

Franklin Special School District

# Moore Elementary

1061 Lewisburg Pike, Franklin, TN 37064  
615-790-4700



# Parent Handbook

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Dear Parents,

We welcome you and your family to Moore Elementary – Home of the Eagles Where Everyone Soars! This student/parent handbook is intended to provide you with important information regarding Moore Elementary School. Hopefully, these rules and regulations will serve as a guide and help you with questions you might have regarding the operation of MES. A clear understanding of school guidelines by parents and students will facilitate school/home communication. We have highlighted some of the school policies and guidelines that are necessary for the safety, welfare, and well-being of our students. Please keep this handbook throughout the 2017-18 school year. You are encouraged to review the contents and share appropriate information with your child. As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement

We know that educating a child is a team effort that must involve the parents. Parents at Moore Elementary are a vital part of our success. Our parents provide countless volunteer hours ensuring that our students have the best elementary experience possible. Our PTO sponsors a number of events throughout the year. We always look forward to Moore Miles, Summer Send Off, Book Fair, Spirit Nights, and the countless other activities our PTO supports. Working together, we can create an elementary campus environment that supports success, provides direction, and encourages the joy of learning for our students.

If you have any questions or concerns, please feel free to contact the school office. To our new families, I hope you grow to love Moore as much as I do and to our returning families you are what make Moore such a special place to be!

Sincerely,



Principal  
Moore Elementary School

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# School Policies and Procedures

## 1. Arrival Procedures

### **A. Arrival**

Students will be permitted to enter the school building through the main entrance beginning at **8:00 a.m.** Students should proceed to their designated area where they will be supervised. Children are tardy at 8:31 a.m. Please do NOT drop your child off at any other location. For your child's safety, students are only allowed to enter the building at the main entrance doors. All other doors will be locked. If you arrive after 8:30 you must come into the front office and sign in your child.

### **B. Bus Riders**

Students riding the bus will be dropped off in the front entrance semi-circle. Bus riders will enter the school through the front double glass doors and proceed to their designated area. Staff members will be on duty to direct your child to their assigned area where they will be supervised until they are dismissed to class.

### **C. Car Riders**

Students arriving by cars will turn into the school grounds and proceed around the north side of the building. When you arrive at the east side of the building, pull into the far right lane closest to the sidewalk. Cars will line up on the far right lane only; thus allowing your child to exit safely. **ALL CHILDREN MUST EXIT THE CARS ON THE SIDEWALK SIDE.** If the first car pulls up to the front of the sidewalk area then six to eight cars can unload all at once. Parking is **NOT** permitted in the arrival drop-off lane. Please remain in your car at all times. If you arrive after all school busses have unloaded (after 8:25 a.m.) you may drop your child off in the bus lanes.

### **D. Walk-Ins**

If you would like to walk your child into the school building, please park in the east parking lot. Cross the car lanes at the **cross walk only**, then proceed through the main entrance doors. You will need to sign in and get a visitor's pass at the front office before proceeding into the school area.

### **E. Independence Day**

The Tuesday after Labor Day Moore celebrates Independence Day. Independence Day is a way to celebrate and encourage all students (K-4) to walk independently to their classroom each morning. We feel it is important for students to learn how to transition independently to their classroom with their peers. Parents are welcome to walk their child to the front door of the school in the morning and say their goodbyes before entering the building. We have ample staff members on duty both in and outside the building to ensure all children make it to their classrooms safely.

## 2. Attendance

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

## A. Excused Absences

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

- Personal illness
- Illness of immediate family member
- Extreme weather conditions
- Death in the family
- Religious observances
- School sponsored or school endorsed activities
- Summons, subpoena, or court order

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). Parents may also email the reason for the absence(s) to our secretary, Linda Zehring, at [zehringlin@fssd.org](mailto:zehringlin@fssd.org). Otherwise, the absence is unexcused.

## B. Unexcused Absences

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

### Notification Sequence and Consequences

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

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

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

**After 10<sup>th</sup> absence (any combination of excused/unexcused):** After the 10<sup>th</sup> absence, the excessive absence letter should be sent to the parents by the

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

### **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.

### **C. Early Dismissal**

The state requires each child be in school 6 1/2 hours per day. A child must be present at least 3 hours and 16 minutes to be counted present for the day. If it is necessary for your child to leave before the 3:30 P.M. dismissal time, **you must come to the office and sign your child out.** DO NOT GO DIRECTLY TO THE ROOM. Office personnel will call the classroom for the child to be dismissed.

### **D. 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. The no advance assignment policy was voted on by our MES Advisory Board.

### **E. Tardiness**

A student is considered tardy to school if he/she is not in the classroom at 8:30 a.m. There will be exceptions for students arriving on a late bus. 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. We trust that you will make

a concerted effort to have your child at school before 8:30 a.m. When a child comes to school late, it causes him/her to get off to a negative start and disrupts the classroom. The attendance secretary keeps a record of the number of tardies and early dismissals per child and regularly reports to the state.

### **3. Cafeteria**

#### **A. Breakfast Rules**

- Students must eat breakfast before going to walking club or the commons
- Due to the short time students have to eat breakfast, no talking will be allowed
- All food must stay in the cafeteria
- Students will be notified at 8:15 to wrap-up breakfast

#### **B. Lunch Rules**

##### **Be Ready**

- Walk only
- Have your lunch lanyard/Know your code
- Get all lunch materials

##### **Be Respectful**

- Remain seated
- Clean up after yourself
- Follow directions
- Be kind

##### **Be Responsible**

- Use good table manners
- Talk in a soft voice
- Keep food to self without sharing
- Raise your hand if you need an adult

#### **C. Consequence**

If a child is behaving inappropriately in the cafeteria, he/she will be moved to the “Quiet Zone” table where he/she will eat lunch quietly by his/herself for the remainder of the lunch period. Repeat offenders will be given an assigned seat during lunch. The MES cafeteria rules also apply to guest tables.

D. Parents are welcome on any day to join their child for lunch. Please sign in at the front office and receive a visitor sticker. Your child will join you at a parent table to enjoy lunch together. Classmates will remain at their assigned table.

### **4. Conferences**

#### **A. Administrative**

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

## **B. Teachers**

Please do not come in unannounced before school to talk with the teacher. They are planning and getting ready for the day. **An unannounced visit may keep the teacher from getting materials ready for the day.** Please call the school office (615-790-4700) and set up an appointment with your child's teacher should you need to talk with him/her. Each teacher has a planning time that may be used for conferences. The teacher is responsible for a room full of children and cannot leave the room unattended. A short conversation in the hall can disrupt a classroom and interrupt an entire day's schedule.

## **5. Discipline Policy**

Please talk with your child about your expectations of his/her behavior and performance at school. We will work with students and parents to help students develop self-discipline, but we will not allow a disruptive student to interfere with the learning of other students. Students who deviate from acceptable behavior should expect to be disciplined. The faculty of Moore Elementary has adopted a school wide discipline policy. Included in this policy is in-school detention for those students who choose not to behave properly in the classroom.

### **A. Moore Elementary Discipline Policy**

All personnel are responsible for all students all the time. It is the responsibility of each teacher to maintain discipline in his/her classroom. A child will be sent to the office if he/she has done the following:

- Inappropriate language heard by an adult
- Fighting
- Consistently disruptive behavior
- Bullying
- Disrespectful conduct toward an adult
- Other - reason not listed as designated by staff member

Faculty members may issue a discipline referral on a child if the child has had inappropriate behavior. The parent, the issuing teacher, and the homeroom teacher all receive a copy of the discipline referral. It will be the responsibility of the homeroom teacher to follow-up to ensure a copy of the discipline referral is returned and signed by a parent.

### **B. 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 and/or assistant principal. They will make the decision if a consequence is needed.
2. Two bus conduct reports will result in a 3-5 day suspension from the bus
3. Three bus conduct reports will result in an additional 10-day suspension from 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.

### **C. PBIS**

Franklin Special School District has implemented a district-wide behavior initiative called PBIS, or Positive Behavior Support. PBIS is a positive way to support appropriate behavior. It is a multi-tiered approach that promotes safe and effective learning environments. Moore has outlined specific behavior expectations for various areas of the school, which will be taught and modeled to students. These expectations also support our school rules: Be Ready, Be Responsible, and Be Respectful.

### **D. Gum Chewing**

Because of maintenance problems, students will not be permitted to chew gum on school property.

## **7. Dismissal Procedures**

### **A. Bus Riders**

Students will be dismissed beginning at 3:20 P.M. Students will be called by bus number as it arrives. Students will be loaded onto the bus by a MES staff member in the front semi-circle driveway. Car riders may not be picked up in this area.

### **B. Car Riders**

Parents of car riders will proceed around the north side of the building and continue to the east side where parents will park in the car holding lanes. Please remain in your vehicle and wait for your child. Please turn off engines and refrain from using cell phones during dismissal. All cars are to wait for a signal from a staff member who is directing traffic. **NO CAR SHOULD MOVE UNTIL ALL CHILDREN ARE IN THEIR CARS AND A SIGNAL IS GIVEN FOR CARS TO MOVE.** Each family will be given a car rider sign to place in their passenger window. Cars without this sign will delay the dismissal process. Signs will be sent home during the first week of school. Children will be dismissed by name and they will cross to the cars using the sidewalk or crosswalk. Cars will be signaled to leave beginning with the lane closest to the school building.

### **C. Parent Pick-Up**

If you wish to come into the building and wait for your child, please park in the east parking lot and enter through the front entrance doors. If it is before 3:30 p.m., you must go to the main office to sign out your child.

### **D. Walkers**

Students who walk home will be escorted by a teacher to the sidewalk area in front of the semi-circle driveway parking spaces. All parents and guardians should wait in this area to meet your child. This will help ensure the safety of all students.

***Thank you for your cooperation during arrival and dismissal times. The safety of all children is very important. Your patience and consideration for the safety of our students is appreciated!***

## **8. Dress Code**

Children are expected to dress appropriately. Any dress that is potentially disruptive will be evaluated. Clothing should fit the student and should not contain advertising for products that are inappropriate for children. Administration reserves the right to call home for appropriate clothing to be brought to school if the student's attire is inappropriate. Children should wear or have tennis shoes at school each day so they may safely participate in daily PE classes and recess.

## **9. Field Trips**

When field trips are planned, we MUST have parental permission for a child to participate. We do not like to see children miss field trips because of "forgotten" permission slips. Please send permission slips and money, if required, as quickly as possible. Administration reserves the right to request a chaperone to accompany a child on a field trip if there are safety concerns due to behavior issues.

## **10. Homework**

The purpose of homework is to review, practice skills, and study. It is not to learn new skills and concepts. For younger students, it should foster positive attitudes, good work habits, and responsibility. For older students, it should facilitate knowledge acquisition in specific topics. Each grade level has a homework policy. The frequency and duration of assignments per week is determined by your child's grade level.

## **11. Academic and Behavior Support Team (ABST)**

Everyone at Moore Elementary and in the Franklin Special School District keeps the district vision of "excellence in 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 in 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 and Behavior Support Team (ABST), is in place to provide necessary support to teachers as they work to find the best interventions for each student. On occasion, the ABST will suggest a change in strategy or may ask for a parent conference. When the Academic and Behavior 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 any of our coaches – Kim Smith ([smithkim@fssd.org](mailto:smithkim@fssd.org)), Sarah Goode ([goodesar@fssd.org](mailto:goodesar@fssd.org)), or Klaire Davis ([daviskla@fssd.org](mailto:daviskla@fssd.org)).

## **12. Library**

All students have a library period each week. We have an excellent selection of books available for loan to children. The librarian and her assistant ensure that students check out books on their reading level. If library books are lost or damaged, the student to whom the books were loaned must pay for them.

## **13. Lost and Found**

Misplaced clothing is always a persistent problem in the elementary school. We encourage parents to **label clothing**, so that we might return misplaced items to the owner. Any lost and found item will be sent to the office and then placed on the Lost and Found rack located by the cafeteria. Please feel free to check for any lost item.

## **14. MAC (Morning and Afternoon Care)**

The MAC Program is a morning and afternoon care program for the children of Moore Elementary from 6:00 A.M. to 6:00 P.M. Students receive academic tutoring, enrichment activities, healthy snacks, and social connections with other children outside of the school day, in a safe and caring environment. If you would like more information on this program, **please call 615-790-4719**.

## **15. Parties**

### **A. Classroom Parties**

Classroom parties will be held three times a year in your child's classroom. There is a fall party in October, a winter party in December, and a Valentine's party in February. Students are NOT permitted to wear costumes on party days. If your child's classroom party is at the end of the day, **all visitors will be asked to sign out at 3:00 before dismissal begins**. This will help ensure a safe, smooth, and orderly departure for all of our students.

### **B. Birthday Celebrations**

FSSD has adopted a district-wide protocol which prohibits food items being brought to school for birthday celebrations. This decision was based on various factors including the dietary restrictions of many students and protecting instructional time. If you would like to send something for your child to pass out to classmates on 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. The librarian will help select the perfect book and will place a dedication sticker inside the front cover with your child's name and the date. This is a great way to celebrate their day, leave a lasting legacy at MES, and allows the teacher to highlight your child's birthday in a very special way. Teachers may also 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 classroom parties which occur throughout the year around holidays including October, December, and February, and at other school specific special events. Food items brought in for these celebrations must be clearly labeled with all ingredients and those being brought in to “Allergy Alert” classrooms must not contain items restricted in that classroom.

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

## **16. PTO (Parent Teacher Organization)**

The Parent-Teacher Organization enables parents to become aware of and participate in the educational process. Administrators and staff work closely with the PTO in a supportive relationship. The goal of the organization is to promote the welfare of Moore Elementary School and its students, to foster a closer relationship between school and home, and to support the activities and programs of MES through financial and voluntary support. Each parent is invited to join and participate in the activities and meetings of the PTO. Information will be sent home with your child concerning PTO early in the school year.

## **17. Report Cards**

Grades on report cards are simply used to communicate a child’s progress during that given nine weeks. If the parent or guardian wishes to discuss the report card, he/she may call the school office (615-790-4700) and make an appointment to meet with the teacher. FSSD uses a standards based report card for all elementary grades. This reporting system enables teachers to clearly report on a student’s progress toward meeting academic standards.

## **18. Textbooks**

If a textbook is damaged or lost, the student to whom the book was loaned must pay for book at the end of the school year. The final report card will be held until damaged/lost textbooks are paid for in full.

## **19. Visitors**

**Any visitor who enters the building must stop by the main office, sign-in, present a valid, government-issued photo ID, and acquire a visitor’s sticker.**

In a continuing effort to prioritize the safety and security of our school campuses and the students and employees therein, the Franklin Special School District Board of Education amended its Board Policy 1.501 (Visitors to School/District Properties – Security Management.) on Monday, May 8, 2017. From this date forward, “all visitors shall be required to present a valid, government-issued photo ID when they enter any school building or office during normal hours of operation and all visitors may be subject to a background check.”

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

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

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

**Upon leaving the building, all visitors must sign out in the main office and return their visitor sticker.** The purpose for this policy is to ensure the safety of all students and faculty. If you need to bring lunch, money, etc., to your child during the day, please give it to the secretary in the office. We will ensure that your child will receive the item. Make sure to label the item with your child's name and the teacher's name. Please do not go to your child's classroom unless you have permission from the office and/or your child's teacher. We are making a special effort to eliminate as many interruptions as possible in the classroom. Each time someone enters a classroom, the students' attention is lost from the class work. Thank you for your cooperation!

**REMEMBER ALL VISITORS MUST WEAR A VISITOR'S STICKER AT ALL TIMES.**

## **20. Volunteer Program**

Volunteers play an important role at Moore Elementary. Moore Elementary welcomes parents, grandparents, etc., to participate in our volunteer program. Volunteers are needed to assist in areas such as: individual classrooms, library, field trips, special event days, and other related activities. If you are interested in volunteering, please let your child's teacher know or call the school office.

## **21.FSSD 2017-2018 Assessment Calendar (Grades K-4)**

### **FIRST ASSESSMENT WINDOW (AUGUST 10, 2017 - OCTOBER 6, 2017):**

<b>Assessments</b>	<b>Grades</b>	<b>Assessment Dates</b>
WIDA Screener (incoming potential EL students only)	K-4	Administered as new students arrive
STAR Reading & STAR Math	2-4	August 14 - August 25, 2017
aimswebPlus	1-2	August 21 - August 25, 2017
aimswebPlus	K	September 5 - September 8, 2017

### **SECOND ASSESSMENT WINDOW (OCTOBER 16, 2017 - DECEMBER 21, 2017):**

STAR Reading & STAR Math	2-4	November 27 - December 8, 2017
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### **THIRD ASSESSMENT WINDOW (JANUARY 5, 2018 - MARCH 9, 2018):**

aimswebPlus	K-2	January 10 - January 19, 2018
NAEP (randomly selected 4th graders)	4	January 29 - March 9, 2018 (tentative)
ACT Explore Test (for Honors Program qualification)	4	February 1, 2018
ELA/Social Studies Field Tests (selected schools/grades)	3-4	March 5 - March 30, 2018
WIDA ACCESS (EL Students Only)	K-4	March 5 - April 20, 2018 (tentative)

### **FOURTH ASSESSMENT WINDOW (MARCH 12, 2018 - MAY 23, 2018):**

TCAP-Alt and MSAA (select Spec. Ed. Students)	3-4	March 19 - May 11, 2018 (tentative)
TCAP	3-4	April 23 - May 4, 2018
STAR Reading & STAR Math	2-4	May 7 - May 15, 2018
aimswebPlus	K-2	May 7 - May 15, 2018

## **FSSD Policies**

### **1. Bullying/Intimidation – FSSD Board Policy 6.304**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following bus ride. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*). The privacy and anonymity of all parties and witnesses to complaints will be respected.

However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Human Resource Department. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. (TCA 49-2-120) "Hazing means any intentional or reckless act in Tennessee, on or off LEA property, by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization."

## **2. Character Education**

It is a widely held belief that much of the violence exhibited in school today can be prevented by teaching the children essential values of character. In keeping with this belief, the State of Tennessee has mandated that character education be taught in the schools. FSSD has incorporated a character education component in their curriculum. The program, under the leadership of counselors, is called **Character Under Construction**. The initiative has nine character building words to be emphasized throughout a particular month. In order to reinforce the program in school, parents are asked to emphasize the monthly character words at home. It is the goal of the FSSD to help students develop positive values, improve conduct and become good citizens in their school, home, community and society.

### **The monthly Character Builders are:**

- **Respect**                      I will show respect for myself and others.
- **Responsibility**            I will be responsible in what I say and do.
- **Perseverance**            I will show perseverance when I keep on trying.
- **Caring**                        I will show caring with my actions.

- **Courage** I will show courage when I do the right thing.
- **Citizenship** I will be a good citizen in my school and community.
- **Trustworthiness** I will be trustworthy and tell the truth.
- **Cooperation** I will show cooperation as I work with others.
- **Fairness** I will be fair in how I treat others.

### **3. Child Find Initiative**

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

Screenings and/or evaluations may be provided free of charge by the school district. If deemed necessary, the child may then be referred for special education services. If you suspect your child needs additional support to achieve his or her educational potential, please contact the FSSD Special Populations Department at 615-794-6624.

### **4. Children with Disabilities Rights & Responsibilities**

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

**Tennessee Department of Education Legal Services Division,**

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

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

### **5. Blackboard Connect**

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

### **6. Custodial or Primary Care Parents**

We must give both parents equal access to their child and that child's records unless you have provided the school office with a copy of a court document signed by a Judge and stamped "filed" with a Court stating otherwise. Please provide us at the beginning of the school year with a copy of any Court Order, Marital Dissolution

Agreement, Parenting Plan, or other legal document which affects these issues. If anything changes during the school year, please provide us with an updated document “filed” with the Court. This is the only way we can “hold” a child if the other parent comes to pick up the child. We cannot stop a parent from picking up his/her child until we have the appropriate documentation.

## **7. Emergency Procedures**

All FSSD schools have Board approved guidelines and procedures in place to ensure that appropriate actions take place in the event of an emergency. Each staff member has been trained on emergency procedures and provided a MES School Safety Plan which provides information and procedures to follow in the event of an emergency situation.

## **8. Food Service**

It is the policy of the FSSD to:

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

Parents are encouraged to prepay for student breakfast/lunches on a weekly or monthly basis. Breakfast/lunch money must be paid separately from other monies and paid directly to the cafeteria manager in the mornings. Children are assigned a code that they will either punch into a keypad or scan on a lanyard as they go through the line. The purchase will then be deducted from the child’s account. Additional items are available and will be charged to the child’s account when he/she goes through the line. If you wish to have restrictions on your child’s account, you must contact the MES cafeteria manager.

### **Breakfast Prices:**

*Served daily from 8:00 - 8:20 a.m.*

Reduced student price	\$0.30
Student price	\$1.50
Adult price	\$2.25

### **Lunch Prices:**

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

Free and reduced family applications are available in the school office. If you have questions regarding the Nutrition Program contact Robbin Cross, the Child Nutrition Supervisor at 615-794-6624.

Children who bring lunches may bring their own **non-carbonated drink** or they may buy milk in the cafeteria for \$.75. Our cafeteria is self-serve; the student can select their items. A-la-carte items vary at each school. The extra items range in price from \$0.25 to \$1.75 for an extra entree. If you are planning to eat lunch with your child, please try to call the office by 9:30 A.M. so we can add you to the lunch count. We are always happy to have visitors join us.

## **9. FSSD E-News**

The FSSD has an online electronic newsletter that is sent out monthly as well as whenever there is breaking news to share with the community. If you are not already receiving these, it is well worth subscribing by going to [www.fssd.org](http://www.fssd.org) and clicking on "Subscribe to Our E-mail Newsletter." By subscribing, you will receive the latest district news delivered right to your email.

## **10. Inclement Weather**

Please listen to local news media for school closings. We will not be listed as Williamson County Schools. We are listed as Franklin Special School District or Franklin City Schools. If inclement weather begins after school is in session, parents are encouraged to use their own discretion in picking up their children. On holidays and snow days, the MAC program will be held at the Central Office Annex building.

## **11. School Closing Information**

Because inclement weather can close school at any time during the winter, the Franklin Special School District wants to remind parents of their options when it comes to finding out about school closings. As soon as the decision is made to cancel school, the following outlets will post the information:

FSSD Web Site ([www.fssd.org](http://www.fssd.org))

Local Television Stations (channels 2, 4, 5 and Fox 17) and their web sites

Cable Channel 3 (Williamson County Schools channel)

WAKM-950 AM

In addition, the FSSD will use its mass dialing system to send a recorded message to the telephone numbers and email addresses you have on record at school. **If your phone numbers have changed, please make sure the school has them on file so you will receive this important information.**

## **12. Non-Discrimination Policy**

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

## **13. 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, a teacher or administrator always supervises their activities.

Public release can also include, but is not limited to, the district’s web site. It is not our policy, however, to post student information (including first and last names or addresses) on the web site for public view.

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

#### **14. Parent Contract**

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

#### **15. 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, Flickr, YouTube, etc. Although 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.

#### **16. Student Health Services Health and Medication Policies**

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.

### **Health Screenings**

In compliance, with the Tennessee Department of Education, FSSD offers free health screenings during the school year. These screenings may include, but are not limited to, vision, hearing, speech, height, weight, BMI, dental, and blood pressure. We routinely screen students in Pre K, kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grades, as well as any students who are referred by a teacher. Routine health screenings can identify conditions which interfere with learning and provide early detection of conditions, which if untreated, can lead to more serious health concerns. Please contact the school nurse if you wish to decline screening or have questions.

### **Emergency Procedures**

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, 911 will 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 prescriptions and non-prescription, at school without a completed medication form. This includes medications such as inhalers, 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. The first dose of any new medication is to be administered at home. These forms are available from the school clinic or can be downloaded from the website at [www.fssd.org](http://www.fssd.org). An Individualized Health Care Plan is required for students with chronic illness such as asthma, diabetes, food allergies, etc. Parents are to pick up medications at the end of the school year. New forms must be completed each school year.

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

**Non-prescription (over the counter) medications** require a parent/guardian signature. The medication must be in a new, unopened container with the name of the medication and expiration date clearly visible.

***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**

Students should not come to school if they have had...

- a temperature of 100 degrees or greater in the past 24 hours.
- vomiting or diarrhea two or more times in the past 24 hours.
- 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 (Student must be fever-free for 24 hours before returning to school without the use of fever-reducing medications such as Ibuprofen or Tylenol)
- Vomiting/diarrhea (must be free of vomiting/diarrhea for 24 hours before returning to school)
- Unexplained rash (must have a doctor's note that they are not contagious to return to school)
- Suspected pink eye (must have 24 hours of antibiotic treatment before returning to school or a note from a doctor stating that the student is not contagious)
- Lice (FSSD has a strict NO NIT-NO BUG policy)
- 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.**

### **Immunization Requirements**

The Tennessee Department of Health has a specific immunization form which will be required for all students entering kindergarten. If you are unable to get the form from your child's doctor, you can take a copy of their immunizations to the Williamson County Health Department (1324 West Main Street Franklin) and they will supply the immunization form at no cost. The forms include the vaccine requirements for kindergarten entry, including a second dose of Varicella (chicken pox) vaccine. The form is required prior to the first day of school.

### **Religious Exemptions**

A Tennessee Department of Health Certificate of Immunization with section 1 completed and the provider's signature at the bottom is required. Section 1b documents the physical examination which is required. Section 1a is checked so the doctor can indicate why the immunization section is blank, but this is not considered the legal documentation of the exemption. A written statement from the parent/guardian declaring that vaccination conflicts with his/her religious tenets or

practices (See Model Form) is required **IN ADDITION** to the immunization certificate. The certificate does **NOT** require a check mark in Section 3 since it is an exemption from vaccinations and the provider is not certifying completion of immunization requirements.

### **Heat Policy**

Children do not adapt to extremes of temperatures as effectively as adults. When excessive heat occurs, the following precautions are to be taken for all outdoor physical activity including but not limited to: recess, PE classes, and field trips. Students should be hydrated before going outside and upon return from outside in all temperatures. For activities lasting over 30 minutes, periodic water breaks (every 15-30 min.) should be scheduled. Precautions should be taken whenever the heat index is elevated over 95. Precautions should include limiting the amount of time outdoors. When the heat index is above 104 degrees, all outdoor activities should be cancelled. The school principal will alert school staff when the heat index is elevated.

## **17. Student Records**

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

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

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

**Locations and Authorized Custodians**—The primary source of access is the school in which a student is enrolled. The principal is the authorized custodian for these records. The Director of Special Education regulates records of students involved in Special Education Programs, including the dates of individual assessments. If a student leaves the FSSD, the student record will be sent to the new school upon written request from that school.

## 18. **Student Surveys**

In order to achieve the vision of FSSD, Excellence and Teaching for All, it is imperative that a safe and supportive environment is maintained for all students. Therefore, schools must build a positive school climate/culture through the use of programs designed to teach respectful behavior, develop clear expectations for students and faculty, and model respectful behavior.

The Olweus Bullying Questionnaire, recommended by the State of Tennessee, is one measure used in the FSSD to assess the school environment. The results provide detailed and reliable information about bullying behavior, attitudes, and related issues in the school environment.

Student surveys are given at least once a year. Parents who would like to see the survey before it is administered to their child may contact the school counselor. All students in the 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades will participate in the survey unless a parent notifies the school otherwise.

## 19. **Tobacco Use Policy**

The entire school building and campus is a **tobacco-free zone**. This includes students, faculty, staff and visitors.

# State of Tennessee Information

## 1. **Tennessee Department of Education**

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

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

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

## 2. **Child Advocacy Information**

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

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

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

**Tennessee Protection and Advocacy (TP&A)**, 416 21st Avenue South, Nashville, TN 37212, 615-298-1080, Toll free: 1-800-287-9636, TTY: 615-298-2471, Fax: 615-298-2046

**Tennessee Voices for Children**, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, [TVC@tnvoices.org](mailto:TVC@tnvoices.org)  
These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:

<http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

The Department of Education and Franklin Special School District do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

### **3. Homeless Education**

Children may qualify for consideration under the **McKinney-Vento Homeless Education Act** if any of the following apply: you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law. Children have the right to attend school. They have the right to continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Children may enroll in a school without a permanent address, school records, or immunization records in hand. The school will provide assistance in obtaining proper documentation and homeless children will receive the same special programs and services provided to all other children. For more information, please call 615-794-6624.

### **4. Unsafe School Choice**

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

## Federal Regulations

### **1. Equal Educational Opportunities**

It is the policy of FSSD not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or status of disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Inquiries about compliance may be directed to the Civil Rights Coordinator at the FSSD Board of Education at 615-794-3015 or 615-794-6624.

#### **Grievance Procedures**

Initial grievance regarding complaints relative to Title VI, Title IX or Section 504 must be directed to the Civil Rights Coordinator.

Complaints must be filed in writing to the Civil Rights Coordinator with a copy sent to the person or persons against whom allegations are made.

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

If an allegation of discrimination involves student admissions or programs, the 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.

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

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

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

### **2. Right to Review Teacher Qualifications – NCLB Title I**

Title I of No Child Left Behind (NCLB) provides parents the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 615-794-6624.

### **3. Safe and Drug-Free Schools and Communities Act- Title IV-A**

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

### **4. Section 504**

Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both federal acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment;
- is regarded as having such an impairment, or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, the Franklin Special School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the district's programs or practices.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

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