

ALLEN ELEMENTARY SCHOOL

Haley Brown, Principal

Julie Park, Assistant Principal

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<http://allen.hcde.org>



2024-2025

Allen Elementary

Family & Student Handbook

2024-2025

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Welcome!

Welcome to an exciting year at Allen Elementary School! As we begin the journey to prepare your children for their futures, the faculty, staff, and I feel we are very fortunate to have the opportunity to work with you. On behalf of our faculty and staff, I want to thank each of you for supporting the work we do with your children each day.

Our primary goal at Allen Elementary is to provide each student with the highest quality education. Our intent is to provide a safe and friendly atmosphere with the structure necessary to ensure that our high educational standards are met. This handbook is our effort to inform you of our expectations and requirements. If you have any questions concerning this material, please contact me at 843-4713.

I encourage you to take an active role in our school. We welcome your assistance and active participation. The positive support you extend to your child's teacher is critical to the success of our school.

I look forward to working together to give your child the best possible education!

Sincerely,

Haley Brown
Principal

Ways You Can Help

- Know the designated entrances and exits used by the children.
- Be on time for the beginning of the school day. This will help children recognize the importance of school and develop good habits of punctuality.
- Be on time to pick up your child and make every effort not to pick them up early.
- Read all the notes that are sent home by the school. Promptly return the ones that require a signature.
- Listen to what your child has to say about school. Do not force the conversation but be attentive when your child is ready to share.
- Ask your child which learning targets they mastered today.
- Praise the work your child brings home.
- Volunteer at school when you can. This helps children realize the importance of education.
- Attend after school events. Children learn what is important to their parents by watching them and attending events with them.
- Check Class Dojo to see the learning occurring and messages from the teachers and school.

Allen Elementary Faculty & Staff

Pre-K

Samantha Wood
Assistant: Cindy Jordan

Kindergarten

Karen Cordell
Leah Herron
Brittni Kilpatrick
Cami Mitchell

1st Grade

Karen McCuiston
Beverly Randolph
Vanessa Rhodes
Crystal Robinson

2nd Grade

Lori Adair (Math, Sci, SS)
Amy Finn (ELA)
Nikki Howell (ELA)
Kristy Plumlee (Math, Sci, SS)

3rd Grade

Abbey Bratcher (Math, Sci)
Joan Davis (ELA, SS)
Lindsey Flaherty (Math, Sci)
Kimberly McGlothlin-Phipps (ELA, SS)

4th Grade

Dr. Travis Jolley (Math)
Danielle Lillie (ELA, Sci, SS)
Michelle Rigsby (ELA)

5th Grade

Natalie Hardy (ELA, Sci, SS)
Kelly Perrin (ELA)
Paula Smith (Math)

Related Arts

PE: Katrina Jenkins
Art: Rachel Loeffler
Library: Tracy Russell
Music: Laura Wigdor

Exceptional Education

Brittany Wilkerson
Intensive Direct Service: Karri Jones
Gifted: Bridget Beesley
Speech & Language: Lisa Pouncey
Speech & Language: Lynda Gibb
Assistants: Lisa Vatter, Heather Flaherty

eLab Specialist

Jessica Sharp

Social Emotional Support Team

Social Worker: Courtney Falker
School Counselor: Lexy Rohn
Student Support Coach: Linda Shattuck

Academic Intervention

RTI Facilitator: Heather Massengale
Intervention: Missy Rogers
Tutor: Melisa Beavers
Tutor: Starr Higgins
Tutor: Belinda Rogers

Support Staff

Instructional Coach: Emily Giles
SACC Site Director: Shawna Shipley
School Psychologist: TBD
SSO: Keith Loveless
Permanent Substitute: Natalie Fiddler

Cafeteria Staff

Manager: Sherri Dent
Assistant: Sheila Coppinger
Assistant: Mya Goodine
Assistant: Candy Knight
Assistant: Connie Stiffler

Administration & Office Staff

Principal: Haley Brown
Assistant Principal: Julie Park
Secretary: Amy Duncan
Clerical Assistant: Kate LaDue
Nurse: DeAnna Edwards
Bookkeeper: Jennifer Bearden

Policies

Attendance

Attendance policies established by the Hamilton County Board of Education are based on state law and Rules and Regulations established by the Tennessee Department of Education. Hamilton County Schools are required to notify the student, parent, and/or legal guardian of absences that may cause the student to be removed from school. Children need to be in school every day possible in order for them to achieve to the best of their abilities. The importance of daily attendance cannot be overemphasized.

School Day

School hours: 8:15 – 3:15

Breakfast Hours: 7:45-8:10

Student drop off begins: 7:45

Students go to class: 8:10

Afternoon car rider line: 3:15-3:30

Pre-K Hours: 7:30-2:30

Absences

The law requires that school officials report to the court and parent/guardian of a child who is unlawfully absent from school for any five (5) days during the school year (this means an aggregate of five (5) days) without adequate excuse. When a student reaches five (5) unexcused absences, the school will notify the parent/guardian that their child must attend school on a regular basis by mailing the Attendance Notification Letter. After ten (10) days absence without adequate excuse, a student is referred to the school social worker. If the child continues to accrue unexcused absences after the referral, a legal notice will be mailed by the school social worker.

This notice shall serve as intent to file a truancy or dependency and neglect petition with Hamilton County Juvenile Court unless proper documentation is provided to the school within five (5) days of receipt of this notice.

Excused Absences- Conditions for which a student's absence may be excused are:

- **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 (3) days in the event of a death in their immediate families including mother, father, stepparent, 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 such as a 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.

District personnel will intervene to address truancy using a *Tiered Attendance Intervention* support structure for students and their families.

5 Unexcused Absences: Tier One Intervention will be school-based and may include one or more of the following strategies: verification/documentation of absence, automated call, phone conference with guardian to review the attendance contract.

8-10 Unexcused Absences: Tier Two Intervention will involve the school attendance specialist conducting a needs assessment with each individual family to identify barriers to school attendance. The results of the needs assessment may result in a referral to the school social worker or a community service agency to provide support to the family.

10 or more Unexcused Absences: Tier Three Intervention will involve the Community Attendance Review Board to engage additional community partners in addressing the barriers to attendance. Attendance issues that continue beyond the Tier Three intervention will result in a referral to Juvenile Court.

Unexcused Absences:

An absence is recorded when a child misses more than one-half of a day of school (leaves before or arrives after 11:45). Absences that do not meet the above criteria for being considered excused, or for which there is not a written statement from the parent, are recorded and reported as unexcused. **Out of town trips are unexcused** unless they meet the criteria stated above.

As important as daily attendance is, it is important that a child be kept home whenever they are ill. Do not send your child back to school until they are fever-free, without medication, for **at least 24 hours**. It is not acceptable to send a child to school if they wake up with a fever, **even if you bring down the fever with Tylenol!**

Tardiness

- Students are considered tardy after the 8:15 a.m. bell. All doors are secured at this time and students must enter through the office with an adult.
- Every minute of every day matters for every student.
- Excessive tardiness is reported to the Social Worker. Students who are tardy due to a doctor or dentist appointment may show proof of the appointment to be excused.
- Do not drop children off in the car rider line area if there are no school staff members present.

Early Dismissals

- Please do not check a student out early unless absolutely necessary. Every minute of every day matters for every student.
- For safety reasons, **there will be no early dismissals after 2:45 p.m.** unless it is prearranged with the office or in the case of an emergency.

- 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. The school will not release your child to a stranger, or someone who is not listed on their information card, under any circumstances. If an emergency arises and it is necessary for someone who is not on the card to take your child out of school, you must fax or write a note naming the person to whom permission is given to pick up your child.

Make Up Work

Excused absences entitle students to make up any work missed. Students will be given as many days as they were absent to make up missed work. Work for unexcused absences will be given upon the student's return to school. Please do not ask your child's teacher to prepare specific assignments prior to an absence.

Birthdays

- Birthdays may be celebrated with a special snack. Please notify the teacher at least 48 hours prior to celebrating your child's birthday in this manner in order to receive approval due to possible allergies.
- **Store bought foods are preferred. An ingredient list for store bought or homemade foods must be reviewed by Nurse Dede 48 hours in advance: edwards_deanna@hcde.org or contact her on Class Dojo.**
- Please send birthday snacks with your child to school in the morning. There will be no classroom parties to celebrate birthdays.
- Please do not send birthday invitations to be given out for off campus parties unless the entire class is invited.
- Balloon, flower, cookie bouquets, fruit bouquets, etc. will not be accepted for delivery to students in classrooms. A family member must pick up any delivery that is made.

Bus

Behavior

Riding a bus is a privilege, not a right. Students' behavior on the bus can result in losing this privilege. It is the student's responsibility to behave in a way that does not disrupt others or take the attention of the driver away from the safety of the other children. Bus rules are communicated and practiced at school. Please support your child in following those rules. Student safety is the priority on buses.

Making Changes

Permission to ride a bus other than the one your child is assigned can only be granted by office staff. A parent or guardian must make this request in the form of a written note. Students should bring notes to the office early in the day (not as they are headed to the bus).

Cafeteria

Meal Prices for 2024-2025

The application process for free or reduced price lunch is now open. Families are encouraged to complete and submit the application if they have been eligible in the past or if they think they may be eligible now. Completing the process now will simplify the process once school starts. The application can be found at: [LINQ Connect https://linqconnect.com](https://linqconnect.com). LINQ Connect offers parents and staff a convenient, easy, and secure way to deposit money into your child's account using your bank account or credit card. You can also review purchases on your children(s) accounts, view menus, transfer balances, submit a free & reduced application, and view the status of your free & reduced application. There is a fee of \$2.60 to make a payment on your child's account. All other features are free.

Breakfast - \$2.00	Free and Reduced Breakfast - \$0.30
Lunch - \$3.00	Free and Reduced Lunch - \$0.40
Visitor Lunch - \$5.00	

*These costs were accurate at the time of printing. Please consult hcsde.org for accuracy.

Students may choose to bring their lunch to school. Please follow these guidelines:

- Lunch should be nutritious and well balanced.
- Federal law does not permit carbonated beverages during lunchtime.
- Outside restaurant food is not allowed in the school cafeteria.

Visitors During Lunch

Visitors are welcome to eat lunch with their child during their scheduled lunch period. Visitors must check in through the front office to obtain a pass. Please follow these guidelines:

- Federal law does not permit carbonated beverages during lunchtime.
- Outside restaurant food is not allowed in the school cafeteria.
- Taking pictures of other students is not allowed.
- Dress appropriately, following school dress code.
- If a table is full, an overflow table for visitors may be used.

Cell Phone and Electronic Device Policy

In Accordance with Hamilton County Schools Board Policy 6.311, cell phones, personal communication devices, and personal electronic devices including, but not limited to, wearable technology such as watches, eyeglasses, rings, earbuds, or headphones, that have the capability to record, live stream, or interact with wireless technology are not permitted to be used during the school day.

Students may possess devices as long as they are not seen or heard and should be stored in backpacks or a school approved location. School staff are not liable for lost or stolen cell phones and are not responsible to conduct any investigations regarding the loss of a student electronic device.

Consequences for cell phone violations will be issued in alignment with the HCS Code of Acceptable Behavior.

Change of Address/Phone Number

Address or contact changes (emergency numbers, address, email address, babysitter, place of employment, etc.) should be reported to the school office and your child’s teacher immediately. The school must be able to get in touch with you in case of an emergency.

Communication



We are proud to be a ClassDojo School as we use this platform for the majority of our communication with parents. However, if you need to get information to us at school during the school day, it is best to contact the office by phone. Teachers may not always see your message on ClassDojo and this can lead to miscommunication.

School

School news and information will be shared on our school website, allen.hcde.org, Class Dojo School Story, and Allen Elementary School Facebook page. An information sheet on how to join Class Dojo will be sent home on the first day of school. A newsletter will be sent home monthly with school updates.

Teachers

Teachers at Allen Elementary encourage open communication and will strive to respond to email and Class Dojo communications from parents within 24 hours. The exception to this is any email received on a Friday or during a weekend or holiday will be responded to by the end of the day the following work day.

Administration

Your input and feedback are very important to the administration at Allen Elementary. Please know that the principal and assistant principal are happy to discuss any questions or concerns you have. Please contact the school office in order to talk to one of us, send a message on ClassDojo, or send an email to brown_haley@hcde.org (Haley Brown, Principal) or park_j@hcde.org (Julie Park, Assistant Principal). Please hold the same expectations for timing as for teachers.

PowerSchool Parent Portal

Grades for students in third through fifth grade are entered weekly in PowerSchool. Parents are encouraged to check grades weekly and discuss grades and/or missing assignments with their children. Please follow the guidelines above for communication.

Grades 3-5 will use the Hamilton County 10-point grading scale:

Numerical Average	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Discipline

General

At Allen Elementary we follow The Allen Way, celebrating the positive actions of our students. The acronym B.A.R.K. stands for:

B-Be your best self: Showing pride in work and actions, listening to understand

A-Act Responsibly: Respecting self, others, and environment, being a problem solver

R-Ready to Learn: Actively participate, come prepared

K-Kind words and Actions: Include others, be helpful and kind

Students are acknowledged for displaying characteristics of The Allen Way. Class Dojo points can be spent in the school store for rewards or experiences. We believe in teaching students to build positive relationships with staff and other students through skills and strategies taught during morning meetings and monthly guidance lessons. The development of positive, productive behaviors requires the full cooperation of students, parents, and teachers. When a child develops good character and conduct, they are well on the way to success in school and later in life.

At Allen Elementary we see every child as a unique individual with varying needs and abilities. The faculty and staff are committed to meeting the unique needs of each student on an individual basis. For this reason, a list of infractions with consequences is inappropriate. Each disciplinary situation will be dealt with on an individual basis.

The following disciplinary infractions could result in a suspension of at least a calendar year:

- Possession of a firearm or an explosive or incendiary or poison gas device
- Striking a school employee
- Unlawfully possessing any controlled substance or drug
- Possession of a knife, any device with a sharp blade, or any device capable of injuring or disabling another individual
- Possessing, transferring, or receiving drug paraphernalia
- *Look-alike* drugs or non-prescription drugs

The above includes possession on school property, a school bus or a school sponsored activity and may be reported to local law enforcement officials.

Bullying

We believe that a safe and civil environment in the school is necessary for students to learn and achieve high academic and personal standards. Allen Elementary School defines bullying and harassment Bullying as:

Definition: Aggressive behavior that is intentional, repeated, and involves a power imbalance.

Harassment Definition: Discriminatory behavior based on one's ethnicity, gender (including sexual orientation), disability, and/or religion.

Should students become aware of a bullying situation, they are encouraged to report the incident to a teacher, the counselor, or an administrator. The privacy and anonymity of all parties and witnesses will be respected. Students may report in the following ways:

1. A written statement detailing the incident to be delivered to any teacher, counselor, or administrator either in person or to that person's mailbox.

2. Verbal statement to any teacher, counselor, or administrator.

Such complaints will be investigated and handled appropriately by a teacher, counselor, and administrator.

Parent Support

Your support of your child's conduct as well as the disciplinary actions that take place at school each day is of vital importance in your child's success in school and later in life. We will work with you and your child to help support their success in school. We depend on your support and we strive to emphasize positive behavior in all of our students.

Dress Code

Our dress code is designed to encourage modesty and to build an appropriate learning environment. If a student's dress is a distraction to the educational environment, it will be dealt with on an individual basis. Any item of dress that is not identified below, and creates a distraction in the educational environment, will be handled at the discretion of the teacher and administration.

Any student whose religious beliefs affect their dress and/or grooming will be accommodated.

Guidelines:

- Tennis shoes with socks must be worn on scheduled P.E. days. Open-toed shoes, Crocs, flip-flops, high heels, clogs, and shoes with rollers on the soles are considered to be safety hazards and are **not** permitted.
- Showing midriff is prohibited (no crop tops).
- Spaghetti straps are prohibited but sleeveless shirts/tops are allowed.
- Excessively tight or form fitting clothing such as bodysuits, biker shorts or spandex clothing cannot be worn to school unless covered by shirts, skirts, or dresses.
- Unless used in a special school program, hats, bandanas, gloves, cosmetic eye and facial make-up are prohibited.
- Any apparel that advocates a negative attitude is prohibited, such as violence, drugs, tobacco, alcohol, improperly dressed figures, gang related pictures/emblems, or sexually suggestive words.

Upon violation of the school dress code, the parent will be notified and may be expected to bring suitable dress for the child to change into. Continued violation may necessitate a conference with the child and parent. School administration serves as the final authority in these matters.

Emergencies

School Emergencies

In the event of a power or phone outage, important announcements will be posted on Class Dojo. If there is an unexpected early dismissal, a mass phone call will go out with details on dismissal. **It is very important that you maintain updated contact information with the school at all times.**

Student Emergencies

In case of a serious accident or illness the school will follow these procedures:

1. Enlist the assistance of the school nurse.

2. If necessary, call 911.
3. Contact the parents or guardians of the student.
4. If a parent cannot be reached, the emergency contact listed on the child's information card will be contacted.
5. If the emergency contact cannot be reached, the family physician will be notified.
6. If no other contact can be reached, the school will wait for assistance from emergency officials.

It is critically important that families maintain updated contact information with the school at all times.

Health Conditions

Should your child suffer from asthma, allergies, or any other potentially serious health condition, be sure to speak to the school nurse as soon as possible. In addition, make it a point to give your child's teacher a note describing the condition and the appropriate steps to take in an emergency involving the condition. **Please be sure to keep the school informed of any changes of address or phone numbers, either at work or home.**

Medication

Medication will not be dispensed to students. The exception is for students requiring long-term prescription medications. Only in these cases will the school nurse or their designee, in compliance with school district regulations, administer medication. Please see the school nurse for guidelines regarding administering medication at school. **Medication may not be sent to school with students at any time. Please bring any required medications to the office during school hours.**

Homework

Homework will be assigned in each class according to the teacher's design. It will be assigned for any of the following reasons:

1. Reinforcement of skills or concepts already taught in class
2. Enrichment
3. Completion of work not finished during the school day

As a rule, daily homework assignments should not exceed the given time limits:

Grades K	20 minutes of reading or being read to
Grades 1 and 2	20 minutes of reading or being read to, 5 minutes of math facts
Grade 3	20 minutes of reading, 10 minutes other
Grades 4 & 5	20 minutes of reading, 20 minutes other

These times will increase if students need to bring home unfinished work, need additional practice on a given concept, or have a special assignment or project to complete.

Teachers in departmentalized grades will work together to ensure the homework assigned for each subject does not exceed the allotted times.

Parents are encouraged to provide satisfactory homework conditions including a workspace, good lighting, supplies and materials, and a regularly scheduled study time.

Lost and Found

All clothing found at school, regardless of its value, is placed in the lost and found. Money, jewelry or other articles of value are turned in to the office. Students may claim them after proper identification. At the end of each month, all unclaimed items will be given to a local charity.

Messages

Please do not call the school to leave messages for students unless it is an absolute emergency. Please make arrangements for books, homework, money, and transportation before your child leaves for school each morning.

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. Mrs. Sheryl Randolph is the Title VI and Title IX coordinator for Hamilton County Schools. She may be reached by calling (423) 209-8654.

Parties

As determined by the Hamilton County Department of Education, classrooms are allowed two parties each school year. Designated times are the winter holiday and Valentine's under the direction of the teacher and homeroom parents. Look for announcements listing the details of these parties. Special events and activities, which correlate with the classroom curriculum, may also be held at the discretion of the administration.

For more information on Birthday Parties, please see the heading, "Birthdays."

SACC (School Aged Child Care for students in K-5)

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):

- \$20.00 full day—6:00 a.m. to 6:00 p.m. (Fall, Winter, Spring and Summer Breaks, etc.)
- \$6.00 morning care before school—6:00 a.m. to 7:45 a.m.

- \$9.00 afternoon care—3:10 p.m. to 6:00 p.m.
- \$10 Half child care
- \$20.00 semi-annual fee to register your child.
- More information about SACC is available at:
https://www.hcde.org/district/departments_directory/child_care/fee_payment_rate

Transportation

Due to bus traffic, no drop off or pick up is allowed in the front of the school during arrival or dismissal times (7:45-8:15 am and 2:45-3:15 pm). All car traffic will use the side of the building. This is a safety issue and is in the interest of every child and driver.

Car Riders

In order to ensure the safety of all children, it is imperative that each and every parent follow the same car rider procedures. By following these policies, parents set a good example for their child.

Morning Drop-Off Procedures for K-5

Before 7:45, students must be signed up for Child Care. Parents must park and walk children into the SACC entrance to sign them in.

At 7:45, the car rider line will begin at the side of the building

Morning Car Rider Procedures:

1. Form a line in Lane 8 (closest to the school.)
2. Leave room on the right for teachers to park in the spots next to the playground.
3. Be prepared to exit: Backpack on, lunchbox, have everything ready to depart.
4. Your child should exit from the RIGHT side of the car.
5. When your child exits **and** the car in front of you has moved, you may depart.
6. **Please do not** go around cars that need additional time departing.
7. During arrival, please stay in your car at all times.

Please do not:

1. **DO NOT** drop children off without the presence of an adult!
2. *Drop your child off in the front of the building at any time*
3. *Park to walk your child in to the building during arrival time.*

After 8:15, you are late. You must:

1. Bring your child to the front of the building **and**,
2. Come in with them to sign them in

Afternoon Dismissal Procedures

There are 4 options for dismissing children from school:

1. School Age Child Care (see heading 'SACC')
2. Bus
3. Walk to back gate and walk home (students who live in Falcon Crest subdivision)
4. Car riders at the side of the building at 3:15

Afternoon Car Rider Procedures:

1. Choose Lane 1-8. (Lane 1-closest to the outdoor classroom, Lane 8-closest to the school)
 2. Place your vehicle in park.
 3. Place the car tag in your rearview mirror
 4. A staff member will come by to collect the code from the car tag. This will alert a staff member that you have arrived.
 5. Staff will record tag numbers from the front of the line until the end of the sidewalk (about 8 cars). A colored piece of paper will be put on your windshield indicating you're the first car in the next round.
 6. Lanes will be dismissed starting with Lane 1 (closest to the outdoor classroom).
 7. If your student does not arrive in a timely manner, you will be asked to move up to VIP (look for signs on the curb by the building).
 8. Stay in your car and do not motion for your child to come to the car. An adult will signal the child to come to you as soon as it is safe.
 9. Once your student has loaded the car, remove your car tag.
 10. Remain stopped until the adult alerts drivers that it is safe to move.
- When all cars have been filled and the line is finished, any remaining students will be taken to SACC if they are registered. Students not signed up for SACC will be taken to the office. Please come inside to pick up your child at that time.
 - In the event you lose your car tag, please stop by the office for a replacement.
 - Staff will be on dismissal duty from 3:15-3:30. *Please arrive by 3:30 to pick up your child.*
 - There are no early dismissals after 2:45.
 - *Special notes: Drivers can be ticketed for talking on their cell phones while driving in an active school zone. School Zones are equipped with speed ticketing cameras.*

**Pre-K procedures will be communicated by the teacher.*

Changes in Transportation

In the morning before school starts, please discuss with your child how they will be going home. In the event a change is needed in the way a child is to go home, **a written request from the parent or guardian must be sent to school** so we are aware of the change. This includes taking a different bus, getting off at a different stop than that regularly designated for the student, or going home with a friend. **Transportation changes should not be made over the phone or sent through Class Dojo.**

Visitors

Parents are encouraged to frequently and actively participate in the education of their child. Please avoid conferencing with teachers during these types of visits. Conferences should be scheduled ahead of time with both the teacher and parent agreeing to the time. All visitors must check in through the office upon entering the building.

- Visitors will not be allowed in the building before 8:15 a.m.

- All visitors must report to the main office upon being buzzed into the building. Follow the paw prints to find the correct door!
- 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.
- Administration or their designee has the right to refuse, limit, or discontinue visitor access to the school and school grounds.