

# **Kenrose Elementary School**



## **Family Handbook**

**2018-2019**

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***The information in this handbook was carefully created with the input of teachers, parents, and other Williamson County School's policies. The following policies are intended to be a guideline for behaviors and expectations in our school environment and are not all-inclusive. The faculty, staff, and administration reserve the right to modify, interpret, and revise these policies when needed to promote a safe learning environment for students.***

## **ASSESSMENTS**

Williamson County Students participate in both formative and summative assessments. Formative assessments are ongoing classroom assessments utilized to inform instruction. Examples include: exit tickets, quizzes, unit tests, STAR universal screeners and benchmark assessments. Summative assessments typically take place at the end of a course. They are utilized to guide the school on overall approaches and strategies for instruction.

Students in grades K-5 will participate in the district-wide reading and math STAR screener. Students in grades 3-5 will participate in state and district assessments. During assessment windows we ask that parents make every attempt to have students at school on time. No absences will be excused for family trips.

Please refer to the following link for information regarding district assessments including the assessment calendar.

<https://www.google.com/url?q=http://www.wcs.edu/teaching-learning/assessment/&sa=D&ust=1493398408482000&usq=AFQjCNECfErlrdPAs0xclACIAFDJOkRWpA>

## **ATTENDANCE**

Consistent attendance and punctuality is a cornerstone of student progress and success. If students repeatedly miss school or are often tardy, it puts them at risk for misunderstanding concepts that are taught and reinforced while they are not present. Additionally, student attendance is one of the categories the federal and state governments use to evaluate schools and assess whether or not they are making adequate yearly progress. Consistent attendance is a priority at Kenrose.

### **Tardies and Early Dismissals (before 3:50)**

Students are tardy if they are not in their classrooms by 8:50 am. Students may be dropped off at school starting at 8:30 a.m. If you need childcare prior to this time, please contact our SACC program.

Late arrival and early dismissal may be excused for the following reasons: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

Early dismissals are strongly discouraged after 3:15 (except in an emergency) due to safety issues and the interruption of instructional time in classes. Instructional time extends until dismissal at 3:50 PM.

Parents must send a note to the teacher the morning of the request for early dismissal (unless an emergency situation) with the following information:

- 1) Student's name and teacher's name
- 2) Date and time child needs to be dismissed
- 3) Reason for early dismissal

The parent must sign the student out in the office at dismissal time stating time and reason, and office personnel will call the student to the office when the parent arrives to pick up the student.

Excused Absences

Excused absences include: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

Written Documentation

The Williamson County School Board Policy [6.200](#) requires written parental or medical documentation for all absences, tardies, and early dismissals. This documentation ensures that school personnel are fully and accurately informed about your child. All absences are considered “unexcused” until a note is sent, preferably within 48 hours of the student’s return to school. When a student’s absences exceed 8 days, a doctor’s note will be required to excuse all future absences. Notes are kept on file for the school year. Parents may also send an email with all appropriate information to their teacher AND our office assistant, Jeanette Zeller [jeanettez@wcs.edu](mailto:jeanettez@wcs.edu)

Notes should state:

- child’s name
- teacher’s name
- date(s) of absence
- reason for absence
- doctor’s note attached (if applicable)
- parent or guardian signature

School Notification

When a student accumulates a total of 8 excused absences, all other absences will be considered unexcused unless a doctor’s note is presented upon the day of returning to school.

In accordance with new state guidelines for schools related to truancy, Williamson County Schools has implemented a three tiered system to monitor attendance. Parents will be notified as unexcused absences accumulate (recorded) to proactively help with truancy concerns.

- 3 unexcused absences - parents will be notified via email or phone.
- 5 unexcused absences – a meeting will be held with family and school personnel. The team will create a plan to support the family and ensure subsequent school attendance. Follow-up meetings will be planned to monitor progress.
- If the student continues to accumulate absences, additional interventions will be established.
- The new Tennessee Department of Education Accountability Regulations (ESSA) defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused. Students who accumulate 18 or more absences will be considered “Chronically Absent” and reported to the state.

**ARRIVAL AND DISMISSAL**

Your patience and consideration for the safety of students is appreciated. Our car rider line typically takes 15-20 minutes; however, at the beginning of the year it will be longer due to ensuring everyone is following rules for student safety.

**Arrival:** Car riders will enter from the front of the building. Car riders may enter the building from 8:30-8:50. Please do not drop off your child before doors open as there is no supervision for children prior to 8:30. Safety Patrol will be on duty beginning at 8:30 to open car doors. Cars will be instructed to pull forward in all 3 lanes. Once your car is stopped, please turn off the ignition. Once staff has ensured that all cars have been turned off, students will be directed to exit their cars. Staff will use a yellow walk sign to

communicate when it is safe for students to exit the vehicle. Please make sure that your child has his/her backpack and everything he/she will need for the day by the time your car stops in order to make this process as efficient as possible and so that we do not back up traffic. Once all students in the unloading zone have exited, drivers will be instructed to start their engines and begin departure one lane at a time. If you need to accompany your child into the building, you should park in a designated parking spot and sign in to the office. **Students are never allowed to exit your vehicle in the parking lot and walk across the crosswalk alone. Bus Riders will enter through the cafeteria.**

**Dismissal:** Walkers and bikers will be dismissed at 3:40. Car riders will be dismissed after walkers and bikers. Walkers and bikers will be accompanied by adults behind the building and down the hill and should follow their directives at all times. The crossing guard on Raintree Parkway is the responsibility of the Williamson County Sheriff's Office. Children **MUST** walk or WALK their bikes on the sidewalk to the bottom of the hill. **In case of inclement weather at dismissal time, a call will go out letting you know that walkers and bikers should be bus riders or car riders, according to the predetermined plan. BIKE RIDERS MUST WEAR APPROVED SAFETY HELMETS BEFORE BEING ALLOWED TO RIDE BIKES TO AND FROM SCHOOL.**

All parents who are picking up car riders should enter the car loading zone. Parents are NOT permitted to park in the parking lot and walk over to pick up students. (In case of an occasional appointment, students may be signed out for early dismissal before 3:15 pm in the school office.) Parents/guardians entering the car loading area should form three lines. Please also avoid parking in a way that blocks the entrance to the school. Parents/guardians will pull up to the line on the pavement at the end of the K wing of the building and turn off car engines when students are present. Car tags will be taken from parents. Students will be handed their car tag and instructed by school personnel when to load. Students will load all the way to the line near the flagpole. Parents in line beyond this point will proceed to the next rotation. Students whose parents are not in the first group will return to a spot designated by grade level. When all students in the first group are loaded and all lanes are checked, parents should proceed with caution and merge carefully and safely down the hill one lane at a time as directed by Kenrose staff. Parents in the second rotation should pull all the way up to the end of the K wing of the building and turn off car engines. Procedures will be followed in the same manner until all students are loaded into cars. Parents who do not have a car tag **must** show a photo ID to check with the front office that their child is going home appropriately.

Dismissal changes for walkers, bikers and car riders: **PLEASE PLAN AHEAD.** Send a note with your child to their teacher indicating any change in transportation for that day. **ONLY** make changes by phone in case of emergency. If a phone call is necessary for an emergency transportation change, this change must be communicated by phone (not email) to the school office by 2:15 p.m. Please see the Bus section for specific guidelines.

Parents of Kindergarten Walkers (Behind the School and Down the Hill) should meet their students behind the school or at the bottom of the hill OR should assign their older sibling/older student to accompany them home.

## **BEHAVIOR - PBIS**

**Kenrose School Rules: Be Respectful, Be Responsible, Be Safe, Be a Role Model**

### **Bully Prevention Program**

Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of:

- 1) Physically harming a student or damaging a student's property;
- 2) Knowingly placing the student or students in reasonable fear of physical harm to the student or damage the student's property;
- 3) Causing emotional distress to a student or students, or
- 4) Creating a hostile educational environment.

**Our Kenrose Anti-Bullying Rules are:**

**Rule 1:** We will not bully others.

**Rule 2:** We will try to help students who are bullied.

**Rule 3:** We will try to include others who are left out.

**Rule 4:** If we know that someone is being bullied, we will tell an adult at school and an adult at home.

We do not tolerate bullying behavior at Kenrose. Our bullying prevention program is based upon Olweus; components of our program include an annual assembly for students at each grade level when rules and expectations are communicated, weekly class meetings, individual student interventions, professional development for teachers, and parent education. We encourage students to report bullying behavior to an adult at school and an adult at home. **If a child reports to a parent that he/she has experienced bullying, we ask that the parent inform the child's classroom teacher, school counselor, and /or administrator.** We have a multi-step process in place for addressing these reports. Bullying behavior is unacceptable, and students who participate in bullying behavior are subject to disciplinary action.

Through Life Skills Class students learn about solving problems. For small problems, "Kelso the Frog" says to try two of the following:

**Wait and cool off**

**Go to another game**

**Share and take turns**

**Talk it out**

**Walk away**

**Ignore it**

**Tell them to stop**

**Apologize**

**Make a deal**

**For Big Problems, Tell an adult you trust!**

Also through Life Skills students are instructed in modeling good character. Teachers choose students each month who exemplify the character traits.

The following character traits are encouraged for all members of the Kenrose Elementary School family:

***Trustworthiness***

***Respect***

***Responsibility***

***Fairness***

***Caring***

***Perseverance***

***Courage***

***Cooperation***

***Citizenship***

**Positive Behavior Support Program (PBIS)**

Positive Behavior Interventions and Support (PBIS) is a county-wide multi-leveled strategic intervention system, which addresses social and behavioral needs of all students within a variety of school settings.

Support is provided based on a continuum ranging from school-wide to individualized intervention. The goal of this school-wide plan is to teach students actions and words (following our Kenrose School Rules) showing respect for themselves and others as a part of our caring school community. Positive reinforcement will be provided in the form of verbal praise and "Something to Tweet About" electronic tickets when students are demonstrating expected behaviors. Students will be recognized for their positive behavior in a variety of ways.

## **BE NICE**

What is BE NICE?

It is the county wide initiative of students and staff committed to treating other people the way you want to be treated by being kind, respectful and generous. Here in Williamson County Schools, it's just what we do!

### **Be a Role Model**

Teachers and staff can give an electronic "Something to Tweet About" ticket when they observe a student or group of students showing respect, responsibility, safety and role model behavior. Students can either redeem their tickets regularly with their homeroom teachers for grade level/classroom rewards or hold on to their tickets for a monthly school-wide drawing. Grade levels will also use PBIS tickets to receive a teacher-led party each quarter to celebrate positive behavior. Expectations aligned with our four school rules are identified for each school setting: classroom, hallway, café, playground, restroom, bus and during arrival and dismissal. All Kenrose faculty members are encouraged to distribute "Twitter Tickets" in any of these settings.

## **CLASS PARTIES/BIRTHDAY TREATS**

We love to honor and celebrate students at Kenrose. There will be two class parties scheduled during the year. The parties will be a time for students to participate in fun activities with their classmates. It is vital that staff and parents be mindful of food allergies when planning for celebrations. Food allergies can be life threatening and are a serious concern to all schools. We have several students with serious food allergies. Therefore, we will make every effort to protect students with allergies while not taking away from traditional childhood celebrations. The guidelines listed below are in accordance with the district's Wellness Policy.

### **Class Parties**

There will be two annual class parties during the school year: December 21 and May 23. All celebrations must be pre-planned with the classroom teacher. The room parents and party planners for each classroom organize classroom celebrations and coordinate the plans with the teachers. As we work to keep our buildings and children safe, parties will no longer be open to all family members. Only the party planners (2 per class) and PTO Board members will be allowed to attend/facilitate parties. All foods for scheduled school-wide and classroom celebrations must be pre-packaged with ingredient and nutritional values listed. Food made from home may not be distributed during the school day or brought into the classroom. We ask that parents attending parties make alternate arrangements for siblings on class party days.

Please see Photography/Video guidelines for rules about taking pictures and video at parties or other school events.

### **Birthdays**

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the [WCS Wellness Policy](#) as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday this year. The Kenrose staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle and maximizing learning:

- Send in a non-edible treat for everyone in the classroom such as pencils, bookmarks, etc.
- Donate a book in your child's name to our school library.



- Donate an educational game or book to your child's classroom teacher in their honor.
- Have a family member come and read to the class.

Your child's birthday will also be recognized on our school-wide announcements. Again the emphasis is on honoring your child on their birthday without a focus on food. No flowers, balloons, gifts, candles or noisemakers are allowed

If you are planning a party to celebrate your child's birthday outside of school, please do not distribute invitations at school and instead send these invitations through the mail directly to the homes of your child's classmates. Obtain addresses from the school directory. Due to privacy laws, front office personnel cannot share student addresses or phone numbers.

### **BUS TRANSPORTATION**

Students are expected to behave in a safe and respectful manner and to follow directions given by the bus driver. Please review Williamson County School bus policy [3.400](#). We ask you to read it with your child. This policy will be strictly followed for the safety of all children. Students are to stay seated on the bus, demonstrate self-control, and talk quietly. No food is allowed to be eaten on the bus. All personal items should remain secured in student backpacks for the duration of their ride. **Riding the school bus is a privilege. Any inappropriate behavior will result in disciplinary action which may include suspension from riding the bus.** Specific questions about bus routes and times for bus arrival should be addressed to the school system transportation department (472-4950) or checked on the website above.

Parents can also sign up with Safe Stop to track their student's bus. For more information go to this website [link](#)

### **Bus Changes**

**Please plan ahead.** If a student is to ride a different bus (space must be available on the bus) on a specific date, the parent **must** send a note or email stating the bus change, date, and reason to the teacher. A bus pass will be issued for the student that must be shown to the bus driver. Students without written permission will be sent home on their assigned bus.

### **BYOT (BRING YOUR OWN TECHNOLOGY) GRADES 4-5**

Kenrose Elementary teachers work to incorporate technology into student learning on a regular basis. Students in grades 4-5 are able to bring their own devices for instructional purposes. Examples of devices include Nooks, Kindles, iPads, and laptops. All other electronic games, toys, trading cards, hand-held games, etc. are highly discouraged and should not be seen or heard during the day. If any of these items are seen or heard during the day they will be taken up and returned only to the parent/guardian. Teachers may allow students to use their cell phone for instructional practices and they should only be used for that purpose during the school day. Cell phones, Apple watches and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes. If, as a parent, you feel that it is imperative for your child to have a cell phone/Apple watch at school for after school communication, it is to remain in your child's backpack, turned off during the school day. All items in backpacks are the responsibility of the student and the school is not liable for **ANY** loss or damage incurred. **We are working to keep students focused on learning.**

District information about BYOT and the Acceptable Use Agreement for Digital Devices Form for grades 4-5 must be electronically checked and agreed upon during the re-enrollment process or the paper form must be completed and agreed upon during new student registration in order for your child to participate in BYOT. Students must adhere to the Acceptable Use Agreement found in school board policy [4.406](#).

### Cell Phones/Apple Watches/Wrist phone devices

Teachers in grades 4-5 may allow students to use their cell phone for instructional purposes only. Cell phones, Apple watches (or similar wrist devices) and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes. Unless otherwise directed by a teacher for instructional use, cell phones are to remain in your child's backpack and turned off during the school day. Student cell phones or Apple watches are not be used to text or call parents/guardians at any time.

Parents are encouraged to attend any community meetings regarding digital citizenship.

### **CAFETERIA AND SNACKS**

Lunch should be a relaxing and fun time for students. To that end, cafeteria rules have been established to help create a safe and enjoyable atmosphere. Please review these rules with your children.

#### **CAFETERIA**

1. Enter and exit the cafeteria in a neat line with a quiet voice.
2. Get all utensils and condiments before sitting down.
3. Purchase all items when you go through the line. Students are permitted to go through line one time.
4. Gather all trash and clean up your area when your table is dismissed.
5. Stay in your seat with your feet under the table and keep your hands to yourself.
6. Talk to the people at your table.
7. Raise your hand and wait for permission before leaving your seat.
8. Only eat food you brought or bought.
9. Listen to the Kenrose staff assisting in the cafeteria.
10. Use proper dining manners.

Please send items in your child's lunch that can be easily managed by the child. Carbonated drinks and food brought from anywhere other than home are not allowed in the cafeteria. The price for a school lunch is \$2.90 (this is subject to change and dependent on any a la carte items bought). Please consider managing your child's lunch account [online](#). This way you are able to check the account daily.

Parents, grandparents and/or guardians are welcome to join their children for lunch. Visitors must be family members and may only eat with their own children at a designated table. They cannot bring a friend to lunch. **In the best interest of all students and in alignment with the district's wellness policy and allergy protocol, outside restaurant food is not permitted. Parents should plan to purchase a school lunch or bring a sack lunch from home for themselves. We appreciate your understanding of this request as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.**

To preserve instructional time, parents are asked to wait at the cafeteria to join their children for lunch and to say "goodbye" to their children in the cafeteria. Don't forget to sign in/out in the office and wear a visitor's sticker.

#### **CHILD FIND**

Williamson County Schools identify students who may be having problems through **Child Find**. This may include children who are gifted (having high intellectual potential) as well as students who have trouble

seeing or hearing, need special education services, or need supports to learn. Children with giftedness or special education needs can be found in all types of families. It is important to find these children and give them the help they need as early as possible. Families or anyone who is concerned about how a child is doing can refer the child for screening by calling WCS Student Support Services at 472-4130.

### **COMMUNICATION**

Good communication is our commitment! Parents and community members are vital participants and essential partners in the educational process. Your ideas, questions, and concerns are important to us. We welcome your notes, emails, calls, and visits. Below are some of the ways we share information with our parents and community:

Kenrose Elementary Family Handbook

“Bird’s Eye View” PTO Newsletter

Parent Information Nights

PTO Meetings (General and “Cardinal Connection”)

Kenrose Web Page

PTO Web Page

Kenrose Twitter @wcsKES

Newsletters, Phone Calls, Emails

WCS Family Access

Newspaper features

Automated telephone and email messages

Morning/afternoon announcements for students

Kenrose Marquee

IN FOCUS (Williamson County’s email newsletter)

Register for IN FOCUS by going to <http://www.wcs.edu/infocus/sign-up.htm>

**\*\* In order for us to communicate effectively, please make sure that our front office has your current home phone, cell phone, address, and email address. When contact information changes please notify the office as soon as possible!**

### **DRESS CODE**

Students should dress appropriately for comfort, weather and learning. Kenrose Elementary will follow the guidelines set forth by the county school board policy [6.310](#).

1. Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;
2. Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh.
3. Mid-thigh is defined as the midpoint between the waist and mid-knee;
4. All pants, trousers, shorts and skirts must be held at the waist;
5. Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
6. Hats may be worn in buildings **on special occasion as permitted by administration**;
7. Appropriate shoes are required;
8. Tennis shoes with non-marking soles are **required** for physical education.
9. It is **recommended** that students wear tennis shoes for recess. Please do not send students in flip flops or shoes without a back as this can result in injury.

Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.

Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc).

Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code. Parents will be notified and asked to bring appropriate clothing if a student is in violation of the dress code.

### **EARLY DISMISSALS**

**(ALL early dismissals MUST take place before 3:15 due to safety issues and protection of instructional time.)**

Early dismissal is approved for the following reasons:

Illness

Death in the family

Recognized religious holiday

Principal approved emergency or exceptional circumstances

Doctor's appointment **(on a limited basis)**

The instruction at the end of the day is an extremely valuable time to reflect on the day's learning and to prepare homework assignments and materials. Whenever a student is dismissed early, the entire class is interrupted. Parents must send a note to the teacher the morning of the request (unless in an emergency situation) for early dismissal with the following information:

Student's name

Teacher's name

Date and time child needs to be dismissed

Reason for early dismissal

The parent must sign the student out in the office at the time of the dismissal stating the time and the reason. The student will then be called to the office. Early dismissals should be occasional. If the appointment occurs at the beginning of the day or during the school day, the student should return to school after the appointment.

### **FAMILY TRIPS**

In response to the new Tennessee Department of Education Accountability Regulations (ESSA), which defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused, WCS schools will be more conservative than in the past in regard to excusing absences due to family trips. Family trips should be scheduled during regularly planned breaks. Family trips will not be excused except for Principal approved emergencies or in exceptional circumstances.

### **FIELD TRIPS**

Field trips are part of the regular academic day; however, the school must have written permission on file from the parent/guardian for a student to go on a field trip. Teachers will notify parents/guardians of times and dates of field trips. Permission forms will be sent home for parent/guardian signatures. All students ride the bus with their class to and from all field trip locations. Any exceptions to this procedure must be approved by the principal. Parent chaperone volunteers may be requested for field trips; parents who serve as field trip volunteers must have been approved for WCS Tier 3 Volunteer status, including fingerprinting. Parent chaperone volunteers will be assigned a group of students to supervise, so it is asked that alternate plans be made for younger, pre-school age children on days of field trips. Parents

cannot adequately monitor their assigned student groups while attending to their own young children. If alternate child care is not available for younger children, we ask that a parent volunteer their time/talents in a different way. Students are required to return to school after a field trip.

## **HOMEWORK**

### **4.607**

Homework is intended to be an extension of learning and is important because it allows independent practice and reinforcement of skills and concepts presented in class. Guidelines for daily homework are as follows:

**K, 1st, 2<sup>nd</sup> grades - No more than 30 minutes nightly**

**3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades - No more than 1 hour nightly**

**These maximums include independent reading assigned by the teacher.** Daily independent reading encourages students to become life-long learners and readers. Our expectation is that students should be able to do homework independently. The expectation for parents is that parents should monitor that homework is attempted or done, not assist students with homework or do it for them. If your child is struggling to complete homework or exceeding the maximum time, please contact your child's teacher. The teacher needs feedback at this point so that together you can resolve the issue. We know our students and families are busy, and it is not our intent that doing homework dominates a student's after-school hours. It is our intent to provide meaningful homework that promotes organization, good work habits, and responsibility in our students.

## **INCLEMENT WEATHER**

In case of inclement weather, parents/guardians should make a general plan for students to follow and communicate that plan to your child(ren). When inclement weather threatens, it is impossible for school phone lines to handle a large volume of last minute phone calls. Students will be sent home on days requiring early dismissal according to the information provided by parents on the Emergency Dismissal Form that is kept on file at school. Please maintain a record of your child's dismissal plan at home in the event of early closing of school. The buses usually leave on such days in plenty of time to get students home safely. On inclement weather days all after-school events and activities are cancelled. Parents/guardians should listen to the radio and watch local television coverage for up-to-the-minute news on school closings rather than calling the school.

On days when school is cancelled due to inclement weather, you will receive a phone call from WCS through the automated phone system.

## **INSTRUCTIONAL TIME**

Uninterrupted instructional time in the classroom is vital to an environment conducive to teaching and learning. Please help us ensure that this valuable time is protected and honored as a time free from distractions and interruptions. The following are ways parents/guardians can help protect and honor the instructional time in classrooms:

1. Check to make sure students have needed items for school each day before the student leaves home in the morning (lunch/lunch money, snack, homework, projects, and supplies).
2. Ensure that students arrive to school in time to be in their classrooms before 8:50.
3. Do not schedule appointments for students during the school day, if possible.
4. Plan family vacations when school is not in session.
5. Only visit classrooms following school procedures and when scheduled with teachers.
6. Meet your child in the cafeteria when having lunch at school and say "goodbye" to your child in the cafeteria.
7. Do not accompany your child to his/her classroom during arrival and dismissal times. Adults are on duty in the hallway to assist your child in getting to class. Teachers are busy preparing for the day and helping students.

8. Avoid early dismissal whenever possible. When a child leaves early it is a disruption to the entire class.

### **INTERNET USE/MEDIA**

(see also [Acceptable Use Policy](#)– Williamson County Schools)

In order for a student to use the Williamson County Public Schools' internet connection, a copy of the policy sent home must be read, and the contract must be signed by the student and a parent or guardian. Students MUST have appropriate permission to be featured by the local media. Media release permission must be granted by the parent each year and will be kept on file in the school office.

### **LOST AND FOUND**

Backpacks, jackets, coats, notebooks, lunch boxes, etc. should be labeled with your student's first and last name so if lost we can return the item to the rightful owner. Lost and found items without labels will be stored in a designated location. Items not claimed will be donated to local charities two times per year; donation dates will be publicized in the Bird's Eye View.

### **MEDICATION PROTOCOL**

Medication procedures are consistent with *State of Tennessee Law 49-5-415* and are implemented in our schools district-wide.. Medications should be limited to those required during school hours to assure safe administration of medications for those students who require them. Please be aware of the following:

- 1) The school must have a medication authorization form completed each school year for both prescription and non-prescription medications. These forms are available in the office.
- 2) Parents, or legal guardians, must bring their child's medication into school. Students are not allowed to bring in their own medication. This includes prescription as well as non-prescription medication. Empty prescription bottles may be given to the student to take home, unless you inform the school otherwise.
- 3) Prescription medications must be in the original, pharmacy labeled container and match the doctor's orders exactly (up to 30 day supply at a time). If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before school, after school, and at bedtime. DO NOT send the antibiotic to school.
- 4) All over-the-counter medications, must be in the original, unopened manufacturer's packaging with the child's name affixed. You can supply over-the-counter medication with an expiration date that will not expire during the school year. Only FDA approved medications can be administered at school.
- 5) Designated school personnel will be trained to assist students with their medications on field trips. if you do not want your child to receive medication on a field trip, please notify your school nurse in writing..
- 6) Medications must be kept at school no longer than the expiration date or end of the school year, whichever is sooner. All medications not picked up by the last school day will be destroyed.

### **MOMENT OF SILENCE AND PRAYER - Tennessee State Law (TCA 49-6-1004)**

In order for all students and faculty members to prepare for their day a moment of silence shall be maintained at each grade level in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them during this time, but shall maintain silence for the full time. It is lawful for any teacher in any of the schools in the state of Tennessee to permit the voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

### **PET POLICY**

Due to allergies and potential safety concerns, pets (dogs, hamsters, rabbits) are not allowed in the school building or on the school campus without permission from the classroom teacher and the administration.

### **PHOTOGRAPHY & VIDEO GUIDELINES**

Following are guidelines from the WCS office of communications regarding parents taking photographs at school events. The purpose of the guidelines is to address problems that have occurred at some schools when parents have taken pictures at school and posted them on online social media sites.

- 1) Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
- 2) Picture-taking at non-public school events: These events occur before, during, and after school and include class parties, field trips, assemblies to which the public is not invited (ex. talent show during the day, etc.) Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.
- 3) Picture-taking at public school events: This includes events that are open to the public such as Back to School Bash, Family Fun Night, etc. Parents may take photos at public school events that include other people's children but should avoid posting these photos to social media
- 4) Class Parent Photographer: A teacher may assign a parent to be the class photographer to take pictures for the teacher. This parent may use the teacher's personal camera or a school-owned camera. Another alternative is to use the parent's personal camera, but save the pictures on a school-owned flash media card.

### **PLEDGE OF ALLEGIANCE – Tennessee State Law (TCA 49-6-1001)**

As required by our School Board, students will recite the Pledge of Allegiance to the flag each day at a designated time. Students will stand and recite the Pledge while facing the flag with their right hands over their hearts. No student will be compelled if the student or the student's parents or legal guardian objects on religious, philosophical, or other grounds to their child participating in such exercise. Students not participating will remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the pledge.

### **READING REQUIREMENT/LITERATURE SELECTION AND REVIEWS**

The reading of quality literature is an important part of encouraging children to becoming lifelong learners. Novels read and assigned at school are selected and used in various ways during instruction to improve and promote the mastery of essential reading skills. The selected literature will be pre-read and deemed appropriate for instructional purposes by the teacher. Parents may review the selected novels and request alternatives if the selected novel is not right for their child.

### **SCHOOL AGE CHILD CARE (SACC) – Kenrose's before and after school care program**

SACC offers morning child care beginning at 6:30 a.m. and after school child care until 6:00 p.m. SACC also has a summer program and is open on most snow days. The SACC calendar follows the WCS central office calendar. SACC will be closed on the same days that the entire system is closed as indicated on the system calendar located online at <http://www.wcs.edu/calendars/calendar.htm>. For more information, call SACC Director Valerie Avent at 615-472-4640.

### **SCHOOL HOURS 8:50-3:50**

Student arrival begins at 8:30. Dismissal begins at 3:27. Students may enter school at 8:30. Students are tardy if they are not in their classrooms by 8:50. If you need child care prior to 8:30 after-school, or summer care, please contact the **SACC** Director.

### **SCHOOL SAFETY**

Kenrose Elementary adheres to the Williamson County Crisis Intervention Plan which has been vetted by local law enforcement. The following school safety policies have been established:

- 1) All school doors are locked throughout the day.
- 2) Parents, visitors, and volunteers must sign in and out in the office and wear either a visitor or volunteer badge.
- 3) Parking is only allowed in designated parking places.
- 4) Parents and visitors must schedule appointments to visit classrooms.
- 5) Volunteers or school personnel escort visitors touring the school.
- 6) A school nurse staffs the clinic and notifies parents by phone when a student has an accident or becomes ill.
- 7) Medication policies established by the school system are followed.
- 8) Students are expected to follow safety guidelines established by the school and classroom teachers.
- 9) Students must have written permission from parents to change the bus the student rides at dismissal
- 10) Office personnel will verify the identification of individuals when releasing a student. Parents must communicate, preferably in writing, the permission for someone to pick up a student other than the parent.
- 11) Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- 12) The custodial and maintenance staffs work to keep the school clean and free from safety hazards.
- 13) The State Fire Marshal inspects the school annually to ensure fire safety policies are followed.
- 14) A fire drill is conducted every month.
- 15) Tornado and lockdown drills are conducted throughout the school year.
- 16) A student information card is on file in the office with the student's updated emergency information. Please make sure you keep this information updated.
- 17) An emergency dismissal form is on file with the dismissal plan for students in the event that school is dismissed early due to weather conditions, power failure, or hazardous conditions

### **SNACKS**

Students in all grades will bring their own daily snacks from home. This is to ensure that each child has food that is safe for him/her to eat. We ask that parents make every effort to provide healthy snacks with low sugar content.

Your child's teacher will share specific snack procedures for his/her classroom.

### **SPECIALS CLASSES**

In addition to the core academic classes, our students will attend special classes in order to realize their talents and to develop personal and social skills. Special classes at Kenrose are: Art, Music, P.E. and Library/Technology. Life Skills classes are also scheduled, but not part of the rotation.



### **STUDENT PROGRESS REPORTS**

Grading procedures/grade reporting will be explained at Parent Information Night in the fall. All parents will be invited to schedule a Parent Teacher Conference during September or October. In addition, parents and teachers are encouraged to schedule meetings any time during the school year as needed. Parents of students in grades 3-5 are encouraged to utilize WCS Family Access, an online program that enables parents to view your child's grades.

### **TARDIES**

Students are tardy if they are not in their classrooms by 8:50. Parent or medical documentation is required when a student is tardy. Students must receive a tardy pass from the office to enter class after 8:50. If school buses arrive late, students are not considered tardy. Excessive absences and/or tardies are defined as 5 or more in a semester. State Law requires notice be sent to parents of students with excessive absences and/or tardies. Prompt attendance in school is imperative for the educational success of all students.

### **TEACHER WORKROOM**

Due to safety concerns, children, regardless of age, are not allowed in the workroom area at any time. The teacher workroom is a very busy place and must be able to support a working environment conducive to completing work assignments in a safe, timely, and efficient manner.

### **TELEPHONE**

Each teacher has a phone in the classroom. Students must have permission from the teacher to use the classroom phone. Students may not make social plans from school phones. Such plans should be made from home prior to coming to school and should be accompanied by appropriate documentation when alternate transportation is an issue. All teachers will have published voicemail extensions. Please do not leave time sensitive messages by voice mail as teachers' instructional schedules do not allow for immediate response. In an effort to stay in close communication with parents, teachers check their voice mail before and after school each day.

### **TEXTBOOKS**

The county provides textbooks free of charge. In addition to the bar code on each textbook, students should write their names in the appropriate location inside the front cover. All textbooks should be handled with care and returned in good condition at the end of the school year. Students will be required to pay full publisher price for lost or damaged books.

### **VISITORS**

- 1) All visitors must enter and exit through the main office doors, show a photo ID and state their reason for visit.
- 2) Parents, visitors, and volunteers must sign in and out in the office and wear either a visitor or volunteer sticker/badge at all times.
- 3) Parents must say goodbye at the cafeteria when visiting their child for lunch.  
Parents and visitors must schedule appointments to visit classrooms in the event of a conference or volunteering in the classroom. This must be done through the classroom teacher and submitted on the school visitor/volunteer calendar.
- 4) School personnel escort visitors touring the school.

5) Office personnel must verify the identification of individuals when releasing a student. Parents must communicate in writing the permission for someone to pick up a student other than the parent. Office personnel will ask for a driver's license as an ID when someone comes to school to check out a student.

## **VOLUNTEERS**

The school team appreciates the efforts and support of the many parent volunteers who work in partnership to provide a safe and caring learning environment focused on the academic achievement of all students. Volunteer workers are needed. Please notify your child's teacher or the PTO if you are interested.

Background Check and Fingerprinting – The school district established a three-tiered guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. Please note that the Volunteer Application and Confidentiality Agreement is an annual expectation. All parents and community members who wish to volunteer at any level must complete that paperwork at Kenrose. If you completed the district requirements for background checks and fingerprinting in a county school last year, then you are on our KES approved list. If you have not yet done so, you may want to consider this step.

Please note the three tiers (See [Volunteer in Schools](#))

**\*Tier 1** does not require documentation. Tier 1 volunteers are those who volunteer occasionally; in a highly public setting with little or no contact with students; and who are under constant supervision by Williamson County Schools personnel.

**\*Tier 2** requires the Volunteer Application and Confidentiality Agreement. Tier 2 volunteers are regular volunteers with student contact but are under constant supervision of Williamson County personnel.

**\*Tier 3** requires the Volunteer Application and Confidentiality Agreement and a criminal background fingerprint check through the Williamson County Schools Human Resources Department. Tier 3 volunteers are those who have unsupervised contact with students on or off campus. Parents who work with small instructional groups of students during the school day or who chaperone field trips must complete the Tier 3 process.

Classroom volunteers must schedule work dates and times with teachers. Volunteers may not bring young children to the classrooms or teacher workroom for safety reasons and to alleviate any distraction from the current instruction taking place.

## **WEAPONS**

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

## **WITHDRAWAL PROCEDURES**

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be turned in, all lunch charges must be paid, and all library books must be returned.

Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school. It is the policy of Williamson County Schools that we do not provide recommendations to private schools.

**ZERO TOLERANCE AND SCHOOL DISCIPLINE**

Kenrose teachers and staff work to create a safe learning environment for students utilizing Positive Behavior Intervention Support (PBIS). The goal of school discipline is to create an environment where learning can occur and students learn self-direction and self-discipline. Parents should consult the student section in Board Policy [6.3061](#) and [6.309](#) and [6.316](#) to better understand district consequences from misbehavior.

We follow all WCS policies, procedures and guidelines concerning discipline for these offenses.

## **APPENDIX**

### **SECTION 504 NOTICE**

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

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

In order to fulfill its obligations under Section 504 and the ADA, Williamson County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Jill Merritt, 504 Coordinator at 615-472-4000.

### **HOMELESS EDUCATION**

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Denise Goodwin, Asst. Superintendent of Elementary Schools at 472-4000.

### **RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES**

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

Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412.  
Williamson County Schools Student Support Services, 1320 West Main Street, Franklin, TN 37064, 615-472-4130, Fax: 615-595-4930.

### **CHILD ADVOCACY GROUPS CONTACT INFORMATION**

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

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

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

Tennessee Disability Law and Advocacy Center (DLAC), 2416 21st Avenue South, Suite 100, Nashville, TN 37212, Phone: 615-298-1080, Toll free: 1-800-342-1660, email: [GetHelp@DLACTN.org](mailto:GetHelp@DLACTN.org).

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, [TVC@tinvoices.org](mailto:TVC@tinvoices.org).

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:<http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

### **WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION**

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990. Employees include Title VI & ADA Coordinator Rebecca Owens, Title IX Coordinator Bill Squires, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals.

Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl Scouts.