

Oak View Elementary School

Parent/Student Handbook

2019-2020



Oak View Elementary School

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Oak View Elementary School's Mission

The Oak View Community supports and nurtures each student to achieve continuous academic, athletic, and artistic excellence.

Oak View Elementary School's Vision

We can, we will, we MUST, BECOME THE BEST IN THE LAND!

Dedication to Students

The Oak View Elementary School team works in partnership with parents to realize the school's purpose for each student. We believe that all students can and will learn. We strive to provide challenging educational experiences that develop life-long learners and responsible citizens.

The Oak View Elementary School team includes administrators, teachers, professional support personnel, teacher assistants, office personnel, cafeteria staff, and custodial staff. We value the role of parents as partners in promoting the academic success of students.



SCHOOL/OFFICE HOURS

SCHOOL HOURS 8:50-3:50 P.M.

- 8:30 a.m. Students may enter the building. Students sit outside of the classroom against the wall.
- 8:35 a.m. Quiet Bell
- 8:40 a.m. Students enter classrooms
- 8:50 a.m. Class Begins/Tardy Bell rings
- 3:40 p.m. Student dismissal begins
- 3:50 p.m. Cars and buses may leave

*** Students are tardy if they are not in their classrooms by 8:50 a.m.

*** **Please do not drop students off at the school until 8:30 a.m.** If you need child care prior to this time, please contact our SACC program.

EARLY DISMISSAL (before 3:00)

Early dismissal is approved for the following: (1) illness, (2) death in the family, (3) recognized religious holiday, or (4) Principal approved emergency or exceptional circumstances. **Students will not be dismissed early after 3:00 PM (except in an emergency) due to safety issues and the interruption of instructional classes.** The instructional time 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 and email to the teacher and Carol Phillips by 9:00 AM the morning of the request and notify the front office 472-4710 (unless an emergency situation) for early dismissal 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 stating time and reason for early dismissal. Early dismissals should be occasional. **Frequent early dismissals can negatively impact student learning and achievement.**

Please note: Students will only be dismissed to a parent or guardian. In the absence of a note or a phone call from parents or guardians, the school will not release any student to anyone other than parents or guardians until verification has been confirmed. We will ask for identification from all individuals requesting a student's release.



OAK VIEW ATTENDANCE POLICY

The Williamson County School System requires written parental or medical documentation for all absences and tardies. Student academic success requires students to be present each school day possible. Excused absences include: (1) illness, (2) death in the family, (3) recognized religious holiday, or (4) Principal approved emergency or exceptional circumstances.

WCS Adopts Three Tiered System for Excessive Absences:

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. 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.

Tier 1:

- 3 unexcused absences - parents will be notified via email or phone.

Tier 2:

- 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.

Tier 3:

- If the student continues to accumulate absences beyond five, additional interventions will be established and a referral will be made to Juvenile Truancy Services.

Medical Documentation for Absences

Once a student has reached 8 days of absences, excused and unexcused combined, medical documentation will be required from a healthcare provider.

Chronically Absent

The 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.

Just a reminder:

- 8:50 A.M. – 12:25 P.M. - Student is tardy when he or she comes to school during this time.
- After 12:25 P.M., student may be dismissed (early dismissal) and still be counted present for the entire day.
- After 12:26 P.M., student may arrive at school to attend class but will be counted absent for the school day.

Returning from Absences

When the student returns to school after being absent, the student must bring a note to the teacher with the following information:

- Student’s Name
- Teacher’s Name

- Date(s) Absent
- Reason for Absence
- Parent Signature

Notes are kept on file for the school year.

Make-Up Work

The length of time for a student to make up missed work is equal to the number of days absent. It is not necessary for parents to call for daily missed work assignments for absences of 3 or less days; the student will be allowed make-up time. For extended illness, a schedule should be coordinated with the teacher.

Tardiness

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 to enter class after 8:50. It is recommended that all car riders be in their classrooms by 8:40. If school buses arrive late, students are not tardy. Students accumulating 5 tardies in a semester will be notified by the administration team for corrective action. Prompt attendance in school is imperative for the educational success of all students.

Family Trips

In response to the Tennessee Department of Education Accountability Regulations (ESSA), which defines students as "chronically absent" after 18 absences per year regardless whether they 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.

Dismissal Changes Requested by Parent

Switching from Bus to Car or Car to Bus

Please plan ahead. For safety purposes, please send an email to your child's teacher and to Carol Phillips in the front office indicating any change in transportation for that day (from car to bus, bus to car, or regular bus to different bus) by **9:00 AM**. It is recommended that you have a conversation with your child each morning about his or her daily dismissal plan. Parents are not

allowed to take children off of school buses. Students without written permission for a transportation change will be sent home according to their daily dismissal procedure.

Dismissal Changes after 9:00 AM

Dismissal changes after 9:00 AM will require administrative approval.

Your child's safety is the utmost concern to us. Unexpected dismissal changes cause confusion and disruption, which results in an unsafe and disorderly environment. These types of dismissal changes should only occur a few times each year. If an emergency occurs and dismissal change is necessary, please email and call the front office to confirm this change.

EMERGENCY DISMISSAL

Director of Schools or a public relations designee from the district will use the phone system to notify you of emergency closings. The school will follow the dismissal plan on each child's emergency dismissal card on file in the office if school is dismissed early due to weather or other emergency conditions. Please make sure that the emergency dismissal information remains up-to-date.

EMERGENCY INFORMATION

It is vitally important in times of emergency that the school is in possession of information that will enable us to promptly and directly reach the parents. If there are any changes in your contact information throughout the year, you must notify the office immediately

CAR RIDER ARRIVAL AND DISMISSAL



Arrival

Our school day begins at 8:50 A.M. Car riders may arrive at or after 8:30 A.M. Children arriving prior to 8:40 A.M. wait in the hallway until the 8:40 bell, at which time they proceed to their classrooms. All car riders should be dropped off by 8:40 A.M. to avoid being tardy. When dropping off children, please stay in the right lane, closest to the sidewalk, and pull down as far as you can to fill the lane, stopping when you reach the line closest to the gymnasium entrance

(or when the cars in front of you are in place). As soon as your car is stopped, your child should exit the vehicle from the sidewalk side. This ensures all children get out quickly and safely onto the school walkways. Pulling all the way up to the line by the gymnasium entrance allows several cars to unload at the same time. **Do not drop off children from the center or outside lanes. The inner lanes are active lanes of traffic.** If you need to accompany your child into the building, you may drive in the left lane, park in a designated area on the outside of the driveway, and walk your child to the building. Only bus riders will enter by the cafeteria doors.

Dismissal

Car riders will be dismissed from classrooms at 3:45 P.M. Parents providing car transportation for their students must use the west driveway (near the brick "Oak View" sign). To pick up car riders, parents enter by the west driveway and follow the arrows on the pavement to create three lanes of cars in the student-loading zone (marked by yellow horizontal lines on the pavement) and turn off car engines. Once cars parked in the loading zone and engines are off, staff will collect and verify dismissal decals. Students will be allowed to walk to their cars. **Students will only be allowed to load cars parked in the loading zone.** Once all students are secure in cars, the "all clear" sign from the teacher on duty will allow cars to restart engines. Only after the "all clear" signal is given will the teacher on duty direct cars to begin exiting based on lane order, after which parents may proceed to exit by the west driveway, following the pavement arrows. Please follow the procedure for car rider pick-up. Our goal is to enable you to pick up your child in the most safe and efficient manner possible.

To ensure safety **DO NOT CHANGE LANES UNTIL YOU HAVE EXITED THE LOADING ZONE and ENGINES ARE TO REMAIN OFF WHEN STUDENTS ARE LOADING.**

Car riding students will be called to your car. However, if a child is late to the loading zone and causes a delay in dismissal, **the parent will be instructed to re-circle the parking lot and enter the zone again. Leaving your car in the driveway to come into the building is prohibited during arrival and dismissal and at all other times.**

Cars will not be allowed to park for dismissal until after 3:15 PM for student safety. This will be strictly enforced. If you come to school early to line up for regular student dismissal, please pull all the way forward. This allows us to accommodate more cars and will keep the line from backing up into the street.

Our dismissal procedure has been planned with the intention of making dismissal for car-riders

safe and orderly. We appreciate your cooperation in helping us meet these goals.

Parents Please Note: Students may not return to their classrooms after they have been dismissed. Please do not ask for permission to go back into the room for homework or books. Students are encouraged to be responsible for making sure they have everything they need before they leave for the day. We believe some of the best life lessons are learned through personal responsibility and consequences of actions.



PARENT VOLUNTEERS

The school team appreciates the efforts and support of the many parent volunteers who work in partnership with our staff to provide a safe and caring learning environment focused on the academic achievement of all students. Volunteer workers are needed. Volunteering to help with field trips will require clearance through a background check and fingerprinting. School level volunteers will be required to make application and sign a confidentiality agreement. Please notify your child's teacher or the PTA Volunteer Coordinator if you are interested or if you have questions.

DISTRICT GUIDELINES FOR VOLUNTEERING

WCS has created a three-tiered guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. The new guidelines will not affect all volunteers. Samples of the three tiers include:

- Tier 1-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who are under constant supervision by Williamson County Schools personnel will not be required to complete a volunteer application or a criminal background check. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit.
- Tier 2-Regular volunteers with student contact under constant supervision of Williamson County personnel must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements. A volunteer fitting this example might include a room parent, class readers, front door reception, front office volunteers, and single day field trip chaperones at the middle and high school level where

it is assured that students will always be supervised by a Williamson County school employee.

- Tier 3-Volunteers who have unsupervised contact with students on or off campus will be required to complete a volunteer application and confidentiality agreement and have a criminal background fingerprint check through the Williamson County Schools Human Resources Department. The fee for the background check will be paid by the volunteer or the PTO or booster club. A volunteer fitting this example would be someone providing one-on-one tutoring, an overnight field trip chaperone or a single day field trip chaperone where there is no direct supervision by a Williamson County school employee. All elementary field trips are considered Tier 3. Since there are three tiers of volunteers, there are many opportunities for volunteers to work in our schools even if they do not want to go through the background check process. The background check is only for volunteers who will be working with children in an unsupervised setting.

SCHOOL GUIDELINES FOR VOLUNTEERING

- Please sign in on the Visitor/Volunteer page and obtain your Volunteer badge/sticker. Please sign out when you leave.
- Due to the use of sharp cutting devices and other equipment, students and small children are never allowed in the workroom.
- Classroom volunteers should schedule work dates and times with individual teachers. When volunteering in the classroom, remember to encourage, praise, and compliment students, supervise students carefully at all times, and enjoy this precious time of learning and growing with our students.
- Please observe rules of confidentiality. If you work with or notice a student's work, you are bound by rules of confidentiality.

CAR SERVICES

Students may not be picked up from car services such as Uber and Lyft. These companies prohibit minors from being transported alone.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones, Apple watches and cameras may not be used to take pictures or video in the school setting. **Students are not allowed to call or text parents during the**

school day using these devices. If child needs to contact his or her parent, he or she will need to use the front office phone for communication 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 and during bus transports to and from school. Students will be prohibited to use cell phone/Apple watches/tablets while on the school bus. 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.** All electronic games, toys, trading cards, MP3 players, virtual pets, hand-held electronic games, etc. are not permitted **AND** should not be seen or heard during the school day or on school buses. If any of these items are seen or heard during the school day, they will be taken up and returned only to a parent/guardian. Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.

TOBACCO FREE CAMPUS

The use of Tobacco products, including vaping products and battery-operated devices, is prohibited on school property. This policy shall be in effect whether or not school is in session.

CHILD FIND

Child Find is how Williamson County Schools identify students who may be having learning concerns. This may include children who are gifted as well as students who have trouble seeing or hearing, need special education services, or need supports to learn. It is important to find these children and give them the help they need as early as possible. Families concerned about how a child is doing can refer the child for screening by calling Student Support Services at 472-4130.

REGISTRATION REQUIREMENTS

Before your child can attend school, the following requirements must be met:

1. A legal (certified) birth certificate, obtained from the state of your child's birth that has been notarized. We cannot accept a hospital or mother's copy of a birth certificate.
2. A Tennessee Permanent Immunization Certificate (the "green card") from the Williamson County Health Department or from your doctor's office. No other documentation will be accepted. It is a Tennessee State Law for all students to have up-to-date immunizations before they enter school. Children may not begin school until we have the correct form in their permanent school record file.
3. A physical is also required before entrance to school.
4. Proof of residency must be provided to the office of your zoned school. You must have a photo ID and three of the following: a utility bill in your name, a signed lease agreement, a non-contingent contract, settlement statement or a property tax assessment statement.

ATTENTION CUSTODIAL OR PRIMARY CARE PARENTS AND GUARDIANS:

We must give both parents equal access to their child and that child's records unless you have provided us with a copy of a document signed by a judge and stamped "filed" with a court stating otherwise. Please provide us at the start of the school year with a copy of any Court Order, Marital Dissolution Agreement, Parenting Plan or other legal document which affects these issues. If any changes occur during the school year, please provide us with a copy of the new document which has been stamped "filed" with the Court.



INSTRUCTIONAL TIME

Uninterrupted instructional time in the classroom is vital to an environment conducive to teaching and learning. The following are ways parents can help protect and honor the instructional time in classrooms:

1. Check to make sure students have needed items for school each day (lunch, etc.).
2. Ensure that students arrive to school in time to be in their classrooms by 8:40 A.M.
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 when previously scheduled with teachers.
6. Meet your child at the cafeteria when having lunch at school and say “goodbye” to your child in the cafeteria.
7. Do not go to classrooms during arrival and dismissal times.
8. Avoid early dismissals. It disrupts the entire class when a child leaves early.
9. Avoid making dismissal changes after 9:00 AM. These phone calls to the classrooms are disruptive to student learning.

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, Aimsweb Screeners, 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.wcs.edu/district/departments/tla/assessment/assessment-calendar/>

FIELD TRIPS

Field trips are part of the regular academic day. However, the school must have on file written permission from the parent for a student to go on a field trip. Teachers will notify parents of time and dates of field trips. Permission forms will be sent home for parental signatures. **All students must ride the bus, with their class, to and from all field trip locations. For different transportation arrangements, special permission, requested in writing, must be approved by the principal prior to the field trip.** At various times parents are needed as chaperones. Parents that agree to chaperone may not bring siblings and they must be willing to

fulfill all required time and duties of the trip.

Chaperones are welcome and needed for field trips. For the safety of our Sunset students, no siblings are allowed on school field trips. According to Williamson County School Board Policy, all chaperones **must** be Tier 3 Volunteers.



PHOTOGRAPHY/VIDEO POLICY

This is just a friendly reminder that a parent is only allowed to take a picture or video of his or her own child in the classroom, cafeteria, and on field trips. It is against school board policy to take a picture of another child without the physical presence of the other child's parent or guardian during the academic school day (this includes field trips and class parties). Further, parents are advised to only post pictures of their own children on Social Media if taken at Oak View. We thank you for your continued support as we respect the privacy of our students and parents.

CLINIC/ILLNESS

We are very fortunate to have a full time nurse on staff. She is committed to serving all students and staff. If a student becomes ill or injured at school, the teacher will have the student evaluated by the school nurse. Through her examination and in accordance with the district illness policy, the nurse will determine treatment or if the student does not meet criteria to stay in school. The nurse will notify parents if a student becomes significantly ill or injured. The school is not equipped for prolonged care of your sick child. **We ask that you or an emergency contact pick up your child within the hour that you are called.** The school nurse may only administer medications that are provided and authorized by the parent/guardian. Refer to the WCS Medication Administration Protocol for guidance.

When determining whether your child is well enough to attend school, please refer to the Williamson County Schools Illness Guidelines found here <https://www.wcs.edu/pdf/health/Illness-Guidelines.pdf>. Please note that your child should not

be sent to school until he/she has been fever free for at least 24 hours without taking a fever reducing medication.

If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services Site at <https://www.wcs.edu/district/departments/health/>.

MEDICATION POLICY



Medication procedures are consistent with **State of Tennessee Law TCA 49-5-415** and are being implemented in schools countywide. The intent of this legislation is to assure the safe administration of medications to children in school who require them.

If your child requires prescription or nonprescription medicine during the school day, please be aware of the following:

- The school must have an authorization form completed by the physician for prescription medication, or the parent must complete a form for non-prescription medication. These forms are available in the office.
- 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 can be given to the student to take home, unless you inform the school otherwise.
- No medication will be given unless it is in a properly labeled pharmacy bottle and matches the doctor's orders exactly. 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.
- If you are supplying over-the-counter medication, you must fill out the authorization form available in the school office. All non-prescription drugs need to be in the original manufacturer's bottle with the child's name affixed to the bottle.
- The school is required to designate school personnel to give medications to students on field trips. A staff member is responsible for preparing the medication and giving it to the child's teacher. However, if you do not want your child to receive medication on a field trip, you will need to put that in writing.
- For the purpose of administrative control and oversight of all pills, capsules, tablets, etc.

in the school building, all herbal supplements and vitamins will be treated as prescribed medication and will follow all above procedures requiring authorization of a doctor.

HEAD LICE

Response to Pediculosis (head lice) in the school setting is governed by the rules and regulations of the Tennessee Department of Health. The TDOH has updated its rules and regulations, and the TDOH rules require schools, day care centers, and Head Start authorities to follow the U.S. Centers for Disease Control and Prevention (CDC) guidelines for head lice infestations.

To help prevent the spread of head lice, the following steps should be taken:

1. Students will be checked for head lice by the school nurse when demonstrating symptoms of infestation.
2. When lice or nits are found to be present in a child's hair the parent is to be contacted and informed how to care for this problem. Parents of students with live lice or an active infestation will be asked to pick up their child as soon as possible to begin the treatment process.
3. The student may return to school only after the hair has been treated appropriately and the parent presents to the Principal or school nurse proof of treatment, a release from the Health Department or a health care provider, or after satisfactory examination by the school nurse.
4. Upon return to school the student shall be checked by the school nurse on a regular basis until no presence of active infestation can be found. This procedure may continue on a weekly basis until the hair is free active or live lice infestation.

SCHOOL IMMUNIZATION LAW- Chapter 76, Section 15

“No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella.” Requirements for kindergarten also include immunizations against Hepatitis B and chicken pox (or physician-documented history of disease). NOTE: Children exempt from physical examination and immunizations must present a statement signed by the parent or guardian upon entrance.



FIRE, TORNADO, & EMERGENCY DRILLS

Fire, tornado, intruder and emergency drills are necessary for the safety of the students and staff; therefore, we practice them throughout the year. We ask you to sign in and out at the office so that we know exactly how many people are in the building.

In the event of an actual tornado warning, parents are asked not to come to school until the warning has expired. We realize that this is a stressful situation for parents, but the school building is a safe place. During a weather warning, teachers need to focus on our children's safety, and parents who are in the building will be asked to go to the library and await further instruction. With the continued growth of our school, we simply do not have enough room to accommodate parents in the cubbies and hallways. If a parent wants to remove a child from the building during an active weather warning, WCS policy requires that the parents sign a form accepting responsibility for leaving during a dangerous time. We appreciate your understanding as we continue to work to keep all students safe during severe weather.



STUDENT DRESS CODE

Students should dress appropriately for comfort, weather and learning. Oak View 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 mid-point 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.

Additionally:

- 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.
- Students' hair must be of a natural color. Colored hair is not permitted. (For example, children may not dye/color their hair purple, blue, green, pink, etc) or have hair that is a mix of natural and non-natural colors/highlights.
- Visual body piercing is limited to ear lobes.
- Tattoos (permanent) are not to be visible. Students may wear fake tattoos for special school events or activities.

SCHOOL SAFETY

Oak View adheres to the Williamson County's Crisis Intervention Plan. School safety policies have been established as listed:

- All visitors must enter the building through the front security door; all other entrance doors remain locked.
- Parents, visitors, and volunteers must sign in and out and wear either a visitor or

volunteer badge.

- Parents and visitors must schedule appointments to visit classrooms.
- Volunteers or school personnel escort visitors touring the school.
- Parking is only allowed in designated parking places. No parents are allowed to park in the staff parking lot or bus ramp area.
- Ten fire drills, three tornado drills, and two intruder drills are scheduled per year.
- A State Fire Marshal inspects the school yearly to ensure compliance to fire safety policies.
- 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 require to see a driver's license as an ID when someone comes to school to check out a student.
- Students are expected to follow safety guidelines established by the school and classroom teachers.
- Teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- The custodial and maintenance staffs work to keep the school clean and free from safety hazards.
- Oak View adheres to the American Lung Association's Tools for School Indoor Air Quality program.
- Medication policies established by the school system are followed.
- Students must have written permission from parents any time dismissal is different from the normal by 9:00 AM. A student information form is on file in the office with the student's updated emergency information.
- 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

Please notify office personnel or the Principal of any changes in custody related issues.

Also, please be advised that it is our legal responsibility to check files and ask for verification when allowing visitors in to see students and/or releasing students to individuals.



BULLYING POLICY

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interest of others. This learning related to character development is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.

Administration will follow investigation procedures and definitions set forth in policy [6.3032](#). Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension as deemed by administration.

Bullying can include any behaviors initiated by one or more students against a victim that are deliberate and hurtful and are repeated over time. **The key component of bullying is that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time which creates a pattern of harassment or abuse.**

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 also encourage students to report any bullying incident directly to a trusted staff member. We have a multi-step process in place for addressing these reports. Bullying behavior is unacceptable, and students who participate in bullying behavior will face disciplinary action.

The following actions will be taken when bullying is reported:

1. The principal or vice principal will immediately inform the parents/guardians of all persons involved in the reported bullying incident.
2. The principal or vice principal will immediately inform the victim of counseling and support services available through the school system.
3. The principal or vice principal will conduct an investigation within 48 hours of the reported incident, or first thing on a Monday morning when a report is made late on a Friday afternoon.
4. After completion of the investigation, intervention and counseling services will be put in

place within 20 calendar days.

If a student feels that he/she is being harassed or bullied, he/she should tell a trusted school adult (teacher, guidance counselor, administrator) and parents immediately. Please contact the school for more information concerning bullying and/or harassment.

Families may also report bullying to a WCS toll free tip line. The toll free number is 1-855-284-0669. Incidents can also be reported via email at bullying@wcs.edu. Please reference School Board Policy [6.3032](#).

BEHAVIOR/PBIS

All students are expected to adhere to the following school expectations: **Be Respectful, Be Responsible, Be Safe**. Individual classroom teachers will establish classroom procedures for meeting these expectations. If a student fails to meet expectations, it may result in a conference with school administration. Administrative consequences will be determined based on behavior and any prior behaviors or interventions. Consequences may include but are not limited to: time in the office, silent lunch, ISS (in school suspension) and possible OSS (out of school suspension). In addition, all Oak View students are expected to follow WCS policies, procedures, and guidelines concerning discipline for any offenses concerning Zero Tolerance and Zero Tolerance reasoned judgement offenses.

SCHOOL BUS SAFETY

Students are expected to behave in a safe and respectful manner and to follow directions given by the bus driver. **Students will not be allowed to use any electronic devices while riding the school bus.** 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. **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 below:

<https://www.wcs.edu/district/departments/transportation/bus-routes/>

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 and the front office by 9:00 AM. 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.

Switching from Bus to Car or Car to Bus

Please plan ahead. For safety purposes, please send an email to your child's teacher and to Carol Phillips in the front office indicating any change in transportation for that day (from car to bus, bus to car, or regular bus to different bus) by **9:00 AM**. It is recommended that you have a conversation with your child each morning about his or her daily dismissal plan. Parents are not allowed to take children off of school buses. Students without written permission for a transportation change will be sent home according to their daily dismissal procedure.

Dismissal Changes after 9:00 AM

Dismissal changes after 9:00 AM will require administrative approval.

Your child's safety is the utmost concern to us. Unexpected dismissal changes cause confusion and disruption, which results in an unsafe and disorderly environment. These types of dismissal changes should only occur a few times each year. If an emergency occurs and dismissal change is necessary, please email and call the front office to confirm this change.

SAFE STOP

Safe Stop is a new app allowing students and parents to view the location of the bus during transportation hours. The app relies on GPS data to update, so plan on arriving at the bus stop five minutes prior to the scheduled time. The goal is to increase student safety and improve communication on changes to bus schedules.

The SafeStop app can be downloaded from device's app store, or you can access it online at <http://www.SafeStopApp.com>. You will need the student's "Other ID" from his or her Skyward account during the registration process, which can be found at <https://www.wcs.edu/pdf/transportation/Parent-Safe-Stop-Guide.pdf>.

RECESS AND PLAYGROUND SAFETY

Students will have recess for up to 30 minutes each day.

We strive hard to put safety first at Oak View. To that end, we have established common playground rules. Please review these rules with your children.

- Respect the rights and feelings of others.
- You may not cause a problem for yourself or anyone else on the playground.
- Rough play will not be tolerated (touch football only!)
- Learn to interact with others in a positive manner – cooperate.
- Play fairly and take turns.
- Rocks, sticks, dirt... are to remain on the ground.
- Playground equipment must be used correctly. Rules for slides, climbing equipment, and swings are reviewed at the beginning of each year and throughout the year as needed as part of our PBIS program.

Staff members observing children on the playground are equipped with a two-way radio for additional safety. Children may be removed from play for a “cool-down” period if involved in unsafe playground behavior.

Children go to recess everyday unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Oak View will follow Williamson County Schools Standard Operating Procedures (SOP) regarding whether students will go outside or have indoor recess. This SOP was carefully written by a team of people including medical professionals to determine what is safe for students. As you know, we all value recess time and the opportunity for students to get some exercise; however, the effects of cold and heat exposure can be very uncomfortable and even life threatening. Therefore, guidelines have been established.

- Students will not go outside for recess when the outdoor temperature including wind chill is less than 32 degrees. In addition, if the wind chill is less than 40 degrees with precipitation, students will not go outside.
- When the heat index is between 90 F and 100 F, the principal will monitor and consider the appropriateness of outdoor activities. Recess time may be decreased.
- When the heat index is 100 F or greater students will not go outside for recess.

Finally, the county provided guidelines regarding appropriate dress. The following has been recommended:

- Wind chill below 60 degrees: jacket or long sleeves recommended
- Wind chill below 50 degrees: coat and long pants recommended
- Wind chill below 40 degrees: gloves and hats with previously recommended gear necessary

Administration guidelines to staff revolve around the 40 degree precaution. A student must have long sleeves and pants on in order to go outside for recess when the temperatures are below 40 degrees with wind chill. If a student does not come properly dressed, we will first send them to look in the lost and found. If they cannot find something to wear that day, they will sit in the office during recess with a book. This is not a disciplinary measure. They are coming to the office because they must be supervised while the class is outside. We strongly encourage students to come to school with appropriate clothing. Please note, while our guidelines are not as stringent as the guidelines recommended, we do strongly encourage students to come to school with coats, pants, hats and gloves when it is 50 degrees or below. This is just for student safety.

PARENTS, VISITORS, AND VOLUNTEERS

Parents and the community are welcome at Oak View Elementary School! To ensure safety, all parents, visitors, and volunteers must sign in and out at the Welcome Center and wear a badge. The school is required to document volunteer hours for the school year so it is extremely important to document in and out times. Classroom volunteers must schedule work dates and times with teachers. All volunteers must adhere to the background clearance and fingerprinting requirements.

SCHOOL AGE CHILDCARE – SACC

Oak View’s before and after school care program

SACC offers morning childcare 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 snow days until 5:00 pm. The SACC calendar follows the Central Office calendar, and as such SACC will be closed on the same days the entire system is closed. For information, contact the SACC director at 472-4719.

SACC Website: <https://www.wcs.edu/district/departments/sacc/sacc-contacts/>

LUNCH/CAFETERIA

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 Rules

1. Enter and exit the cafeteria quietly and orderly
2. Get all utensils and condiments before sitting down
3. Purchase all items when you go through the line
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 cafeteria monitors
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).

Parents are welcome to join their children for lunch.

Lunch with Parents:

1. Only legal guardians/parents will be allowed to visit for lunch.
2. If grandparents or other guests wish to join for lunch, there must be permission granted by the legal parent/guardian.
3. Parents will eat in a separate location away from cafeteria tables. There will be assigned tables in the corner of the cafeteria for parents to eat.
4. Only the parent and child will eat at this table. **No additional friends will be able to sit at the table.**

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.



CELEBRATIONS

We love to honor and celebrate students at Oak View. 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

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.

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 Oak View 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 morning news program. Again the emphasis is on honoring your child on his or her birthday without a focus on food.

Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class or one for every student that is the same gender as your child (i.e. for your daughter, an invitation for every girl in the class). There is no need to put student names on these invitations as there will be enough for one per child. Please note that these invitations will be distributed to students in your child's class only. Invitations sent to school where there is not one for every child in the classroom will be returned home.

TOYS AND ELECTRONIC GAMES/DEVICES

Students are not allowed to bring toys, electronic toys/games, I-Pods, computers, or virtual pets to school. We are working to keep students focused on learning. The student's classroom teacher will communicate to parents any exceptions to this policy for that specific classroom. The teacher will state when it is appropriate to bring items from home, what these specific items may be, what they will be used for during instruction/class time.

Students are not allowed to bring focus/concentration tools (fidget spinners, stress balls, silent fidgets, etc.) to school without prior discussion and approval from parents and teacher.

CELL PHONES

Students will not be allowed to access or use their personal cell phones during the academic school day. If your child brings a cell phone to school, he/she will be required to leave it in his/her backpack and/or cubby during the school day. Teachers will confiscate phones if students are using or if they have them out during the day. The phones will remain in the possession of the teacher or school administrators until the end of the day.

If your child needs to make a call while at school, he or she must notify a teacher, administrator or staff member and place the phone call through the school's phone system.

LOST AND FOUND

The Lost and Found is located in front of the cafeteria. Check these items when you have lunch with your child. Please label each student's clothing such as jackets and sweaters. At times throughout the year, lost and found items are given to charity after notifying parents and allowing time to claim items.

PARENT-SCHOOL COMMUNICATION

Parent and school communication is imperative. Parents are vital participants and essential partners in the educational process. All Oak View employees will do their best to communicate within 24 hours when receiving a phone call or email. Your ideas, questions, and concerns are important, and we welcome your notes, calls, and visits. Listed are some of the ways we share information:

- Parent Information Night at the beginning of school
- Parent/Student Handbook
- Quarterly PTA meetings
- PTA monthly newsletter
- Monthly Newsletter from Administration
- Teacher newsletters and/or websites
- Teacher-Parent phone calls, emails
- Letters, emails, phone calls from the Principal
- School Website

- Callouts – telephone and email delivery system
- Parents should also sign up for the county’s district-wide In Focus digital news WCS Communication Website:
<https://www.wcs.edu/district/departments/communications/>

Email Policy

All teachers have a published email address. Although you may wish to communicate with your child’s teacher by email, please be aware that email is not always confidential. Please do not send time sensitive information by email as the system is occasionally down and teacher’s instructional schedules do not allow for immediate response.

Voicemail Policy

All teachers have published phone number for voicemail that can be accessed via Oak View’s website (<https://www.wcs.edu/oves/>). Please do not leave time sensitive messages by voicemail, as teachers’ instructional schedules do not allow for immediate response. In an effort to keep in communication with parents, teachers will check their voicemail before and after school each day.

School staff will make every effort to return parent communication within 24 business hours.

FUNDRAISING OPPORTUNITIES

Below are some fundraising opportunities for the school with no additional cost to parents. Please check with our PTA if you have any questions.

Box Tops for Education – send tops to school with your child

Amazon Smile

Kroger Care Cards

Publix Partners Card

Target Cards

SCHOOL YEARBOOK

A school yearbook is available for purchase. Yearbooks are pre-ordered during the first half of

the school year and are distributed to students at the end of the year.

PET / ANIMAL POLICY

Oak View is a pet / animal free school. Pets are not allowed on the school campus and may not be brought into the building without permission from the Administration.

STAFF WORKROOM

Children, regardless of age, are not allowed in the workroom area at any time due to safety concerns. The 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.

FACULTY/STAFF LOUNGE

The faculty lounge is for school personnel only. This is a private area in the building to allow for the faculty and staff to eat, relax and/or make personal phone calls.

HOMEWORK

Homework is an extension of the learning and allows independent practice and reinforcement of skills and concepts presented in class. In addition, it is an expectation that students read each night as research shows the vast impact it has on overall learning.

When assigning homework, teachers will follow the guidelines set forth by school board policy [4.607](#). For students in kindergarten and 1st grade there will be no more than 20 minutes of homework each night. For students in 2nd and 3rd grade there will be no more than 40 minutes assigned each night. For students in 4th and 5th grades there will be no more than one hour of homework nightly. This time does include time for reading either independently or with someone.

Homework is something that should be completed independently by the child. Parents are encouraged to monitor that homework is attempted or done. If a child is unable to complete work independently, this should be communicated with the child's teacher. If a child is struggling to complete homework or is spending over the maximum time allotted, please contact the 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 to dominate all of a

student's after-school hours. It is our intent to promote organization, good work habits, and responsibility in our students.

INTERNET POLICY

(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. All student interactions with technology are tracked and can be accessed at any time. Students should only be accessing technology tools that have been instructed by the classroom teacher. If a student accesses an inappropriate website, he or she is subject to disciplinary action.

SCHOOL CLOSINGS

The School System's Cable Channel (Channel 3) and/or our Phone Notification System will announce the closing of school related to weather situations. Please check this channel or other TV or radio stations before calling school. **The school must have an emergency dismissal plan on file for your child in the event school is dismissed early due to weather or other emergency conditions.** This plan will be followed without exception, unless notified, during school closings.

Please maintain a record of your child's dismissal plan at home for school closings.

TEXTBOOKS

A complete textbook check will be conducted at the end of the school year. Lost or damaged books need to be paid for prior to the end of the school year. Students should write their name only on the inside cover of the book. Textbooks should not be shared. If a textbook becomes lost or damaged during the school year, the teacher may issue another book only if the child has a receipt showing he has paid for the lost textbook. Report cards will be held if a textbook has been lost or damaged until it has been paid for.

LITERATURE SELECTIONS AND REVIEWS

The reading of quality literature is an important part of encouraging and developing good readers. Novels are selected and used in various teaching strategies employed by teachers to

promote the mastery of 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.

INTERNET USAGE AND SEARCH TOOLS

While using the internet for information and research projects at school, students will be directed to specific teacher researched sites. The alternate on-line resources are selected by librarians for both teachers and students. The information is reviewed for accuracy and reliability. The students at Oak View are not allowed to use search engines not found on our Library Resources list while at school. Students are only allowed to search websites predetermined by the teacher. All inappropriate technology usage is subject to disciplinary action.

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 the student 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.

PERIOD OF SILENCE OR PRAYER

Tennessee State Law – (TCA 49-6-1004)

In order for all students and teachers to prepare themselves for the activities of the day, a period of silence of **approximately one minute** in duration shall be maintained in each grade 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 of the state 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.

THE RIGHT TO NONDISCRIMINATION

The Williamson County School System will not discriminate on the basis of sex, race, color, or national origin or on the basis of disability (Section 504 of the Rehabilitation Act of 1973) in the educational programs and activities. For questions or complaints contact Mrs. Amy Stephenson, Principal.

SEARCH AND SEIZURE

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. A student intentionally answering with false information or refusing to answer a proper question may be subject to disciplinary action. If a student is suspected of misconduct or an infraction and is not responding, he/she may be sent to the Principal. The administrator may question the student without the presence of a parent/guardian.

SEARCHES

Student searches may only be conducted by the Principal, or designee, when there is reasonable suspicion of a violation of a law, a school rule, or the existence of a potentially dangerous situation. In such event, an administrator may search any student, place, or thing on school property or in the actual or constructive possession of any student during an off-campus school activity. When a staff member has a reasonable suspicion, they should report it to the Principal as soon as possible.

A student may only be subject to a physical search of a student's pocket, purse, telephone, locker, and/or other containers (items may be required to be emptied because of information received from a teacher, staff member, other student, or other person) if such action is deemed reasonable by the Principal.

Strip searches shall not be conducted by employees of Williamson County Schools.

WEAPONS

No weapons of any kind are allowed at school. Any item that constitutes a weapon will be

confiscated and appropriate disciplinary action will be taken.

ZERO TOLERANCE AND SCHOOL DISCIPLINE

Oak View teachers and staff work to create a safe learning environment for students utilizing 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 to better understand district consequences for misbehavior. It is also important to become familiar with Oak View's PBIS Plan.

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, and a student must be in good standing with the library and cafeteria. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school.

FEDERAL NOTICES

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g), Williamson County Schools designates the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child's school in writing if they do not want his/her directory information released.

Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify their child's school in writing if they do not want his/her directory information released to military recruiters.

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.

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.

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

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: <https://vkc.mc.vanderbilt.edu/vkc/pathfinder/>.

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.

TEACHER INFORMATION

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and licensing criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 615-472-4050.

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 also 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, Assistant Superintendent of Elementary Schools at 472-4000.