PARENT-TEACHER ORGANIZATION HANDBOOK 2016 - 2017

INDIAN SPRINGS ELEMENTARY SCHOOL

333 Hill Road

Kingsport, Tennessee 37664

Office: 354-1685 | Cafeteria: 354-1690

http://www.sullivank12.net/ises

https://www.facebook.com/indianspringselementary

Print date: 7/30/16

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INDIAN SPRINGS 2016 - 2017
FACULTY AND STAFF

Mitchell Cox—Principal, Kerry Lancaster—Admin Assistant

Rachel Hess—Bookkeeper, Sonya Amos—Secretary

Kindergarten

Markeeta Gillenwater

Amy Hubbard

Jana Pendleton

First Grade

Vicki Conrad

Brandy Puckett

Leigh Morley

Second Grade

Jeremy Holly

Tina Horne

Brandy Nothnagel

Third Grade

Leslie Counts

Ruth Fields

Kerry Lancaster

Fourth Grade

Celeste Arrowood

Britni Mains

Jamie Robinette

Fifth Grade

Laura Bowers

Christen Holt

Rebecca Jessee

Related Arts

Bree Nelson - Guidance

Tim Dale - Librarian

Brian Winchell - Physical Education

Amy Xiques - Art

Kristian Hefner - Music

Special Education

Anna Beth Grizzle

Chelsea Keith

WELCOME

This handbook was prepared as a guide and reference for Indian Springs Elementary School. Answers to many questions concerning school policies, student activities, and PTO functions are listed here.

2016 - 2017 SCHOOL CALENDAR

August 1	1/2 Day for Students
August 2	First Full Day for Students
August 19	*Bristol Race-Schools Closed
September 5	*Labor Day-Schools Closed
September 12	*Parent/Teacher Conferences-Schools Closed
October 10-14	*Fall Break-Schools Closed
November 8	*Inservice-Schools Closed
November 23-25	*Thanksgiving Break-Schools Closed
December 16	1/2 Day for Students
Dec. 19—Jan. 2	*Christmas Break-Schools Closed
January 3	Students Return: 2nd Term Begins
January 16	*MLK Day-Schools Closed
March 10	*Inservice-Schools Closed
March 27-31	*Spring Break/Schools Closed
April 14	*Good Friday– Schools Closed
May 15	*Inservice– Schools Closed
May 18	Last Day of school– 1/2 day
May 19	*Administrative day

***STUDENTS DO NOT ATTEND**

TNReady Testing for Grades 3 - 5: Dates TBD

Dates for PTO meetings and other PTO functions will be sent home through PTO notes and emails.

ELECTED SULLIVAN COUNTY OFFICIALS SERVING THE INDIAN SPRINGS COMMUNITY

Interim Director of Schools
Evelyn Rafalowski - Office: 423-354-1000

Board of Education – Term: 4 years (Staggered Terms)
Dan Wells, Jack Bales, Jerry Greene, Todd Broughton, Randall Jones, Jane Thomas, and Michael Hughes.

The Board of Education meets on the first Monday of each month at 6:30 p.m. in the Boardroom of the Sullivan County Department of Education Building in Blountville.

County Commissioners – District 6 - **Term: 4 years**
Matthew Johnson, Terry Harkleroad, Mark Bowery

The County Commission meets on the third Monday of each month at 9:00 a.m. at the Sullivan County Courthouse in Blountville. More information can be obtained at http://www.sullivancountytn.gov

GREATER INDIAN SPRINGS COMMUNITY CHEST

The Greater Indian Springs Community Chest has been meeting the needs of our local community for many years. Specifically, it has been helping Indian Springs Elementary School by covering the cost of providing clothing for some of our students. Parents are encouraged to support the Greater Indian Springs Community Chest. If you give to United Way you can designate that your donation go to the Indian Springs Community Chest.

2016 - 2017 INDIAN SPRINGS PTO

The PTO Board is made up of the Executive Board, Committee Chairs, Teacher Representatives, and the Principal. Any PTO member is welcome and encouraged to attend all PTO meetings. Please refer to the PTO section of the school website for information on past and upcoming meetings.

The Indian Springs PTO is a school-oriented service organization whose members include parents, teachers, and friends of the Indian Springs Elementary School. The purpose of the PTO is to use the resources of our membership in working toward the following goals:

1. To conduct programs, events, and activities that support and promote the PTO Mission and Objectives
2. To engage the general parent population at Indian Springs Elementary in the work of the school and the PTO
3. To ensure the continuing health and success of the PTO at Indian Springs through sound financial practices and effective identification and training of new leaders

2016 - 2017 INDIAN SPRINGS PTO GOALS

The Indian Springs PTO is organized under state approved by-laws as a non-profit organization. Leadership for the organization is supplied through five elected officers and one representative of the school staff or principal. Resources for the organization, in terms of people-ideas-suggestions-finances-work, are supplied through the membership. The Executive Board is responsible to the membership and has three distinct functions to perform.

1. To plan a meaningful program of projects and activities for the association for the school year. These plans must serve the objectives of the PTO and the best interest of our school, children, and community
2. To organize the membership into committees, study groups, and working groups for the purpose of carrying out these plans
3. To provide leadership and direction both at regular PTO meetings and in the activities of its committees and groups

2016 - 2017 INDIAN SPRINGS PTO EXECUTIVE BOARD

Co-President	Ashley Arnold	914-4232
Co-President	Sherri Snodgrass	646-9353
Vice President	Andrea Simpson	579-6595
Secretary	Jenay Noble	214-458-6835
Treasurer	Alicia Coates	677-2425
Principal	Mitchell Cox	354-1685

Students are allowed in the building at 7:45 a.m. When they are

Committee	*Chairs **Co-Chairs
Aid to Children	*Amy Hubbard **Ashley May
Health and Safety	*Wendi Niebruegge **Sherri Leming
Communications	*Jenay Noble
Cultural Arts	*Sally Shipley
Facilities and Grounds	*Grant McConnell **Jessica Brickey
Fall Fundraising Event Chair	*Christy Bunn
Fall Fundraising- Volunteers	Tara Kerr
Fall Fundraising- Silent Auction	Kyla Hounshell/ Betty Harmon
Fall Fundraising– Games	Jodi VanBuren

Committee	*Chairs **Co-Chairs
Fall Fundraising- Food	Amy Wagner
Field Day	*Grant McConnell
Homeroom Volunteers	*Sandra Townsend
Hospitality-Open House	*Mr. Cox
Hospitality –Teachers Luncheon	*Kyla Hounshell—Advisor Greta Horne Tara Tilton Diana Barr
Hospitality-Grandparents Day	*Sarah Allan **Jessica Waycaster
Legislative	*Randall Jones
Publicity	*Sandra Townsend
Refunding	*Cindy Buckingham Cynthia Smith
Spirit Sales	*Sherri Leming **Jessica Brickey
Teacher Representative	Leigh Morley Brandy Nothnagel
Walk A Thon	*Sharon McClellan **Holly Gebhardt

GENERAL INFORMATION

Students that are dropped off prior to 8:00 a.m. are to report to the gym. At 8:00 a.m., they are released to their homerooms. Students are tardy at 8:10 a.m., but are encouraged to be here by 8:00 a.m. as teachers are preparing students for the day. Car riders are released at 3:05 p.m. and bus riders are released at 3:10 p.m. Please refer to the section on traffic flow for pick-up and drop-off procedures (page 19).

Attendance

Teachers are responsible for teaching your child, but they cannot do their job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. By building the habit of daily attendance, parents help their child see that school is a priority. Students must be in class for 3 hours and 16 minutes in order to be counted present for the school day.

If a child is absent due to personal illness, a doctor's excuse should be provided to the school on the first day back at school and must be provided within one week of the date that the student returns to school.

CAREFULLY READ THE "SULLIVAN COUNTY ATTENDANCE POLICY". VACATIONS DURING THE SCHOOL YEAR ARE NOT CONSIDERED LEGITIMATE EMERGENCIES. If it is unavoidable and you choose to take a vacation during the school year, prior approval is required for the absences to be excused. Parent note can excuse no more than 7 days per year. Any vacation day counts toward the 7 days excused by a parent's note**.** This policy can be accessed through the "Rights and Responsibilities" section of the Student-Parent Handbook.
http://www.sullivank12.net/wp-content/uploads/student_services/k5RR.pdf

Unscheduled Closing of School

Under certain conditions, the school will be forced to cancel classes for the day or to dismiss early. These conditions are

usually caused by bad weather. When the Director of Schools makes the decision to close the schools, all local radio and television stations will be notified. You may also consult the Sullivan County Website. To sign up for text alerts to be sent to your cell phone, text "sull" to 62582. Sullivan County also utilizes a School Messenger Notification System for communication with students. http://www.sullivank12.net/scde-school-messenger

If it is snowing in the morning, parents are advised to check radio, Sullivan County Website or TV broadcasts for school closings or schedules changes. A "snow schedule" indicates that school will start later than normal. If it begins to snow heavily during school hours, parents should check local broadcasts for any early dismissal announcements. Parents are encouraged to prearrange with their children the procedures that should be followed in the event school is dismissed early. Schedule changes will also be posted on the Sullivan County Department of Education's Website.

Promoting Responsibility

It is very important that children learn responsibility at school; therefore, the Principal requests parents not meet their child outside the classroom after school. Picking up your child this way is unsafe as it makes it difficult for teachers to monitor who is picking up a child. Parents may want to drop-off and pick-up kindergarten students at their classroom until the staggered enrollment is over. Also, six-year-old students may expect parents to be waiting outside their classroom for the first few days of school; however, children should be weaned from this habit by the first week of September.

School Visits and Telephone Calls

Parents desiring to visit school during normal school hours must request an appointment with the teacher, principal, or staff member to be visited. This will ensure that impromptu conversations will not use instructional time. Usually a note sent to school with the child will receive a prompt reply.

When it is necessary for parents to telephone the school, feel free

to do so. If you call during class time, we will take a message. However, it should be remembered that a call to a student or teacher not only interrupts that student or teacher, but also everyone else in the class. Unless there is an emergency, no child will be taken out of class. Please try to send all necessary items with your child. When library books, lunches, and tennis shoes are forgotten, this interrupts class time.

During school hours (8:10 a.m. - 3:00 p.m.), all doors will be locked, and the buzzer located to the right of the school entrance will need to be used. Visitors need to push the call system and wait to be buzzed into the building. Visitors must sign in/out at the school office and are required to wear a visitor's badge while on school grounds. Following these procedures will ensure the safety of all students and staff.

General Student Behavior

Appropriate student behavior will be expected during the entire day. If a student is referred to the office for inappropriate behavior, the parents may be notified by a letter or a phone call. For severe discipline problems, the parents may be asked to pick-up their child immediately. For more information, please consult the "Student Rights and Responsibilities Handbook".
http://www.sullivank12.net/wp-content/uploads/student_services/k5RR.pdf
Harassment of any kind will not be tolerated. Close communication is vitally important in dealing with discipline problems and all academic areas.

Sullivan County Discipline Policy

Students may receive a copy of the "Students' Rights and Responsibility Policy" upon request from the school office. A digital copy is available online as well at http://www.sullivank12.net. Parents should review the information with their child and return the form indicating awareness of the policy. This form will be filed in the child's cumulative record.

Fundraising

In order for the school and the PTO to support Indian Springs

financially, it is necessary to have fundraising projects during the year, such as cookies and magazine sales. The school fundraisers support the purchase of classroom technology and educational tools and materials. The PTO fundraisers support the PTO's work to enhance the educational environment at school. A detailed PTO budget is posted in the PTO section of the school website.

Websites

The Sullivan County Department of Education's website is an excellent source of information for you and your children. It has current schedule changes, curriculum information, and general school information including a copy of the Attendance, Grading, and Student Rights, and Responsibility Polices. You can access the website at http://www.sullivank12.net.

From this site you can also access Indian Springs' website. Under Schools, choose Elementary Schools, then Indian Springs Elementary. This site has a variety of information available to help answer your questions. **Please check the school's website for the answer to your question before calling the school.** The site is always up-to-date and will probably have the information you are looking for. The school web address is: http://www.sullivank12.net/ises

Medication

All long-term medication will be administered in the school nurse's office or in the main office. Children who are on medication that must be taken at school on a daily basis, must have a Prescription Medication Form on file in the office BEFORE medication can be administered. Forms are available from the school nurse, Sullivan County Department of Education Website, or office. They must be completed by the child's doctor. Weekly pill containers are not allowed. All prescribed medication must be in a labeled prescription bottle from the pharmacy with the current date on it. **A parent or guardian MUST bring all medication to school.** Children are not allowed to carry ANY medication at any time.

Some parents choose to leave nonprescription medication at school to be given on an "as needed" basis. Examples of this are Tylenol, cough drops, Benadryl, Calamine lotion, etc. Parents who would like this available for their child should request a Nonprescription

MEDICAL INFORMATION AND SERVICES

Medication Form from the school nurse, Sullivan County Department of Education Website, or office. A parent's or guardian's signature is all that is required on this form. Doctor's orders are not needed for nonprescription medicines. All nonprescription medications may be left and used throughout the entire school year. They must also be brought to the office in their original, unopened containers only by a parent or guardian. Children are not allowed to carry ANY medication at any time. No medication containing aspirin will be accepted because of threat of Reye's Syndrome.

All medication must be picked up by the last day of school each year. The school nurse will dispose of any medications that are not picked up. New prescriptions and nonprescription medication forms must be on file each school year.

Doctor Appointments

When possible, appointments with doctors should be scheduled outside of school hours. If it is necessary to take a child out of school for a doctor's appointment, the following procedure should be followed:

1. Send a note to the child's teacher in advance stating the time and purpose of the appointment.
2. Come to the school office to pick-up the child at the specified time.

Please sign the student in/out on the roster at the front desk. Please do not ask to pick-up children early except for emergencies or doctor's appointments

SPECIAL PROGRAMS

Special Education

Special Education services are provided for students as needed. The available services include speech therapy, learning disabilities, resource classes, and classes for identified gifted students. If you feel your child has any special education needs, please contact your child's teacher, school counselor, or the principal.

Homebound Instruction

Students who suffer from temporary or permanent physical conditions which impede their progress in the normal classroom may be eligible for homebound instruction. This program is applicable to both handicapped and hospitalized children. Please contact the principal's office for more information on this program.

YMCA After-School Care

Parents needing supervision for their children after 3:10 p.m. should contact Greater Kingsport YMCA for information or to enroll their child. The YMCA number is 247-9622.

SCHOOL CAFETERIA

Cafeteria Policies and Prices

Breakfast Prices:	
Student	$1.75
Reduced-price	$0.30

Lunch Prices:	
Student	$2.30
Reduced-price	$0.40
Adult Visitors	$4.00

All students have a 30-minute supervised lunch period. Lunch is prepared for each child purchasing a meal, or children may bring their lunches from home. The school lunch program does not offer soft drinks, candy, or similar snacks.

Free and reduced-price meals are available for families who qualify. Information will be sent home at the beginning of each school year.

Parents who wish to eat breakfast and/or lunch with their children are requested to call the cafeteria (423-354-1690) the day before to allow for meal planning. Follow sign-in procedures for school visits (p. 12).

All Prices include a drink. Milk, water, and flavored water can also be purchased separately for those carrying their lunches.

If you have any questions about school menu or student account information call (423-354-1690) between the hours of 8:30 a.m. and 11:00 a.m. or 1:00 p.m. and 2:00 p.m. School lunch menus are located online at http://www.sullivank12.nutrislice.com or on the free app for iOS or android devices

Cafeteria Behavior

Students will be under the supervision of State Instructional Assistants during the lunch period. The Tennessee State Board of Education has approved a duty-free lunch period for teachers. In order to provide a pleasant atmosphere in the lunchroom, students will be expected to follow simple lunchroom rules. Behavioral expectations are the same as parents expect when taking children out to eat. Good behavior will be rewarded through positive reinforcement.

Miscellaneous Information

Parties

Each room will be limited to two parties during the school year. A Christmas party on the last half day before winter break and the End of the Year Party on the last full day of school, in the afternoon. Homeroom volunteers will be provided with the school's party guidelines. The school nurse will work closely with the homeroom moms to make sure everyone is aware of the food allergies in each homeroom. The homeroom mom will also check with the school nurse about new food allergies in the classroom before each party.

Progress Reports/Report Cards

Progress reports will be issued at the mid-point (4 1/2 weeks) of the nine-week grading period. Report cards will be issued on the sixth school day following the end of the nine-week grading period. Parents can log in to PowerSchool at any time to see student grades and assignments. For more information on how to log in, please visit the school website.

Activity Fees

The Sullivan County Board of Education has approved the following suggested fees for students:

Kindergarten - 2nd **$23.00**

Grade 3 ..... **$28.00**

Grades 4-5 ..... **$33.00**

All fees include a $3 art fee.

Out of zone students

Parents of students who live outside the Indian Springs school zone and who desire to attend Indian Springs must make application to Indian Springs by early May. Guidelines formulated by the Sullivan County School Board must be followed in granting permission for these students to attend.

Labeling Personal Belongings

Please label the children's personal belongings such as coats, jackets, lunch boxes, etc. so these items can then be promptly returned if misplaced.

Lost and Found Barrel

The lost and found barrel is located in the hallway at the pod entrance. Please check the barrel for lost items.

STUDENT TRANSPORTATION

As a suburban school, Indian Springs requires that most of its students be transported to and from school every day. While school buses are available for all students, many parents prefer to deliver and pick-up their children in the family car. Such private transportation is permitted; however, those parents who do drive to and from Indian Springs are urged to use extreme care, caution and courtesy. Below are traffic procedures for pick-up or drop-off of your child.

Morning Drop-off

It is imperative that parents follow the drop-off procedures for the safety of all children. It may seem a bit inconvenient, but it is essential to ensuring not only your child's safety, but also the safety of all children.

You may use the front of the building after the buses finish around 8:00 a.m. Please pull forward and let students out at the gym entrance. Prior to 8:00 a.m., all drop-offs should be at the pod.

Drop-off BEFORE 8:00 A.M. - Use Pod

- When turning off Oddfellow into our driveway, please merge into one lane at the top of the hill. Cars should alternate when merging.

- When dropping off your child, please pull forward, have them packed and ready to exit the car on the passenger side. Children should not exit from the driver's side.

- Under no circumstances should a car pull into the left-hand lane to pass where a child is exiting the vehicle.

- We ask that you enter and exit our parking lot slowly as it is a school zone.

Drop-offs AFTER 8:00 A.M. - May use Gym Door

- When dropping off your child, we ask that you pull completely forward to the gym entrance and we ask that students exit the car from the passenger side. This drop-off point can be used from 8:00–8:10 a.m. There should be no dropping off at the front office area.

- We ask that you do not drop-off your children in the front lower parking lot and allow them to walk across bus and car traffic to enter the building. This practice is extremely unsafe. You may park in the church parking lot and walk your child in the building. Please do not park in the reserved spots. No one should drive down the right-hand side of the building during morning drop-off or afternoon pick-up.

- Under no circumstances should you exit the drop-off line on the left side of other cars waiting to drop-off their children at the gym door.

- We ask that you enter and exit our parking lot slowly as it is a school zone.

Afternoon Pickup - Car Riders

We encourage anyone picking up their child to come through the carpool lane at the back of the school. There are two lanes coming up beside the playground that will merge into one lane at the top of the hill. Please be considerate and alternate lanes when merging.

For the safety of our children, the bus lanes are closed to car traffic from 7:40-8:00 a.m. and 2:45-3:15 p.m.

Afternoon Pickup - Walk Up

In the event that you choose to walk up and pickup your child in the afternoon, you will be asked to sign them out. All parents should pickup students at the car rider area. There will be a staff member on duty to help with this process. This is for the safety and security of all students.

Bus Numbers and Routes

Bus numbers and their routes can be found on the Sullivan County Department of Education's Website.

SAFETY TIPS

- Before your child leaves for school, get a definite plan as to what they are to do in the afternoon. It would be a good idea to write the instructions in their agenda. We also have a high volume of calls to give messages to students regarding their instructions for the end of the day. It gets difficult to relay those messages to the classrooms and causes disruptions to the teaching process. Please be proactive and give instructions in the morning.

- Please review the pick-up and drop-off plan. We ask that you follow these guidelines. When children and parents walk between buses and carpool lines this presents an unsafe situation for all involved.

- When you come to visit, always enter through the main door and sign in at the office. Remember to get a visitor badge when you visit even for lunch or breakfast**. Please do not go to another outside door and knock to get in the building.**

- If you are waiting in carpool line, please refrain from going to the playground to see your child. The less non-school personnel we have on the playground, the easier it is to monitor unknown individuals on our campus.

- Please do not take your child from the playground. Go to the office and we will get them for you.

- If your child is tardy, please bring them to the office to sign-in.

- If you come to the school during the day, please do not visit the classrooms unless you have been cleared through the office. We ask you to make an appointment with your child's teacher if you have the need to discuss something with them. We want to preserve instructional time and the teacher needs to be focused on all students.

- If you notice anyone inside or outside the building that looks suspicious, please contact the office.

- If your child rides a bus, review bus safety with them, especially about remaining in their seat and keeping their hands and feet to themselves.

- If a student will be riding the bus home with another student, both students need a parent note with the principal's signature.

- One of the most vulnerable times for school safety and security is in the mornings. We do not have supervision until 7:45 a.m. Please do not drop your child off until that time.

We try to ensure our students' safety throughout the school day. In order to do this we walk students to related arts, lunch and the playground. Teachers take radios to the playground so that they can communicate with the office at any time. We have a number of safety drills throughout the year. These include fire, tornado, and lockdown drills.

We believe that Indian Springs is a safe place for your little ones. We believe that they are precious cargo and their safety is as important as their education. We strive to provide them with love and care every day. We believe that a partnership with our parents is crucial and enhances the safety and security of our school.

Indian Springs Mission Statement

The mission of Indian Springs Elementary School is to provide a safe, nurturing, and welcoming environment where all students exceed social, ethical, and academic skills as outlined by the Tennessee State and National Standards.

Indian Springs Vision

We envision Indian Springs Elementary School as a place where every child will be given the opportunity to learn and grow to their fullest potential.