

Franklin Elementary School



2023-2024 Parent/Student Handbook

211 S Main St.
Franklin, KY 42134
Phone: (270) 586-3241
Fax: (270) 586-2042

<https://www.simpson.kyschools.us/o/franklin-elementary>

Principal..... J’Nora Anderson
Asst. Principal..... Chris Pyles
Guidance Counselor..... Chesley Craine
CIA..... Stacy Vaughn
Attendance Clerk..... Mallory Cardwell
Bookkeeper..... Michelle Humprheys
FRC Coordinator..... Lucy Eversman
School Social Worker..... Melita Joiner



Table of Contents

Welcome and Greeting from our Principal.....	p.4
Important Information At a Glance.....	p.5
23-24 Simpson County Schools Calendar.....	p.6
Student Attendance.....	p.7
Faculty and Staff.....	p.9
Breakfast and Lunch.....	p.11
Community Eligibility Provision.....	p.12
Daily Schedules.....	p.13
School Policies.....	p.16
School Wide Rules.....	p.17
FES Costume Guidelines.....	p.19
Simpson County Family Resource Center.....	p.19
Site Based Decision Making Council.....	p.20
School Bus Regulations.....	p.20
Use of Physical Restraint and Seclusion.....	p.23
Parent Involvement Policy.....	p.26
SCS Title 1 School-Parent Compact.....	p.27
District Policy Notices.....	p.30

Welcome and Greeting from our Principal



On behalf of the faculty and staff, we would like to take this time to welcome you and your child to Franklin Elementary. We are excited and looking forward to the 2023-2024 school year. Franklin Elementary's goal is to provide a program that establishes a safe, caring, and stimulating environment where learning is enhanced through a variety of educational opportunities designed to help your child reach their highest potential. In order to reach this goal, there must be a collaborative effort on the part of students, teachers, administrators, parents, and community. Franklin Elementary encourages cooperation between the home and school through frequent and timely communication. Parents are encouraged to contact the school and to attend the scheduled meetings of parents and teachers.

We are using this handbook as a means of communication between the home and the school. There are many policies, regulations, and services discussed in these pages. Please READ and KEEP this handbook readily available throughout the year. Do not hesitate to call the school if you have any questions or concerns (586-3241). We are looking forward to a wonderful school year!

Sincerely,

J'Nora McCutchen-Anderson, Principal
Email: j'nora.anderson@simpson.kyschools.us

Mission Statement: Franklin Elementary will provide a learning environment that will enable each child to reach his/her own potential.

EXCELLENCE BEGINS HERE!!!



Important Information at a Glance

- School doors open at 7:30am and school dismisses at 3:00pm for Kindergarten.
- **CHECK IN:** Everyone must ALWAYS check in at the office when entering into the school with a valid ID. Presentation of an ID does not guarantee entry into Franklin Elementary.
- **ABSENCE NOTES:** Send a note if your child has been absent upon his/her return to school. It needs to be signed, dated and reason stated for absence.
- **MEAL COST:**

	<u>Student</u>	<u>Adult</u>
Breakfast	Free	\$2.75
Lunch	Free	\$4.00
Reduced Meal Free		n/a
Child Visitor Breakfast		\$1.75
Child Visitor Lunch		\$2.75
- **TRANSPORTATION CHANGES:** The school **MUST** have a note for ANY change of transportation, no exceptions. Notes can be sent in or can be emailed to festransportation@simpson.kyschools.us. Changes must be made before 2:00p each day.
- Please check your child's backpack and classroom folder on a DAILY basis.
- Regularly update emergency card information with the office or via Infinite Campus.
- Notify the office and your child's teacher of any change of address or phone number as soon as possible.
- The school must have a medication form filled out to give your child medicine (prescription and over-the-counter). The form is located in the school office.
- Resources:
 - **School Counselors Corner:**
<https://sites.google.com/simpson.kyschools.us/fescounselorcorner/home>
 - **Welcome to Kindergarten:**
<https://sites.google.com/simpson.kyschools.us/welcomelittlecats/home>
 - **Comprehensive School Improvement Plan:**
https://drive.google.com/file/d/1kGr9U_mU57JQqQyHSCwo_Vboh_sL1qwXZ/view
 - **FES PTO Facebook Page:**
<https://www.facebook.com/people/Franklin-Elementary-PTO/100057372044387/>
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SIMPSON COUNTY SCHOOLS

2023-2024 School Calendar

August 7-10	Flex Day	No Students
August 11	Opening Day	No Students
August 15	Training Day	No Students
August 16	First Day of School	
September 4	Labor Day Holiday	No Teachers/Students
October 2-6	Fall Break	No Teachers/Students
October 13	PT Conferences	No Students
November 7	Learning Community Day	No Students
November 22-24	Thanksgiving Break	No Teachers/Students
December 18-29	Winter Break	No Teachers/Students
January 1	New Year's Day Holiday	No Teachers/Students
January 15	Martin Luther King Jr. Day	No Teachers/Students
February 16	Learning Community Day	No Students
February 19	President's Day	No Teachers/Students
March 8	Learning Community Day	No Students
April 1-5	Spring Break	No Teachers/Students
May 21	Election Day	No Teachers/Students
May 23	Last Day For Students	
May 24	Closing Day	No Students

July 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	T	W	T	F
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20	21	22	23	24
27	28	29	30	

December 2023				
M	T	W	T	F
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4	5	6	7	8
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18	19	20	21	22
25	26	27	28	29

January 2024				
M	T	W	T	F
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15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
M	T	W	T	F
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19	20	21	22	23
26	27	28	29	

March 2024				
M	T	W	T	F
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April 2024				
M	T	W	T	F
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15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	T	F
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024				
M	T	W	T	F
2	3	4	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Student Attendance

We believe that good school attendance is one of the most important factors in student achievement. We want to work with you to ensure that we do all we can to give your child the best chance to succeed.

Attendance Information

- **Each child has a maximum of 6 parent excused days that can be used throughout the year. These days can cover a child's absence of any kind. Once the 6 parent days have been utilized, a doctor's note and/or principal approval will be required for any further days missed. A note will be needed for each missed day.**
- Anyone who arrives after 8:00a or leaves before 3:00p will be counted tardy. If your child arrives after 8:00a, they are required to be signed in by a parent/guardian in the office.
- All notes from a student being absent must be submitted to the office within 3 days of the child's return to school or the absence will be counted as UNEXCUSED.
- Students who have been absent from school **more than 15 (excused or unexcused) days** must have the district's **medical excuse form** completed in order for an absence to be excused. Exceptions to this policy can only be made when a chronic medical condition exists and is supported by documentation from a physician or other extenuating circumstances that should be discussed with a school administrator.
- Any student sent home by the school nurse will be excused from school on that day and the following day. If the child is absent for additional days beyond the day the student was sent home by the school nurse, all normal policies regarding documentation will apply.
- **HEAD LICE:** students will receive up to 3 excused absences for head lice per school year. Support to treat the lice will be provided by the school Family Resource Center. After 3 missed days, the student will receive unexcused absences until the situation is remedied.
- Any student who leaves school having not been advised by the school nurse will not be excused without meeting normal requirements for excused absences.
- Students who are absent from school or going to be absent from school for non medical reasons should contact an administrator at the school to determine what type of documentation will be needed in order for the absence to be excused.

- Any time you know or assume that your child will be absent from school for five or more days due to illness, surgery, injury, etc., contact your child's school immediately to inquire about home hospital instruction.

Excused Absences

- Death or severe illness in the pupil's immediate family (documentation will be needed)
- Illness of the pupil (a physician's statement may be required)
- Religious holidays and practices
- Participation in school-related activities approved by the principal
- Court appearances
- Act of God
- Treatment of head lice (maximum of three absences per school year)
- One day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the Principal

Unexcused Absences

All other absences shall be considered unexcused.



FES Faculty and Staff

Kindergarten Teachers and Instructional Assistants:

Chasity Crafton & Cindy Sheehan

Sabrina Bowen & Vanessa Purvis

Kim Wren & Kyndrah Shoulders

Allison Piercy & Sheila Jeffers

Stacy Nishibun & Patricia Long

Myra Gregory & Patty Kinder

Hilary Kessler & Julie Freeman

Amber Schuler & Emily Gheysens

Bethany Carter & Ashley Scott

Haley Arterburn & Deborah Finley

Sharon Smith & Gemma Boerger

Melanie Valone – Music Teacher

Syntonia Day – Physical Education

Jane Rahm- Librarian

Pamela Smith & Jamie Simpson– Title I Staff

Special Education Teachers and Assistants:

Morgan Williams

Toni Marvel

Molly Downey

Kim Stradtner, Kelly Henson, & Amanda Dean– Special Education Assistants

Speech/Language Pathologist:

Gayla McCoy, Denisha Kirby, & Kate Rash

Tammy Brady, SLP Assistant

Preschool Staff

Holly Simmons – Preschool Coordinator

Preschool Teachers:

Jessica Lester

Holly Williams

Jamie Creasey

Ty'Asia Partinger

Preschool Instructional Assistants:

Bailey Pedigo

Abby Gass

Amy Smith

Danielle Fite

Tammy Watkins

Taylor Keith

Custodians

Linda Gass

Pam Phillips

Teresa Samuels

Cafeteria:

Stalena West, Katherine Stewart, Cindy Jancek and Becky Meador



Breakfast and Lunch

Breakfast

Franklin Elementary serves breakfast to students and faculty for every day school is in session for a full day. Breakfast will be served from 7:30 - 8:00 am each morning. **In order for your child to have enough time to eat breakfast, he/she should be in the line by 7:40. In order to comply with federal regulations, food from restaurants may not be brought in during school breakfast or lunch hours.** His/her class will start at 8:00 am each morning. In the event that your child's bus is late, we will make sure your child has the opportunity to eat breakfast.

Lunch

We ask that you please notify your child's teacher if and when you choose to eat lunch at school, so that they may make the cafeteria staff aware of the extra person.

In order to comply with federal regulations, food and soft drinks from restaurants may not be brought in to school during breakfast or lunch hours. Food from home cannot be heated up. No soft drinks in lunch boxes will be permitted.

Breakfast and lunch will be served at the following cost:

Student Breakfast	Free	Student Lunch	Free
Adult Breakfast	\$2.75	Adult Lunch	\$4.00
Reduced Breakfast	n/a	Reduced Lunch	n/a



Community Eligibility Provision

Dear Parents and Guardians,

We are pleased to inform you that the Simpson County School District will be implementing a new option available to all schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2023-2024.

What does this mean for you and your children attending Simpson County Schools?

Great news for you and your students! All enrolled students of Simpson County School District are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2022-23 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If we can be of any further assistance, please contact me, Sarah Richardson, Food Service Director at 270-586-8877 or sarah.richardson@simpson.kyschools.us.

Sincerely,

Sarah Richardson
Food Service Director

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, E.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g Braille, large print, audiotape, etc.) please contact USDA/s TARGET Center at (202)720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Kindergarten Daily Schedule

- 7:30** School Opens - Students supervised in multi-purpose room
- 7:30-8:00** Breakfast served to students
- 7:30** Teachers arrive
- 7:50** Students dismissed to their classrooms
- 8:00** Classes begin
- 8:00-3:00** Instructional Times
- 3:00** Dismiss car riders and 1st bell bus riders
- 3:05** Dismiss 2nd Bell bus riders
- 3:25** Car Rider Line Ends and pickup will be in the office with an ID.



FES Special Areas

Physical Education

All Entry Level and Preschool children will have P.E. each week. Athletic shoes must be worn on P.E. day. No flip flops allowed on P.E. days. Please advise our physical education teacher of any physical limitations your child may have.

Arts & Humanities

Music at Franklin Elementary is offered to all students. Students are introduced to a beginning repertoire of children's songs emphasizing basic music skills such as rhythm, melody, and early notation. Additional activities include instruments, creative movement, and music games.

Computers

Students will have the opportunity to work on their digital literacy skills. Students will visit the computer lab one to two times weekly to work on these skills as well as other academic related skills.

Library

The mission of the Franklin Elementary School Library/Media program is to ensure that students are effective users of ideas and information. The library media center strives to provide the school community with developmentally appropriate instructional materials and recreational materials to encourage growth in knowledge, to foster information literacy, and to establish a life-long love of reading.

→ Student Checkouts

Kindergarten students will visit the Library/Media Center and have the opportunity to check out books. Students will begin checking out books mid September. Check out days will vary and the loan period is one week. Overdue notices will be given periodically. To help students learn to be responsible, no new loans will be permitted until overdue books are returned.

→ Lost and Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be check out. A fee of \$10.00 will be charged to replace a lost or damaged book. A parent/guardian may choose to replace the lost or damaged book. The replacement book must be the same title as the lost/damaged book.

Speech

Communication is the first basic skill. Therefore, any parent and/or classroom teacher with concerns about a child's speech/language skills can request a screening. A screener will indicate whether a full speech/language evaluation is needed. If so, the parent will be given a written notice, one week in advance, scheduling a meeting to obtain permission for testing. Please make every effort to attend these meetings at the time requested in order to avoid disruption of classes. If you know that you won't be attending, please indicate at the bottom of the written notice, otherwise the Speech Pathologist must attempt to reschedule the meeting. If a child

meets Kentucky Eligibility Guidelines for speech/language services and a parent agrees to placement, the child will remain in the program until parents have been notified that their child has met all of his/her identified objectives and is no longer in need of services. Please don't hesitate to discuss any concerns you might have with our speech pathologists.



Franklin Elementary School Policies

School Day

The school day for students begins at 8:00 am and ends at 3:00 pm. Students should not arrive at school before 7:30 am. There will be no supervision until that time. Students arriving between 7:30am and 7:50am by bus will go directly to the gym and students arriving by car will go directly to the gym. Someone will be on duty to supervise. Children should follow all directions given by staff on duty. Children should only leave the area after receiving permission. At 7:50, Kindergarten students are dismissed to go to their classrooms. If you bring your child and he/she is having breakfast at school, they need to arrive by 7:40 am so they can be in their homeroom by 8:00.

The first afternoon dismissal bell will ring at 3:00 pm.

Transportation Changes

Any changes in a student's daily transportation requires a note from a parent or guardian for clarification. **A written note may be sent/brought into the office or a note can be emailed to festransportation@simpson.kyschools.us.** Phone numbers must be included so that we can call to verify the information provided. Please give specific instructions (names and addresses with phone numbers of who will be picking your child up or where he/she will get off the bus). *PLEASE DO NOT* call the school, contact the teacher, or use Class Dojo to make changes. Communication **MUST** be made with the front office staff. If we have no communication from the parent, the student will be sent home the way he/she normally goes. Anyone **NOT** listed will **NOT** be allowed to pick up the student. In addition, an ID is required to pick up any student.

No transportation changes will be made after 2:00 P.M.

Under no circumstances will a student be loaded in a vehicle that is not displaying the Franklin Elementary issued pickup tag or if the student does not have a pickup pass for the day. Please remember this is for the safety and security of your child.

Bus Vests

Students riding the bus will be provided a safety vest to wear to and from school on their assigned bus. The first vest is provided by the school for the safety of our students. Students will be provided the first vest and there will be a \$10 replacement fee.

Picture Identification for Building Entry

While we love to have visitors in the building for lunch and other events, it is imperative to have those individuals listed on the emergency contact sheet. If a visitor is not on the sheet, they will not be allowed to visit that child. You must show I.D. every time you enter the building. Simpson County Schools uses the Raptor System to check visitors in and out.

FES Behavioral Expectations

FRANKLIN ELEMENTARY SCHOOL			
	FRIENDLY TO ALL	EXCITED TO LEAD	SHOW RESPECT
CLASSROOM	Use Kind Words Listen When Others Talk Share / Take Turns	Follow Classroom Procedures Try Your Best Ask For Help if Needed	Accept Others for Who They Are Keep Hands and Feet to Self Keep Area Clean
HALLWAY	Hands and Feet to Yourself	Go Directly to Destination Use Walking Feet	Voice Level 0
RESTROOM	Hands and Feet to Self Wait Your Turn	Stay on Spot While Waiting Wash Hands with Soap Dry Hands Before Leaving	Voice Level 1 One at a Time in the Stall Keep Restroom Clean
MEAL TIME	Use Kind Words Hands and Feet to Self	Use Walking Feet Stay in Your Area Eat Your Food Use a Napkin to Clean Mouth and Hands	Voice Level 1 Keep Table Area Clean Chew Food with Mouth Closed
PLAYGROUND	Use Kind Words Take Turns Share With Others	Go to Your Teacher When Called Use Equipment Properly	Voice Level 4
BUS	Use Kind Words Hands and Feet to Self	Stay in Your Seat Bottom to Bottom Back to Back	Voice Level 1
SPECIALS / CENTERS*	Use Kind Words Hands and Feet to Self	Complete a Task Try Your Best Stay in Your Area	Keep Area Clean

*Kindergarten students attend special area classes daily. Preschool students participate in centers within the classroom.

FES Consequence Matrix

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Positive Consequence	Positive Praise	Positive Dojo	Positive Dojo Positive Parent Contact	Extra Activity/Fun Activity in Classroom (e.g., Write with marker, choose their seat in the classroom, PBIS Kids in the computer lab, etc.)	Possible Leader of the Week Positive Office Referral
Negative Consequence	Reminder of Expectations	Respectful Redirection and Model of Skill Material Adaptation	Negative Dojo Parent Contact from Teacher	Refocus Time (Time away from the current setting or fun activity for 15 minutes. Reflect with a staff member before returning.)	Office Referral *Major behaviors may warrant immediate office referral

Offense: One specific behavior

Minor: Minor behaviors are minor rule violations that will result in an immediate verbal correction with a possible consequence. Minor behaviors that become excessive may fall into the Major category.

Defiance/Noncompliance
Horseplay
Classroom Disruption
Swearing
Out of Assigned Area

Major: Serious fighting, harassment, and verbal abuse violate the dignity, well-being, and safety of another person are all examples of major behaviors. These behaviors will not be tolerated and will result in an OFFICE REFERRAL. Major behaviors may result in suspension but may also be corrected using a variety of logical consequences.

Abusive/Inappropriate Language
Fighting/Physical Aggression
Property Damage/Vandalism
Stealing
Disruptive Behavior that Stops the Learning in Class

FES Costume Guidelines



We love to provide opportunities for students to dress up at FES for days such as Halloween and special events. However, we do have several guidelines we must follow regarding costumes:

1. Costumes must be age appropriate and please no scary costumes.
2. Please put clothes on under any costumes.
3. Students must be able to see out of their costumes, so please no covered faces. **NO MASKS OR FACE PAINT.**
4. Students must be able to use the restroom independently so a costume that must have adult assistance is not permitted.
5. Students will still enjoy recess and PE. FES will not be responsible for any torn costumes or missing pieces.
6. Please read all communication from your child's teacher to know if they may wear costumes on specific days.
7. If costumes are distracting, dangerous, or do not meet any of the guidelines above the costumes will be put into the backpack for the remainder of the day.

Simpson County Family Resource Center

The Family Resource Center (FRC) is located at the school. We provide services for families with infants at birth through the age of three through our Parents and Teachers program. We provide an array of services such as: **Coats for Kids, the dental clinic, and educational support groups**, all of which are provided at various schools.

For families, we provide the intake and offer referral services. We have a lending library for your use with information on issues ranging from potty training to discipline. We offer classes for parents to enhance their parenting skills and to get new ideas. Remember, all services are **free** and **confidential**.

FRC hours: 8:00-4:00 Monday through Friday with other hours available by appointment. The number is 586-3241.

STAFF: Lucy Eversman - Coordinator

Site-Based Decision Making Council

Franklin Elementary School's Site Based Decision Making Council has the responsibility for setting school policy consistent with district policy to provide an environment that supports student achievement and assists the school in meeting goals established by the General Assembly. In order to submit an item to be considered at a meeting, it must be submitted in a writing to the school principal at least five days prior to a meeting. The school council shall adopt a policy to be implemented by the principal in the following areas:

Curriculum, Instructional/Non-Instructional Staff Time, Assignment of Students to Classes, School Schedule, School Space, Instructional Practices, Discipline/Classroom Management, Extracurricular Programs

The following people were elected to serve as council members for the 2022-2023 school year.

1. J'Nora Anderson (Principal)
2. Cierra Hampton (Parent)
3. Meghan Lillard (Parent)
4. Jessica Lester (Teacher)
5. Stacy Clark-Nishibun (Teacher)
6. Morgan Williams (Teacher)

School Bus Regulations

The Simpson County Board of Education has a policy of not discharging Entry Level (Kindergarten) students unless we see that a responsible adult is at the stop or visible from the house. Preschool (3 and 4 year old students) require a parent or guardian to bring the student to the bus stop and wait at the bus stop before the student can be discharged from the bus. A driver assistant shall be responsible to deliver and receive the child safely to and from parent, guardian, or person authorized at ALL TIMES. **In the event there is not a parent/guardian waiting for the bus, the bus drivers have been instructed to return students to the school or bus garage.** The school will notify the parent/guardian that the child is returning to school and it will be the responsibility of the parent/guardian to provide transportation from school to home on that day. After a student has been returned three (3) times, he/she is subject to losing bus privileges. **Written permission must be brought in or emailed to the front office and approved by the principal if the guardians want the student to get off the bus with an older sibling.**

Parent Safety Alert - Long drawstrings, backpack buddies and other dangling items which might get caught in the door or handrail are strongly prohibited! Our main objective is to provide the maximum amount of safety in all circumstances for our students at Franklin Elementary.

Any bus transporting preschool students are required to have a monitor.

The Simpson County Board of Education has implemented a plan for the use of video cameras on the school bus. The board policy is as follows:

Video cameras are installed in the District's school buses to record student behavior during transportation to and from school and school related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

Rules and Regulations for Riding a School Bus

Regulations are issued in accordance with the Students Code of Conduct, Simpson County Board of Education Policy, Kentucky Administrative Regulations and Kentucky Revised Statutes do not require Boards of Education to furnish transportation to and from school for pupils. The Simpson County Board of Education has elected to provide transportation for only those pupils regularly enrolled in the PUblic Schools within the Simpson County School District. Pupils have the privilege of riding a Simpson County School Bus to and from school provided they comply with the Directions from the Driver, Monitor, and The Rules and Regulations for Pupils Riding School Buses. Video cameras are installed in the District's school buses to record student behavior during transportation to and from school and school related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

1. The bus driver and monitor are in charge of the bus and pupils will have an assigned seat.
2. Pupils should arrive at the stop five (5) minutes before time for the bus to arrive. The driver cannot wait, but will cooperate when it is raining, snowing or extremely cold.
3. Pupils should wait 10 feet away from the street or road and on the side of the street where the pupil lives, not crossing until the bus arrives and stops the traffic.
4. When pupils must cross the roadway to enter or leave the bus, they shall cross the roadway approximately 10 feet away from the bust and not cross until all traffic has stopped and the driver signals for them to cross.
5. Pupils should always board the bus in an orderly manner, using the handrail and going immediately to sit down, sitting in the assigned seat.
6. Pupils are to remain seated until the bus has come to a complete stop with the park brake set before leaving the bus seats to get off the bus.
7. Pupils are not to change from one seat to another while the bus is in motion.
8. For safety reasons, pupils shall sit back to back and bottom to bottom and keep arms, legs, and head inside the bus.
9. Pupils shall not create noise on the bus to the extent that it would distract the driver or interfere with the driver's ability to hear emergency vehicles or trains.
10. Pupils are to ride their assigned buses only and are required to get off the bus at their assigned stop unless the pupil presents the driver a pass signed by the principal or designee.
11. Non-students are not permitted to ride the bus anytime unless with written permission from the superintendent

12. Students on extra-curricular trips are required to abide by the same safety rules and regulations.

The following activities are prohibited at all times:

1. Improper behavior (insolence, vulgarity, foul language, fighting, pushing, or similar offenses)
2. The use of any tobacco substances on the bus, possession or under the influence of a controlled substance
3. No pens or pencils out
4. Eating or drinking on the bus
5. Throwing articles in or from the bus
6. Possessing knives, sharp objects, glass containers, helium balloons, or lasers
7. Tampering with controls of the bus
8. Littering the bus
9. Placing articles at the door by the driver
10. Obstructing the aisle in any manner
11. Water guns or water gun fights
12. Any articles causing damage or excessive wear to the bus.
13. NO cell phones, cameras, or hand held games out.
14. Students must maintain quietness at railroad crossings
15. Occupying more space in a seat than required (pupils shall only be allowed to carry on a school bus those items which they can securely hold and contain in their lap without imposing into another passenger's area.

Pupils ARE NOT permitted:

1. To sit or stand on the steps at the entrance of the bus, or in the landing area
2. To operate the signals or entrance door
3. Any type of weapon on the bus either operative or ceremonial
4. To bring any object that would likely block the aisle or exits
5. To bring pets, snakes, mice, or preserved specimen that would likely frighten any pupil or cause a commotion on the bus.

Parents: If there are any questions about the penalties, call the principal. If there are any questions about policies, call the Pupil Transportation Department, 586-3757.

Use of Physical Restraint and Seclusion

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

Definitions

- Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

Physical Restraint

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

- In non-emergency circumstances when a student's behavior poses an imminent danger of physical harm to self and others.
- As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use of imminent use of unlawful physical force)
- As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use of imminent use of unlawful physical force)
- To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force)

- As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designated to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress)

Seclusion

Seclusion may be implemented only if the student’s behavior poses an imminent danger of physical harm to self or others. Less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion.

Parameters

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District’s local code of acceptable behavior and discipline and district employee handbooks.

Training

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of student shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

Required Procedures

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

- Documentation of the event in the student information system
- Notice to parents
- A process for the parent or emancipated youth to request debriefing session

Notification Requirements

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but not later than the end of the school day on which it occurs. Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through

electronic communication as soon as possible within 24 hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via US mail. If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusions, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within 24 hours.

Debriefing Session

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable but no later than five school days following receipt of the request from the parent/emancipated student and the school. The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

Parent Complaints

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the district and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings and when appropriate, take corrective action.

Documentation

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 7:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on district use of physical restraint and seclusion to identify any recommendations to be made to the board for policy and procedure revisions.

References

704 KAR 7:160

KRS Chapter 503: KRS 503.050.503.070, KRS 503.080, KRS 503.110

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

Parent Involvement Policy

Definition of a Parent

The legal definition of a 'parent' is a parent, step-parent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides. For the purpose of this policy, we will use the term 'parent' to encompass all diverse family situations.

Commitments

We commit to:

1. Sharing clear information about each student's progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Ensuring a collaborative approach with parents and community members in our decision-making.
4. Facilitating the involvement of families from diverse backgrounds and cultures.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

School Responsibilities

Franklin Elementary will:

1. Provide high-quality curriculum and instruction in an effective, supportive and safe learning environment that enables the students to meet Kentucky's Academic Standards.
2. Provide information on the content students will learn throughout the year.
3. Provide parents with frequent reports on their child's progress. Specifically we will provide formal reports every nine weeks.
4. Parent-Teacher Conferences will be utilized throughout the year as a method of communication with families. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
5. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences. Class Dojo will also be a communication tool used to communicate between school and home.
6. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The **Family Resource/Youth Center** will share responsibility for student achievement by:

1. Surveying families at least once a year to learn what services and activities would most help them support their children as learners.

2. Offering a well-planned, well publicized menu of activities and programs to meet those needs.

Parent Responsibilities

Parents are asked to:

1. Monitor attendance
2. Become familiar with and support the school and individual classrooms' initiatives and show interest with questions about and comments on the schoolwork their children bring home.
3. Assist their child with time management
4. Participate, as appropriate, in decisions relating to their child's education
5. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
6. To the extent possible, volunteer, serve on the school council or a committee, attend School Based Decision Making Council meetings, PTO meetings, and comment on draft policies and plans as they are made available.

Student Responsibilities

With support from parent, students are asked to:

1. Attend school as regularly as possible
2. Follow the school and classroom expectations
3. Bring necessary learning materials to school and to class
4. Give parents or adults who are responsible for them all notices and information received from the school.

Simpson County Schools Title I School-Parent Compact

Commitments

We commit to:

1. Sharing clear information about each student's progress with parents
2. Offering practical suggestions to parents on how they can support student learning at home
3. Making representative parents and community member's full partners in our decision-making
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

We will honor these commitments through a school-parents compact. During an annual meeting with parents we will review the compact with parents, as for input then revise, if necessary, the compact.

Required School-Parent Compact Provisions

Our student's parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student achievement. Following are the responsibilities for the school, the parents, and the students:

School Responsibilities

The Simpson County Elementary Schools will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement
3. Provide parents with frequent reports on their children's progress
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: e-mail, phone calls, and appointments for face-to-face conferences.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities as follows:
 - a. Tutoring
 - b. Assisting with classroom activities that require more than one adult
 - c. Preparing materials, mailings, refreshments, and other items needed for family and community involvement
 - d. Serving on one of our decision-making committees
 - e. Joining our parent teacher organization and participating in its efforts to strengthen our school
 - f. Volunteering along with other concerned members of our community in other areas as needed
6. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
7. Assign homework in accordance with our homework policy
8. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
9. Support an active Parent Teacher Association or Organization
10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.
11. The Family Resource/Youth Service will share responsibility for the student achievement by:
 - a. Surveying families at least once a year to learn what services and activities would most help them support their children as learners

- b. Offering a well-planned, well-publicized menu of activities and programs to meet those needs

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance
- Making sure that homework is completed
- Assist the child with time management (extracurricular, television watching, electronic games, playing, computer, etc.)
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district received either by my child or by mail and responding as appropriate.
- Serving to the extent possible, volunteer, serve on the school council, or a committee, and attend School-Based Decision Making Council meetings and comment on draft policies and plans as they are made available.
- Become familiar with the support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home

Student's Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. With support from parents, students are asked to:

- Read at least 20 minutes every day outside of school time
- Give to my parents or the adults who are responsible for my welfare all notices and information received by me from my school every day.
- Attend school as regularly as possible
- Follow the school and classroom behavior expectations
- Bring necessary learning materials to school and to class



District Policy Notices

Public Notice: Exceptional Children Record Retention and Destruction

Kentucky Records Retention Guidelines describe how Simpson County Schools shall maintain and/or destroy Exceptional Student Record according to P.L 94-142, Sec. 300.573 and P.L. 93-380 Sec. 513. The following records will be destroyed after the student's program has been inactive or completes his educational program in the Simpson County School district.

After five years, the following Special Education Due Process Records will be destroyed: All

Notices: of placement, records of disclosures, of SBARC Conference meetings;

All Due Process Forms: including SBARC conference summaries, parent permissions for testing and placement, developmentally/social histories, plus any other information contained with the Due Process Folder.

Copies of these records will not be retained unless we have a written request that they are not to be destroyed. If you have any questions, please feel free to contact Whitney Maxwell, the Director of Exceptional Children Program at (270) 586-8877.

Asbestos Notice

TO: Parents, Guardians, and School Employees
SUBJECT: Asbestos Management Plan for the Simpson County Schools
DATE: 2016-2017 Academic School Year

This notice is to assure you that the Simpson County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for the building materials which contain asbestos has been completed for all school building owned, leased, or otherwise occupied by the Simpson County Schools. This inspection has been conducted by a certified inspector and the materials samples were evaluated by an accredited laboratory. Building materials containing as little as two percent pr assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the Principal's office of each school during regular business hours.

We will continue to notify you at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issues as a result of an additional inspection, normal surveillance practices, response actions or remodeling work which might

disturb building material which contain asbestos. Every precaution will continue to be utilized in order to protect the well being of students and employees of the Simpson County Schools.

Assault and Threats of Violence - Notice of Penalties and Provisions

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below.

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (Terroristic Threatening, Second Degree)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
- b) Makes false statements by any means, including by electronic communication, for the purpose of:
 1. Causing evacuation of a school building, school property, or school sanctioned activity;
 2. Causing cancellation of school classes or school sanctioned activity; or
 3. Creating fear of serious bodily harm among students, parents, or school personnel;
- c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.

702 KAR 5:080 (Removal of Students)

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property. The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080. Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site. When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom. At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

1. Another classroom in that school; or
2. An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

KRS 158.150 (Disrupting the Educational Process)

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student & access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered chronically disruptive; and may be suspended from school and no other basis for suspension shall be deemed necessary. At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students. When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

1. Another classroom in that school; or
2. An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

REFERENCES:

KRS 158.150; KRS 158.165; KRS 160.290

RELATED POLICIES:

09.13; 09.422; 09.425; 09.4281; 09.42811; 09.431; 09.438

Report to Law Enforcement Agency

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school

sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

KRS 158.192 (Harmful to Minors Complaint Resolution Process)

Per KRS 158.192 harmful to minors; means materials, programs, or events that:

- a) Contain the exposure, in an obscene manner, of the unclothed or apparently unclothed human male or female genitals, pubic area, or buttocks or the female breast, or visual depictions of sexual acts or simulations of sexual acts, or explicit written descriptions of sexual acts;
- b) Taken as a whole, appeal to the prurient interest in sex; or
- c) Is patently offensive to prevailing standards regarding what is suitable for minors.

This complaint resolution policy shall be used to address complaints submitted by parents or guardians alleging that material, a program, or an event that is harmful to minors has been provided or is currently available to a student enrolled in the District who is the child of the parent or guardian.

The complaint resolution process shall require that:

- a) Complaints be submitted in writing to the Principal of the school where the student is enrolled;
- b) Complaints provide the name of the complainant, a reasonably detailed description of the material, program, or event that is alleged to be harmful to minors, and how the material, program, or event is believed to be harmful to minors.

The appeal process is outlined in 08.23 AP.21/Complaint Resolution Process.

KRS 158.192

Board of Educ., Island Trees v. Pico, 102 S.Ct. 2799 (1982)

RELATED POLICIES:

03.16; 03.162; 03.1621; 03.26; 03.262; 03.2621

08.2322; 09.4281; 09.42811; 09.428111; 10.2



