

*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
2018 – 2019**

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MISSION STATEMENT

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

SCHOOL HOUR

School hours are from 7:20 a.m. until 2:20 p.m. **There is no admittance to FIS before 7:00 a.m., nor should students be on campus prior to 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 unsatisfactory, administration is available to facilitate communication and assist in finding a resolution that benefits each and every child's education. 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:

- School newsletter "Bulldog Bulletin"
- Student daily planner (Check the planner for homework assignments and comments from teachers.)
- Tuesday Homework folder
- JupiterEd
- Skyward Family Access (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 health care provided by the school nurse is primarily for illness and injuries which occur 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 to provide a safe and healthy environment by reading and following the policies and procedures below. Please 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 hour

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

State law prohibits dispensing of medications, both prescription and non-prescription, at school without a completed medication form. This includes medications such as cough drops, Tylenol, Motrin, and ointments such as Neosporin. If your child requires medication during the school day, or if you would like to have medications available at school to be given if needed, please complete a medication request form. These forms are available from the school clinic or can be downloaded from the website at www.fssd.org. For chronic health conditions such as diabetes, food allergies and asthma, an individualized healthcare plan (IHP) should be developed to provide for the health needs of those students (see your school nurse immediately upon school entry). In the event of an emergency at school and medications have not been made available, 911 will be called.

Prescription medications and complementary or alternative medications require both a doctor's signature and a parent/guardian signature. The medication must be brought to school in a labeled prescription medication bottle from the pharmacy.

Non-prescription (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 visible.

All medications must be brought to school by a parent/guardian. It is a violation of state law for students to possess medications on the school bus or school grounds unless provided for in the IHP.

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, speech, hearing, dental, height, weight and blood pressure. Please contact the school nurse if you wish to decline screening or have questions.

Before and After School Activities

Upon enrollment in a before or after school program including, but not limited to, MAC, sports teams, clubs, band, choral, theater, it is the responsibility of the parent to notify the activity coordinator/staff of any health concerns and the location of any emergency medications, such as epinephrine auto-injectors, albuterol inhalers, Diastat, and Glucagon. The school nurse can be contacted by the parent and/or staff member to share the student's IHP and coordinate access to the student's emergency medications which may be available on school grounds.

PHYSICAL EDUCATION

All students must wear tennis shoes during P.E. 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. 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.

The following online behaviors are not permissible:

- Taking, displaying, sending or texting offensive messages or pictures
- Using obscene language
- Harassing, insulting, threatening, bullying or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or attempting unauthorized access to any computer account or network
- Violating copyright laws
- Using another's password
- Cheating on assignments or tests
- Trespassing in another's folders, work, or files
- Using the network for commercial purposes
- Revealing the personal address or phone number of yourself or any other person
- Downloading or transferring software/files onto, or from, an FSSD computer from the Internet or any other media (flash drive, CD, DVD, portable hard drive, portable device, iPod, etc.) without the teacher's consent
- Connecting any personal device to the FSSD network (wired or wireless) without the teacher's consent
- Attempting to circumvent the network filter
- Any other act deemed inappropriate as judged by community standards or the school administration

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 either accessed or created through the FSSD network are private.

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 *valid government-issued 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

Your school participates in the National School Lunch and Breakfast Program allowing us to provide a healthy breakfast and lunch each school day. The cafeteria serves a well-balanced meal every day. Each student is assigned an individual code to track participation and account information. Menus for Breakfast and Lunch are posted on the school web site and the MealViewer mobile app.

How to pay and can I pay ahead? You may send cash or checks to your school. Please be sure to label your check with your child's full name. Checks should be made out to your school cafeteria. Lunch monies must be paid separately from any other monies. For your convenience you may use a credit or debit card online through your Skyward Family Access account using RevTrak. The District Child Nutrition office, 615-472-3728, can also enter the monies into RevTrak from a credit or debit card for you.

How do I sign up for Free and Reduced Meals? A free and reduced application must be filled out each year. You can find that application online through your Skyward Family Access account. Each family will also receive an application with the back to school forms that are sent home. Please check the District Child Nutrition Office, 615-794-6624, if you have any questions about Free and Reduced applications and your family eligibility. You will receive a letter indicating your application has been processed and your eligibility determination.

Can my child buy extras like ice cream? We offer ice cream and other additional items for sale to students who have money in their accounts or cash with them. All extra items, (ala carte items) are Smart Snack compliant. If a child has a negative balance they will not be able to purchase ala carte items. Elementary schools limit ice cream purchases to an assigned day of the week by grade level.

May I come have lunch with my child? Parents are welcome to join their child for lunch. It is not necessary to call ahead for reservations. You must sign in the office with a photo ID to receive a visitor's badge. Please meet your child in the cafeteria. Once you finish lunch you need to return to the front office to sign out.

May I bring in lunch for my child from their favorite restaurant? The FSSD policy 3.50 states: "Students will be permitted to bring their lunches from home and to purchase beverages and incidental items. Breakfast and lunch brought from outside food service facilities will not be permitted to be consumed in the cafeteria."

What happens if my child forgets his lunch or lunch money? What happens if my child's account develops a negative balance? All children in FSSD who want breakfast and lunch will be fed. They will be offered the same lunch as every other child. If your child has a negative balance he or she will not be able to purchase ala carte items. Please see the FSSD Negative Balance Policy in this handbook for more details.

My child prefers to bring his or her lunch, is there anything I cannot send? We do not allow glass containers, energy drinks, coffee drinks or carbonated beverages.

My child has a food allergy. How is this handled? The Child Nutrition staff work closely with your school nurse to make sure all allergies that are listed on their Individualized Health Care Plan are noted on their cafeteria account.

Breakfast Prices:

Reduced Student	\$0.30
Student	\$2.00
Adult	\$2.25

Lunch Prices:

Reduced Student	\$0.40
Student	\$2.90
FSSD Employee	\$3.75
Adult Visitor	\$4.75
Child Visitor	\$2.90
Holiday Visitor	\$5.50

How is my child expected to behave in the cafeteria?

All students are expected to behave in the cafeteria in a positive manner and are expected to help make the cafeteria a pleasant place for everyone.

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 must eat only their food; no sharing of food is permissible.
10. Students may be sent to lunch detention for inappropriate behavior during lunch.
11. 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

If a student possesses an electronic communication device on school property, it should be powered off and kept in the student's backpack. If an electronic communication device is out without the permission of a teacher or staff member, it may be confiscated with appropriate discipline consequences to follow.

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

BULLDOG BEST

Freedom Intermediate is a Positive Behavior Intervention and Supports (PBIS) school. Our school wide expectations are **Be Nice, Engage, Safe, & Take Ownership**. Our expectations are posted and taught in various locations throughout the year to help all students be successful. Detailed examples of our behavior expectations are posted on our website.

Tickets:

Faculty and Staff give students Bulldog BEST Tickets for meeting our school behavior expectations. These tickets are to be exchanged for a variety of incentives provided by the school. Production, distribution, and/or use of counterfeit tickets as well as the unauthorized exchange of tickets will be subject to consequences.

CODE OF STUDENT CONDUCT

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 the Freedom Intermediate School code of student conduct. The purpose of this code is to clearly and deliberately communicate to all students our rules, expectations, and to maintain an atmosphere conducive to learning.

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

MISBEHAVIORS: Level I

Minor misbehavior on the part of the student which impedes orderly classroom, school, playground, or hall procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member (teacher, para-professional, substitute teacher, student teacher).

Examples (not an exclusive listing):

- School or class tardiness (unexcused/habitual)
- Unacceptable language
- Classroom disturbances
- Lack of classroom materials
- Cheating and/or lying
- Non-defiant failure to do assignments or carry out directions
- Wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Disciplinary Procedures:

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.

- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.

Disciplinary Options (not an exclusive listing):

- Verbal reprimand
- Parent/guardian conference
- Detention
- Special Assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Strict supervised study
- In-school suspension

MISBEHAVIORS: Level II

Misbehavior that is frequent or serious enough to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrator/designee.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class truancy
- Leaving school without permission
- Using forged notes, excuses, admit slips, and corridor passes
- Disruptive classroom behavior
- Disrespect or insubordination
- Use of profanity
- Obscenity
- Sexual misconduct
- Intimidation
- Committing any act of civil wrong or crime
- Harassment (Sexual, Racial, Ethnic, Religious)
- Use, possession, sale, and/or distribution 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 extra-curricular functions)

Disciplinary Procedures:

- Student is referred to administrator/designee for appropriate disciplinary action.
- Administrator/designee communicates with student and teacher.
- Administrator/designee hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
- Administrator/designee takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by school administrator.

Disciplinary Options (not an exclusive listing):

- Parent/guardian conference/notification
- In-school suspension
- Notify law enforcement agency and/or file legal charges
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Restricting school related honors student is otherwise due

- Out-of-school suspension (not to exceed ten (10) days).

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Vandalism (minor)
- Stealing
- Threats to others
- Harassment (Sexual, Racial, Ethnic, Religious)
- Breaking and entering
- Committing any act involving a serious civil wrong or crime

Disciplinary Procedures:

- Student is referred to administrator/designee for appropriate disciplinary action.
- Administrator/designee communicates with student and teacher.
- Administrator/designee hears accusation by accusing party and permits offender the opportunity of explaining conduct.
- Administrator/designee takes appropriate disciplinary action.
- Administrator/designee may refer incident to director of schools and make recommendations for consequences.
- If student's program is to be changed, adequate notice shall be given to the student and his/her parent/guardian of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
- Record of offense and disciplinary action maintained by school administrator or director of schools.

Disciplinary Options (not an exclusive listing):

- Parent/guardian conference/notification
- Notify law enforcement agency and/or file legal charges
- In-school suspension
- Out-of-school suspension not to exceed ten (10) days
- Detention
- Restitution from loss, damage or stolen property
- In-school counseling
- Expulsion

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school.

Examples (not an exclusive listing):

- Unmodified Level I, II and III behaviors
- 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*
- Use, possession, sale, and/or distribution of drugs and/or alcohol, includes being under the influence of alcohol or drugs*
- Death threat (hit list)
- Extortion
- Bomb threat or false fire alarm
- Possession/use/transfer of dangerous weapons * 2
- Assault* including deliberately causing physical injury to another student, a school employee, or anyone who is lawfully on school property
- Vandalism

- Theft/possession/sale of stolen property
- Arson/possession of unauthorized substances *
- Use/transfer of unauthorized substances
- Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

- Administrator/designee confers with appropriate staff members and with the student.
- Administrator/designee hears accusations and permits offender opportunity to explain conduct.
- Parent/guardian is notified.
- Law enforcement officials are contacted.
- Incident is reported and recommendations made to the director of schools.
- Complete and accurate reports are submitted to the director of schools.
- Parent/guardian is offered the opportunity for a hearing before disciplinary hearing authority.

Disciplinary Options (not an exclusive listing):

- Expulsion
 - Alternative schools 7
 - Other hearing authority or Board action which results in appropriate placement
- * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

ADDITIONAL GUIDELINES:

- A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
- An administrator/designee shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
- A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in department or citizenship.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - o pay any activity fee;
 - o pay a library or other school fine; or
 - o make restitution for lost or damaged school property.

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 that 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.

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.

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 a 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 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 10 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 or IV Misbehavior and/or Zero-Tolerance Behavior (***page 11 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.

Student Dress Expectations

1. FSSD or FIS shirts that have been issued by or purchased through FSSD are allowed Monday through Friday. Collared shirts must be worn by students who choose not to wear FSSD/FIS apparel.
*Students who wear a Spirit Bracelet on Friday may wear a non-collared, non-FSSD shirt that meets all other Dress Code expectations.
2. Non- FSSD/FIS t-shirts worn under button down shirts should not be visible below the collar.
3. Dresses must have a collar.
4. No cleavage, undergarments, midriffs, etc. may be exposed.
5. All shorts, skorts, skirts, dresses must be no more than 3” above the knee.
6. Leggings may only be worn under garments that are no more than 3” above the knee.
7. All pants must be worn around the waist.
8. Heavy coats may be worn when entering or exiting the building but must be stored in lockers during the day.
9. Backpacks, Tote bags, and Cinch bags must be stored at the beginning of each day. Purses smaller than an 8.5” x 11” sheet of paper may be carried to classes.

The Following Garments / Accessories are Prohibited

1. Athletic shorts, sport shorts, recreational shorts, lounge shorts, lounge pants, pajama pants, sweat pants, sweat shorts, etc.
2. Tank tops / Spaghetti straps
3. Any garment with holes or frays above the knee.
4. Logos or images of substances that are illegal for teens or are otherwise offensive and disruptive to the school environment.
5. Pants or shorts with words or letters printed across the rear.
6. Distracting or potentially dangerous body piercings, tattoos, and dental decorations.
7. *Hats *Hoods *Bandannas *Sweatbands
*Sunglasses *Night scarves / head wraps *Skate-shoes / House-shoes

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 his/her inappropriate clothing will be exchanged for appropriate 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). Non-compliance 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 any school appropriate top every Friday of the school year. If a Spirit Bracelet breaks during the year, it will be replaced one-time 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

The sole authority for the enforcement of the compulsory attendance laws are placed on the local Board of Education & its designated employees (TCA 49-6-3006).

A. Excused Absences - FSSD Board policy 6.200 on attendance lists excused absences as follows:

- Personal illness or illness of immediate family member
- Personal Injury
- Homebound
- Hospitalization
- Pregnancy
- Death in the family
- Extreme weather conditions
- Religious observances
- Military service of parent or guardian
- School sponsored or school endorsed activities
- Summons, subpoena, or court order
- Extenuating circumstances which, in the judgment of the principal, create emergencies over which the student has no control, determined on a case-by-case basis

Absences not due to reasons above will be considered unexcused and the student will be responsible for making up missed work upon his/her return. **When a student is absent, please call the school by 9:00 A.M.** and state the reason for the absence. This helps as the attendance secretary is verifying absences and assists her with accountability of all students. The attendance secretary will call a student's parent/guardian regarding all absences not verified. When your child returns to school, please email Michelle Alford at alfordmic@fssd.org or hand deliver a note to the attendance secretary explaining the absence(s) within 7 days from the day the child returns to school. Otherwise, the absence will be marked as unexcused. If you send the note to school through your child, we encourage you to follow up by phone or email with the attendance secretary to ensure that it has been received and properly documente

B. Unexcused Absence Law

LAWS (Tennessee Code Annotated – TCA)

TCA 49-6-3007 authorizes judges to assess a \$50.00 fine against parents when a child has more than 5 unexcused absences during a 6-week period.

TCA 49-6-3007 requires the principal to notify parents when a child is absent 5 cumulative days.

TCA-49-6-3001 School Attendance Law which requires all children ages 6-17 inclusive to attend school each day.

(TCA-49-6-3007) communicates the steps involved in the required Tiered Truancy Intervention Plan

NEW TRUANCY PLAN **(UNEXCUSED ABSENCES)**

Truancy only refers to UNEXCUSED absences. All schools now must follow a new state law that requires school personnel to follow a truancy intervention plan for students who are accruing unexcused absences. Tier 1 intervention will be implemented when a child has accrued **5 unexcused absences**. Tier 1 will require tasks to be completed by parent/guardian and student. Should Tier 1 requirements not be met and the student acquires 3 more UNEXCUSED absences, totaling **8 UNEXCUSED absences**, Tier 2 will be implemented for the parent/guardian and the student. If UNEXCUSED absences continue to accumulate, Tier 3 will be implemented for the parent/guardian and the student. Tier 3 interventions may result in a referral to the Williamson County Juvenile Court for truancy and a referral to the Department of Children's Services.

CHRONIC ABSENTEEISM **(EXCUSED AND UNEXCUSED ABSENCES)**

Chronic absenteeism includes both excused and unexcused absences. Research shows that for student achievement, days absent from school can be an indicator for poor student success. In FSSD, attendance is monitored to determine what barriers, if any, are impacting a child's ability to be in school on time and for the full day. We want to help eliminate ALL barriers that keep children out of school so our school attendance secretaries, principals and/or the district safety and attendance supervisor will contact parents/guardians if absences appear to be leading toward chronic absenteeism. The Tennessee Department of Education's reporting standards use attendance data as an indicator of school quality and student success.

NOTIFICATIONS OF ABSENCES AND TARDIES

When a student accumulates 5 unexcused absences or 5 unexcused tardies, the parent will receive a letter from the attendance secretary. When a student accumulates 8 unexcused absences or 8 unexcused tardies, the parent will receive a letter from the attendance secretary. When a student accumulates 10+ absences (excused or unexcused) and/or 10+ tardies (excused or unexcused), a referral will be made to the district safety and attendance supervisor. A letter will be sent to the parent from the district safety and attendance supervisor indicating that excessive absences may result in juvenile court proceedings. Once a student accrues 10+ absences or tardies, he/she will also be required to submit a doctor's note for absences or tardies to be excused for the remainder of the school year. It should be noted that if a student is not in school for three (3) hours and 15 minutes, the student is considered absent according to state regulations.

C. Early Dismissal - Leaving school early is strongly discouraged due to the loss of instructional time and disruption to the learning environment. However, if you know your student will need to be checked out early, please send a note to the teacher. Students leaving early must be signed out in the school office by parents/guardians. If the student is leaving early because of a medical appointment, parents/guardians are encouraged to get an excuse note prior to leaving the medical facility and provide it to the front office upon the student's return. We appreciate your efforts to make appointments during non-school hours. Please note, an early dismissal is also considered a tardy.

Please **refrain from picking your child up after 1:30 p.m.** unless it is an unavoidable situation.

D. No Advance Assignments - Teachers will not send makeup work for days absent in advance. It will be the parent and student's responsibility to get the work when the student returns. This allows the teacher to set aside work as the week goes on, rather than having to hastily prepare it prior to the absence.

E. Tardiness - A student is considered tardy to school if he/she is not in his/her homeroom when the bell rings at 7:20 a.m. or if he/she is checked out from the office before the school day ends. There will be exceptions for students arriving on late buses. Tardiness related to oversleeping, traffic, weather, or not leaving home on time is unexcused. A student who is tardy to school must report to the office *with a parent* to sign in and get a class admission slip. If a student is late because of a medical appointment, please provide an excuse note from the medical office. When a child comes to school late, it causes him/her to get off to a delayed start and disrupts the classroom.

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

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 2018-2019 Acknowledgement on page 25. Due date is Friday, August 17.**

Franklin Special School District
School Calendar 2018 – 2019

Day	Date	Definition
Wednesday - Friday	July 25 – July 27	<i>BANTIP (Beginning and New Teacher Induction Program)</i>
Wednesday (No Students)	August 1	<i>District-Wide Professional Learning</i>
Thursday (No Students)	August 2	<i>Site-Based Professional Learning</i>
Friday (No Students)	August 3	Administrative Day
Monday (No Students)	August 6	Administrative Day/Meet and Greet (3:30-6:30)
Tuesday (No Students)	August 7	<i>Site-Based Professional Learning</i>
Wednesday	August 8	First Day for 1 st – 8 th Grade Students Early Dismissal Day
Thursday	August 9	First Full Day for 1 st – 8 th Grade Students
Thursday	August 16	First Full Day for Kindergarten Students
Friday	August 31	Early Dismissal Day
Monday (No School)	September 3	Labor Day Holiday
Friday	October 12	Early Dismissal Day End of First Quarter Grading Period (47 days)
Monday - Friday (No School)	October 15-19	Fall Break
Tuesday (No Students)	November 6	<i>District-Wide Professional Learning</i>
Friday	November 16	Early Dismissal Day
Monday – Friday (No School)	November 19-23	Thanksgiving Holiday
Friday	December 21	Abbreviated Day - 2 hours End of Second Quarter Grading Period (39 days)
Monday – Wednesday (No School)	December 24 - January 2	Winter Break
Thursday (No Students)	January 3	<i>District-Wide Professional Learning</i>
Friday (No Students)	January 4	Administrative Day
Monday	January 7	Students Return
Monday (No School)	January 21	Martin Luther King, Jr. Holiday
Friday	February 15	Early Dismissal Day
Monday (No School)	February 18	Presidents Day Holiday
Friday	March 15	Early Dismissal Day End of Third Quarter Grading Period (48 days)
Monday – Friday (No School)	March 18-22	Spring Break
Friday (No School)	April 19	Spring Holiday
Thursday	May 23	Last Day for Students (Abbreviated Day – 2 hours) End of Fourth Quarter Grading Period (43 days)

1st Semester = 86 Instructional Days
2nd Semester = 91 Instructional Days

Board Approved Revision: May 14, 2018

Please sign this page and return to the office by Aug 17th.

Freedom Intermediate School
Handbook Acknowledgement
2018-2019

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