



Employee Handbook

2026-27

JES Site

"Every child deserves a champion—an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be."

— Rita Pierson

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Our Mission:

We assist and prepare young people in our community for school, work, and life.

Our Vision:

Every child in our Gentry community will realize their potential and have the tools for a lifetime of success.

Our Methods:

We provide research-based, individualized academic support with state-certified teachers, mentoring, and character development while encouraging family engagement.

Our Philosophy

Poverty makes it harder for children to learn, even in Franklin.

Education matters.

Gentry's helps children who need support outside of school.

Become a champion for overlooked children.

So that every child in Franklin can succeed.

Hours of Operation

After-School Tutoring - Monday through Thursday, Dismissal-5:30

1st - 4th Grade Start Date: August 31, 2026

Kindergarten Start Date: October 19

Volunteer Start Date: October 19

JES Gentry's STAFF Calendar 2026-27

AUGUST

- 19 Beginning of Year Staff Meeting
- 31 First Day of Tutoring

SEPTEMBER

- 4 Early Dismissal
- 12 Laps of Hope Fundraiser

OCTOBER

- 12-16 Fall Break
- 19 Kindergarten tutoring begins/Volunteers begin
- 31 No Tutoring- Halloween

NOVEMBER

- 3 No School-Election Day
- 23-27 Thanksgiving Break

DECEMBER

- 10 Holiday Celebration & Last Day of Tutoring for 2026

JANUARY

- 4 Gentry's Mid-Year Check-In Meeting
- 5 First Day of Tutoring for 2027
- 18 No School-Martin Luther King Jr. Holiday

FEBRUARY

- 15 No School-President's Day

MARCH

- 15-19 Spring Break
- 26 Spring Holiday

APRIL

- 9 PD Logs are due

MAY

- 14 Last Day of Tutoring for 2026-27 School Year

Contact Information

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Connie McKee, Project Director

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615-289-0814

Johnson Elementary School (K-4th grade)

Principal: Mrs. Tosha Robinson Baugh

Assistant Principal: Dr. Starr Wallace

815 Glass Lane

Franklin, TN 37064

Ph: (615) 794-4837 Fax: (615) 790-4749

Employment Practices

Paperwork Requirements

We require the following items on file for all employees. All must be submitted **before you begin working**. Your paycheck will be held until we receive all documents.

- Application
- 3 Letters of Reference
- Physician Letter (current)
- W-9
- Copy of most recent diploma
- Background Check Completed (18 and older) (current)
- Non-Disclosure Agreement
- Employee Contract
- Direct Deposit form with an attached voided check

All of these documents are available for printing from the “Staff” tab on Gentry’s website.
www.gentrysed.org

Background Checks

Background check costs will be reimbursed. Save the receipt, attach it to your next timesheet, and the cost will be reimbursed on your next paycheck. Reimbursement requires **a receipt**.

GEF administrators are the only people who may access, receive, process, and/or disseminate employee background information received from the TBI. This is to protect the integrity of this personal information. Intentional misuse or improper disclosure of this information is grounds for termination from Gentry’s Educational Foundation and may be subject to further legal action. All personal/criminal employee information is stored in a secure, private location and is destroyed when the employee is no longer employed by GEF.

Equal Opportunity Employer

Gentry’s Educational Foundation is an Equal Opportunity Employer. No employee or applicant shall be discriminated against because of actual or perceived race, creed, color, religion, national origin, alien status, citizenship status, marital status, gender, sexual orientation, veteran status, disability, or other classification protected by law. The program does not tolerate any form of discrimination.

How Do I Get Paid?

- You will enter your time using **Buddy Punch**.
- Hours must be entered accurately and promptly.
- You will be paid every two weeks.
- You may enter hours retroactively and see withholdings, gross pay, pay stubs, etc.
- You will receive an email to set up your Buddy Punch account from Revolution Financial.

Expectations:

- Treat each other with kindness, patience, and respect.
- Disagreements should be handled with professionalism and never in front of students.
- Exhibit and practice courtesy, respect, and professional judgment in dealings with all stakeholders (children, parents, supervisors, colleagues, school administration and staff, community members, etc.)
- Staff are expected to remain professional at all times, just as you would during the school day.
- Staff are not permitted to bring in outside food.
- Maintain confidentiality about children, families, and staff, and do not discuss personal information about families or staff in front of others.
- **Employment with Gentry's is yearly and is not guaranteed for more than the current school year.**
- **Unless the site director permits, you may not begin tutoring or clock in before 3:30 or out after 5:30 PM.**
- **If you work for FSD, please wait until your FSD day is finished before clocking in.**

Dress Code

Professionalism in dress is expected of all Gentry employees. Skirts and shorts should be 3 inches above the knee in length or longer. No clothing revealing the midriff, lower back, or cleavage is allowed, and no undergarments should be showing.

Name Tags

All staff are required to wear approved name tags. If you are an FSD employee, then you must wear the name tag provided by the school and/or district during tutoring. If you are NOT an FSD employee, Gentry's Educational Foundation will provide you with a name tag. You will be responsible for the name tag and must wear it at all times during tutoring. Name tags will also be provided for enrichment teachers, subs, and volunteers. This is for your safety and the safety of our students. Please see your site director for a nametag if needed.

Employee Absences

If you have an unexpected absence, please notify the site director and your grade-level staff ASAP. If you know your absence dates in advance, inform the site director so we can plan. You may switch days with another Gentry employee when possible, but notify the site director. Your grade-level team depends on you each scheduled day. Absences make it harder to meet students' needs. Please keep this in mind when reporting absences.

Cell Phone Usage

Incoming calls and texts disrupt an efficient work environment. When working with or near students, silence your phone and keep it out of sight. We understand phones must be used sometimes, but please use discretion and limit calls as much as possible.

Drugs and Alcohol

Use or possession of illegal substances on school property or at any After-School Program venue, or reporting to work under the influence, is prohibited and will not be tolerated. Use, dealing, or

possession of illegal substances is grounds for immediate dismissal. Report any observed use or possession immediately to the site director. Failure to report may also lead to dismissal.

Gentry Supplies:

- Supply Shelves: behind Site Directors' office
- Staff should NOT use any supplies in the classroom unless permitted by that classroom's teacher.
- Please email the Site Director with any supplies that you need to be replenished throughout the year.
- Please use the rolling carts provided to keep supplies organized.

All staff belongings should be inaccessible to students during tutoring hours.

Purchase Orders

The Site Director and Project Director are responsible for the supply budget. If you need any supplies, they will complete a purchase order form so that this expense can be paid through the proper channel.

Professional Development Requirements

Everyone must submit the provided PD Log by April 9, 2027, showing 12 hours of professional development with proof, such as certificates.

FSD staff who are certified teachers or paraprofessionals must also submit a professional development transcript at year-end showing 12 hours of PD. You will receive a PD log listing courses and instructions on how to access them.

Non-teacher staff must obtain PD by attending yearly staff training and completing independent training using approved online resources. If you want to attend other training, get permission from the Site Director first.

You are responsible for logging this time on your PD log and keeping any certificates you earned.

Safety and Emergency Procedures

- Tutors must know where their assigned students are at all times.
- Use the provided sign-out sheet in your classroom for students to go to the restroom.
- During recess (indoors or outside), tutors must actively monitor students for safety and appropriate behavior.
- Report any injuries to the site director and/or nurse immediately and complete an *Incident Report Form* to be given to parents at dismissal.
- Please take the attendance folder with you any time you leave your designated classroom, including recess.
- Follow established school safety protocols. For severe weather and/or intruder lockdown situations.
- ***See JES map and GEF Emergency Plan**
- We practice regular monthly emergency drills, fire drills, as well as other drills, periodically throughout the school year per state law.
- Please review the Emergency Preparedness Plan on the website.

Inclement Weather

Gentry's Educational Foundation follows the inclement weather decisions of the Franklin Special District. If the district cancels school, Gentry's will close as well. We will try to notify you of unscheduled closures on your tutoring days. However, if there is inclement weather and we cannot reach you, please check news and school closure information.

If FSD schools are open and you do not hear from the site director, assume we are open and plan to work as scheduled. If the district keeps schools open but you do not feel safe coming in due to local inclement weather, contact your site director.

Problem Resolution Procedures

At times, disagreements and issues may arise. All staff members are expected to work together to try to resolve disagreements in a calm, positive, and direct manner. Staff members are encouraged to try to resolve problems directly with one another and should not involve third parties (such as other teachers or parents). Disagreements should not be discussed, and conflicts should not occur, in front of children. If needed, contact the site director. Please be kind to one another!

Filing Civil Rights Complaints

The department's Office for Civil Rights is responsible for ensuring compliance with civil rights within the department and in programs that receive funding from the Department of Education.

To file a complaint:

- Your complaint must be filed in writing by mail, fax, e-mail, or via the OCR Complaint Portal: <https://ocrportal.hhs.gov>
- Name the provider involved and describe acts or omissions you believe violated civil rights laws or violations.
- Be filed within 180 days of when you knew that the act or omission complained of occurred.

EDGAR Section 76.532

The use of funds for religion is prohibited.

(a) No State or subgrantee may use its grant or subgrant to pay for any of the following:

- (1) Religious worship, instruction, or proselytization.
- (2) Equipment or supplies to be used for any of the activities specified in paragraph (a)(1) of this section.

Policies Regarding Students

Targeted Enrollment & Student Recruitment

Gentry targets students in grades K-6 who show the greatest need based on these criteria:

- Students who did not meet standards on the state assessment in reading or math;
- Students who demonstrate academic weakness in reading or math;
- Students whose families qualify for free and reduced-price meals;
- Students who are in danger of repeating a grade level;
- Students with truancy concerns

- Other factors are determined on a case-by-case basis.

Although Gentry's Educational Foundation provides academic support, we are not equipped or certified to provide certain types of support. We may help some students from special populations, but not all. For example, a student with dyslexia or difficulty reading English can participate, while a student with severe learning disabilities or behavioral needs requires more intensive support we may not provide. Gentry's program is NOT a special education service and is not included in the student's IEP.

Receiving and Dismissing Children

All tutors should be in their designated tutoring classrooms to receive students by 3:45 unless otherwise instructed. Take attendance promptly as students enter. Designate someone to record the exact time each student enters to begin programming, for example, 3:34. Just check the clock and jot down times as students arrive. It should not take 10 minutes for everyone to enter.

All students must be signed out by a parent or guardian in the office. At 5:25, bring any remaining students to the lobby for pickup. A tutor must accompany students to the lobby for dismissal.

- We will have new designated areas for each grade level to wait in a calm and orderly manner for their parent to retrieve them.
- Please have students line up by grade level and wait quietly for parents to arrive.
- Teachers are expected to supervise students until 5:30 PM or until all students have been dismissed.
- Parents MUST come into the lobby to retrieve children and exit through the lobby doors.
- Students should not enter the office unless it is 5:30.
- Make sure the parent is in the lobby before the children get up to leave.
- If any students are dismissed to MAC, please let the front office staff member know by using the green slips so that they are accounted for on our sign-out sheet. **ALL MAC students can only be dismissed from the MAC entrance!**

Supervision of Students & Classrooms

NON-FSD STAFF may not arrive before 3:00 PM. If you need to prepare, please do so at home before arriving or after tutoring ends. **FSD Staff may not clock in before their FSD day is finished.**

If you arrive to set up tutoring or deliver meals, **do NOT** enter the room if the teacher still has students or is meeting with parents or other teachers. Respect the teachers' space and wait until all students have been dismissed before entering.

Daily positive interactions between teachers and students are a valuable element in building relationships and increasing attendance. As students arrive, a tutor will check in with them and make sure they have their meal. Daily check-ins will provide structure for these interactions. Teachers will ask about their school day and how they are doing, with unique interactions for each student. Because teachers will be individually responsible for small student groups, interactions will be more personal, and relationships will build over the year. This facet of Gentry's will be in place for all students, but the greatest effect will be for children who have a history of absenteeism or mental health issues.

Gentry's staff should not engage in any activity that is not directly related to the approved program activities/lessons during program hours. It is the responsibility of all staff to supervise/instruct all students in your group directly.

Students must never be left alone. Arrive on time at your tutoring location as instructed by your lead teacher. If you leave the room, ensure another adult supervises the students and inform the lead tutor. Persons under 18 cannot be left alone with students and do not count toward supervision ratios.

Time is limited and valuable each afternoon. To maximize tutoring in ELA and Math, we must follow the schedules closely. Please be especially mindful of this during enrichment classes or programs.

When tutoring is over, please make sure the classroom is clean and all chairs have been put up on tables. Cleaning wipes are provided for you to wipe down tables after tutoring is over for the afternoon.

Staff members should not have visitors during this time or non-program children or other youth present during assigned working hours.

Enrichment

Enrichment will be determined based on available funding.

Communication with Families

We all have a serious responsibility to the program, the school, our colleagues, the children, and the parents. We must work together to ensure the program's success. If a parent asks for specific information about their child's progress, tell them you will arrange a time to discuss it with the site director and/or their child's teacher. All written communication with parents related to Gentry's programming must be approved by the Site Director and/or Assistant Site Director. Families will be notified of upcoming events with flyers, monthly calendars, and newsletters.

Meal Program Rules

We are fortunate to participate in the FSD At-Risk Supper Program again this year. Meals are prepared in the JES cafeteria and distributed by Gentry's Educational Foundation staff to our students. Please follow the guidelines below regarding the supper program, per Robin Cross, FSD Child Nutrition Supervisor.

- Please have a "share table" set up in each classroom.
- Meals will be delivered in grade-level order starting with Kindergarten students.
- Students must be allowed to eat as much as they want from the meal.
- Every child **MUST** take milk and a meal if they attend. They can go put it on the "share" table immediately, but they **MUST** accept the meal.
- Gentry's staff members, please have children take all leftovers home with them. **DO NOT bring leftover food to the office.**
- Meals should not be thrown away uneaten. Please offer these to another student to eat or take home.
- After meals, one class will be responsible for clean up each day. Students will wipe tables and sweep the floor, an important self-help skill.

Volunteers

- Please make volunteers feel welcome.

- Volunteers may NOT arrive before 4:00 PM.
- They must sign in at the front office and have a Gentry's name tag.
- All volunteers over 18 have been background checked and may be left alone with students in an emergency, though this is not common practice.
- NO volunteers under the age of 18 may be left alone with students.
- If you feel your room does not need a volunteer that day/week, please send them to another grade level that may be in need or let the site director know.
- Volunteers will start on October 14.
- The lead tutor will receive a schedule listing your volunteers and the days they will come to help.

Gentry's Student Behavior Policy

Gentry's behavior policy helps students develop self-discipline to function independently in a socially acceptable manner. Gentry's staff is committed to positive reinforcement of good behavior. Guidance will always be kind, productive, and immediate when behavior is inappropriate.

Children in the program are expected to behave in ways that do not disrupt the school climate, learning, or social interaction. Gentry's is not equipped to accommodate certain behavior issues.

Our primary focus is academics; therefore, students must not disrupt other children's learning or social interaction.

Rules of Conduct for Students:

The following behaviors are considered inappropriate and unacceptable in the program:

1. Possession of weapons, contraband, and other dangerous objects
2. Fighting, wrestling, spitting with or on peers or staff
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar language, cursing.
6. Disrespectful behavior toward other children or staff
7. Climbing on desks, tables, cabinets, etc.
8. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning on/off lights, etc.)
9. Stealing
10. Physical attacks on staff or other students
11. Improper use of program and school equipment
12. Throwing objects (rocks, sticks, desks, tables, etc.)
13. Leaving the group without permission (i.e., running away, hiding, etc.)
14. Behavior deemed inappropriate and unacceptable by the program director.

Tutors must complete an incident report on paper or via Google form every time there is a behavior issue. Documentation is required for parents and our records.

Program staff will enforce Franklin Special District rules during program hours.

- Classroom behavior management strategies will be used.
- The tutor will give a verbal warning. The tutor or site director will notify the parent and file a report with Gentry's.
- Next steps include the actions above and a parent meeting to discuss behavior issues.
- After three write-ups, your child may be suspended from the program for 3-5 days or at the Site Directors' discretion.
- After two (2) suspensions, the child may be removed from the program.
- An exception is when a major incident, deemed by the Program Director, occurs. This results in immediate suspension. The Franklin School District Zero Tolerance Policy applies to all Gentry's programs.

We reserve the right to suspend or terminate a student from our program immediately if the student's behavior warrants it.

Parents are asked to cooperate with Gentry's staff to stress the importance of good behavior for all children. Parents must work with us to correct any behavior interfering with their child's success in the program.

If a child is suspended from school, he/she may not attend Gentry's until they return to school.

Any student with a record of violence or a zero-tolerance violation will not be allowed to attend Gentry's.

Any student who is assigned to the Alternative Classroom and/or Alternative Learning Center will not be allowed to attend the Gentry's program. (FIS).

Child Abuse and Neglect: Recognizing and Reporting

The Gentry's Educational Foundation partners with parents, the Department of Education, and our staff to recognize and report child abuse and neglect. The following guidelines are in place to deal with suspected child abuse and neglect.

There are 4 types of child abuse:

- **Physical abuse:** non-accidental trauma or physical injury of a child, or failure to protect a child from harm.
- **Neglect:** Failure to provide for a child's physical survival needs to the extent that there is harm, or risk of harm, to the child's health or safety.
- **Sexual abuse:** When a child is involved in intentional sexual acts that produce sexual arousal and/or gratification for the perpetrator or sexual behaviors/situations in which there is a sexual component.
- **Psychological harm:** A repeated pattern of caregiver behavior or extreme incident(s) that convey to children they are worthless, flawed, unloved, unwanted, or endangered. May include both abusive acts against a child and failure to act.

Who must report child abuse and/or neglect?

Everyone in Tennessee is a mandated reporter under state law. Anyone with reasonable cause to believe a child is abused or neglected must immediately report to the Tennessee Department of Children's Services or local law enforcement. The reporter can remain anonymous.

You will now be working in a staff position that automatically makes you a “mandated reporter”. A mandated reporter is any person who has contact with children in a professional capacity. The suspicion or knowledge of child abuse or neglect must be reported. This includes any instance of abuse that may occur at the hands of another staff member. Suspicions of abuse or neglect need to be reported directly to the Department of Children's Services (DCS) by calling the Report Child Abuse Hotline at (877) 237-0004.

Failure to Report Failure to report abuse is a violation of the law and a Class A misdemeanor, punishable by up to three months imprisonment, a fine, or both. Those who report and act in good faith are immune from civil or criminal charges. The reporter has the right to remain confidential and anonymous.

Possible Indicators of Abuse & Neglect

- The child has repeated injuries that are not properly treated or adequately explained.
- The child begins acting in unusual ways ranging from disruptive and aggressive to passive and withdrawn.
- The child acts as a parent toward his or her brothers and sisters or even toward their parents.
- The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, and needing a nightlight).
- The child loses his/her appetite, overeats, or may report being hungry.
- There is a sudden drop in school grades or participation in activities.
- The child may act in developmentally inappropriate ways, such as sexual behavior that is not normal for his/her age group.
- The child may report abusive or neglectful acts.

Note: The above signs may indicate a problem but do not necessarily mean abuse or neglect.

Reporting:

1. Inform the site director of your concerns. Appropriate personnel, such as the school guidance counselor or principal, will be notified upon receiving this information.
2. Report using the following contact information.

Call the Child Abuse Hotline to report child abuse or neglect in the State of Tennessee or report online on their secure site.

877-237-0004 <https://apps.tn.gov/carat/>

Trained case managers will guide Hotline callers through questions. Callers do not need to know all details of the abuse or neglect. Case managers use the information to assess the situation's severity and decide how best to intervene.

Recognition and reporting of child abuse and neglect. Note: The description must include a certification that childcare providers within the state comply with the child abuse reporting requirements of section 106(b)(2)(B)(i) of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106a(b)(2)(B)(i)).

Child Abuse Coordinator:

Johnson Elementary School: Mary Twitchel twitchelmar@fssd.org

Gentry's Classrooms and Phone Extensions

Grade	Room	Phone EXT.
K	Library Conference Room	
1st	Room 105	3220
2nd	Room 106	3223
3rd	Room 301	3238
4th	Room 100	3214
Ms. Barnes	Room 108	3222
	Front Office	3203
Site Directors	Room 112	3241
Mrs. Anne Hook	Music Room 407	3261

Employee Handbook Acknowledgment

Please sign this acknowledgment, detach it from the handbook, and return it to your site director before the first day of programming.

I have received Gentry's Employee Handbook and have reviewed the handbook with a site director. It is my responsibility to understand and familiarize myself with the Employee Handbook and to ask program management for clarification of any policy, procedure, or information contained in the handbook that I do not understand.

I will review the Summary of Rules for Childcare from the TN Dept of Education at <https://static1.1.sqspcdn.com/static/f/840000/14367336/1317165393723/TN+DOE+Summary+of+Rules.pdf>

I understand and agree to abide by the policies, guidelines, and procedures discussed and the resources provided to me. I fully understand that failure to comply with the policies and procedures outlined in this handbook shall result in suspension or termination from Gentry's employment.

X _____

Staff Signature

Date

X _____

Supervisor Signature

Date