Franklin Elementary School

Parent

Handbook

2016-2017

Franklin Special School District
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Franklin Elementary School
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Welcome to Franklin Elementary School!

Faculty and Staff of Franklin Elementary School are committed to the following beliefs:

Learning: We believe everyone is a learner and has the right to learn. All learners are challenged to meet high expectations. Learning is a life-long endeavor that is meaningful, inquiry-driven, and actively constructed through individual and social experiences.
Stakeholder Expectations: We believe learning is enhanced when all students, parents, staff, and community members share responsibility in advancing the school's mission through open and honest communication and collaboration.
Policymaking: We believe that the policies and decisions focus on meeting the needs of the students and represent the values and beliefs of the school community. We value stakeholder input and collaboration.
Instruction: We believe effective instruction is student centered and encourages children to explore, experiment, and experience the joy of learning in a safe and nurturing environment. Instruction is differentiated to engage and challenge students while meeting their individual needs.
Relationships: We believe that positive, trusting relationships are necessary to build and maintain an efficient and effective learning environment. Our relationships honor diversity, respect different viewpoints, and utilize individual strengths to build a professional learning community.
Assessment: We believe that purposeful, ongoing assessment drives instruction and measures learning. Assessments are authentic, varied, and performance driven.

<u>The mission</u> of Franklin Elementary is to provide excellent academic, emotional, artistic, and physical experiences in a professional learning environment.

<u>The vision</u> of Franklin Elementary is to become a school that embraces diversity in a safe and caring environment where assessment drives instruction and students are engaged learners who develop the character traits necessary to become productive citizens. We envision a school where faculty, parents, and community members collaborate to foster excellence and success in life-long learning.

The doors of FES are always open to parents. We look forward to a full partnership between home and school this school year.

The policies and procedures of Franklin 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. If you cannot find the answers to your questions in this document, please don't hesitate to contact the FES administration:

Dr. David Esslinger
Principal – (esslingerdav@fssd.org)

Mrs. Anne Riley
Assistant Principal (rileyann@fssd.org)

ACADEMIC SUPPORT TEAM (AST)

Everyone at Franklin Elementary and in the Franklin Special School District keeps the district vision of ***"excellence for teaching and learning for all"*** at the forefront of all our decisions. Meeting the varied needs of students is the most important task we have as educators. Teachers design and implement instruction with each student's ability level in mind, making sure success is within reach at all levels. To achieve this goal, teachers use flexible, tiered instruction in math, reading, and language arts. This means that students who excel will be challenged at higher levels and students who need additional instruction or intervention to understand the material will receive that help on his/her level. This extra learning time may be provided by the student's regular teacher or by another qualified teacher in the building. A variety of assessments are used to determine how well the interventions are working to meet the student's needs.

Sometimes, teachers need assistance from a team of teachers or other specialists at school to determine the best strategies for student success. This team, known as the Academic Support Team (AST), is in place to provide necessary support to teachers as they work to find the best interventions for each student. On occasion, the AST will suggest a change in strategy or may ask for a parent conference. When the Academic Support Team meets to discuss a student's progress, families will receive a confidential, brief summary of that discussion. Families will be notified of the support that they may provide at home to help the child reach his/her learning target. If you have any questions regarding this process, please contact either of our reading coaches - Miriam Hyman (hymanmir@fssd.org) or Niki Sidler (sidlernik@fssd.org).

ARRIVAL AND DISMISSAL

We ask that parents **have students at school by 8:15 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 7:50 a.m.*** unless they are enrolled in and attending the MAC program (located at the Central Office Annex).

Car riders, walkers and bikers: The entrance for students arriving by car, on foot, or bike is on the north side of the building. Cars should enter the driveway from Battle Ave. between 7:50 a.m. and 8:15 a.m. and 3:00 p.m. and 3:30 p.m. Please do not park in the lot behind the school and let your children out. Car riders must go through the car lanes to drop off their child. The entrance from Figuers Drive is to only be used for busses bringing students to and from school. **The north side entrance near the gym will be locked at 8:25 a.m. sharp each morning. If you arrive after 8:25 a.m., you must enter through the front office.**

Second, Third and Fourth grade students coming to school between 7:50 a.m. and 8:15 a.m. are to go directly to the Gymnasium. Kindergarten and first grade students are to go directly to their grade level commons area. Students will be supervised until their teacher picks them up at 8:20 a.m.

If a student is brought to school late, their parent or guardian needs to park in the parking lot off Figuers Drive and bring the child into the office to sign them in and receive a tardy slip.

This will be necessary to be allowed into the classroom. **Please do not park in the bus lane.**

Instruction stops at 3:20 pm and dismissal procedures begin at 3:30 p.m. Those students being picked up in cars will be available at the north side of the building. ***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 TRANSPORATION If an occasion arises where your child needs to change their normal method of transportation home, always send a signed 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 to give the office staff time to inform your child's teacher of the change.**

Student AM Drop Off:

- Parents will drop-off and pick up children on the north side of the building, entering off of ***Battle Ave***. Students will enter the building through gym hall doors.
- Parents may drop students off between 7:50 and 8:25 a.m. when the building is open for students. Students should not be dropped off before 7:50 a.m. since there will be no supervision provided.
- Please use the lane closest to the building to drop off students in the morning.
- Be sure students are ready to exit their cars as soon as you are within 4 or 5 cars of the entrance to avoid traffic back up.
- Please go through the drop off lanes and **do not drop off your child in the back parking lot.** All drivers in the drop-off lane should remain in their cars.
- If you prefer walking your child in, please park in the front parking lot, sign in, and walk your child in.
- Please drive slowly anytime you are on campus. Reckless driving in a school zone will be reported to the Franklin Police Department.
- ***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.*** Main entrance doors (on Figuers Drive) are the only ones open after 8:25 a.m.
- Bus riders will enter the building through the front entrance off of Figuers Drive. Kindergarten students will go to the Kindergarten commons and first grade student to first grade Commons. 2nd – 4th grade students will go to the gym. If students will be eating breakfast, they will go directly to the cafeteria.

Student PM Car Rider Pick Up:

- Students are dismissed beginning at 3:30 p.m. Parents picking up students should drive to the crosswalk and place their car in park to wait for their children. If you are going to wait awhile, please turn off your engine to reduce emissions.
- **Student Pick Up Permit for Car Riders:** All parents must have a completed Student Pick Up Permit displayed on their dashboard to pick up their student(s) by car. These were given in the registration packet. If you need another, you may pick one up in the office. If a parent does not have a Pick Up Permit, they will not be allowed to pick up their child

from the car lanes. Parents without the pick up permit will need to pick up their child(ren) in the school office after regular dismissal. Bottom line: **IF YOU DO NOT HAVE YOUR PERMIT DISPLAYED, THE CHILD WILL NEED TO BE PICKED UP IN THE OFFICE.**

- **Please stay in or at your car when you come to pick up your children.** You may stand at your car to get your child's attention. Please do not go to the sidewalk to meet your child because it slows the dismissal process.
- **If your child is a car rider, please drive through the pick-up lane.** Please do not park in an adjacent lot and walk to get your child, or expect them to come to you.
- Student walking home from school will be excused after bus and car riders are gone. They will be excused from the north or west exit, depending on their route.
- **Please do not park in the lanes in front of the school** as these lanes are for deliveries and busses ***only***. **Also, please do not drive through or drop off students in these lanes.**
- If you need to come to the school office, please park in the Figuers Drive parking lot and walk in the front doors to the office.
- At dismissal, bus riders will be dismissed to the halls to wait for their bus to be called. Busses will be parked at the Figuers entrance of the building. Walkers and bike riders will be dismissed after the busses have left.
- Pre-Kindergarten pick up will be at the north side of the building. Please enter through the drive off Battle Ave.
- **Children riding home with other parents:** The custodial parent must write a note and send with their child informing the homeroom teacher of the name of the parent and child with whom they are to ride home. This note will be sent to the office before 9:00 am. Upon the dismissal of car riders, the students involved will be sent to the office for pick up and **are not to go to the pick-up line.** The receiving parent must come into the office to pick up the students **and be on the pick-up list provided by the custodial parent**. If the receiving parent is not on the pick-up list, a phone call will be made to the custodial parent to confirm the arrangement.

ATTENDANCE

Regular school attendance is vital to the academic success of each student. Therefore, it is imperative that each student attends school every day. State law requires the principal to notify the parents when a child has accumulated five (5) unexcused absences. The FSSD Attendance Office will also be notified of these absences. Parents may be referred to Juvenile Court for neglect of their child's educational needs if unexcused absences and/or tardiness become excessive.

If your child is absent from school, you will receive an automated phone call to confirm the absence.

Excused Absences: "The sole responsibility and authority for the enforcement of the compulsory attendance laws are placed on the local board of education and its designated employees" (Sec. 49-1711). **FSSD's Board policy on attendance lists excused absences as** (FSSD Board Policy 6.200)**:**

1. Personal illness

2. Illness of immediate family member
3. Extreme weather conditions
4. Death in the family
5. Religious observances
6. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

Absences **not due to reasons above (such as trips, etc.) will be considered unexcused**, and the student will be responsible for making up missed work upon his/her return.

For the safety of all students, when a student is absent, the parent/guardian must call the school and state the reason for the absence. When your child returns to school, send a hand written signed note with him/her explaining the absence(s). Otherwise, the absence is unexcused.

Digital communication (email or text) will not be accepted to excuse absences.

No Advance Assignments: Teachers will not send makeup work for days absent in advance. It will be the parents and students responsibility to get the work when the student returns. This allows the teacher to set aside work as the week goes on, rather than having to take the time to prepare it prior to the absence.

Unexcused Absences: There are two compulsory attendance laws that we need to bring to your attention:

1. Senate Bill 2227 (House Bill 1976) authorizes judges to assess a $50.00 fine against parents when a child has more than 5 unexcused absences during a 6-week period.
2. Senate Bill 2375 (House Bill 1815) requires the principal to notify parents when a child is absent 5 cumulative days.

It should be noted that if a student is not in school for three hours and fifteen minutes, the student is considered absent according to state regulations.

FSSD Attendance - 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 via return receipt requested. 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 will include a Student Detail Report that shows the dates of the unexcused absences. Principal shall use discretion on this and next step depending on information parents disclose after receiving letter. A copy of the letter sent will be filed.

After 8th *unexcused* absence: The second unexcused letter will be sent home from the school reminding parents of the school/state attendance policy, and of the district's policy regarding truancy petitions. A copy of the letter will be kept in student's attendance file.

After 10th absence (any combination of excused and unexcused): The excessive absence letter will be sent to parents after the 10th absence from the local school. Principals or the district attendance supervisor has the discretion to request a doctor's note at this time. The note should include specific dates and when child may return to school. School/district nurse/attendance supervisor may validate doctor's note. A social worker or district attendance supervisor may make a home visit, at principal's discretion, making arrangements first with a phone call. A visit by social worker will determine what, if any, community resources might be needed. The goal of this home visit is to change unexcused absences into excused absences, and to provide resources needed to get the child into school as soon as possible.

After 10th *unexcused* absence: Parents will be required to visit with the school principal and/or attendance supervisor who can require medical documentation for each and every further absence of the child. The school /district nurse may validate doctor's note. After the meeting, dependent on findings, a truancy petition may be filed. Parents will be notified as to the next steps related to filing a petition with the court.

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 District will send an additional letter after 8 excessive tardies. A student is considered tardy to school if he/she is not in his/her classroom when the tardy bell rings at 8:30 a.m. There will be exceptions for students arriving on late busses. Tardiness related to oversleeping or not leaving home on time is unexcused. A student who is tardy must report promptly to the office to sign in and get a class admission slip. Students who leave school before 3:30 are also considered tardy.

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.

BACKPACKS

Each student needs a backpack to carry homework, notes, and other small school materials between school and home. The items are not heavy or cumbersome and neither should the backpacks be. All student backpacks should be more than 11" wide and may not have wheels to be rolled on the ground.

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 ABUSE REPORTING

School staff members are required by law to report any suspicions of child abuse to appropriate authorities for investigation. Neglect and lack of proper supervision are considered forms of abuse.

CHILD FIND

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.

Educational needs are determined through parent interviews and child evaluations. Areas evaluated may include, but are not limited to, vision, hearing, speech and language, motor, cognitive and adaptive development.

Following the evaluation, if a child is identified as meeting the Tennessee State Eligibility Standards and their needs cannot be met in the regular classroom, an Individual Education Program (IEP) will be developed for the child and an appropriate program offered to the child's educational needs.

Available Support Services:

- Assistive Technology
- Audiological Services
- Behavioral Interventions
- Counseling Services
- Homebound Instruction
- Occupational Therapy
- Physical Therapy
- Psychological Services
- School Health Services
- Speech/Language Therapy
- Vision Therapy

For more information about Special Education services in the Franklin Special School District, please contact our Instructional Facilitator for Special Populations, Beth Herren, at 615-794-6624.

The FSSD adheres to all federal and state requirements as outlined in the Individuals with Disabilities Education Act (IDEA) or the Tennessee Special Education Eligibility Standards.

CLINIC / HEALTH POLICIES / PROTOCOLS

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.

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

school or on field trips. In the event of these and other emergencies, 911will be called. Contact the school nurse or administrator for any questions or concerns regarding emergency procedures.

Medications at School
State law prohibits dispensing of medications, both prescription and non-prescription, at school without a completed medication form. This includes over the counter 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. An Individualized Health Care Plan is required for students with chronic illness such as asthma, diabetes, food allergies, etc. Forms are available from the school nurse or on the website at www.fssd.org. The first dose of any new medication is to be administered at home.

Prescription medications and complementary and alternative 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.

MEDICATIONS MUST BE BROUGHT TO THE SCHOOL CLINIC BY A PARENT OR GUARDIAN. IT IS A VIOLATION OF STATE LAW AND SCHOOL POLICY FOR A CHILD TO BRING MEDICATIONS TO SCHOOL.

Illness at School
Students should not come to school if…

They have had fever of 100 degrees or higher in the past 24 hours.
They have had vomiting or diarrhea two or more times in the past 24 hours.
They have been on antibiotics for strep throat, pinkeye or other infections for less than 24 hours.

Students will be sent home for….

- Fever of 100 degrees or higher (must be fever-free for 24 hours before returning to school, without the use of fever-reducing medications such as Ibuprofen and Tylenol).
- Vomiting or Diarrhea (must be free of vomiting/diarrhea for 24 hours before returning to school).
- Unexplained rash (must be rash-free or have a doctor's note stating they can return to school).
- Suspected Pink Eye (must be symptom-free or have a doctor's note stating when they can return to school).
- Lice (FSSD has a no nit-no lice protocol) See nurse for lice eviction guidelines.
- Injuries/Illnesses that are determined by a school nurse or school administrator to require subsequent physician care or close monitoring (such as suspected fractures, head injuries, allergic reactions, asthma symptoms not controlled by available medications, etc.)

It is very important that we have your home, work and cell phone numbers. Please make sure to notify us of any changes. We must be able to contact you in case of an emergency, illness or injury.

CONFERENCES WITH TEACHER / PRINCIPAL

Parent conferences for all students will be scheduled between mid September and mid October. For other conferences, **please make appointments to talk with teachers before, during the teacher's planning time, or after school hours.** An unannounced visit interrupts teaching and planning. If they know you are

coming, they can plan accordingly for your visit. You can call the school office (794-1187) 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.

CUSTODY ISSUES

Please keep the school office informed of any concerns regarding custody issues and your child. The school office needs to have a copy of all official papers and keep them on file in order to meet the directive of the court.

DISCIPLINE

Please talk with your child about your expectations of his/her behavior and performance at school. We will work diligently with students and parents to help students develop self-discipline in our students, 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.

The faculty of Franklin Elementary has adopted a school wide discipline policy. Included in this policy is the use of an in school detention room (ISD) for those students who choose not to behave properly.

Franklin Elementary Discipline Policy:

1. All personnel are responsible for all students all the time.
2. It is the responsibility of each teacher to maintain discipline in his/her classroom. When a child receives a demerit is at the discretion of the faculty member.
3. A child will be sent to the office if he/she has done the following:
    a. Received 5 demerits within any one week (Mon. - Fri.).
    b. Received 2 demerits within any one day.
    c. Committed any severe offense found on the yellow Discipline Report Form: stealing, swearing or inappropriate language heard by an adult, fighting, possession of dangerous objects, vandalism, disrespectful conduct, and/or intimidation / bullying.
4. Once a child is sent to the principal's office, the consequence will be at the discretion of the principal or assistant principal.
5. When a faculty member issues a demerit to a child he/she will complete a demerit slip. The distribution of the demerit slip is as follows:
    a. Parent receives white copy.
    b. Issuing teacher keeps a copy and the homeroom teacher receives a copy.
    c. It will be the responsibility of the homeroom teacher to follow-up to insure the white copy is returned signed.
6. When a child receives 5 demerits within a week (Mon. – Fri.), or 2 demerits within a day, he/she will be sent to the office **along with his/her copies of demerit slips and a yellow discipline report** so the principal/assistant principal will know the offenses committed. The demerit slips will be returned to the homeroom teacher. A copy of the completed discipline report will be sent to the home room teacher, administration, parent, ISD teacher assistant, and school counselor.

FES Behavior Expectations - ROAR!

Be Respectful, Own It, Act Safely & Be Responsible

	Classroom and Related Arts	Hallways and Common Areas	Dismissal (Bus & Car Line)	Playground	Cafeteria	Bathroom
Be Respectful	-Be polite and work cooperatively with others -Actively listen to the speaker -Keep hands, feet, and other objects to yourself -Respect others' rights to learn and teach	-Walk quietly in the halls -Listen for directions	-Listen for directions -Be kind in actions -Sit silently -Keep hands, feet, and other objects to yourself	-Keep hands, feet, and other objects to yourself -Listen for directions -Be kind in actions and words	- Keep hands, feet, and other objects to yourself -Cheerfully listen to and obey adults -Use quiet voices -Use good manners	-Honor privacy
Own it	-Accept consequences -Make amends -Be honest -Do your personal best	-Accept consequences -Make amends -Be honest	-Know how you are getting home -Accept consequences -Make amends -Be honest -Be alert	-Accept consequences -Make amends -Be honest	-Accept consequences -Make amends -Be honest	-Accept consequences -Make amends -Be honest
Act Safely	-Keep hands, feet, and other objects to yourself -Use self-control	-Walk -Keep hands, feet, and other objects to yourself	-Watch traffic -Listen for directions -Walk	-Follow directions -Keep hands, feet, and other objects to yourself -Use equipment appropriately	-Clean up after yourself -Walk -Use single file lines -Eat only your food	-Keep hands, feet, and other objects to yourself -Keep restrooms clean and dry -Report unsafe conditions to the teacher
Be Responsible	-Be prepared for class -Finish work -Follow class rules at all times -Make good choices -Take care of equipment and materials	-Go directly to where you need to go -Follow directions	-Make safe choices -Wait silently	-Make safe choices -Line up when called -Put equipment away quickly	-Be ready and prepared -Select food and utensils quickly -Stay seated while eating -Have a calm body and a quiet voice	-Use quickly and leave -Make good choices -Flush after every use -Wash hands with soap and water, then dry -Report problems

Bus Conduct/Discipline: Since the school bus is an extension of school activity, bus riders should conduct themselves in a manner consistent with established safety standards and classroom conduct. If a student behaves inappropriately while riding the bus, he/she will face the following consequences:

1. A Bus Conduct Report will be completed by the bus driver as a first warning and forwarded to the principal.

2. Two Bus Conduct Reports will result in a three to five day suspension from the privilege of riding the bus.
3. Three Bus Conduct Reports will result in an additional ten day suspension from the privilege of riding the bus.
4. Four Bus Conduct Reports or zero tolerance offenses will result in suspension from the privilege of riding the bus for the remainder of the school year.
5. The parent/legal guardian is held legally responsible for any damage to the bus and/or bus equipment by his/her child.

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 brief summary follows:

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

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

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

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

Tennis shoes are required to be worn to school daily. Since students participate in physical education and recess every day, they need to wear safe, comfortable **tennis shoes** to school each day (excluding picture days).

Students should not wear clothing that exposes an undue amount of skin. This includes see-through garments, excessively short skirts or shorts, halters, backless dresses, spaghetti straps, shirts or blouses that expose the midriff, or clothing not properly fastened or torn.

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.

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 including learning and behavior.
- have a record of such impairment
- be regarded as having such impairment

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 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.

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.

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 794-6624.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the FSSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the FSSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the FSSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the FSSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The FSSD has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution attended
- Dates of attendance
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

FERPA – Parental Access to 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:

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.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Franklin Special School District (FSSD) receives a request for access.
    a. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
    a. Parents or eligible students may ask FSSD to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
    b. If the FSSD decides not to amend the record as requested by the parent or eligible student, FSSD will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the FSSD

as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the FSSD has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

c. [Optional] Upon request, the FSSD discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the FSSD to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW., Washington, DC 20202-4605

FIELD TRIPS

At the beginning of the school year, each parent will sign a blanket permission form for school field trips. Before each individual field trip, teachers will send out information necessary for parents to stay informed of the off-campus learning opportunities. When additional signatures or money are needed for a field trip, make sure to return them promptly so your child may participate with their class.

FOOD SERVICE

Breakfast: Breakfast is important! Please make sure your child has a good breakfast to start their day. Breakfast is available each morning in the cafeteria between 7:50 and 8:20 a.m. Breakfast will not be served after 8:20 a.m. Breakfast prices are listed below:

- All Elementary Students K-4 - $1.50 (Reduced - $.30)
- All Intermediate and Middle School Students 5 -8 - $1.75 (Reduced - $.30)
- Employees and Adults - $2.25

Lunch: Lunch prices are listed below:

- All Elementary Students K-4 - $2.50 (Reduced - $.40)
- All Intermediate and Middle School Student 5 -8 - $2.75
- Employees - $3.50
- Adult Visitors - $4.50
- Children Visitors - $2.75
- Holiday Visitors - $5.50

A variety of *a la carte* items are also available. A la carte dessert choices will be offered to students using the following schedule: Monday - 4th grade, Tuesday - 3rd grade, Wednesday – 2nd grade, Thursday - 1st grade, Friday – kindergarten. (*See minutes of Shared Leadership Team on February 12, 2009*)

Students pay their lunch money directly to the food service personnel in the cafeteria. Families may choose to pre-pay for lunches in cash to the cafeteria staff or using the online payment service. When the student goes through the line, they will enter a four-digit ID number to track their lunch account.

In order for students to receive free or reduced lunches, the proper paperwork must be completed and approved. All students that bring their lunch to school must pay $.50 for milk regardless of their free / reduced lunch status.

Students lose their ability to choose items if they have charged more that three lunches to the school lunch program.

All lunch accounts must be kept up to date.

Food Brought To School:
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 lunch time. 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.

Food Brought for Student Lunch: Parents or others coming to eat lunch with a student in the cafeteria are encouraged to come through the cafeteria line or bring a lunch from home. The FSSD policy 3.500 states: "Students will be permitted to bring their lunches from home and to purchase beverages and incidental items. ***Breakfast and lunches brought from outside food service facilities will not be permitted to be consumed in the cafeteria".***

Visitors Table: When possible, a visitor's table will be assigned in the cafeteria for parents and visitors to eat lunch with a student. The student may invite one child to eat lunch with the visitors.

GUIDANCE PROGRAM

The purpose of the guidance program is to help students begin to develop the skills, knowledge, and attitudes necessary to become healthy, productive citizens. The school counselor provides guidance services on an individual, group, or classroom basis. The school counselor works with students, staff,

parents, and the community to create a caring atmosphere where children's needs are met through prevention, early identification, and intervention.

HOMELESS EDUCATION

Children may qualify for consideration under the **McKinney-Vento Homeless Education Assistance Act** if any of the following apply: you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations or if you live with friends or relatives because of the inability to afford adequate housing.

If any of these apply, you may be entitled to all services, rights and protections provided under this law. Children have the right to attend school. They have the right to continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended before becoming homeless if requested. Children may enroll in a school without a permanent address, school records, or immunization records in hand. The school will provide assistance in obtaining proper documentation and homeless children will receive the same special programs and services provided to all children. For more information, please call Kay Boan 794-6624.

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.*

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 so misplaced items may be returned to their owner. Any lost and found clothing item will be displayed outside of the cafeteria. Other items will be sent to the office where students and parents may look for lost items. At regular intervals, items left in lost and found will be donated to local charities or thrift stores.

MORNING AND AFTERNOON CARE (MAC)

Franklin 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 591- 2813.**

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, Twitter, 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.

PARENT INVOLVEMENT POLICY AT FES

Parents are a vital part of the educational system. We encourage all parents to be informed about their child's progress. Franklin Special Schools offer a parent-teacher conference in the fall semester at the end of the first nine-week grading period. Ongoing communication is encouraged and valued. Franklin Elementary School provides a bi-monthly newsletter, mid-grade period progress reports, nine-week report cards, and TN Ready TCAP testing schedules. 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 FES staff as needed.

Franklin Elementary provides opportunities for parent learning at FES and other convenient locations throughout the school year. Topics and facilitators of sessions vary. In the past the topics included: homework help, ADD/ADHD, behavior intervention, school success, and English language instruction for parents. Workshops are available both day and evening to accommodate family schedules.

Franklin Elementary has numerous opportunities for parent participation:

- All FES Families are welcome to attend and participate in the events listed below:

2016-2017 PTO Calendar:

Date	Event	Time	Location
August			
8/3	Welcome Back Reception	3:30 - 5:30	
8/5	First 1/2 Day for 1st - 4th Graders	8:30 - 12:30	
8/5	Kindergarten Screening Day	8:30 -3:30	
8/8	First Full Day for 1st - 4th Grades	8:30 -3:30	
8/8	Kindergarten Screening Day	8:30 -3:30	
8/10	Kindergarten Phase-In Day	8:30 -3:30	
8/11	Kindergarten Phase-In Day	8:30 -3:30	
8/15	Kindergarten First Full Day	8:30 -3:30	
8/15	Kindergarten Parents - Yahoo/BooHoo Breakfast	8:15 - 9:00	Club Den
8/18	Parent Learning Night		
	*Kindergarten	5:30 - 6:30	
	*1st & 2nd Grades	5:30 - 6:30	
	*3rd & 4th Grades	6:15 - 7:15	
8/19	City Saver Sales Kickoff		
8/25	PTO Meeting	8:45	Club Den
8/25	Room Parent Meeting	Following PTO Meeting	Club Den
September			
9/1	Copy Crew Meeting	8:45 - 9:30	Front Office
9/2	Early Dismissal	8:30 - 12:30	
9/5	Labor Day		
9/9	Grandparents Lunch	Student's lunch time	
9/15	PTO Meeting	8:45	Club Den
9/16	City Saver Top $ Earners	2:30	
TBA	Spirit Night		
9/30	Fun Run Pep Rally	2:15	Gym
October			
10/7	Early Dismissal	8:30 - 12:30	
10/10 - 10/14	Fall Break	8:45	Club Den
10/20	PTO Meeting		
10/28	Fall Party	TBA	
TBA	Spirit Night - Chick-fil-A		

10/31 - 11/4	FES Spirit Week		
November			
10/31 - 11/4	FES Spirit Week		
11/4	Fun Run	Student's gym time	Track
11/8	Election Day - No School		
11/14 - 11/18	Book Fair		Library
11/17	PTO Meeting	8:45	Club Den
11/17	Open House and Bake Sale	5:30 - 7:00	
	Kindergarten Pow Wow		
	Thanksgiving Lunch	Student's lunch time	
11/18	Early Dismissal	8:30 - 12:30	
11/21 - 11/25	Thanksgiving Holiday		
December			
12/2	Fun Run Award Assembly	2:15	Gym
12/15	Staff Holiday Breakfast	7:45	Club Den
12/15	PTO Meeting	8:45	Club Den
TBA	Kindergarten "T" Party		
TBA	3rd Grade Play - Polar Express		
12/21	Abbreviated Day	8:30 - 10:30	
12/21	Winter Assembly - Sing-a-long	8:45	Gym
TBA	Holiday Party		
12/22-1/3	Winter Break		
January			
1/9	Students return from Winter Break		
1/16	MLK Day		
1/19	Muffins with Mom	7:45 - 8:15	
1/19	PTO Meeting	Following Muffins	Club Den
February			
2/13 - 2/17	Staff Appreciation Week		
2/14	Valentine's Day Party		
2/16	PTO Meeting	8:45	Club Den
2/17	Early Dismissal	8:30 - 12:30	
2/20	No School		
TBA	Spirit Night		
March			
3/16	Donuts with Dad	7:45 - 8:15	
3/16	PTO Meeting	Following Donuts	Club Den
3/17	Early Dismissal	8:30 - 12:30	
3/20 - 3/24	Spring Break		
3/30	Used Book Sale & Family Learning Night	5:30 - 7:00	
April			
4/14	Spring Holiday		
4/20	PTO Meeting	8:45	Club Den
TBA	Spirit Night		
TBA	Kindergarten Registration		
May			
5/12	Spring Fling	5:30 - 7:30	Track
5/17	Field Day	Student's gym time	Track
5/22	4th Grade Promotion	6:00 - 7:00	
TBA	End of Year Parties		
5/24	Last Day of School - Abbreviated Day	8:30 - 10:30	

- Parents are encouraged to join the FES 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 call the appropriate member of the PTO Leadership:**

FES PTO LEADERSHIP 2016-17			
PTO Council	Nicole Clark	jnwesterman@yahoo.com	901-674-4778
PTO Council	Lori Jones	loriojones@comcast.net	678-357-8528
PTO Council	Shannon McWaters	shannonmcwaters@gmail.com	615-513-4927
PTO Council	Cheryl Kidd	sierratipper@icloud.com	601-951-4324
Bake Sale	Maliana Watson	malainawells@gmail.com	615-767-9608
Boo-Hoo /Yahoo Breakfast	PTO Council		
Book Fair	Mary Anne Beshears	mal.beshears@gmail.com	615-828-1004
	Sheree Grow	shereealice@hotmail.com	818-519-5692
Box Tops	Stacey Martin	staceymartin1973@aol.com	615-210-3516
	Amanda Parks	parkspooka@gmail.com	
City Saver Fundraiser	Caroline Beauchamp	caroline.g.beauchamp@gmail.com	615-636-4012
	Shannon McWaters	shannonmcwaters@gmail.com	615-513-4927
Copy Crew	Lori Jones	loriojones@comcast.net	678-357-8528
Donuts with Dad	Barbara Anne Corbett	bac61376@gmail.com	615-306-6259
Fun Run	Nicole Clark	jnwesterman@yahoo.com	901-674-4778
	Jean Marie Giblin	jeanmarie.giblin@gmail.com	
Grandparents Day	PTO Council		
Muffins With Mom	TBD		
Newsletter	Kathy Caudill	kathycaudill@me.com	586-489-9092
PTO Membership Drive	Shannon McWaters	shannonmcwaters@gmail.com	615-513-4927
	Lori Jones	loriojones@comcast.net	678-357-8528
Room Parents	Nicole Clark	jnwesterman@yahoo.com	901-674-4778
Spirit Nights	Stephanie Clark	chrim49@icloud.com	615-310-1794
Staff Appreciation	PTO Council		
Staff Holiday Breakfast	TBD		
Spring Fling	Nicole Clark	jnwesterman@yahoo.com	901-674-4778
Used Book Sale	Mary Anne Beshears	mal.beshears@gmail.com	615-828-1004
	Sheree Grow	shereealice@hotmail.com	818-519-5692
Yearbook	Cheryl Kidd	sierratipper@icloud.com	601-951-4324

- Parents are also encouraged to volunteer in the Library/Media Center. See Ms. Bryant (bryantjul@fssd.org) to arrange a time.

Parents also have Opportunities to Participate in Decision Making at FES:

- Attend FSSD School Board Meetings which are held monthly at different schools:

DATE	LOCATION	TIME
July 18 (3rd Monday)	Johnson Elementary	6:30 p.m.
August 8	Moore Elementary	6:30 p.m.
September 19 (3rd Monday)	Franklin Elementary	6:30 p.m.
October 17 (3rd Monday)	Freedom Middle	6:30 p.m. *
November 14	Liberty Elementary	6:30 p.m.
December 12	Poplar Grove Elementary	6:30 p.m.
January 9, 2017	Freedom Intermediate	6:30 p.m.
January 14 (Retreat)	TBA	8:00 a.m.
February 13	Johnson Elementary	6:30 p.m.*

March 13	Franklin Elementary	6:30 p.m.*
April 10	Moore Elementary	6:30 p.m.*
May 8	Poplar Grove Elementary	6:30 p.m.*
June 12	Freedom Middle	6:30 p.m.
July 10	Poplar Grove Middle	6:30 p.m.
August 14	Liberty Elementary	6:30 p.m.

**Reception beginning at 6:00 p.m. precedes the meeting*

- Serve as a parent representative on the Shared Leadership Team (This involves a nomination process – contact the FES principal if you are interested.)
- Serve on the PTO

Provide your support by becoming a Community Resource Participant

- Participate as a school business partner
- Participate as a community sponsor by donating funds for the FES school spirit T-shirts and have your small and/or major business recognized in the yearbook or on the FES school spirit shirts.

PERSONAL ITEMS AT SCHOOL

Students are not allowed to bring toys, virtual pets, trading cards 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

K-4 students will receive a Standards Based Report Card each 9-week period as well as a mid-quarter Progress Report.

SHARED LEADERSHIP TEAM (SLT)

The Shared Leadership Team (SLT) at Franklin Elementary School is made up of representatives for teachers, parents, support staff, and administration. Their purpose is to serve as the site-based decision making group for matters that involve the FES community. If you are interested in serving on this council, please contact Dr. Esslinger or Mrs. Riley.

SNOW DAYS

In most cases, the FSSD will use the Connect Ed phone calling system to inform families of school closures. Parent should also listen to the local media for updates on possible school closures due to weather. Remember that we are listed as "Franklin Special School District" or "Franklin City Schools" (***not*** *Franklin County or Williamson County*).

If inclement weather begins while school is in session, parents should monitor the local radio and TV station or call the school office to see if school is being dismissed early.

Each parent should complete and keep updated the form made available by the school regarding transportation plans if students are released early due to weather.

TESTING CALENDAR – FSSD

FIRST ASSESSMENT WINDOW (AUGUST 5, 2016 - OCTOBER 6, 2016): 44 DAYS		
Assessments	**Grades**	**Assessment Dates**
W-APT (ELL Students Only)	K-4	August 8, 2016 - August 26, 2016
STAR Enterprise Reading & STAR Enterprise Math	2-4	August 15, 2016 - August 31, 2016
aimsweb	K-2	August 22, 2016 - September 1, 2016
SECOND ASSESSMENT WINDOW (OCTOBER 7, 2016 - DECEMBER 21, 2016): 43 DAYS		
STAR Enterprise Reading & STAR Enterprise Math	2-4	November 28, 2016 - December 6, 2016
THIRD ASSESSMENT WINDOW (JANUARY 9, 2017 - MARCH 15, 2017: 46 DAYS		
aimsweb	K-2	January 11, 2017 - January 23, 2017
ACT Explore Test (for Honors Program qualification)	4	January 26, 2017
NAEP (randomly selected 4th graders)	4	MES: March 1, 2017
WIDA ACCESS (ELL Students Only)	K-4	March 6, 2017 - April 21, 2017
FOURTH ASSESSMENT WINDOW (MARCH 16, 2017 - MAY 24, 2016): 44 DAYS		
STAR Enterprise Reading & STAR Enterprise Math	2-4	April 3, 2017 - April 13, 2017
aimsweb	K-2	April 10, 2017 - April 24, 2017
TCAP Alternative Assessment (select Spec. Ed. Students)	3-4	TBD: March-April, 2017
TCAP	3-4	April 17, 2017 - May 5, 2017
Last Day of School	**PreK - 8**	**May 24, 2017**
Note: The STAR assessments (STAR Reading Enterprise, STAR Math Enterprise) listed on the Assessment Calendar are the required assessments from a district perspective. Schools may expand these assessments into other grades or give the assessments more frequently at their discretion. Schools may also utilize the STAR Early Literacy Assessment.		

TEXTBOOKS

The student to whom the book is assigned must pay for books that are damaged or lost.

TITLE I PROGRAM

FRANKLIN ELEMENTARY SCHOOL has a Title I school-wide program. The academic assistance offered to all students includes help for students needing assistance and the Pre-K Language Development Program. If you have any questions or comments about these programs, please contact Kay Boan at 794-6624 or the school office.

VISITORS TO THE BUILDING

Every person who comes to the school must report first to the office. They will sign in and may be asked to show a picture ID. Visitors will 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 FES.

During the school day, the only unlocked doors will be at the main front entrance on Figuers Drive. ***All visitors must come through the main office.***

Parent Signature Page

Please sign below and return this page to your child's teacher acknowledging your receipt of the FES Parent Handbook. This handbook is also located on the Franklin 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.

Name of student at Franklin Elementary: _____ Grade: _____

Homeroom Teacher: _____

Signature of Parent or Guardian: _____ Date: _____