

Allen Elementary

2023-2024

Student-Parent Handbook

Every Eagle SOARS



Home of the Eagles

Office Hours 7:00 AM-2:45 PM

Felicia Thompson, Principal

C. Andrew Freeman, Assistant Principal

Tamara Reyes, Secretary

School Hours

First Bell – 7:40 AM

Tardy Bell – 7:45 AM

Dismissal – 2:15 PM

Welcome!

Dear Students and Parents/Guardians,

Welcome to the Allen Family, where our mission is to inspire and equip all students to achieve unlimited potential. We embrace equity and diversity and are committed to continuous learning and improvement. Everyone is valued and treated with dignity and respect. Decisions are made with your child's best interest in mind. This handbook contains valuable information for both parents and students regarding the daily operations of Allen Elementary.

It is just one of many opportunities for communication between the school, students, and their parents. It describes the rules and policies students need for successful participation in a rewarding educational experience. Please keep this handbook throughout the 2023-2024 school year. Parents have many opportunities to become involved in their child's education. Parents, guardians, grandparents, and other interested citizens are encouraged to participate in the educational experiences of our students through volunteering and joining the Allen Parent Teacher Organization. (PTO)

We encourage parents and children to discuss this handbook to ensure they understand and follow the rules and regulations. Our policies have been designed to protect all students' well-being and rights to ensure quality education. To help keep open communication between parents, teachers, and schools, we encourage personal interaction between a child's parents and those entrusted with their education. Together we can ensure your child's academic and social success.

Sincerely,

Felicia Thompson

Felicia Thompson, Principal

Mission Statement

Our mission is to inspire and equip all students to achieve unlimited potential.

School Vision

To become a beacon of educational excellence where all are known, valued, and inspired.

School Values

WE embrace equity and diversity

WE hold ourselves and others to the same high standards

WE commit to continuous learning and improvement

WE treat everyone with dignity and respect

...as WE serve the needs of others.

WE...will make decisions...

that benefit student achievement

that are fiscally responsible with an eye on Return on Investment

that invest in stakeholders

that promote equity and access

School Mascot: Eagle



School Motto

At Allen, WE **SOAR** ...

"Safe, Organized, Accountable, and Respectful"

Academics

The Georgia Standards of Excellence (GSE) are taught in Kindergarten through Fifth Grade;

- English Language Arts
- Reading
- Mathematics
- Science
- Social Studies

Awards

Students who strive for excellence are celebrated every nine weeks.

Reading Awards: Lexia (K-2) or Achieve 3000 (3-5) **Math:** IXL

Principals List (All A's) **Honor Roll** (All A's and B's) **Attendance** (100%)
Conduct (Eagle of the Month)

Testing

All 3rd, 4th, and 5th-grade students must take the Georgia Milestones Assessment in the spring. Students who do not pass this state-mandated assessment must retest and attend Summer School to be considered for promotion to the next grade.

Resource Education

Students who experience difficulty with their work will be provided with differentiated instruction and may be referred by the teacher or the parent to the Student Support Team (SST). The SST meeting will bring the teacher(s), the guidance counselor, the administrator, and the student's parents to discuss the nature of the student's need and plan instructional strategies for the student. The improvement plan will be implemented, monitored, and a follow-up meeting will be called to determine different strategies if the student does not progress.

Uniforms

Students are required to wear uniforms daily. Students wear a red, yellow, or white three-button collared shirt and khaki pants, shorts, skirt, or jumper on Monday through Thursday. Students can wear blue jeans (no rips or tears) with an Allen spirit or uniform shirt on Fridays. The administration will announce no uniform days.

Gifted Program

Students in grades K-5 may qualify for Gifted Education with scores on a standardized test. In addition, teachers or parents may refer students who they feel may be gifted but do not have qualifying scores. Those students will be tested individually to determine if they qualify. Students accepted in Gifted Education are transported once weekly on MCSD buses to St. Elmo and returned to Allen at the end of the school day.

Promotion/ Retention Policy

Retention is appropriate when the student's developmental needs are such that retention is beneficial. Records and the progress of any student being considered for retention will be referred to an internal retention committee. Parents will be invited to be part of this process. Georgia Law requires that 3rd-grade students score on grade level on the Reading portion of the Georgia Milestone Test and that 5th-grade students score on grade level in Reading and Math. A retest is offered to those who do not pass initially. If a student fails the retest, students may be invited to attend Summer School and may be retained.

Students who miss **15 or more school days** may be retained for lack of attendance. Parents may appeal if evidence can be documented that students' absences are proven to be excused.

Supplies

Grade-level supply lists are available on the school website and from the school. Students are expected to be responsible for keeping textbooks and library books in good condition, and fines will be assessed for lost and damaged books.

School Nutrition

Breakfast is served in the cafeteria from 7:00 am-7:40 am.

Allen Elementary is a Title I school that offers daily complimentary healthy breakfast and lunch for all students. Students may bring their lunch from home if they desire. Parents are encouraged to have lunch with their children, and parents may purchase a school lunch and eat in the cafeteria with their children. The lunch schedule can be obtained from the student's teacher.

Parents may bring food from restaurants to share with their children and enjoy on the picnic tables. Restaurant containers and carbonated drinks are not allowed in the cafeteria.

Food Purchases

Students may purchase extra lunches or extras. Students bringing lunch from home may purchase milk, juice, or ice cream.

Menus

Monthly menus can be found on the MCSD website. Menus may change quickly due to market conditions, deliveries, or special school activities.

Attendance

Georgia law requires school attendance. Excused absences or tardies are:

- Leave for visiting with an active-duty military parent (5 days)
- Illness of the student or critical illness of a family member
- Death of a member of the immediate family member
- Observance of a religious holiday
- Court Subpoena
- Principal-approved school-related experiences
- Students will be counted absent if checked out before 11:00 pm.

Unexcused Absences

- In a student's absence, the school will call the parent.
- After **three** unexcused absences, the school sends a letter to the parents.
- After **five** unexcused absences, a referral to the School Social Worker is made, and the School Social Worker sends a letter to the parent.
- The School Social Worker contacts the parent and sends a certified letter to the parent if the problem is not resolved.
- Continued unexcused absences result in a referral to either the Juvenile or Municipal Court.
- **For an absence to be 'excused,' a note must be brought from the parent or guardian stating the reason for the absence.** This note must be to the teacher of other designated school district personnel within **three (3)** school days of the student's return.

- ✓ Examples of acceptable notes are a doctor's excuse, a copy of a court order, and a note from a parent.

Schools may require additional verification of absences deemed excessive and problematic.

A student may request makeup work for excused absences. Makeup work must be arranged within **three (3)** school days after the last date of absence.

Loss of Credit Due to Absences

• A student who misses more than fifteen (15) days in any class shall not receive credit and may be retained.

- Appeals must be made to the principal in writing within two weeks of the notice of retention based on hardship, extenuating circumstances, or extreme emergencies.
- If the principal denies the appeal, a request in writing may be sent to the Superintendent within five days for an informal review and hearing.

Homebound Instruction

Students with prolonged absences (**10 or more days**) should seek assistance from the principal for homebound instruction. The school will provide a Hospital/Homebound Referral form to be completed and signed by a physician indicating that the student cannot attend school. The form should be returned to the School or the District Office.

Unexcused Tardies

- Parents must sign students in when they arrive after the tardy bell at 7:45 am. No student can enter the building from the back doors after 7:45 am.
- Students accumulating **three (3)** days of unexcused tardies will receive a phone call from the teacher.
- Students with **five (5)** unexcused tardies will be referred to an administrator for a mandatory parent conference and counselor referral
- Students with **ten (10)** or more days of unexcused tardies will be referred to the school social worker and to support agencies outside the school system. These agencies include the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, etc.

Arrival and Dismissal

No supervision is provided before 7:00, parents who drop their students off are responsible for their safety, and the school cannot be accountable for students dropped off early.

Arriving students can eat breakfast in the cafeteria or go directly to the **gym (Grades 1-3)** or **classroom (Grades 4-5; Kindergarten)**. Students in the gym are escorted to their classrooms at 7:40 am to go to their classrooms. Students who arrive after 7:45 am are tardy and must be signed in with a parent.

Students who ride in cars or buses must be dropped off at the drop-off area on the left side of the school. The gates will be locked at 7:45 am. Parents, for safety purposes, please use the car lane on the side of the building to drop off students. At the front of the building, a parent must sign in tardy students.

The Fire Marshal requires clear hallways during dismissal to keep the students safe. We ask all parents to wait outside of the building at dismissal. All teachers will escort their classes to designated checkpoints when the bell rings. No student will be released unless checked out through the office before 2:00 pm.

An administrator will contact the parents of students who are not picked up by 2:45 pm for an explanation. Repeated occurrences of late student pickups will be reported to the Department of Family Services.

No student will be allowed to wait out front for after-school pickup. All students who are car riders MUST be picked up on the left side of the school.

- No student checkout is not allowed between 1:45 pm -2:15 pm school is in session until 2:15 pm cars must remain in line when picking up or dropping off students.
- School personnel will supervise students' movement from the classroom, bus line, and to and from the walkway outside.

Car Riders

- All car riders are picked up at the road on the school's left side.
- Parents/Guardians are issued tags to be placed in the vehicle's front window. Car numbers are issued during Verification Day before school begins. Parents must have a car number displayed to pick up their children. If the number is missing or lost, the parent must report to the main office for a duplicate number and to confirm their identity. A picture ID must be presented at this time. This minor inconvenience is for the safety and well-being of all our children.

- When a student's ride pulls up, the teacher/monitor calls out the number. As the student comes forward, the monitor checks the student's tag and car pass number to ensure they match. The student is then placed in the vehicle.

Please note the following:

- Parents are not permitted to park along the curb or get out of their car; instead, wait inside the car until the student is escorted and placed in the car by a staff member.

Walkers

- Walkers will enter the front entrance and be dismissed by a school staff member. Students can walk home alone in Grades 3-5. An older sibling must accompany students in grades K-2.

Parent Walkers

Parent Walkers are dismissed from the cafeteria. Parents/guardians must present a walker number for the release of their student.

School crossing guards assist students walking to and from school, not to and from car riders.

- Notify your child's teacher of your plan for getting your child to and from school (car rider, bus rider, walker). **If this plan changes, you MUST notify the school in writing or ClassDojo.**
- **No changes in how students get home in the afternoon will be allowed without written notice or message through Class Dojo to ensure the student is transported home correctly.**

School Bus Transportation

- Students who live more than **1 1/2 miles** from the school are eligible for school bus transportation. Bus schedules will be provided for eligible students.
- **The bus driver is in full charge of the bus and students.**
- Students are required to follow all general rules of the school and designated bus rules while loading, unloading, and en route to and from school.
- **Failure to follow the rules may result in the loss of school bus transportation.**

Students will wear a lanyard/name tag that identifies their bus assignment. Students will give the tag to the teacher on duty, and their names will be checked off the bus roster.

All students will have an identifying mode of transportation tag/pass attached to a lanyard and worn around the neck.

For your child's safety, someone should be at the bus stop to meet any student in grades K-2nd grade who an older sibling or classmate doesn't escort. The bus driver will not wait at the stop.

BUS CONDUCT

Under the laws of our state, the Muscogee County School District has the authority to make reasonable regulations governing bus conduct. The walking distance to schools shall be one and one-half miles. The walking distance to a bus stop shall not exceed one-half mile. Students must observe the following rules to provide a safe and comfortable trip to and from school.

All Muscogee County School District rules and policies apply to student behavior at the bus stop, school activities, and to and from school.

- The driver is in full charge of the bus and students and will initially work with parents to resolve minor incidents.
- **If problems arise, parents should not confront the bus driver at the bus stop. Make an appointment with the Transportation Department at (706) 748-2876 to discuss the matter.**
- The driver can assign students to specific seats to promote order on the bus. **ALL STUDENTS WILL REMAIN SEATED WHILE THE BUS IS IN MOTION**
- Parents are responsible for getting their children to and from the bus stop. Buses run on schedule, and **CANNOT WAIT** for passengers.
- **Misbehavior at the bus stop or on the bus could result in the refusal of transportation by the principal.**
- Keep your bus pass with you at all times in case the driver needs to check your eligibility.
- **Drivers will only let students off at their designated stop.**
- Students are expected to sit two or three to a seat. A standing load of 20% over the seated capacity is permitted per state mandate.

- Do not use profane or vulgar language while waiting for the bus.
- Stand off the roadway while awaiting the bus.
- Keep arms, head, and all objects inside windows.
- Be quiet and orderly on the bus; talk in low tones; ABSOLUTE SILENCE is required at all railroad crossings.
- Tobacco, drugs, and alcohol are prohibited.
- No eating or drinking allowed on the bus.
- Objectionable or dangerous objects are not permitted on the bus.
- Fighting or physical play is prohibited. Fighting at the bus stop or on the bus could result in the refusal of transportation by the principal.
- No knives or other weapons allowed on the bus.
- When crossing the street is necessary, students will immediately **cross in front** of the bus in full view of the driver.
- Students may transport band instrument(s) on the bus if space is available.
- **Riding the bus is a privilege. Please do not abuse it.**
- Buses will be monitored by surveillance cameras.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, audible radios, or any other electronic device that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.
- Students shall be prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.

Punishment for violating any of the above rules may result in a student being removed from the bus utilizing the following progressive plan. Any student found guilty of student endangerment may result in automatic removal from the bus. Riding the bus is a privilege, not a right. Do not abuse your privilege.

When a student chooses not to follow ALL rules set by the driver, parents will be notified, and the following consequences will occur:

- **1st Offense:** Verbal warning issued by the driver and/or school administrator. If the violation is a major offense, more severe actions will be taken for the first offense.

- **2nd Offense:** An administrator will notify parents, and students will receive a **one-day** bus suspension. More severe actions will be taken if the violation is a major offense.
- **3rd Offense:** The parent will be contacted by the school administrator, and the student will be suspended from the bus **for two days**. If the violation is a major offense, more severe actions will be taken for the first offense.
- **4th Offense:** An administrator will notify the parent, and the student will receive a **three-day** bus suspension. If the violation is a major offense, more severe actions will be taken for the first offense.
- **5th Offense:** The parent will be notified, and the student will be suspended from riding the bus for **four days**. If the violation is a major offense, more severe actions will be taken for the first offense.
- **6th Offense:** The parent will be notified, and the student will be suspended from riding the bus for **5-10 days**. If the violation is a major offense, more severe actions will be taken for the first offense.
- Any offense over the 6th will result in permanent removal from riding the bus either for the semester or the remainder of the school year.

After-School Enrichment Program/Activities

Students participating in the After School Enrichment Program or other after-school activities are to report to their assigned area when the announcement is made.

ALTERNATE/EMERGENCY ARRANGEMENTS AT DISMISSAL

Send a **note** to the school when there are alternate arrangements for after school. For instance, their child is a car rider instead of taking the bus or walking home instead of being a car rider. Parents must call the office to change dismissal arrangements in an emergency or unexpected situation. The safety of Allen Elementary students is our top priority!

CELL PHONES

Per Muscogee County School District Policy, elementary students are **NOT** permitted to have a cellular phone at school. Administrators secure confiscated phones, and parents/guardians must arrange for pickup.

CHANGE OF ADDRESS/PHONE NUMBERS

You must promptly notify your child's teacher and the office in writing if you change your address or phone number. The school must be able to contact you in case of an emergency. Please provide us with alternate telephone numbers in case you cannot be reached.

Parent Involvement

Parents are our most important partners in the education of our children. Parent conferences are encouraged. Call the school to arrange a conference before or after school. **Please try to attend conferences your child's teacher has scheduled in person, via phone, or Zoom.**

Interruption of instructional time for conferences is not allowed during the school day. SST and IEP meetings will be scheduled in advance, and teachers will plan for instruction to continue in their absence.

Mentors and volunteers are needed. If you have time to volunteer at the school, please sign up during registration or in the office. Appropriate training and a schedule will be provided to get you involved. Parents may visit classes, which should be arranged through a school administrator to limit class disruptions and kept at 30 minutes. Please help us protect your child's learning time and the teachers' teaching time by eliminating classroom interruptions.

You can help us maintain security by getting a visitor badge when you are in the building. All visitors are asked to enter the building through the front door and proceed immediately to the office. Outside doors are always locked for school security. Ring the doorbell beside the front door to be admitted. We appreciate it when you come to school; it lets your child know the value of education.

PARENT RESOURCES & TITLE I PARENT COORDINATOR

A parent resource room is located in the counselor's suite. The parent coordinator will assist parents who wish to check items out to use at home with their child. The parent coordinator will host programs and workshops to engage parents and families.

Muscogee County School District offers the following resources. Don't hesitate to contact the school counselor if you have a student needing the following. If a specific need is not listed, don't hesitate to contact the school counselor and best efforts will be made to find and provide needed resources.

- McKinney-Vento Homelessness
- Sara Spano Clothing Bank
- Laundry services
- School supplies, uniforms, and backpacks

REPORT CARDS/PROGRESS REPORTS

Muscogee County School District uses a traditional reporting system for academic grades for all 1st – 5th-grade students. Kindergarten students will receive a report card that is standards-based.

Allen operates on a nine weeks academic grading period. Each student will receive a midterm progress report at the midterm of nine weeks. Grades are issued to students at the end of each nine weeks. **Parents can access report cards and progress reports using the Parent Portal in Infinite Campus.**

The grading scale approved by the Muscogee County School District for academics is as follows:

- A = 100-90 (excellent progress)
- B = 89-80 (above average progress)
- C = 79-70 (average progress)
- F = 69-0 (unsatisfactory progress/failure)

Parents are encouraged to download the Infinite Campus App. This is invaluable for staying current with students' progress, receiving alerts about assignments and other important announcements, and communicating with teachers.

CLINIC/HEALTH SERVICES

Muscogee County School District Medication Administration/Medical Authorization and Release Forms must be completed before administering medication. Once completed and signed by the parent/guardian, this form is filed and must be updated when medication dosage or type changes are made. All medications will be stored under lock and key in a secured area in the school clinic.

All medications must be taken to the office/clinic for registration and storage. **Students cannot administer medication to themselves or keep the medicine with them during the school day.**

Exception: *Students may self-administer an inhaler or Epi-Pen and carry them on their person if the parent, the physician, and the student complete the Authorization for Student to Carry a Prescription Inhaler or Epi-Pen form.*

No medication can be given without a completed medication form, even if it is temporary, i.e., cough syrup, cough drops, etc.

Parents must ensure that all medications brought to the school are in the original, current prescription bottle, **not in an envelope, plastic bag, or wrapped in paper.**

All medication must have the following information on the container:

1. Child's name
2. Name of medication
3. Strength of medication
4. Dosage
5. Physician's name
6. Date prescribed (must be a current prescription)

Contagious Conditions

Students with infectious diseases that threaten the health or safety of the school community may not attend school. Students who are found to have evidence of head lice and/or visible nits may not return to school until they have been treated and all nits are moved from the hair. Parents must return to school with their child and have them checked by the nurse after they have been treated and all the nits are removed. Proof

of treatment is required (empty product box with visible name). You must remain with your child until they have been checked and cleared to return to class.

TEXTBOOKS and ELECTRONIC DEVICE

All school-issued textbooks and electronic devices (Chromebooks) are checked out for students during the school year. These books and devices are the school district's property and must be checked back at the school year's end. Textbooks and devices are expected to be handled carefully. The student is responsible for keeping up with and protecting all school-issued items.

Chromebooks

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must always be responsible for their Chromebook/Case/Charger.

To be good stewards of taxpayer dollars, students must be responsible for caring for their Chromebook and not damaging it. Chromebooks are to be carried in a case when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges)."

Fines and Fees

Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts: Students will be held responsible for properly caring for all books, supplies, Chromebooks, and accessories or equipment furnished by the school. A student who defaces, damages, or loses school property must pay for the damage or loss(see MCSD Board Policy JS: Student Fees, Fines, and Charges). A Parent/Student must pay all fees and fines owed to the school promptly.

Parents/Students must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed before moving to the next level in school.

GoGuardian

GoGuardian Parent is an application on iOS and Android devices designed to enable the school district to share user history collected via GoGuardian Teacher with verified parents and guardians.

The GoGuardian Parent app allows parents and guardians to pause their student's internet access, block specific websites, and schedule internet availability on school-issued devices. During the school year, internet usage can be managed using the GoGuardian Parent application on school-issued devices between 4 pm and 7 am, Monday through Friday. Additionally, GoGuardian Parent is accessible on weekends, Saturdays, and Sundays, with no specified time limitations.

As stated in the district student handbook: "The student will not alter or remove any MCSD software, programs or applications from the device, and will not load any software, programs or applications on the device." Students should not disable or circumvent the GoGuardian application using an MCSD device. The school will follow its designated disciplinary policies for any infractions.

Emergency Procedures

Allen Elementary Emergency Preparedness Plan indicates procedures for severe weather, bomb threats, fire, nuclear attack, civil disorder, and intruders. A copy of the plan is available in the office. When the school is involved in implementing any emergency procedure, students must remain in place until the all-clear is sounded. If there is a need to evaluate the building, the first evacuation point is the Arnold Middle School gym. If that site is unavailable, we will evacuate to Epworth Methodist Church. Parents will receive information through the MCSD central office communications center and local radio and television stations.

Building Character: Positive Behavior Interventions with Support (PBIS)

School-wide Expectations

Muscogee County is **PBIS (Positive Behavior Interventions and Supports)** school district. PBIS was established to address the behavioral and discipline systems needed for students' successful learning and social development. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A system of acknowledgments will help motivate students to try their best and encourage others.

One crucial piece of PBIS is to create a set of 3-5 school rules that are well-known in our school, and the word **SOAR** will help the students remember the rules.

Recognition will be noted through the acknowledgment system used for SOARING students at our school. The acknowledgment system recognizes positive behavior in the cafeteria, hallway, classroom, and during recess. Displays of good character help students earn "Dojo" Points" so they can receive incentives.

Consequences of Misbehavior

Teachers have clearly defined rules and consequences in their classrooms. Immediate office referrals are made for chronic behavior or violations that may endanger other students. (See Behavior Flow Chart below)





Students at Allen Elementary will SOAR throughout the school day by following the four behavioral expectations.

Safe

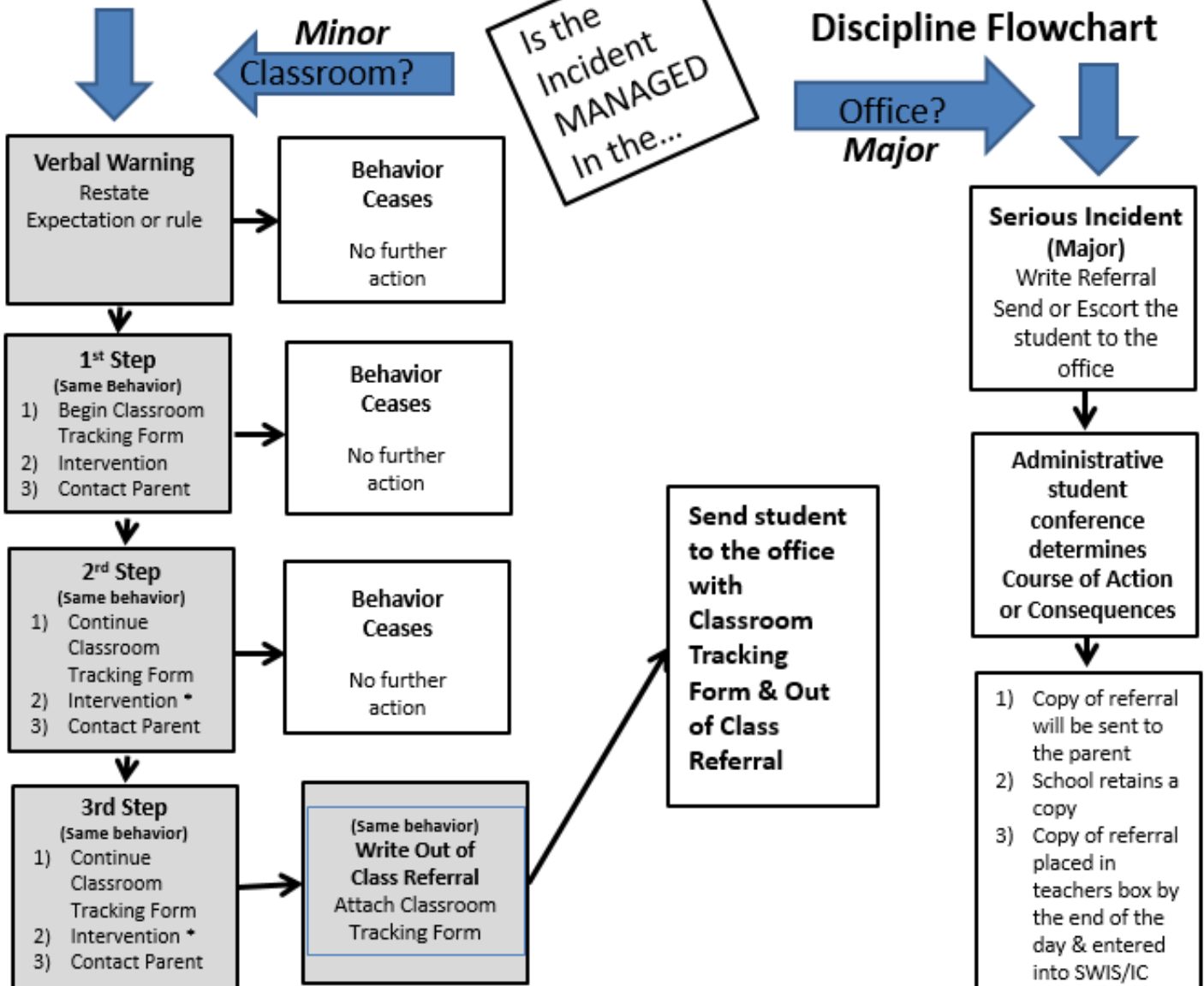
Organized

Accountable

Respectful

LOCATION I am...	Safe	Organized	Accountable	Respectful
 Hallway	<ul style="list-style-type: none"> • Single file line 	<ul style="list-style-type: none"> • Stay with your class 	<ul style="list-style-type: none"> • Remain silent 	<ul style="list-style-type: none"> • Keep hands and feet to yourself
 Bathroom	<ul style="list-style-type: none"> • Feet on the floor, close the door 	<ul style="list-style-type: none"> • Flush the toilet • Wash your hands 	<ul style="list-style-type: none"> • Get in, Get out. 	<ul style="list-style-type: none"> • Keep it clean • Remain Silent
 Cafeteria	<ul style="list-style-type: none"> • Single file line 	<ul style="list-style-type: none"> • Clean your area when you're finished with your meal 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. 	<ul style="list-style-type: none"> • Inside Voice
 Arrival/Dismissal	<ul style="list-style-type: none"> • Walk directly to area 	<ul style="list-style-type: none"> • Keep materials in your backpack 	<ul style="list-style-type: none"> • Enter and exit the building silently 	<ul style="list-style-type: none"> • Listen and follow adult directions

Allen Elementary School





Student Behavior

Teacher Managed

- Not having materials
- Calling out
- Teasing
- Refusing to work
- Non-Compliance
- Running
- Minor disruption
- Minor aggression (acts that do not pose safety risk)
- Physical Contact (Rough/horseplay, wrestling, pushing/shoving)
- Disrespectful (Tone, attitude, body language)
- Disrespect towards property
- Cheating
- Stealing (items of little value)

Office Managed

- Inappropriate physical contact
- Fighting (major physical aggression/contact)
- Property destruction
- Weapons
- Leaving school property
- Pattern of aggressive/profane language
- Threats and intimidation
- Bullying/Harassment of students/teachers
- Unsafe behavior
- Major/chronic refusal to follow school rules
- Major dishonesty
- Chronic minor infractions
- Theft (items of high value)

2023-2024
Allen Elementary School
Student Uniform Dress Code

We appreciate your efforts to follow this dress code policy.
Allen students, "Dress for Success!"



- Khaki pants or shorts (Shorts may be **no shorter than 3” above the knees.**)
- Khaki skorts, skirts, or jumpers for girls (Shorts must be worn under skirts and jumpers and shouldn't be **shorter than 3” above the knees.**)
- Red, yellow, or white three-button shirt with collar (Polo-style shirt) – long or short sleeves
- Shirts must be tucked in at all times.
- Belts – black or brown preferred; other colors accepted. *Note: If pants have belt loops, belts are required.*
- **Tennis** shoes – black or white preferred; other colors accepted (No knee-high tennis boots or tennis shoes with high heels)
- Coats which will be left in classrooms as students travel among classes – the color of your choice
- Socks – red, white, or black
- Accessories for the hair – modest size; red/white preferred; other colors accepted
- Spirit Fridays – Students may wear an Allen t-shirt, or a uniform shirt and jeans (No Holes)
- Performance uniforms – **Students must wear khaki pants and white-collar shirts for all performances.**



Allen Elementary School

Felicia Thompson
Principal

C. Andrew Freeman
Assistant Principal

Katelyn Reiney
School Counselor

Tamara Reyes
Secretary

2023-2024 Student–Parent Handbook Acknowledgement Form

By signing this, you acknowledge that you have read, understand, and are willing to adhere to the policies listed within the handbook. Please return the form to your student's teacher.

Print Name: _____

Signature: _____ **Date:** _____