CAFETERIA

Cafeteria Money

- Money can be added to accounts online through the LINQ Connect app or by sending in cash/check with your student to be logged by the classroom teacher (Please include your child's name, teacher's name, and for which account you would like to place the funds - Lunch or Special Sales).
- Money cannot be transferred from one account to another.
- Applications for free and reduced lunches are available on the SCE website under Bison Cafe or on the district website.
- All account balances should be monitored and all balances paid in full.
- A notification will be sent if a charge needs to be paid.

Lunch Visitors

Visitors may eat lunch in our cafeteria following the guidelines below:

- Students are limited to **1 visitor & 1 visit per week** due to available space for visitors.
- Sit at tables designated for students with visitors.
- No visitors will be allowed for breakfast.
- Federal guidelines prohibit restaurant items from being brought into the cafeteria.
- All visitors must sign in at the front office, present their driver's license, and receive a visitor's badge. Restricted visitors are not permitted.
- You will only eat lunch with your child. No other friends will accompany you to the visitor table.
- Visitors are asked not to use cell phones for any reason. If you have a call, please step out of the cafeteria. No photos/video of other students.
- No lunch visitors during state testing or adjusted schedule.

Lunch visitors may begin September 8, 2026

Cafeteria Expectations

- We encourage families to send containers or wrappings that children can open without adult help.
- Glass bottles, knives or cutting utensils of any kind are not allowed.
- Good manners and safe behaviors are expected at all times.
- If behavioral expectations are not met, students may be asked to sit in a designated area away from their peers.

SCE school website
www.sce.sumnerschools.org

Sumner County Schools district website
www.sumnerschools.org

Follow us on Facebook
@StationCampElementary
@StationCampElementaryPTO

To sign up for SCS and SCE alerts
Download the SumnerChat app and register.

MISCELLANEOUS

Snacks/Celebrations

- We encourage nutritious snacks. Classroom teachers will give detailed snack information concerning when and if allergies are present.
- Birthdays will be celebrated once a month in the classroom on Bison Bonanza. If birthday invitations are distributed at school, invitations must be provided for the entire class to ensure an inclusive environment.

Health/Medications/Clinic

SCE has two full-time nurses on staff. Our school only provides basic first aid. Non-prescription or prescription medication can only be administered with proper forms completed by a parent or physician. Medication must be brought in the original container with current instructions. There will be NO exceptions. A parent will be expected to come to school to administer medication if they forget to give it to their child before school. Please contact our school nurses with medical questions.

School Deliveries

If a celebratory gift (balloons, flowers, etc.) is delivered to the school for a student, parents will be contacted to pick it up in the office if students ride the bus or can not carry.

Cell Phone/Smart Device Policy

Cell phones/smart devices are to remain "off" and placed in backpacks during school hours. If a cell phone is out during school hours, it will be collected and turned in to the office. Admin will contact parent and device must be picked up in the office by a parent if out or turned on.

Apple/Smart/VTech/Angel watches are not allowed to be used as communication devices, phones calls, texts, recordings or internet access.

Water Bottles

To prevent spills and help maintain a safe, clean learning environment, water bottles and Stanley cups with open or exposed straws are not permitted at school. Only water bottles with secure, fully closeable lids are allowed. This policy is a result of multiple spills caused by straw-style bottles and cups.

Teacher Requests

While we value and appreciate parent input, we do not accept teacher requests. Class placements are carefully determined by school staff based on a variety of factors to ensure balanced classrooms and the best possible learning experience for every student.

IMPORTANT PHONE NUMBERS

Station Camp Elementary	615.230.0387
SCE Fax Number	615.230.8518
Cafeteria	615.230.6861
YMCA Fun Company	615.230.7436
Sumner Co. Board of Edu.	615.451.5200
Transportation	615.452.1520
School Safety	615.451.6500
Special Education	615.451.5401

STATION CAMP ELEMENTARY STEAM SCHOOL

SCIENCE • TECHNOLOGY • ENGINEERING • ARTS • MATH

Student Handbook

School hours: 8:45-3:45 p.m.
Doors open for students at 8:00 a.m.
Office hours: 8:15-4:00 p.m.
1020 Bison Trail
Gallatin, TN 37066

ATTENDANCE INFORMATION

Please make every effort to have your child in school and on time.

Please make sure your registration information, Skyward, and registration card in the office are up-to-date with the most recent information. Any changes with contact information should be made in the front office as soon as possible by a legal guardian.

If your child will be absent, late, or picked up early, the Sumner County Board of Education adopts the following policy rules and regulations. Please be aware of Attendance Tiers.

**The current TN Compulsory School Attendance Law will be followed. Please see the state and district website for more information.*

PRESENT

A student in attendance at the school or class to which he/she is assigned prior to 8:45am.

TARDY

Arriving after 8:44 a.m.

A parent must accompany students into the building to sign them in.

If a student arrives at or after 12:15 p.m., he/she will be considered absent.

EARLY DISMISSAL

Students picked up prior to 3:45 p.m.

An Early Dismissal will be labeled as a "tardy" in attendance records.

This includes leaving early on a field trip.

A dismissal at or before 12:15 p.m. will be marked as a full-day absence.

ABSENT

A student missing at the school or class to which he/she is assigned prior to 8:45am

EXCUSED

Reasons for Excused Absences:

- Student's personal illness, medical appointment or hospitalization verified by a licensed physician, dentist or health agency.
- Death of a family member or a non-family member (with proper obituary documentation)
- Special recognized religious holidays regularly observed by a particular faith (note must be submitted before event)
- Required court appearances
- Other extenuating circumstances beyond the control of the student

*Parents are allowed 5 Parent Notes per semester for an absence to be considered excused.

UNEXCUSED

Unexcused Absences:

- Absences NOT verified or do not meet valid reasons for absences
- All out-of-school suspensions are unexcused

Parents/Guardians will be notified at 3 unexcused absences. After 5 unexcused absences, the student will be reported to the county truancy department.

An excessive number of absences during the school year will subject a student to possible retention.

*Attendance Contract meetings with Attendance Clerk and Admin completed after 3 Unexcused Absences.

Principal
Dr. Lauren Hurley Wilson
Lauren.Wilson1@SumnerSchools.Org

Assistant Principal
Mrs. Lisa Jaskot
Lisa.Jaskot@SumnerSchools.Org

Assistant Principal
Mrs. Trenady Freeman
Trenady.Freeman@SumnerSchools.Org

TRANSPORTATION

Bus Expectations

- Stay seated until the bus comes to a complete stop.
- Keep hands and objects inside your seat area.
- Respect all people and property.
- No OPEN food or drinks.
- No inappropriate language or weapons.
- Glass vases and balloons are not allowed.

Please always follow the bus driver's expectations.

The school bus is an extension of the school day; 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 administration that the student's behavior is disruptive on the bus, or when the student disobeys state or local transportation rules and regulations.

Bus Stop Information

Parents will need to find out the information regarding time schedules and bus stops through the district website (Transportation tab).

Please consider downloading the "Here Comes the Bus" app to receive notifications of bus location.
District code: 87269

Car Rider Information

Arrival: Doors will be open for students at 8:00 a.m.
Students will go to a designated area until 8:25 a.m. At that time, students are released to go to class. Students transported by car should only enter the FRONT of the school.

- When you arrive on campus, please be ready to drop off using a single car line.
- Cars should not be pulling to the side in arrival lane unless it is an emergency.
- Bus riders and authorized student drop off ONLY will be in the bus lane.
- YMCA, and CDC have assigned entry locations.
- Car riders in the front are not permitted to park and walk a child to the building unless you need to go to the office or a nurse. Please use the crosswalk.

Late arrivals: Students should be in their classroom ready to learn by 8:45 a.m.
Students arriving in the front doors at 8:44 a.m. or after will be counted late. Students who arrive after 12:15 p.m. will be considered absent for the day.

Dismissal: Cars should NOT pull up to the front of the building until 3:10 p.m.
Anyone picked up prior to 3:40 p.m. will be counted as an early dismissal. All students in grades K-5 will begin dismissing from the building at 3:45 p.m. All students should be picked up by 4:00 p.m. Please remain in the car while loading and unloading. **Late pickups are documented and addressed when accumulated.**

Transportation Changes

All students will be sent home daily according to registration card information.

If changes need to be made, please follow these guidelines:

Bus changes: If a student needs to ride the bus, change buses, go to a different location, or any other circumstances different from their regular schedule, a note with permission must be sent to school that includes the student name, address, parent name and contact, reason, and any important information. A parent may call the office as well. Students will NOT be allowed on new/different bus without form from the office prior to first riding.

Other changes: Please contact your child's teacher or office to make a transportation change. Please send a handwritten note to your child's teacher for any transportation changes.

If a last minute change needs to be made, please notify the OFFICE by calling prior to 3:00 p.m.

SCHOOL SECURITY PROCEDURES

All visitors must buzz into the school building upon arriving at the front.

- Visitors wait in the vestibule area and show ID while signing a student in or out.
- If you are eating lunch or have a scheduled meeting, sign in at the office lobby guard. You must have a state issued ID to use lobby guard.
- Visitors must wear a visitor badge at all times while in the building.
- Students are only allowed to leave with those listed on their registration card. The office must be notified of any exceptions.
- All students must be dismissed from the office when leaving early.
- Students will not be released with anyone under the age of 18 unless permission is given from the administration or the individual is listed on the student's data card. Anyone picking up a student MUST show photo ID. Information will not be issued regarding any student over the phone due to inability to verify appropriate photo ID.
- Parking by the playground, walking up, or taking pictures is NOT permitted.

The playground area is part of the school grounds and may not be used or accessed by visitors during the school day.

ACADEMIC INFORMATION

Report Cards

Report cards are issued every 9 weeks during the school year. Progress reports are issued every 4 ½ weeks. All grades are posted and updated on Skyward.

Grading/Classwork

Teachers will communicate the grading system for this school year. All information concerning grades and classwork will be communicated by student's teacher.

Make-Up Work

Since the teacher is the originator of the assignments, he/she will assign a reasonable amount of time for make up work. The allowable time is not to exceed the number of days missed, plus one school day. When requesting a child's make-up work, please email the student's teacher ASAP (24 hours in advance if you want the work BEFORE your student's absence) so that teachers can prepare the work. The work may be picked up in the office or sent home with a sibling or friend if that is more convenient. Please plan accordingly with the classroom teacher.

Parent Conferences

Parent conferences will be held on Monday, September 21, 2026. Teachers will communicate how to sign-up for a conference time. A conference by teacher, parent, or admin can be requested. These must be scheduled in advance.

CUSTODY PAPERWORK

SCE will follow the most current parenting plan on file. If changes are needed, parents must notify the school in writing and provide updated documentation. Custody or court ordered parenting plan documents must be provided at the time of registration in cases of legal custodian, shared parenting, or guardianship placements.

**If a parenting plan is in place, the primary residential parent must register the student in their school of zone.*

BISON BEHAVIOR EXPECTATIONS

All students are expected to be Ready, Respectful, and Responsible throughout all activities within a school day.

Bison Behavior Supports

Please review the Bison Behavior Support document on our school website for reference of expectations, interventions and communication.

Behavior Referral

A student that receives a Behavior Referral has accumulated minor incidents or a major incident for inappropriate behavior.

Zero Tolerance District Policy

Our school will adhere to all Sumner County Board Policies regarding Zero Tolerance offenses and bully investigations.

DRESS CODE

SCS Dress Code Policy can be found on the Sumner County Schools website under board policies.
Students MUST wear:

Tops

- Must have sleeves or wide straps at the shoulder
- Non-see-through fabric from underarm to waistband
- Overlap waistband
- Hoods must remain down

Bottoms

- Sweatpants, non-see-through leggings, yoga pants, jeans, pants
- Holes or tears must be below mid-thigh as a halfway point between the hip and knee
- Leggings or yoga pants must be paired with tops that extend past the student's wrist with arms by their side
- Shorts, skirts, dresses mid-thigh as a halfway point between the hip and knee

Shoes

- Students' shoes must be secured as designed
- Elementary students' shoes must have heel straps (this also includes Crocs shoes).

Students CANNOT Wear:

- Images, logos, or language depicting drugs, alcohol, illegal items or activities
- Images of violence, demeaning or derogatory speech, profanity, or pornography
- Sleepwear or slippers
- Shoes with wheels
- Clothing that reveals undergarments
- Accessories that are considered a weapon, pose a threat, or are a potential safety hazard
- Items that hide any part of the face (except as a religious observance or medical reasons-examples include but are not limited to non medical masks, bandanas, and hoods).

RELATED ARTS

All SCE students participate in a 7-day Related Arts rotation that includes: Library, Music, Art, Guidance, STEAM/Technology and P.E. (2 days during rotation).

- **P.E.**: Please wear athletic shoes on P.E. days.
- **Library**: Students have the opportunity to check out books during their library rotation AND during open check-out times; any lost or damaged books will be the responsibility of the student to replace.
- **Guidance**: Counseling support is available to all students.

Visit our school website for more info:
sce.sumnerschools.org