

ALLEN T. ALLISON ELEMENTARY SCHOOL



"United in Pursuing Excellence"

Toni A. Hartung, Principal
Jennifer Marchese, Assistant Principal

(304)387-1915

SCHOOL MISSION STATEMENT

“United in Pursuing Excellence”

A. T. Allison Elementary, a School of Excellence, serves approximately 430 students from Pre-K through Fourth grade. Our mission statement, “United in Pursuing Excellence,” expresses our belief that through collaborative efforts all students can succeed. We are committed to working cooperatively with our students, parents, and community to ensure all students achieve success. By using a variety of instructional strategies in a 21st century learning environment, we strive for our students to become productive members of society.

A. T. Allison Elementary School has many programs which benefit our students. We have a Title I Program and a Positive Behavior Supports Program. We work closely with an outstanding PTA and community to provide exceptional educational programs for our students.

PHILOSOPHY

The primary emphasis of education is to recognize that each child is a unique individual and must be guided to develop socially, emotionally, physically, and intellectually at his own rate. By recognizing these individual differences, our teachers can provide learning opportunities from which your child may acquire academic, vocational, and social skills to use to their maximum potential. When this is done, what the student learns becomes an extension of the familiar world he already knows.

Each child has a need for security, a need to achieve, and a need to belong. A sense of achievement comes after a child experiences success, and it is through a well-rounded program, whether it consists of learning centers, games, individualized seatwork, or preferably a combination of techniques, that every child can experience some degree of success. Each must be actively involved in this learning process, not only because children learn by doing, but the pride and sense of accomplishment which follows their own discoveries helps to build a positive self-image.

This, in turn with a relaxed classroom atmosphere in which children experience strength, warmth, and above all, confidence in themselves, will ultimately instill in them a sense of security and help to make school a place where children like to be. We believe this must be a shared commitment for growth among the parents, teachers, administrators, and the local community’s institutions.

GOALS

- Inspire and challenge students to achieve and advance in all areas of intellectual growth.
- Create an atmosphere in which confidence, understanding, and self-motivation are a part of the educational process.
- Provide an environment for the exchange of ideas.
- Stimulate initiative and encourage independent thinking.
- Promote an understanding of individual rights and responsibilities in a democratic society.
- Improve society.
- Promote self-discipline.
- Promote good peer, student, teacher, and parent relationships.
- Provide experiences that create an awareness of cultural activities.
- Encourage and promote parental involvement in helping the child assume responsibility for his learning achievement and social involvement.
- Reward students who meet our educational goals.
- Maintain a clean and hazard-free physical environment.
- Provide recreational facilities that meet the student’s physical movement needs.

SCHOOL POLICIES AND GENERAL INFORMATION

INTRODUCTION -

These policies have been formulated within the procedures established by the Hancock County Board of Education and by the staff of the Allison Elementary School. We wish to continue to improve the learning atmosphere in the schools and to keep those associated with the schools informed of our expectations. After reading and discussing these policies with your child, please keep them available for reference throughout the school year.

HANCOCK COUNTY SCHOOLS STUDENT ATTENDANCE POLICY

MISSION -

A direct relationship exists between regular school attendance and effective learning. Regular school attendance is a critical factor leading to success in school and the development of good work habits in the market place. Since instruction is planned so that each day's work builds on work that has been completed earlier, all students are expected to attend school regularly and to be prompt in arriving for classes.

ABSENCES -

State law mandates that students spend so many minutes of instruction each day for 180 days per school year. When a child misses this instruction, a gap may occur in his/her education – a gap that must be made up to avoid future learning problems. Therefore, to avoid a multitude of problems, parents and students must make every effort to have the student in school during normal school hours. School begins at 8:15 a.m. and concludes at 3:00 p.m.

Each day that a student is absent, please call the school at 304-387-1915 ext. 7 to report your child's absence. State the date of the absence, the student name, their teacher or grade level, and the reason for the absence. If you know your child will be absent more than one day due to illness or physician's orders, you may leave that information on the voicemail. The attendance voicemail is checked daily. You may send a written excuse with the child when they return to school, but until a phone call or note is received by the office staff, their absence(s) will be recorded as unexcused. *Please DO NOT write the excuse in their agendas.* (See "Unexcused Absences" below for more detail.)

Students are allowed ten (10) parentally excused, or "Mommy" days each year. These are days where a visit to the doctor is not necessary, but the child is ill or absent for another reason. If your child is absent more than ten (10) parentally excused days, all future absences will be considered unexcused unless a doctor's note is provided. If your child absence is due to a doctor appointment due to an illness or a wellness visit, please send in the doctor's "return to school" form so the absence(s) will be counted as medically excused. If the child is out for several days, please have the physician include the days the student will be absent and list the date the student is allowed to return to school. Without this information, the absence(s) cannot be recorded properly. ***Please do not call your child's teacher regarding an absence or write the excuse in your child's agenda.*** This only adds to the likelihood of the information not being reported to the office for recording.

THE HANCOCK COUNTY ATTENDANCE POLICY MAY BE AMENDED OR REVISED AS NEEDED ACCORDING TO WEST VIRGINIA DEPARTMENT OF EDUCATION'S ATTENDANCE MATTERS POLICY.

EXCUSED ABSENCES -

The following are legal excused absences:

1. Illness or injury of student or family member verified by physician
2. Illness of student verified by parents/guardian not to exceed ten (10) days per year.
3. Medical, dental, or other health care appointment which cannot be scheduled outside the school day, verified by physician, dentist, or other health care professional.
4. Death in the immediate family, which includes mother, father, brother, sister, grandparent, or any person living in the same household.
5. Religious holidays with verification.
6. Failure of a bus to run.
7. Legal obligation with verification
8. Calamity, such as fire in the home, or flood.

Although we urge parents to refrain from removing their children from school for the purpose of a vacation, we recognize that situations exist where family vacations cannot be scheduled other than during the school term and that travel can, in itself, be an educational experience for children. Such absences may be excused at the discretion of the principal, provided that the trip cannot be taken outside the school year and the student's attendance is not an issue. A "Student Attendance Parent Request Application" form must be requested from the office, completed and returned at least one week in advance of the vacation. This request

will allow five (5) additional parentally excused days for the year. For leaves exceeding ten (10) days per school year, the Board of Education must grant approval. Homework should be requested in advance. Students have one (1) day for each day absent to make up their school work. School sponsored, board-sanctioned activities will not be considered absences from school. Absences for all other reasons not stipulated in board policy will be considered unexcused.

UNEXCUSED ABSENCES -

For uniformity, the following procedures should be followed regarding unexcused absences.

1. In the case of five consecutive or ten (10) total unexcused absences in one (1) school year, the principal must contact the attendance director, who shall serve written notice to the parent/guardian to report to the school within ten (10) days of receipt of such notice for a conference with the school-based attendance committee to discuss and correct the circumstances causing the unexcused absences. The school-based attendance committee shall consist of the principal/assistant principal, the child's teacher, and the school counselor.
2. If the parent/guardian does not comply with this request within ten (10) days, the attendance director shall make complaint against such parent/guardian before a magistrate of the county.
3. The county attendance director will be informed of any unusual or unexplained absences.

TARDY -

Being tardy is discouraged for the same reasons as early dismissals and absences. County policy states late arrivals and early dismissals as absences from school and defines truancy as "an unauthorized absence from part or all of the school day." (State Law 18-8-1). After five (5) consecutive or ten (10) unexcused absences (including tardy occurrences and/or early dismissals), the truant officer will investigate.

When a child is tardy, **the parent/guardian and student must report to the office**. If your child is late due to a doctor's appointment, please bring a slip from the doctor showing the date and time of the appointment so the tardy will be recorded as excused. A child who is tardy because the alarm did not go off, Mom or Dad over slept, or other similar excuses are unexcused. Students who arrive after 8:15 a.m. but before 9:50 a.m. are considered tardy. Students arriving after 9:50 a.m. are recorded as one-half day absent.

Late arrivals cause disruption in the classroom and office, and prevent your child from receiving the complete instruction available when on time. As a parent/guardian, it is your responsibility to make certain your child arrives at school on time and prepared for the school day.

EARLY DISMISSAL -

Early dismissals are discouraged due to the interruption of class instruction. We prefer your child's appointments be scheduled after school hours, if possible. However, if your child needs an early dismissal for a doctor appointment, legal requirement, or funeral, a note from the physician's office, legal representative, or funeral document should be turned into the school office upon the child's return so the absence can be coded appropriately and will not count as a parentally excused or "Mommy" day. Requests for early dismissals should be made in writing and sent to school with your child to be turned into their teacher. Once the office receives the request, your child's name, teacher, and time for dismissal will be written on the "Early Dismissal/Tardy" form located on the counter as you enter the office. Upon entering the office, locate their name on the form and sign to the right of their name under the heading "Authorized Signature." Students will not be dismissed from school unless the parent/guardian or individual designated by the parent/guardian reports to the school office and signs this form.

All Hancock County schools are lock-down schools, and as such, we ask you to remain in the office while you wait for your child. Visitors leaving the office must be signed in and wear a visitor's badge to enter the school proper.

During the last 15-20 minutes of school, teachers are giving instructions with regard to homework, students may be returning to their classroom from a related arts activity, and their belongings must be packed to take home. For these reasons, **early dismissals may not be granted after 2:30 p.m.** This causes too much confusion and disruption for the office staff, teachers, and students at the end of the day.

We realize that there may be an emergency that cannot be anticipated, and we will work with the parent/guardian in those rare instances. In an extreme emergency, the principal may release the child to another party, but that individual must pick the student up at the office, provide identity, and sign the Early Dismissal form. The principal must be satisfied that the release is legitimate.

For the safety of your child, as well as legal ramifications, early dismissal requests will not be accepted over the telephone. If you need an early dismissal for your child that was not planned, simply come to the office to request their dismissal.

If your child has an early dismissal after 9:50 a.m. but before 1:20 p.m. and does not return to school, their absence is considered one-half day absent. As stated before, please provide doctor's slips, legal documentation, etc., so the absence will be coded appropriately and not counted as a parentally excused absence.

ATTENDANCE WITH REGARD TO ILLNESS -

Although we have stated the importance of regular school attendance, it is not to be interpreted to send a child to school when they are ill. If a child has a fever or has been vomiting, the child should stay home for 24 hours **after** they are fever free without medication and are no longer vomiting. This is important for the health of your child and the health of other students and staff, as well.

The school nurse services two schools, and is here only half a day. She does not have the authority to diagnose illnesses. If your child is ill or injured, and requires medical attention, please keep them home and contact your physician for proper medical attention. More information regarding medications and special dietary needs may be found under the heading "Health" on page 8.

CALENDAR -

A copy of the Hancock County School calendar will be sent home at the beginning of the school year. On the back of the calendar, you will find listed the dates for progress reports, the end of each grading period, and the date reports are sent home.

TRANSPORTATION -

Walkers may be dropped off in front of the school no earlier than 7:50 a.m. and may be picked up from school on the Sixth Street side of the building at 3:00 p.m. Buses will drop off students on the Sixth Street side of the school in the mornings and pick up students in front of the school in the afternoons.

All bus students will be placed on their regular bus unless a written note is received in the office. **For safety reasons, bus and/or transportation changes WILL NOT BE taken over the phone.** If a student is to ride a different bus home or get off at a different bus stop on their regular bus, they **must** have written permission from their parents/guardians. This written permission should give the student's name, bus number, name of the bus stop, and name of adult who will meet the bus. **For those students in Pre-K or Kindergarten, an adult must be at the bus stop to retrieve the student. If not, the student will be brought back to the school.** It will be the responsibility of the parent/guardian to pick up or arrange transportation for the student from the school.

Please note that items such as glass containers, balloons, flowers, etc. may not be transported on school buses for safety reasons.

ARTICLES PROHIBITED IN SCHOOL -

Students will not be permitted to bring articles that in some way interfere with normal school procedure. Items such as electronic devices (radios, tape/CD players, recorders, Gameboys, cell phones, iPods, iPads, smart watches, etc.), water pistols, hard balls, trading cards, comic books, or any other items that are undesirable are not permitted. These items and any others deemed inappropriate by the principal will be taken from students immediately and returned at the end of the school year. Also, bicycles, roller blades, roller skates, or skateboards are not to be ridden on the school grounds during school hours.

DRESS CODE -

The staff of Allison Elementary School requests the support of parents in observing a dress code that will be appropriate for the school environment. Well-dressed students promote good self-esteem, which promotes good conduct. Parents should not permit their children to attend school wearing tank tops, sundresses, midriff tops, mesh jerseys, shirts with profanity, racial, ethnic, religious slurs, obscene or offensive symbols/slogans, alcoholic or tobacco ads, gang symbols, "heelies", sandals or flip-flops. Students are permitted to wear shorts as long as the weather is above 65 degrees by 11:00 a.m. and in time for outdoor recess. Flip-flops are discouraged due to safety purposes.

Sunglasses, caps, hats, headbands, and bandanas are not allowed to be worn in the school building.

EMERGENCY SCHOOL CLOSING -

In case of inclement weather or other emergency conditions which may require the closing of school, an announcement will be sent via our School Messenger phone system. This system dials the number you have listed on the emergency card as your home phone. If you have a home phone, but would prefer your cell phone be used for the School Messenger phone system, please make note on your child's emergency card. Messages will also be broadcast over the following stations: WEIR, WSTV-WRKY, WWVA, WOHI, WTOV-TV, and WTRF. When possible, these announcements will be made in the late evening prior to the anticipated closing. If school is called off in the morning, the announcement will be made via prior to bus pickup times.

If there are any special procedures that you desire the school to follow when children are sent home early, please explain on the emergency card that is sent home the first day of school. If possible, please limit it to one other person to notify in case you cannot be reached. Only in extreme cases will students be sent home early; and it will be announced through the School Messenger phone system, on the radio, and on the television. Please have a plan arranged with your child so there is no confusion and your child knows where to go and/or what to do in case of early dismissals.

Remind and **Class Dojo** messaging are programs providing a safe way for educators to text message or email parents. With Remind and Class Dojo, all personal information remains completely confidential. Educators will never see your phone number, nor will you ever see theirs. Remind keeps you up-to-date on various subjects such as school closings, delays, reminders of deadlines for special activities, and many more items of interest to parents and students. You may join Remind through your cell phone to receive these updates; however, you will not be able to respond to them. There is no charge for the service, but standard text message rates do apply to those receiving messages. If you do not have unlimited texting, you may sign up for the messages to be received through your email. Once you have enrolled, you will be able to receive important messages. To receive updates on your cell phone from the principal, enter **304-224-2867**. Type in the code below that pertains to your child's grade level: @

Pre-K	@allison24	2 nd	@allison21
K	@allison23	3 rd	@pantherata
1 st	@allison22	4 th	@allison19

If you have children in more than one grade level, you must join Remind for each child's grade level to insure you receive messages pertaining to each child. If a message is sent that pertains to all students of the school, you may only receive one message.

ENROLLMENT -

An official birth certificate issued by the State Vital Registration Office of the state where the child was born must be presented when a child is officially enrolled in school. City, county and hospital issued birth certificates are not acceptable.

All children entering West Virginia schools for the first time are required by law to have been immunized against:

Hepatitis B (3 doses)	Varicella (2 doses)
DTaP/Td/Tdap (4 doses)	MMR-Measles,Mumps,Rubella (2 doses)
IPV/Polio (3 doses)	

Students in K-4 entering West Virginia schools for the first time are required by law to have a second measles and varicella immunization. It is a state law that these immunizations be completed before the child can be enrolled. Exceptions to these requirements would be made if a student had a certificate from a physician showing that immunization for any or all of the above diseases was impossible or improper, or sufficient reason why any or all of the immunizations should not be done.

Every Pre-K, Kindergarten, and 2nd grade student must have had a physical and dental check-up within the calendar year of enrollment and a Physical and Oral Health form completed by a physician/dentist on file.

STUDENT RECORDS, DEFAMATION AND PRIVACY -

Records of individual students, containing “personally, identifiable information,” must be kept confidential and cannot be released by the school without written consent of the parent/guardian or consent from the student, if the student is over the age of 18. Parents/guardians of students under age 18, and those students over 18, must have the right to inspect all school records concerning that student.

FOOD SERVICE -

A monthly calendar will be given each child showing the daily menu for all meals. You may also view the menus on our website (<http://www.hancockschools.org/menus/index.html>). Determine with your child what days he/she will be eating so that, when asked by the teacher, they will be counted as needing a meal.

Breakfast or Grab and Go is served. Milk and water may be purchased by students for lunch. The cost of half pints of white or chocolate milk is \$0.40 or \$0.25 for water.

If your child forgot his lunch at home, we ask that you not bring fast-food meals such as McDonald's, Burger King, etc. to your child for lunch.

The Central Kitchen will mail out letters to all parents requesting School Meals Application be made online by the end of July. If application is not made, a School Meals Application form will be mailed to you. If you do not receive an application in the mail, please let us know, and we will send home an application with your child. ***Even though your child qualified for free or reduced meal status last school year, you must reapply each year. Failure to reapply will result in the State changing your status to full pay, and you will be billed for meals.*** You will receive notification of your status from the Central Kitchen soon after your application has been submitted. It is important to you and the school to fill out the School Meals Application.

The USDA prohibits discrimination in the administration of its program. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 14th and Independence Avenue, S.W., Washington, D.C. 20250-0410 or call (202) 720-5964.

Hancock County is proud to join West Virginia in an effort to promote better health for all citizens of our state. The Hancock County district has adopted and implemented a mandatory Wellness Policy for the county (Policy JL/JLC). ***Edible treats, such as cupcakes, candy and chips, for special activities and events are NOT allowed. Non-edible treats, such as pencils and erasers, books, etc., are acceptable alternatives.***

LUNCHROOM SCHEDULES AND PROCEDURES –

Breakfast will be served from 7:50 to 8:05 a.m. If your child is tardy, notify the office that a hot lunch is needed. ***This must be done prior to 8:45 a.m.***

The county has instituted a Grab and Go program that offers a quicker meal for students who get hungry before lunch time, or students who do not like to eat early but are hungry later in the morning. This gives all students the opportunity to eat a morning meal at school. ***Students will only be allowed to eat one breakfast option at school.*** They may choose to eat breakfast at school before classes begin, or Grab and Go later in the morning.

Breakfast and Lunch

1. Single line – Do not cut in or move up.
2. Scan your finger for billing.
3. Make sure you pick up your milk as you go through the line.

All Meals

1. Sit where you are directed to sit. Do not save a seat or wait for someone.
2. Do not play with food.
3. Make sure your area is clean. Pick up all trash, wipe up any milk, pop, or juice.
4. Do not leave table until excused. If you are not finished eating, do not leave. Take your time.
5. Do not take any food or drink outside. Do not continue eating on the way to the trash barrels.
6. Place trash in barrels. ***DO NOT THROW YOUR TRASH.*** If you have an accident, clean it up.
7. Take pride in your school. Help keep it clean.

PLAYGROUND RULES -

Supervising the school playground is a difficult task. To allow some freedom of movement and play, and at the same time, maintain a high degree of safety requires cooperation and good conduct from the students. It is impossible to make a list of all unsafe or potentially unsafe practices. The students must, therefore, obey the directions of the employees supervising the area.

Some general rules that must be followed are:

1. No running, jumping, pushing, etc., on the way to and from the play area.
2. No more than one person on a swing. No high swinging, twisting, or side swinging.
3. One person on slide ladder at a time. Do not attempt to come up the slide surface.
4. Students are not to grab others hats, scarves, jackets, or other clothing.
5. No chasing or shoving of other students.
6. Students are to refrain from verbal abuse, name calling, bullying, etc.

Any student that is challenged, threatened, or mistreated by another student is to report the incident to the supervisor. Students are to obey the directives of the supervisors at all times. Inappropriate behavior on the playground will result in loss of privileges.

HEALTH -

Medications - All prescription and over-the-counter medications, including but not limited to creams, eye or ear drops, and cough drops, that are to be dispensed to your child at school must have a **Medication Order for West Virginia Public Schools form completed and signed by their physician and parent on file at the school.** If this form is not on file with the school, the parent/guardian will be responsible for coming to the school to administer any medication.

Special Dietary Needs -

If your child requires attention with regard to dietary needs due to food allergies, intolerances, diet restrictions, carbohydrate counting, supplements, etc., the following forms are required:

1. **Special Dietary Needs Medical Statement** to be completed by a physician
2. **Release of Information for Special Diets** which must be completed by the parent/guardian.

These forms must be on file in the office to insure your child receives the appropriate meal(s) for their special dietary needs.

First Aid - Teachers, aides, and other school employees may administer minor or routine first aid. Any injury or illness that is not routine or minor will be referred to the school nurse. Nurses are to provide only remedial first-aid treatment until the student can be treated at home or by a physician. .

Students are not to remain in school with a fever of 100 degrees Fahrenheit or higher, are vomiting, have excessive coughing, an unexplained rash, or diarrhea. ***If any of these symptoms are evident before the student leaves home, they should not be sent to school.*** They must stay home for 24 hours after having a fever, or if they have experienced vomiting.

LOST AND FOUND -

Each year, a wide variety of articles such as lunch boxes, gloves, coats, sweaters, glasses, boots, etc., are left at school. When no one claims these items, they are given to someone or thrown away. **Please write your child's name** on all lunch boxes, book bags, and other personal items so they can be returned to them.

SAFETY-- STREET CROSSINGS -

Every student who has to cross Carolina Avenue to get to school is to cross on the west side of Sixth Street. This will assist the crossing guard assigned to this corner to help students.

SCHOOL VISITS -

All persons, other than currently enrolled students or Hancock County School personnel, are required to report to the main office upon entering the building. Unless you have signed in and received a visitor badge, you are asked to remain in the office.

SCHOOL SCHEDULE

7:50 a.m.	Doors Open	1:15 p.m.	Pre K Students are dismissed.
7:50-8:05 a.m.	Breakfast	3:00 p.m.	Kindergarten-4 th walkers dismissed
8:05 a.m.	Grab and Go		
8:15 a.m.	Tardy Bell Rings		

CLOSED CAMPUS -

After students arrive at school, they must remain on the school grounds until dismissal time. A student may only leave the school grounds before dismissal time if arrangements have been made in the office by a parent/guardian.

PREVENTION RESOURCE OFFICER (PRO) –

We are fortunate to have a Prevention Resource Officer, or PRO, assigned to our school. The PRO is a police officer located on campus to provide additional security for all students and staff. The officer will assist school administration in planning and implementing school safety policies and train school personnel in various safety procedures, as well teach students how to resolve conflicts, stop bullying, and other issues facing the youth of today.

SCHOOL OFFICE –

School office hours are 7:45 a.m. – 3:45 p.m. To enter the office, press the silver button to the left of the office door and stand 1-2 feet from the door so you can be seen on camera. Please wait until you hear the sound of the door unlocking before pulling on the handle.

The office staff is available to offer reasonable assistance to parents/guardians and students. Please be considerate when entering the office as this is not only a school but a workplace. The office is the “hub” of the school, and we would like to keep interruptions to a minimum. The latest forms, newsletters, menus, Market Day order forms, purple notes, etc. are available on the filing system located on the wall outside the office door. Before entering the office, check to see if what you need is available at this location.

We realize that students forget their lunch, homework, communicator, permission slips, book bags, and money for the many fundraisers or activities supported by the school. When bringing such items to the school for your child, please have your child’s name and teacher name or room number attached to or written on the item(s). Pens, paper, tape, paper clips, envelopes, and purple notes are kept on the counter in the office for your use.

Check your child’s book bag every day for homework, test results, important messages from your child’s teacher, and the school office. This will ensure your child is prepared for school every day.

WEST VIRGINIA STATE CODE OF CONDUCT

1. Attend school faithfully, complete assignments, and work to their full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and others in authority.
4. Refrain from aggressive or threatening behavior towards fellow students, teachers, or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

The Code of Conduct is part of West Virginia Board of Education Policy 4373, passed in December, which was intended to provide “regulations governing the behavior of students, which help promote a positive environment.”

CIVIL RIGHTS COMPLIANCE

The following areas address Civil Rights compliance for Child Nutrition Programs. Training should be provided to administrative and school staff in the areas of civil rights.

1. Display the United States Department of Agriculture (USDA) Non-Discrimination Poster in a prominent place in the cafeteria visible to students and parents.
2. Provide program benefits to disabled students as appropriate. This includes students with special dietary needs. The Special Dietary Needs form (provided by the Office of Child Nutrition) must be current and appropriately completed by a doctor or approved medical authority in order to accommodate special dietary needs.
3. Provide benefits to all students without discrimination or separation by race, color, national origin, gender age, disability or retaliation in the eating areas, serving lines, seating arrangements or eating periods.
4. Be aware of procedures for receiving complaints alleging discrimination. Refer to the Civil Rights section of the Policy Manual for Child Nutrition Programs.
5. Record and report discrimination complaints to the West Virginia Department of Education/Office of Child Nutrition or the USDA.
6. Include the *Non-Discrimination and Complaint Statement* on all Child Nutrition materials. This includes student or county handbook, flyers, news releases, county websites, bid documents and other materials given to parents. The statement reads:

“In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC, 20250-9410, or call toll free (866) 632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.”

If material is too small to include the full statement or if the material is only one page (such as menus), the material must, at a minimum, include the following statement:

“This institution is an equal opportunity employer.”

Allison Elementary is a school-wide Title I school; which means all students are able to receive Title I services. The U.S. Dept. of Education provides Title I funds to schools based on the number of free/reduced lunches. Please take time to complete the lunch application.

Under NCLB, Title I, Section IIII (h)(6)(A), parents have the right to request the qualifications of the staff. At present, Allison Elementary staff members are all highly qualified. Additional information can be found at <http://www.hancockschools.org>.