

Johnson Elementary School

Empowering ALL students to achieve high levels of learning.



JES

Parent Handbook 2025-2026



Johnson elementary

Franklin Special District

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Franklin, TN 37064
(615) 794-6624

Johnson Elementary School

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Welcome to Johnson Elementary School!

Our school is a collaborative community that nurtures, inspires, and empowers the whole child to become a life long learner and a productive citizen through equitable, high quality learning for ALL. The doors of JES are always open to parents. We look forward to partnering with you this year in your child's education.

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

Starr Wallace

Assistant Principal – wallacesta@fssd.org

ARRIVAL AND DISMISSAL

- **Arrival Time:** Students should arrive between **8:00 a.m. and 8:25 a.m.** Students arriving before **8:00 a.m.** should be enrolled in the **MAC program** or scheduled **tutoring**.
- **Door Closure:** The front doors will close at **8:30 a.m. indicating your student is late.**
- **Late Arrival:** If arriving after the front doors close 8:30 a.m., parents must park and escort their child into the front office for a tardy slip.
- **Early Dismissals** are also recorded as tardies. Students will only be called for dismissal when the parent/guardian is in the front office to sign them out with proper identification. To ensure a smooth and safe dismissal for all students, **we cannot honor early dismissals after 3:00 p.m.**
- **Morning Arrival:** 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 only.** 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 due to the dangers of walking across arrival traffic.
- **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 their classroom hallways 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.**
 - ***Bus Riders*** are loaded at the MAC doors at 3:25.
 - ***Walkers*** will dismiss after the buses have cleared.
 - ***Car Riders*** will be called once the buses have cleared and walkers. During “Meet and Greet Night,” each family will receive 2 large car tags. Please write your child's name and grade on the car tag. If you have more than one child, write all of their names on one car tag. **We will only dismiss a child to the car if we see the car tag.** If you lose the car tag, you will need to park in one of the designated parking spots, come into the office with a form of identification, and we will issue another tag to your family.
 - ***Students should be picked up no later than 3:40 P.M.*** Students still at school at that time 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 prior to 2:00 P.M. to inform the front office of the change.**

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.

Attendance

The sole authority for the enforcement of the compulsory attendance laws are placed on the local Board of Education and its designated employees (TCA 49-6-3006).

Excused Absences

FSSD Board Policy 6.200 on attendance lists excused absences as follows:

- Personal illness/injury
- Illness of immediate family member
- Homebound
- Hospitalization
- Death in the family
- Extreme weather conditions
- Religious observances
- Military service of parent or guardian
- Pregnancy
- Summons, subpoena, or court order
- Circumstances which in the judgment of the principal create emergencies over which the student has no control, determined on a case-by-case basis.

Absences not due to the reasons above will be considered unexcused and the student will be responsible for making up missed work upon his/her return. **When a student is absent, please call the school by 9:00 A.M.** and state the reason for the absence. The attendance secretary will call a student's parent/guardian regarding all absences not verified. Within seven days of the date your student returns to school, please email leachche@FSSD.ORG or hand deliver a note to the front office explaining the absence(s). Without this information, the absence will be marked as unexcused. If your student brings the note to school, we encourage you to follow up by phone or email with the attendance secretary to ensure that the note has been received and properly documented.

Unexcused Absence Laws

Laws (Tennessee code Annotated – TCA)

- TCA 49-6-3001 School Attendance Law requires all children ages 6 to 17, inclusive, to attend school each day.
- TCA 49-6-3007 authorizes judges to assess a \$50.00 fine or five (5) hours of community service against parents/guardians when a child has more than five (5) unexcused absences during any school year.
- TCA 49-6-3007 requires the principal to notify a parent/guardian when a child is absent five (5) cumulative days.
- TCA 49-6-3007 communicates the steps involved in the required Tiered Truancy Intervention Plan.

Progressive Truancy Intervention Plan

Truancy only refers to **UNEXCUSED** absences. All schools must follow state law that requires school personnel to follow a truancy intervention plan for students who are accruing unexcused absences.

- **Tier I** intervention applies to all students within the district and includes schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, parent engagement by teachers and administrators, school counselor support, and information provided in the school handbook.
- **Tier II** intervention will be implemented when a student has accrued **5 unexcused absences**. Tier II will require a meeting with a school administrator and the completion of an attendance contract.
- **Tier III** intervention will be implemented if the Tier II requirements are not met, and the student accrues 3 more unexcused absences totaling **8 unexcused absences**. Tier III will require a meeting with the school counselor and may include the following interventions: sessions with the school counselor, school-based mental health referral, community resource agency referral, Positive Behavior Interventions and Supports (PBIS), check-in check-out with a school mentor, and other interventions as deemed necessary by school and district administration.

- **A Truancy Petition** may be filed with the Williamson County Juvenile Court by the district attendance coordinator or the safety and attendance supervisor, if additional unexcused absences accrue.

Chronic Absenteeism

Chronic absenteeism includes both excused and unexcused absences. Research indicates numerous absences from school negatively impact a student's achievement and success. In FSD, attendance is monitored to determine what barriers, if any, are impacting a student's ability to be in school on time and for the full day. Attendance secretaries, principals, and/or the district attendance coordinator or the safety and attendance supervisor may contact parents/guardians if absences appear to be leading toward chronic absenteeism. The Tennessee Department of Education's reporting standards incorporate attendance data as an indicator of school quality and student success.

Notifications of Absences

When a student accumulates five unexcused absences, the attendance secretary will notify the parent/guardian. When a student accumulates eight unexcused absences, the attendance secretary will notify the parent/guardian. When a student accumulates 10+ absences (excused, unexcused, or a combination of both), a referral will be made to the district attendance coordinator or the safety and attendance supervisor. Communication will be sent to the parent/guardian regarding the excessive absences. Once a student accrues 10+ absences, he/she will be required to submit a doctor's note for absences to be excused for the remainder of the school year. It should be noted that if a student is not in school for a minimum of three hours and 15 minutes on a given day, the student is considered absent according to state regulations.

Warranted Absences

A principal may, at their discretion, allow a student to have up to five days of warranted absences, i.e., absence for a family emergency, unusual circumstance, etc. In order for a student to be granted a warranted absence by an administrator, the parent/guardian must submit this request in writing to the administrator. These absences will be **unexcused** and will not count towards truancy. Teachers are not required to give missed work prior to the absences but will provide missed work upon the student's return. The student has a timeframe equal to the length of the absence to turn in the missed work.

Early Dismissal

Leaving school early is strongly discouraged due to the loss of instructional time and disruption to the learning environment. Students leaving early must be signed out in the school office by a parent/guardian or other approved adult who must provide a valid government-issued photo ID. If the student is leaving early because of a medical appointment, the parent/guardian is

encouraged to obtain an excuse note prior to leaving the medical facility and provide it to the front office upon the student's return. We appreciate your efforts to make appointments during non-school hours. Please note that an early dismissal is also considered a tardy. Please **refrain from picking your student up after 3:00PM**, unless it is an unavoidable situation.

Tardiness

A student is considered tardy to school if he/she is not in his/her homeroom when the bell rings at **8:30AM** 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 obtain a class admission slip. If a student is late because of a medical appointment, please provide an excuse note from the medical office. When a student arrives at school late, the student's academic learning is delayed and the classroom is disrupted.

No Advanced Assignments

Teachers will not send makeup work for the days absent in advance. It will be the parent's and student's responsibility to obtain the work when the student returns.

Withdrawal Process

To initiate the withdrawal process, the parent/guardian must notify the attendance secretary. The attendance secretary will provide the appropriate forms to the student and/or parent/guardian. Debts related to textbooks, library books, cafeteria fees, etc. must be paid and school property (Chromebooks, chargers, Chromebook bags, etc.) must be returned to the front office. The school will provide any additional steps to the parent/guardian regarding the withdrawal process. Once **Johnson Elementary** receives a request for records from the new school in which the student is enrolled, the student will be withdrawn.

*** 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, after school 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.

Our school's agreed upon behavioral expectations are called ROAR (Respectful, Organized, Always Safe, Responsible). The expectations are operationally defined with examples of what

the expected behavior looks like in each location (see behavior matrix). This will improve clarity and consistency of what is expected throughout the school.

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 the character development of our students. To facilitate this, we have established the following guidelines.



**Johnson Elementary School
R.O.A.R. Behavior Matrix**

	R I am Respectful	O I am Organized	A I am Always Safe	R I am Responsible
Arrival & Dismissal	Follow directions. Keep personal space.	Have all materials before leaving & arriving to class.	Use sidewalks & crosswalks. Stay in safe area.	Arrive on time & ready to learn. Stay in your assigned waiting area. Take care of belongings.
Hallways & Office Area	Speak politely at appropriate voice level. Listen & follow directions. Wait your turn.	Walk on the right side of the hall. Keep backpacks on your back while walking.	Wait for & allow adults to open outside doors.	Move directly to your destination. Return to class promptly.
Assemblies & Special Events Restrooms	Level 0 when speaker is talking. Honor privacy. Be quick. Be quiet. Be clean.	Follow assembly procedures. Listen for directions. Use supplies & facility correctly. Return to class promptly.	Sit on your bottom. Report unsafe/unclean conditions to adults.	Eyes on speaker. Participate, if asked. Use only with permission. Clean up after yourself.
Cafeteria	Wait your turn. Speak politely at appropriate voice level. Use good manners (<i>"please, thank you & excuse me"</i>).	Talk quietly. Clean up after yourself.	Listen for & follow directions.	Go, Flush, Wash your Hands. Stay in your seat. Raise hand if you need something.
Playground & Gym	Take turns and share equipment. Play fairly & use kind words.	Line up quickly.	Use equipment appropriately.	Follow directions. Ask for help when needed.
Classroom & Learning Environment	Make new friends Use kind words & actions Listen for & follow directions. Share ideas & listen to others' ideas.	Keep learning environment clean. Use time wisely. Arrive on time ready to learn.	Ask for permission before leaving assigned areas. Use classroom tools appropriately.	Quickly respond to directions. Always try your best. Be honest & own your behavior.

R.O.A.R. EXPECTATIONS FOR ALL AREAS:

All lines are quiet lines. Walk with purpose.

BIRTHDAY CELEBRATIONS AND CLASSROOM PARTIES

FSD 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 in non-edible items such as pencils, stickers, bookmarks, and erasers
- choose to dedicate a new book to the library for your child's birthday.
- purchase an ice-cream treat for all students in the classroom to enjoy at lunchtime. The Ice Cream order form can be picked up in the office or you can find it on the JES website.

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.***

CLINIC / SCHOOL HEALTH

School Health Protocols

First aid and health care provided by the school nurse is primarily for illness and injuries which 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.

School Health Screenings

Free health screenings will be provided throughout the school year in compliance with guidelines of the Tennessee State Department of Education. These may include, but are not limited to, vision, speech, hearing, dental, height, weight and blood pressure. Please contact the school nurse if you wish to decline screening or have questions.

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 cough drops, Tylenol, Motrin, and ointments such as Neosporin. 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. All medications administered at school must be FDA approved. For chronic health conditions such as diabetes, food allergies and asthma, an

individualized healthcare plan (IHP) should be developed to provide for the health needs of those students (see your school nurse immediately upon school entry). In the event of an emergency at school and medications have not been made available, 911 will be called.

Prescription medications require both a doctor's signature and a parent/guardian signature. The medication must be brought to school in a labeled prescription medication bottle from the pharmacy.

Non-prescription (over the counter) medications 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.

All medications must be brought to school by a parent/guardian. It is a violation of state law for students to possess medications on the school bus or school grounds unless provided for in the IHP.

Before and After School Activities

Upon enrollment in a before or after school program including, but not limited to, MAC, sports teams, clubs, band, choral, theater, it is the responsibility of the parent to notify the activity coordinator/staff of any health concerns and the location of any emergency medications, such as epinephrine auto-injectors, albuterol inhalers, Diastat, and Glucagon. The school nurse can be contacted by the parent and/or staff member to share the student's IHP and coordinate access to the student's emergency medications which may be available on school grounds.

Illness at School

Students with symptoms of infectious illness will be assessed by the school nurse and excluded from school based on the FSSD Illness Guidelines. Parents should be prepared to pick up their students promptly and will be advised on return to school criteria. Please make sure to notify the school of any changes in your contact information so we are able to notify you in the event of an emergency, illness or injury.

FSSD FOOD AND CULINARY SERVICES PROGRAM

Your school participates in the National School Lunch and Breakfast Program allowing us to provide a healthy breakfast and lunch each school day. The cafeteria serves well-balanced meals every day. Each student is assigned an individual code to track participation and account information. Menus for Breakfast and Lunch are posted on the school website and the MealViewer mobile app.

How to pay and can I pay ahead? You may send cash or checks to your school. Please be sure to label your check with your child's full name. Checks should be made out to your school cafeteria. Cafeteria monies must be paid separately from any other monies. For your convenience, you may use a credit or debit card online through your Skyward Family Access account using RevTrak. The District Food and Culinary Services office, 615-472-3728, can also enter the payment into RevTrak from a credit or debit card for you.

How do I sign up for Free and Reduced Meals? A free and reduced application must be filled out each year. You can find the application online through your Skyward Family Access account. Each family will receive an application with the back to school forms that are sent home. Please call the District Food and Culinary Services Office at 615-794-6624 if you have any questions about Free and Reduced applications and your family's eligibility. You will receive a letter indicating your application has been processed and your eligibility determination.

Can my child buy extras like ice cream? We offer ice cream and other additional items for sale to students who have money in their accounts or cash with them. All extra items (ala carte items) are Smart Snack compliant. If a child has a negative balance, they will not be able to purchase ala carte items. Elementary schools limit ice cream purchases to an assigned day of the week by grade level.

May I come have lunch with my child? Parents are welcome to join their child for lunch. It is not necessary to call ahead for reservations. You must sign in at the office with a photo ID to receive a visitor's badge. Please meet your child in the cafeteria. Once you finish lunch, you need to return to the front office to sign out.

May I bring in lunch for my child from their favorite restaurant? The FSD Board policy 3.50 states: "Students will be permitted to bring their lunches from home and to purchase beverages and incidental items. Breakfast and lunch brought from outside food service facilities will not be permitted to be consumed in the cafeteria."

What happens if my child forgets his lunch or lunch money? What happens if my child's account develops a negative balance? All children in FSD who want breakfast and lunch will be fed. They will be offered the same lunch as every other child. If your child has a negative balance, he or she will not be able to purchase ala carte items. Please see the FSD Negative Balance Policy in this handbook for more details.

My child prefers to bring his or her lunch. Is there anything I cannot send? We do not allow glass containers, energy drinks, coffee drinks or carbonated beverages.

My child has a food allergy. How is this handled? The Food and Culinary staff works closely with your school nurse to make sure all allergies that are listed on their Individualized Health Care Plan are noted on their cafeteria account.

Breakfast Prices:

Reduced Student	\$0.30
Student	\$3.15
Adult	\$3.50

Lunch Price:

Reduced Student	\$0.40
Student	\$4.35
Adult	\$5.25
Child Visitor	\$4.35
Holiday Visitor	\$6.00

How is my child expected to behave in the cafeteria?

All 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 see JES R.O.A.R. Behavior Matrix.

Franklin Special School District

Meal Charge Administrative Procedure

Effective Date: May 17, 2025

Families will have access to the meal charge administrative procedure via publication in the student handbook, FSSD website, and included with the Free and Reduced applications. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure in the student handbook and FSSD website

Local Charge Administrative Procedure Considerations

Students who are unable to pay for their meals at the time of the meal service are allowed to charge Breakfast and Lunch. Students charging breakfast and/or lunch will receive reimbursable meals. Students with a negative balance will not be able to charge ala carte items. If a parent sends in cash for an ala carte item the student may use the cash for that item.

Household Notification

Negative balance notification:

1. The FCS department will send out a negative balance email to the parent's email address each Saturday.
2. The FCS managers at the elementary schools will send home a notice through the child's teacher weekly.
3. The FCS department will use Parent Square to call every family with a negative balance of \$25.00 or more on the 15th of the month.
4. Any student whose account is over \$75.00 will receive a phone call from the FCS manager at that child school.
5. Any account over \$150.00 will be referred to the FSSD Social Worker for evaluation on the family's need for assistance.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is collected. The debt will be carried over at the end of the school year.

Report cards will be withheld at the end of the school year until all monies owed FSSD are paid. Skyward Family access may be suspended until account is paid.

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact Robbin Cross, crossrob@fssd.org , 615-794-6624 for establishing a repayment plan.

Bad Debt

Bad debt is determined to be uncollectable, with further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt 90 days after the child leaves FSSD.

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting any of the following FSD staff members at 615-794-6624:

Robbin Cross, FSD FCS Supervisor, crossrob@fssd.org.

Amanda Morrissey, FSD Social Worker, morrisseyama@fssd.org

Diane Price, FSD Translator, pricedia@fssd.org

CONFERENCES WITH TEACHER / PRINCIPAL

Parent Conferences for all students will be scheduled during the month of October. 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. 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.

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 July 2016 and is reviewed annually**. While the policy in its entirety may be found [here](#); please note the summary below:

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.

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.

- 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.
- **Sneakers 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
- Hats 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 Stacey Robertson, FSSD’s Section 504 compliance coordinator. For more information, please contact Mrs. Robertson 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.

More Information or Grievances: For more information regarding nondiscrimination policies, contact Stacey Robertson, who coordinates Section 504 compliance efforts at (615) 794-6624.

For grievances, contact Dr. David Esslinger or Dr. Mary Decker 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.

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 Pax Wiemers, Federal Programs Coordinator, at 615-794-6624.

Right to Review Teacher Qualifications

Parents of Franklin Special School District students have the right to know the 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 FSSD Human Resources, at 615-794-6624.

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.

***Directory Information** can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or sports conferences. FSSD has designated the following information in a student's education record as "directory information":

1. student name
2. physical and electronic mail address
3. date and place of birth
4. participation in officially recognized activities and sports
5. weight and height of members of athletic teams
6. honors and awards
7. dates of attendance and grade level

If a parent or guardian does not want a student's directory information released or published in any manner (i.e. school publications, such as the directory, yearbook, honor roll or recognition lists, promotion programs and sports activity sheets). A **Non-Release of Directory Information Form** is available in the school office and should be completed and returned to the school. Forms remain active throughout a student's time in FSSD. It may only be voided by parent or guardian signature.

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.

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 near the music room. 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 and 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, smart watches, hand held video games, or other personal items to school that would distract them or others from the learning process. 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 and PROGRESS REPORTS

Students will receive a Report Card each quarter or 9-week period and a Progress Report every 4 ½ weeks. Report Cards can be accessed online via Skyward Family Access. 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 and their web sites. It will be listed as **Franklin City** or **Franklin Special** – *NOT* Williamson County Schools or Franklin County

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

THREAT ASSESSMENT

As part of the Franklin Special School District's ongoing commitment to student and staff safety, the district has instituted threat assessment procedures. These procedures are used in every school if or when a student makes an expression of intent to harm someone or something (written, verbal, or other). These threat assessment procedures, which have been thoroughly developed in conjunction with law enforcement and school counseling professionals, enable administrators to quickly and effectively deal with the incident. These procedures provide a process for evaluating the context and credibility of the threat and the evidence and circumstances surrounding it. Additionally, the assessment will assist in determining what resources, if any, need to be applied to the situation or provided to the student/family.

It is important to note that any and all threats of harm made by a student of any age or in any grade will be taken seriously and that the threat assessment procedure will be followed accordingly.

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

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.”

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.

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.