

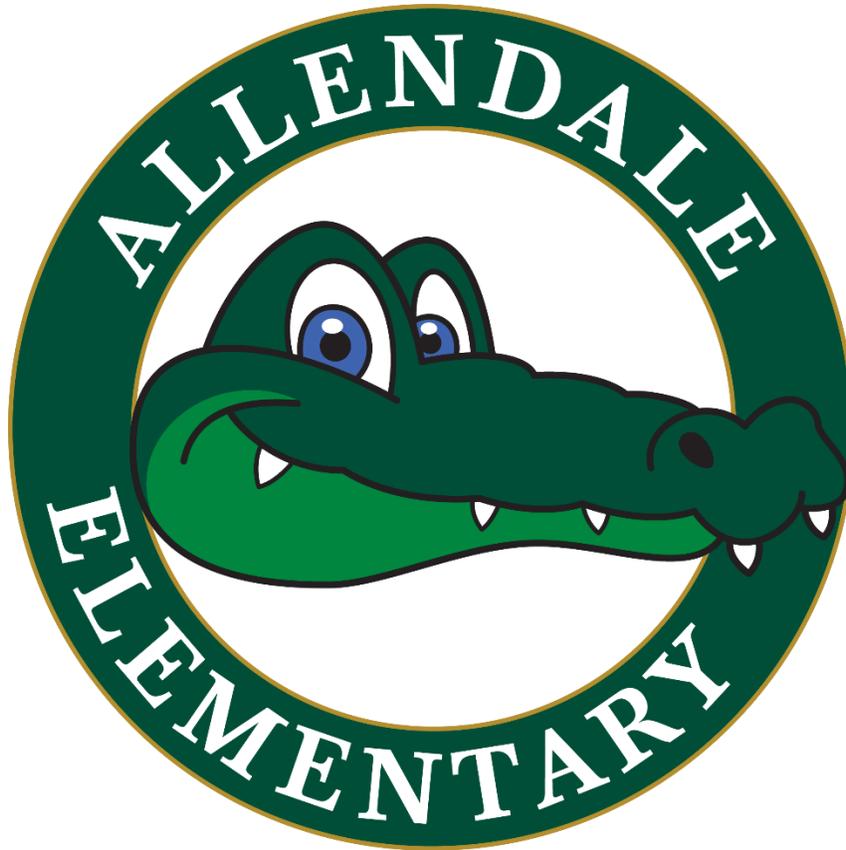
Allendale Elementary

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www.wcs.edu/aes

@wcsaes



Always Educating Students

Family Handbook 2019-2020

Dr. Cindy Davis, Principal

Dr. Shelley Kofahl, Assistant Principal

Updated: August 2019

Dear Parents and Students,

Welcome back to school! My name is Dr. Cindy Davis and I am excited to be your principal. I hope you enjoyed your summer!! We are going to have an outstanding school year as we take Allendale to the next level. The faculty and staff of Allendale Elementary welcome you to a new school year filled with exciting learning! Our goal is to provide your child with the best education possible that includes a strong emphasis on character development. We feel these two aspects will prepare each student for a successful future. Our expectations are high because we believe that all students can meet the challenges set for them. Allendale faculty and staff are committed to involving parents, students, and the community as we work together focusing on academic and character development for our students. It is a privilege for us to work with you. Let us know how we can serve you and your family.

Most Sincerely,
Dr. Cindy Davis, Principal

Visit the Allendale Elementary School Website at www.wcs.edu/aes/ and familiarize yourself with Allendale.



Dr. Cindy Davis, Principal

Dr. Shelley Kofahl, Assistant Principal

Updated: August 2019

Williamson County Schools

The Mission

To cultivate the ability, intellect, and character of each student

The Vision

Williamson County Schools will become a district recognized nationally for students who excel in academics, the arts, and athletics

Beliefs

We believe. . .

1. All students can learn more than they are currently learning.
2. Education is the cornerstone of democracy and civility.
3. Respect for ourselves and others is demonstrated in our interactions.
4. Public education strives to achieve a balance between academic, career and technical, and extracurricular activities.
5. It is important for all constituencies to work together to attain the strongest educational system possible.
6. Our educational system is a learning community. All personnel engage in continuous growth opportunities.
7. All forms of data are important in the determination of the present and future plans for public education.
8. Public education is a responsibility shared by schools, families, and members of the community. For example...
 - a. Students volunteer their attention and commitment when they are supplied with an engaging curriculum. Students are the primary focus of our schools.
 - b. Teachers are leaders of students and designers of engaging, high-quality work.
 - c. Principals are "leaders of leaders" who ensure that teachers have the ability, flexibility, resources, and support required to design engaging work for each student.
 - d. District office and other support personnel serve to sustain the work of principals and teachers.
 - e. The Director of Schools ensures that the entire community is aware of the changing needs of the educational system and of the kinds of support required for the district to pursue its mission.
 - f. The school board members are advocates of public education and support the efforts of the district as a whole to accomplish the district's mission.
 - g. All members of the community will offer support in all possible ways when they understand the benefits of the positive results of public education.

***The Williamson County Student Handbook is available online at www.wcs.edu.**

ALLENDALE ELEMENTARY SCHOOL

Parent and Student Handbook

Mission:

The mission of Allendale Elementary School is to collaborate with home and community to create a safe, nurturing and successful environment that cultivates the development of the whole child socially, emotionally and academically.

Vision:

Always **E**ducating **S**tudents to become well-rounded and successful individuals.

Beliefs:

We believe that all children should be:

Academically challenged

Developed in the related arts

Encouraged to be citizens with character

Successful and productive future leaders

School Colors: Green and Gold

School Mascot: Alligators

School Character Pledge:

I'm an Allendale Alligator proud as can be and I live by the 8 Keys!

- Integrity
- Failure Leads to Success
- Speak with Good Purpose
- THIS IS IT
- Commitment
- Ownership
- Flexibility
- Balance

I Live Above the Line!

PBIS- 4 B's: Be Responsible, Be Respectful, Be Your Best, Be Nice

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ASSESSMENTS

Williamson County Students participate in both formative and summative assessments. Formative assessments are ongoing classroom assessments utilized to inform instruction. Examples include exit tickets, quizzes, unit tests, STARS universal screeners and benchmark assessments. Summative assessments typically take place at the end of a course. They are utilized to guide the school on overall approaches and strategies for instruction.

- K-1: ELA - AIMSWeb, Phonics, and K-Portfolio
- 2nd grade: ELA - STAR, DRA, and Benchmark
- K-1: Math - AIMSWeb, Dreambox, and Benchmark
- 2-5: ELA - STAR, Freckle, and Benchmark
- 2-5: Math - STAR, Freckle, and Benchmark.
- Students in grades 3-5 will participate in state and district assessments.
- During assessment windows we ask that parents make every attempt to have students at school on time. No absences will be excused for family trips.



ATTENDANCE

Consistent attendance and punctuality is a cornerstone of student progress and success. If students repeatedly miss school or are often tardy, it puts them at risk for misunderstanding concepts that are taught and reinforced while they are not present. Additionally, student attendance is one of the categories the federal and state governments use to evaluate schools and assess whether they are making adequate yearly progress. Consistent attendance is a priority at Allendale.

TRUANCY: In accordance with new state guidelines for schools related to truancy, Williamson County Schools has implemented a three-tiered system to monitor attendance. Parents will be notified as unexcused absences accumulate (recorded) to proactively help with truancy concerns.

Chronically Absent: The new Tennessee Department of Education

Accountability Regulations (ESSA) defines students as "chronically absent" after 18 absences per year, **regardless** of **excused or unexcused**. Students who accumulate 18 or more absences will be considered "Chronically Absent" and this information is reported to the state.

Absences:

- **3 unexcused absences** – parents will be notified via email and phone.
- **5 unexcused absences** – a meeting will be held with the parents/guardians and school personnel. The team will create a plan to support the family and ensure subsequent school attendance. Follow-up meetings will be planned to monitor progress.
- If the student continues to accumulate absences, additional interventions will be established.

Tardies and Early Dismissals

- Students are tardy if they are not in their classrooms by 8:45 am. The car rider line doors close at 8:40 am to ensure your student has enough time to make it to class.
- Late arrival and early dismissal may be excused for the following reasons: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.
- Early dismissals are strongly discouraged after 3:00 (except in an emergency) due to safety issues and the interruption of instructional time in classes. Instructional time extends until dismissal at 3:45 PM.
- The parent must show a government issued photo ID and sign the student out in the office at early dismissal time. The parent will sign our student In/Out sheet stating time and reason for dismissal. Office

personnel will call the student to the office when the parent arrives to pick up the student.

- To be counted “present” for the day, your student must be in class for at least half of the school day. If tardy, your student must be at school by 12:15 pm or they will be counted absent for the entire day. In addition, if you check your student out of school before 12:15 pm, they will be counted absent for the entire school day.

Excused Absences

- Excused absences include: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances. Please submit all request in writing.
- **Written Documentation**
 - The Williamson County School Board Policy 6.200 requires **written parental or medical documentation for all absences, tardies, and early dismissals**. This documentation ensures that school personnel are fully and accurately informed about your child. All absences are considered “unexcused” until a note is sent, preferably within 48 hours of the student’s return to school. **When a student’s absences exceed 8 days, a doctor’s note will be required to excuse all future absences**. Notes are kept on file for the school year. Parents may also send an email with all appropriate information to our attendance secretary, Lauren Grainger at lauren.grainger@wcs.edu.

Notes should state:

- child’s name
- teacher’s name
- date(s) of absence
- reason for absence
- doctor’s note (if applicable)
- parent or guardian signature

● **School Notification**

When a student accumulates a total of 8 excused absences, all other absences will be considered unexcused unless a doctor’s note is presented upon the day of returning to school. The principal may excuse more absences beyond 8 based on their discretion of the absences previously accumulated.

ARRIVAL/DISMISSAL PROCEDURES:

Arrival Procedures:

- The building is unlocked for students at 8:25 am. For safety and supervision reasons, no one should enter before 8:25 am. If you are enrolled in SACC (School Age Child Care), Before Care Program, the SACC doors will open at 6:30 AM.
- All car riders will enter the school through back entrance (back of the school).
- Bike rider, Bus riders, and Walkers (all grade levels) will enter through the **Cafeteria doors** (front of the school).
- **VISITORS:** All adult visitors will enter the school through the main entrance. You must press the buzzer and present your photo ID. You will be asked the reason for your visit. Your photo ID will be checked again once inside. You will sign in, receive a visitor sticker that must be worn at all times, and will be directed to your location.
- After entering the building, students will report to their grade level's assigned location.
 - Grades K-5 will report to their grade level hallways outside their teacher classroom and an employee will give further instructions at that time.

Car Rider Morning Arrival:

- All students will be dropped off at the back entrance of the school.
- Please drive (single lane) to the school back entrance.
- Please pull all the way behind the car in front of you before you let your child out.
- Please make sure your child is ready to exit the car by finishing goodbyes and gathering materials.
- A school employee and/or Student Safety Patrol will assist your child out of the car if they need assistance.
- For safety reasons, **children must unload from the passenger side only.**
- **Arrival at or after 8:42 am** will be considered tardy and students should be accompanied into the office by an adult for check-in. Start time is determined by the school's atomic clock and computerized bell system. All students are expected to be in the classroom **by 8:45 am** to not be considered tardy.
- If you need to enter the school with your child, please park in the **front area parking lot and enter the front office.**

Dismissal Procedures:

All car and bus riders shall be dismissed at the designated areas only. This policy is for the safety of all students and will be strictly enforced. Parental permission via a **written note is required** for any change in dismissal.

- All students exit at 3:45 PM, but we start the dismissal process around 3:40 PM.
- Bus riders will be dismissed through the cafeteria.
- Walkers and bike riders will be dismissed from the main hallway and walked to the main sidewalks of the surrounding neighborhoods. You must give your child permission to walk or ride a bike home.

Car Rider Dismissal:

- 1st – 5th grade students will be dismissed to the back-parking lot.
- **Kindergarteners + their siblings** will be dismissed to the front of the building.
- PARK IN DESIGNATED AREA ONLY (2 lanes).
- REMAIN in your car at all times.
- Please turn off engine and **refrain from cell phone** use during dismissal.
- Have your car tag ready for collection.
- Allendale staff will **collect transportation tags** and direct the traffic flow. You **MUST** have your transportation tag in order to pick up your child. If you do not have it you will be asked to go to the office using the front entrance to show your photo ID. The office will verify the release of your child.
- Children will load vehicles within designated lanes.
- PLEASE DO NOT PARK IN THE PARKING LOT OR WAIT AT THE DISMISSAL AREA FOR YOUR CHILD.
- **Uber/Lyft: NEW!!** Student may not be picked up from car services such as Uber and Lyft. These companies prohibit minors from being transported alone.

Walkers Dismissal:

- Student walkers will gather inside the school and walk out as a group with an Allendale staff member.
- Students going to Wyngate Estates and Crowne Point will gather in the main hallway at the picnic table doors.
- Students walking to Augusta Place and Benevento will gather in the main hallway at the front outside doors.
- You **MUST** have your transportation tag in order to pick up your child. If you do not have it, you will be asked to go to the office using the front

entrance to show your photo ID. The office will verify the release of your child.

Bicycle Riders:

- Students riding bicycles to school must park their bikes in the bike racks provided.
- Using a bicycle lock is advised.
- Bicycles must stand up at or in the racks. Bicycles cannot be left lying on the sidewalk or in the grass.
- The school cannot assume responsibility for loss or damage to bicycles.
- Please emphasize bicycle safety, bicycle laws, the use of helmets, and manners to your children if they ride their bicycles to/from school. All students who ride bicycles to/from school should wear helmets.
- Students **should walk their bicycles** while on school property.
- You **MUST** have your transportation tag in order to pick up your child. If you do not have it you will be asked to go to the office using the front entrance to show your photo ID. The office will verify the release of your child.

Bus Changes

Please plan ahead. If a student is to ride a different bus (space must be available on the bus) on a specific date, the parent ***must*** send a note stating the bus change, date, and reason to the teacher. A bus pass will be issued for the student that must be shown to the bus driver. ***Changes by phone may be considered in cases of emergency only. Please call the front office.*** If a phone call is necessary for an emergency bus change, it must be communicated before **3:00 pm**. Students without written permission for a transportation change will be sent home according to their daily dismissal procedure.

Switching from Bus to Car or Car to Bus

Please plan ahead. Send a written note to your child's teacher indicating any change in transportation for that day (from car to bus, bus to car, or regular bus to different bus). ***Changes by phone may be considered in cases of emergency only. Please call the front office.*** If a phone call is necessary for an emergency transportation change, it must be communicated before **3:00 pm**. Parents are not allowed to take children off of school buses. Students without written permission for a transportation change will be sent home according to their daily dismissal procedure.

BEHAVIOR

Allendale uses PBIS (Positive Behavior Incentive Support) as our discipline framework. All students are expected to adhere to the following school expectations: **Live above the Line: choice, power, and freedom.** "I'm an Allendale Alligator proud as can be and I live by the 8 keys... I live above the line"

- **8 Keys of Excellence**
 - Integrity
 - Failure Leads to Success
 - Speak with Good Purpose
 - THIS IS IT
 - Commitment
 - Ownership
 - Flexibility
 - Balance

Individual classroom teachers will establish classroom procedures for meeting these expectations. If a student fails to meet expectations, it may result in a conference with school administration. Administrative consequences will be determined based on behavior and any prior behaviors or interventions. Consequences may include but are not limited to: time in the office, silent lunch, ISS (in school suspension) and possible OSS (out of school suspension). In addition, all Allendale students are expected to follow WCS policies, procedures and guidelines concerning discipline for any offenses concerning Zero Tolerance and Zero Tolerance reasoned judgement offenses.

- **Incentives:**
 - Gator Bucks
 - School-Wide Pod Parties
 - Weekly classroom character/Living above the Line awards
 - Gather Gathering Ticket Drawings
 - Gator Dollar Store

- **BULLY-FREE: Bullying is not tolerated.** Children need a worry-free environment in order to do their very best in school. Unfortunately, teasing and bullying are facts of life for some young students. While these actions are not prevalent, any incident can be discouraging to a child and disruptive to the learning process. The learning of appropriate social skills is a vital part of the educational process.
 - Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of: 1) Physically harming a student or damaging a student's property; 2) Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property; 3) Causing emotional distress to

a student or students; or 4) Creating a hostile educational environment.

- Bullying can include any behaviors initiated by one or more students against a victim that are deliberate and hurtful and are **repeated over time**. The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time, creating a pattern of harassment or abuse.
- Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age the student, and the student's history of problem behaviors. Remedial measures shall be designed to:
 - Correct the problem behavior
 - Prevent another occurrence of the behavior
 - Protect the victim of the act
 - Help the student understand how the other person feels
- We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interests of others at the same time. This learning related to character development is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.
- We ask all parents and students to report any bullying to a teacher or staff member in the building. If there is ANY concern of possible bullying, the teacher must submit a bullying form to administration ASAP. The report will be immediately reported and investigated by administration. Administration will follow investigation procedures set forth in school board policy [6.3032](#). Investigation will begin within 48 hours of the report and completed with any recommended intervention implemented within 20 calendar days. Administration will immediately notify parents/guardians of involved students as well as notify them of counseling and support services available.

- Following is a list of items that should not be brought to school. Please hold age-appropriate discussions with your students regarding these items. If a student sees one of these items, for the safety of everyone, at school we strongly encourage the student to **“TELL AN ADULT IMMEDIATELY”**. The list includes: weapons (such as guns, knives, etc.), or anything that might be used as a weapon (such as a stick sharpened to a point, a needle, razor), chemical compounds (such as mace, any aerosol sprays), explosive items (such as bullets, firecrackers, caps) and toys that resemble weapons. **IF You See Something Say Something!**
- The Student Handbook for all Williamson County students can be found on-line at www.wcs.edu and then clicking on “Instructional Services” and then “Student Handbook Online.” Please review the School Board Policy for more examples and how to report bullying: School Board Policy 6.3.32

BUS CONDUCT

Safe and appropriate behavior is required on buses. Students who fail to ride safely or who cause a distraction to the driver may expect a consequence for their actions. “The Director of Schools or the principal may suspend any student from the right and privilege of transportation due to misconduct or misbehavior of the student in route to or from school.” Specific Bus Regulations are published on the district website. Included in the rules and regulations below are safety and discipline procedures. For more information go to this website <https://www.wcs.edu/district/departments/transportation/bus-routes/>

SCHOOL BUS POLICIES

- The driver is in charge of operating the school bus.
- **All students will sit in assigned seats**
- Students are prohibited from bringing dangerous objects, opened beverages and “messy type food” aboard buses when being transported to and from school – for reasons of safety and sanitation.
- Firearms, sharp instruments, smoking, or explosives in any form shall especially not be permitted on any school bus, at any time, under any condition.
- Loud talking, profanity, and improper conduct are not permissible.
- All objects must fit in student’s lap. Students may not eat or drink on the bus.
- Head and hands must remain inside the windows at all times.
- No paper or other objects are to be thrown from the school bus.
- Students must be at their designated stations and ready to board the bus on time.
- Buses cannot wait for tardy students.
- Students must remain in their seats and face the front at all times.

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- Students are not permitted to sit on bus motor or open the door.
- The bus driver is authorized to assign seats.
- Students must have a note signed by a parent and the principal (or designee) allowing a change in bus or bus stop.
- Bus drivers will report inappropriate behavior to school administration.
- Drivers will complete bus referral form and submits to principal/admin.
- Administration holds conferences with student to correct the behavior.
- Administration notifies parents if behavior is not immediately corrected.
- Bus privileges shall be revoked for a minimum of **two days** if misbehavior continues.

For questions about **LATE BUSES** please contact: **WCS TRANSPORTATION DEPARTMENT – 615-472-4950**

TRACK YOUR BUS: <https://www.wcs.edu/district/departments/transportation/bus-routes/>

BYOT-(Bring Your Own Technology) Students will use school devices. Students are **not** allowed to bring their own devices in the classroom. If student bring devices to school, they must remain in their backpacks. Devices are also NOT allowed on the school bus. Smart watches are also not allowed in the classroom. They may also be kept in the backpack. All items in backpacks are the responsibility of the student and the school is not liable for ANY loss or damage incurred. We are working to keep students focused on learning. All electronic games, toys, trading cards, MP3 players, virtual pets, hand-held electronic games, tec. Are not permitted and should not be seen or heard during the school day. If any of these items are seen or heard during the school day they will be taken up and returned only to parent/guardian. Students always take full responsibility for personal digital devices. The school is not responsible for the security of the device.

Any disciplinary actions regarding inappropriate behavior with a device will be handled on a case by case basis which can include the loss of using school device privileges for any amount of time as determined by the administration as well as other disciplinary actions.

- **Cell Phones/Apple Watches (Smart Watches)**

Apple Watches or similar “smartwatch” devices are not an approved district device and are prohibited. If any of these items are seen or heard during the day they will be taken and returned only to the parent/guardian. If, as a parent, you feel that it is imperative for your child to have a cell phone/smartwatch at school for after school communication, it is to remain in your child’s backpack, turned off during the school day. Parents are encouraged to attend any community meetings regarding digital citizenship.

CAFETERIA/LUNCH

Lunch should be a relaxing and fun time for students. Cafeteria rules have been established to help create a safe and enjoyable atmosphere. Please review these rules with your children.

- **How to Pay:** Please send lunch money deposits on Mondays. You may deposit lunch money into your child’s account by the week, month, or year. A check should be made out to Allendale Elementary Cafeteria. Please place this money in an envelope with your child’s name, teacher’s name, grade, and the amount of money enclosed.
- Meal prices will stay the same for students next school year, but the district’s online meal payment vendor is changing.
- Starting June 14, Titan School Solutions will no longer be available. This means parents will need to register for a new account using WCS Meal Payments in order to pay for their child’s school meals online.
- Please do not worry about any funds that are on your child’s account. Any remaining funds are held in the WCS district servers, not on the online payment system. Remaining money is secure within the students’ accounts.
- Starting July 15, we are excited to offer MySchoolBucks®! This online payment service provides a quick and easy way to add money to your student’s meal account using a credit/debit card or electronic check. When depositing funds online, there is a service fee of \$2.49 added to every transaction.

Cafeteria Procedures:

1. Enter and exit the cafeteria in a neat line on “Zone 0” voice.
2. Keep voices at no higher than “Zone 2” which would be like speaking to someone right beside you (a step louder than a whisper - Zone 1).
3. Get all utensils and condiments before sitting down.
4. Purchase all items (including ice cream) when you go through the line.
5. Gather all trash and clean up your area when your table is dismissed.
6. Stay in your seat with your feet under the table and keep your hands to yourself.
7. Talk to the people at your table only.
8. Raise your hand and wait for permission before leaving your seat.
9. Only eat food you brought or bought.

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10. Listen to the cafeteria monitors.
11. Use proper dining manners.

What is offered?? A balanced hot lunch is served daily in our school, following a county prepared menu. Lunch menus will be posted on the school website and WCS app for you to access each month. There are other alternatives besides the daily menu. Fresh salads are offered daily as well. Students bringing their own bag lunches may purchase milk and snacks. Free and reduced lunches are available to those children who meet federal guidelines. Confidential forms are available in the school's office.

Student Lunch Prices

K-12 Breakfast cost is \$2.00
K-12 Lunch cost is \$2.90
Reduced price breakfast is \$0.30
Reduced price lunch is \$0.40

Adult Lunch Prices

Breakfast cost is \$2.25
Lunch cost is \$3.50

- Special sale items are also available. If you would like for your child to purchase these items (such as fruit roll-ups, chips, ice cream, etc.) please indicate the amount designated for their purchase on your child's lunch money envelope. The indicated amount will be placed in your child's special sales account.
- Lunch charges are discouraged. Parents will be notified when a child charges lunch. A maximum of 3 charges will be allowed. There is a No Charging Policy for "Special Sales".

Free and Reduced: Now you can apply for free or reduced school meals online! The process is quick, easy, and FREE, and in a few short steps you'll be done! Since the information you're providing is electronic we'll be able to review your application faster than ever before. Once you fill out the online application, you will know immediately if you qualify to receive benefits. Once the application has been submitted it should take less than 24 hours for these benefits to be reflected on your child's account. To start the process visit www.schoollunchapp.com.

Food Allergies: If your child has food allergies, please provide the school nurse a doctor's note explaining the allergy. We do have food allergy tables for students with food allergies just as an added attempt to support them since the cafeteria provides a variety of foods for all children and since children bring lunches from home. We do ask that you do not send in peanut items or any other specific food for snacks with your child if there is a student identified in the classroom, cubby, and/or grade level with an allergy. The teachers will notify you if their classroom is an allergy alert room and of the specific allergy.

Non-negotiables: Carbonated drinks are not allowed in the cafeteria. Please send items in your child's lunch that can be easily managed by the child, as there is not sufficient staffing to assist each child individually. Sharing of food is

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not allowed because of possible food allergies. **In the best interest of all students and in alignment with the district's wellness policy and allergy protocol, outside restaurant food is not permitted in the school cafeteria. Parents should plan to purchase a school lunch or bring a sack lunch from home for themselves. We appreciate your understanding of this request as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.**

Visitors at Lunch: We encourage parents to come eat lunch with their child any time. Please be reminded that seats are at a premium for some classes and students always have first priority for seating at lunch. There are tables available for visitors inside the cafeteria. Parents may only eat with their own children.

NEW! Only parents, approved guardians, and grandparents may visit during lunch. These allowed visitors must be listed on your child's school information form.

- To preserve instructional time, parents are asked to wait at the cafeteria to join their children for lunch and to say "goodbye" to their children in the cafeteria. Don't forget to sign in/out in the office and wear a visitor's sticker.

**Questions or concerns about the cafeteria may be directed to our Cafeteria Manager, Jennifer Bauer at jennifer.bauer@wcs.edu or 615-472-5139.

CELEBRATIONS

We love to honor and celebrate students at Allendale. There will be two class parties scheduled during the year. The parties will be a time for students to participate in fun activities with their classmates. It is vital that staff and parents be mindful of food allergies when planning for celebrations. Food allergies can be life threatening and are a serious concern to all schools. We have several students with serious food allergies. Therefore, we will make every effort to protect students with allergies while not taking away from traditional childhood celebrations. The guidelines listed below are in accordance with the district's Wellness Policy.

Class Parties

All celebrations must be pre-planned with the classroom teacher. The room parents and/or party planners for each classroom organize classroom celebrations and coordinate the plans with the teachers. **NEW!!** For safety reasons, only 2 parents per classroom may attend the classroom parties. There will be only two parties: Winter party on December 18th and an End of the Year party on May 20th.

- All foods for scheduled school-wide and classroom celebrations must be pre-packaged with ingredient and nutritional values listed. Food made from home may not be distributed during the school day or brought into the classroom.

Birthdays

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the WCS Wellness Policy as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday this year. The Allendale staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle and maximizing learning:

- Send in a non-edible treat for everyone in the classroom such as pencils, bookmarks, etc.
- Donate a book in your child's name to our school library.
- Donate an educational game or book to your child's classroom teacher in their honor.
- Have a family member come and read to the class.

Your child's birthday will also be recognized on our school-wide announcements. Again, the emphasis is on honoring your child on their birthday without a focus on food.

Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class or one for every student that is the same gender as your child (i.e. for your daughter, an invitation for every girl in the class). There is no need to put student names on these invitations as there will be enough for one per child. Please note that these invitations will be distributed to students in your child's class only. Invitations sent to school where there is not one for every child in the classroom will be returned home.

Gator Gatherings: These assemblies are school-wide but are not opened to visitors. We celebrate and discuss our character program.

CHILD FIND

Child Find is how Williamson County Schools identify students who may be having problems. This may include children who are gifted as well as students who have trouble seeing or hearing, need special education services, or need supports to learn. It is important to find these children and give them the help they need as early as possible. Families concerned about how a child is doing can refer the child for screening by calling Student Support Services at 615-472-4130.

CLINIC/ILLNESS

We are very fortunate to have a full time nurse on staff (Nurse Alissa). She is committed to serving all students and staff. If a student becomes ill or injured at school, the teacher will have the student evaluated by the school nurse.

Through her examination and in accordance with the district illness policy, the

Dr. Cindy Davis, Principal

Dr. Shelley Kofahl, Assistant Principal

nurse will determine treatment or if the student does not meet criteria to stay in school. The nurse will notify parents if a student becomes significantly ill or injured. The school is not equipped for prolonged care of your sick child. **We ask that you or an emergency contact pick up your child within the hour that you are called.** The school nurse may only administer medications that are provided and authorized by the parent/guardian. Refer to the WCS Medication Administration Protocol for guidance.

Students will be checked for head lice by the school nurse when demonstrating symptoms of infestation. Parents of students with live lice or an active infestation will be asked to pick up their child as soon as possible to begin the treatment process. The student may return to school only after the hair has been treated appropriately and the parent presents proof of treatment.

When determining whether your child is well enough to attend school, please refer to the Williamson County Schools Illness Guidelines found here <http://www.wcs.edu/wp-content/pdf/HealthServices/IllnessPolicy.pdf>. Please note that your child should not be sent to school until he/she has been fever free for at least 24 hours without taking a fever reducing medication.

If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services Site at <http://www.wcs.edu/departments/health-services/>.

You can also contact nurse Alissa at alissa.rosenau@wcs.edu or 615-472-5135.

CUSTODIAL ISSUES/PARENTING PLAN

Custodial parents must inform the school immediately upon any changes in custody, especially court restraining orders. Non-custodial parents requesting information for a student should provide the child's teacher with self-addressed, stamped envelopes for periodically mailing information or arrangements may be made for the child's teacher to collect information to be transported with the student to the non-custodial parent. All families with a parenting plan must have that plan on file in our office along with any subsequent orders or changes to the parenting plan. Students will be unable to register for school without a parenting plan or court order establishing the primary care parent, should any court order exist.

DELIVERIES TO SCHOOL

While the school realizes that students occasionally forget an item at home, we encourage parents to allow their students to take responsibility for their own items. If you need to drop off a forgotten lunch or homework assignment, please have their name on the item and deliver it to the office. Office personnel will inform your child's teacher to let them know that items are in the office to be picked up. Since it can be disruptive in a classroom, the school does not allow

deliveries of flowers, balloons, birthday cakes, etc. to students during the school day. The school is not responsible for items not picked up by students.

DISCIPLINE

The purpose of discipline at Allendale Elementary School is to maintain a positive and orderly learning environment for all students, while helping students to learn to manage their own personal choices. We believe that relationships of mutual respect are foundational to learning. Maintaining an effective school climate requires the cooperation and the commitment of students, parents, and teachers.

In most cases, discipline concerns can be handled in the classroom by the teacher. If a child is sent to the office, the following will occur:

1. Talk with all of the students involved individually.
2. Investigate the situation.
3. Document what has occurred and ask student to reflect on situation and determine better choices that they could have made.
4. Call a parent to explain the situation.
5. Determine consequences: (may choose one or a combination)
 - a. Warning only
 - b. Time out in the office
 - c. Loss of privileges
 - d. Parent conference with principal and student
 - e. In-School Suspension
 - f. Out of school suspension
 - g. "Thinking/Reflection Table" at lunch or in the office
 - h. No more than 10 minutes missed from recess

DRESS CODE

Students should dress appropriately for comfort, weather, and learning. Allendale Elementary will follow the guidelines set forth by the county school board policy.

1. Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment.
2. Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh.
3. Mid-thigh is defined as the mid-point between the waist and mid-knee.
4. All pants, trousers, shorts, and skirts must be held at the waist.
5. Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts.
6. Hats may be worn in buildings only **on special occasion as permitted by administration.**
7. Appropriate shoes are required. No flip flops.
8. Tennis shoes with non-marking soles are **required** for physical education.

9. It is **recommended** that students wear tennis shoes for recess. Please do not send students in flip flops or shoes without a back as this can result in injury.

Any type of clothing, apparel, or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.

Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc).

Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code. Parents will be notified and asked to bring appropriate clothing if a student is in violation of the dress code.

EMERGENCY DISMISSAL

Director of Schools or a public relations designee from the district will use the phone system to notify you of emergency closings. The school will follow the dismissal plan on each child's emergency dismissal card on file in the office if school is dismissed early due to weather or other emergency conditions. Please make sure that the emergency dismissal information remains up-to-date.

EMERGENCY INFORMATION

It is vitally important in times of emergency that the school is in possession of information that will enable us to promptly and directly reach the parents. If there are any changes in your contact information throughout the year, you must notify the office immediately.

FAMILY TRIPS

In response to the new Tennessee Department of Education Accountability Regulations (ESSA), which defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused, WCS schools will be more conservative than in the past regarding excusing absences due to family trips. Family trips should be scheduled during regularly planned breaks. Family trips will not be excused except for Principal approved emergencies or in exceptional circumstances.

FIELD TRIPS

Students have the opportunity to participate in several field trips as extensions of classroom activities throughout the year. Teachers will notify parents concerning field trips and send home permission forms for parent's signature. The school must have on file written permission from the parent before a student may go on a field trip. If the written permission slip is not returned by the due date, the child will not be able to attend the field trip. Students will travel by bus to and from all trips. Any exceptions to this procedure must be approved by the principal.

Chaperones are welcome and needed for field trips. For the safety of our Allendale students, no siblings are allowed on school field trips. According to Williamson County School Board Policy, all chaperones **must** be Tier 3 Volunteers. Please contact the office for more information.

FIRE, TORNADO, & EMERGENCY DRILLS

Fire, tornado, and emergency drills are necessary for the safety of the students and staff; therefore, we practice them throughout the year. The following safety drills are scheduled: 10 fire drills, 3 tornado drills, and 2 security lockdown drills.

GRADING

Students making a grade below 70 on a test may have one (1) opportunity per grading period to retake the test after additional work, intervention, and additional study have been done. The original grade will be averaged with the new test grade for the final grade for that test. Students and parents should carefully determine which test to request retaking as there is only 1 per 9 week grading period and failure to request a retake does not insure multiple opportunities in other 9 week grading periods. Students and parents should contact the teacher for any clarification that may be necessary. Student and parents of grades 2-5 will be able to view their child's grades online through Skyward Parent Access (Parent Portal).

HOMEWORK

Homework is an extension of the learning and allows independent practice and reinforcement of skills and concepts presented in class. In addition, it is an expectation that students read each night as research shows the vast impact it has on overall learning.

When assigning homework teachers will follow the guidelines set forth by school board policy [4.607](#). For students in kindergarten and 1st grade there will be no more than 20 minutes of homework each night. For students in 2nd and 3rd grade there will be no more than 40 minutes assigned each night. For students in 4th and 5th grades there will be no more than one hour of homework nightly. This time does not include time for reading either independently or with someone.

Homework is something that should be completed independently by the child. Parents are encouraged to monitor that homework is attempted or done. If a child is unable to complete work independently, this should be communicated with the child's teacher. If a child is struggling to complete homework or is spending over the maximum time allotted, please contact the teacher. The teacher needs feedback at this point so that together you can resolve the issue. We know our students and families are busy and it is not our intent to dominate all of a student's after-school hours. It is our intent to promote organization, good work habits, and responsibility in our students.

Make Up Work: **Students who are absent may request homework to be picked up. Please call or email by 10:00 am to allow time for teachers to organize missed work and assignments. Some teachers may ask that you wait until student comes back as the work will be topics that they have not had exposure to.

INTERNET POLICY

([See also Acceptable Use Policy](#) – Williamson County Schools)

In order for a student to use the Williamson County Public Schools' internet connection, a copy of the policy sent home must be read, and the contract must be signed by the student and a parent or guardian.

LOST & FOUND

The Lost and Found is located under our back stair case. Check these items when you have lunch with your child or when you visit the school. Please label students' clothing such as jackets and sweaters. At times throughout the year, lost and found items are given to charity after notifying parents and allowing time to claim items.

MEDICATION PROTOCOL

Medication procedures are consistent with *State of Tennessee Law 49-5-415* and are implemented in our schools district-wide. Medications should be limited to those required during school hours to assure safe administration of medications for those students who require them. Please be aware of the following:

- The school must have a medication authorization form completed each school year for both prescription and non-prescription medications. These forms are available in the office.
- Parents, or legal guardians, must bring their child's medication into school. Students are not allowed to bring in their own medication. This includes prescription as well as non-prescription medication. Empty prescription bottles may be given to the student to take home, unless you inform the school otherwise.

- Prescription medications must be in the original, pharmacy labeled container and match the doctor's orders exactly (up to 30 day supply at a time). If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before school, after school, and at bedtime. DO NOT send the antibiotic to school.
- All over-the-counter medications, must be in the original, unopened manufacturer's packaging with the child's name affixed. You can supply over-the-counter medication with an expiration date that will not expire during the school year. Only FDA approved medications can be administered at school.
- Designated school personnel will be trained to assist students with their medications on field trips. If you do not want your child to receive medication on a field trip, please notify your school nurse in writing.
- Medications must be kept at school no longer than the expiration date or end of the school year, whichever is sooner. All medications not picked up by the last school day will be destroyed.

MOMENT OF SILENCE OR PRAYER - Tennessee State Law – (TCA 49-6-1004) In order for all students and teachers to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them during this time but shall maintain silence for the full time. It is lawful for any teacher in any of the schools of the state to permit the voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

PARENT ONLINE COMMUNICATION

Williamson County Schools Skyward Family Access gives parents the ability to track their child's academic progress safely and securely online. To obtain login information for the first time, parents/guardians must show a government issued photo ID in the front office. You can access Skyward here: <https://skyward.wcs.edu>.

PARENT - SCHOOL COMMUNICATION

Ongoing communication from school to home and from home to school is essential to working together as partners in providing excellence in education for all students. Your ideas, questions, and concerns are important to the entire Allendale Team. We welcome your notes, calls, and visits. Listed below are possible ways teachers can communicate with parents:

1. Parent Back to School Bash (August 6th)
2. Parent Information Night/Open House (K/1st Aug. 12th, 2nd/3rd Aug. 13th, 4th/5th Aug. 15th)

3. Parent Handbook
4. Quarterly PTO meetings, *All Things Allendale* - Facebook Page, and PTO Webpage: www.ptoallendale.com
5. Weekly Teacher/Classroom newsletters
6. Teacher-parent phone calls
7. Monthly email or newsletter from the Principal and twitter: @wcsaes
8. School Web Page – <http://www.wcs.edu/aes>
9. WCS app – can be downloaded from the App Store and Google Play
10. WCS Skyward Family Access <https://skyward.wcs.edu>
11. Phone calls from the principal through a message system
12. Parents should also sign up for the county's district-wide In Focus digital news www.wcs.edu.

E-mail Policy

All teachers have a published e-mail address. Although you may wish to communicate with your child's teacher by e-mail, please be aware that e-mail is not always confidential. Please do not send time sensitive information by e-mail as teacher's instructional schedules do not allow for immediate response.

Voice Mail Policy

All teachers have published voicemail extensions that can be accessed by calling 615-472-5030. Please do not leave time sensitive messages by voice mail, as teachers' instructional schedules do not allow for immediate response. In an effort to keep in communication with parents, teachers will check their voice mail before and after school each day.

****School staff will make every effort to return parent communication **within 48 business hours**. For all emergency and time sensitive information, please contact the front office at 615-472-5130.**

PET POLICY

Due to allergies and potential safety concerns, pets are not allowed in the school building or on the school campus without permission from the classroom teacher and the administration.

PHOTOGRAPHY & VIDEO GUIDELINES

Following are guidelines from the WCS office of communications regarding parents taking photographs at school events. The purpose of the guidelines is to address problems that have occurred at some schools when parents have taken pictures at school and posted them on online social media sites.

- Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
- Picture-taking at non-public school events: These events occur before, during, and after school and include class parties, field trips, assemblies to which the public is not invited (ex. talent show during the day, etc.)

Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.

- Picture-taking at public school events: This includes events that are open to the public such as Back to School Bash, Family Fun Night, etc. Parents may take photos at public school events that include other people's children but should avoid posting these photos to social media
- Class Parent Photographer: A teacher may assign a parent to be the class photographer to take pictures for the teacher. This parent may use the teacher's personal camera or a school-owned camera.

PLEDGE OF ALLEGIANCE - Tennessee State Law – (TCA 49-6-1001)

As required by our School Board, students will recite the Pledge of Allegiance to the flag each day at a designated time. No student will be compelled to participate in such exercise if the student or the student's parents or legal guardian objects on religious, philosophical or other grounds. Students not participating will remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

PROTECTING INSTRUCTIONAL TIME

Parents can help protect instructional time in the following ways:

- Please make sure students have needed items for school each day.
- Ensure that students arrive to school in time to be in their classrooms by 8:45 am.
- **Try not** to schedule appointments for students during the school day.
- Plan family vacations when school **is not** in session.
- Only visit classrooms when scheduled with teachers.
- Meet your child at the cafeteria when having lunch at school and say "goodbye" to your child in the cafeteria.
- Do not go to classrooms during arrival and dismissal times.
- Avoid early dismissal whenever possible. **Attendance matters!**

RECESS & PLAYGROUND SAFETY

Students will have recess for up to 30 minutes each day.

We strive hard to put safety first at Allendale. To that end we have established common playground rules. Please review these rules with your children.

- Respect the rights and feelings of others.
- You may not cause a problem for yourself or anyone else on the playground.
- Rough play will not be tolerated (touch football only!)
- Learn to interact with others in a positive manner – cooperate.
- Play fairly and take turns.
- Rocks, sticks, dirt... are to remain on the ground.

- Playground equipment must be used correctly. Rules for slides, climbing equipment and swings are reviewed at the beginning of each year and throughout the year as needed.

Staff members observing children on the playground are equipped with a first aid kit and a two-way radio for additional safety. Children may be removed from play for a “cool-down” period if involved in unsafe playground behavior.

Children go to recess everyday unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Allendale will follow Williamson County Schools Standard Operating Procedures (SOP) regarding whether students will go outside or have indoor recess. This SOP was carefully written by a team of people including medical professionals to determine what is safe for students. As you know, we all value recess time and the opportunity for students to get some exercise; however, the effects of cold and heat exposure can be very uncomfortable and even life threatening. Therefore, guidelines have been established.

- Students will not go outside for recess when the outdoor temperature including wind chill is less than 32 degrees. In addition, if the wind chill is less than 40 degrees with precipitation, students will not go outside.
- When the heat index is between 90 F and 100 F, the principal will monitor and consider the appropriateness of outdoor activities. Recess time may be decreased.
- When the heat index is 100 F or greater students will not go outside for recess.

Finally, the county provided guidelines regarding appropriate dress. The following has been recommended:

- Wind chill below 60 degrees: jacket or long sleeves recommended
- Wind chill below 50 degrees: coat and long pants recommended
- Wind chill below 40 degrees: gloves and hats with previously recommended gear necessary

My guidelines to staff revolve around the 40-degree precaution. A student must have long sleeves and pants on in order to go outside for recess when the temperatures are below 40 degrees with wind chill. If a student does not come properly dressed, we will first send them to look in the lost and found. If they cannot find something to wear that day they will sit in the office during recess with a book. This is not a disciplinary measure. They are coming to the office because they must be supervised while the class is outside. I strongly encourage students to come to school with appropriate clothing. Please note, while my guidelines are not as stringent as the guidelines recommended, I do strongly encourage students to come to school with coats, pants, hats and gloves when it is 50 degrees or below. This is just for student safety.

SACC (School Age Child Care)

SACC offers before and after school care (6:30 am - 6:00 pm) at Allendale. SACC also has a summer program. You must be registered to use SACC services. Please visit <https://www.wcs.edu/district/departments/elementary-education/sacc/> for more information.

SCHOOL IMMUNIZATION LAW

Chapter 76, Section 15: "No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella." Requirements for Kindergarten also include immunizations against Hepatitis B and Chickenpox (or physician-documented history of disease). NOTE: Children exempt from physical examination and immunizations reasons must present a statement signed by the parent or guardian upon entrance.

SCHOOL SAFETY

A school safety plan is in place and has been vetted by local law enforcement. The following school safety policies have been established:

- All school doors are locked throughout the day.
- Parents, visitors, and volunteers must sign in and out in the office and wear either a visitor or volunteer badge.
- Parking is only allowed in designated parking places.
- Parents and visitors must schedule appointments to visit classrooms.
- Volunteers or school personnel escort visitors touring the school.
- A school nurse staffs the clinic and notifies parents by phone when a student has an accident or becomes ill.
- Medication policies established by the school system are followed.
- Students are expected to follow safety guidelines established by the school and classroom teachers.
- Students must have written permission from parents to change the bus the student rides at dismissal
- Office personnel will verify the identification of individuals when releasing a student. Parents must communicate, preferably in writing, the permission for someone to pick up a student other than the parent.
- Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- The custodial and maintenance staffs work to keep the school clean and free from safety hazards.
- The State Fire Marshal inspects the school annually to ensure fire safety policies are followed.
- A fire drill is conducted every month.
- Tornado and lockdown drills are conducted throughout the school year.

- A student information card is on file in the office with the student's updated emergency information. Please make sure you keep this information updated.
- An emergency dismissal form is on file with the dismissal plan for students in the event that school is dismissed early due to weather conditions, power failure, or hazardous conditions.

STUDENT ENROLLMENT

All returning students will register online using their Skyward Family Access account login. If you choose not to use the online registration, paper packets can be picked up in the front office.

STUDENT PROGRESS

- Student progress may be accessed through Skyward Family Access for students in grades 3 – 5. Parents may request that a printed copy of their report card be sent home each nine weeks. Students in grades K – 1 will receive paper copies of report cards sent home each nine weeks.
- Progress reports will be sent home before the fifth week of each nine-week grading period. Teachers offer opportunities for parents to schedule conferences. Parents and teachers may request conferences at any time during the school year. Teachers will notify parents at any point if students are failing to show progress toward standards.

TOBACCO- New!! The use of Tobacco products, including vaping products and battery-operated devices, is prohibited on school property. This policy shall be in effect when school is in session and even when school is not in session!

TEXTBOOKS/LIBRARY BOOKS and SCHOOL PROPERTY

Students should care for their textbooks/library books and school property responsibly. A complete textbook check will be made at the end of the school year. Lost or damaged books need to be paid for. If a textbook becomes lost or damaged during the school year the teacher may issue another book only if the child has a receipt showing he has paid for the lost textbook. Any damage or loss is the financial responsibility of the student and their parents.

TOYS

Students are not allowed to bring toys, computer games, virtual pets, trading cards, etc. to school. We are working to keep students focused on learning. Classroom teachers will communicate to parents any exceptions to this policy for specific dates, times. The teacher will state when it is appropriate to bring items from home; what these specific items may be; and what they will be used

for during instruction/class time. Students are not allowed to bring focus/concentration tools (fidget spinners, stress balls, silent fidgets, etc.) to school without prior discussion and approval from parents and teacher.

VISITORS

- All visitors must enter and exit through the main office doors.
- All visitors must use the buzzer outside and state your name, child's name, reason for your visit, and show your photo ID. You will be asked to see your ID once inside also.
- Parents, visitors, and volunteers must sign in and out in the office and wear either a visitor or volunteer sticker/badge at all times.
- Parents and visitors must schedule appointments to visit classrooms in the event of a conference or volunteering in the classroom.
- School personnel escort visitors touring the school.
- Office personnel must verify the identification of individuals when releasing a student. Parents must communicate in writing the permission for someone to pick up a student other than the parent. Office personnel will ask for a driver's license as an ID when someone comes to school to check out a student.

VOLUNTEERS

The school team appreciates the efforts and support of the many parent volunteers who work in partnership to provide a safe and caring learning environment focused on the academic achievement of all students. Please notify your child's teacher or the PTO if you are interested in volunteering.

Background Check and Fingerprinting – The school district established a three-tiered guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. Please note that the Volunteer Application and Confidentiality Agreement is an annual expectation. All parents and community members who wish to volunteer at any level must complete that paperwork at Allendale. If you completed the district requirements for background checks and fingerprinting in a county school last year, then you are on our AES approved list. If you have not yet done so, you may want to consider this step.

Please note the three tiers:

***Tier 1** does not require documentation. Tier 1 volunteers are those who volunteer occasionally; in a highly public setting with little or no contact with students; and who are under constant supervision by Williamson County Schools personnel.

***Tier 2** requires the Volunteer Application and Confidentiality Agreement. Tier 2 volunteers are regular volunteers with student contact but are under constant supervision of Williamson County personnel.

***Tier 3** requires the Volunteer Application and Confidentiality Agreement and a criminal background fingerprint check through the Williamson County Schools Human Resources Department. Tier 3 volunteers are those who have unsupervised contact with students on or off campus. Parents who work with small instructional groups of students during the school day or who chaperone field trips are considered Tier 3.

Classroom volunteers must schedule work dates and times with teachers. Volunteers may **not** bring young children to the classrooms or teacher workroom for safety reasons and to alleviate any distraction from the current instruction taking place.

WEAPONS

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

WITHDRAWAL PROCEDURES

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be turned in, and a student must be in good standing with the library and cafeteria. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school. Please note, until AES receives a records request from a new school or Home School, your child is still enrolled here and will continue to accrue absences.

ZERO TOLERANCE AND SCHOOL DISCIPLINE

Allendale teachers and staff work to create a safe learning environment for students utilizing PBIS. The goal of school discipline is to create an environment where learning can occur and students learn self-direction and self-discipline. Parents should consult the student section in Board Policy [6.3061](#) and [6.309](#) and [6.316](#) to better understand district consequences from misbehavior. We follow all WCS policies, procedures and guidelines concerning discipline for these offenses.

APPENDIX

SECTION 504 NOTICE

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are acts which prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
- has a record of such impairment
- is regarded as having such an impairment or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, Williamson County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Jill Merritt, 504 Coordinator at 615-472-4000.

F.E.R.P.A.

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232(g), Williamson County Schools designates the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child's school in writing if they do not want his/her directory information released. Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify the school in writing if they do not want his/her directory information released to military recruiters.

HOMELESS EDUCATION

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Denise Goodwin, Asst. Superintendent of Elementary Schools at 472-4000.

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

Parents may access information about child advocacy groups and information on how to contact the state department of education for information on student rights and services from the following agencies:

Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412.

Williamson County Schools Student Support Services, 1320 West Main Street, Franklin, TN 37064, 615-472-4130, Fax: 615-595-4930.

CHILD ADVOCACY GROUPS CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Williamson County, 129 W. Fowlkes Street, Suite 151, Franklin, TN 37064, 615-790-5815, Fax: (615) 790-5891

Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 615-463-2310, Web: <http://www.tnstep.org>

Tennessee Disability Law and Advocacy Center (DLAC), 2416 21st Avenue South, Suite 100, Nashville, TN 37212, Phone: 615-298-1080, Toll free: 1-800-342-1660, email:

GetHelp@DLACTN.org.

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, TVC@tnvoices.org.

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder

Database:<http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990.

Employees include Title VI & ADA Coordinator Rebecca Owens, Title IX Coordinator Bill Squires, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals.

Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl Scouts.