

ALLEN ELEMENTARY PARENT AND STUDENT HANDBOOK

2017-2018

EARLENE WEEKS, PRINCIPAL

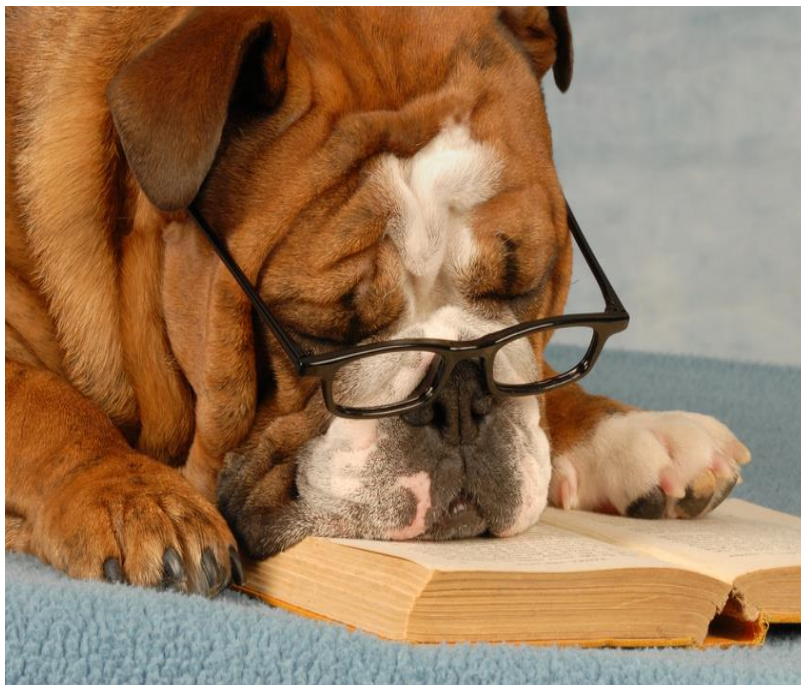
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• Cafeteria (423) 843-**4725**

<http://ALLEN.hcde.org>



Allen Elementary Bulldogs



2017-2018

Parent and Student Handbook

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WELCOME TO

ALLEN ELEMENTARY SCHOOL

We want to welcome you and your child/children to one of the best places to learn, grow, and achieve in Tennessee—Allen Elementary School.

The mission and purpose of Allen Elementary School is to provide a challenging and nurturing environment that empowers each student to become a lifelong learner, maximizing their potential in the direction of academic and social learning by:

- **Being fluent in reading, writing, social studies and language skills.**
- **Solving real life problems using mathematical and scientific skills.**
- **Demonstrating artistic talents and positive character traits.**
- **Developing a positive self-image.**

We believe...

- **Each student is a valued individual with unique physical, social, emotional and intellectual needs.**
- **Learning is the primary focus of our school.**
- **Every student can reach their highest level of intellectual, social and emotional development**
 - **Effective collaboration and communication with families as partners in the education of their children are essential.**
- **All policies and procedures in place should support learning, and promote the safety and security of the students and staff at Allen Elementary.**

















SECTION II

PARENT and TEACHER ASSOCIATION - *every child/one voice*





The Allen Elementary PTA is a vital part of our school family. The PTA supports the efforts and programs that the school has implemented to promote student achievement. Every parent is urged to become familiar with the PTA, become a member, join a committee, and support its programs and activities!

Check us out on Allen Facebook.



PTA OFFICERS for 2017--2018

-  **Nikki Blanchard, President** allenelementarypta@hotmail.com
-  **Beth Reed, First Vice President**
-  **Missy Rogers, Secretary**
-  **Shonna McNeill, Treasurer**
-  **Brooke Smith, Grade Level Coordinator for Room Parent Meetings**
-  **Adam Reed, Ways & Means**
-  **Jamie LeMay, Watch Dads Of Great Students (D.O.G.S.)**
-  **Box Tops, Leah Rackley**
-  **Brittany LaRose, Hospitality**
-  **Brenda Hammonds, PTA Auditor**
-  **Lisa Vatter, Exceptional Ed. Teacher Rep**
-  **Zandra Korth, Primary Teacher Rep**
-  **Jessica Sharp, Intermediate Teacher Rep**
-  **April Wright, Yearbook**
-  **Parliamentarian TBD**
-  **Volunteer Coordinator TBD**

All MEETINGS will begin at 5:45 p.m. Scheduled PTA Quarterly Meetings:

-  **1st Tuesday, September 5 followed by Open House 6:15—7:30 p.m.**
-  **1st Tuesday, December 5 followed by Kindergarten Holiday Program—6:15**
-  **2nd Tuesday, February 13 followed by 2nd Grade Patriotic Program—6:15**
-  **2nd Tuesday, April 10 followed by Chorus Program—6:15**

Please mark your calendars for the following PTA and Allen Elementary sponsored EVENTS:

-  **Volunteer Recruitment—On Going (Sign-in/Log is in the Office)**
-  **Student Registration: Monday, August 7—New to school go to Library/Returning students go to grade level classrooms : Special times for morning and afternoon: 8:30 to 10:30 A.M. & 3:30 to 6:30 P.M. w/ice cream social in cafeteria**

- ✚ **Kindergarten Round-Up: Tuesday Evening, August 8—Cafeteria/Gym 6:15—7:15 P.M.**
- ✚ **Room Parent Meeting—Thursday, August 24, at 8:15 in Cafeteria**
- ✚ **OPEN HOUSE, September 5 from 6:15 to 7:30 P.M.**
- ✚ **WATCH D.O.G.S. Program Orientation, September 5 at 6:15 in Cafeteria**
- ✚ **Taste & Talent Friday, October 27 (Chili Cook-off with Student Talent Show & Auction)**
- ✚ **Take Your Family to School Week—February 5-9** (Times to be determined)

Monday, February 5	Doughnuts for DADS
Tuesday, February 6	Patriotic Program Performance by 2 nd Grade Students—Whole Family
Wednesday, February 7	Munchkins for MOMS
Thursday, February 8	Mother/Son Karate Lesson on Self-Defense Techniques by Expert Rick Hall
Friday, February 9	Father/Daughter Dance

- ✚ **ALLEN Field Day—Friday, May 18 (After K-5 Allen Parade:**
K-2 Morning Activities and Grades 3-5 Afternoon Activities with Inflatables/May Pole)

SECTION III

ALLEN TEACHERS, STAFF AND COMMUNITY INVOLVEMENT

GRADE LEVEL TEACHERS

Kindergarten	Cordell	Hardy	Mahn	Plumlee	Finn	
1st Grade	Korth	Massengale	McCuiston	Robinson		
2nd Grade	Hausler	Howell	Winters	Mitchell	Rhodes	
3rd Grade	Kilpatrick	Bratcher	Davis	Phipps	Rigsby	McMinn
4th Grade	Hollenbeck	Pullen	Sharp	Grant		
5th Grade	Fain	Perrin	Jolley	Adair	Tudors	

Support Programs for Allen Students

- ✚ **Teacher of the Gifted/Talented Program, Lorie Nash**
- ✚ **Teacher of the RTI2/Tier III Program, Dee Rice**
- ✚ **Teachers of the Ex. Ed. Program: Jennifer Newberg, Chair & Brenda Hammonds**
- ✚ **Teaching Assistants for the Ex. Ed. Program: Jane Lloyd and Lisa Vatter**
- ✚ **Teacher and Assistant for the K-5 CDC Program: Lauren Scott & Lisa Lewis**
- ✚ **Teacher of the Speech and Language Program, Lisa Pouncey**

ENHANCEMENT CLASSES FOR RELATED ARTS

TEACHERS FOR ALL STUDENTS K-5

- ✚ **Teachers of Music: James McClary Mon.-Fri., and Sally Bates—Monday only**

- ✦ **Teachers of Physical Education & Health Program: Coach Katrina Jenkins Mon.-Fri., and TBD—Friday only**
- ✦ **Teacher of Library and Media, Tracy Russell**
- ✦ **Teacher of Computer Lab Instruction and Programs, Belinda Rogers**

Other Support Programs

- ✦ **School Counselor and 504 Program, Debbie Phillips—Wednesday, Thursday, Friday**
- ✦ **School Psychologist, Julie Lane—Tuesday and Thursday**
- ✦ **School Social Worker, Dawn White**
- ✦ **School Age Child Care Program: Director, Patty Hawkins**

Administrators, Office Staff, Cafeteria Staff & Custodial Staff

Earlene Weeks, Principal	Amy Duncan, Secretary	DeAnna Edwards, Nurse
Susan Rogers, Assist. Prin.	Annette Parker, Clerical	Jennifer Bearden, Bookkeeper
Cafeteria Staff		Custodial Staff
Manager TBD		Tammy Hayes, Lead Custodian
Sherry Dent, Assistant Manager		Sandra Horne, Evening Lead Custodian
Sheila Coppinger		Doug Suddeth, Evening Custodian
Jamie Aman		
TBD		

Community Involvement for Allen Students

- ✦ **UT Extension 4-H Programs 4th/5th grades**
- ✦ **READ 20 Programs—Grades K-5**
- ✦ **Modern Woodmen Civic Oration Program & Competition—Grade 5**
- ✦ **Scripps Howard Spelling Bee Program & Competition—Grades 3-5**
- ✦ **National Elementary Honor Society Program—Grades 4-5 (TBD)**
- ✦ **Junior Achievement Program—Correlation with Community and Aligned to New State Standards—Grade 2**
- ✦ **Jump Rope for HEART Program—Grades K-5**
- ✦ **Recycling Program—Grades K-5**
- ✦ **New and Gently Used Shoe Program—K-5**
- ✦ **Cross Country Meet Training & Competition Program—Grades 3-5**
- ✦ **Track Meet Training and Competition Program—Grades 3-5**
- ✦ **North Hamilton Boys/Girls Basketball League—Grades 2-5**
- ✦ **Girls Volleyball League**

SECTION IV

2016--2017 Allen Elementary Student DRESS CODE K-5

We take pride in the appearance of our students, as students are encouraged to use good taste in the selection and wearing of their clothes and hairstyles.

Students should maintain neatness, cleanliness, and self-respect, so that our school is a desirable place in which to promote learning and character development.

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

GUIDELINES for Acceptable Dress Code:

1. Tennis shoes with socks must be worn on scheduled P.E. day. Crocks or boots may be worn on non-scheduled P.E. days. Open-toed shoes, flip-flops, high heels, clogs, heelers are considered to be a safety hazard and are not permitted.
2. Shorts and skirts should reach to the bottom of the fingertips when student is standing straight with hands at side.
3. Shirts must be hip length. Showing midriff is prohibited.
4. Sleeveless shirts/tops are permitted, but spaghetti straps are prohibited.
5. Unless used in a special school program, hats, bandannas, gloves, cosmetic eye and facial make-up are prohibited.
6. Dangling earrings for safety reasons cannot be worn in P.E. or on playground.
7. Any apparel that advocates a negative attitude is prohibited, such as violence, drugs, tobacco, alcohol, improperly dressed figures, gang related pictures/emblems, sexually suggestive words. In matters of opinion, the judgment of the administration will prevail. Students arriving at school not in compliance with the dress code guidelines will be required to call parent/guardian, so that appropriate clothing can be brought to school.

SAFETY Issues:

- For safety reasons, backpacks or book bags on wheels can be a safety issue at dismissal time, therefore are prohibited.
- **NO LATEX balloons (inflated or deflated) are allowed on the campus at any time.**
- All birthday greetings, bouquet, balloons deliveries will remain in the office until the end of the school day. It will not go into the classroom. If a delivery is made, parent must pick it up.
- Due to certain life threatening food allergies among some of our student population and our important instructional time, **we DO NOT allow food or other special deliveries to be sent to the classroom or to the lunch room to celebrate birthdays or other occasions.**
- If birthday invitations are sent for a party off campus, they must be for the entire classroom, not just for a few.

**NO BULLYING AMONG
ALLEN BULLDOGS**



I will be KIND to everyone.

I will HELP students that are mistreated.

I will INCLUDE ALL students.

I will REPORT bullying to an adult.

I am LOVED, ACCEPTED and SIGNIFICANT!



RESPECT THE PAW!



No Bullying Among Bulldogs

SECTION V

ALLEN STUDENT CODE OF CONDUCT

1. Be courteous and respectful of each individual's rights.

Keep hands, feet and objects to oneself. Remember: no one has the right to disrupt the learning of others.

2. Arrive on time and strive for perfect attendance.

3. Do your best work and turn in your assignments on time.

4. Use appropriate language at all times.

5. Hallways must be kept quiet.

6. Help maintain school property.

All students are allowed to bring their own HAND/WRIST cell phone.

ALL cell phones must be turned off and kept in backpack/book bag during the school day.

Items not allowed to be brought to school are:

- **Latex balloons** are not allowed in school building or on school campus.

Unless the teacher gives permission in the form of a note or letter to parents, the following items are not allowed:

iPods, toys, games, CD players, radios, and collector cards.

If any of these items are found and owner identified, parent may pick up item in school office on first retrieval.

POLICY FOR ATTENDANCE

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

After five (5) unexcused absences: Electronic Automatic Flag wherein parents will be notified by the school with an **Attendance Notification Letter**.

After more than ten (10) unexcused absences: Parents will be notified by school social worker via legal notice to attend an Informal Truancy Hearing before juvenile court representatives. If unexcused absences continue after the Informal Truancy Hearing parents will be petitioned to attend a Formal Hearing before a juvenile court judge. The Attendance Notification Contract by Hamilton County Department of Education, is part of the registration packet. When contract is signed and returned, it will be kept on file at the school.

⚡ Tardiness and Early Dismissals

Students are considered tardy after the 8:15 a.m. bell. Students leaving before 11:30 a.m. are considered absent for the day. After 11:30 a.m. they are considered present.

All students must be dismissed through the office. The office will contact the teacher and grant approval for dismissal.

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

⚡ Absence from School, Students School Board Policy (6.200)

The following are legal reasons for excusing a student from attending school:

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

Death in Immediate Family- Students may be excused for three days for the death of: mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

Family Illness- A physician's statement is required. 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- Prior approval is required should these days occur while school is in session. Students shall be excused on special or recognized religious holidays regularly observed by that particular faith.

Personal- 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.

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

Recognition of Accomplishments and **AWARDS'** Program

Recognizing and Awarding Allen's Best Bulldogs

Each nine weeks we recognize the accomplishments of our students in an awards program assembly.

Please note the following grade levels and their times:

ALL Awards' & Recognition Programs In GYM	Friday, October 20 1 st Quarter	Friday, January 12 2 nd Quarter	Friday, March 23 3 rd Quarter	Wednesday, May 22 4 th Quarter	Tuesday, May 22 5 th Grade Promotion Program
1 st Grade	11:30	11:30	11:30	8:30	7:00 p.m. GYM
2 nd Grade	12:00	12:00	12:00	9:15	
3 rd Grade	12:30	12:30	12:30	10:00	
5 th Grade	1:00	1:00	1:00	4 th Grade 10:45	
KINDERGARTEN	1:30	1:30	1:30	12:00	
4 th Grade	2:00	2:00	2:00		

SECTION VI

School Operation and Procedures

HOURS OF OPERATION

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

TARDIES

All doors are secured after the 8:15 a.m. bell. Children arriving after 8:15 a.m. must be accompanied to the office through the front entrance by the parent to sign a tardy slip and be assigned a pass. School dismissal begins at 3:10 p.m. A student dismissed early is also considered tardy because instructional time is lost.

EARLY DISMISSALS

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

Write a note to your child's teacher indicating the reason for the early dismissal and the approximate time you will arrive to pick up your child.

Come to the office to check your child out of school. Your child will not be dismissed to anyone not on the registration/dismissal card unless you contact us concerning the change. If you have a dental / doctor appointment card, please allow us to make a copy as part your child's excused absence from class.

3. Identification is required at the time of dismissal along with your signature, time and date on student dismissal card.

4. Please wait in the office for your child.

Please Remember to UPDATE IMPORTANT INFO

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

DROP-OFF AND PICK-UP CAR RIDERS

Teachers on duty will begin permitting students to enter the building at 7:45 a.m. and will end at 8:15 a.m. If you are dropping off **after 8:15 a.m., please go to the office to sign your child in** to receive a pass to class. For your child's safety we are not permitting students to be dropped off or picked up at the front entrance. This is strictly for the bus unloading/loading zone and faculty parking. Lobby dismissals are also prohibited unless your child is a walker. Because of the difficulties involved in dismissing our large student body safely, and bus traffic at the front entrance, we cannot permit lobby dismissals unless it is prearranged or in cases of emergency. Please use the service provided in the car rider line.

TRANSPORTATION CHANGE

A note is required if a child is not going home in their usual manner. If a student is going to leave with another student, both students must bring a note. We cannot allow students to ride home in a car other than that of the parent or the carpool without a note. We enforce this policy for the safety of our children. Students may not make transportation changes by telephone during the school day. In emergency cases only, the office may be contacted before 2:30 p.m. and the changes will be announced by intercom at 3:05 p.m. Again, please use this service for emergencies ONLY. **Parents will be asked to send a fax or email so we will have a tighter security for identifying the change request.**

DROP OFF BEGINS AT 7:45 A.M.

Car rider and bus rider arrivals begin at 7:45 a.m. in which students will go to breakfast in cafeteria and/or to the following areas until the 8:10 a.m. bell:

 MUSIC ROOM — Kindergarten students

 LIBRARY RM. — First Grade students

 GYM — 2nd, 3rd, 4th, and 5th Grades

BEFORE/AFTER SCHOOL CHILDCARE — SCHOOL AGE CHILD CARE PROGRAM

The Hamilton County Department of Education provides before and after school care at Allen Elementary. Parents may register students at any time during the school year. Rates for Child Care based on service of one child (discount for siblings): \$10.00 to register your child and you may pay by Debit Card, Cash or Check.

- + 6:00 A.M.—7:45 A.M.= \$4.00 before school care & 3:10 P.M.—6:00 P.M. + \$6.00 for after school care
- + \$15.00 FULL day 6:00 A.M. to 6:00 P.M. (Fall, Winter, Spring, Summer Breaks, etc.)

SCHOOL MEAL PRICES 2017-2018

For your convenience, you may monitor and manage your student's breakfast/lunch account online through **MyPaymentPlus.**

You will need to set up an account, for which you will need your child's **student number; this can be found by calling school office (843-4713) or cafeteria (843-4725).**

Monitoring your child's purchases and account balance is free; however, a nominal fee is charged to add money to their account.

Please note the following choices for setting up a money account:

- **General Account:** money in the general account can be spent by your child on meals OR a la carte items.
- **Meal Account:** money added to the meal account can be spent on meals only, and a la carte items will not be allowed to be purchased.
- **Combo of General Account and Meal Account:** You may put money into both accounts if you wish to restrict how much a la carte your child may spend. Additionally, you may specify for which account you would like the money deposited when sending cash or check.

BREAKFAST Full Pay K-12		BREAKFAST Reduced Pay K-12		BREAKFAST HCDE EMPLOYEE		BREAKFAST VISITOR			
\$2.00		.30		\$2.50		\$2.75			
LUNCH Full Pay K-12		LUNCH Reduced Pay K-12		LUNCH HCDE EMPLOYEE		LUNCH ADULT VISITOR		ADULT HOLIDAY SPECIAL LUNCH MEAL	
\$3.00		.40		\$3.75		\$4.50		\$5.00	

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

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

Please note:

ALLEN does not allow outside restaurant or fast food and drinks to be brought into the cafeteria during student breakfast and lunch time, due to some of our students having severe/life threatening food allergies.

Federal Law prohibits carbonated soft drinks in the cafeteria during breakfast and lunch times.

“Carbonated drinks cannot be purchased from vending machines at school 30 minutes prior to start of school to 30 minutes after school dismissal.” (In compliance at Allen from 7:40 a.m. to 3:40 p.m.)

SCHOOL SUPPLY FEE - \$70.00

The fee you provide our school is an added bonus to instruction and is much needed to enhance the curriculum. The monies supplement the purchase of supplies, computer programs, copying charges, reading materials, manipulatives for the classroom, and miscellaneous costs that arise. Please make check payable to Allen Elementary.

Description of items this fee pays for 2017-2018:

Nurse's Clinic	\$2.00
Classroom Materials	\$9.50
Duplicating and Laminating Fees/Supplies	\$7.00
P.E., Library, Music and Guidance	\$7.50
Enrichment Materials, Math, Science, Reading Supplies	\$18.50
Computer Lab	\$8.00
Reading Incentive Program --Accelerated Reader (AR)	\$8.00
Equipment Replacement, Earphones, Maintenance Agreement for Equipment and Repair	\$9.75
	\$70.00

SUPPLY FEES \$65.00

From Monday, August 7 until Friday, AUGUST 18th, 2017 .




Beginning Monday, AUGUST 21st, 2017

SUPPLY FEES WILL

RETURN TO \$70.

SECTION VII

Important Dates to Remember 2017-2018

1ST SEMESTER Aug.-Dec., 2017	2ND SEMESTER Jan.-May, 2018
MONDAY, AUGUST 7 Student REGISTRATION All new students will go to the library to register.	MONDAY, JANUARY 8 SCHOOL REOPENS 8:10—3:10
THURSDAY, AUGUST 10--FIRST FULL DAY OF SCHOOL CLASS-- FROM 8:10 A.M. TO 3:10 P.M.	 JANUARY 12—AWARDS PROGRAM  REPORT CARD GOES HOME
THURSDAY, AUGUST 24 at 8:15 in the CAFETERIA ROOM PARENT MEETING	JANUARY 15—HOLIDAY M.L. KING— NO SCHOOL
SEPTEMBER 5—LABOR DAY—NO SCHOOL	FEBRUARY 9—PROGRESS REPORT  K-2 PAPER REPORT/3-5 ONLINE
SEPTEMBER—KIDS 1ST COUPON BOOK SALE	FEBRUARY 19—HOLIDAY PRESIDENTS' DAY NO SCHOOL
SEPTEMBER 5 AT 6:15—7:30 OPEN HOUSE	FEBRUARY 27 PARENT/TEACHER CONFERENCE 3:30 P.M. TO 7:00 P.M.
SEPTEMBER 5—12—BOOK FAIR IN LIBRARY	MARCH 30—APRIL 6 STUDENT S-P-R-I-N-G BREAK
SEPTEMBER 7 AT 12:50—2:00 GRANDPARENTS GRADES K, 1ST, 2ND	 MARCH 23 AWARDS PROGRAM  REPORT CARD GOES HOME
SEPTEMBER 8 AT 12:50—2:00 GRANDPARENTS GRADES 3RD, 4TH, 5TH	APRIL 11 FROM 8:30 TO 10:30 PRE-REGISTRATION Gym--FOR UPCOMING KINDERGARTEN STUDENTS-- MUST BE 5 YRS. OLD BY 8/15/18
 SEPTEMBER 8—PROGRESS REPORT K-2 PAPER REPORT/3-5 ONLINE	APRIL 20—PROGRESS REPORT K-5  K-2 PAPER REPORT/3-5 ONLINE
OCTOBER 9—13 STUDENT F-A-L-L BREAK	MAY 18TH —FIELD DAY K-5 MAY 22ND — 5TH GRADE PROMOTION PROGRAM 7:00 P.M. IN GYM
October 20 Awards Program & Report Card	MAY 23RD —AWARDS PROGRAM K—4
November 7 Parent/Teacher Conference 3:30—7:00	MAY 25TH —PICK UP OR MAIL REPORT CARD
NOVEMBER 11--PROGRESS REPORT  K-2 PAPER REPORT/3-5 ONLINE	MAY 28—FIRST WEEK OF AUGUST STUDENT S-U-M-M-E-R BREAK
NOVEMBER 14 1ST GRADE THANKSGIVING PROGRAM AT 6:15	SUMMER READING AT ALLEN LIBRARY EVERY TUESDAY FROM 10 TO 2 (Receive AR Points) READ 20 MINUTES EACH DAY—SUMMER GOAL
NOVEMBER 22-24 THANKSGIVING HOLIDAYS	COMPLETE ALL CORE SUBJECTS IN STUDY ISLAND--SUMMER GOAL
NOVEMBER 21—DEC. 16 FESTIVAL OF TREES	
DECEMBER 4-8 HOLIDAY SHOP	
DECEMBER 5—KINDERGARTEN HOLIDAY PROGRAM AT 6:15 (Cookies with Santa)	
DECEMBER 19—HALF DAY DISMISSAL AT 11:30 HOLIDAY PARTY (LAST DAY OF QUARTER 2)	
DECEMBER 20—JAN. 5 W-I-N-T-E-R BREAK	

NOTICE OF NONDISCRIMINATION

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972. Marsha Drake is the Title VI and Title IX Coordinator for Hamilton County Schools. She may be reached by calling (423) 209-8654.