

Liberty Creek Elementary

2024-2025 Student Handbook
Information, Policies & Procedures

Important Phone Numbers

Liberty Creek Elementary	615-206-3328
Sumner Co. Board of Education	615-451-5200
Transportation	615-452-1520
District 504, Brandi Ubelhor	615-451-6598
Title IX, Katie Brown	615-451-6500
District ADA, Norma Dam	615-451-5401
To report child abuse:	877-54-ABUSE

Instructional Hours 7:30-2:30

Office Hours 7:00-3:10

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. **RESPECTFUL, 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 Food or Drinks
- ✓ No Electronics
- ✓ Always Obey the Bus Driver

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 will be turned into the front

office where a bus note will be created and given to the student by the end of the day. 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

<http://www.sumnerbus.com>

Car Rider Information

Arrival/Dismissal

Car riders should not arrive before 6:55 a.m. Students will be dismissed from the gym to their classrooms at 7:15 a.m. Students transported by car should enter the back of the school and be in their classroom prior to 7:30 a.m. Any arrival after 7:30 is considered to be tardy. If a car rider needs to eat breakfast, they must arrive by 7:10. Anyone picked up prior to 2:30 will be counted as an early dismissal. Afternoon dismissal will begin at 2:30 for grades K-5. All car riders will be dismissed in the car rider line. If you walk into the office to sign your child out in lieu of using the car rider line, your child will be charged with one early dismissal after every 3 occurrences. Please **remain in your car** and school personnel will assist the students to their vehicles. **ALL vehicles should have the school car tag.** Families will be given 1 car tag per family. Additional car tags will be available for purchase. If you do not have a car rider sign, you will be asked to come in and verify your identity. No vehicles should be lined up on campus until 2:00 p.m.

Late Arrivals

An adult must accompany students who arrive after 7:30 a.m. 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. All entrances will be locked from the outside after 7:30. After that time, you must use the main entrance. Students who arrive after 11:16 a.m. will be considered absent for the entire day.

Bad Weather/Emergency Situations/Snow Days

In the event of an early dismissal, all students will be sent home the way they are scheduled. Check local TV/Radio news, the county's Facebook page, and the county's website at <http://www.sumnerschools.org>. School Cast messages will also be sent out by the school system. Parents should check with the front office staff if inclement weather messages are not being received.

Alternative Snow Schedule

On this schedule, school will begin at 9:30 and dismiss at 2:30. The doors will open at 9:00 to accept students. Breakfast will NOT be served on this schedule. YMCA will communicate their hours with students and parents.

Check out all of the amazing things happening at LCE on social media

Twitter: @LCEWolves

Instagram: Icewolves

Facebook:

Liberty Creek Elementary
Liberty Creek Elementary PTO

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 six and seventeen 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 or a class 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. After a total of 6 unexcused absences for the year, the student will be reported to the county truancy department. After a total of 10 tardies and 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. Any time after 7:30 is tardy and

prior to 2:30 is an early dismissal. This includes field trips. Documentation of all absences is expected in a timely manner. Adequate reasons for absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency.
2. Death of a family member.
3. 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.
4. Required court appearances.
5. Approved school related activities.
 - A. Vacations/trips: A maximum of 5 days will be excused for vacations.
 - B. 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.

If your address changes, you need to notify the attendance clerk.

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 a standard or skill. Grades can be

located in Skyward:

https://sis-sumner.tnk12.gov/scripts/wsi_sa.dll/WService=wsSUMStu/seplog01.w

2nd-5th grade report cards will be sent home to be signed. If you would like to schedule a parent conference, please schedule in advance by contacting your child's teacher. Do not drop in for an unscheduled conference, as teachers will be unavailable.

Student Led Conferences
September 23, 2024

Homework

Homework Policy – Homework is given when necessary and should support the reinforcement of standards taught while providing an opportunity for intentional practice. Homework is designed to be a step towards mastery of standards.

Standardized Dress Code

Please scan below to view the Sumner County Schools' Dress Code. All will apply at LCE.

All shoes must have backs. Slides are not permitted. Bags/purses will not be worn at any time throughout the school day. These will need to stay in the student's backpack. Medical circumstances will be considered on an individual basis.

Dress code infraction slips will be sent home to be signed if dress code is not followed. Repeated offenses could result in disciplinary action.



Security

School Security is taken very seriously at all Sumner County Schools. All visitors must sign in and out of the main office through the Raptor System and must have their photo taken. 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. The safety of our children is our first priority. Please remember that students are only allowed to leave with persons indicated in their Skyward account. Any exception must be put in writing. All students must be released from the office and will only be released with a valid ID and that name must be on the registration card. Students **will not** be released with anyone under the age of 18 (without permission from the administration).

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 Sumner County Board policy.

Medication/Clinic

LCE has a nurse on staff all day. Our school only provides basic first aid. If your child shows symptoms of illness, please keep him/her at home. Tylenol, over the counter drugs, or prescription drugs can only be administered with proper forms completed by your child's physician. Medication must be brought in the original container with current instructions. Cough drops do require a form to be completed and turned in to the nurse before students may have them throughout the day. There will be **NO** exceptions. If you forget to give your child medication in the morning, you will be expected to come to school and administer that dosage.

Registration Information Cards

The school must have for each student an information card that lists parents' names, complete 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. All changes need to be made in Skyward.***

Special Services

Liberty Creek Elementary 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. Additional programs are offered within self-contained classrooms to meet learning needs beyond the general education classroom.

Media Center/Library

Our media center houses materials 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 or know the kinds of books your child enjoys reading.

Textbooks/Library Books

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 must be made before report cards are issued.

Cell Phones and Smart Watch Policy

Cell phones/personal communication devices are to remain "off" in backpacks during school hours and on the bus. If a cell phone is out, it

will be collected and must be picked up in the front office by a parent.

Smart watches are also considered personal communication devices. These will need to stay in backpacks throughout the school day.

Toys

All toys should remain at home or in a student's backpack at all times including the bus unless authorized by a staff member. Such items included but not limited to are: Pokemon cards, spinners, rubix cubes, laser pointers, electronic games, etc.

Physical Education

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

1. Tennis shoes or other soft rubber soled shoes should be worn during class. **No** Flip-flops or other backless shoes.

2. Girls need to wear shorts under dresses and skirts.

3. If your child is sick and does not need to participate in P.E. for that day, a note from the parent is required. If more than 3 days have to be missed, a doctor's note is required.

4. 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 discipline forms. You can expect either a written or verbal communication if a pattern of misconduct occurs. LCE participates in PBIS (Positive Behavior Intervention Support) to promote positive school behavior.

School Language Policy

Inappropriate language is defined as language that disrupts the learning process for any

student or which demeans or degrades another person and is prohibited. In addition, any act of retaliation against an individual for reporting insulting, abusive language, or bullying actions is expressly prohibited. If the problem continues suspension may be used.

1st Offense-verbal warning, conversation with teacher, teacher will notify parent

2nd Offense-removal from the situation, office referral, class with guidance counselor, call to parents

3rd Offense- administrative decision

Bullying/Threats

Serious threats, forms of harassment, and bullying are not tolerated. Repeated incidents are to be reported to school officials. Parent conferences, suspensions, and other appropriate consequences will be considered.

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. 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.

Lunch Visitors

Visitors are welcome to eat lunch in our cafeteria. **Only those listed in the Skyward account/student info card will be allowed to eat with a student.** Any exceptions must be in writing from the legal guardian. We also ask that parents limit lunch visits to one time a week unless approved by administration. There will be times the building is not open for lunch visitors on certain occasions. Times include the beginning of the school year and TCAP testing, other times will be announced in advance.

- Students will not be allowed to eat with other students' parents. There are

- special tables designated for students with visitors.
- **Federal guidelines prohibit outside restaurant items from being brought into the cafeteria.**
- Visitors should sign in at the front office where you will be given a visitor's badge.
- We ask that parents encourage good behavior and good manners in order to maintain a pleasant atmosphere for both students and adults.
- Please refrain from taking pictures of students in the cafeteria.

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 and will take place in the classroom. The classroom teacher will provide additional information.

Cafeteria Rules

1. Obtain all food, utensils, napkins, etc. on the first trip through the serving line. Do not go back for any items.
2. Students must remain at the assigned table.
3. If a student needs help, he/she should raise his/her hand. Assistants will help, but students are expected to act independently.
4. Students are responsible for cleaning up after themselves.
5. Students may not leave the cafeteria during lunch without permission.
6. Parents are encouraged to send containers or wrappings that children can open without adult help. **Glass bottles are not allowed.**
7. Students are expected to act responsibly, therefore **no running, loud talking, throwing food, tattling, touching another student's food, or horse play.**
8. Students may not visit with students from other tables during the lunch period.

9. If rules are not followed, students may be asked to sit in a designated area, away from their peers.

School Deliveries

We cannot accept deliveries for our students.

Birthday Celebrations

Birthday celebrations are limited to once a month. Only the room parent will attend the monthly birthday celebration. Parents will be asked to send in a sweet treat and a healthy alternative. The classroom teacher will provide additional information.

Continuous Notice Of Nondiscrimination

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator 615-451-6500 Craig Ott (if adults are involved), Assistant Director for Human Resources., 615-451-5226 **504 Coordinator:**
Brandi Ubelhor, SCS Section 504 District Coordinator, 615-451-6598

ADDITIONAL RULES DISCLAIMER

The items outlined in this handbook represent most of the important rules and regulations that help govern Liberty Creek 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 may override rules and regulations stated in this handbook.

