

Hal Henard Elementary Handbook



Where Eagles Learn to Soar

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WELCOME

Our faculty and staff are so excited that you are a member of our Hal Henard family. Know that our first priority is to keep your child safe and to make them feel loved and valued. This handbook is designed to help you understand the procedures and policies that help our school function efficiently so we can maximize our time with your child. We value partnerships with our parents, and we want you to feel part of our school culture. Please read our handbook and if you have any questions, please don't hesitate to reach out to us.

Dr. Tallye Gass
Principal

PHILOSOPHY, VISION, AND MISSION

The curriculum, school organization, and policies at Hal Henard are to help students develop skills to be exceptional readers, innovative thinkers, and caring citizens. We believe each student deserves individual attention and support based on his/her needs. We recognize that his/her education rests not only in the knowledge that they learn but also in the character they develop.

We strive to provide our children with not only a physically safe environment but an emotionally secure environment as well. As our students experience acceptance and success, they grow in self-esteem, confidence, and personal dignity. It is in this atmosphere that we feel our students can best appreciate and accept the values of our community virtues and learn to respect the rights and cultural differences of others.

We align our practice and adhere to the vision and mission of Greeneville City Schools.

Vision Statement

"Graduates will be prepared and confident to own THEIR future!" We begin with the "end in mind". We want to cultivate habits and skills at Hal Henard that will make our students successful in middle school, high school, and in life.

Mission Statement

"Cultivate the Mind, Impact the World through Excellence and Equity" We want to provide a high performing learning culture with high expectations for ALL students; one that challenges them to reach their academic potential and empowers them for a successful future.

STEPS FOR STUDENT SUCCESS

**At Hal Henard we teach our Hal Henard EAGLES to S.O.A.R. (Safety, Ownership, Acceptance, Respect).
We define and reinforce what SOAR looks like in every area of our building.**

We do so by believing that there are certain habits that are essential for all students if they are to become productive and caring citizens. We will reinforce these habits by recognizing students who demonstrate the habits, setting examples by our actions, and through integration of the habits into the regular school curriculum. Students are recognized for their outstanding character traits through BRAG TAGS and recognition on announcements.

SCHOOL BEGINS AT HOME
Steps to Start a Great School Day

We want every child to experience success at school, and you can help your child to do so. Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts on a positive note each day by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time: not late or too early. Our school day begins at 8:15 and ends at 3:15. Teachers begin morning bus duty at 7:15.
2. Teach your child to respect and obey all school adults. All teachers and other adults (including secretary, custodians, assistants, and kitchen staff) have authority and are responsible for the safety of children and general building order.
3. Talk with your child about treating other children in the same manner as he/she wishes to be treated (avoid name calling, arguing, etc.)
4. Tell your child to go directly to and from school using the same route or routine every day.
5. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
6. Discuss with your child all school information so he/she clearly understands what is expected from him/her at school.
7. Become actively involved in your school. You can do so by participating in our GSIA or volunteering to assist with special school projects.
8. Above all else, tell your child when he/she is doing a good job in school – praise him/her for good efforts and good behavior at school. We will do the same at school.
9. It is imperative for us to have up-to-date current contact information for each student. Please make sure that anytime you change your contact information you notify the school and change it within the PowerSchool program. This is to help us contact you quickly in the event of illness or injury.
10. If your child requires any type of medication, please see our school nurse for the proper paperwork. Please remember, ALL MEDICATION given at school requires a doctor's statement and must be in its original container. This does include inhalers.

This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as parents. It is worth everyone's best effort and we guarantee to give each child our very best.

ATTENDANCE

Good attendance in school is critical in your child's education, since learning cannot take place if the child is not at school. Poor attendance patterns in the early grades continue through middle school, high school, and eventually employment. Children should not be kept home for minor ailments (headaches, stomachaches, etc.). Parents are held responsible for ensuring students have good school attendance for their students. We have a tier system that helps ensure student attendance and to alleviate barriers your child may have in maintaining good school attendance.

School Hours

School begins at 8:15 a.m. A consistent and calm start to the day is very beneficial for students. Any student who is not in building by 8:15 is considered tardy. It is the responsibility of the parents to ensure students arrive at school on time. Students who are not in the building by 8:15 will be marked tardy.

Doors open at 7:00 am as we have a grant to provide tutoring for students in the morning. Students CANNOT be dropped off prior to 7:00 am. Parents may drop off students at the flagpole entrance. Parents cannot park in any drop-off lane at any time. Bus duty in the gym begins at 7:30, and teachers pick up students from bus duty at 8:05. If your students are eating breakfast, they need to be dropped off no later than 7:50 to get their food and have time to eat before going to the classroom.

School is dismissed at 3:15 p.m. Car riders will be dismissed from the back of the gym. Parents or their designee MUST have an electronic car tag to pick up their students. It is the responsibility of the parent to notify the school of a missing tag, or if their designee no longer has rights to pick up the child, or if additional tags are needed. If parent or designee do not have the car tag, then the parent/designee will have to park, come into the school after 3:30 pm to be verified, and the student will be released to that person at that time.

Tardies

Five tardies will count as one unexcused absence. If a student arrives at school at 8:15 or after, the parent is required to park, enter the school, and sign the child in at the office.

Early Check-Out

Students who leave during the school day must be signed out in the office. Students will be released only to the custodial parent or guardian, or to an adult designated on the enrollment card by the parent. It is very important for students to get to school on time and remain until the end of the school day. We ask that you do your best to schedule doctor appointments and other activities for after-school hours whenever possible. Early checkouts are very disruptive, as teachers are completing instruction, wrapping up lessons, and making sure that every child gets home safely. Five early checkouts will count as one unexcused absence.

Attendance Policy

Be aware of attendance rules and policies. State Code classifies absence from school as excused or unexcused. The following conditions are reasons for excused absences:

- Personal illness
- Illness in the family
- Death in the family
- Observance of religious holidays

Parents are held legally responsible for keeping their children in school. Five (5) unexcused absences, trancies, or excessive absences will result in a referral to the Attendance Coordinator and the Greeneville Truancy Board. Parents may write 3 parent notes to excuse a child's absence from school each semester. (Semester is defined as August-December and January-May). Doctor's excuses will also be accepted.

Any student in kindergarten through eighth grade in the Greeneville City Schools System missing as many as twenty (20) days during the school year will be subject to review by a committee to determine whether the student will be retained, promoted, or referred to other school/community agencies for assistance. The committee will be composed of the classroom teacher, principal or her designee, parent or guardian, supervisor of attendance and others as may be determined by the school administration. The parent/guardian will be given written notice of a meeting to discuss alternatives for the students.

Steps to Follow for Student Absence

1. A parent or guardian should contact the school before 8:30 a.m. on the day of the absence by calling, emailing the school, or submitting an online absentee form for the student which counts as a parent note. Upon returning to school, the student should have a written note signed by the parent or guardian if the online absentee reporting was not used. This note should include the following information: child's name, date, day(s) of absence, and reason for the absence. This should be submitted to the teacher. If you do not send a written note to the school or doctor's note within two days, it will be considered an unexcused absence.
2. If the school has not been contacted by the parents regarding a child who is absent, the school will attempt to contact the parents either at home or at your work location by an automated phone call.
3. Students are expected to ask the teacher for make-up assignments the day of their return to class, or parents may request homework by phone the morning of the absence and the assignments can be picked up after 3:15 that day in the school office. Make-up work will be given to all students who are absent except for absences due to truancy, out-of-school suspension, or expulsion.

Students are responsible for making up work within five days of returning to class. Assignments that are not made up may be reflected in the grade.

Vacation with Family During School

Such absences are not encouraged or condoned. School calendars are made public a year in advance so that family vacations can be planned around school attendance. The only days that will be excused will be if the three parent notes have not been used. No excused absences will be granted during State testing windows.

CODE OF BEHAVIOR AND DISCIPLINE

Board of Education Policy

The Greeneville City School System maintains high expectations that our students will always conduct themselves appropriately. In order to ensure that students behave in an appropriate manner and to provide an environment where all students and teachers can learn and teach in a safe school environment, the Greeneville City Board of Education has established a code of Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall be extended to buses and all activities of the school both during school hours and after school activities. Each school principal shall be responsible for implementation and administration in his/her school. He/she shall apply the Code of Behavior and Discipline uniformly and fairly to each student at the school without partiality or discrimination. Students that do not follow the Code of Behavior will receive consequences ranging from a verbal reprimand to the zero-tolerance policy being applied. Infractions are as follows:

- Assaulting a principal, teacher, or student or any school employee with vulgar, obscene or threatening language;
- Immoral or disreputable conduct toward a principal, teacher, or any school employee;
- Engaging in fighting;

- Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
- Possession of a pistol, gun or firearm on school property;
- Possession of a knife or other weapons, etc., as defined in TCA 39-6-170, on school property;
- Willful or malicious damage to the theft of real or personal property of the school or the property of any person attending or assigned to the school;
- Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
- Unlawful use or possession of alcohol;
- The sale or distribution of drugs and alcohol;
- Engaging in behavior which disrupts a class or school-sponsored activity;
- Assault or battery on school employees;
- Willful and persistent violation of the rules of the school or truancy;
- Off-Campus criminal behavior resulting in felony charges or when such behavior poses a danger to persons or property or disrupts the educational process;
- Use of or the unlawful possession of tobacco;
- Any other conduct prejudicial to good order or discipline in the school.

The Board expects all school staff, students and parents to assume the responsibility for appropriate behavior in the school.

Each Student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment;
- Be secure in his/her person, papers and effects against unreasonable searches and seizure;
- Expect that the school will be a safe place;
- Have an appropriate environment conducive to learning;
- Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
- Be fully informed of school rules and regulations.

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the Board;
- Respect the human dignity and worth of every other individual;
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Study and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
- Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process.
- Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
- Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and

- Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.
- Know that the Greeneville City School System has a zero-tolerance policy for students who bring or possess a drug or dangerous weapon on school property or to any school event or activity, and the zero-tolerance policy applies to battery of a teacher or any employee of the school system.

Behavior Support Policy

We are partners in your child's education. It is expected that parents will support the teacher and administration to reinforce the classroom and school rules and procedures. Each teacher will have consequences for classroom misbehavior, which may include reprimand, isolation within the classroom, counseling, or the loss of privileges. If a student's behavior repeatedly does not meet the expectations of the teacher, the teacher will attempt to enlist the help of the parent. Students' behavior that repeatedly does not meet the expectations of the teacher will face consequences through a progressive discipline policy.

Hate Speech

Greeneville City Schools denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity.

Hate Language is defined as any cruel, hostile, or negative statements directed toward someone based on their race, religion, national origin, disability, age, gender, or sexual orientation. Hate Language includes, but is not limited to:

- Name calling
- Spreading stereotypes
- Making derogatory comments
 - Non-verbal: gesturing, drawing illustrations, hand signals, writing, texting, leveraging social media to intimidate others

*These lists are intended to be illustrative and non-exhaustive. Hate speech of this nature is contrary to Greeneville City School's Mission Statement and Core Values. Individuals determined to have participated in such harassment may be subject to consequences including suspension and expulsion.

Other Behavior Supports

Hal Henard maintains an in-school Behavior Intervention Team to support students with challenging behaviors. The team is comprised of the principal, guidance counselor, and several classroom teachers trained in behavior support. The school also has a program of school-wide positive behavior support which recognizes and rewards appropriate behaviors which support a safe, respectful, and cooperative school climate.

Dignity Policy

Name calling related to physical disabilities or appearance, race, clothing, or any other reason is unkind, and therefore, not acceptable behavior. We want to instill in our students the concept of treating other people as they wish to be treated.

Inappropriate Language

As a society we send mixed messages about what is the proper way to act and how to best conduct oneself. In our permissive society, children hear adults on TV, movies and other social situations using language that is not appropriate for the school environment. Students often want to use these inappropriate words at school. This is not acceptable and parents will be contacted when a student uses inappropriate language at school.

Bullying

Bullying is defined as intentional behavior that is designed to hurt, harm, or humiliate a student either physically or emotionally when there is a difference in social or physical “power”.

Dress Code

Appropriate dress and grooming are always encouraged. It is desirable that all students dress comfortably and in good taste. The home and school need to cooperate very closely in the matter of dress. School is the child’s place of business and children who are dressed in appropriate school clothing seem to do a better job. Students’ attire and personal appearance shall not be disruptive to the learning environment or endanger the safety of themselves or others. We ask that students follow these guidelines regarding their appearance:

- Make-up is inappropriate for students at the elementary school level.
- Halter tops, tops with spaghetti straps, tank tops, and mesh tops may be worn with a shirt under them or if the straps are the width of a credit card.
- Blouses and shirts must be able to be tucked into pants or shorts.
- Tee shirts should be free of suggestive language, alcohol and drug advertisements and any endorsement of violent/aggressive behavior.
- Tennis shoes and socks are to be worn for physical education classes. Sandals and platform shoes are discouraged in the building due to safety issues.
- Pants are to fit at the student’s waist with the hem not touching the floor.
- Skirts and shorts must be at a proper length (fingertips at side must not touch skin).
- Hair coloring or hairstyle must not draw undue attention to the individual. All (no streaks) hair coloring must be a natural color. Administration will make final decisions on whether or not it is appropriate
- The only form of body piercing allowed is earrings.
- Any jewelry worn should be small and not detract from the educational setting.
- Hats and sunglasses are not to be worn in the building.

If inappropriate clothing is worn to school, parents will be contacted to bring appropriate clothing before the student will be allowed to attend classes.

COMMUNICATION

Home/School Communication

Good home-to-school communication provides support for your student. We provide communication in a variety of ways. Teachers will utilize notes, BrightChat, Class Dojo, or phone calls to share the classroom environment. School level communication will use email, BrightArrow notifications via phone and email, Class Dojo, and Hal Henard Facebook page.

Web Site Address

You can find important information about our school system and Hal Henard by regularly visiting our web <https://halhenard.gcschools.net>. In addition, many of our teachers or grade levels maintain websites. Check with your child’s teacher for information about websites and teacher email addresses. Important reminders about school events, deadlines, and school highlights are located on our school website. Links to numerous parent resources and Meal Pay Plus are also on our website.

Newsletter

The school newsletter “Hal Henard Happenings” will be posted weekly to the website and emailed to parents. A BrightArrow message will be sent to alert you to check the website. The newsletter contains dates to remember, upcoming events, activities, classroom news, and important reminders. Please read the newsletter and keep it for future reference. The latest edition of the school newsletter is also posted on our school website.

Bright Arrow

BrightArrow is an emergency messaging system that our school and school system use. In the event of an emergency, school delay or early school closing, to remind parents about school events or other unexpected events, we use BrightArrow to notify parents. It is very important that your emergency contact information be kept accurate. You must set up your account and keep the information current. BRIGHT CHAT is a two-way communication tool from school to home.

Student Progress Reports

Report cards are issued at the end of each nine weeks. Interim reports are sent home for third, fourth, and fifth grades at the half-way mark of each nine weeks. It is the parent’s responsibility to sign and return interim and nine-week report cards to your child’s teacher. The grading scale is as follows:

Kindergarten-Second Grade

The following codes are used to report your child’s achievement.

- 1 Needs Improvement:** Student is not making expected progress toward grade-level expectations.
- 2 Progressing:** Student is progressing toward mastery and grade-level expectations.
- 3 Mastery:** Student is meeting grade-level expectations.
 - A box not marked indicates that the skill has not been taught.
 - Skills that are circled indicate that they have been taught.
 - Skills increase in difficulty each nine weeks and build on skills previously taught.
 - Science and Social Studies are integrated with English/Language Arts, Reading and Math.

Third-Fifth Grade

The following grading scale is used to report your child’s achievement.

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = below 60

If you have any questions about your child’s grades, please contact the teacher.

Parent Meetings and Conferences

All parents are encouraged to attend regularly scheduled parent-teacher conferences and meetings. On the abbreviated day, you will be asked to attend a very important grade level meeting. Teachers may call, email, or send a note home if they need to schedule other conferences. If you have any concerns about your child, please contact the teacher through our school office or teacher email. Your child’s teacher will return phone calls or respond to emails during grade level planning time or after school.

Legal Issues (Custody/Visitation)

Legal issues such as custody or visitation rights should be brought to the attention of the school upon

enrollment. Copies of legal documents should be given to the school. Requests for additional copies of student report cards, letters, etc. should be made in writing to the school. It is the parent's responsibility to provide updated legal documents to the school.

OTHER IMPORTANT INFORMATION

Child Abuse

School personnel are required by law to report any suspicion or evidence of child abuse or neglect to the Department of Human Services. The school is required to and will cooperate 100% with law enforcement officials.

Personal Communication Devices

Use of Personal Communication and Electronic Devices: School board policy 6.312 (Including AirPods and Smart Watches)

HH is a 1:1 school with technology, cell phones are not necessary during the school day. Students will keep all cell phones powered OFF during school hours and kept in a backpack. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device until such a time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action. Use of cameras on personal communication devices is strictly prohibited on school property or at school functions including restrooms. (School board policy 6.312)

Since wireless communication devices are not permitted in common areas, hallways, or bathrooms at any time, students do not need to wear AirPods (or the like) or any service-connected Smart Watches or Artificial Intelligence glasses during the day. A smart watch receiving messages or a gaming device are considered wireless communication devices.

Again, if a student's personal devices are brought to the attention of administration, a parent/guardian will be contacted to retrieve the device, and proper consequences will be issued. Repeat violations could result in additional consequences.

Emergency Closings, Delays, and Early Dismissals

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, the Greeneville City Schools will communicate with parents and students by BrightArrow, and media outlets. You can listen to local television and radio stations to get updated information. Messages sent via BrightArrow will be posted on the Greeneville City School's website.

Arrangements must be made in advance for students in case of early dismissal. Make sure that your child and his/her teacher are aware of arrangements for early dismissal. Students will not be permitted to call home in most cases, and parents may not be able to reach the school because of a busy phone line. Remember that the elementary buses will run after middle school and high school if there is an early dismissal due to weather.

Emergency Medical Treatment

To handle emergency situations, the school must know how to reach parents quickly. It is the responsibility of the parents to keep correct contact numbers updated with the school office. If your child becomes ill

(vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Form as soon as possible. Parents or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately.

Family and Medical Information Updates

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information which is included on the Enrollment Form.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

Fees

Greeneville City Schools provide all basic texts at no cost to the students. All lost or damaged textbooks or library books must be paid for by the parents. Each year a school fee of \$15.00 is requested from all students. The money is used for writing paper, art materials, subscriptions, and other school materials. The fee should be sent to school as soon as possible the first week of school in an envelope with the child's name and teacher's name on the outside. If paying by check, make checks payable to Hal Henard Elementary School and indicate on the check "Fee Money." Do not include fee money in the same check with lunch money, field trip, or GSIA money. Over the Counter medications can be purchased for \$5.00 which includes many medications your child might need while at school during the school year. See the school nurse for details. There will also be an online "store" to pay fees for students.

Field Trips

Field trips are a major component for learning and an integral part of the curriculum at Hal Henard. Field trips may be scheduled during the day, after school, or on weekends. We hope that all students will participate in all class field trips. A signed parent permission form is required for each field trip. At times, classroom teachers may ask parents to attend a field trip and help chaperone. Only adults may attend field trips as requested. No siblings are allowed to attend with adults. If a field trip is a problem, please talk with your child's teacher. We encourage all students to participate. However, if the money required to support the field trip is not collected, the field trip may be cancelled. The same rules which apply to behavior expectations at school are expected on field trips also. Field trips are a privilege, not a right, and can be taken if appropriate behaviors are not demonstrated at school.

Food Service

Our School Board recognizes the link between good nutrition, physical activity, and learning. Our schools offer school meals with menus that meet the guidelines established by the U.S. Department of Agriculture and State Board of Education Minimum Nutritional Standards for students. Bringing fast food for students to eat during the

CAFETERIA MENU & PRICES			
BREAD/TOAST			\$0.30
CHIPS			\$0.75
COOKIE			\$0.75
MILK			\$0.75
JUICE			\$0.75
SMALL WATER			\$.75
DONUTS			\$1.00
EXTRA BREAKFAST ENTRÉE			\$1.00
FRUIT/VEGETABLE			\$1.00
ICE CREAM		CUP -\$1.00 BAR -\$1.50	
DOUBLE DECKER			\$1.25
TEA / LEMONADE			\$1.25
16.8 OZ WATER			\$1.25
GATORADE			\$1.50
PROPEL			\$1.50
ICE DRINKS			\$1.50
EXTRA ENTRÉE			\$2.00
🔍 Breakfast Prices 🍷		🍽️ Lunch Prices 🍕	
ELEMENTARY	FREE	ELEMENTARY	FREE
MIDDLE SCHOOL	\$1.60	MIDDLE SCHOOL	\$2.35
HIGH SCHOOL	\$1.60	HIGH SCHOOL	\$2.60
STAFF	\$3.00	STAFF	\$4.25
VISITORS	\$3.25	VISITORS	\$5.00

school day is prohibited under current Board policy, Student Wellness, 6.411. Hal Henard is a recipient of a CEP grant and therefore, students (regardless of income) do not have to pay for breakfast or lunch. Parents may choose to put money into a child's account for additional food items.

A nutritious breakfast and lunch are served daily in our cafeteria. Students that are car riders that eat breakfast should be at school by 7:50.

Water Bottles

A hydrated brain is a brain ready to learn. Students may bring an UNFILLED water bottle to school. Students have access to multiple filtered water filling stations throughout the school day. WATER BOTTLES MUST HAVE A SCREW ON TYPE LID TO LIMIT SPILLS. PLEASE DO NOT SEND WATER BOTTLES TO SCHOOL FILLED WITH WATER OR OTHER LIQUIDS. PRE-FILLED WATER BOTTLES ARRIVING TO CAMPUS WILL NEED TO BE EMPTIED BEFORE ENTERING SCHOOL OR UPON DISCOVERY. (No juice or soda). Metal water bottles are not preferred, and glass water bottles are not allowed.

Family and Community Engagement

Our school has a strong belief that students make the most progress when the school, family, and community build strong partnerships to work together to help students succeed. We welcome these partnerships with families and encourage family members to take an active part in their child's education. Throughout the school year several special family events are planned which may include special family activities relating to the Book Fair, or family Literacy Nights or Math Nights. Partners in Education support our school as well.

Greeneville Schools in Action (GSIA)

Two parent organizations exist within the Greeneville City School System. Our GSIA is the local parent-teacher organization within the school. The GSIA Council is composed of presidents for the individual GSIA chapters, two additional parents from each school, a board of officers, principals, the Director, and the Superintendents. The purpose of the GSIA council is to provide a forum for sharing ideas among the member schools.

The GSIA provides support and assistance to Hal Henard School through the cooperation of parents, teachers, and administrative staff. Our GSIA conducts various fund-raising projects to purchase equipment and educational materials. The GSIA also sponsors Open Houses, fun days for students, Teacher Appreciation Luncheons, Book Fairs, and school T-shirts. The GSIA membership elects co-presidents, a vice president, a treasurer, a secretary, and a parliamentarian in the spring of each year. These officers, together with the teacher representative, form the governing board of GSIA. Four general membership meetings are held each year. The GSIA board takes this opportunity to provide the membership with a treasury report of funds raised and disbursed, progress made on various projects, and any other information that the board deems necessary for the membership to know. As with any volunteer organization, the effectiveness of GSIA is dependent on the participation of the parents. Please consider supporting your child and our school through your active participation in GSIA meetings and events.

In addition to the many opportunities to volunteer at the numerous GSIA events, parents can also volunteer to work in classrooms or on other special projects around the school. If you would like to be a school volunteer on a regular basis, contact our school office.

Guidance Services

Counseling services are available to every student at Hal Henard. These services are offered through large and small groups, as well as individual sessions for students with special interests and needs. The counselor

welcomes opportunities to work with students, parents, and teachers on a wide variety of issues, such as social, personal, school and educational needs. Please contact our school guidance counselor to set up an appointment to discuss any concerns. The guidance counselor can be reached through the school office at 638-3511 or via email at lollarn@gcschools.net.

Homework Policy

Parents and students should expect some homework most school nights during the year. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our elementary program.

The student's responsibilities for homework include: (1) keeping track of homework assignments, (2) handing in homework assignments that are complete, on time, and done neatly.

The parent's responsibilities include: (1) providing their child in finding a well-lit, quiet place to work, (2) establishing a regular time to complete homework, (3) being available to provide help when their child is confused about an assignment, (4) helping the child develop ways to keep track of assignments in an organized manner, (5) showing that they care about homework (and school in general) by asking questions about the lesson and insisting that the student keep up with assignments, and (6) staying in communication with the child's teacher.

Immunization Requirements

In compliance with Tennessee law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health. For the purpose of compliance with the law, the following minimum immunizations are required:

Children enrolling in pre-school, pre-Kindergarten

Hepatitis B (HBV)

Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)

Poliomyelitis (IPV or OPV)

Haemophilus influenzae type B (Hib) - age younger than 5 years only

Pneumococcal conjugate vaccine (PCV) - age younger than 5 years only

Measles, Mumps, Rubella - 1 dose of each, normally given together as MMR

Varicella - 1 dose or credible history of disease

Hepatitis A - 1 dose, required by 18 months of age or older

Children enrolling in Kindergarten

Hepatitis B (HBV)

Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)

Poliomyelitis (IPV or OPV) - final dose on or after the 4th birthday

Measles, Mumps, Rubella - 2 doses of each, usually given together as MMR

Varicella - 2 doses or credible history of disease

Hepatitis A - total of 2 doses, spaced at least 6 - 18 months apart

Children who are new enrollees in a TN school in grades *other* than Kindergarten

Hepatitis B (HBV)

Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)

Poliomyelitis (IPV or OPV) - final dose on or after the 4th birthday

Measles, Mumps, Rubella - 2 doses of each, normally given together as MMR

Varicella - 2 doses or credible history of disease

Children with medical or religious exemption to requirements

Medical - Physicians (MD or DO) or Public Health Nurses are authorized to indicate specific vaccines medically exempted (because of risk of harm) on the certificate. Other vaccines remain required. The medical reason for the exemption does not need to be provided.

Religious - This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box in section 1a. that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

Minimum ages or dose intervals - Tennessee follows published CDC guidelines. For vaccines with critical minimum age requirements (e.g., MMR, varicella) or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.

Injectable or nasally administered live vaccines not administered on the same day should be administered at least 4 weeks apart. The 4-day "grace period" should not be applied to the 28-day interval between injectable or nasally administered live vaccines not administered at the same visit. If injectable or nasally administered live vaccines are separated by less than 4 weeks, the second vaccine administered should not be counted as a valid dose and should be repeated. The repeat dose should be administered at least 4 weeks after the last invalid dose.

Alternative proof of immunity for certain diseases - A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or varicella. For varicella, documentation of provider diagnosed varicella or provider-verified credible history of disease given by a parent or guardian also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

A student with a temperature of 100 should stay at home. If a child becomes ill during the school day we will notify the parents. Students with a temperature of 100 or higher will be sent home. If we are unable to reach the parent or guardian, we will call the emergency contacts listed on the enrollment form. A student should be fever-free for 24 hours, without fever-reducing medication, before they return to school.

Medication and Drug Policy

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. Any student who is required by a physician's order to take medication during the regular school day must comply with the following policy:

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug and time intervals to be taken. The form for Administration of Prescription Drugs must be used for providing the school with the necessary information. This form can be picked up in the office.
2. Medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician. DO NOT allow your child to bring any type of medication to school in their backpack.
3. A release form and/or written permission from the parent/guardian of the student requesting that

medication be given or taken during school hours must be presented.

4. Prescription medication to be taken at school will be stored in an enclosure, out of view, in the school office. (Refrigeration will be provided when necessary)
5. The parent or guardian must pick up any unused medication at the end of the treatment regimen or end of the school year. No medication will be sent home with the student.

Note: Parents are responsible for informing the school of your child's medical needs. In the case of bee stings or some other severe allergies, the parents are responsible for providing the school with the proper medication and a doctor's statement about how the medication is to be administered.

Legal references: TCA 49-5-415: "Guidelines For Use of Healthcare Professional And Health Procedures In A School Setting" Tennessee Department of Education and Tennessee Department of Health; September, 1996

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed. Medicine will only be administered to the student through the school office and by the secretary or other appropriate person appointed by the building principal. If you have any questions regarding medication or your child's health or medical needs, please contact our school nurse through the school office at 423-639-3511.

Playground Safety Rules

1. Show respect at all times for the teacher and teacher assistants who are on duty
2. Be considerate of others
 - A. Keep hands and feet to yourself
 - B. No name-calling
 - C. Do not use bad language
 - D. Demonstrate good sportsmanship when playing group games
3. Play in designated areas only
4. Do not stand on the slide or swings, no climbing on the fences
5. Do not throw sticks or rocks

Student Recognition

Hal Henard students receive many opportunities for awards and recognition. Each day students are named Students of the Day during the morning announcements. They receive a ribbon from WGRV and a coupon for Creamy Cup. Each child is recognized on their birthday on the announcements, and teachers also provide birthday recognition. Students making the Honor Roll are recognized with awards in the classroom, and their names appear in the Greeneville Sun. Students are also recognized on Twitter, Facebook, and ClassDojo. Students who are on the "No Media" list will be recognized in the classroom.

Students have the opportunity to participate in class and school-wide musical programs each year. Annually, students perform at the Niswonger Performing Arts Center in downtown Greeneville. An annual art show is also part of our program. Students reaching or exceeding their personal goal are recognized by classroom teachers and through school-wide awards and events.

In addition, students are rewarded and recognized for good behavior and good academic work within classes. Rewards may include movies, parties, and special field trips. We want all our students at Hal Henard to feel special and included.

TRANSPORTATION

Rules for Bus Riders

1. Be at your bus stop on time.
2. Wait off the traveled portion of the highway.
3. Use the handrail when you board the bus. Do not crowd and push.
4. Take your seat quickly.
5. Do not block the aisle with your personal belongings.
6. Never put your head, arms, or hands out the window.
7. Do not throw things in a bus, at a bus, or from a bus.
8. Be quiet (use an inside voice) and obey the driver. The bus is his/her classroom.
9. Do not horse around! Horseplay could distract the driver and cause an accident.
10. Be careful leaving the bus. Keep away from the side of the bus. Cross at least ten (10) feet in front of the bus so the driver can see you.
11. Changes in transportation must be submitted in writing.

REMEMBER: Riding a school bus is a privilege, not a right. Failure to obey these rules could result in losing the privilege of bus riding. Failure to be present at the bus stop three times results in suspension from riding the bus.

Car Riders

1. Parents or designee must have electronic tag for picking up students.
2. Parents are to follow the blue line painted in our parking lot to the back of the gym.
3. Parents are not allowed to pass other cars in the car line (this ensures everyone's safety).
4. Car riders are to be picked up before 3:30 pm. Car duty ends at 3:30 and students will need to be signed out main office after 3:30 pm.

VISITORS

Parents and other visitors are required to report to the school office before going to the classroom. All visitors are required to present a driver's license or valid ID. This is for the protection of all our children. Guest tags shall be issued for all persons other than students and employees of the school.

LEGAL NOTICE

Nondiscrimination Policy

The Greeneville City School System does not discriminate in employment, admission, or participation in educational programs on the basis of race, color, sex, age, national origin, religion, or handicap.

The Greeneville City School System complies with the provisions of the Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

Assistant Superintendent of Administration is Title VII, and Title IX Coordinator for the Greeneville City School System.

Director of Student Services is Title VI Coordinator, Disabilities Coordinator, and 504 Compliance Officer.

Inquiries regarding compliance may be directed to:

Director of Special Programs
Greeneville City Schools
P.O. Box 1420
Greeneville, TN 37744-1420

Please notify Jeff Townsley at (423) 787-8009 if you require special assistance while participating in a school activity or function.

Parental Notification Under Every Student Succeeds Act (ESSA)

Information regarding ESSA can be accessed at www.ed.gov. One responsibility of schools is to help parents stay current on ESSA and to provide information especially as it pertains to certain areas. Information regarding the Greeneville City Schools Board of Education policies can be found at www2.gcschools.net or by requesting this information from an individual school or the Greeneville City Schools Central Office.

Homeless Children

In accordance with the McKinney-Vento Homeless Assistance Act, Title IX, Part A of the Every Student Succeeds Act (ESSA), children and youth who lack a fixed, regular and adequate night-time residence qualify for services and support through the Greeneville City Schools Homeless Education Program (HEP). The McKinney-Vento Act's definition of homeless includes children and youth whose families temporarily reside with others due to a loss of housing, economic hardship, or similar reason – as well as those living in shelters, motels, campgrounds, automobiles, and/or inadequate housing. The provisions of the McKinney-Vento Act also apply to unaccompanied youth who are living in a homeless situation without a parent or legal guardian present. Families and students may apply for services by contacting the Homeless Education Program anytime during the school year when a loss of housing occurs.

Students who qualify for McKinney-Vento services have the right to remain in the school of origin (the school they attended when they lost housing) or they may enroll in the school zoned for their temporary address. ESSA states school systems are to presume that remaining in the school of origin is in a homeless student's best interest unless that is contrary to the request of the parent, guardian, or unaccompanied youth. If the parent, guardian, or unaccompanied youth wants to transfer the student to the school for which the temporary address is zoned, then the receiving school is legally required to enroll the student in school immediately even if he or she lacks documentation generally required for enrollment (such as a birth certificate, proof of school immunizations/physical, or school records). While the lack of these records will not delay a homeless student's enrollment, Greeneville City Schools requests that homeless children's immunizations be up to date and noted on the TN Immunization Form within thirty (30) business days from the time of enrollment. Parents or guardians should contact the Coordinator of Homeless Education Program immediately if they experience difficulty in completing this task.

Additional services and support available to McKinney-Vento-eligible students include, but are not limited to, transportation assistance to and from the school of origin, school supplies, school meals assistance, and referrals for resources. If you have additional questions or are in need of assistance, contact information for the Coordinator of Homeless Education Program is available on www2.gcschools.net or may be obtained by calling the Greeneville City Schools Central Officer at (423) 787-8000

English Learner (EL) Program

If your child is identified for participation in or is participating in an EL program, you have the right to know:

- Why the child is placed in the program and the child's level of English proficiency;
- How that level was determined and the status of the child's academic achievement;
- Methods of instruction in the program in which your child is placed and those of other available programs;
- How the program will meet the educational needs of your child;
- How the program will help your child learn English and meet age-appropriate requirements for the program;
- In the case of a child with a disability, how the program meets the child's IEP objectives and information about parental rights.

Family Engagement

Under the Supervisor of Federal Programs, the school system shall provide the coordination and technical assistance to plan and implement the Title I Program according to the guidelines set forth by law. There will be at least one annual meeting for Title I schools and an additional meeting for the planning, review and improvement of Title I programs. Information regarding the school parent involvement policy and school parent compact will be available at the meetings.

Parents Right-to-Know

The parent's right-to-know provision allows parents, guardians, and stakeholders the ability to request the qualifications of their child's classroom teacher. Under ESSA § 1112(e)(1)(A), at the beginning of each year, parents may request and the LEA will provide certain information regarding the professional qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

Instructional Assistant/Paraprofessional Qualification

If your child attends a Title I school and is provided services by instructional assistants, you can request information concerning his/her qualifications.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) gives parents of minor children and students over 18 years of age certain rights with respect to the student's educational records. Parents and eligible students have the right to:

- Inspect and review the student's educational records. Requests to review educational records should be made to the school office and will be addressed within 45 days.
- Request the amendment of the student's educational records if the parent/student feels the records are inaccurate, misleading or in violation of the student's privacy rights.
- Consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion

of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Unless the parent or guardian notifies Greeneville City Schools within ten (10) calendar days after August 6, 2021 (or the first day of enrollment), consent is implied for Greeneville City Schools to release directory information.

Implied Consent

This includes the release of student directory information, as well as non-directory information including, but not limited to:

- STUDENT WORK, FOR USE IN THE FOLLOWING WAYS:
- On the Greeneville City Schools website and/or social media channels.
 - The website/social media channels may include the student's first name only. Personal information, such as home address, phone number, or names of family members, will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.
 - Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.

Materials Printed by Hal Henard, Greeneville City Schools, or Others

▪ Printed material may include a child's full name. ▪ Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, print advertisements, and electronic newsletters. ▪ Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA with: Family Policy Compliance, Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

School-Wide Programs

Greeneville City Schools has five (5) schools designated as Title I schools. Each of these schools consolidates federal and local funds to promote reform in the core instructional program. This includes high quality teaching and learning strategies for students in high-poverty schools so that these students can meet the state's challenging content and performance standards. The schools involved are Hal Henard Elementary, Highland Elementary, Tusculum View Elementary, Greeneville Middle and Greeneville High School. These schools are eligible for School-Wide status. These Title I schools all offer 21st Century Community Learning Center, before and after school, programs to advance academic achievement. The results of periodic evaluations shall be made available to the public upon request.

ESSA Waiver Requests

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESSA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

Field Day

Field Day is a competitive event for County and City Elementary and Middle School students in grades 1-6. Hal Henard students can try out for any Field Day event. To comply with the state PE requirements, all Hal Henard students are required to complete two mandatory event categories (sit ups and pushups) Students compete

against their class/grade and the corresponding grade level (1st & 2nd, 3rd & 4th, 5th & 6th). Field Day is a privilege and can be revoked if appropriate behaviors are not demonstrated at school.

Updated 7/01/2026