

2023 - 2024

**Ingram Sowell
Elementary School**



Instilling Success in Every Student

MISSION STATEMENT

Instilling Success in Every Student

VISION

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.

Engaged Citizens – Effective Leaders – Lifelong Learners

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). All students should be picked up from school by 3:05 PM.

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 and Car Rider Information

All students should be picked up by 3:05 PM

Any student that is not picked up by 3:05 should be signed out in the front office.

Dismissal

Students should know how they get home in the afternoon before coming to school in the morning. Any changes to those plans need to be made before 2:30 p.m. each day by contacting the office. This will allow the office staff to get messages to students and teachers about the change in their dismissal.

Car Rider Dismissal

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 curve to avoid holding up traffic. To keep traffic moving, parents must remain in their vehicles.

We appreciate your patience and cooperation in this crucial matter.

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 department. "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 department. 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 department.

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

LCSS DRESS CODE 2023-2024

The Lawrence County School System recognizes the effect that student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Lawrence County School System requires that all students, grades K-12, exercise good taste with regard to their personal appearance.

Students are also encouraged to dress modestly and respectfully at all school-related events. Attire considered disruptive or risky to health or safety is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory to students in grades K-12:

K-12

BOTTOM WEAR

Bottom wear must be size appropriate (no sagging) and worn securely (waist and below) around the waist. **Holes, tears, rips, or frays will not be allowed in bottom wear.** Leggings and yoga pants **may** be worn as long as the top wear is 6" from the top of the knee.

SHORTS/SKORTS/DRESSES/SKIRTS

In grades 6-12, shorts, skorts, skirts, or dresses may be no shorter than 4" from the top of the knee. Dresses must also conform to the top wear code (from the waist up).

TOP WEAR All top wear must be size appropriate. In grades 6-12, students shall not wear midriff shirts, tube tops, spandex, mesh, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, or halter tops. Sleeveless shirts/blouses must fit around the arm. Shirts that expose a large area under the arms or expose undergarments are not allowed. Appropriate undergarments must be worn. No *cleavage*.

ALL APPAREL Any other type of clothing, personal item, or tattoos, bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being sexually suggestive, obscene, or offensive, such as references to death, the occult, Satanism, etc., is not permitted in school or school related activities nor is "gang" related slogans, names, apparel, etc. Students are

to wear clothing in the manner it was designed to be worn-i.e. clothing worn backward or inside out, suspenders undone are not allowed. No see-through or cut-out clothing is allowed. Pajamas and house shoes may not be worn.

COATS: No trench coats, capes, overcoats, topcoats, military field jackets, or floor-length coats..

HEADWEAR: No hats, bandanas, hoods, sweatbands, curlers, rollers or sunglasses will be worn in the building except for medical reasons.

JEWELRY/ACCESSORIES: Students are not to wear jewelry, ornaments, or accessories which distract from the educational process or pose as a health or safety issue. Body-piercing is limited to the ears and nose. Students are not allowed to wear gauges nor have septum piercings. No heavy metal chains (such as made out of steel, chrome, alloy, etc.) and look-alikes that are not formal jewelry are allowed around the neck, around the waist, or hanging from the waist into the pocket. Students may not wear metal-spiked apparel.

OTHER

Students are not to wear extreme facial makeup that is disruptive to the educational environment. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Students are not to wear hair sprayed or dyed in unnatural colors (such as blue, pink, green, yellow), spiked hair, or Mohawks.

SPECIAL DRESS: Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, etc.).

SPECIAL SITUATIONS: If a student cannot comply with the standardized dress code based on religious beliefs, his or her parent or guardian may write a letter explaining the situation to the director of schools with a copy to the school principal. Each case will be dealt with on an individual basis.

Due to the fashion trends that are ever-changing, the school reserves the right to alter the dress requirement of students at any time during the academic year. On occasion, the school may lift these daily expectations. Only when expectations are lifted, the student may have permission to disregard dress code expectations.

In all matters pertaining to student clothing, accessories, and personal appearance, the final determinant of appropriateness will be principal discretion.

*It is important to note that LCSS understands K-8 students may grow and change physically throughout an academic year. This is especially true in the elementary grades, K-5. Length of shorts, shirts, etc. will be given consideration as students experience growth spurts.

