

WELCOME TO
ALLEN ELEMENTARY SCHOOL

Dr. Phillip Greeson , Principal

Julie Park, Assistant Principal

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2020-2021

<http://allen.hcde.org>



ALLEN
ELEMENTARY

Mission

With the help of parents and community, Allen Elementary School is committed to encouraging and teaching students to **Believe** in themselves, **Work** hard, and **Achieve** their dreams.

Believe. Work. Achieve.

Vision

At Allen Elementary School, we are committed to the continued focus on collaboration and the highest levels of teaching and learning, where:

Students:

- Thrive, succeed, and grow through positive peer and staff interactions and relationships;
- Understand mistakes are an important aspect of learning and demonstrate perseverance to stick with learning tasks through completion; and
- Demonstrate personal responsibility for their daily attitude, effort, behavioral, and academic choices.

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Teachers:

- Engage students in being active in their own learning, develop growth mindsets, ask appropriate and rigorous questions, and provide ongoing individual student feedback;
- Hold students to high standards, set effective learning goals, and create a plan of action for success as defined by state guidelines; and
- Collaborate effectively to strengthen planning, utilize data to drive instruction, and align instructional goals.

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The School:

- Creates opportunities and support to serve the whole student from academic to social emotional;
- Creates school-wide and shared expectations on behavior; and
- Provides opportunities for students to engage in learning beyond the classroom through extra-curricular activities in the arts, athletics, STEM, and clubs.

Parents and Community:

- Show their involvement in the school and learning process by building relationships with staff through frequent positive interactions and opportunities to attend school functions; and
- Dialogue openly about needs, opportunities to support, and the academic expectations for all students.

ALLEN TEACHERS, SUPPORT PROGRAMS, ADMINISTRATORS & STAFF

Teachers:

- Kindergarten—**Cordell, Kilpatrick, Plumlee**
- First Grade—**Korth, Massengale, McCuiston, Robinson**
- Second Grade—**Howell, Mitchell, Rhodes, Winters**
- Third Grade—**Bratcher, Davis, Herron, McMinn**
- Fourth Grade—**Adair, Jolley, Phipps, Rigsby, Sharp**
- Fifth Grade—**Fain, Hardy, Perrin, Smith**

Support Programs for Allen Students:

- Gifted/Talented Program Teacher—**Olivia Myers**
- Instructional Coach--**Melissa Richardson**
- RTI2/Tier III Program Teacher--**Dee Rice, Brittney Wilkerson**
- Ex. Ed. Program Teachers--**Jennifer Newberg, Brenda Hammonds**
- Ex. Ed. Program Teaching Assistants--**Lisa Vatter, Missy Rogers, Donnell Howard, Melissa Steele**
- K-5 Intensive Supports Class Teacher & Assistants--**Mary Hunter, Lisa Lewis, Diane Workman**
- Speech and Language Program Teachers--**Lisa Pouncey, Lynda Gibb**
- Art Teacher – **Rachel Loeffler**
- Music Teacher--**James McClary**
- Physical Education & Health Program--**Katrina Jenkins**
- Librarian and Media Specialist--**Tracy Russell**
- Guidance Counselor and 504 Program--**Debbie Phillips and Emily Weirsema**
- School Psychologist—**Logan Jones**
- School Social Worker--**Dawn White**
- School Age Child Care Program--**Patty Hawkins, Director**

Administrators, Office Staff, Cafeteria Staff and Custodial Staff:

Dr. Phillip Greeson, Principal	Julie Park, Assistant Principal	Amy Duncan, Secretary
Jennifer Bearden, Bookkeeper	Melisa Beavers, Clerical Assistant Belinda Rogers, Clerical Assistant	DeAnna Edwards, Nurse
Cafeteria Staff		Custodial Staff
Paula Nabors, Manager		Tammy Hayes, Lead Custodian
Sherri Dent, Assistant Manager		Mechelle Smith, Evening Lead Custodian
Sheila Coppinger , Food Service Assistant		
Connie Stiffler, Food Service Assistant		
Mya Goodine, Food Service Assistant		

Community Involvement for Allen Students

All activities are subject to change due to district policies and COVID-19.

- Art Club
- Good News Club
- Grade Level Nights
- Literacy Night
- Math Night
- Grade Level Music Programs
- Chorus
- Science Olympiad
- Beginning Strings – 5th Grade
- UT Extension 4-H Programs 4th/5th grades
- READ 20 Programs—Grades K-5
- Modern Woodmen Civic Oration Program & Competition (TBD)—Grade 5
- Scripps Howard Spelling Bee Program & Competition (TBD)—Grades 3-5
- Junior Achievement Program—Correlation with Community—Grade 2
- Heart Healthy Challenge—Grades K-5
- New and Gently Used Shoe Program—K-5
- Cross Country Meet Training & Competition Program—Grades 3-5
- Track Meet Training and Competition Program—Grades 3-5
- North Hamilton Boys/Girls Basketball League—Grades 2-5
- Girls Volleyball Team—Grades 2-5

Allen Elementary Student Dress Code K-5:

Apparel or appearance that tends to be disruptive or takes away from the learning environment must be avoided.

Please speak with the homeroom teacher and then an administrator if there are any questions in order to avoid Dress Code concerns not covered below.

Examples of Dress Code Concerns:

1. Open Toe Shoes for safety reasons.
2. Clothing that is too tight or too short as to be revealing or appear immodest.
3. Shorts and skirts should reach to the bottom of the fingertips when a student is standing straight with hands at side.
4. Spaghetti straps - Straps shall be two finger widths or wider.

5. Unless used in a special school program, hats, bandannas, gloves, cosmetic eye and facial make-up are prohibited.
6. Any apparel that advocates violence, drugs, tobacco, alcohol, improperly dressed figures, gang related pictures/emblems, sexually suggestive words is prohibited. In matters of opinion, the judgment of the administration will prevail. Students arriving at school not in compliance with the dress code guidelines will be required to call parent/guardian, so that appropriate clothing can be brought to school.
7. Masks are required in the building during the COVID-19 pandemic.

Safety Issues:

For safety reasons, backpacks or book bags on wheels can be a safety issue at dismissal time, therefore they are prohibited.

All birthday greetings, bouquet, balloons deliveries will remain in the office until the end of the school day. It will not go into the classroom. A guardian must pick up any delivery that is made. Food deliveries must be taken to the office.

If birthday invitations are sent for a party off campus, they must be for the entire classroom, not just for a few students.

Student Code of Conduct:

1. Be courteous and respectful of each individual's rights.
2. Keeps hands, feet and objects to oneself.
3. Remember: No one has the right to disrupt the learning of others.
4. Arrive on time and strive for perfect attendance.
5. Do your best work and turn in your assignments on time.
6. Use appropriate language at all times.
7. Hallways are to be kept quiet.
8. Help maintain school property.

The following items are not allowed: iPods, toys, games, CD players, radios and collector cards unless the teacher gives permission in the form of a note or letter to parents. If any of these items are found and the owner identified, the parent may pick up the item in the school office on first retrieval.

Hamilton County Schools Code of Acceptable Behavior can be found here:

https://chs.hcde.org/UserFiles/Servers/Server_360002/File/COAB%202020-2021-5.pdf

Recognizing and Awarding Allen's Bulldogs:

Each nine weeks we recognize the accomplishments of our students in an awards program assembly. During Phase 4 we invite family and friends to attend. All assemblies will be in the gym. During Phase 2 and 3 teachers will host award assemblies in their classrooms. These will be recorded and posted on ClassDojo or CANVAS.

Attendance Policy:

The Hamilton County school district is required by law to maintain accurate attendance records for each enrolled student and to notify the student, parent, and/or legal guardian of absences that may cause the student to be removed from school.

Hamilton County Attendance and Truancy Compliance

Attendance Law Explained

According to the law (Tennessee Code Annotated 49-6-3001 (c)) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) (and seventeen (17), both inclusive, shall cause such child to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service against the parents or legal guardians of Kindergarten through grade twelve (12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007 (f)).

Hamilton County Department of Education Board Policy (6.200)

The following are legal reasons for excusing a student from attending school (HCDE purposes only):

- *Personal Illness*- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.

- *Death in Immediate Family*- Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
- *Family Illness*- Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.
- *Religious Holiday*- Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
- *Personal*- Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.
- *Approved School-Sponsored Activities*- Students shall be marked present when participating in a school sponsored activity away from the school building.

HCDE attendance procedures:

By law students are allowed five (5) unexcused absences per school year. HCDE will allow parent excuses to serve as documentation for three (3) additional personal illness days. After the five (5) unexcused days and the three (3) additional personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent or guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.

If the following conditions apply, school social workers will contact parents about their child's attendance:

- After four (4) unexcused absences, parents will be notified by school social worker to attend an Attendance Review Team (ART) meeting.
- After more than five (5) unexcused absences, parents will be notified by school social worker via legal notice to attend an Informal Truancy Hearing before juvenile court representatives.

If unexcused absences continue after the Informal Truancy Hearing, parents will be petitioned to attend a Formal Hearing before a juvenile court judge.

Tardiness and Early Dismissals:

Students are considered tardy after the 8:15 a.m. bell. Students leaving before 11:45 a.m. are considered absent for the day.

All students must be dismissed through the office. The office will contact the teacher and grant approval for dismissal. Guardians should wait in the office for the student to arrive.

A child can only be released to their legal guardian or to someone designated on the emergency/enrollment card.

School Operation and Procedures:

Hours of Operation:

The school day begins at 8:10 a.m. However, the school does begin operation and is open at 7:45 a.m. with teachers on duty.

Tardies:

All doors are secured at the 8:15 a.m. bell. Children arriving after doors are secured at 8:15 a.m. must be accompanied to the office through the front entrance by the parent to sign a tardy slip and be assigned a pass. School dismissal begins at 3:15 p.m.

Early Dismissals:

We strongly urge you to please refrain from early dismissals. Students miss valuable instructional time when they are dismissed early. **For safety reasons there will be no early dismissals after 2:45 p.m.** unless it is prearranged with the principal or in the case of an emergency. If early dismissal is necessary, please use the following procedure:

1. Use the School Dismissal App to send a note letting the teacher know the student will be leaving early, or write a note to your child's teacher indicating the reason for the early dismissal and the approximate time you will arrive to pick up your child.
2. Come to the office to check your child out of school. Your child will not be dismissed to anyone not on the registration/ dismissal card unless you contact us concerning the change. If you have a doctor appointment card, please allow us to make a copy as part your child's excused absence from class.
3. Identification is required at the time of dismissal along with your signature, time and date on student dismissal card.
4. Please wait in the office for your child.

Update Important Student/Family Information:

Please notify in writing to the office and to your child's teacher regarding any contact changes (emergency numbers, postal address, email address, babysitters, and/or place of employment). Updates are crucial in the event of an emergency situation.

Drop-Off and Pick-Up Car Riders:

Teachers on duty will begin permitting students to enter the building at 7:45 a.m. and will end at 8:15 a.m. If you are dropping off **after 8:15 a.m., please go to the office to sign in your child** to receive a pass to class.

Drop-Off procedures:

Kindergarten and First Grade Students: K-1 Students will enter the building at the kindergarten

playground. A breakfast cart will be available in the hallway.

Second and Third Grade Students: 2-3 Students will enter the building at the SACC entrance (middle entrance). A breakfast cart will be available in the hallway.

Fourth and Fifth Grade Students: 4-5 Students will enter the building through the front doors. A breakfast cart will be available in the hallway.

Transportation Change:

A note is required if a child is not going home in their usual manner. If a student is going to leave with another student, both students must bring a note. We cannot allow students to ride home in a car other than that of the parent or the carpool without a note. We enforce this policy for the safety of our children. *Parents may not make transportation changes by telephone during the school day or through ClassDojo.* In emergency cases only, the office may be contacted before 2:30 p.m. and the changes will be announced by intercom at 2:45 p.m. Again, please use this service for emergencies ONLY.

Drop-Off Begins at 7:45 A.M.:

Phase 2/3: Car rider and bus rider arrivals begin at 7:45 a.m. Students may get breakfast from the breakfast cart and go to classrooms. Teachers will be on duty in classrooms beginning at 7:45 a.m.

Phase 4: Car rider and bus rider arrivals begin at 7:45 a.m. Students may eat breakfast in the cafeteria and/or go to the following areas until the 8:10 a.m. bell:

- Music Room—Kindergarten Students
- Library—First Grade Students
- Second Grade hallway —Second Grade Students
- Hallway outside of the library--Third Grade students
- Gym— Fourth and Fifth Grade Students

Security for Our Students:

Morning Arrivals:

The drop off area begins unloading students at 7:45am daily where parents stay in their vehicles. Parents may park in the far parking lot by the outdoor classroom to walk their student(s) to the sidewalk and entry point.

After 8:15 A.M. Entry Procedures:

Hamilton County Department of Education (HCDE) has implemented the Raptor visitor management system. Raptor allows schools and facilities to produce visitor badges and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to all HCDE schools: thus providing enhanced protection for our students.

- All visitors must report to the main office upon being buzzed into the building.
- Once in the main office, the visitor will submit a State issued photo ID (e.g., driver's license, Consulate ID's, photo passports, or Military ID's).
- Office staff will compare the ID photo with the person handing over the ID.

- If the photo and the person match, the office staff will scan the visitor’s ID and issue a badge with the visitor’s destination and current date if there is no alert indicated from the system.
- If the visitor does not have acceptable photo identification available, the school administrator may allow the person to have their information manually entered into the system and a badge will be issued if the person is known to them. A visitor can be manually entered no more than twice before being denied entry.
- In the event a visitor refuses to allow their photo ID to be scanned, they will not be allowed access to the building.
- Visitors will check out in the main office prior to leaving the building.
- ANY person that does not have a HCDE ID or a visitor’s badge with the current date displayed will be escorted to the main office immediately.

Before/After School Childcare:

The Hamilton County Department of Education provides before and after school care at Allen Elementary from 6:00AM-6:00PM. All children enrolled in the School Age Child Care Program must attend Hamilton County Schools Parents may register students at any time during the school year. Registration forms are available at the SACC office. Rates for Child Care are based on service of one child (discount for siblings):

- \$15.00 full day—6:00 a.m. to 6:00 p.m. (Fall, Winter, Spring and Summer Breaks, etc.)
- \$4.00 morning care before school—6:00 a.m. to 7:45 a.m.
- \$6.00 afternoon care—3:10 p.m. to 6:00 p.m.
- \$10.00 annual fee to register your child.

School Meal Prices 2020-2021:

For your convenience, you may monitor and manage your student’s breakfast/lunch account online through MyPaymentsPlus. You will need to set up an account, for which you will need your child’s student number. To obtain the number you may call the school office (843-4713) or cafeteria (843-4725)

Monitoring your child’s purchases and account balance is free; however, a nominal fee is charged to add money to their account. Please note the following choices for setting up a money account:

- General Account: money in the general account can be spent by your child on meals OR a la carte items.
- Meal Account: money in the meal account can be spent on meals only.
- Combo Account: You may put money into both accounts if you wish to restrict how much a la carte your child may spend. Additionally, you may specify for which account you would like the money deposited when sending cash or check.

BREAKFAST Full Pay K-12	BREAKFAST Reduced Pay K-12	BREAKFAST HCDE EMPLOYEE	BREAKFAST VISITOR
\$2.00	\$.30	\$2.75	\$3.00

LUNCH Full Pay K-12	LUNCH Reduced Pay K-12	LUNCH HCDE EMPLOYEE	LUNCH ADULT VISITOR	ADULT HOLIDAY SPECIAL LUNCH
\$3.00	\$.40	\$4.25	\$5.00	\$5.00

MAKE CAFETERIA CHECKS PAYABLE TO: HAMILTON COUNTY FOOD SERVICES or HCFS.

REMEMBER: We cannot combine field trip and other fees with lunch money. Please put your child's cash/check in an envelope with your child's name, lunch number and teacher's name on it to be deposited into your child's meal account (weekly, monthly, daily). Please call the Cafeteria Manager of Allen Elementary, Ms. Paula Nabors, if you have a question at 843-4725.

Outside Food/Drink: We do not allow outside restaurant food and drinks to be brought into the cafeteria due to some of our students having severe and life threatening food allergies. In addition, Federal Law prohibits carbonated soft drinks in the cafeteria during breakfast/lunch times.

Digital Resources

Allen Website:

Please visit the Allen Elementary website located at <https://allen.hcde.org/>.

We will continually update the site with upcoming events and other important information. We hope it will become a useful resource for you and your family.

ClassLink:

All Hamilton County students have access to classlink. ClassLink houses learning platforms and favorite programs. Students can access classlink at: launchpad.classlink.com/hcde. Students will sign in with Google using their @students.hcde.org email address.

Class Dojo:

Please visit Classdojo to learn more about events and activities happening at Allen Elementary and in your student's classroom. Classdojo serves as the Learning Management System for students in grades K-2. At Allen we have adopted Classdojo as a communication tool school-wide.

CANVAS:

CANVAS serves as the Learning Management System for grade 3-5. Teachers will create modules and assignments, as well as house digital learning activities.

AES@Home (HCS@Home) Handbook

HCS@Home handbook can be found at: <https://www.hcde.org/schools/hcsathome>

HCS Bring Your Own Device Policy

Hamilton County Department of Education Terms and Conditions for Bring Your Own Device (BYOD) The use of technology is an essential component of the school program and the educational process. The Hamilton County Department of Education will allow students and employees access to HCDE's wireless network using personally owned devices. The use of HCDE's network is a privilege not a right and may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps build good digital citizens. Devices Permitted: All devices must be approved by the principal or his/her designee. Rules and Conditions: The following rules and conditions are specific to our district's BYOD program. All students and their parents must also read and sign the Technology Acceptable Use Policy before the device will be allowed on the network. Failure to follow the Technology Acceptable Use Policy or any of the rules and conditions of the BYOD agreement listed below may result in further disciplinary action. Where/When/Storage

1. Students may only use their device in the classroom when instructed by teacher to do so.
2. Students may only use their device in common areas (hallways, cafeteria) when approved by the school administration.
3. Students should not ask teachers or staff to hold or store their device.
4. No school employee should be asked to retrieve device left in school after normal school hours.
5. Students may not use their device to update social media sites or accounts during school hours. Students should not use device to call, text message, make pictures, videos or audio recordings, or electronically communicate with others during the school day without teacher supervision or permission.
6. Students should not possess, share, or download inappropriate videos, pictures, or audio recordings during the school day.

Network Access

1. Students are expected to use the school's wireless network, not personal data plans to access the web. BYOD privileges may be revoked for students not using the approved network.
2. No guarantee is made that the school's wireless network will always be available.

Network outages may occur and signal strength may vary.

3. Students should bring devices fully charged to school.

4. All BYOD devices must connect to the school “HCDE Guest” network only. Theft/Loss, Etc.

1. The school district will not be held financially responsible for lost or stolen devices.

2. The school district will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school’s wireless network or power outlets.

3. School staff is not responsible for configuring, troubleshooting, or repairing student devices.

4. School officials may read, examine, or inspect the contents of any student’s personal device upon reasonable suspicion that the contents of the device may contain evidence of a violation of these or other rules and policies of the district, or a violation of local, state or federal laws.

5. School officials may confiscate any student device if student is not following BYOD procedures. Confiscated devices will be locked in an administrative approved location. I have read, understand, and agree to abide by these rules and conditions. I understand that bringing my device is a privilege, not a right, and that this privilege can be revoked for violations of these rules or any other Code of Conduct violation.

Virtual Learning Expectations

All school rules apply to virtual learning environments.

Beyond the stated rules and expectations, there are additional expectations for virtual learning.

-Students should participate with their camera on with no distractions and no other individuals in the room when using Zoom or similar apps.

-A daily check in is required for attendance purposes.

-The school reserves the right to add additional expectations for virtual learning as new requirements are needed.

NOTICE OF NONDISCRIMINATION

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the

Educational Amendments of 1972. Marsha Drake is the Title VI and Title IX Coordinator for Hamilton County Schools. She may be reached by calling (423) 209-8654.