

Johnson Elementary School

***committed to teaching and learning in a safe and
caring environment.***



Parent

Handbook

2016-2017



Franklin Special School District

Dr. David Snowden -Director of Schools
507 New Highway 96 West
Franklin, TN 37064
(615) 794-6624

Johnson Elementary School

Tosha Robinson Baugh – Principal
Ashley McCoy –Asst. Principal
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Franklin, TN 37064
(615)794-4837 (615)790-4749 (fax)

Welcome to Johnson Elementary School! The faculty and staff of JES are committed to teaching and learning in a safe and caring environment. Our goal is to provide a quality education for children, and to help them become caring, responsible individuals. The doors of JES are always open to parents. We look forward to a full partnership between home and school this school year.

The policies and procedures of Johnson Elementary School have been established to help make your child's education safe and successful.

Please refer to this handbook often to find the answers to any questions you may have and to take the opportunity to learn more about our school and parent expectations.

Tosha Robinson Baugh
Principal – robinsonbaughtos@fssd.org

Ashley McCoy
Assistant Principal – mccoyrac@fssd.org

ARRIVAL AND DISMISSAL

We ask that parents have students at school by 8:25 a.m. each morning so they will be settled in their classroom and ready to begin learning at 8:30 a.m. School dismisses at 3:30 p.m. each school day. Students should not arrive before 8:00 a.m. unless they are enrolled in and attending the MAC program or tutoring. Anytime your child is later than 8:30 a.m. arriving to school, whatever the reason (running late, doctor's appointments, etc.) a parent or guardian must accompany them to the office and sign them in.

Student supervision will begin at 8:00. Students will remain on the porch until the doors open. Any student not in the classroom at 8:30 will need to get a tardy slip in the office. Please try to be on time; excessive tardies will be reported.

Early Dismissals are also recorded as tardies. **Students may not be dismissed from the classroom. Parents/guardians must sign students out from the office and the office staff will call for the student to come to the office with the exception of the four main party days. During the party days, parents will be allowed to sign their student(s) out in the classroom and dismiss from the class. Students will only be called for dismissal when the parent/guardian is here to sign them out. To ensure a smooth and safe dismissal for all students, we cannot honor early dismissals after 3:15p.m.**

Traffic procedures are established to move traffic as safely and as quickly as possible. Adult cooperation is appreciated and expected. During morning arrival, please do not park in the fire lane or the first lane closest to the building. The first lane will be used for the drop off. Please have students get out closest to the side of the building or have them walk around the front of the car if they can't get out on the side closest to the building. If you choose to walk your child to the porch, you may park in the other clear lanes. Students enter the building using the main doors. Please do not let your child out in the middle lanes.

*** Student Independence Day - The Tuesday after Labor Day has been designated to be Johnson's Independence Day. Beginning this day and every morning for the remainder of the school year, JES K – 4 students will independently walk to the gym or the classroom each morning. Parents are welcome to walk their child to the front door in the morning and say their goodbyes before they enter the building.**

Dismissal procedures begin at 3:30 P.M. During “**The Johnson Jungle Jam,**” each family will receive 2 large Paw Print Tags. Please write your child's name and grade on the Paw Print Tag. If you have more than one child, write all of their names on one Paw Print. Please place the Paw Print on the dashboard on the driver's side. We will only dismiss a child to the car if we see the Paw Print. If you lose the Paw Print Tag, you will need to park in one of the designated parking spots near the shrubs, come into the office with a form of identification and we will issue another tag to your family. Bus riders are loaded at the MAC doors. Parents will not be allowed to walk by the buses to get to the front porch while students are loading the bus. This area must stay clear during this time. Car riders and walkers will not be allowed to go to the porch until after the

buses have cleared. Please do not come to the porch to find your child because it slows the dismissal process. No parents or person picking up students are to come on the porch or sidewalk. Only students and staff should be in those areas. The younger children will come to the porch first. The older children will be dismissed at 3:35. Once students are loaded and the walkers have crossed, traffic will move starting with the lane farthest from the building. Please do not back up in the lanes to get out faster. If you arrive late in the pickup lane and traffic has started to move, please pull in the lane farthest from the building. The school staff will determine when it is safe for your child to load.

Students should be picked up no later than 3:40 P.M. Students still at school at that time that will be taken to MAC if enrolled or taken to the school office and parents will be called.

Changes in transportation: If an occasion arises where you need to change your child's normal method of transportation home, always send a note to your child's teacher. **If an unexpected change should occur during the school day, please call the school office prior to 2:00 P.M. to inform your child's teacher of the change. Please do not leave a voicemail. This is only for emergencies, not for every day.**

ATTENDANCE

Franklin Special School District's Attendance Policy

Objectives

Attendance is a critical factor in school success for students. Studies have shown that consistent school attendance, academic success, and school completion have a positive correlation for future success. The educational process requires continuity of instruction. Students need to experience classroom discussions and actively engage in the learning in order to increase understanding and achievement. The purpose of the FSSD attendance policy is to ensure the maintenance of an adequate attendance record for all children during the days of instruction and to develop effective intervention strategies, if needed. This procedure will permit each school to know the whereabouts of every student for safety and school management reasons and will help students succeed at meeting the Tennessee learning standards.

School attendance is both a right and a responsibility in Tennessee. Children have the right to attend school between the ages of 5 and 21. Parents are expected to make sure their children attend school on a regular basis. To implement a successful attendance policy, we need the cooperation of all members of the educational community, including parents, students, teachers, administrators, and support staff. Through the implementation of this policy the District expects to reduce the current level of unexcused absences, lateness, and early dismissals.

Strategies

The administration and staff would like to work closely with parents and/or guardians to ensure regular attendance for all students. Regular participation in classroom activities develops critical thinking and communications skills, and responsibility, all of which are essential for future school success. Good attendance in school is also part of the self-discipline that we try to instill

in our students to enable them to act as responsible members of the Franklin community. FSSD will employ the following strategies to ensure the effectiveness of this attendance policy.

Increase awareness of the policy among staff by:

- a. Including a copy of the policy in the teacher's handbook.
- b. Explaining the policy at new teacher orientation.
- c. Reviewing the policy annually during staff development day.
- d. Re-emphasizing policy specifics at grade level and department meetings throughout the year.

Increase awareness of the policy among students by:

- a. Including a copy of the policy in the student agenda book (first day of school mailings).
- b. Requiring signatures from students in grades 5-8 indicating they have read and understand the goals and consequences established in the policy.
- c. Discussing attendance requirements at all grade level assemblies early in each year.
- d. Including reminders of attendance expectations in student publications such as the District newsletter.
- e. Including a copy of the policy on the District's website.

Increase awareness of policy among parents by:

- a. Including a copy of policy with the mailing inviting parents to Meet and Greet Night.
- b. Requiring a parent signature on policy indicating they have read and understand what is expected of his/her child.
- c. Reminding them of attendance requirement when daily phone calls are made to verify student absence.
- d. Including a copy of the policy on the school's and District's website.

General Procedures

Each absence, late and early dismissal will be recorded as excused or unexcused along with a code noting specific reason for absence or tardy. Excused absences are defined as: an absence due to a personal illness, illness or death in the family, religious observance, required court appearance, and/or principal's discretion based upon unique emergency or circumstances. All other absences, lateness, or early dismissals will be considered unexcused. Family trips, while often educationally beneficial, are considered unexcused.

Any absence, lateness or early dismissal must be accounted for. **It is the parents' responsibility to notify the school on the morning of the absence AND to provide a written excuse upon the student's return to school.** The written note should include the student's name, date of absence, reason for the absence, and parent's signature. This note should be given to the first period teacher when he/she returns to school. Each day a child is absent a phone call from the parent is requested; however, all absences will be recorded as **unexcused** until a written note is received. Written excuses will be accepted up to one week after an absence.

Notification Sequence and Consequences

The parents of the previous year's chronically truant students will receive a letter outlining the attendance policy. This letter will be mailed from the District's Attendance Office. Letters in Spanish are available. Where appropriate, a home visit will be made to translate and/or further explain proactive interventions. This letter will be sent so as to arrive soon after the school year has begun and we determine the child is an active FSSD student.

After 5th unexcused absence: A letter from the local school will be sent home to determine situation and gather information. This letter should include a Student Detail Report that shows the dates of the unexcused absences. Principals shall use discretion on this and any necessary next steps. A copy of the letter sent should be filed.

After 8th unexcused absence: The second unexcused letter should be sent home from the school reminding parents of the school/state attendance policy. This letter should include a Student Detail Report that shows the dates of the unexcused absences. Principals shall use discretion on this and any necessary next steps depending on information parents disclose after receiving this letter. A copy of the letter sent should be filed.

After 10th absence (any combination of excused/unexcused): After the 10th absence, the excessive absence letter should be sent to the parents by the attendance supervisor. This letter will remind parents of the school/state attendance policy, and of the district's policy regarding truancy petitions. At this time, a doctor's note may be required for any further absence of the child in order for it to be marked excused. The school/district nurse or attendance supervisor may validate doctor's note. The social worker and/or district attendance supervisor may make a home visit. The visit by the social worker and/or attendance supervisor will determine what, if any, community resources might be needed. The goal of this home visit is twofold: to change unexcused absences into excused absences when appropriate documentation is available and valid, and to provide the necessary resources or support needed to get the child into school as soon as possible. Dependent on the information from the parents, a truancy petition may be filed. Parents will be notified if a petition has been filed and will be informed of the process regarding Williamson County Juvenile Court and truancy petitions.

Tardies: Late arrival and early dismissal are part of the attendance policy. State law says a truancy petition can be filed on a student for 5 unexcused days, and courts have accepted "parts of days", or truancy when they become excessive. Five (5) unexcused tardies or early dismissals will be treated the same with respect to the letters as if entire days are missed; i.e., the excessive tardy letter will be sent to parents. The school will send an additional letter after 8 excessive tardies, and the district will send one at 10+ tardies.

Warranted Absences

A principal may, at his/her discretion, allow a student to have up to 5 days warranted absence, i.e., absence for family emergency, unusual circumstance, etc. These days, applied for by the parents in writing, will be **unexcused**, and subject to the policy stated above regarding 5 unexcused absences. Subsequently missed unexcused days will follow the above stated policy. Teachers are not required to give missed work prior to their leaving, but will provide missed

work upon a child's return. The student has a time equal to the absence to turn in the missed work.

Additionally, students who need to be out of school for similar circumstances—family emergencies, unusual circumstances, etc.—for *more* than 10 days will be withdrawn from school and reenrolled upon their return. As these students are not technically FSSD students during this time, teachers shall not give homework to the student.

Homebound Instruction

Homebound instruction will only be provided for students who provide the proper paperwork completely filled out, signed, and deemed medically necessary by a physician. This paperwork must include such information as beginning and ending dates of service. Sending work home for an absent student by a teacher is not considered homebound service. Students on homebound services are to be counted present, as they are receiving instruction from an FSSD certified teacher.

Home School Instruction

Parents who choose to home school their children must register them with the FSSD Central Office at the beginning of the school year. Packets containing pertinent information about this process can be obtained by contacting the home school liaison. If parents withdraw their students from FSSD to home school during the school year, but do not verify the subsequent home school enrollment within 10 days, the attendance supervisor will file a truancy petition.

When necessary, this document may be modified by the FSSD administration, with the approval of the Director of Schools. Parents and users will be notified of any changes.

***Perfect Attendance Awards will be given to students with zero absences and no more than 5 tardies for the year.**

***Students who are absent from school due to illness, will not be allowed to enter school to attend parties, afterschool events, take tests, etc.**

BEHAVIOR EXPECTATIONS

The staff at Johnson Elementary School understands the importance of establishing an atmosphere throughout the school in which children feel safe, secure, happy, and have the maximum opportunity to learn.

Please talk with your child about your expectations of his/her behavior and performance at school. We will work with students and parents to help students develop self-discipline, but we will not allow a disruptive student to interfere with the learning of other students.

Students who deviate from acceptable behavior should expect to be disciplined. Disciplinary actions are confidential and are only shared with the family of the student being disciplined.

Teachers will use an Office Referral Form when students are sent to the Principal or Assistant Principal for continued infractions. Parents will be notified by phone and/or in writing for repeated office visits. Included in this policy is the use of an in-school detention room for those students who disrupt learning for others.

We encourage and expect positive conduct and believe in character development of our students. To facilitate this, we have established the following guidelines.

BIRTHDAY CELEBRATIONS AND CLASSROOM PARTIES

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 his/her 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 him/her feel special that day.

You may purchase an ice-cream treat for all students in the classroom to enjoy at lunchtime or at a non-instructional time determined by the teacher. This can be done by ordering and purchasing from the cafeteria 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, which 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.

BRINGING ITEMS TO STUDENTS

Should you need to bring lunch, money, assignments, etc. to your child during the day, please bring it to the school office and give it to the office staff. They will get it to your child. Make sure your child's name and teacher's names are on the items. This is done to eliminate unnecessary interruptions in the classroom. ***Items such as flowers or balloons should not be delivered to school for your child. They will be held in the office until the end of the day. Such deliveries to the classroom disrupt the learning process.***

CHILD NUTRITION

Students and parents welcome to a new exciting school year. The Child Nutrition program is undergoing major changes. We are continuing to emphasize healthy eating patterns for life with an emphasis on increasing fruit and vegetable selections for students and staff.

Breakfast and lunch are served daily in your child's building. Check your school site for service times. Breakfast is the single most important meal of the day. If you find you can't furnish breakfast at home, please let your child join us for breakfast at school.

If you desire to have any restrictions on his/her account, you must contact your cafeteria manager. You may request meals only; limited a la carte (such as one day a week, etc.). Prepayment is appreciated but a child may purchase meals or extras daily: it is your choice. Should you have specific questions concerning your child's account, the cafeteria manager at your school can answer any questions you may have. A la carte items vary at each site. The extra items range in price from \$0.25 up to \$1.75 for an extra entrée.

2016-2017 Meal Prices

Breakfast

All Elementary Students PreK-4 - \$1.50
Employees and Adults - \$2.25

Reduced Meals

All Reduced Students – PreK-8 Breakfast \$.30
All Reduced Students – PreK-8 Lunch \$.40

Lunch

All Elementary Students PreK-4 - \$2.50
Employees - \$3.50
Adult Visitors - \$4.50
Children Visitors - \$2.75
Holiday Visitors - \$5.50

Free and reduced family applications are available in each of the school offices. If you have any questions regarding the Child Nutrition Program contact **Robin Cross**, Child Nutrition Supervisor at 615-794-6624 or crossrob@fssd.org. Prepayments are welcomed or you may pay for meals daily. A la carte items will be available at all sites.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

CONFERENCES WITH TEACHER / PRINCIPAL

Parent Conferences for all students will be scheduled during the month of October. Parent Conferences in the spring will be granted upon request. For other conferences, please make appointments to talk with teachers before school, during the teacher's planning time, or after school hours. An unannounced visit interrupts teaching and planning. You can call the school office (615-794-4837) to set up an appointment with your child's teacher. Each teacher has a planning time that may be used for conference time if prior arrangements have been made. A short conversation in the hall can disrupt a classroom and interrupt an entire day's schedule. Parents are urged to contact their child's teacher first when there is a concern. The Principal and Assistant Principal have an open door policy, but encourage you to make an appointment for a conference so they will have the time and attention reserved for you. Email is a great way to contact teachers and administrators.

DIRECTORY INFORMATION / NON – RELEASE FORMS

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C 1232(g), 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.

"Directory Information" could include name, address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. Typically this information is only requested when a photograph or video is taken of a school event. When media representatives visit the school, they are always supervised by a teacher or administrator.

Public release can also include, but is not limited to, other schools or the district's web site. It is not our policy, however, to post student information on the web site for public view.

If you would like a form, contact the school office. **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.**

Respect for Student Privacy Online

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.

FSSD Discrimination/Harassment and Bullying/Intimidation Policy

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 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 detailing 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. Appropriate consequences and remedial action shall be determined by the school administrator 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 which 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.

DRESS CODE

Students should dress appropriately for comfort, the weather, and learning. All students are expected to dress in a way that respects the right of others.

- Students should dress in a clean and neat manner that does not interfere with the learning process.
- Students should dress appropriately for school activities, which include daily physical education, recess and walking.
- **Tennis shoes must be worn every day by both boys and girls all year. No shoes with wheels. Shoes without backs are not safe at school and should not be worn.**
- Tops with straps narrower than 2 inches should be worn with a shirt either over or under the top.
- Tops and bottoms must meet when hands are raised above the head.
- Shorts and skirts must be at least fingertip length or longer. Very short shorts are not allowed.
- If wearing a skirt, shorts should be worn underneath.
- No inappropriate messages on shirts including alcohol or tobacco products as well as any writing not appropriate for elementary children. Students are not allowed to wear clothing, buttons, or other items or markings that are offensive, suggestive, or indecent, associated with gangs, or encourage the use of alcohol, tobacco, other drugs or violence.
- No writing on the seat of pants or shorts.
- No oversized, baggy pants. Clothing should fit properly with belts if needed to hold up pants and shorts.
- Hats and scarves are not to be worn in the building.
- Hair needs to be off the face and out of the eyes in a manner that does not obstruct vision and learning.

EQUAL EDUCATIONAL OPPORTUNITIES

Franklin special school district general notice to parents regarding provisions under Title VI, Title IX, section 504, and Title IV-A

Title VI of the Civil Rights Act of 1964: Title VI is a federal law that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

Title IX of the Education Amendments of 1972: Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. It states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

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 should 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

Inquiries or complaints regarding nondiscrimination policies should be directed to Beth Herren, FSSD’s Section 504 compliance coordinator. For more information, please contact Mrs. Herren at (615) 794-6624. Inquiries and complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172.

Title IV-A: Safe and Drug-Free Schools and Communities Act: 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.

Unsafe School Choice Option: Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school. Transportation shall be provided by Franklin Special School District.

Likewise, families of students who attend schools designated as “unsafe” due to a pattern of violence and/or the student is a victim of a violent crime on school premises, the parent may choose to transfer his/her child to a school that is not designated as unsafe. Transportation shall be provided by Franklin Special School District.

Learn more about the U.S. Department of Education Office of Safe and Drug-Free Schools and Communities. For more information on the FSSD's Safe and Drug-Free Schools program, please contact Annie Sawyers (794-6624), Instructional Facilitator for Student Performance.

More Information or Grievances: For more information regarding nondiscrimination policies, contact Beth Herren, who coordinates Section 504 compliance efforts. Beth Herren may be reached at (615) 794-6624.

For grievances, contact John McAdams or Dr. Catherine Stephens at (615) 794-6624.

Inquiries and complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202; telephone: (800) 421-3481 or (877) 521-2172.

Under the **No Child Left Behind** law, every parent has the right to request information about the qualifications of classroom teachers and any teacher assistants working with children. You may contact the school to find out if your child's teacher has met state qualifications and licensing requirements for the grade level and subject area being taught; if the teacher is teaching under a waiver; what kind of degrees are held by the teacher; and for teacher assistants, what the assistant's qualifications are. If you have questions about the qualifications of your child's teacher, contact the school.

Homeless Education

If your family lives:

- In a shelter, motel, vehicle or campground;
- In an abandoned building or trailer, or other inadequate accommodations;
- With friends or relatives due to an inability to afford or find adequate housing; or
- On the street;

The McKinney-Vento Homeless Education Assistance Act will provide you with certain rights. Your children have the right to attend school. They have the right to continue in the school last attended before becoming homeless. Your children may enroll in a school without a permanent address, school records, or immunization records in hand. The school will provide you with assistance in obtaining the proper documentation and your children will receive the same special programs and services provided to all other children. For more information, please contact Kay Boan, Federal Programs Coordinator, at 591-2802.

Right to Review Teacher Qualifications

Parents of Franklin Special School District students have the right to know professional qualifications of the classroom teachers who instruct their children. Federal law allows them to ask for certain information about classroom teachers, which the school district will provide in a timely manner.

Specifically, parents have the right to ask for the following information about each child's classroom teacher:

- Whether the Tennessee Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Tennessee State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Kay Boan at 591-2802.

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; that parents and students must be notified of these rights; that these rights transfer to students at

certain points; and that an office and review board have been established in the U.S. Department of Education to investigate and adjudicate violations and complaints of this section.

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.

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 615-794-6624.

FIELD TRIPS

Field trips may be taken during the school year if appropriate for the curriculum being taught. Students will not be allowed to go on field trips without the proper consent form. Fees may be collected for field trip expenses. In order to maintain safety and educational value, students are expected to:

- Remain with the teacher or chaperone at all times.
- Show courtesy to classmates and adults.
- Observe all rules of the place visited.
- Follow all instructions of the teacher
- Stay seated on the bus.
- Bring no gum or candy.

Students who do not comply with school rules may have field trip privileges taken away or a parent/guardian will be asked to accompany the child on a field trip. This is due to the fact that misbehavior on a field trip could cause serious safety concerns.

INVITATIONS AT SCHOOL

Invitations to personal parties should not be distributed at school unless they are given to every child in the class. Invitations to single-gender parties may be distributed if every boy or girl in the class is invited. The Faculty/Staff is not allowed to give out addresses and phone numbers. We encourage all invitations to be sent from home.

JOHNSON ADVISORY COUNCIL

The JES Advisory Council at Johnson Elementary School is made up of representatives of teachers, parents, support staff and administration. Their purpose is to serve as the site-based decision making group for matters that involve the JES community. The JES Advisory Council meets the first Wednesday of every month, except December and January at 3:45PM in the Media Center. **All JES stakeholders are welcome to attend.**

LIBRARY

All students have regularly scheduled library periods. The school library has an excellent selection of books available for loan to children. The student to whom the books were loaned must pay for library books that are lost.

LOST AND FOUND

Misplaced clothing and personal items are always a concern. **Parents are encouraged to label all clothing, backpacks, and lunch boxes so misplaced items may be returned to their owner.** Any lost and found clothing item will be displayed outside of the cafeteria. Smaller items will be sent to the office where students and parents may look for lost items. At the end of the school year, items left in lost and found will be donated to local charities or thrift stores.

MORNING AND AFTERNOON CARE (MAC)

Johnson Elementary School offers a morning and after school care program from 6:00 A.M. to 6:00 P.M. If you would like more information on this program, **please call the school or the district MAC office at 615-790-4719. If you are not able to pick up your child(ren) by 3:45, please consider registering for MAC.**

PARENT INVOLVEMENT POLICY AT JES

Parents are a vital part of the educational system. We encourage all parents to be informed about their child's progress. Franklin Special Schools offers a parent-teacher conference in the fall semester at the end of the first nine week grading period. Ongoing communication is encouraged and valued. Johnson Elementary School provides a monthly newsletter, mid-grade period progress reports, and nine week report cards. Additionally, every school employee is accessible by email through the school website: www.fssd.org. Parents and guardians can call or email to communicate with JES staff as needed.

Johnson Elementary provides opportunities for parent learning at JES and other convenient locations throughout the school year. Topics and facilitators of sessions vary.

The Williamson County Family Resource Center regularly provides sessions and collaborates with FSSD schools. Meals and childcare are available at no cost to the family during the sessions. This is a service that JES provides to help encourage family participation. Contact Family Involvement Coordinator (Lisa Chatman: 615-472-3847 or chatmanlis@fssd.org) for more information.

Johnson Elementary has numerous opportunities for parent participation. Parents are encouraged to join the JES Parent Teacher Organization and take advantage of all the opportunities that organization has to offer. Many events during the year have been planned for your family. If you would like to volunteer in the school, please let your child's teacher know or notify the school office to learn about ways to be involved.

PLAYGROUND

Teachers instruct students in the proper use of playground equipment and supervise recess times. It is extremely important that students use the playground equipment as intended. It is also extremely important that students follow the teacher's rules regarding recess time. This will help prevent injury and provide maximum benefit for the students.

It is important that you explain to your child the necessity of using playground equipment properly and the importance of following rules as explained by the teacher.

PERSONAL ITEMS AT SCHOOL

Students are not allowed to bring toys, virtual pets, cell phones, hand held video games, or other personal items to school that would distract them or others from the learning process. E-Readers are allowed. Please see "Using An E-Reader at School" guidelines. This especially includes weapons or toy weapons that might be used to threaten, scare, or injure other students. Personal items that are confiscated at school may be retrieved from school by the parent.

REPORT CARDS

Students will receive a Report Card each quarter or 9-week period. In addition to these cards, a mid-quarter Progress Report will be sent home as well. Grading is not the same at all grade levels.

SCHOOL CLOSING INFORMATION

Because inclement weather can cause a school closing at any time, the Franklin Special School District wants to remind parents how you will be notified. As soon as the decision is made to close school, the information will be communicated in the following ways:

- ❖ A recorded message will be sent to the primary telephone number and email address on record at your child's school. **If your contact information has changed since the beginning of school, please make sure the school has it.**
- ❖ FSSD Web Site (www.fssd.org)
- ❖ Local Television Stations (channels 2, 4, 5 and Fox 17) and their web sites. It will be listed as **Franklin City** or **Franklin Special** – **NOT** Williamson County Schools or Franklin County
- ❖ Comcast Cable Channel 3 (Williamson County Schools channel)
- ❖ WAKM-950 AM

NOTE: If Franklin Special is NOT listed, schools will be operating on the regular schedule.

USING AN E-READER AT SCHOOL **(Nook or Kindle)**

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:

1. Johnson Elementary is not responsible if the e-reader is lost, stolen, or damaged
2. Students may only read books on the e-reader. (no Internet access)
3. They may not access the Internet on their device. On our computers at school, we have filtering systems that limit student access to only appropriate sites. We cannot control this on an e-reader device. If a student is found on the Internet, he or she will be banned from bringing the device to school.
4. Students may not "buy" books on their device while at school.
5. Students may not lend or share their e-reader with others.

VISITORS TO THE BUILDING

Every person who comes to the school must report to the office first. They will sign in and be given a visitor's sticker that they must wear while in the building. This is to help insure the safety of all students and staff at JES.

During the school day, all doors are locked except for the main front doors. **All visitors must enter and exit through the main office and sign in and out. Visitor stickers must be returned at the front office.**

Parent Signature Page

Name of student: _____ Grade: _____

Homeroom Teacher: _____

- / **I have read and understand the Equal Educational Opportunities Policy.**
- / **I have read and understand the School Health and Screening Policies.**
- / **I have read and understand the Attendance Policy, the new Dress Code Policy, and Birthday Celebration Policy.**

Please sign below indicating that you have read, understand, and agree to follow the guidelines of the JES Parent Handbook in its entirety and return this page to your child's teacher.

Signature of Parent or Guardian _____ **Date** _____

This handbook is also located on the Johnson Elementary School website that can be found at www.fssd.org. If you have any questions regarding the information found within this handbook, please feel free to contact your child's teacher or the front office.