

MISSION STATEMENT

The mission of Farragut Intermediate School is to empower students to be accountable, responsible citizens in a changing society.

Welcome!

We welcome you to Farragut Intermediate School. We are looking forward to this being an exciting, rewarding, challenging and successful year for our boys and girls, parents and staff.

We are proud of our fine tradition of being “A School of Excellence” in the Farragut community.

We are known as the Admirals. Our school colors are blue and white. We appreciate the support and cooperation of our parents and community members. We will be working toward making this a successful school year for everyone.

Education

For many families, the choice of a community to call home revolves around the educational opportunities available. From pre-school programs to higher education, Farragut is able to offer its residents access to an exceptional education.

The four Knox County Schools serving the Farragut area, Farragut Primary (K-2), Farragut Intermediate (3-5), Farragut Middle (6-8), and Farragut High (9-12) are all award winning schools.

Better than ninety percent of Farragut High School’s graduates attend college, and both ACT and SAT scores consistently rank well above the national average.

Farragut is an area with considerable parental involvement as well as outstanding support from the Town of Farragut, the Farragut Chamber of Commerce, and the business community.

FIS currently has approximately 60 certified teachers and over 1,100 children in the third through fifth grades.

Farragut Intermediate School was one of the first schools recognized as a Tennessee Exemplary School and has held that designation ever since. Farragut Intermediate consistently scores above national and state levels on standardized tests.

The administration and staff are justifiably proud of their school. They welcome the opportunity to show excellent programs to prospective students and their parents as well as to the many visitors who come each year to see how an exemplary school operates. In spite of its large numbers, FIS prides itself on maintaining a warm, child-centered environment.

**EXPLANATION OF AGENDA**

The Agenda Planner is provided for each student. It is to serve as a tool to aid students in being organized with a daily recording of school assignments, projects, due dates, and special events. Students are to discuss their school work, daily events, recognition and upcoming activities with their parents. Special parent conferences and meetings will be communicated through the daily planner. Each student is provided an agenda at the first of the year or at enrollment. Lost or misplaced agendas are available for \$3.00 each.

**ACADEMIC PROGRAM**

Farragut Intermediate consists of grades three, four, and five. All students will have Reading, Math, Language Arts, Science, Social Studies, Physical Education, Music, Art, Computer Lab, Guidance and Health. Additional programs include Resource Education; and a PTA organized science lab as space permits. Farragut Intermediate School has a computer lab and at least four computers in every classroom. Additional online programs are provided by the school.

## **GRADE REPORTING**

Grade cards, issued each nine weeks (four times a school year), with interim reports between grading periods, are to be signed by the parent and returned to the school the next school day. All Knox County elementary schools use the following board approved letter grading system:

A-Exceptional	E-Exceptional
B-Above Average	S-Satisfactory
C-Average	N-Need Improvement
D-Below Average	
U-Unsatisfactory**	**Parent conference suggested

## **FEES**

An instructional material fee of \$25.00 is due by August 30, 2019. Please make checks payable to Farragut Intermediate School. Fees for new students enrolling during the school year are prorated for the remaining months.

## **FIELD TRIP REIMBURSEMENT**

If a student cannot go on a field trip, the admission cost may be refunded. However, the cost of the bus fare cannot be refunded.

## **BUSING**

Bus transportation is furnished to all elementary students residing one or more miles from their zoned school. All FIS students are provided transportation. **All students must ride their designated buses unless written permission is given by parent and approved by the principal.** Sometimes permission will not be granted due to the overcrowding of a bus. Buses will stop only at regularly scheduled stops.

## **SAFETY AND PARKING**

Only buses are permitted to load and unload in the rear of the building. A circle drive is provided in front of the building if you wish to bring and/or pick up your child. **Please pull all the way forward in the circle**, since this allows more cars to load and unload and helps with our traffic flow. Safety patrol members, and staff members will be on duty to assist you (Safety Patrols do not open doors). If you need to park, please park in the designated visitors' parking lot. **DROPPING OFF STUDENTS IN THE PARKING LOT IS PROHIBITED. ALSO, PICKING UP STUDENTS IN THE PARKING LOT IS PROHIBITED.** It is very unsafe for students to cross in front of arriving and departing cars. **THERE IS NO PARKING ON THE DRIVEWAY AND CIRCLE AT ANY TIME.** The Knox County Fire Marshall will monitor and possibly ticket cars parked in the circle.

## **CONFERENCES**

A parent orientation meeting will be held during August by grade level. Teachers will be scheduling parent/teacher conferences throughout the school year. Should the need arise for a conference at any time during the year, please do not hesitate to contact your child's teacher by calling the school (966-6703). Administrators are here to help and assist students and parents. However, it is recommended that parents contact the classroom teacher first.

## **ABSENCES**

Any time your child is absent from school, his/her absence must be explained in writing. Failure to comply with this regulation is in violation of Knox County Schools' policy. The notes will be kept on file the entire school year. Any student coming to school late must check in at the office before going to his/her classroom. If a child is to accompany his/her parents on a trip, a written request outlining the educational values of the trip must be submitted to the principal for prior approval for makeup work; however, it remains an unexcused absence. Knox County Schools' policy states: "Students in grades 1 through 12 shall attend school for a time period of 3 hours 30 minutes per school day in order to be counted present on any and all accounting records. Students who attend less than 3 hours 30 minutes per school day shall be recorded and reported as absent on any and all attendance records."

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. The Board recognizes that good attendance is basic to student learning. Parents have both a legal obligation and a moral responsibility to see that children are present every day and on time. School administrators and faculties are expected to develop programs and practices to achieve or exceed student attendance goals established by the State Board of Education. For these reasons, the Knox County Board of Education has adopted the following policy on student absences:

Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness
2. Illness in the family temporarily requiring help from the child
3. Death in the family
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency

The elementary and middle schools have a consistent guideline for excused absences due to illness. The following is the guideline statement:

- A student may be absent, due to illness, no more than ten (10) days

per school year with written parent excuse(s). Beyond ten (10) days per school year, a medical statement will be required.

Although illness is an excused absence, Knox County elementary school guidelines require a statement from a medical provider for illness beyond ten (10) days per school year. After the tenth (10<sup>th</sup>) day per school year, days absent for personal illness without a statement from a medical provider will be unexcused.

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Examples of unexcused absences are (a) family vacations taken during the school year and (b) parent business trips.

If parents want to appeal an unexcused absence, they should communicate with the principal. The principal's decision will be final at the school level. Full policy is available at [knoxschools.org](http://knoxschools.org) in the "Board" Section.

### **TELEPHONE**

Students may use school phones for emergencies only. Arrangements by the parents for going home with friends, as a car rider, for staying late, or other deviations should be made before leaving home with **written instruction provided to the school**. To protect instructional time, please call the school for **emergencies only**. (No emails or phone calls are accepted for a different way for a student to go home, unless there is a true emergency.)

### **DISMISSAL**

**Be prepared to show ID upon entering office.**

Knox County School policy states that a child may not be dismissed from school without SPECIFIC WRITTEN instructions from his/her parents or legal guardian. Parents or guardians must come into the main office when taking their child out of school and sign him/her out of school on the "check out" sheet. Please do not seek to locate the child on your own even if you know exactly where he/she is to be found. This practice, although kindly intended, is disruptive, discourteous, and against policy. Please include anyone who has permission to sign students out on all emergency papers.

**No check outs after 2:15 p.m.**

### **CHECKING STUDENTS OUT DURING LUNCH**

**You may only check out your child during lunch time. Other children may not sit with you in the front picnic area without their parent being present even if you are on their early pick up list. Please adhere to the regular lunch schedule allotted for your child's lunch. No food may be shared with any other student due to food allergies and safety codes.**

### **MEDICATION**

If a child is to be on medication at school, a medication form must be completed and signed by the doctor. A medication form must accompany the medication bottle. This includes over-the-counter medicine; such as Tylenol and Advil. These forms are available at the school, and you will be receiving a sample form letter with the board policy printed on the back. An adult is required to deliver the medication to the school office.

### **CLINIC**

The Farragut Intermediate School Clinic is staffed by parent volunteers during the day. Parent volunteers are trained by Children's Hospital. If you have further questions, please call the school at 966-6703. Farragut Intermediate is fortunate to have a full time registered nurse that is funded through a special grant.

### **DRESS CODE**

We follow Knox County Schools Board of Education dress code policy (J260). This includes appropriate footwear (meaning no flip-flops) and no short shorts. On Physical Education special areas days, all children **MUST** wear tennis shoes.

### **PERSONAL COMMUNICATION DEVICES**

**Use by students:**

**Students may possess PCDs (personal communication device) while on school property. However, the PCD must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal or the principal's designee grants a student permission to do so during school hours (this includes smart watches). Besides being a potential distraction, we know there is a risk for loss, theft, or damage of phones, iPods, etc., for which FIS will not be held responsible.**

### **DISCIPLINE POLICY**

A very positive approach to discipline is administered in the school through the use of PBIS (Positive Behavioral Interventions & Supports). Farragut Intermediate strives to provide an overall atmosphere of high expectations and a commitment for excellence. Discipline is administered in a consistent and fair way. Students are recognized for appropriate behavior. Appropriate consequences are assigned for

inappropriate behavior. We maintain consistent communications to provide student/teacher/parent support in working to resolve problems and to recognize appropriate behavior.

The administrators at Farragut Intermediate School believe in discipline with care, concern, and love. To protect the best learning environment in each classroom and school-wide, even chronic misbehaviors such as talking excessively or failure to follow the teacher's first request must be addressed. We ask for your parental support as we strive to provide an effective learning climate for our students.

**School rules to be posted in each classroom and hallway:**

- 1. Keep hands and feet to yourself.**
- 2. Use a quiet voice inside the building.**
- 3. Follow teacher's first request.**
- 4. Ignore the inappropriate behavior of others.**
- 5. Respect people's feelings, property, and space.**

More specific behaviors will be discussed at the beginning of the year and at the beginning of the second semester.

**Rewards for excellent behavior:**

- \* **Verbal praise/encouragement**
- \* **Awards for being honorable, courageous and steadfast**
- \* **Music and Physical Education Awards**
- \* **Golden Anchor Awards for Character**
- \* **Other rewards determined by individual teacher (compliment jar, treasure chest)**
- \* **Cafeteria Awards**
- \* **Healthy snacks from cafeteria**
- \* **PBIS incentives**
- \* **Art Awards**
- \* **Shazzam Awards**

**CAFETERIA RULES**

1. Get everything you need as you go through the lunch line. (No returns)
2. Listen to cafeteria monitors.
3. Keep your hands and feet to yourself.
4. Stay in your seat. Raise your hand for help.
5. Pick up underneath your table.
6. Keep your feet under the table.
7. Do not take food out of the cafeteria unless it is in a closed container.
8. Do not share food.
9. Use indoor voices.

**COMMUNICATION OF NEGATIVE BEHAVIOR**

Each teacher at FIS will communicate behavior and work habits expectations on an ongoing basis.

**BUS RULES**

Students must arrive 5 minutes prior to bus arrival.

1. Obey the bus driver and follow the bus driver's first request.  
Note: The bus driver is authorized to assign seats.
2. No loud, rude, abusive, or profane language.
3. Keep the bus clean. No eating or drinking allowed on the bus.
4. Keep hands and head inside the bus. Do not throw objects in or off of the bus.
5. Possession and/or use of tobacco, alcohol, or drugs is prohibited in any form.
6. Parents will be fiscally responsible for any act of vandalism.
7. Any electronic device must be used in a responsible manner.

**THE WELLNESS POLICY-NUTRITIONAL STANDARDS FOR FOODS**

The policy applies to foods and occasions that occur during the school day. The policy stipulates that all foods made available to children on campus during the school day must meet nutritional standards. The full policy with the nutrition standards can be accessed through the Knox

County School Board website: go to policy manual, then instructional policies. We recommend that parents choose foods from the Approved Vending and Party food list provided on the Knox County Website (knoxschools.org) under District Support services.

### **MAKE UP WORK**

If a student is out for more than two days, a parent may call the office. Please call the office before 9:00 a.m. on the day that work is requested. We will have the assignments ready to be picked up by 2:45 p.m. in the school office.

### **TRANSFERRING OR WITHDRAWING**

If your child must leave Farragut Intermediate, please notify the office and your child's teacher in advance. This will allow time to complete the checkout procedure. Please take care to see that all school property (including library books) has been returned. We request that parent(s) come to the office before or after school and sign a release so that school records can be forwarded to the new school.

Transfer Option for Students Victimized by Violent Crime at School Under the Tennessee State Board of Education's Unsafe School Choice Policy: any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell at (865) 594-1502.

### **PTA MEMBERSHIP**

The PTA membership drive begins in August. We encourage parental involvement. Farragut Intermediate School has a strong commitment to the community. We welcome your membership in FIS PTA and trust we may continue to work together for the best emotional, social, and educational development of our students.

PTA volunteers currently log some 15,000 hours of donated time a year at Farragut Intermediate School and run such special areas as the clinic and science lab.

## **SPECIAL PROGRAMS/ACTIVITIES**

**3<sup>rd</sup> GRADE: Safety Program, Grandparents' Day, Celebrate Literacy, PTA Variety Show, Field Day & Knox County Track Meet**

**4<sup>th</sup> GRADE: Science Showcase, Spelling Bee, Celebrate Literacy, PTA Variety Show, Field Day, Knox County Track Meet, KSO Young People's Concert**

**5<sup>th</sup> GRADE: Safety Patrol, Student Council, Science Showcase, Spelling Bee, Celebrate Literacy, PTA Variety Show, Field Day, Knox County Track Meet, Strings, Morning News Crew, and Continental Math Challenge**

### **After School Activities**

4-H Club  
Girls On The Run  
After School Art Program  
Cross Country  
Enrichment Programs  
Bricks 4 Kids  
JAC – Junior American Citizen  
Stem Scouts  
Scouts

### **HOMEWORK**

- \* Homework assignments should stem from class work. This provides students an opportunity to apply, supplement, and reinforce information that has been learned at school.
- \* Homework allows the student to complete unfinished class assignments and make up work missed during absences.
- \* The relationship between homework and classroom activities should be evident. It should never be busy work, nor should it be thought of as punishment.
- \* As far as time spent on homework, a general rule is a maximum time limit of 20-40 minutes daily for grade three gradually increasing to 45 to 75 minutes daily in the fifth grade.

Encourage good study habits by setting aside a special quiet time and place for the entire family to study or read together.

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**I understand that we do not drop off in the mornings, nor pick up in the afternoon from the parking lot. Please help us ensure our students' safety.**

**AGENDA ACKNOWLEDGEMENT**

**We ask that you sign this form to acknowledge that you have read the student handbook. If you have any questions, please feel free to call one of the administrators.**

\_\_\_\_\_ Parent's Signature/Date

\_\_\_\_\_ Student's Signature/Date

Resource: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Resource: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

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