

# INDIAN LAKE ELEMENTARY

## Student Handbook 2023-2024

Welcome to the Indian Lake Family! We are so excited to have you as a member of our school, where we have served the Hendersonville Community for over forty years. We believe in creating a culture of collaboration between families and educators and an environment where children and adults work hard, but have fun, too.

We look forward to serving you, our students, and our teachers.

**Jennifer McCay, Principal**  
**Bob Shults, Assistant Principal**

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## Using This Handbook School Website

This handbook serves to address the most regularly needed information for families. Much more can be found by visiting our website: [ile.sumnerschools.org](http://ile.sumnerschools.org). All policies are in addition to and supportive of the policies set forth by the Sumner County Board of Education. The district handbook can be accessed online at <https://sumnerschools.org/index.php/parents-and-students/sumner-county-schools-student-handbook>

## School Day

The ILE instructional school day is from 8:30-3:30. Parents/Guardians are asked to have students at school on time. Our doors open at 8:00AM.

## Arrival

Between 8:00 and 8:15 students will report to the gym for K-2 and cafeteria for 3-5. Breakfast for all students is served in the cafeteria. Students will keep their hands to themselves and remain seated at all times. Additionally, students should not be throwing objects (balls, pencils, paper airplanes, etc.). Failure to comply may result in isolated seating, confiscation of inappropriate items, or other loss of privilege.

## Attendance AND ABSENCES

### Tardies

- Excessive tardiness may result in a referral to the Sumner County Schools truancy department. Any student in jeopardy of said referral will be given notice by the principal before any referral is so the family has time to change the trend.

### Attendance

- It is crucial students are at school every day in order to get the most benefit. In observance of the Tennessee Compulsory School Attendance Law, the following guideline will be observed:
- A student must be present for at least half the day to be considered present. A student who misses more than half the day is considered absent.
- Based on the state attendance laws, trips will not be verified and may be used as part of the 5 parent notes each semester. Extenuating circumstances, such as a death in the family, will be considered by administration.

### Unexcused Absences

- Absences which are not verified, do not have a parent note (5 per semester), or do not meet valid reasons for absence are considered unexcused. All out-of-school suspensions are unexcused.

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**When requesting absent work please call by 9:00 AM. It will be available between 2:45 and 3:45.**

# Excused Absences

- Parents/Guardians are allowed 5 parent notes per semester. If a note is not provided, the absence is unexcused.
- After 3 unexcused absences, parents will be required to attend a meeting to sign an attendance contract.
- After 6 unexcused absences, the student will be reported to the Sumner County Schools truancy department. At this point, parent notes will no longer be sufficient. Doctor's notes or other supporting documentation will be necessary.

## Adequate reasons for absence include:

- Student's personal illness, medical appointment, or hospitalization. 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. Please contact the school for more information about homebound services.
- Death of a family member or death of a non-family person (if approved by the principal)
- Religious holidays if observed by a particular faith. A parent note must be submitted to the principal prior to the student's absence.
- Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
- Approved school related activities.
- Other extenuating circumstances as approved by the principal.

For questions concerning attendance, please contact [Debbie.white@sumnerschools.org](mailto:Debbie.white@sumnerschools.org).

# Dress CODE

We believe it is important for students to come to school dressed comfortably. Sumner County Schools has adopted a new dress code for the 2023-2024 school year.

## Values

- SCS DRESS CODE POLICY Commit to minimizing personal distractions to prioritize learning.
- Communicate clear dress code expectations to preserve a positive learning environment.
- Cultivate relationships between staff, students, and families.

## Goals

- Ensure students' class time is minimally impacted by dress code violations.
- Use consistent discipline practices.
- Encourage students' to express individual styles that are appropriate for school.

Please follow the link for the PDF:

[https://sch.sumnerschools.org/images/Information/SCS\\_K-12\\_Dress\\_Code\\_Policy\\_.pdf](https://sch.sumnerschools.org/images/Information/SCS_K-12_Dress_Code_Policy_.pdf)



## STEAM

Indian Lake is a STEAM school, which means we provide our students with opportunities to learn about Science, Technology, Engineering, Arts, and Mathematics. Our students engage in STEAM in the classroom and STEAM Lab.

## House System

The House System is a way in which students can build community within the school while focusing on 21st Century Skills. Students work together toward a common goal by earning House Points and celebrating each other's accomplishments. All students at ILE are randomly placed in 1 of 4 'houses' Imagine...Believe...Achieve...Excel. Students remain in the same house until they leave ILE. Staff award points to students that exemplify the values in our Ways of the Warrior. The members of the house with the most points at the end of each nine weeks receives a special reward.

## Birthday Treats

Birthday treats should be dropped off in the front lobby. Treats must be sealed/store-bought. Please be mindful of classroom allergies. Treats will be distributed after lunch at teacher's discretion.

The school cannot accept deliveries of flowers, balloons, etc. for students for birthdays, Valentine's, etc.



# School Safety

Student safety is of the utmost importance to us. We follow Sumner County guidelines about keeping doors locked and requiring ALL visitors to sign in at the front lobby using Lobby Guard that requires your driver's license to allow the office staff to see who is requesting entrance. While we apologize for the inconvenience, we are sure you will understand that safety is a top priority. ILE works closely with Sumner County Schools, the SRO, and other partners to help plan for student and teacher safety.

## Communication with Teachers

**Please address concerns with teachers first via the preferred method.**

Email response time is expected to be 24 hours.

Teachers will utilize Remind, phone calls, Zoom conferences, parent conferences, notes homes, etc. to communicate.

As teachers have assigned duties and are responsible for student safety, please refrain from just showing up for impromptu conferences.

# Arrival Dismissal

At 8:15, students are dismissed to their classrooms from the gym/cafeteria. Students are considered TARDY if they are not inside the building by 8:30 A.M. If your child is being checked in after the school day has begun, please sign him/her in at the front office. ARRIVAL in the car rider line is SINGLE row directly in front of the school.

Dismissal is at 3:30. If students are to be a walker and/or bike rider, the registration card on file in the office and with the teacher must reflect this. Bike riders must have a helmet and a lock for their bike on the bike rack in the front of the school. Students in K-2 must be released to an adult. Students in 3-5 may be released if parent permission has been provided on the blue card in the office. Golf carts will need to park down at the front edge of the property near Indian Lake Road where the crosswalk is located near the brick guardhouse that leads into the area beside the pool. We ask that golf carts not be driven up to the school through the grass due to creating ruts that create tripping hazards as well as the fact that students will be walking and riding bikes along that same path. Walkers, bike riders, and golf cart riders must exit the property at that corner as the bus lanes MUST be reserved for buses only.

At DISMISSAL, the car rider line can be DOUBLED directly in front of the school from the front of the concrete median to the back of it. After the median, the LEFT lane CANNOT be blocked prior to 3:00 due to the need for parents and staff that may need to leave before the bell.

If there is to be a change in transportation, please call no later than 3:00 so we can get word to the teacher and the student before dismissal begins.

# Inclement Weather

If an announcement is made that Sumner County Schools will dismiss two hours early, then ILE will dismiss at 1:30; or one hour early, would be 2:30, etc. For a one-hour delayed start, doors open at 9:00. If there is a two-hour delay, doors open at 10:00. Please make certain your child knows what they are to do in the event of an early dismissal. Please call the office if you have any questions or changes to the Registration Card concerning dismissal. If no call is received, then your child will be sent home in the way he/she usually gets home.

**Text blasts will be sent in the event of dismissal changes.**

## Checking Out Students

To maximize security, students will only be allowed to leave campus with persons indicated on their registration card. Any exception must be put in writing by the primary custodian. Students will not be released with anyone under the age of 18.

## Volunteers

Classroom teachers love volunteers! Please reach out to your classroom teacher via email to ask how you can support them. Volunteers may be required to sign a confidentiality form.

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# SCHOOL NUTRITION

## Breakfast

Students: \$2.00  
Adults: \$2.50  
Milk: \$.60

## Lunch

Students: \$3.00  
Adults: \$5.50  
Special Events: \$7.00

Please help by reviewing these expectations with your child:

- Obtain all needed condiments, utensils, napkins, etc. on the first trip through the line. If a student forgets something, they need to raise their hand and wait for assistance.
- Students will remain seated with their hands and feet to themselves.
- Talking is allowed and encouraged during lunch. However, excessive noise may result in a brief silent period to restore order.
- Students are responsible for keeping the area around them free of trash.
- Students are encouraged to use the restroom before or after lunch. They will need permission from staff to leave the cafeteria for the restroom during lunch.
- Parents are encouraged to send containers or wrappers students can open without assistance.
- Please do not send glass bottles.

# Cafeteria VISITORS

Please observe the following guidelines concerning visiting for Lunch:

- Sit at the designated guest tables.
- Students are not permitted to sit with a friend in addition to the lunch guest. Lunch guests only.
- In the interest of space, please limit visits to once per week.
- Lunch guests should not occur the first two weeks of school to enable cafeteria expectations to be implemented.
- Federal guidelines prohibit outside restaurant items from being brought into the cafeteria by guests.



## VISITORS

We are pleased to have you visit with us at ILE. We use the Lobby Guard system at the front desk to sign in visitors. Please have your driver's license out and ready to scan when you arrive. The system will print out a badge which you will wear for the duration of your visit. When you are ready to leave, you will come back through the office and scan your badge. This will complete the sign out process.



## Bus Information

The bus is an extension of our school and all rules of conduct and behavior apply. A student who demonstrates repeated poor choices on the bus risks forfeiting his/her bus privileges as these choices threaten the safety of others. Any questions concerning bus issues (routing, driver conduct, stops, etc.) should be addressed through the SCS Transportation department at 452-1520.



## Transportation Form

If a student needs to change their bus long term or needs to be dropped off at a different location for a single day, parents should notify the ILE front office. All bus changes must be made in writing and must be signed by the parent/guardian. This note should specify the child's name, street address, parent phone number, the bus number the child will ride, the reason for the change, and the date. Students will not be permitted to ride a new bus (temporary or long term) without prior office notification.

## Student Services



We strive to meet students' needs in the least restrictive environment, keeping students with their peers as much as possible. Students that meet state criteria for an IEP (Individual Education Plan) or 504 may receive accommodations based on a team decision. The classroom teacher should be contacted about concerns.

## Textbooks

Textbooks and library books are issued to students for their academic classes and to promote literacy. Damaged or lost items are the responsibility of the student.

Replacement cost of library books will be determined by the school, to include purchase and appropriate binding.

## Parent Conferences

Once a year, your child's teacher will extend an invitation to meet and discuss his/her progress. If you would like to meet additionally, contact your teacher to set up an appointment. Please do not stop by the school for an unscheduled conference.

# Grading

Student grades can be viewed anytime on Skyward. Grades will be most current and accurate every 4 ½ weeks (Progress Reports) and 9 weeks (Report Card). You may contact your teacher at any time with questions about your child's performance.

### Grading Scale (3rd-5th)

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### Grading Scale (K-2nd) Standards Based

3	Student has mastered the standard
2	Student is progressing toward mastery
1	Student is significantly short of mastery

## Homework

Time should be allotted during the school day to complete most assignments. Homework will consist of unfinished work or reading fluency. Optional homework is permissible, and is not to be punitive.



## Clinic Medications

Our school office performs basic first aid. If your child shows symptoms of illness or has a fever of 100.4 or greater, please keep them at home. Over the counter and prescription drugs can only be administered at school with proper forms completed by your child's physician. Medication must be brought in the original container with current instructions. If they forget to take their medication in the morning, you will need to come to school and administer it yourself. Medication must be picked up by the last day of school or it will be destroyed.

## Guidance

Our school counselor is available to speak with students regarding any issues impacting their emotional health, in or out of school. The guidance counselor provides classroom instruction, small groups, and individual student support.

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## CELL PHONES

We understand many students carry cell phones. However, it is not permissible for students to have their cell phones out at any time. These devices should be kept in backpacks while at school. Failure to comply with this policy could result in confiscation of the phone and/or a minor write-up, at which point it would be held in the office until the end of the day or a parent can pick it up.

## SMART WATCHES

Students are not to use smart watches at school for any purpose other than telling the time. Students are not to be texting, browsing the internet, or sending/receiving email. Failure to comply with this policy could result in confiscation of the watch and/or a minor write up, at which point it would be held in the office until the end of the day or a parent can pick it up.

## BULLYING

“Bullying” is defined as a repeated pattern of behavior from one party/parties toward another that is considered threatening, intimidating, or otherwise undesirable. Such behavior will not be tolerated. Students who feel they are being mistreated by a peer should confide in their teacher or school counselor.

## Behavior EXPECTATIONS

Our goal at ILE is to enrich students in a safe and positive learning environment. The Ways of the Warrior are a set of values developed to build character and sustain a culture of excellence and respect. Expectations for appropriate behavior extend from the student’s front door and back home again. The same is true for the bus and any trips where the school is represented. Teachers handle most disciplinary issues.

At ILE, we believe in reinforcing the kinds of behaviors we want to see! Each teacher will establish the routines and procedures for his or her classroom. While teachers will provide consequences for minor misbehavior a student may be referred to the office and consequences will be determined by the type of misbehavior, severity, and frequency.

While we focus on positively reinforcing behaviors, we also utilize a minor/major office referral system. In this system, students earn minors in the classroom that will result in a think sheet and consequence. After 3 minors, students will earn a major and will be referred to the office. Behavior that is managed by administration is a major. Each nine weeks, students earn the opportunity to participate in extra recess.

- 0-1 minor= fully participate
- 2 minors = 1/2 participation
- More than 2 minors or any majors = no participation.



## Extracurriculars

Students at ILE have access to a variety of activities that will further enrich their school experience. More information about extracurricular opportunities will be sent home by the classroom teacher.

## PTO

We are proud of our active Parent Teacher Organization at ILE. The primary mission of this group is to assist in fundraising efforts, supporting staff needs, and building good will in our community. For more information about PTO, click the PTO tab at [ile.sumnerschools.org](http://ile.sumnerschools.org)

## ADDITIONAL DISCLAIMER

The items outlined in this handbook represent most of the important rules and regulations that help govern Indian Lake Elementary School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the administration and faculty deem appropriate or necessary. New School Board policies and Sumner County Schools Student Handbook may override rules and regulations stated in this handbook.