

FAYETTEVILLE *INTERMEDIATE SCHOOL*

Grades 4-6



2009 – 2010
Student/Parent Handbook

<http://www.fcsboe.org/fis>

August 3, 2009

Dear Parents and Students:

Welcome to Fayetteville Intermediate School for the 2009-2010 school year. The staff and I are excited that you have chosen FIS for your child's education. We will make every effort to help your child grow both academically and socially this year.

Fayetteville Intermediate School has a wonderful tradition of academic excellence. We have an excellent teaching and support staff with many years of knowledge and experience in education. Our school mission is to insure that each student receives a challenging education in a safe, caring environment. Support from home is a vital part of our reaching this goal.

We provide a challenging curriculum structured to allow each student the opportunity to grow at his/her maximum potential. Also, we have high expectations for all students and encourage good conduct and responsibility for their actions.

This handbook is an excellent resource for you and your child. Information, policies, and procedures are provided for you to help us have an enjoyable and safe school year. If you have any questions, please contact the school at 438-2533.

Please sign and return the last pages of this book to your child's homeroom teacher. Retain the rest for future reference during the remainder of the year.

Let's have a great year!

Sincerely,

Steven C. Giffin
Principal – Fayetteville Intermediate School

<u>FAYETTEVILLE CITY SCHOOLS ADMINISTRATION</u>	
Director of Schools	Billy J. Evans
Supervisor of Instruction	Dr. Janine Wilson
Supervisor of Special Ed. Programs	Rickey Shelton
Supervisor of Special Programs	Sandy Stout
Technology Coordinator	Brad Luna

<u>BOARD OF EDUCATION</u>	
Mark Clark (Chairman)	Tommy Holland, Jr.
Jack Raby	Jeff Whitmore
Joyce Eady	Alice Palacio
Dorothy Small	

Fayetteville City Schools Website	http://www.fcsboe.org
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<u>FIS ADMINISTRATION</u>	
Principal	Steve Giffin
Assistant Principal	Eric Jones

<u>FOURTH-GRADE TEACHERS</u>	
Heather Bradley	Tim Hobbs
Katie Parks	Sherry Patton
Julia Townsend	

<u>FIFTH-GRADE TEACHERS</u>	
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Bill Jenkins	Fredna McAlister
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Cheryl Wiley	Diane Wilson
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<u>SIXTH-GRADE TEACHERS</u>	
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Debbie Anderton	Lee Ann Dawkins
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Judy Toon	Carey Truesdale
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<u>SPECIALITY TEACHERS</u>	
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Librarian	Barbara Guthrie
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School Counselor	Eric Jones
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Special Education	Cheryl Perrin Susan Bradford
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Physical Education	Tavis England
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Art	Jennie Roles-Walter
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Band	Glen Belcher
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Music	Lisa Adams
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<u>SUPPORT STAFF</u>	
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Secretary	Alison Hoagland
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Educational Assistant	Brenda Posey
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Custodians	George Brown Deborah McKinney
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CALENDAR 2009-2010

FAYETTEVILLE CITY SCHOOLS

JULY 27	INSERVICE
JULY 28	INSERVICE
JULY 29	INSERVICE
JULY 30	INSERVICE
JULY 31	INSERVICE
AUGUST 3	FIRST DAY FOR STUDENTS (FULL DAY)
SEPTEMBER 7	LABOR DAY (HOLIDAY)
SEPTEMBER 21	PARENT CONFERENCES @ FJHS 3:30-6:30 PM
SEPTEMBER 22	PARENT CONFERENCES @ FIS 3:30-6:30
SEPTEMBER 24	PARENT CONFERENCES @ ASKINS 3:30-6:30
OCTOBER 5-16	FALL INTERSESSION
OCTOBER 5	INSERVICE
OCTOBER 19	2 ND 9 WEEKS BEGINS
NOVEMBER 25-27	THANKSGIVING (HOLIDAY)
DECEMBER 18	ABBREVIATED DAY (1/2 DAY FOR STUDENTS)
DEC 21 – JAN 1	CHRISTMAS (HOLIDAY)
JANUARY 4	3 RD 9 WEEKS BEGINS
JANUARY 18	MARTIN LUTHER KING JR. DAY (HOLIDAY)
FEBRUARY 2	TCAP WRITING ASSESSMENT
FEBRUARY 15	PRESIDENTS' DAY (HOLIDAY)
FEBRUARY 22	PARENT CONFERENCES-FJHS-3:30-6:30 PM
FEBRUARY 23	PARENT CONFERENCES-FIS-3:30-6:30 PM
FEBRUARY 25	PARENT CONFERENCES-ASKINS-3:30-6:30 PM
MARCH 8-19	SPRING INTERSESSION
MARCH 22	4 TH 9 WEEKS BEGINS
MARCH 22 – APR 9	TCAP ACHIEVEMENT TESTS
APRIL 2	GOOD FRIDAY (HOLIDAY)
MAY 29	ABBREVIATED DAY (1/2 DAY FOR STUDENTS)

STUDENT ATTENDANCE

School Hours/ Student Arrival

The school building will be open and supervision will begin at 7:00 a.m. For the safety of your child, please do not leave him/her unattended outside the school prior to this time. Children who arrive before 7:40 should enter the building through the main lobby and go directly to the gym. Children are released to go to their classrooms at 7:40.

Student Dismissal

In the afternoon bus riders and walkers will be dismissed at 2:52. Afternoon dismissal for students who are car riders is at 2:55p.m. For the safety of our students we use only one line in front of our school for picking up children. Parents in the car rider line should be respectful of the line of cars behind. **When picking up car riders, please drive as far down the sidewalk as possible before stopping in order that the end of the line may not be backed up on the highway.** Please keep close to the sidewalk so that cars behind may pull around.

If it is necessary that you leave your car, please park in the lower parking lot instead of holding up the car line.

If you are picking up children from FIS and FJHS, please use the FJHS lane of traffic closest to the sidewalk and stop as you make the turn toward the junior high.

Our students are released before the junior high students and will be looking for their ride. FIS students will stay under the canopy between the two schools until their ride has stopped and then will proceed to their cars. For the safety of the students school policy does not permit FIS students to be on the junior high campus outside of the regular schedule in the supervision of a teacher; therefore, permission will not be granted for the younger children to wait with older car riders at the junior high nor for junior high students to wait on our campus. **We realize this may be an inconvenience, but the safety of the children must be a priority.**

The school closes at 4:00 and adult supervision ends. Make sure your child is picked up by 4:00. Children habitually left after 4:00 will be transported to the F.A.S.T. program and parents will be charged accordingly.

Late to School & Early Check-Outs

All students are expected to arrive at school on time. Any student arriving after 7:55 a.m. **must** sign in through the office. Under no circumstance should a late student go directly to class.

After 10 tardy check-ins or early check-outs, an attendance referral will be filed. The determination as to a tardy being considered excused or unexcused will be at the discretion of the principal (obviously doctor's notes will constitute an excused tardy).

Absences from School

If a student is absent from school for any reason, it is necessary to give notice to the school. Parents/Guardians are encouraged to call and let the school know the reason for the absence. When the student returns, he/she must have a note from his/her parent to verify the absence.

An accumulation of 10 excused absences is considered excessive. A student who accumulates 10 excused absences will be required to bring a doctor's note each day that he/she is absent thereafter. If the student does not bring a doctor's note, the absence will be considered unexcused; when the student accumulates 5 unexcused absences, an attendance referral will be filed.

Make-up Work

An excused absence allows the student the opportunity to make up work missed (provided it is possible to make it up). It is the **responsibility of the student** to inquire about arrangements for the make-up work. A student who misses school on a specific day and returns the next day may be held responsible to meet the obligation of the class upon returning unless excused by teacher. Therefore, **a student missing school should find out the assignments for the next day**. All make-up work should be completed within the grading period it was missed unless other arrangements are made.

Student Checkout

Students leaving during the school day must be signed out by either a parent or legal guardian. Checkouts during the last thirty minutes of the day should be limited to those required for doctor's appointments or emergencies. If there is a question of legal custody, school officials reserve the right to require proof of custody before releasing the student. If someone other than a parent is to check a student out, a note should be brought from home with the following information: date, who is to pick up the student, time of checkout, signature. **ANY STUDENT CHECKING OUT FOR ANY REASON MUST SIGN OUT IN THE OFFICE. ANY STUDENT RETURNING TO SCHOOL THE SAME DAY MUST SIGN BACK IN THROUGH THE OFFICE.**

Visitors to School

Except on occasions, such as school programs, athletic events, and similar public events, all visitors will report to the school office when entering the school to sign in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal. In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school building during the hours of student instruction except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises. The principal has the authority to exclude from the school premises any persons disrupting the educational programs or disturbing the teachers or students on the premises. The principal shall engage police officials if the situation warrants.

STUDENT BEHAVIOR AT SCHOOL

Dress Code

All students and employees are expected to dress appropriately for school. Dress should be modest and in no way interfere with the learning process, safety, or well being of self or others.

In matters of opinion regarding “appropriate” dress, the judgment of the principal shall prevail.

Clothing

1. Shorts, dresses, skirts, must be no shorter than approximately three inches above the knee.
2. Tank tops, mesh tops, sheer tops, or strap-type tops/dresses must be worn over or under shirts.
3. Pants, shorts, skirts, etc. must be worn at the waistline.
4. Holes in pants cannot be higher than 3 inches above the knee.
5. Clothing must be within approximately one size of the student’s actual size.
6. No sagging or baggy pants may be worn.
7. No clothing or accessories that advertise alcohol, tobacco, drugs, violence, or bear negative or profane messages will be allowed.
8. No bare midriffs, low necklines, tube tops, extremely tight or revealing apparel may be worn.
9. No caps, hats, bandannas, sunglasses, headbands, or any head covering may be worn inside.

Accessories/Jewelry/Hairstyles

1. All body piercing jewelry will be limited to the ear.
2. Large chains may not be worn.
3. Drug or weapon medallions may not be worn.
4. Any jewelry that interferes with the school’s educational environment may not be worn.
5. No extreme hairstyles are permitted.

Coats/Jackets/Shoes

1. Long topcoats, such as trench coats and dusters, may not be worn.
2. Coats must be put in lockers.
3. Shoes must be tied and are to be worn at all times.

Symbols

Bringing or wearing symbols promoting racial/social discord or related to gang activity is prohibited.

Consequences for Failure to Follow the System's Dress Code

1st Offense: Parents notified and child may change clothes and remain in the regular setting. ***

2nd Offense: The student will be placed in ISS (in-school suspension) for 1 school day. Parents notified.

3rd Offense: The student will be placed in ISS (in-school suspension) for 3 school days. Parents notified.

4 offenses may result in referral to Disciplinary Committee for placement in Alternative School.

***On a first offense if the parent cannot be notified, the student will be placed in in-school suspension until contact with the parent is made.

Students at the Intermediate age level are asked not to wear makeup to school. Makeup and lipstick are prohibited items.

SCHOOL-WIDE CONDUCT RULES

So that all teachers will be able to handle routine disciplinary problems uniformly, we have established a list of some conduct violations for which students will always be held accountable.

1. Lack of cooperation or respect (**Disrespect to an adult or student will not be tolerated**)
2. Vulgar or unacceptable language
3. Being out of class without permission
4. Being a disturbing influence to others
5. Chewing gum
6. Running, pushing, or shoving in classrooms, halls, or on the way to the bus
7. Cheating or misrepresentation
8. Stealing the property of others
9. Lying to avoid punishment for wrongdoing
10. No harassment of any kind will be tolerated by Fayetteville City Schools.
11. Gambling in any form is prohibited on school premises.

In cases involving more serious infractions of school rules and regulations, teachers have been instructed to bring those students to the principal or assistant principal for disciplinary action.

Fighting will result in a very severe disciplinary action. The nature of punishment will be determined by the degree of involvement of each individual. The one who makes the initial physical contact shall be considered the one most responsible.

Bullying, hazing, harassment, intimidation, and other conduct will not be tolerated at any school sponsored event. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. Such action on the part of a student will result in disciplinary action.

Student use of **tobacco products** is prohibited.

The possession, use, or sale of **illegal drugs** is in violation of school rules and Tennessee State Law. Any student involved in drugs at school can expect to be immediately suspended and his/her case referred to the Board of Education and legal authorities.

Alcoholic beverages are not permitted under any condition. This policy covers any school sponsored or school related activity. Anyone having alcoholic beverages in his/her possession or attends school activities under the influence of such will be subject to suspension and possible expulsion from school by the Board of Education.

Possession or distribution of **obscene literature or pornography** is prohibited. The administration's opinion will rule over the student's as to what is undesirable literature.

Our school adheres to a "**hands -off**" policy for boy-girl relationships.

All backpacks must be clear or mesh. Roller backpacks are allowed but must be clear or mesh.

Bus Regulations

CONDUCT: You are expected to exercise good judgment and practice all rules of good citizenship and safety while on the school bus. **REMEMBER** that the driver is in charge and students should obey all instructions. Remember, too, the principal or principal designee has the option of not allowing you to ride the bus if you cannot behave. Riding the school bus is a convenience provided by the school system. Inappropriate behavior on the bus can lead to suspension from riding. The time of suspension will be determined by the seriousness of the behavior. Bus regulations follow:

- Stay in your seat.
- Keep your hands to yourself.
- Keep head, hands, and feet inside the bus.
- Cooperate with the driver.
- Be courteous and use no profane language.
- Do not be destructive.
- Keep the bus clean.

Corporal Punishment

Corporal punishment may be administered in accordance with the guidelines of the Fayetteville City School Board Policies and Procedures.

In-School Suspension

In order to ensure that a productive learning environment exists in the classroom, all students are expected to follow school rules and discipline policies. In-school suspension is used for students who are having difficulties following the rules at the discretion of the principal.

Any student who does not follow the rules in our in-school suspension program will be suspended from school. A meeting will be scheduled with the parents to see about readmitting their child back into the in-school suspension program with the expectation of proper behavior. Any student placed in in-school suspension or alternative school will not be able to participate or attend any school-sponsored activity or function on or off school campus during suspension.

Suspension

State law authorizes any principal in Tennessee to suspend a pupil from attendance at school, from any school activities, or from riding a school bus for good and sufficient reasons. After such suspension by the principal the student may make application for readmission to school as provided by Tennessee State Law (Fayetteville City Guidelines of Behavior and Discipline).

Fayetteville City Schools Guidelines for Behavior and Discipline

In order to provide a school environment where students want to learn and teachers want to teach, the Fayetteville City Board of Education has established Guidelines for Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall extend to buses and all activities of the school. Each school principal shall be responsible for implementation and administration in his school. He shall apply Guidelines for Behavior and Discipline uniformly and fairly at the school without partiality or discrimination.

STUDENTS WILL RECEIVE PUNISHMENT RANGING FROM A VERBAL REPRIMAND TO THE ZERO-TOLERANCE POLICY BEING APPLIED DEPENDING ON THE SEVERITY AND NATURE OF THE MISBEHAVIOR. INFRACTIONS ARE AS FOLLOWS:

1. Assaulting a principal, teacher, student or employee with vulgar or threatening language
2. The use of disrespectful, vulgar, obscene, or threatening language
3. Immoral or disreputable conduct to another student, principal, teacher, or school employee
4. Engaging violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school
5. Possession of a pistol, gun, or fire-arm on school property
6. Possession of a knife or other weapons, etc., on school property
7. Willful or malicious damage to or theft of personal property of school or property of any person attending or assigned to the school
8. Unlawful use or possession of barbitol or legend drugs
9. Unlawful use or possession of alcohol
10. The sale or distribution of drugs and alcohol
11. Engaging in behavior which disrupts a class or school-sponsored activity
12. Willful and persistent violation of the rules of the school or truancy
13. Use of or the unlawful possession of tobacco
14. Any other conduct prejudicial to good order or discipline in the school.

Zero-Tolerance Behavior

In order to assure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be expelled for a period of not less than one (1) calendar year. Expelled means removed from the pupil's regular school or removed from school attendance altogether. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a weapon on a school bus, on school property, or at any school event or activity
2. Students who bring or unlawfully possess drugs on a school bus, on school property, or at any school event or activity

Use of Personal Communication Devices in School

Students under the age of 18 shall not possess personal communication devices, such as pagers and cellular phones, while on school property or while attending a school-sponsored activity on or off school property. Students who possess one of these devices at school will be subject to disciplinary action and the device will be forfeited to the district.

Weapons at School

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses on or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to “any firearm, explosive, bowie knife, hawk bill knife, ice pick, dagger, switchblade, blackjack, knuckles....” Students who are found to have violated this policy shall be **subject to suspension for a period of not less than 1 year.**

ACADEMICS

Report Cards

Report cards are issued every nine weeks. One is to be signed by a parent or guardian and returned. This does not mean that the parent approves or disapproves of the report, only that he/she has seen it. If the report card is lost, a note should report this to the office (from the parent/guardian).

Grading Policy

This school believes that the issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of student progress, and to provide a basis for causing needed changes in student performance. Grades are expressed by a numerical and letter value as determined by Board policy.

A	(93-100)
B	(85-92)
C	(75-84)
D	(70-74)
F	(below 70)
I	Incomplete

Grades given at the end of each nine-week period will be determined from daily work, oral and written assignments, and tests. The teacher will weigh the value of grades given for various assignments within the nine-week period in computing the grade. An excused absence permits the student an opportunity to complete missed work. It is the responsibility of the student to obtain the specific assignments from the classroom teacher. The classroom teacher is responsible for determining the assignment and setting the time frame for its completion. The work of a student whose grades are satisfactory but are withheld because of a failure to complete the required work shall be reported as incomplete (I). If the incomplete is not removed within a reasonable time, not to exceed one quarter, it will then become an "F".

Progress Reports

In an effort to keep parents better informed of their children's progress as well as to increase parental involvement, FIS will provide a progress report after the third and sixth week of the grading period. These are to be signed by a parent or guardian and returned to the school. If students are not making expected progress, parents are encouraged to schedule private conferences with teachers to try to solve the problem.

Academic Recognition

Students participate in our quarterly awards ceremonies by receiving certificates for honor roll recognition, accelerated reader recognition, grade-level competitions, and citizen certificates. Parents are always welcome to attend the awards ceremonies and will be notified of them through the agenda and on the report card. All honors, honor roll, and special recognition are published by this school at the end of the grading period. Recognition is published in The Elk Valley Times and on the FIS web site <http://www.fcsboe.org/fis>.

Requirements for the lists are as follows:

High Honor Roll	Average of grades must be 95 or higher
Honor Roll	Average of grades must be 90 or higher

Extra-Curricular Participation

The minimum requirements for eligibility in extra-curricular activities at FIS are as follows:

1. Athletic participants must pass at least five subjects the preceding semester.
2. Violation of school rules or other misconduct may result in suspension or team removal.
3. A student on state probation may be suspended.
4. Suspension from school includes extra-curricular activities.
5. Participation requires attendance of all classes on the day of an activity. Any exception to this rule must be approved by the principal.
6. All requirements of a particular organization or sponsor must be met.
7. A student will not participate in any extra-curricular activity while serving time in ISS (in-school suspension.)

Textbooks

Students are responsible for the care of the books assigned to them and will be charged for damage or loss of books. Lost and found books should be reported or turned in to the office. Grades and records will be withheld until all books are accounted for or paid.

HEALTH SERVICES

A Student Health History completed by the parent will be requested for each student upon initial enrollment. Parents will be asked to make an appointment with the nurse and principal to discuss any specific or serious health conditions. **THE PARENT/GUARDIAN IS RESPONSIBLE FOR INFORMING THE PRINCIPAL OR DESIGNEE OF ANY CHANGE IN THE CHILD'S HEALTH STATUS OR CHANGE IN MEDICATION.**

Medication Guidelines

All medications should be limited to only those required during school hours and necessary to maintain the child in school. No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid.

If under exceptional circumstances a child is required to take medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication in compliance with the following regulations.

No medication will be supplied by the school or school system. It is the responsibility of a student's parent/guardian to supply any medication to be taken during school hours following the guidelines of non-prescription medication policy.

(1) Prescription Medication

All prescription drugs given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status and must comply with the following:

- a) Medication must be brought to school in the original pharmacy labeled container and shall display:
 - Child's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed physician's name
 - Pharmacy name, address and phone number
- b) A physician's order and signed consent form by the parent or guardian must be on file at the school **prior to any prescription medication being given.**
- c) Medication must be delivered to the principal's office by the parent/guardian of the student unless the medication is to be retained by the student for immediate administration (asthmatic inhalers.)
- d) Changes in prescription medication shall have written authorization from the licensed physician and signed consent from the parent/guardian

(2) Non-prescription Medication (Over-the-Counter/OTC)

All non-prescription drugs given in school shall:

- a) be delivered to the principal's office by the parent or guardian of the student and all unused medication must be picked up by the parent/guardian within 3 days of notification or it will be destroyed
- b) be brought in the manufacturer's original container with the ingredients listed and the child's name affixed to the container
- c) require a written parent/guardian request which includes:
 - Child's name
 - Name and signature of parent/guardian
 - Name of medication
 - Dosage
 - Route of administration
 - Frequency and time of administration
 - Date to be discontinued
 - Purpose of medication
 - Parent's/guardian's phone number in case of emergency
- d) require a written parent/guardian request if the child is required to take non-prescription medication on long-term basis

(3) Short-term Medication

If a child is required to take prescription or non-prescription medication on a short-term basis (for example, 1-2 weeks), we recommend scheduling doses before and after school hours.

(4) Medical Procedures/Treatment

All procedures/treatments require written orders by a licensed practitioner and signed parental consent prior to the procedure being performed in the school by licensed medical personnel. If a student self-performs a medical treatment or procedure, a designated area shall be provided to ensure the student's privacy. All other health care procedures not performed by the student with or without assistance must be performed by a licensed health care professional/school nurse.

(5) Unauthorized Medication

A student's possession of any unauthorized medication with the exception of inhalers for asthmatic conditions could be considered a zero tolerance offense.

(6) Exemptions By Law

Tennessee law permits certain emergency procedures to be performed by school personnel with appropriate training. Those laws include T.C.A. 68-140-510 training for epinephrine injections which allows any lay person who has been trained to administer epinephrine and the amendment to T.C. A. 49-5-415 regarding Glucagon administration. It states that school personnel who volunteer and have been properly trained may administer Glucagon in emergency situations. No school system is required to have volunteer school staff trained. Fayetteville City Schools will not use volunteers. Each school shall have a plan of action in case of such an emergency. The school nurse will be responsible for handling any emergency of this nature, and the plan of action will be used if the nurse is not in the building.

Illness, Injury or Accident

If the child becomes sick, injured, or involved in an accident while at school, the parent will be notified of the extent of the illness, injury, or accident. He/she will be admitted to the school health clinic for assessment and evaluation. In cases of extreme emergency the following steps will be implemented unless otherwise instructed by parent/guardian:

- attempt to contact parent/guardian or emergency contact listed on school record;
- if illness, injury or accident is life-threatening, emergency assistance (911) will be contacted and child will be transferred to the nearest health care facility;
- continued efforts will be made to contact parent/guardian along with the child's physician in order that the child may receive the best possible care.

All serious injuries/medical problems will be documented on an accident/incident form in the school office and a copy submitted to the Director of Schools.

Head Lice

In order to avoid an outbreak of head lice, each child will be checked periodically to determine the presence or absence of lice. This procedure insures that our schools continue to provide a safe and healthy environment.

If a child should be found to be infested, the parent/guardian will be notified by a school official and asked to pick up the child within two hours of notification. In order for the child to return to school, the following steps must be completed:

- proof of lice treatment must be presented to a school official;
- student must be accompanied by a parent/guardian to the school office to be checked;
- student must be lice and "nit" (lice eggs) free **before returning to the classroom.**

Other Contagious Diseases

Schools appear to be the perfect place for contagious childhood diseases (chickenpox, pinkeye, flu, colds, rashes, strep throat, viral infections, etc.) and in order to minimize these health problems, we ask that students do not attend school when contagious. While we do not want students missing instructional days, children with temperatures of 100 degrees or higher are most often experiencing some type of infectious process; and it is advisable that they stay home. Anytime a child must be absent due to illness, the parent/guardian should notify the school of the cause so that necessary precautions may be taken to protect the other students.

MISCELLANEOUS

Transportation

School bus service is available for Fayetteville Intermediate School students both in the morning and afternoon. If a student wishes to take advantage of bus transportation, please contact the bus supervisor (Rickey Shelton) at 433-5542 to obtain the correct information on schedule and bus. If your child is riding home with someone different or riding a different bus, you must send a note.

Snow Days and Weather Problems

If schools are closed due to inclement weather, the superintendent will have it announced over the local radio stations (WEKR 1240 AM and WYTM-FM 105.5 FM.) Please note that you will be listening for the Fayetteville City Schools, not the Lincoln County Schools. If bad weather develops during the day, parents should listen to the radio for possible announcements of school closings. Our F.A.S.T. program will be in session on snow days from 7:00 a.m. to 6:00 p.m.

Fees

A fee may be charged for classroom materials which will be consumed or become the property of the student. Children qualifying for free or reduced lunch may request a waiver of school fees.

Cafeteria

Although we do not have a cafeteria, Fayetteville Intermediate School has a breakfast and lunch program by way of the Fayetteville Junior High cafeteria.

Lunch prices are as follows:

Breakfast

\$1.00 (regular) - \$.30 (reduced)

Lunch

\$2.00 (regular) - \$.40 (reduced)

Teacher/Staff Lunch: \$2.50

Adult Visitor: \$3.25

Other

Milk: \$.35

Juice: \$.50

Students' lunchroom accounts are computerized. Students must know the last four digits of their social security number to key in the computer. In order to keep the serving line moving more efficiently thus giving children more time to eat, we encourage parents to deposit money in the cafeteria account on a monthly or at least weekly basis. When sending money for the cafeteria account, please place the money or check in an envelope and label as follows:

1. "Cafeteria Account"
2. First and Last Name of Child
3. Four Digit Code
4. Homeroom Teacher
5. Amount to be Deposited
6. Date

When sending a **check**, it is imperative that the child's first and last name is written on the check and labeled "cafeteria" to ensure it is deposited into the proper account.

According to new child nutrition guidelines, food may not be brought in to school. Parents are welcome and encouraged to purchase an adult meal in the cafeteria. Please sign in, obtain a visitor's pass in the office, and walk with your child's class to the cafeteria. The FIS lounge or the picnic tables located between FIS and FJHS will be provided for the parent and child to eat together. **Carbonated beverages are prohibited during school hours.**

Lunch times for each grade are as follows:

4 th Grade – 10:40-11:10
5 th Grade – 10:55-11:25
6 th Grade – 11:15-11:45

Free and reduced lunch forms are available for each child. If you wish to apply for free or reduced meals during the school year, complete an application and return it to school.

Cafeteria Supervisor: Sandy Stout (433-4473)
Cafeteria Manager: Judy Daniels (433-2969)

Board Cafeteria Charge Policy

All students are required to have advanced payment or cash for the day when coming through the cafeteria line. If a student or staff member forgets his/her lunch money or a lunch payment runs out, they will be allowed **three (3) charges** before they will not be allowed a lunch. A report of student and staff member charges will be sent out on a regular basis.

Child Custody/Parental Access - (See Fayetteville City Board Policy F 1 C)

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents school official with a certified copy of valid court order from a Tennessee court designating who has custody of child; and
2. The person seeking custody gives the school official reasonable advanced notice of his/her intent to take custody of the child at school.

Guidance

All students have regularly scheduled group guidance classes. Individual counseling is available on a referral basis. Students are welcome to come by the guidance office during available times. Parents may also make appointments to talk with the counselor.

Care of Building

This building is yours to live in while you attend school. We have a beautiful building, but it can only stay beautiful if we take care of it. Maintenance staff or custodians cannot correct or overcome abuse by the many students we have. Help keep the building and grounds free of damage and litter. A school is judged by its cleanliness.

Damage to School Property

Students and their parents/guardians shall be held responsible for damage to equipment or school property including textbooks, library books, and supplies. The administration will assess a proper amount for such damages. A receipt will be issued when payment is made, and money will be turned over to the bookkeeper for deposit in proper accounts.

Electronic Media – Terms and Conditions

Internet access is available to students in the Fayetteville City School System as an educational tool. Our goal in providing this service is to promote educational excellence in the Fayetteville City Schools by resource sharing and gathering information and news from research institutions.

1. Students may use the Internet in support of education and research assigned and approved by the instructional staff.
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or attacking others
 - Damaging computers, computer systems, or computer network
 - Violation of copyright laws
 - Trespassing in another's folders, works, or files
 - Intentional misuse of resources
 - Using another's password
 - Use of network for commercial purposes
 - Revealing your personal address or phone number or that of another
3. E-Mail - No student will be permitted to use E-mail unless authorized by the teacher.

Telephone Use, Cell Phones, Beepers, Radios, Etc.

Students will only be allowed to use the telephone for illness or an emergency. **They will not be allowed to call for homework, books, etc.** Please help by encouraging your child to develop the habit of getting all necessary items together in a designated spot before going to bed. Students will not be called out of the classroom setting except in emergency situations.

CD players, radios, beepers, cell phones, or any other communication devices are not to be brought to school. If these items are discovered at school, they will be confiscated.

Toys and Games

Students are not to bring toys and games to school unless as part of a class project. This is to include playing cards, collectible cards, comic books, and any sort of electronic game.

Fund Raising

The Fayetteville City Board of Education has always expended more funds for the schools in our system than was necessary to meet minimum obligations under the law. The purpose of any fund-raising in the City School System is to generate additional funds to help meet each school's **desires**, not **needs**. All money obtained from school fund raising is to be used to supplement current school activities, not replace Board funds.

This is a reminder of Board Policy that states, **“Door to door selling by students and participation in charitable drives by students in the name of the school are prohibited.”**

Parent Notification Under NCLBA

- **Report Cards on statewide academic assessment.** Each year parents will receive a report containing academic assessment information including the academic progress of each school and a comparison of Fayetteville City students to other Tennessee students.
- **Teacher qualifications.** Any parent may request information regarding the professional qualifications of their child's classroom teacher(s) and/or any paraprofessional who provides services to his/her child. If a parent requests information about a teacher's qualifications, the system will provide whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; baccalaureate degree major of the teacher and any other graduate certification. Teacher certification information may be found on-line at <https://www.k-12.state.tn.us/tcertinf/>. You will be notified if a non-qualified teacher is in your child's classroom more than twenty consecutive days.
- **Individual achievement on state assessment.** Each year parents will receive a report of their child's scores on state assessments.
- **Limited English Proficiency Programs.** No later than 30 days after a student enrolls, parents will be notified of their child's eligibility based on state mandated testing which includes level of English proficiency, how that level was determined, and the status of the child's academic achievement. If a child qualifies, available programs, services, and parental rights will be explained.
- **Schools identified for improvement, corrective action, or restructuring.** No school in Fayetteville City has been identified for improvement, corrective action, or restructuring. If a school qualifies for any of the above, parents will be notified promptly and given opportunities to understand the school's academic issues and become involved in addressing them.
- **Supplemental educational services.** If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents and explain the available services.
- **Parental involvement policy.** The Policy Manual of the Fayetteville City Schools contains a Parent Involvement Policy (D17). Copies of the Manual are available at the schools and district office. Each Title I school has an additional parent involvement policy which provides for meetings for program planning and academic improvement through federal programs.
- **Voluntary Public School Choice Program.** If in the future a child's school fails to make adequate yearly progress, parents will be notified and given educational options for their child.
- **Safe and Drug Free Schools Program.** Fayetteville City Schools participate in the Federal Title IV Safe and Drug Free Schools Program. The district makes reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing to their child's participation, the district will withdraw the student from the program or activity.
- **National Assessment of Educational Progress.** From time to time school districts, schools, and students are selected to participate in the National Assessment of Educational Progress. If your school or your child is selected, you will be informed prior to the assessment. If you choose for your child not to participate, he/she will be excused.

- **Military Recruiter Access to Student Information.** Prior parental consent must be obtained before releasing student information to any military recruiter.
- **Homeless Children.** The Fayetteville City School Policy Manual (F17) insures that homeless children have equal access to the same free, appropriate public education as provided to other students. Parents of homeless children should contact the district liaison at the district office.
- **Student Privacy.** Student privacy is protected through FERPA as described in the student handbook and Fayetteville City School Board Policies D14 (Student Access to Media), F11 and F12 (Student Records), and F12B (Student Surveys). For additional information, contact the district office.
- **School-wide Programs.** If at least forty percent of students enrolled in a school are from low income families, the Fayetteville City School System will inform eligible schools and parents of school-wide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school.

Notification of Rights Under FERPA for Elementary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. They are:

1. the right to inspect and review the student's education records within 45 days of the day the District receives a written request for access.
2. the right to request the amendment of the student's education records that the parents believe is inaccurate or misleading.
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

PUBLIC NOTICE

The Fayetteville City Schools is an Equal Opportunity Employment Agency. This system conforms to the Civil Rights Act of 1964, and the Equal Opportunities Act of 1974. This system assures under Title VI and Title IX that no person shall, on the grounds of race, color, gender, or national origin be excluded from participation, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Fayetteville City School Board's policy outlines the complaint/grievance procedure to assure that these rights are protected under State and Federal Law. Any suggestions for the planning or implementation of these programs should be submitted to Rickey Shelton, Supervisor, at the following address:

Fayetteville City Schools
 110A South Elk Avenue
 Fayetteville, TN 37334
 (931)433-5542 or (931)433-4473

Parents Right-to-Know Teacher and Paraprofessional Provisions No Child Left Behind Act of 2001

The *No Child Left Behind Act* (NCLB) of 2001, Pub. L. No. 107-110, has strong provisions that support parents' right-to-know. Two main provisions of NCLB are important for district to implement immediately.

Annual Notice to Parents

Title I of NCLB requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child. "This notice must be provided in an understandable and uniform format, and to the extent practicable, provided in a language that the parents understand." The NCLB Act of 2001, Pub.L.No.107-110-1111 (h)(6)(c) The district must respond to such requests in a timely manner. The information that the district is required to provide includes:

- I. Whether the teacher has met State qualification/licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- II. Whether the teacher is teaching under emergency or provisional status through which State qualification or licensing criteria have been waived.
- III. The baccalaureate degree major the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- IV. Whether the child is provided services by paraprofessionals and their qualifications.

Special Notice to Parents When Teacher Does Not Meet Qualifications

Title I schools are responsible for providing "timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified." The NCLB Act of 2001 states that this notice must also be provided in an understandable and uniform format and provided in a language that parents can understand. For further info regarding a specific teacher's qualifications, school systems may refer parents to the TN Dept. of Ed. Teacher Licensing Site: http://www.state.tn.us/education/lic_home.htm.

Unsafe School Choice Policy

Any student who attends a school meeting the definition of "persistently dangerous," or any student who has been a victim of a violent crime while at school will have the opportunity to attend a safe school.

Child Advocacy Group Contact Information

There are many organizations on the state and local level that provide resources to parents and children as well as offering support, information, training, and helping be an advocate for persons with disabilities in Tennessee. A few of these organizations are:

Tennessee Department of Education

<http://state.tn.us/education/speced/>

Legal Services Division

710 James Robertson Parkway

Andrew Johnson Tower, 5th Floor

Nashville, TN 37243-0380

Phone: 615-741-2851, 1-888-212-3162

The ARC of Tennessee

<http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-248-5878 Toll-free: 1-800-835-7077

Support and Training for Exceptional Parents (STEP)

<http://www.tnstep.org/>

712 Professional Plaza

Greenville, TN 37745

Phone: 615—463-2310

Tennessee Protection and Advocacy (TP&A)

<http://www.dlactn.org/>

416 21st Avenue South

Nashville, TN 37212

Phone: 615-298-1080 Toll-free: 800-287-9636

Tennessee Voices for Children

<http://www.tnvoices.org>

1315 8th Avenue South

Nashville, TN 37203

Phone: 615-269-8914 Toll-free: 800-670-9882

Tennessee Disability Services—Disability Pathfinder Database

<http://kc.vanderbilt.edu/tnpathfinder/searchdb/>

FAYETTEVILLE INTERMEDIATE SCHOOL
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please read the form below. Sign and return it to school.

- I. I have read and reviewed the Fayetteville Intermediate School Handbook, discussed it with my child, and have saved the handbook for future reference.
- II. I have read and discussed with my child the guidelines for behavior and discipline which includes the zero-tolerance policy.
- III. I have read the Notification of Rights under FERPA (Family Educational Rights and Privacy Act) and NCLBA (No Child Left Behind Act).
- IV. I understand and will abide by the Terms and Conditions for use of electronic media. I further understand that any violation of the regulations may revoke my access privileges.
- V. I give the Fayetteville City School System permission for my child's image and name to be used in media display (internet, newspaper, etc.) for awards and recognition.
- VI. I give permission for my child to attend all school related field trips. (Notification of each trip will be sent well in advance by teachers.)

Student's Signature

Parent or Guardian Signature

Student's Homeroom Teacher

NOTE: The student and his/her parent or legal guardian are to sign the statement above and return this form to school. It will be filed at the school for future reference.

ELECTRONIC MEDIA ACKNOWLEDGEMENT FORM

Please read the form below. Sign and return it to school.

TERMS AND CONDITIONS

Internet access is available to students in the Fayetteville City School System as an educational tool. Our goal in providing this service is to promote educational excellence in the Fayetteville City School System by resource sharing, gathering information, and collecting news from media and research institutions.

1. Students may use the internet in support of education and research assigned and approved by the instructional staff.
2. The following prohibited or illegal activities including but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or attacking others
 - Damaging computers, computer systems, or computer networks
 - Violation of copyright laws
 - Trespassing in another's folders, work, or files
 - Intentional misuse of resources
 - Using another's password
 - Use of network for commercial purposes
 - Revealing your personal address or phone number or that of anotherThese activities will not be tolerated.
3. E-mail
No student will be permitted to use e-mail unless authorized by the teacher.

I have read and understand the terms and conditions for use of the Internet. I further understand that any violation of the regulations above is unethical and may result in access privileges being revoked and/or school disciplinary action taken.

As the parent/guardian of _____, I hereby give permission for my child to use the Internet for educational purposes.

Signature of Parent/Guardian

Signature of Student