

Franklin County Special Education

Inclusion Preschools

Dr. Toby Guinn, Special Education Supervisor
Stanley Bean, Director of Schools

2022-2023 School Year

Clark Memorial Elementary

David Carson Principal

Brittney Graves Teacher

(Inclusive Preschool)

Cowan Elementary

Cynthia Young Principal

Michelle Condra Teacher

(Inclusive Preschool)

Decherd Elementary

Megan Geer Principal

Sarah Pennino Teacher

(Inclusive Preschool)

Rock Creek Elementary

Celina Benere Principal

Felicia Barnett Teacher

(Inclusive Preschool)

Vision:

The Special Services Department envisions that all students gain the necessary skills required to become responsible, productive and contributing citizens in a rapidly changing global society.

Mission:

The mission of the Franklin County Special Services Department is to provide students the opportunity to achieve their potential in an environment conducive to optimal learning.

IDEA Inclusive Preschool Locations:

Clark Memorial
Cowan Elementary
Decherd Elementary
Rock Creek Elementary

Preschool Programs:

All preschool and school locations are smoke-free environments.

Preschool Educational Instructional Programs:

All FC SPED Inclusive Preschools utilize high-quality early childhood materials and interventions.

Educational Centers:

Educational centers/activities that are engaging, multi-sensory, culturally relevant and developmentally appropriate in:

Art: art, music, dramatic play

Early Literacy: letter identification, letter sounds, beginning sounds, rhyme

Literacy: stories read individually/group, concepts of print

Gross Motor/Play: interactive, parallel and pretend

Fine Motor:

Oral Communication: vocabulary, meaningful conversations

Written Communication: writing/prewriting activities

Math: mathematical/number sense

Prevocational/Academic readiness: daily classroom routines and self-care routines

Behavior Management Techniques/Discipline:

Behavior Management Techniques include positive behavioral supports—praise and encouragement of good behaviors.

Corporal punishment, shame/humiliation, verbally abusive or injurious discipline is prohibited.

Time Out, if used, is reasonable and developmentally appropriate, never to exceed one minute per year of child's age (ex 36 months/3 years = 3 minutes or less)

Hours of Operation:

Special Education Inclusive Preschools run Monday through Friday from 8-2:30 during the Franklin County (FC) adopted school calendar year.

A student who is four on or before August 15 are eligible to come up to five days a week, per their individual IEPs.

A student who is three on or before August 15 is eligible to come up to two days a week, per their individual IEPs.

These preschools follow FC Schools inclement weather and emergency closure plans.

Parent Training:

Parent training sessions occur once a month at one of our inclusive preschool locations. These training sessions are to help the parents of our children to learn more about the services that are offered through the Franklin County Special Services Department for preschool aged children. Date will be provided soon as well as topics of discussion and location for the parent trainings. We encourage all parents to attend these sessions.

Enrollment Requirements:

Each child is required to have:

Child Enrollment Form: Child's name, date of birth, name of parent/guardian, home address, home/work contacts, special needs, and emergency contact

Child Release Plan

Child Health History/immunization Record

Copy of Social Security Card

Copy of birth certificate

Dis-enrollment Requirement (Expulsion Policy):

High quality child care and early learning programs are important to preventing suspensions and expulsions in the early learning setting. As such, our early childhood education programs are responsible for creating positive learning environments that focus on preventing expulsions and suspensions, encouraging partnerships between programs and families to support healthy development, and ensuring fairness, equity and continuous improvement to support children's social, emotional and behavioral health.

In an effort to prevent behavioral issues of children, our early childhood programs have adopted the following policies and practices and in a consistent and non – discriminatory manner:

- We use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.

- We invest in professional development, training and education to ensure educators and support staff have the competencies to support children's social and emotional health.
- We develop and implement classroom schedules that meet the needs of the children.
- We adapt learning environments to promote healthy social interactions with others.
- We develop healthy and nurturing relationships with children.
- We develop strong partnerships and relationships with parents.
- We develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
- We provide family engagement opportunities.
- We ensure fairness and equity.

Typically, if behavioral issues persist that interfere with your child's acquisition of skills, or other student's acquisition of skills we will call an IEP meeting and may discuss any of the following:

- Identification of any mental or behavioral consultations and/or community resources needed to support your student/your family
- Consider a referral to our School Social Worker
- Consideration of positive behavioral interventions and goals
- Request consent for completion of a Functional Behavioral Assessment and subsequent Behavior Improvement Plan
- Consider services and/or service time adjustments to your student's IEP that the IEP team feels would support the student's behavior, pre-academic skills, communication needs, adaptive needs, social/emotional needs, transition phase-in and LRE needs.

As we are providing FAPE to students with disabilities, we do not suspend or expel students aged 3-5 but there are rights extended to students with disabilities from 3-21 including the following:

Manifestation determinations are a part of federal regulations related to the Procedural Safeguards for Parents and Children. Per 34 C.F.R. §300.530(e), IEP teams must meet within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct.

The school district, the parent, and relevant members of the child's IEP team (as determined by the parent and the district) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant

information provided by the parents to determine: (i) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or (ii) If the conduct in question was the direct result of the school district's failure to implement the IEP.

In general, suspension or expulsion should be used as a last resort. However, there are times when a student's behavior is such that it warrants the disciplinary action of suspension or expulsion. A student may be suspended or expelled for up to 10 cumulative, total school days a year without requiring a manifestation determination review. During the 10 "FAPE Free" days there is no duty to provide alternative services, IEP meeting, manifestation review, BIPs, or FBA. In-school suspensions will not count toward the 10 days if the school and staff ensure that the student "is afforded the opportunity to continue to appropriately participate in the general curriculum, continue to receive the services specified on the child's IEP, and continue to participate with nondisabled children to the extent they would have in their current placement."

A manifestation determination review is required when:

- The student has been suspended or expelled for more than 10 total, cumulative days, regardless of the infraction(s)
- The student has a pattern of behavior that is resulting in removal from FAPE
- The student has a zero-tolerance infraction(s) and will be remanded

The manifestation review team will schedule a meeting. This review must occur within 10 school days and may be conducted on as little as 24 hours' notice to the parent. The meeting occurs even if the parent is not able to attend. However, it is best practice to include the parent whenever the team is able to reasonably accommodate. Ideally, the manifestation review would include a representative from the school district, the parent, and relevant members of the IEP team as determined by the district and parent. The team must review all relevant information in the student's file, including the student's IEP, teacher observations, and any relevant information provided by the parent.

The manifestation determination review must address the following questions:

1. Was the conduct in question caused by, or did it have a direct and substantial relationship to, the student's disability; OR
2. Was the conduct in question the direct result of the LEAS's failure to implement the IEP?

Behavior is Determined not to be a Manifestation of the Student's Disability

If the student's behavior is determined by the manifestation determination review to not be a manifestation of the student's disability, the student is subject to the same disciplinary actions as their non-disabled peers. However, special education services must continue to be provided during any period of removal. The IEP team determines the interim alternative educational setting for services.

The IEP team has the duty to provide, as appropriate, an FBA and behavior intervention services and modifications that are designed to address the behavioral violation so that it does not recur. If a student's behavior is escalating or not improving, the current BIP is not effective for that student and needs to be revised with new or additional intervention strategies. This process may also require a team to re-evaluate the FBA, but not always.

In the case of a zero-tolerance offence (i.e., drugs, alcohol, weapon, or excessive physical harm) the rules regarding the result of the manifestation determination vary slightly.

If the manifestation determination review determines the zero-tolerance offense was not a manifestation, the student will be disciplined and/or remanded in accordance with the district zero-tolerance policy.

Behavior is Determined to be a Manifestation of the Student's Disability

If the student's behavior (not zero-tolerance) is a manifestation of the student's disability, an FBA must be completed if the student does not already have one available. If the student has a current FBA and BIP, the manifestation determination team must review them and make any needed modifications. If a student does not have a current behavior plan, one must be developed to address the current behavior concern(s).

The student is then returned to the placement from which they were removed unless the parent and school agree to a change of placement as a part of the modification of the behavior Intervention plan.

In relation to a zero-tolerance offence, if the manifestation determination review determines that the zero-tolerance offence was a manifestation of the student's disability, or due to the failure of the school district to implement the IEP with fidelity, then the student may be remanded for 45 days to an alternative school. The student shall continue to receive special education services within the alternative school/setting. However, the IEP team may meet to update the services based on the student needs within the new setting. At the end of the 45 days, the student will return to the school setting in which the infraction occurred unless the IEP team meets and determines that this is no longer the student's LRE.

Parent Rights The parents have a right to appeal the decision of the manifestation determination team. They may request an expedited due process hearing. The hearing must be conducted within 20 school days of the school district's receipt of the request and a decision rendered within 10 school days of the hearing.⁵¹ The student remains in the disciplinary setting pending the outcome of the expedited hearing. Stay put, in disciplinary matters, is the interim alternative setting determined by the school, not the setting from which the

student was removed.⁵² The school district must show that continuing a student in the current, non-disciplinary setting is likely to result in injury to the student or others. If the school district prevails in an expedited hearing, the judge may order the student to remain in the interim alternative setting for not more than 45 school days.

Fees:

The FC Inclusive Preschool programs provide services free of charge to both students with disabilities and their peer models.

Meal Service Policies:

All meals are prepared by FC School Nutrition programs and follow the USDA's School Lunch, School Breakfast and Afterschool Snack Programs.

Release of Child:

Children may only be signed in/out of the program by the custodial parent or designated person in compliance with the child release plan.

The program will verify the identity of the authorized person by requiring presentation of a photo identification.

Children will not be released to anyone whose behavior, as deemed by a reasonable person, may place the child in imminent risk—in which case 911/local law enforcement agency will be called prior to the release of the child.

If the person displaying the risky behavior is not the parent/guardian, the program will not release the child and the parent/guardian will be called immediately.

Staff:

All teachers are licensed with the TN DOE with early childhood endorsements.

All staff pass background checks: Department of Health/Vulnerable Persons Abuse Registry, TBI/FBI fingerprint/background check and TBI/FBI sex offender registry.

All staff are trained annually (over 30 hours): early childhood literacy, USDA meal program, growth/developmental patterns of students, child abuse detection/reporting/prevention, parent-center communication, disease control/health promotion, overview of certificate of approval requirements, risk of infection information for child-bearing aged employees, food allergies, supervision during high risk activities, meal service/safe food preparation, shaken baby syndrome, abusive head trauma, safe sleep procedures and developmentally appropriate practices.

The ABC's of our Preschool Programs

A

Absences

We understand that children may miss some days due to illness. If your child is sick, you may contact your child's teacher or call the office. You are allowed 5 parent notes. The other notes need to be doctor/medical provider notes. If your child is or will be out for several days, please also contact the office and let them know. It is important to send a note to excuse each absence once your child returns to school.

Arrival

Each preschool has a designated area for preschool. Per state regulations, preschool children have to be signed in and out by an adult. Please see your child's teacher for arrival locations. Arrival time is 7:45am.

B

Behavior

I feel it is extremely important that you are aware of your child's behavior both appropriate and inappropriate. In order to keep you informed we will maintain behavior sheets. Everyday your child will bring home a binder that will be known as his/her daily communication binder. This binder will contain several sections. The sections are: calendar, newsletter, parent/teacher communication page, class rules, behavior, homework, a pouch, a keep at home section and a sign and return section.

The following symbols will be used for behavior:

Green Dot - Great Day!

Yellow Dot- Had a warning but was re-directed- Good Day

Red Dot- Numerous warnings and re-direction without improvement **or** a serious offense has occurred.

The parent will be contacted if the child is in danger of harming themselves or others.

Regardless of what your child receives for the day, **please initial the behavior sheet daily** so that we know you are aware of your child's behavior.

Please keep in mind that if there are any major concerns, you will be called, and you are always welcome to call the teacher on Fridays of after 2:30.

Please make it part of your daily routine to check the behavior folder, initial it, and help your child put it back in his/her backpack. It is very important that this folder is returned **daily**. This will be our daily mode of communication.

Birthdays

We know how special birthdays are for you and your child. We recognize birthdays at school in an appropriate manner. Please let the school know ahead of time if you wish to do something special. As for birthday celebrations, it is best to choose something like small cookies or regular cupcakes. We usually have birthday treats during our snack time in the afternoon. Items must be store bought. Be sure to ask if anyone is allergic to it.

Book Clubs

Frequently throughout the year the school will send home a book club order form from Scholastic Book Clubs for you to browse and purchase books for your child. You do not have to participate in ordering. These book orders are, however, an inexpensive way for your child to acquire his/her own library books while being exposed to different types of literature. Please send money in an envelope. It will usually take two weeks for the orders to arrive.

C**Conferences**

Conferences are scheduled throughout the school year. Teachers may be contacted at any time by calling the school (leave a message), sending a note, or e-mailing the teacher to make arrangements for scheduling a conference. We will discuss your child's accomplishments, strengths, and overall progress.

Confidentiality

All information about your child is kept confidential. We do not share information to other parents about your child. All files are kept in a locking file cabinet and ONLY those who serve your child can see those files.

D**Discipline**

We will spend time learning class procedures and practicing them. Each student is expected to follow the school and class rules. We will work all year learning to listen and follow instructions. We use time out and quiet times for them to relax and calm down.

Dismissal

If your child's means of transportation should change, please send a note with your child that morning or contact the office as soon as possible. This will help prevent any "late day" mix-ups. Only the person(s) on the pickup list are allowed to pick up your child unless you have called ahead. New people picking up your child will have to show his/her driver's license. Dismissal locations at each school is different. Pick up for preschool is 2:30 except on Wednesdays. We dismiss at 2 for staff development.

Emergencies

It is imperative that the office and teachers have current emergency contact numbers. Please remember to let us know if numbers should change at any time during the year.

F**Fieldtrips**

We will schedule at least one fieldtrip this school year but may be virtual if weather or medical needs dictate.

G**Guided Reading**

Please try to read daily to your child. Point out the pictures and help them learn the vocabulary, improve language and communication. Reading is something that will only get better with practice.

H**Handwriting and Homework**

We practice handwriting and prewriting skills throughout the day. Please help encourage your child to write.

Homework will be assigned each night. It usually is handwriting, and often has something to do with what we are studying. The work is pretty minimal and should only take minutes to complete each night. Although Pre-K seems early to start homework assignments, it is a good habit that when started early, and supported by you, will last throughout your child's academic career.

I**Illness**

I know it is hard to decide whether or not to keep your child home from school. It is important to keep your child home if he/she is ill or for at least **24 hours** after having a fever.

If your child has diarrhea, they should stay at home.

According to State Regulations, we **must** send children home the first time **diarrhea** happens and if the child has a **temp of 100 and up**. This helps keep your child comfortable and prevents others from getting sick. Children function better in the classroom when they are healthy.

K**"Keeping Up"**

You can "keep up" on all our class information by checking your child's daily behavior folder. Your child will be bringing this folder to school and home each day. All communication from our classroom will be inside this folder (newsletters, notes from me or the school, homework, etc...). Please help your child take care of this folder. Also, the teacher's website/school website will be a very useful means of communication.

L**Lunch (varies by school)**

Lunch times vary by school. Each child has their own likes and dislikes when it comes to foods. We can talk about that together. If your child is allergic to certain foods or has to be given certain foods, please get a doctor's/medical statement.

Lunch Forms

Please fill out the forms for free and reduced lunch.

Lunch Money

You may deposit money into your child's lunch account at any time with a sealed envelope. Check the district website and child's binder for lunch menus and lunch account information. If you send money, please put it in the pouch.

M**Manners:**

We will be learning about manners and how we should treat others. Please help your child to know these.

Medicine

We are **not allowed** to give medicine in the room. You can talk with our nurse and fill out the proper paperwork for your child to receive medicine at school.

Media Release Information: We have to have your permission to take pictures of your child for our Classroom website, Facebook site, school annual and any assemblies that require pictures. This includes our end of the year slide show.

Nurse

Our school nurse tends to the student's medical needs throughout the day. For more serious injuries and sudden illnesses, she will take care of your child until you can be reached to pick him/her up from school.

She also administers all medications to students during school hours.

If your child has any medical conditions or allergies that we need to be aware of, please contact her as soon as possible.

Again, please make sure your contact numbers are always up to date, in case of an emergency.

O**Open Lines of Communication**

Please let me know if you have ANY concerns or questions throughout the year. It is our job to work together as a team to enhance your child's education and make his/her school year a successful one.

P**Parent Involvement**

Your support of school activities makes your child feel important and sends the message that you value school.

Parties

We will have parties throughout the year. Halloween, Christmas, Valentines and Easter.

Progress reports

Progress reports will be given out every 6 weeks. We will also do progress monitoring 2 times a month.

Q**Questions**

Please contact me if you have any questions or concerns regarding your child's education.

Quick Goodbyes and Dry Eyes

We all want to come in the class and see our child with others. To keep them on a routine and learn to be independent, we ask that you sign in your child and return to your routine. Let them learn to put their belongings where they go. They have to learn this now.

R**Recess**

Your child will have recess every day (weather permitting). Please dress according to the weather.

Remind App: This app is used for parent communication. Important information is released via this app. You will be given an access code to join the group.

S

Schedule

A copy of our schedule in your child's folder. Please remember this is a tentative schedule and is due to change and adapt with the children as needed throughout the year.

Snack

We will have a snack after our nap time. Each child is to bring their own snack and juice. You can send several and we will let you know when they need more.

Sick: Please do not send your child to school if he or she is sick. Please see the chart in their binder. The best guideline is "Would I want my healthy child to sit next to a child like all day?"

A child will be sent home if his or her temperature is 100 degrees or above or has diarrhea. Please keep your child at home if he or she has any of the following:

Communicable disease

- Earache, sore throat, fever, coughing, or green mucus
- Skin rash, such as impetigo and ringworm
- Swollen or red eyes
- Nausea, vomiting or diarrhea

Your child may return to school after he or she has no fever or symptoms for **24 hours without medication.**

T

Transportation

You should have filled out a form at registration on which you stated how your child would be going home each day. The school **must** go by whatever this form states. If your intention is for your child to go home in any method other than what you originally put down on this form, you must notify the office to make a transportation change. We offer Special Education Transportation for those with an IEP whose team determines transportation is needed for the student to receive FAPE.

Toys

Bringing toys to school is **not** encouraged because it distracts the children from learning. Also, if a toy is accidentally lost or broken, feelings will be hurt.

U

Unique

Each child in our class is unique and wonderful. In kindergarten we learn about how we are all unique and special. It is important that we celebrate our differences and similarities. We also learn about the different cultures within our class.

V

Visits

If you would like to visit our class, please schedule this with us prior to the time you want to come.

W**Wish List**

Throughout the year, you may be asked for donations of extra items or supplies that we will need in class such as the cardboard tubes from paper towels, milk jugs and lids off of 2 liter bottles. It is never required that you donate anything, but please know that anything you can do to help out is greatly appreciated.

X**eXperience**

We will have many wonderful experiences this year such as crafts and art projects, science experiences, playing learning games, and making class books. They are all fun and **eXciting**.

Y**Yearbook**

You will have a chance to buy a school yearbook, which will come home in late spring.

Z**Zzzzz"s**

Remember we all function better with a good night's rest!

Establish an early bedtime routine and stick to it each night. This gives your child a new day refreshed and ready to have a happy and successful day at school.