the school office between the hours of 8:00 a.m. and 3:00 p.m. to arrange a conference time that will be convenient for you and your child's teacher.

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.

PROMOTION AND RETENTION (LCBOE 4.704)

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

DAY PROGRAM

Cafeteria Information Ingram Sowell School is a participant in the The Extended Day Program (EDP) provides USDA Community Eligibility Provision (CEP) quality childcare for students at school from the program. This means that all of our students are at 3:00 – 5:30. The program is conducted and receives free breakfast and lunch. In addition, planned by a staff trained to meet the needs of our school participates in the USDA Fruit and children and working parents. It also accepts students for temporary enrollment to assist with parental emergencies, such as unexpected illness.

SAFE and SMARTER Ingram Sowell is home to a 21st Century Learning After-School Center that is called Safe and Smarter. Information may be accessed online. Applications are available in the office.

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

