

*Freedom Intermediate School
is a collaborative community
fostering diverse and passionate learners.*

Student's Name

Team

**Freedom Intermediate School
840 Glass Ln. Franklin, TN 37064
www.freedomintermediate.fssd.org**

**School Hours: 7:20 A.M. – 2:20 P.M.
Office Hours: 7:00 A.M. – 3:00 P.M.**

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**FRANKLIN SPECIAL SCHOOL DISTRICT
Franklin, TN
“Excellence in Teaching and Learning for All”
www.fssd.org**

**Dr. David Snowden
Director of Schools**



**FREEDOM INTERMEDIATE
SCHOOL STUDENT
HANDBOOK
2016 – 2017**

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MISSION STATEMENT

Freedom Intermediate School is a collaborative community fostering diverse and passionate learners.

SCHOOL HOURS

School hours for the 2016-2017 school year are from 7:20 a.m. until 2:20 p.m. **There is no admittance to FIS before 7:00 a.m.** Students arriving between 7:00 a.m. – 7:15 a.m. should report directly to the gym and sit in designated areas or visit the cafeteria for an opportunity to eat breakfast. All students are expected to be in their classrooms when the bell rings at 7:20 a.m. Students arriving after this time will be considered tardy.

Students are to enter and exit only through the front (main) entrance or the doors near the bus loading/unloading area. All other doors are emergency exits and remain locked.

All students must be picked up by 2:40 p.m. unless supervised after-school activities necessitate a change. ***Supervision is not available after 2:40 p.m. In the interest of your child's safety, please do not leave your child unsupervised. If a parent is unable to pick his/her child up by 2:40 p.m. and the child is not under the direct supervision of a teacher, we recommend that the child be enrolled in the FSSD MAC program.*** Inquire at the front office if you need this service.

PHILOSOPHY ON ADOLESCENT BEHAVIOR

FIS is dedicated to developing partnerships with the families it serves. Together we will work to recognize, appreciate, and value the strengths of each and every student. Together we will work on developing skills with students that focus on managing their behavior, relating positively to others individually and in groups, and developing empathetic students who demonstrate the ability to take others' perspectives. The purpose of this partnership is to model and develop skills for our students that relate to success in all human endeavors and are essential to academic, career, civic, and life advancement.

SCHOOL CLOSINGS

As soon as the decision is made to close or delay school, the following will post the information: FSSD web site (www.fssd.org), FSSD ConnectEd (automated calling system), local networks (ABC, CBS, NBC, FOX), radio stations (WAKM-950 AM), and Channel 3 (Williamson County Schools cable). We are listed as Franklin Special School District or Franklin City Schools, **NOT** Williamson County Schools or Franklin County Schools.

CHANGE OF CONTACT INFORMATION

In order to keep our records as up-to-date as possible, please notify the school promptly should contact information (address, telephone numbers, e-mail address, etc.) change.

NON-RELEASE OF DIRECTORY INFORMATION

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g), FSSD schools designates the following personally identifiable information contained in a student's educational record as "directory information": name, address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. Public release can also include, but is not limited to, the district's web site. It is not our policy, however, to post student information (including first and last names or addresses) on the web site for public view.

The district assumes student/parent consent to the public release of directory information unless a Non-Release form is completed by a parent or guardian and returned to the school. **Please note that this form excludes a student's photograph and information from being included in school publications, such as the directory and the yearbook.** Forms are available in all school offices and remain active throughout a student's time in the FSSD. It may only be voided by parent or guardian signature.

COMMUNICATION WITH PARENTS

The teachers and administrators at FIS are committed to regular and meaningful communication with parents regarding the progress of children. Teachers are available for conferences throughout the school year. ***Please contact your child's teacher in advance for a meeting time.*** The first line of communication regarding academic issues, concerns, problems, and/or praises is with the classroom teacher. If the first line of communication proves ineffective, administration is available to facilitate communication and a plan that serves to benefit each and every child's educational program. Progress reports will be sent home with students every 4 1/2 weeks. Report cards will be sent home with students every nine weeks. Other means of communication to parents may include:

- Student Accountability Sheet
- School newsletter "Bulldog Bulletin"
- Student daily planner (Check the planner for homework assignments and comments from teachers.)
- Tuesday Homework folder
- Parent Portal (on-line grade access)
- Website (www.freedomintermediate.fssd.org)
- E-mail (last name & first three letters of first name @ fssd.org)
- ConnectEd (FSSD automated calling system)

CLINIC INFORMATION School Health Policies

First aid and healthcare provided by the school nurse are primarily for illnesses and injuries occurring during the school day. The school nurse, according to law, is not allowed to make a diagnosis, prescribe treatment, or administer medication without a signed medication form. Please help us provide a safe and healthy environment for our students by reading and following the policies and procedures below. Feel free to contact the school nurse to discuss any health concerns you have regarding your child.

Illness at School

Students should be kept home from school for:

- Fever of 100 degrees or higher in the past 24 hours
- Vomiting or diarrhea two or more times in the past 24 hours
- Strep throat, pinkeye, or other bacterial infection that has been treated with antibiotics for less than 24 hours

Students will be sent home for:

- Fever of 100 degrees or higher (must be fever-free for 24 hours before returning)
- Vomiting or diarrhea

- Unexplained, significant rash (must be seen by physician and cleared to return to school)
- Suspected pinkeye (must be seen by physician and cleared to return to school)
- Lice (*FSSD has a strict NO NIT, NO BUG policy -- contact nurse for lice eviction guidelines*)
- Injuries or illnesses that are determined by the school nurse or school administrator to require subsequent physician care or close monitoring by a parent (such as suspected fractures, head injuries, allergic reactions, asthma symptoms not controlled by available medications, etc.)

Emergency Procedures at School

Each FSSD school is equipped to deal with life-threatening emergencies. The school nurse and other school personnel who have been trained in accordance with state regulations are available to respond to these emergencies. An AED (automated external defibrillator) is located in each school's gymnasium and will be used in the event of a suspected cardiac emergency. Emergency epinephrine auto-injectors are also available at each school and will be used to treat severe allergic reactions (anaphylaxis) occurring in response to a known or unknown allergen. Students with a known life-threatening allergy require their own medications as prescribed in their Individualized Healthcare Plan and which must be available at school and on field trips. In the event of these and other emergencies, 911 will be called. Contact the school nurse or an administrator with any questions or concerns regarding emergency procedures.

It is very important that we have your correct home, work, and cell phone numbers. Please be sure to notify us of any changes. We must be able to contact you in case of an emergency or if your child is ill or injured.

Medications at School

If your child requires medication during the school day, or if you would like to have medication available at school to be given as needed, that medication must be brought to school by an adult, and a medication form must be completed. Medication, whether prescription or over-the-counter, cannot be given at school without a completed medication form. An Individualized Healthcare Plan (IHP) is required for students with chronic illness such as asthma, diabetes, food allergies, etc. Medication and IHP forms are available at school or can be downloaded at fssd.org (Parent Information-Student Health).

Prescription medications require both a doctor's signature and a parent/guardian signature. Parents must bring the medication to school in a labeled prescription medication bottle from the pharmacy.

Over-the-counter medications require a parent/guardian signature. The medication must be in a new, unopened container with the name of the medication and expiration date clearly legible.

MEDICATIONS MUST BE BROUGHT TO THE SCHOOL CLINIC BY A PARENT OR GUARDIAN. IT IS A VIOLATION OF STATE LAW AND SCHOOL POLICY FOR A CHILD TO BRING MEDICATION TO SCHOOL.

School Health Screenings

Free health screenings will be provided throughout the school year in compliance with guidelines of the Tennessee State Department of Education. These may include, but are not limited to, vision, hearing, speech, dental, height, weight and blood pressure.

PHYSICAL EDUCATION

All students must wear tennis shoes during P.E. Girls must wear shorts under dresses. If your child is unable to participate, please send a note in order for the teachers to excuse him or her from class.

GUIDANCE SERVICES

Our school offers guidance services ranging from personal, social, and academic counseling. The counselor works with students individually and in groups. Students may see the counselor through teacher or self-referral. Parents are encouraged to call the guidance office for any questions they may have or for an appointment with the counselor.

LIBRARY/MEDIA CENTER

Our library has a wide range of fiction, non-fiction, biographies, and reference materials for information and entertainment. The library provides books to support the Accelerated Reader program. An AR store is also available in the library for those who make 100% of their AR goal at the end of each nine weeks. The library is open each morning from 7:00 – 7:15 for student use. The following regulations apply to the library:

1. Library books are checked out for a two-week period and students are allowed to have as many as three books out at a time.
2. Students may check their due dates and books that they have checked out online using Destiny Quest.
Students have their own login. Students may also recommend books and search the library catalog using the site. The URL for Destiny is destiny.fssd.org
3. Books may be renewed. When renewing a book, please bring the book to the library.
4. Student report cards will be held at the end of the year if the student has any outstanding library fines.

USE OF INTERNET AND NETWORK RULES AND ETHICS

Please read the following FSSD Rules and Ethics for Electronic Access carefully. A Network and Internet Use Agreement was signed at the time of registration for parents wishing their children to have access to electronic data. Please understand that it is a legal, binding document. Questions should be directed to your child's teacher or the building principal.

1. Students are responsible for good behavior on the Internet just as they are in the school building. General school rules for behavior and communications apply.

The following online behaviors are not permissible:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, bullying, or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or attempting unauthorized access to any computer
- Violating copyright laws
- Using another's password

- Trespassing in another's folders or work
- Intentionally misusing resources, including the distribution of "chain letters" and messages broadcast to mailing lists or individuals
 - Employing the network for commercial purposes
 - Revealing the personal address or phone number of yourself or any other person
 - Any other act deemed inappropriate as judged by community standards or the school administration
- Downloading or transferring software/files onto an FSSD computer from the internet or any other media (flash drives, CDs, DVDs, portable hard drives, portable devices, iPods, etc.) without the teacher's consent
- Downloading or transferring software/files from an FSSD computer to any other media (flash drives, CDs, DVDs, portable hard drives, portable devices, iPods...) without the teacher's consent
- Connecting any personal device to the FSSD network (wired or wireless) without the teacher's consent

2. Network storage areas are like school lockers and may be inspected by FSSD personnel. Network administrators review files and communications regularly to maintain system integrity and to ensure that users are utilizing the system responsibly. Users should not expect that files are private.

3. Violations may result in loss of network access as well as other disciplinary or legal action.

This document may be modified by the administration, with the approval of the director of schools. Parents and users will be notified of changes.

VISITORS

The following guidelines are in place for everyone's safety:

1. Parents and other visitors must enter through the main entrance. Please do not knock on any locked door to get into the building. Only the main entrance is to be used.
 2. Parents and other visitors must check in at the front office to sign in and get a visitor's badge. Parents and other visitors must provide a photo ID to office personnel. Any parent or visitor picking up a student for dismissal must be on the student's designated pickup list. Permission from school personnel must be given before traveling to any other part of the school.
3. Visitor badges must be worn at all times while in the building. Parents and visitors without a badge will be directed to the office.
4. Student early dismissals must be done in the office. This includes any students dismissed from the playground or cafeteria.
5. Before leaving the building, please return to the office to sign out and return your badge.

VOLUNTEER PROGRAM

Freedom Intermediate School welcomes parents, grandparents, and other family members to participate in our volunteer program. Volunteers are used in many meaningful ways. If you are interested in this program, please let your child's teacher know, call the school office and give us your name, or e-mail our PTO at FISPTOinfo@gmail.com.

CAFETERIA

The cafeteria serves well-balanced meals every day. Each student is assigned an individual code to track participation and account information. You may pay for lunch daily or prepay. Checks written for lunch money need to be made payable to Freedom Intermediate School. Lunch money must be paid separately from any other monies. If a student forgets or loses lunch money, the price may be charged; however, repayment to the cafeteria should be paid as soon as possible. The cafeteria reserves the right to stop charges for a student, including a la carte items (i.e., ice cream, extra milk or juice, etc.) if they become excessive and/or if the account is not paid in a timely manner. If a student owes money in the cafeteria, he/she may be served a sandwich, fruit and milk until the account has a zero balance. All charges must be paid at the end of the academic year. Students who owe money will not receive their final report cards until their accounts are cleared.

Free and reduced lunches are available for families who qualify financially. Special forms are sent home to parents at the beginning of the year and must be filled out completely and returned to the school to determine qualification.

1. Parents are welcome to eat lunch in the cafeteria. It is not necessary to call ahead for reservations. Sign in at the office, get a visitor's badge and meet your child in the cafeteria. ***Please do not bring food from restaurants or other outside sources. This includes birthday treats.***

After you have eaten lunch with your child and he/she has left the cafeteria with his/her teacher, please be sure to return to the office and record the time you leave the building.

CAFETERIA PROCEDURES

1. Students must follow the directions of all faculty and staff.
2. Students must walk promptly through lines and speak quietly.
3. Students must purchase food first, then stay seated until it is time to line up.
4. Students are to raise their hands and gain permission to move about the cafeteria.
5. Students are to keep hands, feet, objects, and food to themselves.
6. Students are to eat politely and clear all debris and spills from tables and the area where they are seated. They are to deposit all litter in the waste container before leaving the cafeteria.
7. Food or drink other than water may not be taken out of the cafeteria.
8. "Energy" drinks (e.g., Red Bull) and other caffeinated drinks are not allowed. Glass containers are not allowed.
9. Students may be sent to lunch detention for inappropriate behavior during lunch.
10. Visitors should either bring their own food or plan to eat in the cafeteria with their child.

Please do not bring food from restaurants or other outside sources.

BIRTHDAY /CLASSROOM PARTIES

FSSD has adopted a district-wide protocol which prohibits food items being brought to school for birthday celebrations. This decision was based on various factors including the dietary restrictions of many students and protecting instructional time. If you would like to send something for your child to pass out to classmates on his/her birthday, you may bring non-edible items such as pencils, bookmarks, stickers, erasers, etc. You may also choose to dedicate a new book to the library for your child's birthday. Teachers will continue to have their own ways of recognizing the birthday child and making him/her feel special that day.

You may purchase an ice-cream treat for all students in the classroom to enjoy at lunch-time. This can be done by ordering and purchasing from the cafeteria two weeks prior to your child's celebration day. Ice-cream treats available to the students will include options for those students with food allergies and other dietary restrictions. Food items will still be allowed for the four classroom parties, which occur around holidays and the end of the school year including October, December, February and May, and at other school specific special events. Food items brought in for these celebrations must be clearly labeled with all ingredients and those being brought in to "Allergy Alert" classrooms must not contain items restricted in that classroom.

TEXTBOOKS

Textbooks are furnished by the school district. Students are responsible for books that have been assigned to them that are lost or damaged. Fees for lost or damaged books must be paid before the student is issued an end of the year report card.

LOCKERS

Students are issued lockers for personal use in keeping notebooks, supplies, coats, etc; therefore, backpacks are not allowed in the classrooms. Lockers may not be shared. Lockers should be kept in good condition. Students shall not write on lockers. Decals and stickers shall not be placed on lockers. Violations of above rules may result in loss of locker privileges.

Lockers are the property of FSSD and made available for student use. Locks are not permitted. Should there be any reason to believe that a locker contains stolen items and/or items that are hazardous to the health and welfare of students, a search may be conducted. Classroom teachers will conduct periodic locker checks and clean out days throughout the school year.

ELECTRONIC DEVICES

Electronic devices are allowed in school for in-class projects and lessons; however, *the school will not be responsible if any are lost or stolen*. If these items are out without teacher's permission they will be confiscated and a parent must pick it up in the office.

CELL PHONES

Cell phones are *not* to be used calling or texting during school hours and the school cannot be responsible if any are lost or stolen. If a cell phone is out without teacher's permission, it may be confiscated, and parent called with discipline consequences to follow as necessary. If parents need to contact their child during the school day, they should call the school office. Messages are delivered to students before dismissal.

LOST AND FOUND

Items that are found should be turned in to the office. Inquire about lost items there. Every nine weeks unclaimed items will be donated to charity.

GRADING SCALE

Per FSSD Board Policy 4.600, subject-area grades shall be expressed by the letters A, B, C, D, and F with corresponding numerical values as follows:

A = 93 – 100
B = 86 – 92
C = 76 – 85
D = 70 – 75
F = 0 – 69

CODE OF STUDENT CONDUCT

The purpose of the Code of Student Conduct at Freedom Intermediate School is to clearly and deliberately communicate to all students our rules and expectations and to maintain an atmosphere conducive to learning.

In keeping with the guidelines set forth by the Franklin Special School District Board of Education

(*FSSD Board Policy 6.313*), the following levels of misbehavior comprise Freedom Intermediate School's Code of Student Conduct.

The FIS administration reserves the right to adjust consequences when deemed necessary or appropriate.

LEVEL I MISBEHAVIORS

Level I are minor misbehaviors on the part of the student that impede orderly classroom, school, playground, or hall procedures; or interfere with the orderly operation of the school, but which can usually be handled by an individual staff member (teacher assistants, substitute teachers, student teachers, and teachers).

Examples (not an exclusive listing):

- tardiness (unexcused/habitual)
- unacceptable language
- classroom disruptions
- lack of classroom materials
- cheating

Possible Consequences

- ◆ parent conference
- ◆ detention
- ◆ special assignment

LEVEL II MISBEHAVIORS

Level II are misbehaviors that are frequent or serious enough to disrupt the learning climate of the school, endanger the well-being of others, or damage school property. Their consequences are serious enough to

require corrective action by the principal or another building administrator.

Examples (not an exclusive listing)

- chronic Level I misbehaviors
- disrespect or insubordination
- fighting
- theft
- truancy
- profanity
- leaving school without permission
- use of tobacco products in any form during the regular school day while on school campus or on school provided transportation (includes all student participants in all educational and/or extracurricular functions)
- forged notes, admit slips, and corridor passes
- obscenity
- harassment/discrimination
- Inappropriate use of social media to harass or bully (FIS)
- sexual misconduct
- vandalism
- intimidation
- inciting/encouraging bullying (FIS)
- committing any act of civil wrong or crime
- other acts of misconduct that are seriously disruptive or create a safety hazard

Possible Consequences:

- ◆ In-school suspension
- ◆ parent conference/notification
- ◆ suspension
- ◆ notify law enforcement agency or file legal charges

LEVEL III MISBEHAVIORS

Level III misbehaviors are so serious that they always require administrative action and result in removing the student (at least temporarily) from the classroom. Level III misbehaviors are clear violations of the law (local, state, federal) which may involve the intervention of law enforcement authorities and/or action by the school board.

Examples (not an exclusive listing):

- chronic Level II misbehaviors
- extortion
- assaulting or deliberately causing physical injury to another student, a school employee, or anyone who is lawfully on school property
- possessing or using weapons to cause bodily harm
- arson
- bomb threat or false fire alarm
- possessing or using a controlled substance or drug paraphernalia on school property or at any school-related function, unless the substance was obtained as the result of a valid prescription or doctor's order and being used as prescribed by the individual for whom prescribed
- possessing, using or being under the influence of alcohol
- breaking and entering

- committing any act involving a serious civil wrong or crime
- other acts that are seriously disruptive or that create a safety hazard to students, staff members or school property

Possible Consequences:

- ◆ suspension or expulsion (**not to be considered for in-school suspension**)
 - ◆ parent conference/notification
 - ◆ notify law enforcement agency and/or file legal charges

GANG ACTIVITY OR ASSOCIATION

In keeping with the guidelines set forth by the Franklin Special School District Board of Education (***FSSD Board Policy 6.3101***), the following comprises Freedom Intermediate School's policy regarding gang activity or association:

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner or grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

BULLYING/INTIMIDATION DISCRIMINATION/HARASSMENT

Freedom Intermediate School does not tolerate bullying, intimidation, discrimination, or harassment. FSSD Board Policy 6.304 will be strictly followed.

Franklin Special School District defines bullying as follows: *Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.*

ZERO-TOLERANCE BEHAVIOR

In order to secure a safe and secure learning environment free of drugs, alcohol, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-Tolerance acts are as follows (***FSSD Board Policy 6.316***):

1. Students who bring or unlawfully possess a drug (including marijuana and alcohol) or a dangerous weapon onto a school bus, onto property or to any school event or activity.
2. Any student who while on a school bus, on school property or while attending any school event or activity:
 - (a) unlawfully possesses a drug (including marijuana or alcohol, but not limited to) or dangerous weapon;
 - (b) commits battery on a teacher or other employee of the school.

STUDENT DISCIPLINARY HEARING AUTHORITY

Franklin Special School District, in accordance with state law, has established a Disciplinary Hearing Authority (DHA) to conduct hearings for students who have been suspended for more than ten (10) school days. Copies of the policy including the appeals process and appropriate forms are available in the principal's office.

ACCOUNTABILITY SHEETS

Freedom Intermediate School believes in teaching students to be accountable for their choices. FIS has implemented an Accountability Sheet that keeps students accountable for their behavior (academically and behaviorally), and serves as a communication method between teachers and parents. Parents, please sign this sheet every week when it comes home in Tuesday Folders.

DEFINITION OF DISCIPLINARY TERMS

The meaning of the word discipline is "to teach." It is our philosophy at Freedom Intermediate that consequences for violations of the Code of Student Conduct align with the meaning of discipline. Encouraging students to plan, dialogue, examine and ultimately change inappropriate behavior is one of the most valuable interventions that students, teachers, administrators, and parents can accomplish collaboratively.

Discipline Report: A form, printed in triplicate, is completed and sent to the office when a student is referred to the office for discipline. The administrator handling the matter records his/her action on the form and places it in a file for the student. The in-school suspension (ISS) assistant or extended alternative classroom (EAC) teacher receives one copy when appropriate. Parents will be contacted by the appropriate administrator for any disciplinary action beyond one day assigned to in-school suspension. Otherwise, a copy of the discipline report will be sent home for a parent's signature.

A.M. (Morning) Detention: A 15-20 minute time assigned to a student by an administrator or his/her designee.

Recess Detention: A 15-20 minute time assigned to a student by a classroom teacher for the purpose of working on an academic or behavioral need.

Lunch Detention: A detention that requires a student to be isolated from his/her peers during the lunch period.

In-School Detention: ISD is an administrative detention that requires a student to be removed from the classroom for a designated period of time during an instructional school day. Teachers will send classroom work for the student to complete for the period of time the student was out of the classroom.

In-School Suspension: ISS is designed to provide a disciplinary alternative to out-of-school suspension. The student is removed from the classroom for a designated number of days as determined by an administrator or her designee. During that time, classroom work is provided for the student.

Extended Alternative Classroom: EAC is designed to provide a disciplinary alternative to out-of-school suspension. This program does not completely eliminate the use of this tool, but it does offer another opportunity for behavior modification within the school setting before such a measure is taken. EAC enables a student to receive all of his/her educational services, but it separates him/her from the general student population. EAC for FIS is located at Freedom Middle School.

Out-of-School Suspension: A suspension from all school classes and activities for a designated period of time. In order to be officially readmitted, a parent must come to school with his or her child for a conference.

Lunch during ISD, ISS, or EAC: Students who are assigned to ISD, ISS or EAC during their lunch period will be given a lunch consisting of a sandwich, fruit, and milk unless a student has brought lunch from home.

Suspended students, including those in ISS, are not allowed to participate in or be present at school related extracurricular activities during the term of their suspension.

FIELD TRIPS

Freedom Intermediate School provides field trip opportunities that are specifically designed to provide real life experiences that support concepts aligned with grade-level curriculum. It is imperative that all students who participate in field trips conduct themselves in a respectful way that brings pride and honor to Freedom Intermediate School. All students must have parental permission to attend field trips. Students who have exhibited chronic disruptive behavior at school may not be allowed to participate in field trip opportunities.

OVERNIGHT FIELD TRIPS

Freedom Intermediate School provides overnight field trip opportunities that are specifically designed to provide real life experiences that support concepts aligned with grade level curriculum. It is imperative that all students who participate in overnight field trips conduct themselves in a respectful way that brings pride and honor to Freedom Intermediate School. The following behavioral expectations will guide each and every student's opportunity to participate in overnight field trips at Freedom Intermediate School:

- ◆ Students who are referred to the office with a Level II Misbehavior (*page 5 of Freedom Intermediate School Student Handbook*) will immediately be put on Overnight Field Trip Probation.
- ◆ Any student who is referred to the office with a second Level II Misbehavior is subject to being placed on Overnight Field Trip Suspension and may no longer have the opportunity to participate in overnight field trips for the remainder of the academic year.
- ◆ Students who are referred to the office with a Level III Misbehavior and/or Zero-Tolerance Behavior (*page 6 of the Freedom Intermediate School Student Handbook*) will immediately be put on Overnight Field Trip Suspension.
- ◆ Any student who is suspended from the opportunity to participate in overnight field trips for the academic year is not eligible for financial reimbursement for money paid to participate in the field trip and is held responsible for complete and full payment of the field trip.

BUS CONDUCT

Riding the bus is considered an extension of a school activity. The *F.S.S.D. Bus Regulations* apply to all students who ride the bus.

Rules:

1. Be at the bus stop prior to the bus arrival.
2. Wait on the sidewalk, away from the curb, until the bus comes to a complete stop.
3. Go directly to an available seat and be seated.
4. Keep aisles and exits clear.
5. Keep noise at a classroom level.
6. Keep head, hands, and objects inside the bus.
7. Respect the rights and property of others.
8. Obey the driver promptly and respectfully.
9. Remain seated until the bus has come to a complete stop and use the emergency door only in an emergency.
10. No drugs, weapons, hazardous materials, or animals are allowed on the bus.
11. No objects are permitted on board which cannot be held in a student's lap.
12. No profanity, chewing gum, eating or drinking on the bus.
13. No throwing or passing objects allowed on, from or into the bus.
14. Radio on buses: The AM-FM radio may be played at the driver's discretion and also as a request by the students to encourage proper behavior on the bus. Please call the Transportation Department (790-4704) if you have any concerns.

Consequences:

1. A Bus Conduct Report will be completed by the bus driver as a warning and forwarded to a school administrator.
2. Two (2) Bus Conduct Reports will result in a 3-5 day suspension from the privilege of riding the bus.
3. Three (3) Bus Conduct Reports will result in an additional ten day suspension from the privilege of riding the bus.
4. Four (4) Bus Conduct Reports may result in suspension from bus privileges for the remainder of the school year. Zero tolerance offenses will result in suspension from bus privileges for the remainder of the year.
5. The parent/legal guardian is held legally responsible for any damage to the bus and/or bus equipment by his/her child.

Depending on the severity of the offense, other consequences may be assigned, and a student could be assigned up to the maximum consequence the first time the offense is committed.

DRESS CODE

The FSSD/FIS dress code has been created with the idea of promoting a positive learning atmosphere and a wholesome attitude for each and every student. Safety, neatness, cleanliness, good taste, and common decency will be the guiding standard of appropriateness for all student dress. The FSSD/FIS dress code will be in effect during the school year and summer school.

1. Students may only wear collared shirts except on Thursdays when FIS/FSSD T-shirts may be worn.
2. Dresses must have a collar.
3. No cleavage, undergarments, midriffs, etc, may be exposed.

4. Shorts, skirts or dresses must be no more than three inches above the top of the knee.
5. Leggings and jeggings may only be worn under garments that cover them appropriately.
6. No athletic shorts, sport shorts, recreational shorts, lounge shorts, lounge pants, or pajama pants are allowed.
7. No bagging or sagging—pull up your pants!
8. No holes, frays, or patching are allowed above the knee.
9. Jewelry, colored hair, etc. must not have the potential of disrupting the classroom environment.
10. Logos or images of substances that are illegal for teens or are otherwise offensive and disruptive to the school environment may not be worn.
11. Pants or shorts with words or letters printed across the rear may not be worn to school.
12. The following items **may not** be worn:
 - Hats
 - Hoods
 - Bandanas
 - Caps
 - Sweatbands
 - Curlers/Rollers
 - Night scarves/head wraps
 - Sunglasses
 - Skate shoes and house shoes
13. No body piercing (except ears), visible tattoos, or dental decorations are permitted.
14. Heavy coats may be worn when entering or exiting the building. They may not be worn in the classroom during the day.
15. Students may not carry backpacks, tote bags, cinch-bags during school hours and must store these in their school locker at the beginning of each day. Purses smaller than an 8.5” x 11” sheet of paper may be carried to classes.

The dress code is subject to amendment at any time at the discretion of teachers and administration. Teachers will check for dress code compliance each morning. If a student fails to comply with the dress code and cannot correct the violation in the classroom, he/she will be sent to the office where appropriate clothing will be exchanged for his/her inappropriate clothes. He/She will receive his/her clothes at the end of the day. **Students may NOT call home to get a change of clothes.** If the FIS clothing is not returned, the student must pay for the item(s). Noncompliance will also result in a consequence.

Consequences: Non-compliance is first considered a Level I misbehavior violation, and continued non-compliance will be considered Level II and Level III misbehavior as stated in the student handbook and FSSD Board Policy.

1st Violation – Warning – Student will correct the violation if possible.

2nd Violation – Morning Detention

3rd Violation – 1 day of lunch/recess detention

4th Violation – 3 days of lunch/recess detention; Parent contact will be made.

5th Violation or more – 3 hours ISS (In-School Suspension) and loss of intramural privileges.

SPIRIT BRACELETS

At the beginning of the year Spirit Bracelets may be purchased for \$10 through the PTO. Students wearing their Spirit Bracelet may wear a T-Shirt or Sweatshirt every Friday of the school year. If a Spirit Bracelet breaks during the year, it will be replaced for free by bringing it to the front office. If a Spirit Bracelet is lost, a replacement must be purchased at the original cost.

ATTENDANCE

Regular school attendance is vital to the academic success of a student. Therefore, it is imperative a student attends school every day.

It should be noted that if a student is not in school for at least three (3) hours and fifteen minutes, the student is considered absent according to state regulations.

Each absence, late and early dismissal will be recorded as excused or unexcused along with a code noting specific reason for absence or tardy. Excused absences are defined as: an absence due to a personal illness, illness or death in the family, religious observance, required court appearance, and/or principal's discretion based upon unique emergency or circumstances. All other absences, lateness, or early dismissals will be considered unexcused. Family trips, while often educationally are considered unexcused.

Any absence, lateness or early dismissal must be accounted for. **It is the parents' responsibility to notify the school on the morning of the absence AND to provide a written excuse upon the student's return to school.** The written note should include the student's name, date of absence, reason for the absence, and parent's signature. This note should be given to the first period teacher when he/she returns to school. Each day a child is absent a phone call from the parent is requested; however, all absences will be recorded as **unexcused** until a written note is received. Written excuses will be accepted up to one week after an absence.

Notification Sequence and Consequences

The parents of the previous year's chronically truant students will receive a letter outlining the attendance policy. This letter will be mailed from the District's Attendance Office via return receipt requested. Letters in Spanish are available. Where appropriate, a home visit will be made to translate and/or further explain proactive interventions. This letter will be sent so as to arrive soon after the school year has begun and we determine the child is an active FSSD student.

After 5th unexcused absence: A letter from the local school will be sent home to determine situation and gather information. This letter should include a Student Detail Report that shows the dates of the unexcused absences. Principal shall use discretion on this and next step depending on information parents disclose after receiving letter. Copy of letter sent should be filed.

After 8th unexcused absence: The second unexcused letter should be sent home from the District reminding parents of the school/state attendance policy, and of the district's policy regarding truancy petitions. A copy of the letter will be kept in student's attendance file. Social worker or district attendance supervisor may make a home visit, at principal's discretion, making arrangements first with a phone call. Visit by social worker will determine what, if any, community resources might be needed. The goal of this home visit is to change unexcused absences into excused absences, and to provide resources needed to get the child into school as soon as possible.

After 10th absence (any combination of excused and unexcused): The excessive absence letter should be sent to parents after the 10th absence from the local school. Principals have discretion to request a doctor’s note at this time. Note should include specific dates and when child may return to school. School/district nurse/attendance supervisor may validate doctor’s note.

After 10th unexcused absence: Parents will be required to visit with the school principal and/or attendance supervisor who can require medical documentation for each and every further absence of the child. School /district nurse may validate doctor’s note. After the meeting, dependent on findings, a truancy petition may be filed. Parents will be notified as to the next steps related to filing a petition with the court.

Tardies: Late arrival and early dismissal are part of the attendance policy. State law says a truancy petition can be filed on a student for 5 unexcused days, and courts have accepted “parts of days”, or truancy when they become excessive. Five (5) unexcused tardies or early dismissals will be treated the same with respect to the letters as if entire days are missed; i.e., the excessive tardy letter will be sent to parents. The District will send an additional letter after 8 excessive tardies.

Warranted Absences

A principal may, at his/her discretion, allow students to have up to 5 days warranted absence, i.e., absence for family emergency, unusual circumstance, etc. These days, applied for by the parents in writing, will be **unexcused**, and subject to the policy stated above regarding 5 unexcused absences. Subsequently missed unexcused days will follow the above stated policy. Teachers are not required to give missed work prior to their leaving, but will provide missed work upon a child’s return. The student has a time equal to the absence to turn in the missed work.

Additionally, students who need to be out of school for similar circumstances—family emergencies, unusual circumstances, etc.—for **more** than 10 days will be withdrawn from school and reenrolled upon their return. As these students are not technically FSSD students during this time, teachers shall not give homework to the student.

Make -up Work Due to Absences

A student will make up work upon return to school. ***Students must make up work missed within a period equal to the number of days absent unless otherwise agreed upon by the teacher.***

If a student misses one day and that day was a scheduled test day, the student should be prepared to make up the test on the next day that he/she attends school.

Should the parent wish to call the school for assignments when his/her child is absent, please do so before 8:00 A.M. Assignments will be available after 2:30 P.M.

In the event that a student is absent from school for an extended period of time as a result of a lengthy illness or recovery period, arrangements for a homebound teacher may be made through the principal’s office.

FSSD Board Policy 6.200: All missed class work or tests with the exception of Gateway Tests (whether from excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided class time is not taken from other students.

Early Dismissal – In an effort to protect instructional time, we discourage early dismissal . **Students will not be called to the office until a parent is present in the office.**

WITHDRAWAL PROCEDURES

Withdrawing a child from school requires completion of necessary paperwork. Also, textbooks, library books, and instruments must be returned and cafeteria and MAC charges must be cleared before withdrawal can be approved. Please call the attendance office a day or more in advance of your child's last day in order for the withdrawal to be processed.

FAMILY CIRCUMSTANCES

If there is a family circumstance that requires special attention (i.e., a child living with grandparents who have custodial rights, the custodial parent has documentation that the non-custodial parent does or does not have certain opportunities with the child, etc.), please provide the school with the appropriate documentation. Your child's safety is of our utmost concern.

HOMELESS EDUCATION

Children may qualify for consideration under the **McKinney-Vento Homeless Education Assistance Act** if any of the following apply: you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford housing.

If any of these apply, you may be entitled to all services, rights and protections provided under this law. Children have the right to attend school. They have the right to continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended before becoming homeless if requested.

Children may enroll in a school without a permanent address, school records, or immunization records in hand. The school will provide assistance in obtaining proper documentation and homeless children will receive the same special programs and services provided to all children. For more information, please call 615-794-6624.

SCHOOL CLIMATE SURVEY

In order to achieve the vision of the Franklin Special School District, *Excellence in Teaching and Learning for All*, it is imperative that a safe and supportive environment is maintained for all students. Therefore, schools must build a positive school climate/culture through the use of programs designed to teach respectful behavior, develop clear expectations for students and faculty, and model respectful behavior.

The Olweus Bullying Questionnaire, recommended by the State of Tennessee, is one measure used in the FSSD to assess the school environment. The results provide detailed and reliable information about bullying behavior, attitudes, and related issues in the school environment.

Student surveys are given at least once a year. Parents, who would like to see the survey before it is administered to their child, may contact the school counselor. All students in the third, fifth, and seventh grades will participate in the survey unless a parent notifies the school otherwise.

**RIGHT TO REVIEW
TEACHER QUALIFICATIONS – NCLB Title I**

Title I of No Child Left Behind (NCLB) provides parent the right to request information regarding the professional qualifications of the student’s classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 794-6624.

FRANKLIN SPECIAL SCHOOL DISTRICT STATEMENT OF NON-DISCRIMINATION

Franklin Special School District, in its employment of personnel and in its educational activities with students, does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of the Franklin Special School District are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990. For more information, please contact the FSSD Central Office at 615-794-6624.

Section 504

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both federal acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities

(major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);

- has a record of such impairment;
- is regarded as having such an impairment, or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, the Franklin Special School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the district’s programs or practices.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

Inquiries or complaints regarding nondiscrimination policies should be directed to FSSD’s Section 504 compliance coordinator. For more information, please call (615) 794-6624. Inquiries and complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172.

UNSAFE SCHOOL CHOICE POLICY

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 38-111(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.

STUDENT RECORDS

The Franklin Special School District schools collect and maintain student records to provide a basis for evaluation and delivery of services to students. The Family Education Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. Specifically, the statute governs disclosure of records maintained by educational institutions. In brief, the statute provides that such institutions must provide parents of students access to official records directly related to the student, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institutions must obtain the consent of parents before releasing personally identifiable data about students from records to other than a specified list of exceptions; and that parents and students must be notified of these rights.

Types of Information—The school system maintains various types of records as described below:

1. Attendance Records
2. Scholastic Records
3. Medical Records
4. Discipline Records including individual assessment
5. Directory Information
6. System-wide group test results
7. Special Education data.

Locations and Authorized Custodians—The primary source of access is the school in which a student is enrolled. The principal is the authorized custodian for these records. The Director of Special Education regulates records of students involved in Special Education Programs, including the dates of individual assessments. If a student leaves the FSSD, the student record will be sent to the new school upon written request from that school.

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENTAL RESPONSIBILITIES

Parents may access information about child advocacy groups and information on how to contact the state department of education for information on student rights and services from the following agencies:

Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567.

Franklin Special School District, 507 Highway 96 West, Franklin, TN 37064, 615-794-6624, Fax: 615-790-4716.

CHILD ADVOCACY GROUP CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations below:

The ARC of Tennessee, 129 W. Fowlkes St., Ste. 151, Franklin, TN 37064, 615-790-5815, Fax: (615) 790-5891

Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 615-463-2310, Web: <http://www.tnstep.org>

Tennessee Protection and Advocacy (TP&A), 416 21st Avenue South, Nashville, TN 37212, Phone: 615-298-1080, Toll-Free: 1-800-287-9636, TTY: 615-298-2471, Fax: 615-298-2046

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

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services -- Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

The Department of Education and FSSD do not intend this as an endorsement for any individual organization or service represented in this list.

CHILD FIND INITIATIVE

The Franklin Special School District Child Find program identifies preschool through eighth-grade children with special education needs including intellectual disability, developmental delays, autism, specific learning disabilities, serious emotional disturbance, multiple disabilities, intellectually gifted, traumatic brain injury, blindness, and the following impairments: speech/language, hearing, orthopedic, visual, and physical.

Screenings and/or evaluations may be provided free of charge by FSSD. If deemed necessary, the child may then be referred for special education services. If you suspect your child needs additional support to achieve his/her educational potential, please contact the FSSD Special Populations Dept. at 794-6624.

****** Be sure to read, sign, and return to school the 2016-2017 Handbook Acknowledgement on page 16. Due date is Friday, August 12.***

2016-2017 Freedom Intermediate School Student Calendar

August	
4	FIS Meet & Greet 4-7pm(schedules given out)
5	First Day of School (FIS dismisses at 11:20 a.m.)
18	FIS Open House 6:30 – 8p.m.
September	
2	Early Dismissal (FIS dismisses at 11:20 a.m.) School Fall Picture Day & Final Turn-in for Fundraiser
5	Labor Day Holiday (No school)
6	Progress Reports issued
9	Fall Fundraiser Kickoff and Bulldog Bash (4:30-6:30)
27-29	Parent - Teacher Conferences
October	
4	1 st Quarter Awards Assembly & fundraiser incentive
5-7	Nature's Classroom Trip
7	Early Dismissal (FIS dismisses at 11:20 a.m.)
10-14	Fall Break (Teachers report on the 19 th for PL Day.)
21	Report Cards issued
November	
8	Election Day (No School)
11-12	Fall Play 6:30 p.m. (student preview 11/11)
15	Progress Reports issued
18	Early Dismissal (FIS dismisses at 11:20 a.m.)
21-25	Thanksgiving Holidays (No school)
December	
12-16	Winter Book Fair
15	Band Concert 6:30 p.m. & student preview
20	Winter Music Concert 6:30 p.m. & student preview & Holiday Parties
21	Abbreviated 2-Hour Day (FIS dismisses at 9:20 a.m.) End of 2 nd Quarter - Awards Assembly
22 – Jan. 3	Winter Holidays (Teachers report back on the 4 th .)
January	
9	Students Return
13	Report Cards issued
16	Martin Luther King, Jr. Holiday (No school)
26	ACT Explore Test administered (4-8 grade)
February	
3-4	Cultural Celebration Play 7pm / 1pm. & student preview 2/2
7	Progress Reports issued
14	Valentine's Day Party/6 th grade Dance
17	Early Dismissal (FIS dismisses at 11:20 a.m.)
20	No Students / Professional Learning Day
March	
16	IAAT testing for 6 th graders
13-17	Spring Book Fair
16	Spring Music Concert 6:30p.m. & student preview
17	Early Dismissal (FIS dismisses at 11:20 a.m.) 3 rd Quarter Awards Ceremony
20-24	Spring Break (No school)
April	
14	Spring Holiday
18	Progress Reports issued
20-22	Spring Musical 6:30 p.m. & student preview - 4/20
May	
19	FIS Field Day
23	End of the Year Awards Assembly & Talent Show
24	Last Day/Early Dismissal (dismissal at 9:20 a.m.) Faculty vs. Student Game

Please sign this page and return to the office by Aug 12th.

Freedom Intermediate School
Handbook Acknowledgement
2016-2017

I have read the contents of the Freedom Intermediate School Student Handbook. I understand that signing this form does not necessarily mean I agree with the policies and guidelines. It simply means I have been given an opportunity to read them and ask questions as needed for clarification. I understand this page is to be completed and returned to my child's homeroom teacher.

Student Signature

Date

Parent Signature

Date