

# Franklin Elementary School



## 2020-2021 Student Handbook

211 S. Main Street  
Franklin, KY 42134

# Important Information at a Glance

- **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:**

	Student	Adult
Breakfast	Free	\$2.75
Lunch	Free	\$3.75
Reduced Meal	Free	n/a
- **TRANSPORTATION CHANGES:** The school **MUST** have a note for ANY change of transportation, no exceptions.
- Please check your child's backpack and classroom folder on a DAILY basis.
- Regularly update emergency card information with the office.
- 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.
- **ANYONE WHO ARRIVES LATE (AFTER 8:00) OR LEAVES EARLY (BEFORE 3:00) WILL BE COUNTED TARDY. IF YOUR CHILD ARRIVES AFTER 8:00, THEY ARE TARDY AND ARE REQUIRED TO BE SIGNED IN BY A PARENT OR GUARDIAN.**
- **PLEASE NOTE FRANKLIN ELEMENTARY'S VIDEO AND PHOTOGRAPHY POLICY. PRIOR APPROVAL FOR PHOTOGRAPHY AND VIDEOS MUST BE GIVEN BY THE PRINCIPAL.**
- Students enrolling after October Break will not be eligible for end of year incentives unless previous school records indicate perfect attendance.
- Perfect attendance = 0 absences and 3 or less excused tardies

# Welcome and Greeting from our Principal

On behalf of the faculty and staff, I would like to take this time to welcome you and your child to Franklin Elementary. I am looking forward to the 2020-2021 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 and encourage your open and honest communication as well. Parents are encouraged to visit the school and to attend the scheduled meetings of parents and teachers.

We are using this handbook as a means of communicating 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).

Yours in Education,

Rachel Wright

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

# School Calendar

TBD

# FRANKLIN ELEMENTARY

## FACULTY AND STAFF

Principal: Rachel Wright

Guidance Counselor: Chesley Craine

Secretaries: Felita Holder and Michelle Humphrey

School Social Worker: Melita Joiner

FRYSC Coordinator: Lucy Eversman

### Kindergarten Teachers and Instructional Assistants:

Shannon Hawks & Jamie Simpson

Sabrina Bowen & Vanessa Purvis

Kim Wren & Pamela Smith

Allison Piercy & Tara Crittenden

Stacy Nishibun & Patricia Long

Myra Gregory & Patty Kinder

Hilary Kessler & Cynthia Partinger

Amber Schuler & Emily Gheysens

Bethany Carter & Erica Brassell

Haley Arterburn & Mallory Cardwell

Sharon Smith & June Johnson

Lori Bean – Library Media Specialist/Reading and Math Specialist

TBD – Arts & Humanities Teacher

Syntonia Day – Physical Education

Chelsey Craine – Guidance Counselor

TBD & Darlene Fiveash – Title I Staff

### Special Education Teachers and Assistants:

Chesley Craine

Heather Cassity

Morgan Williams

Toni Marvel

Kim Stradtner & Mary Alford – Special Education Assistants

### Speech/Language Pathologist:

Gayla McCoy, Denisha Kirby, & Kate Rash

Tammy Brady, SLP Assistant

# FRANKLIN ELEMENTARY

## FACULTY AND STAFF

### Preschool Staff

Holly Simmons – Preschool Coordinator

Assistant – Michelle Humphrey

### Preschool Teachers:

Diane Cary

Holly Simmons

Jessica Lester

Amy Hargrove

### Preschool Instructional Assistants:

Angie Allen

Debbie Fenley

Tammy Watkins

Amanda Britt

Jenna Jones

Brittany Bell

Mary Sexton

### Custodians

Linda Gass

Pam Phillips

Teresa Samuels

### Cafeteria:

Kim Graves, Katherine Stewart and Becky Meador

# 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.

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## Attendance Information

- ALWAYS follow up all absences from school with documentation, INCLUDING early check out and late arrival.
- All excuses must be turned in within 3 days of the child's return to school.
- A student who has been absent from school less than six cumulative days within a school year may be excused from school with a note from a parent/guardian.
- A student that has been absent from school more than six cumulative (excused or unexcused) days must turn in a note from a doctor listing the specific days upon which the child should be excused from school. A parent may contact the principal or designee to explain the situation and request an exception. An exception must be requested on each occurrence unless other arrangements are made. If a guardian wishes to ask for an exception to this policy, they should contact the school administrator on or before the day the absence occurs.
- 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 (head lice policies not withstanding). A note should still accompany the child upon their return to school. 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.
- 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
- 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.

# 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 every attempt to see that 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 she 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	\$3.75
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 2019-2020.

**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 2017-2018 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](mailto: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](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](mailto: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, audiotope, etc.) please contact USDA/s TARGET Center at (202)720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

# The LeaderinMe™

great happens here

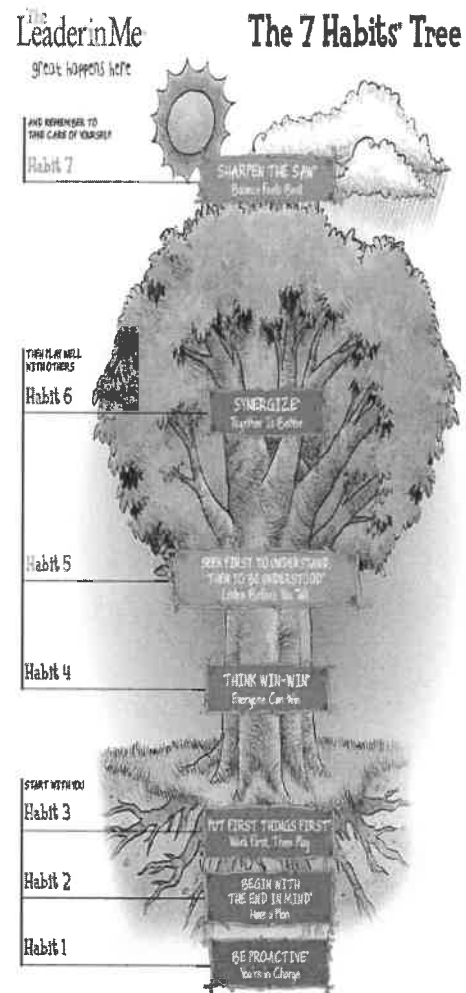
Parents and Guardians:

Franklin Elementary has implemented a program that is based on the popular book, *The 7 Habits of Highly Effective People*. *The Leader in Me* produces transformational results in children such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, *The Leader in Me* equips students with self-confidence and skills they need to thrive in the 21st century economy! The Leader in Me program revolves around the 7 main habits that we'll focus on throughout the school year. Those habits (and a short explanation of each) are outlined below:

- **Habit 1: Be Proactive** - You're in charge.
- **Habit 2: Begin With the End in Mind** - Have a plan.
- **Habit 3: Put First Things First** - Work first, then play.
- **Habit 4: Think Win-Win** - Everyone can win.
- **Habit 5: Seek First to Understand, Then to be Understood** - Listen before you talk.
- **Habit 6: Synergize** - Together is better.
- **Habit 7: Sharpen the Saw** - Balance feels best.

Over the coming months, your child will likely be using language that includes these habits quite frequently. Each child will be involved in this program and discover qualities among our students to make them more responsible, to show more initiative, to show their creativity, to be able to set goals as well as meet them, to assist them in getting along with people from many different cultures, and finally to resolve conflicts among themselves. This program goes far beyond test scores and is not simply a character education course. Instead, we are teaching our Franklin Elementary students a set of leadership traits that will build a strong skill set which will stand the test of time as they use these skills throughout their lives.

We are excited about the impact this program will have on our school as well as each student! We look forward to sharing this exciting time with each of you! Stay tuned as we enter an exciting time at Franklin Elementary School!!!



## Entry Level Daily Schedule

**TBD for 2020-2021**

**7:30** School Opens - Students supervised in multi-purpose room

**7:30-8:00** Breakfast served to students

**7:40** 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.

## Preschool Daily Schedule

**TBD for 2020 - 2021**

**7:30** School opens - students supervised in multi-purpose room

**7:30** Teachers arrive

**8:00** Students and their teachers dismissed to the classroom

**8:15-11:15** Morning preschool instruction time

**11:15** Morning preschool dismissal time

**11:15** Afternoon Preschool students arrive - supervised in multi-purpose room

**11:30** Students and their teachers dismissed to their classroom

**11:30-3:00** Afternoon preschool instruction time

**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.

# Franklin Elementary School Policies

## Management and Supervision of Students

According to, 704 KAR 3:410 Section 6, the ratio in the preschool classroom shall consist of one (1) adult for a maximum to ten (10) children.

In the event that a preschool classroom is out of ratio (1:10) the school will provide enough staff to meet ration requirements.

## 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. All students arriving at school between 7:30 am and 7:50 am will go directly to the cafeteria. Someone will be on duty to supervise. Children should follow all directions given by teacher assistants on duty. Children should only leave the area after receiving permission. At 7:50, Entry Level students are dismissed to go to their classrooms. At 8:00 am preschool students are dismissed with their teachers to go to their classrooms. The morning preschool students dismiss at 11:15 and the afternoon preschool students arrive at 11:15. 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 require a signed and dated written note from parent or guardian for clarification. Fax a written note with signature and phone # to 270-586-2042, phone # must be included so that we can call to verify. Please give specific instructions (names and address 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, use Remind or Email to make changes. 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.

# Franklin Elementary School Policies

## Drop Off & Pick-up Information

If your child is picked up during the school year, you will be required to have a sign in your windshield EVERY afternoon when pulling through the pickup line. If someone different will be picking up your child, you must make arrangements for that person to have your child's sign. Keep sign up in windshield until child is loaded.

If the person picking up your child is under the age of 18, prior approval must be obtained from Mrs. Wright.

During drop-off time and pick-up time, there should be no pedestrian traffic on the south side of the building (teacher parking area). If you need to pick your child up early please make sure you come in with your ID, before 2:30 pm. While in the pickup line we ask that all children waiting with you, remain in the vehicle due to safety reasons.

**\*\*\* ATTENTION: Morning and Afternoon Car Rider Procedures\*\*\*** Parents, in order to insure safety, we ask that you follow the morning and afternoon car rider procedures. Parents, you can access Little Cat Way from Madison, please continue to pull forward until you see STOP painted on the pavement. We have staff that will motion you forward when we are ready to start the unloading process. You will circle the parking lot and exit left onto Little Cat Way. As you exit, please do not turn on Main St. Please do not turn on or off Breckinridge. Thank you for your patience and cooperation.

## Birth Certificates and Health Records

Birth certificates, Social Security cards, KY immunization certificates, Physical examination forms, dental exams, and KY eye exams are required by state law (KRS 158.035) for all pupils. A pupil entering Preschool or Entry Level must have medical records no more than one (1) year old before school entry. A birth certificate must be presented within 30 days of enrollment. If we do not receive the birth certificate, the school is required to contact the missing children's bureau in Frankfort, KY. A pupil must meet the above criteria in order to remain in school. A pupil transferring from another school will follow the same guidelines as listed above. The child must enroll under his/her full legal name.

## Transferring or Moving

If your child has to move out of the school district during the school year, try to notify the teacher and principal as soon as possible so that we can help make the transfer speedy and efficient. Library books and textbooks must be returned before leaving.

If you move during the school year and your child will still be attending Franklin Elementary, please send us the change of address for our records. Also, if your telephone number changes during the year we need this information.

## Visitor Policy Checking In and Out

In the event that your child arrives after 8:00 to school, you must come into the school and sign your child in. In addition, if you are checking your child out of school for any reason you must do so through the office. ANY VISITOR entering school must report to the office, show a picture ID and let the secretary know that he/she is in the building. We request

# Franklin Elementary School Policies

that you schedule a time in advance to meet with your child's teacher to prevent disruption to the classroom schedule. Once you have signed in, the secretary will issue you a VISITOR'S sticker, which will need to be worn during your stay in the building. Once your visit is over please remember to sign out in the office. We feel this policy is important for the protection of our students. We hope this does not discourage your visits, and we hope this doesn't create any inconvenience for you.

## Dress Code Policy

Appropriate school clothing should be worn. Students must not wear halter tops or shirts that show their midsection, shirts with vulgar or degrading words or pictures. Low riding pants or shorts that are very short or very tight are inappropriate for school. Due to safety concerns and the aggressive nature of some clothing (i.e. wrestling items), we ask that students not wear these items to school. Biker shorts are not appropriate. Caps will not be worn in the school building by boys or girls unless on special or specific occasions. Shoes with wheels shall not be worn to school. When violations of these policies occur, the principal or his/her representative, will inform the student of the violation and instruct him/her in the correction of the discrepancy. If the student then fails to follow the established policy, disciplinary action may result.

## INCLEMENT WEATHER PLAN

Students or school personnel may not make phone calls; a preexisting plan must be in place. Please discuss and develop a plan for early release procedures with your child. If school is closed early due to inclement weather, both parents and children will feel more secure if a plan has been established. In the event of early dismissal from school, announcements will be reported on WFKN, WBK0-13 , WTVF, WKRN and WSMV. Please do not call Franklin Elementary, as school phone lines are difficult to access when early dismissal is necessary. Your child will be calmer if he/she knows your plan for an early dismissal.

PRESCHOOL – Early Dismissal Forms will be completed at the beginning of the school year. We cannot accept transportation changes on inclement weather days. If school is on a two-hour delay, morning Pre-K will not be in session. If school is dismissing early, the afternoon Pre-K will not be in session that day.

## Classroom Supplies

There is a school fee of \$15 for Entry Level students. There is no school fee for Preschool students. Each child will be given a supply list and a wish list at summer registration from your child's teacher.

## Parent-Teacher Conferences

Franklin Elementary School provides opportunities during the school year for parents to have conferences with their child's teacher. Information and schedules for these conferences will be sent home by the students prior to the conference date. We plan to have conferences and to keep parents informed and involved in their child's education. We encourage you to set up an appointment that will coincide with the teacher's schedule to visit the classroom and see the classroom in action.

# Franklin Elementary School Policies

## Progress Reports

According to the Kentucky law, we must have a reporting tool, which shows continual progress. This comes in the form of a Primary Progress Report. The Primary Progress Report is given out every nine weeks. The Preschool Progress Report (COR) is given out two times a year. (beginning and end of the year)

## Telephone

The school phone is a business phone and should not be used to arrange your child's afternoon activities. These arrangements should be made prior to coming to school.

## Insurance and Pictures

Each year you have an option of buying school insurance and school pictures for your child. Neither is mandatory.

## School News

News items of interest to both parents and students and important dates pertaining to school activities will be sent home with your child on a bi monthly basis. The Franklin Elementary Newsletter will contain activities, projects and information with various dates and school information, which will be available each month .

## Fee Exemption/Reduction:

No child will be denied full participation in any educational program due to an inability to rent or obtain such items as textbooks or instructional resources provided by fees. The school will waive or reduce textbook rental and instructional resource fees for children who are unable to rent or purchase these instructional resources based on the eligibility guidelines.

## Parties

Each room will have three parties: Fall / Harvest, Christmas and Valentine's Day. Pre-packaged treats may be brought for your child's birthday. Please refrain from bringing homemade items as a safety measure for the students with food allergies. Contact the teacher a few days ahead of time for approval.

Student's personal invitations for birthdays, personal parties, after school gatherings, etc. shall not be handed out at school. No exceptions. Due to confidentiality the school is unable to provide class lists, which include addresses and phone numbers.

## Health Screenings

Hearing and vision screenings will be done on each student during the first semester of school. Only those students failing a particular screening will receive a letter indicating a need to see the necessary health care provider. Follow-up is expected upon receipt of the referral letter. Various financial resources are available, if necessary. Please contact the School Nurse at 586-3241 for further information.

## **HEAD LICE SCREENING PROCEDURE**

- The Simpson County Schools has a lice policy. Once a student is sent home with head lice per the district policy, the child may only return to school to be checked a maximum of two times per day. This will help ensure that the parents are taking the

# Franklin Elementary School Policies

necessary steps to treat the hair, remove the nits and return nit-free for head check.

- Upon the second occurrence of head lice, the family will be referred to the Family Resource Center for assistance.
- Students will be allowed a maximum of three (3) excused absences within a school year for the purpose of treating head lice.
- A student may be cleared for the purpose of returning to class by either the Health Department or Physician (at a cost to you) or by school personnel (free of charge). If the student is cleared by the Health Department or Physician, the statement from either facility MUST STATE "FREE OF LICE AND NITS."

FES has a full time school nurse on site. If you have any questions or concerns about your child's health, please contact Jennifer Scales at 586-3241.

## MEDICATION (OVER-THE-COUNTER) STUDENTS

Students will be given medication at school only with permission from parents/guardians. If parents/guardians wish to allow over-the-counter medication to be given at school, the parent must bring in written permission that will kept on file, in the nurse's office, along with the medication in its original container.

## MEDICATION (PRESCRIPTION) STUDENTS

Prescription Medication must be in its original prescription-labeled container that states the student's name, date, name of the prescribing physician, name of the medication, and instructions for administering the medication and name of the pharmacy filling the prescription. The school nurse/medicine delegated trained staff will administer medication in the nurse's office.

- An adult must bring medication to school. Students may not transport any medication on the bus.

### Please Follow The List Below For ALL Medications:

- A medication permission form should be obtained by the school nurse/medicine delegated trained staff.
- A medication form should be completed and filed in the nurse's office.
- This required form must to be completed for ANY medication.  
The name, strength, dosage, and time of day medication is required should be included on the form.

## Fire, Earthquake, Tornado and Lockdown Drills

Fire drills are required at regular intervals by law and are important safety precautions. The alarm is continual blast of the horn.

As with the fire drills, tornado, earthquake and lockdown drills are an important safety precaution. Students are to follow the teacher's instructions, go to their designated area



# Franklin Elementary School Policies

and await further instruction. The alarm is a voice warning over the PA system. Instructions are posted in the classrooms.

## SMOKING AND USE OF ILLICIT DRUGS

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. In addition, Franklin Elementary is a smoke-free environment, therefore, for the well-being of the children; smoking is not permitted inside school property. We would appreciate your cooperation in this matter.

For more information about any drug and alcohol counseling and the rehabilitation and reentry programs, please contact Milli McIntosh, Simpson County Title-IV Coordinator at (270) 586-8877, or any of the school counselors. Agencies offering assistance include the Simpson County Family Resource Center 586-2007, Lifeskills, Inc. 586-8826, or Champions Against Drugs 270-842-5509 .

## Cross Walks:

· According to the National Highway Traffic Safety Administration, children ages 16 and under are the most at-risk for getting hit while crossing the street. For the protection of our students, crosswalks are to be utilized when students are crossing the street to and from school. Students will be required to remove headphones and walk bikes across or carry skateboards or similar items. For students continued safety, they will be encouraged to always use a crosswalk when available and to observe crosswalk safety whenever they are on the road.

## Safety:

· For security purposes, all classroom doors will be shut and locked during instruction throughout the school day.

# School Wide Rules

It is our goal to help children learn to accept responsibility for their own behavior. Therefore, students should refrain from the following:

- Running, pushing or fighting
- Screaming, yelling abusive language or disrespectful behavior
- Electronics (unless approved by the Principal)
- Bringing toys (except on designated days)
- Dropping waste paper, candy wrappers, etc. in the building
- Leaning back in chairs
- Touching other with hands, feet, and/or other objects
- Bringing pocket knives, water pistols, large rubber bands, or anything which could inflict injury on themselves or to others.
- Showing disrespect towards teachers and school personnel
- No backpacks with wheels
- It is recommended that flip-flips not be worn for safety reasons. The mulch on the playground often pokes through the sole.

**The Leader in Me** is a district-wide initiative that is implemented at Franklin Elementary. It involves the 7 Habits of Happy Kids from the Franklin Covey Company. Each month, classroom teachers choose two leaders from their classroom who exemplify leadership qualities. They are then treated to a breakfast or lunch by the school. Their picture is taken and put in the local newspaper. For more information visit [www.theleaderinme.org](http://www.theleaderinme.org).

**Super Citizen** is a program our preschool teachers use to choose a student each month who consistently exhibit behaviors of honesty, self-control, good sportsmanship, working well with others, and dependable. The students chosen will have their pictures made for the newspaper, have their pictures displayed with the school, and receive an incentive prize.

**Little Cats Slips** are prizes that students receive when faculty and staff see students exhibiting good behavior. Prizes are awarded each week to students to honor them. Each Friday, one student from every class will be recognized.

## School-Wide Policies

### A. Restroom

- a. Only one person per stall at a time with no climbing or loitering
- b. Students shall place paper in proper receptacle
- c. If inappropriate behavior is observed, the students will leave the area and tell the supervising personnel

### B. Cafeteria

- a. Students should stay in seat unless permission is granted
- b. Food will not be thrown, traded, sold, or taken back to the classroom

### C. Playground

- a. One student should go down the slide, feet first, sitting down
- b. Student shall not throw rocks, unacceptable objects, nor knock on windows, yell outside of windows, or hit on playground equipment which would disturb a classroom

All efforts will be made by the teacher and student to find solutions for any misbehavior. However, on occasion, it may be necessary to include parent, teacher, and student in a workable solution.

# School Wide Rules

Consequences of breaking any school wide policies or rules are referred to the principal, especially in more serious offenses.

# FES Costume Guidelines



We love to provide opportunities for students to dress up at FES for dress up days, 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.

# **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.

## **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 two times one week and three times every other week. Students will begin checking out books mid September. Check out days will be Tuesday and Wednesday 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.

# Simpson County Family Resource Center

The Family Resource Center (FRC) is located at Simpson Elementary. However, we serve students who attend Franklin Elementary until they reach Lincoln Elementary. 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: 8:00-4:30 Monday through Friday with other hours available by appointment. The number is 586-3241

STAFF: Lucy Eversman - Coordinator

# Site-Based Decision Making Council

On March 8, 1993, the faculty at Franklin Elementary voted to participate in Site-Based Decision Making (SBDM) Council for 1993-1994 school year.

In schools where SBDM is implemented, a six-member council composed of two parents, three teachers, and one administrator is established. Parent members are elected by the parent membership of the school's Parent Teacher Organization (PTO). The 1992 General Assembly required that a parent council member not be an employee of the district or a relative of a district employee. A parent council member also cannot be a school board member or the spouse of a school board member. Teacher council members are elected by a majority vote of the teachers at Franklin Elementary. Both parent and teacher representatives serve one year terms starting July 1st and ending on June 30th.

The school council shall adopt a policy to be implemented by the principal in the following areas:

- A. Curriculum
- B. Instruction/non-instructional staff time
- C. Assignment of student to classes
- D. School schedule
- E. School space
- F. Instructional practices
- G. Discipline/classroom management techniques
- H. Extracurricular programs

The following people were elected to serve as council members for the 2020-2021 school year.

- 1. Rachel Wright (Principal)
- 2. TBD
- 3. TBD
- 4. TBD
- 5. TBD



# 2020- 2021 PTO Officers:

President: TBD

Vice President:

Secretary:

Treasurer:

Special Events Coordinators:

# 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 bring the student to the bus stop and be waiting 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.

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.

# School Bus Regulations

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 bus 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

# School Bus Regulations

13. Pupils are allowed CD players with headphones but cannot share or have CD's out of players. **MUST REMOVE WHEN LOADING/UNLOADING AND AT RAILROAD CROSSINGS.**
14. **NO** cell phones, cameras, or hand held games out.
15. Students must maintain quietness at railroad crossings
16. 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)

# Use of Physical Restraint and Seclusion

- 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

# Use of Physical Restraint and Seclusion

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

Parent 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**

## **Franklin Elementary School**

### **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. Making representative parents and community member's full partner 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-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

### **School-Parent Compact**

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

### **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 each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our homework policy.
4. Provide parents with frequent reports on their child's progress. Specifically we will provide formal reports every nine weeks.



# **Parent Involvement Policy**

## **Franklin Elementary School**

5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. 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.
  6. 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.
  7. 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.
  8. Support an active Parent Teacher Association or organization.
  9. Provide parents opportunities including but not limited to:
    - a. Observing their child's classroom activities
    - b. Tutoring
    - c. Assisting with classroom activities that require more than one adult
    - d. Preparing materials, mailings, refreshments, and other items needed for family and community involvement
    - e. Serving on one of our decision-making committees
    - f. Joining our parent teacher organization and participating in its efforts to strengthen our school
    - g. Volunteering along with other concerned members of our community in other areas as needed
  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.
- The family Resource/Youth Center will share responsibility for student achievement by:
- Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
  - 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' homework policies and show interest with questions about and comments on the schoolwork their children bring home.
3. Make sure homework is completed
4. Assist their child with time management
5. Participate, as appropriate, in decisions relating to their child's education

# **Parent Involvement Policy**

## **Franklin Elementary School**

6. 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.
7. To the extent possible, volunteer, serve on the school council or a committee, attend School Based Decision Making Council meeting 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 behavior standards
3. Bring necessary learning materials to school and to class
4. Complete and turn in all assigned homework
5. Give parents or adults who are responsible for them all notices and information received from the school.

### **Policy Evaluation**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

## **Simpson County Schools Title I School-Parent Compact**

### **School-Parent Compact**

This school-parent compact is in effect during school year 2018-2019.

### **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.

# **Parent Involvement Policy**

## **Franklin Elementary School**

### **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

# **Parent Involvement Policy**

## **Franklin Elementary School**

- 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:

- Complete and turn in all assigned homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adults who is responsible to 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 standards
- 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.

#### **SPECIAL 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 or 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 issued 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.

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

DATE:

\_\_\_\_\_