

Poplar Grove Elementary

2959 Del Rio Pike, Franklin, TN 37069



Parent Handbook

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POPLAR GROVE ELEMENTARY

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FSSD VISION STATEMENT

Excellence in Teaching and Learning for All

PGES MISSION STATEMENT

We are a community of creative and passionate learners committed to continuous improvement.

PGES FOCUS

Poplar Grove Elementary School will increase the number of students who achieve a year's worth of growth in math and reading. Our focus is on student achievement and growth in literacy and numeracy.

STAFF'S MESSAGE

At Poplar Grove, we believe that every child should have an opportunity to: work and interact with others, understand the value of work, develop a feeling of self-worth, develop wide interests, use resources creatively within the community, and develop a sense of global responsibility as well as community citizenship. We feel that it is important for students to be proud of our school. As a school citizen, students are to take good care of the school and contribute to the positive learning environment within the school. Our sincere hope is that your experience at Poplar Grove will be one filled with happiness and success. We urge parents to become active partners with the school so that together, we can provide a high quality education in an effort to meet the needs of each individual student. Staff and Parents' positive attitude and support make a significant difference. Please, help us reach our school improvement goals by getting involved.

Together, we can make a difference!

Dear Parents,

Welcome back! I am excited about the new year that awaits us. As we begin to embark on another year of learning together, I am more driven than ever for our continuous success. As a principal, I hope to provide a clear direction as we continue down the path of success at Poplar Grove Elementary. It is an incredible joy to be surrounded by the unbelievable talents, knowledge, and passion our teachers possess and is inspiring to watch them at work in the classroom. What an honor it is to have the opportunity to serve such an exemplary group of individuals.

We know that educating a child is a team effort between educators and parents. Parents at Poplar Grove Elementary are a vital part of our success! The countless volunteer hours you provide ensure our students have the best elementary experience possible. Our PTO sponsors a number of events throughout the year and I encourage you to get involved. Working together, we can create an elementary campus environment that offers a shared vision, supports student growth, celebrates successes, is rooted in traditions, and consistently encourages the joy of learning.

Please take a moment to read this parent handbook. It has been created to give information concerning our school, district, and state as well as federal policies and guidelines. If you have any questions or concerns, please feel free to contact the school office. I look forward to a great year as we embark on a new journey of learning together!

Sincerely,

Alisha Erickson

Principal
Poplar Grove Elementary School

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SCHOOL POLICIES AND PROCEDURES

1. ARRIVAL/DISMISSAL PROCEDURES

A. Arrival

Students should not be dropped off before 7:00 a.m., as there is no adult supervision. All students should be dropped off and picked up in front of the elementary school. Students **are expected** to be in their classroom when the tardy bell rings at 7:40 a.m. A student who is tardy to school must report promptly to the office with the parent to sign in and get a class admission slip.

B. Buses

Buses load and unload in front of the middle school entrance. Bus students will enter through the main entrance of the middle school and proceed directly to the cafeteria for breakfast or one of the common areas. In the afternoon, bus students will exit the main entrance of the middle school and go directly to their bus. **All bus changes must be sent to Jessie Horn at 615-790-4704 or hornejes@fssd.org to be approved prior to riding a different bus.**

C. Car Riders

Cars load and unload in front of the elementary school entrance. In the morning, car riders will enter through the main entrance of the elementary school and proceed directly to the cafeteria for breakfast, one of the common areas, or the media center. Your child should exit the vehicle once you reach the sidewalk located to your right near the gym entrance. If you wish to walk your child in you may park in a designated lanes and cross at the crosswalk where there is a staff member on duty.

D. Dismissal

In the afternoon, car riders will exit through the main entrance of the elementary school and wait for a staff member to call their name before walking to their car. **In the afternoon, it is critical drivers remain in their cars.** Each Family will have a car rider placard with their last name and grade(s) of your child(ren). Please keep this in the dash of your car during dismissal as it helps us direct students to your car in a timely manner. Please do not wait for your child under the covered sidewalk. Students will walk to their cars. **Each car must have school issued name card or sign child out in the office. Please notify the school if you need an additional car sign.**

In the rare occurrence you need to make a change to your child's dismissal during the school day please **call the office prior to 2:00.**

2. ATTENDANCE

The sole authority for the enforcement of the compulsory attendance laws are placed on the local Board Of Education & its designated employees (Sec. 49-1711).

A. Excused Absences

FSSD Board policy on attendance lists excused absences as (FSSD Board Policy 6.200):

- Personal illness
- Illness of immediate family member
- Extreme weather conditions
- Death in the family
- Religious observances

Absences not due to reasons above (such as trips, etc.) will be considered unexcused, and the student will be responsible for making up missed work upon his/her return. For the safety of all students, **when a student is absent, the parent/guardian must call the school** and state the reason for the absence. When your child returns to school, send a note with him/her explaining the absence(s), or email to sternenbergrho@fssd.org within 7 days. Otherwise, the absence is unexcused.

B. Unexcused Absences

There are two compulsory attendance laws that we need to bring to your attention: Senate Bill 2227 (House Bill 1976) authorizes judges to assess a \$50.00 fine against parents when a child has more than 5 unexcused absences during a 6 week period. Senate Bill 2375 (House Bill 1815) **requires the principal to notify parents** when a child is absent 5 cumulative days.

It should be noted that if a student is not in school for three (3) hours and 15 minutes, the student is considered absent according to state regulations. When a student accumulates 5 unexcused absences or 5 unexcused tardies, he/she will be sent a letter from the attendance secretary. 8 absent days will receive a letter from the FSSD attendance supervisor, which may result in juvenile court proceedings. Students with excessive excused absences, who are truant and/or who establish a pattern of absences will also be referred to the attendance supervisor. An accumulation of ten excused absences is considered excessive. A student who accumulates ten excused absences may be required to bring a doctor's note each day that he/she is absent thereafter. If the student does not bring a doctor's note, the absence will be considered unexcused and when the student accumulates five unexcused absences, an attendance referral will be filed.

When a student is absent, the parent/guardian must call the school to inform the attendance secretary, prior to 9:00 A.M. The attendance secretary will call a student's parent/guardian regarding all absences not verified. Upon return to school, the parent/guardian must send a note or email to the school. Otherwise, the absence will be recorded as unexcused.

C. Early Dismissal

Leaving school early is strongly discouraged due to the loss of instructional time and disruption to the learning environment. If, however, you know your student will need to be checked out early, please send a note to the teacher. Students leaving early must be signed out in the school office by parents. If the student is leaving early because of a medical appointment, parents should get a slip from the medical office prior to leaving that facility so the time away can be excused. All absences are unexcused until verification is received. An early dismissal is considered a tardy. We appreciate your efforts to make appointments during non-school hours.

Please **refrain from picking your child up after 2:00 p.m.** unless it is an unavoidable situation.

D. No Advance Assignments

Teachers will not send makeup work for days absent in advance. It will be the parent and student's responsibility to get the work when the student returns. This allows the teacher to set aside work as the week goes on, rather than having to take the time to prepare it prior to the absence.

E. Tardiness

A student is considered tardy to school if he/she is not in his/her homeroom when the tardy bell rings at 7:40 a.m. or if he/she is checked out from the office before the school day ends. There will be exceptions for students arriving on late buses. Tardiness related to oversleeping, traffic, weather, or not leaving home on time is unexcused. A student who is tardy to school must report to the office with a parent to sign in and get a class admission slip. Students coming in late because of a medical appointment should bring a slip from the medical office. All tardies are unexcused without this slip. When a child comes to school late, it causes him/her to get off to a negative start and disrupts the classroom. Excessive tardiness will result in a letter from the school and/or FSSD.

3. BUS RULES

The school bus is an extension of school activity and students must conduct themselves in accordance with school rules and district policy. Bus students are under the supervision and control of the bus driver while on his/her bus. Students shall ride only on assigned buses and under no circumstance shall friends not assigned to that bus ride with them. **(FSSD Board Policy 6.308)**

Please remember to check the bus information related to your child(ren). Each year, bus routes, bus stops and approximate times of the bus stops have the potential to change due to student projected ridership. The bus routes and the approximate times of the stops will be available on the FSSD website and at each school. In addition, you may contact the

Transportation Office at 615.790.3587 if there are additional questions related to bus transportation.

4. CONFERENCES

A. Administrative

Parents are urged to contact the child's teacher first with any concerns. While the principal urges you to contact your child's teacher first, please feel free to contact PAGES administration whenever you feel the need. Both the principal and the assistant principal have an open door policy. However, we would appreciate you calling and making an appointment, if at all possible. This assures you that they will be available at the appropriate time.

B. Teachers

The teachers and administrators at Poplar Grove are committed to regular and meaningful communication with parents regarding the progress of children. It is our goal to have a conference with each of our parents during the fall semester. This provides an excellent opportunity to discuss progress and academic goals for the year. Teachers are also available for conferences throughout the school year. Please contact your child's teacher in advance for a meeting time to be scheduled during planning time or in the afternoon to safeguard all instructional time during the school day.

5. DINING HALL PROCEDURES

When sending money to pre-pay in the cafeteria, please indicate student's first and last name, teacher, grade, and keypad number on the envelope. When a student's meal charges exceed the board approved three meals, the student will **no longer be allowed to select the meal choice**: a meal will be provided that includes a sandwich, milk and fruit that will be charged to their account.

Visitors may sit with their student. However, **NO carbonated drinks or food from outside food services may be brought into the dining hall.**

Students are expected to behave in the cafeteria in a positive manner and are expected to help make the cafeteria a pleasant place for everyone. **Please limit cell phone use when visiting in the cafeteria.**

6. DRESS CODE

Children are expected to dress appropriately. Any dress that is potentially disruptive will be evaluated. Clothing should fit the student and should not contain advertising for products that are inappropriate for children.

Administration reserves the right to call home for appropriate clothing to be brought to school if the student's attire is inappropriate. **Since all students participate in daily physical education classes, tennis shoes are strongly recommended.**

7. E- READERS

Students are welcome to bring their e-reader to school. We encourage reading whether in a book or on an e-reader! However, there are a few guidelines that must be followed. They are listed below:

- PGES is not responsible if the e-reader is lost, stolen, or damaged.
- Students may only read previously downloaded books on the e-reader.
- Internet access is not permitted on the device.
- Students may not "buy" books on their device while at school.
- Students may not lend or share their e-reader with others.
- Please be sure that each student's e-reader has his/her name on the device

8. FIELD TRIPS

Students must ride the bus to and from field trips unless prior written approval is requested. Field trips are designed to be a learning opportunity off campus for this reason; siblings are not permitted to attend field trips.

9. GUIDANCE SERVICES

Our school offers a wide range of guidance services ranging from personal, social, and academic counseling. The counselor works with students individually and in groups. Students may see the counselor through teacher or self-referral. Parents are encouraged to call the guidance office regarding any questions they may have or for an appointment with the counselor. The counselor also works with individual classrooms on a rotating schedule to focus on the Character Under Construction Curriculum.

10. HOMEWORK POLICY

A. Communication

The most important aspect of this policy is communication. Timely and open communication between students, teachers, parents, and administrators is essential in implementing this policy. The student and his/her achievement is at the heart of all communication.

Teachers and administrators may make variations to the following policy based on student need and academic achievement.

B. Time Spent on Homework

Homework expectations will be shared with students in advance.

- ◆ Grades K, 1, 2 – maximum one to three assignments for the week
- ◆ Grade 3, 4 -maximum two to four assignments for the week
- ◆ Students are encouraged to read for 20 minutes nightly.

C. Type of Homework

The purpose of homework is to review, practice skills, and study. It is not to learn new skills and concepts. For younger students, it should foster positive attitudes, good work habits, and responsibility. For older students, it should facilitate knowledge acquisition in specific topics.

11. LIBRARY/MEDIA CENTER

The Media Center maintains a balanced collection of library books and media for information and interest. The collection also provides a variety of fiction and non-fiction titles. The Elementary Media Center is open from 7:00 a.m. to 3:00 p.m. Monday thru Friday. Every student has the opportunity to visit the Media Center each day. Each class has a scheduled visit plus additional opportunities during the school day. Students may come to the Media Center individually to return and select books, take Accelerated Reader quizzes, or research topics of interest.

Check Out Policies

- Kindergarten students may check out one book per visit.
- Books are due six school days after checkout.
- Students with chronically overdue materials will not be allowed to check out any additional materials until the overdue items are returned.
- Students are responsible for the care and return of library materials. A **replacement cost** will be charged for lost and damaged library materials.

12. LOST AND FOUND

Misplaced clothing is always a persistent problem in the elementary school. We encourage parents to **label clothing**, so that we might return misplaced items to the owner. Any lost and found items are kept in the computer lab. Please feel free to check for any lost item. Unclaimed items will be donated to charity.

13. PARTIES

A. Classroom Parties

Classroom parties will be held four times a year in your child's classroom. Typically, they are scheduled around Halloween, Christmas, Valentine's Day, and the end of the year. Students are NOT permitted to wear costumes on party days, including Halloween. On party days, all visitors will be asked to sign out at 2:00 before dismissal begins. This will help ensure a safe, smooth, and orderly departure for all of our students.

B. Birthday Celebrations

FSSD has adopted a district-wide protocol which prohibits food items being brought to school for birthday celebrations. This decision was based on various factors including the dietary restrictions of many students and protecting instructional time. If you would like to send something for your child to pass out to classmates on their birthday, you may bring non-edible items such as pencils, bookmarks, stickers, erasers, etc. You

may also choose to dedicate a new book to the library for your child's birthday. Teachers will continue to have their own ways of recognizing the birthday child and making them feel special that day.

You may purchase an ice-cream treat for all students in the classroom to enjoy at lunchtime. Please contact the cafeteria to order and purchase **two weeks prior** to your child's celebration day. Ice-cream treats available to the students will include options for those students with food allergies and other dietary restrictions. Food items will still be allowed for the four classroom parties that occur around holidays and the end of the school year including October, December, February and May, and at other school specific special events. Food items brought in for these celebrations must be clearly labeled with all ingredients and those being brought in to "Allergy Alert" classrooms must not contain items restricted in that classroom.

Personal party invitations should not be distributed at school unless they are given to every child in the classroom.

14. PLAYGROUND EXPECTATIONS

Practice the Poplar Grove High Five when using the playground.
Respect, Responsibility, Kindness, Honesty & Safety

15. POSITIVE BEHAVIOR SUPPORT (PBS)

A. The Poplar Grove High Five!

RESPECT, RESPONSIBILITY, HONESTY, KINDNESS & SAFETY

Poplar Grove is committed to the wellbeing, safety and character development of each student. The Discipline Committee has developed a list of expectations that complements our already existing Character under Construction Curriculum. We believe in the PGS High Five!

B. Positive Reinforcement for Students

Teachers provide positive reinforcement for appropriate student behavior and students are recognized for good behavior both in the classroom and at PRIDE Time.

16. REPORT CARDS

Kindergarten-4th grade use a standards based system for report cards. A list of all standards covered throughout the course of the year will be listed on every report card. However, each quarter will only be marked for standards that are covered during that reporting period. The final report card of the year will show a complete listing of all grades earned for each standard throughout the year.

17. SCHOOL CLOSINGS

Please watch and/or listen to local news media for school closings. The Blackboard Connect Messaging System will also be used to communicate

information to parents regarding school dismissal. We are listed as The Franklin Special School District or Franklin City Schools (not Williamson County Schools).

18. SCHOOL HOURS

- 7:00 Doors open/Supervision begins
- 7:20 Students move from common area to classrooms
- 7:30 Student day begins
- 2:30 Car Rider Dismissal
- 2:32 Bus Rider Dismissal begins

19. SCHOOL-WIDE RULES

PGES has five rules that can apply to any situation. These rules should be reflected and reinforced in all areas of the school.

1. **Be Respectful**
2. **Be Responsible**
3. **Be Safe**
4. **Be Honest**
5. **Be Kind**

20. STUDENT LOCKER

3rd and 4th grade students are issued lockers for personal use in keeping notebooks, supplies, coats, etc. Locks may NOT be placed on the lockers. Lockers may not be shared and should be kept in good condition. Lockers are the property of the FSSD made available for student use. Should there be any reason to believe that a locker contains stolen items and/or items that are hazardous to the health and welfare of students, a search may be conducted. Homeroom teachers will conduct periodic locker checks and clean out days throughout the school year.

21. TECHNOLOGY

We fully understand cell phones, **smart** watches, and other personal electronic devices are a part of our everyday lives. However, we do not believe they have a regular place in the elementary classroom. If students must bring these devices to school we ask they be kept in their backpack out of sight. If they are out during the school day ~~for any reason~~ **without teacher permission** they will be kept in the office. ~~until a parent can pick them up.~~

22. VISITORS

Visitors must be 18 to eat with students without being accompanied by a parent. **In a continuing effort to prioritize the safety and security of our school campuses and the students and employees therein, the Franklin Special School District Board of Education amended its Board Policy 1.501 (Visitors to School/District Properties – Security Management.) on Monday, May 8, 2017. From this date forward, “all visitors shall be required to present a valid, government-issued**

photo ID when they enter any school building or office during normal hours of operation and all visitors may be subject to a background check."

If you do not have a current government-issued photo ID, please speak to the school principal or assistant principal and they will be glad to assist you.

Those who are simply visiting the office for the purpose of speaking to staff, filling out paperwork, or dropping items off do not need to present identification. However, anyone who wishes to visit an area beyond the office must abide by this revised policy.

Public schools are **not** public places and school officials have a duty to protect the students while they are on campus. While we always welcome visitors and guests, we understand this very serious obligation and are proud that our school board has deemed this a priority by placing it in policy.

As we begin this school year, we respectfully request that all visitors adhere to this new policy and thank you, in advance, for your understanding and support.

Once you have signed in and provided appropriate identification you will be given a visitors pass to enter the rest of the school building. Please sign out and return the visitors badge to the office prior to leaving campus.

FSSD POLICIES

23. BLACKBOARD CONNECT

FSSD uses a communications service to help keep parents connected to their children's school. Blackboard Connect is an internet-based school-to-parent communication service that enables school administrators to schedule, send, and track personalized messages to thousands of staff and parents ensuring they all receive the same message quickly. The Blackboard Connect service will be used to complement our emergency preparedness procedures and to inform parents of unplanned school closings or upcoming school events. Feel free to update your contact information by calling the school office, emailing connected@fssd.org, or by calling (615) 472-3773. Please be sure to leave your name and the number that should be removed from our calling list.

24. BULLY/INTIMIDATION – FSSD Board Policy 6.304

The Franklin Special School District Board of Education revised its policy related to **discrimination/ harassment and bullying/intimidation in March 2013.**

While the policy in its entirety may be found at this link <http://boardpolicy.net/documents/files/franklinspecial/6304.pdf> a brief summary follows:

In an effort to maintain a safe and supportive learning environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students are strictly prohibited. Bullying is considered an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging his/her property
- Placing a student in reasonable fear of harm
- Causing emotional distress
- Creating a hostile educational environment

Bullying may also be unwelcome conduct based on race, nationality, origin, color, gender, age, disability or religion that is severe, pervasive or persistent and creates a hostile learning environment. See the detailed policy with further definitions related to cyber-bullying and hazing.

School administrators are responsible for educating and training their respective staff and students related to the above mentioned policy revisions. Alleged victims, staff members, students, parents and all other members of the school community should report suspected incidents of discrimination/harassment and bullying/intimidation to the building administrator. The principal/designee at each school shall be responsible for investigating and resolving all reported complaints. School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. Upon the determination a violation of policy has occurred, a written report will be delivered to the parents of the complainant, parents of the accused, and to the Director of Schools.

The Director of Schools/designee will prepare a report each year in July of all bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or reasons a case may still be pending. This report shall be presented to The Board of Education and submitted to the State Department of Education.

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy, including the reporting of false accusations, is strictly prohibited. The school administrator will determine appropriate consequences and remedial action after consideration of the nature, severity, and circumstances of the act.

All school community members are encouraged to maintain open lines of communication involving incidents that may be a violation of this policy. It is very important students feel empowered to reach out to a trusted adult

and bring to light actions that may constitute bullying, harassment, discrimination, or intimidation. Parents, teachers, guidance counselors and school administrators play key roles ensuring students have appropriate open lines of communication. If you have further questions please read the policy in full and contact the school for assistance and clarification.

25. CHILD FIND INITIATIVE

The Franklin Special School District Child Find program identifies preschool through eighth-grade children with special education needs including mental retardation, developmental delays, autism, specific learning disabilities, serious emotional disturbance, multiple disabilities, intellectually gifted, traumatic brain injury, blindness, and the following impairments: speech/language, hearing, orthopedic, visual, and physical.

Screenings and/or evaluations may be provided free of charge by the school district. If deemed necessary, the child may then be referred for special education services. If you suspect your child needs additional support to achieve his or her educational potential, please contact the FSSD Special Populations Department at 794-6624.

26. CHILDREN WITH DISABILITIES RIGHTS & RESPONSIBILITIES

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

Tennessee Department of Education Legal Services Division,

710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412.

Franklin Special School District, 507 Highway 96 West, Franklin, TN 37064, 615-794-6624, Fax: 615-790-4716.

27. CUSTODIAL OR PRIMARY CARE PARENTS

We must give **both parents equal** access to their child and that child's records unless you have provided the school office with a copy of a court document signed by a judge and stamped "filed" with a Court stating otherwise. Please provide us at the beginning of the school year, a copy of any Court Order, Marital Dissolution Agreement, Parenting Plan, or other legal document that affects these issues. If anything changes during the school year, please provide us an updated document "filed" with the Court. This is the only way we can "hold" a child if the other parent comes to pick up the child. We cannot stop a parent from picking up his/her child until we have the appropriate documentation.

28. FOOD SERVICE

It is the policy of the FSSD to:

- a. Provide nutritionally appropriate food and beverages to its students;
- b. Educate its students as to the content and importance of proper nutrition.

Parents are encouraged to prepay for student breakfast/lunches on a weekly or monthly basis. Breakfast/lunch money must be paid separately from other monies and paid directly to the cafeteria manager in the mornings. Children are assigned a 4-digit code that they will punch into a keypad as they go through the line. The purchase will then be deducted from the child's account. Additional items are available and will be charged to the child's account when he/she goes through the line.

Breakfast Prices:

Reduced student price	\$0.30
Student price	\$1.50
Adult price	\$2.25
<i>Served daily from 7:00 - 7:30 a.m.</i>	

Lunch Prices:

Reduced student price	\$0.40
K-4 student full paying	\$2.60
Adult staff	\$3.50
Visitors	\$4.50
Child Visitors	\$2.75
Holiday Visitors	\$5.50

Free and reduced family applications are available in the school office. If you have questions regarding the Nutrition Program contact our child nutrition supervisor, Robbin Cross, at 615.794.6624.

Children who bring lunches may bring their own **non-carbonated drink** or they may buy milk in the cafeteria for \$.50. Our cafeteria is self-serve; the student can select their items. A-la-carte items vary at each school. The extra items range in price from \$0.25 to \$1.75 for an extra entree.

29. NON-DISCRIMINATION POLICY

Franklin Special School District, in its employment of personnel, and in its educational activities with students, does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of the Franklin Special School District are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990. For more information, please contact the FSSD Central Office at 615-794-6624.

29. NON-RELEASE FORMS

The Franklin Special School District's Non-Release Form is available to parents who do not wish for the public release of their child's "directory information." The district assumes that all students/parents consent to the public release of directory information unless the Non-Release Form is filled out by a parent or guardian and returned to the school.

Please note that this form precludes your child's photograph and information from being included in school publications such as the directory and the yearbook. If you would like a form, contact either school office. The form remains active and follows your child throughout their time in the FSSD. It may only be avoided by parent or guardian signature.

30. PARENT CONTRACT

The FSSD school board has approved a school-parent contract document designed to encourage parental involvement and a shared responsibility for student learning. The document will go home at the beginning of the school year and should be read, discussed, and signed by each administrator, teacher, parent, and student. FSSD is committed to creating a partnership in education.

31. RESPECT FOR STUDENT PRIVACY

When attending school events, the Franklin Special School District recognizes that attendees often want to videotape and/or photograph the students. However, in an effort to respect the privacy concerns of others, as well as to honor the state and federal privacy laws of individual students whose parents/guardians have specifically requested not to be photographed, the District strongly requests that any video footage and/or still images of non-custodial students NOT be posted online to sites such as, but not limited to, Facebook, Flickr, YouTube, etc. Although the FSSD strongly urges attendees to respect the privacy of others, families must also recognize that the District has no means for preventing attendees from taking such actions. A general courtesy is to ask for parental permission before posting video or photographs of students/families online.

32. SCHOOL HEALTH SERVICES

A. Health and Medication Policies

First aid and health care provided by the school nurse is primarily for illness and injuries that occur during the school day. The school nurse, according to law, is not allowed to make a diagnosis, prescribe treatment or administer medication without a signed medication form. Please help us to provide a safe and healthy environment by reading and following the policies and procedures below. Please feel free to contact the school nurse to discuss any health concerns you have regarding your child.

B. Health Screenings

In compliance with the Tennessee Department of Education, we offer free health screenings during the school year. We routinely screen students in kindergarten, second, fourth, sixth and eighth grades. We also screen for evaluation purposes when a teacher refers students. These screenings may include, but are not limited to, vision, hearing, speech, dental, height,

weight and blood pressure. Routine health screenings can identify conditions that can interfere with a child's learning and provide early detection of conditions that can lead to more serious health concerns. Please contact the school nurse if you wish to decline screening or have questions.

C. Emergency Procedures at School

Each school in FSSD is equipped to deal with life-threatening emergencies. The school nurse and school personnel who have been trained in accordance with state regulations are available to respond to these emergencies. An AED (automatic defibrillator) is located in each gymnasium and will be used in the event of a suspected cardiac emergency. Emergency epinephrine auto-injectors are also available in each school and will be used to treat severe allergic reactions (anaphylaxis) that can occur in response to a known or unknown allergen. Students with a known life-threatening allergy require their own medications as prescribed in their "Individualized Healthcare Plan" which can be available if needed at school or on field trips. In the event of these and other emergencies, 911 will be called. Contact the school nurse or administrator for any questions or concerns regarding emergency procedures.

D. Illness at School

Students should not come to school if...

They have had fever of 100 degrees or higher in the past 24 hours.

They have had vomiting or diarrhea two or more times in the past 24 hours. They have been on antibiotics for strep throat, pinkeye, or other infections for **less** than 24 hours

Students will be sent home for ...

- a. Fever of 100 degrees or higher (must be fever-free for *at least* 24 hours before returning to school)
- b. Vomiting or Diarrhea
- c. Unexplained rash (must have a doctor's note that they are not contagious to return to school)
- d. Suspected pinkeye (must have 24 hours of antibiotic treatment before returning to school OR have a note from the doctor stating the student is not contagious)
- e. Lice (FSSD has a strict NO NIT, NO BUG policy) See nurse for lice eviction guidelines

E. Medications at School

State law prohibits dispensing of medications, both prescription and non-prescription, at school without a completed medication form. This includes medications such as Tylenol, Motrin, behavioral medications, ointments such as Neosporin, hydrocortisone, etc. If your child requires medication during the school day, or if you would like to have medications available at school to be given if needed, please complete

a medication request form. These forms are available from the school clinic or can be downloaded from the website at www.fssd.org.

F. Non-prescription (over-the-counter) Medications

These require a parent/guardian signature. The medication must be in a new, unopened container with the name of the medication and expiration date clearly visible.

G. Prescription Medications & Complementary and Alternative Medications

These require both a doctor's signature and a parent/guardian signature. The medication must be in a labeled prescription medication bottle from the pharmacy. Students may carry **Inhalers ONLY**, but we must still have a medication authorization on file.

Medications must be brought to the clinic by a parent or legal guardian. It is a violation of state law and school policy for a child to bring medication to school. Any medications not picked up by the end of the school year will be discarded.

33. STUDENT RECORDS

The Franklin Special School District schools collect and maintain student records to provide a basis for evaluation and delivery of services to students. The Family Education Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. Specifically, the statute governs disclosure of records maintained by educational institutions. In brief, the statute provides that such institutions must provide parents of students access to official records directly related to the student, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institutions must obtain the consent of parents before releasing personally identifiable data about students from records to other than a specified list of exceptions; and that parents and students must be notified of these rights.

Types of Information—The school system maintains various types of records as described below:

1. Attendance Records
2. Scholastic Records
3. Medical Records
4. Discipline Records including individual assessment
5. Directory Information
6. System-wide group test results
7. Special Education data.

Locations and Authorized Custodians—The primary source of access is the school in which a student is enrolled. The principal is the authorized custodian for these records. The Director of Special Education regulates

records of students involved in Special Education Programs, including the dates of individual assessments. If a student leaves the FSSD, the student record will be sent to the new school upon written request from that school.

34. TESTING CALENDAR

All testing will happen within the windows of this calendar. However, students will not be tested every day within the window.

FSSD ASSESSMENT CALENDAR 2017-2018 (GRADES PreK-4)

FIRST ASSESSMENT WINDOW (AUGUST 10, 2017 - OCTOBER 6, 2017): 41 DAYS		
Assessments	Grades	Assessment Dates
WIDA Screener (incoming potential EL students only)	K-4	Administered as new students arrive
STAR Enterprise Reading & STAR Enterprise Math	2-4	August 14 - August 25, 2017
aimswEBPlus	1-2	August 21 - August 25, 2017
aimswEBPlus	K	September 5 - September 8, 2017
SECOND ASSESSMENT WINDOW (OCTOBER 16, 2017 - DECEMBER 21, 2017): 44 DAYS		
STAR Enterprise Reading & STAR Enterprise Math	2-4	November 27 - December 8, 2017
THIRD ASSESSMENT WINDOW (JANUARY 5, 2018 - MARCH 9, 2018): 44 DAYS		
aimswEBPlus	K-2	January 10 - January 19, 2018
NAEP (randomly selected 4th graders)	4	January 29 - March 9, 2018 (tentative)
ACT Explore Test (for Honors Program qualification)	4	February 1, 2018
ELA/Social Studies Field Tests (selected schools/grades)	3-4	March 5 - March 30, 2018
WIDA ACCESS (EL Students Only)	K-4	March 5 - April 20, 2018 (tentative)
FOURTH ASSESSMENT WINDOW (MARCH 12, 2018 - MAY 23, 2018): 48 DAYS		
TCAP-Alt and MSAA (select Spec. Ed. Students)	3-4	March 19 - May 11, 2018 (tentative)
TCAP	3-4	April 23 - May 4, 2018
STAR Enterprise Reading & STAR Enterprise Math	2-4	May 7 - May 15, 2018
aimswEBPlus	K-2	May 7 - May 15, 2018
Last Day of School	PreK - 8	May 23, 2018
<small>Note: The STAR assessments (STAR Reading Enterprise, STAR Math Enterprise) listed on the Assessment Calendar are the required assessments from a district perspective. Schools may expand these assessments into other grades or give the assessments more frequently at their discretion. Schools may also utilize the STAR Early Literacy Assessment.</small>		

7/11/2017: KB

35. ZERO-TOLERANCE

In order to ensure a safe and secure learning environment free of drugs, alcohol, violence, and dangerous weapons, any student who engages in such behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

Zero-Tolerance acts are cited in detail in FSSD Board Policy. **(FSSD Board Policy 6.316)**

TENNESSEE DEPARTMENT OF EDUCATION

36. TENNESSEE DEPARTMENT OF EDUCATION

Answers to many questions may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>

Legal Services Division
Division of Special Education, TDOE
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West TN Regional Resource Center
100 Berryhill Drive
Jackson, TN 38301
Phone: 731-421-5074
Fax: 731-421-5077

37. CHILD ADVOCACY INFORMATION

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

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

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

Tennessee Protection and Advocacy (TP&A), 416 21st Avenue South, Nashville, TN 37212, 615-298-1080, Toll free: 1-80-287-9636, TTY: 615-298-2471, Fax: 615-298-2046

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

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>. The Department of Education and Franklin Special School District do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

38. HOMELESS EDUCATION

Children may qualify for consideration under the **McKinney-Vento Homeless Education Act** if any of the following apply: you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law. Children have the right to attend school. They have the right to continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Children

may enroll in a school without a permanent address, school records, or immunization records in hand. The school will provide assistance in obtaining proper documentation and homeless children will receive the same special programs and services provided to all other children. For more information, please call 615-794-6624.

39. UNSAFE SCHOOL CHOICE

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

FEDERAL REGULATIONS

40. EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of FSSD not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or status of disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries about compliance may be directed to the Civil Rights Coordinator at the FSSD Board of Education at 794-3015 or 794-6624.

41. GRIEVANCE PROCEDURES

Initial grievance regarding complaints relative to Title VI, Title IX or Section 504 must be directed to the Civil Rights Coordinator. Complaints must be filed in writing to the Civil Rights Coordinator with a copy sent to the person or persons against whom allegations are made.

The coordinator will notify all parties involved in the allegation of discrimination within five (5) days of receiving the initial grievance as to the date and time of the hearing. The hearing must be held no later than thirty (30) days from the time of the initial filing of the complaint.

If an allegation of discrimination involves student admissions or programs, the coordinator will call the entire hearing before a committee composed of the principal, guidance counselor, and homeroom teacher. All parties involved will give ample opportunity for the presentation of evidence.

If the complaint cannot be resolved in the meeting, another hearing will be scheduled within five (5) days of the appeal and will be called no later than forty-five (45) days from the date of the first hearing. This hearing will be before the director of schools and the Board of Education.

The results of each hearing will be presented in writing to all parties involved within five (5) days of the grievance hearing.

If a satisfactory solution cannot be obtained locally, appeals can be made to the Office of Civil Rights, Washington, DC. The completion of a hearing at the local level is not a prerequisite for filing a complaint with the Office of Civil Rights. No person who files a grievance or participates in a grievance hearing shall be subjected to harassment, reprisals, or retaliation in any form. Forms for filing initial grievance are available in the office of the Board of Education.

42. RIGHT TO REVIEW TEACHER QUALIFICATIONS – NCLB TITLE I

Title I of No Child Left Behind (NCLB) provides parents the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 794-6624.

43. SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT- TITLE IV-A

The Safe and Drug-Free Schools and Communities Act is designed to support programs that prevent violence in and around schools; that prevent the illegal use of alcohol, tobacco, and drugs; that involve parents and communities; and that are coordinated with related Federal, State, school, and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement.

44. SECTION 504—FEDERAL CIVIL RIGHTS STATUTE ENACTED IN 1973

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. It states that: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”

Section 504 regulations require school districts to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. That is, students with disabilities **will** be provided with educational services designed to meet their individual needs to the same extent as the needs of students without disabilities are met. An appropriate education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, education in regular classes with supplementary services, and/or special education and related services.

To be protected under Section 504, a student must be determined to:

- Have a mental or physical impairment that **substantially limits** one or more major life activities (walking, breathing, learning, seeing, hearing, ability to take care of oneself)
- Have a record of such impairment
- Be regarded as having such impairment