

# Franklin Elementary School

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# Parent



# Handbook

## 2008-2009

**Franklin Special School District**  
**Franklin Elementary School**  
1501 Figures Drive  
Franklin, TN 37064  
Ph- (615) 794-1187 fax- (615) 591-2800

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

***Welcome to Franklin Elementary School.*** Our goal is to provide a quality education for children, and to help them become caring, responsible individuals. 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.

***Dr. David Esslinger***  
Principal

***Cheryl Robey***  
Assistant Principal

## **ATTENDANCE AND TRANSPORTATION**

### **ATTENDANCE**

Regular school attendance is vital to the academic success of each student. Therefore it is imperative that each student attends school everyday. 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.

### **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):

- a. Personal illness
- b. Illness of immediate family member
- c. Extreme weather conditions
- d. Death in the family
- e. Religious observances
- f. 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 note with him/her explaining the absence(s). Otherwise, the absence is unexcused.**

**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.

When and if a student accumulates five unexcused absences, he/she will be referred to the attendance supervisor for intervention, which may result in juvenile court proceedings.

Students with excessive excused absences, students who are truant and students who establish a pattern of absences will also be referred to the attendance supervisor.

**An accumulation of ten excused absences is considered excessive. A student who accumulates ten excused absences may be required to bring a doctor's note each day that he/she is absent thereafter. If the student does not bring a doctor's note, the absence will be considered unexcused and when the student accumulates five unexcused absences, an attendance referral will be filed.**

### **Tardiness**

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.

## **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.

**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., the entrance from Figuers Drive is to only be used for busses bringing students to and from school. **The north side entrance 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.**

Students coming to school between 7:50 a.m. and 8:15 a.m. are to go directly to the Gymnasium or Multi-purpose Room, where they will be supervised until their teacher picks them up at 8:15 a.m.

**If a student is brought to school late, (8:30 a.m. or later) their parent or guardian needs to bring them to the school office to sign them in and receive a tardy slip.** This will be necessary to be allowed into the classroom.

All K-4 students are dismissed 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.** Those students still at school at that time will be taken to the school office and parents will be called.

**CHANGES IN TRANSPORTATION** *If an occasion arises where you child needs to change their normal method of transportation home, always send a note to your child's teacher. If an unexpected change should occur during the school day, please call the school office prior to 2:00 P.M. to inform your child's teacher of the change.*

## **SNOW DAYS**

Please 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.

### **TRAFFIC PATTERN**

- 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 the hallway for the Gym, Multi-purpose Room and Cafeteria. Please see diagram on back.
- Parents may drop students off between 7:50 and 8:30 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 (see attached diagram).
- 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.
- All drivers in the drop-off lane should remain in their cars. If you prefer walking your child in, please park in the east parking lot and use the sidewalk so traffic is not impeded.
- Please drive slowly anytime you are on campus. Reckless driving in a school zone will be reported to the Franklin Police Department.
- Students are dismissed 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.
- 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 find 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. 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 new front doors to the office.
- **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 8:30 a.m..
- Bus riders will enter the building through the front entrance off of Figuers Drive and walk through the building to the Multi-purpose Room (K-1), or the Gym (2-4). If students will be eating breakfast, they will go directly to the cafeteria.

- At dismissal, bus riders will be dismissed to the busses parked at the 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. Please see diagram on back for location.

## **STUDENT BEHAVIOR AND CLASSROOM PROCEDURES**

### **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 for physical education classes.*** Since students participate in physical education and recess every day, they need to wear safe, comfortable shoes each day. Shoes without backs are not safe at school and should not be worn.

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.

### **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 6 demerits within any one week (Mon. - Fri.).
  - b. Received 3 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 6 demerits within a week (Mon. – Fri.), or 3 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.

### **Franklin Elementary School Rules**

1. Obey adults
2. Keep hands, feet and objects to yourself.
3. Obey all posted school rules
4. Use appropriate language. (written, verbal, or other)
5. Talk quietly where talking is permitted
6. Always walk in the school building
7. Be respectful towards adults and peers.

**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.

### **PERSONAL ITEMS AT SCHOOL**

Students are not allowed to bring toys, virtual pets, 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.

### **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. 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 secretary. She 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.***

### **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.*

### **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.

### **VISITORS TO THE BUILDING**

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

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

### **ACADEMIC AND COMMUNICATION PROCEDURES**

#### **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.

### **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.

### **REPORT CARDS**

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

**Kindergarten** has a checklist of skills mastered.

**First grade** has marks of:

- M** Meets Expectations
- P** Progressing
- I** Improvement Needed

**Second Grade** has the marks above and adds:

- E** Exceeds Expectations

**Third and Fourth grade** have traditional letter grades which correspond to percentages as noted below:

- A** 93 - 100%
- B** 86 - 92 %
- C** 76 – 85 %
- D** 70 – 75 %
- F** Below 70 %

### **TEXTBOOKS**

Books that are damaged or lost must be paid for by the student to whom the book(s) are assigned.

### **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.

### **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 the school office or Connie McKee at 794-3015.

## **STUDENT NUTRITION, HEALTH AND SAFETY**

### **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. The cost is \$1.50 (\$0.30 reduced) per child (\$2.00 for adults). Breakfast will not be served after 8:20 a.m.

### **LUNCH MONEY**

Lunch prices are listed below: (subject to change)

Students	\$2.50 (\$0.40 reduced)
Adult Visitors	\$4.25
Adult Staff	\$3.25

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 - 4<sup>th</sup> grade, Tuesday - 3<sup>rd</sup> grade, Wednesday – 2<sup>nd</sup> grade, Thursday - 1<sup>st</sup> 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. 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 their free / reduced lunch status.

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

All lunch accounts must be kept up to date.

## **Clinic Services**

**Prescription Medications: We prefer not to give any medication during the day to any child.** However, at times, some students are required to take medication while at school. If your child will be taking prescription medication at school, a **Medication Request Form** must be completed. This form can be obtained in the school clinic or office. Both a parent's and a doctor's signatures are required for prescription medications to be dispensed at school. The

completed form, along with the medication in the **ORIGINAL CONTAINER**, should be brought to school. **We will not dispense medication if the appropriate steps are not taken.** This is a safe guard for your child as well as for the office personnel.

**Non-Prescription Medications:** If your child will be taking non-prescription (over-the-counter) medication at school, a **Medication Request Form** must be completed and signed by the parent before it can be administered at school. The medication must be presented to the clinic personnel in an unopened bottle or package. **If you send non-prescribed medication such as aspirin, cough syrup, etc., it must be in the medication bottle (no plastic bags or plastic containers) with your child's name on the bottle.** Non-prescription medications include pain relievers, fever reducers, cough suppressants and topical antibiotics (e.g., Tylenol, Advil, Aleve, Tums, Neosporin, cortisone cream, etc.) and must be provided by the parent or parent designee for school use.

**NEVER send medication on the bus!** Medication, both prescription and non-prescription, must be brought to school in the original container with the student's name on the label by a parent or parent designee. If the medication is non-prescription, it must be new and sealed in the original store container.

**Illness:** Should your child become sick at school, you will be called to pick him/her up. Please see that we have your correct telephone number(s) at all times even if you have an unlisted number. If you have no phone, please have an emergency number where someone can notify you. Students who have a fever are often contagious. Please keep your child home if he or she:

- has a temperature of 100 degrees or greater. Students may return to school after they have been fever-free for 24 hours **without medication.**
- is vomiting
- has had more than one episode of diarrhea in a 24-hour time period
- has a case of conjunctivitis (pink eye) with discharge from the eye
- has an unexplained, significant rash. The child may not return to school without a doctor's verification that he/she is not contagious.
- has an asthmatic episode that is unrelieved by medication.

Should any of the above occur during the school day, the student will be sent home. Please be advised that your child must be fever free for 24 hours before he / she will be permitted to return to school.

**Lice Prevention:** When head lice are found in a classroom, all parents of children in that room will be notified. It is suggested that parents frequently check their children's head for lice. This childhood nuisance can happen to anyone and is difficult to clear up once started. Frequent head checks will usually help to clear up a lice problem quickly. In order to prevent the spread of lice, the FSSD has a "no nit" policy. If your child is sent home for lice, please treat the hair with a pediculocide and remove all nits before sending him back to school. You may also need to treat the home environment by washing bedding and other items in hot water.

If your child has special health concerns, needs medical procedures at school, or is not able to take medication on his/her own, please call [Christy Szarwark](#), R.N., at 790-4700.

## **FOOD BROUGHT TO SCHOOL**

Food brought for parties/birthdays: **Parents should try to incorporate snacks that are healthy when possible.** To insure the health and safety of all students, FES has a policy of allowing only store-bought treats with ingredients plainly labeled to be distributed at school classroom celebrations or for birthday observance.

Food Brought for Student Lunch: Parents or others coming to eat lunch with their child in the cafeteria are encouraged to come through the cafeteria line or bring a lunch from home.

## **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 TCAP testing schedules. Additionally, every school employee is accessible by email through the school website: [www.fssd.org](http://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.

The Williamson County Family Resource Center regularly provides additional 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 FES provides to help encourage family participation. **Contact FES Family Involvement Coordinator (Lisa Chatman: 472- 3847 or [chatmanlis@fssd.org](mailto:chatmanlis@fssd.org)) for more information.**

Franklin Elementary has numerous opportunities for parent participation:

- 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 Amy Martin (790-9514) Jennifer Prince (595-1332) or the school office (794-1187) to learn about ways to be involved.**
- Parents are also encouraged to volunteer in the Library/Media Center

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

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

### **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.**

### **CONFERENCE 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, 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.

### **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. Information regarding parent participation will come at a later date.

### **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.

### **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.

### **DIRECTORY INFORMATION / NON – RELEASE FORMS:**

The Franklin Special School District's Non-Release Form is available to parents who do not wish for the public release of their child's "directory information." The district assumes that all

students/parents consent to the public release of directory information unless the Non-Release Form is filled out by a parent or guardian and returned to the school.

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

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

If you would like a form, contact either school office. Please note that this form precludes your child’s photograph and information from being included in school publications such as the directory and the yearbook.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Franklin Special School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or status of disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI prohibits discrimination on the basis of race.

Title IX prohibits discrimination on the basis of sex.

Section 504 prohibits discrimination on the basis of handicap.

Inquiries about compliance with the Title VI, Title IX or Section 504 may be directed to the Civil Rights Coordinator at the Franklin Special School District Board of Education at 794-3015 or 794-6624.

### Grievance Procedures:

1. Initial grievance regarding complaints relative to Title VI, Title IX or Section 504 must be directed to the Civil Rights Coordinator.
2. Complaints must be filed in writing to the Civil Rights Coordinator with a copy sent to the person or persons against whom allegations are made.
3. The coordinator will notify all parties involved in the allegation of discrimination within five (5) days of receiving the initial grievance as to the date and time of the hearing. The hearing must be held no later than thirty (30) days from the time of the initial filing of the complaint.
4. If an allegation of discrimination involves student admissions or programs, the entire hearing will be called by the coordinator before a committee composed of the principal, guidance counselor, and homeroom teacher. Ample opportunity will be given for the presentation of evidence by all parties involved.

5. If the complaint cannot be resolved in the meeting, another hearing will be scheduled within five (5) days of the appeal and will be called no later than forty-five (45) days from the date of the first hearing. This hearing will be before the director of schools and the Board of Education.
6. The results of each hearing will be presented in writing to all parties involved within five (5) days of the grievance hearing.

If the grievance involves employment, all time periods above will be the same, however, the initial hearing will be held before the director of schools and the Board of Education under the same rules and procedures as outlined for situations or admissions and programs.

If a satisfactory solution cannot be obtained locally, appeals can be made to the Office of Civil Rights, Washington, DC. The completion of a hearing at the local level is not a prerequisite for filing a complaint with the Office of Civil Rights.

No person who files a grievance or participates in a grievance hearing shall be subjected to harassment, reprisals, or retaliation in any form.

Forms for filing initial grievance are available in the office of the Board of Education.

## **Tennessee Department of Education Contact Information**

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

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

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

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

## **Child Advocacy Group Contact Information**

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

A few of these organizations are listed below:

**The ARC of Tennessee** is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550  
Nashville, TN 37228  
Phone: 615.248.5878 Toll-free: 1.800.835.7077  
Fax: 615.248.5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza  
Greeneville, TN 37745

West Tennessee: (901) 756-4332 <a href="mailto:jenness.roth@tnstep.org">jenness.roth@tnstep.org</a>	Middle Tennessee: (615) 463-2310 <a href="mailto:information@tnstep.org">information@tnstep.org</a>	East Tennessee: (423) 639-2464 <a href="mailto:karen.harrison@tnstep.org">karen.harrison@tnstep.org</a>
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**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South  
Nashville, Tennessee 37212  
1-800-287-9636 (Toll free) or 615-298-1080  
615-298-2471 (TTY) 615-298-2046 (FAX)

**Tennessee Voices for Children** is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee: (Jackson Area) Telephone: 731-660-6365 Fax: 731-660-6372	Middle Tennessee: 1315 8th Avenue South Nashville, TN 37203 Telephone: 615-269-7751 Fax: 615-269-8914 TN Toll Free: 800-670-9882 E-mail: <a href="mailto:TVC@tnvoices.org">TVC@tnvoices.org</a>	East Tennessee: (Knoxville Area) Telephone: 865-609-2490 Fax: 865-609-2543
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**These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder Database:**

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit.”

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

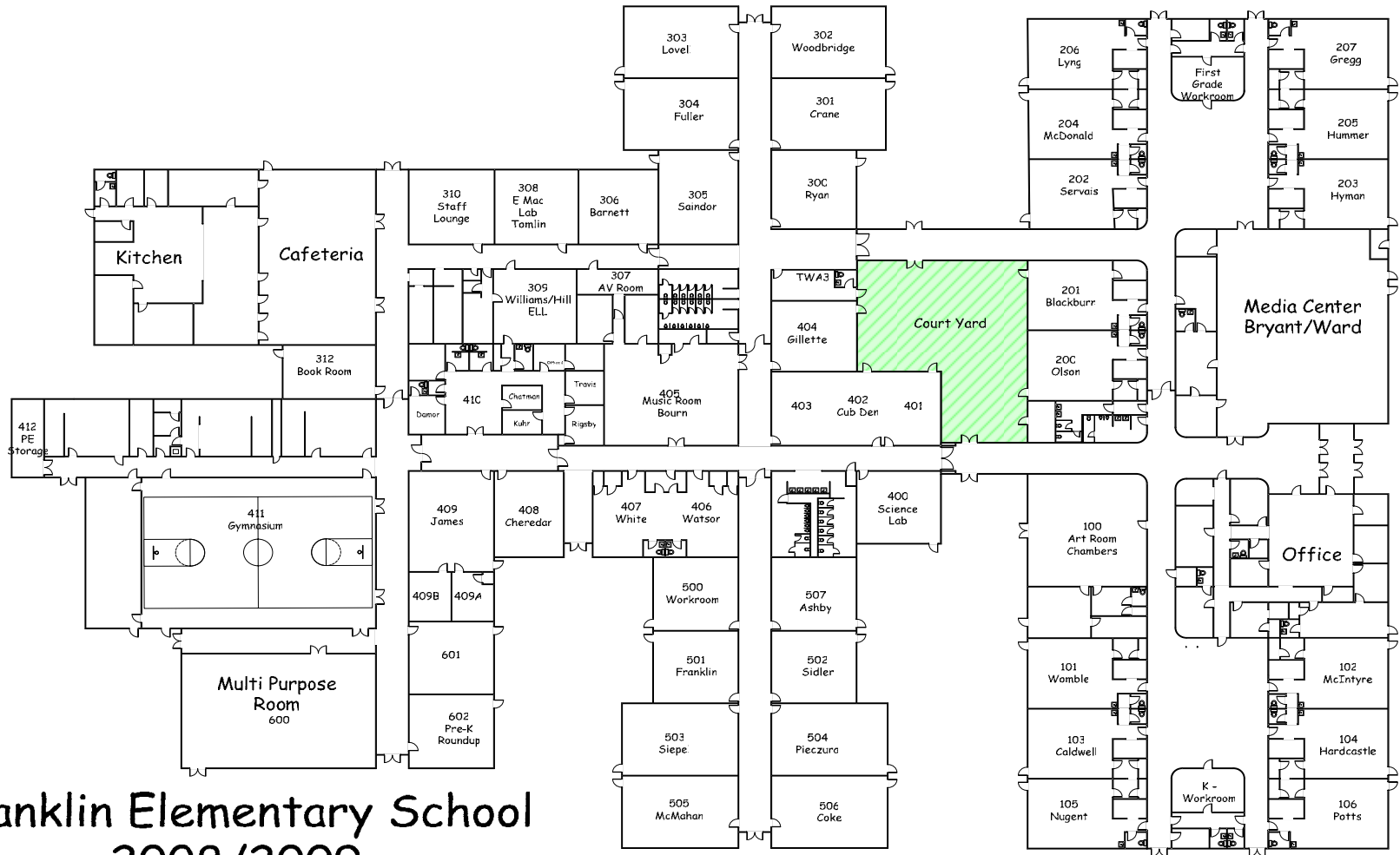
### **PARENTAL NOTIFICATION OF RIGHTS**

At the time of student enrollment, parents or guardians are given written notification of privacy rights regarding their children's school records. This notice includes the right of the student's parent or guardian to:

1. Inspect and review the student's education records
- 2 Seek corrections of items in the record that are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to records, including requesting "directory information cannot be released by the school or district.

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

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# Franklin Elementary School 2008/2009

1501 Figuers Drive  
Franklin, Tennessee 37064



