

Farragut Intermediate School

Parent/Student Handbook

2024-2025



Admiral STRONG

Farragut Intermediate School

Suzanne Parham, Principal

Kristy Johnson, Assistant Principal

Heather Mosley, Assistant Principal

Dear FIS Families,

Welcome to Farragut Intermediate School! We are pleased that you and your child will be a part of our school family this year. We know this will be an exciting and successful year. We continually work towards academic excellence, and we look forward to working with the parents and community this year to support our students on their academic journey. There is a strong tradition of support in the Farragut community for our school, students, teachers, and staff, and we sincerely appreciate your partnership. We look forward to a new school year of learning and growing together.

Close cooperation between the school and home is essential to promote the best interests of each child. This handbook is meant as a communication tool between the school and home. There are many important policies and procedures within this handbook. We ask that you carefully review all the material in our handbook and keep this for future reference during the year. We are always available and may be contacted at 865-966-6703.

Please mark your calendar for the **Parent/Grade Level Information Night** where you will receive very important information regarding curriculum and procedures. All information nights are from **5:00-6:00 p.m.**

3rd Grade Night: August 22nd

(There will be an optional 30 minute Aspen & Canvas parent training session after the 3rd grade parent information session.)

4th Grade Night: August 20th

5th Grade Night: August 27th

Again, we look forward to an exciting new school year of learning, growing, and working together!

Mrs. Suzanne Parham

Dr. Kristy Johnson

Mrs. Heather Mosley

Farragut Intermediate School

205 West End Blvd.
Farragut, TN 37934
(865) 966-6703

Executive Principal: Suzanne Parham

Assistant Principals: Kristy Johnson & Heather Mosley

Office Staff: Pam Andre
Michelle Boze
Jennifer Heroux
Michelle Newstead (Bookkeeper)
Donna Payette

School Nurse: Andrea Luton

Instructional Coach: Karrie Morris

Gifted and Talented Coaches: Suzanne Richards
Laura Burgard
Haley Uggeri

Special Area Teachers:

Art Teachers:
Christy Davis
Ebru Sahin Ekici

STEM:
Kristi Shedden

Gym Teachers:
Jackie Dutton
David Stephens

Librarian:
Sarah Campbell

Music:
Allen Ramsey
Hannah Reddick

School Counselor: Sarah Napier

PTO President: Amie Abram

Accountability Letter

Each classroom teacher will send a letter of accountability with classroom information to you via student folders in the first two weeks of school or at the Grade Level Information Night. This document will outline classroom expectations, procedures, and policies. Please read and discuss it with your child.

Allergies

We are an “allergy aware” school as we have students with varying allergies (food, insects, etc). We request the help of families in making Farragut Intermediate safe for students who have life-threatening allergies. Students with severe, and in some cases, life-threatening allergies (peanut based, dairy, eggs, gluten, and several others) may need food alternatives. Please talk to your child's classroom teacher for assistance.

Animals

No live animals may be brought into the school without prior consent of both the teacher and the principal. This includes student arrival and dismissal.

Arrival & Dismissal

Arrival: School begins each day at **7:45 a.m.** for all grades.

- Children are expected to be in their seats (not at the door being dropped off) at 7:45 a.m. as classroom instruction begins at 7:45 a.m.
- The school doors open at 7:00 a.m. to receive students.
- The cafeteria serves breakfast from 7:00-7:30 a.m.

Dismissal: Dismissal is at 2:45 p.m.

- Students who need to be checked out early **must** be checked out **before 2:15 p.m.**
- Any changes to transportation must be given in the form of a written note signed by the parent.
 - Phone call or email transportation changes will not be accepted.
 - Please do not email teachers with transportation changes as they may not access their email until after school or may be off campus for the day.
- Bus Transportation is reserved for students who live within the area the bus services. All students must ride their designated buses. Due to overcrowding on the buses, we cannot allow students to ride home with other students (not on their regular bus). If your child is going home after school with another student, please plan on them both being a car rider.
- All vehicles will need to display a car tag that either hangs from the rear-view mirror or is placed in the car dashboard with the student's name written in large, dark print. The tags will be sent home at the beginning of school and are available in the office. If you have more than one person who picks up your student, please ensure that each person has a car tag. Please ensure names are legible.
- Students should be picked up no later than 3:00 p.m. for dismissal.

It is imperative that all children be picked up on time. Teachers are off dismissal duty at 3 p.m. If you are late picking up your child, you will need to come to the front office with your car tag (or driver's license) to sign out your child.

Absence Policy

- Please refer to KCS Board Policy J-120 “Attendance” for full policy review.
- When a student is absent, a parent must send a written note, Parent Square message, or doctor’s statement within FIVE days to the child’s teacher to have the absence excused.
 - If, after five days, the teacher has not received a note from the parent explaining the absence, that absence will remain an unexcused absence.
 - Be aware that even if a parent calls the office to explain an absence, a written note is still required to excuse the absence.
 - A phone call without a note will result in an unexcused absence.
 - A student may be absent due to illness no more than 10 days per school year before a medical statement is required.
- Situations that qualify as excused absences include:
 - Personal illness (a medical statement required after a total of 10 absences per school year)
 - Illness of an immediate family member
 - A death in the family
 - Extreme weather conditions
 - Religious observances
 - Court Order
 - For students with a parent/guardian who is deployed as a member of the U.S. Armed Forces, the following excusable absences shall apply provided appropriate documentation of deployment is provided to the school: 1 day when deployed, 1 day upon return. Excused absences for up to 10 days for visitation when a member is granted R/R and stationed/deployed out of the country.
 - Circumstances which in the judgment of the school leader creates emergencies over which the student has no control.
 - Please see Policy J-120 for additional excused situations (that typically do not impact elementary students)
- **Vacations, trips out of town or for sports competitions are unexcused absences.**
- Student attendance is monitored by our classroom teachers, administration, and social worker.
 - Parents will receive contact from various school employees as students accumulate unexcused absences.
 - A documented meeting with the classroom teacher will be required if your child receives five unexcused absences.
 - The attendance officer will be in contact with parents whose child has more than 10 unexcused days. A Student Support Team will be initiated and a meeting with the attendance officer and school administration will be required. This is an effort to work together to ensure the student’s regular attendance to school.
- **Tardy Policy:** Being on time each day is extremely important for students. Schedules and responsibilities are defined and clarified during the first part of the day. Each student needs the opportunity to start the day feeling good about the teacher’s expectations.
 - Students who arrive at school after 7:45 a.m. must report to the office to get a tardy slip and have their names removed from the absence list.
 - Please help ensure your child begins each day in a positive manner by being on time.

- **Early Dismissal Policy:** Students who leave before 2:45 p.m. must be signed out in the front office by a parent. Parents must be prepared to show proper ID when checking out their children. Remember that we will **not check students out after 2:15 p.m.** It is too confusing when we begin our dismissal procedures to call students to the office for early dismissal.
 - If you MUST check your child out early, do so before 2:15.
 - If you pick up your child before 11:00 am, he or she will be counted absent for that day. Attendance until 11:15 am is considered present.
 - Excessive tardies may negatively impact a child's attendance record.
 - Early dismissals are recorded as "tardy" on the report cards.

Authorization for News Media Contact and Release to Publish

Occasionally we have the opportunity to highlight some of our programs and students through special coverage by news media. We also like to include pictures of students on our website. A media release form will be sent home in the beginning of the year folder. Please call the school office if you have any questions.

Cafeteria

Lunch should be a pleasant time for all students. Students are expected to behave appropriately and courteously. Staff members monitor the cafeteria in order to provide a safe, pleasant atmosphere. Parents, if you come to eat lunch with your child, you may NOT bring in outside food to give to other children. We would prefer that you purchase lunch from the cafeteria. In addition, glass containers, including water bottles, are not allowed in the school.

Due to limited space in our cafeteria, we are unable to allow families to eat lunch with their child in our cafeteria. Parents may check out their child from the front office and are welcome to have lunch at our picnic area in the front courtyard. Please be respectful of the allotted lunchtime to protect your child's instructional blocks. After lunch, please sign your child back into school via the front office.

Last year, the KCS Nutrition Department began using a new online payment system for school meals, as well as a new website to apply for free/reduced-price meals.

This new portal is called LINQ Connect, and users can register for an account at lingconnect.com. Paper applications are also available by calling the KCS Food and Nutrition Services Department at (865) 594-9563.

Please visit the [LINQ Connect FAQ page](#) for details about topics including:

- Creating an account;
- Adding money or making a payment;
- Setting spending limits;
- Reviewing meal purchase transactions;
- Receiving "low-balance" notifications; and
- Applying for free or reduced-price meals.

All positive balances on existing school meal accounts will roll over to the new system. To continue using online meal payments, a new account will need to be created on LINQ Connect.

However, applications for free/reduced-price meals will not roll over from prior school years. Any family wishing to apply for this benefit should complete a new application on LINQ Connect.

Please note that when adding students to your account or applying for free/reduced-price meals, users will be prompted to select their school district. After typing “knox” in the search bar, please choose “Knox County Schools (Knoxville, Tennessee)” from the options that appear.

To download the LINQ Connect mobile app, please visit [Google Play](#) (Android) or the [App Store](#) (Apple) or scan the QR codes below.



Prices are: Student Breakfast: \$2.00
 Student Lunch: \$2.75
 Ice Cream: \$1.00

Visitor Breakfast: \$2.50
Visitor Lunch: \$4.00

Reduced: \$0.30
Reduced: \$0.40

Clinic/Illness at School

Our clinic is staffed by our school nurse. If your child becomes ill at school, you will be notified. Knox County Board Policy requires that students who have a fever over 100 degrees must be picked up from school. Medication cannot be given without a medication form from a physician, with the medication in a prescription bottle (please see KCS Board Medication Policy, J-352). Medication must be brought to school and picked up from school by a parent. *It is extremely important that your phone numbers are always current on the emergency cards.*

Communication & Conferences

Teachers and administrators welcome discussions with parents regarding a child's progress and any concerns. When you have a concern regarding school, your first step should be to ask for a discussion with your child's teacher. Good communication lines reduce the potential for misunderstandings.

Our Parent-Teacher conference dates are October 28th and February 25th. Please know you may schedule a parent-teacher conference at any time.

Discipline Policy

The school's administration and faculty are committed to providing learning experiences in a positive, supportive, and motivating atmosphere. We believe that every student in our school is capable of learning and demonstrating appropriate social interaction. As a PBIS (Positive Behavior Interventions and Supports) school, we strive to promote outstanding behavior, positive interaction, and good citizenship.

Students are expected and required to:

1. Follow the directions of all adults in the building.
2. Show courtesy, kindness, and respect to everyone.
3. Be prepared and on time for all classes.
4. Move about the building in a quiet and orderly manner.

Each teacher has the primary responsibility of establishing a classroom climate conducive to learning. This includes maintaining consistent behavioral expectations. Communication among administrators, students, teachers, and parents facilitates a positive learning atmosphere and promotes high educational values.

The Knox County Board of Education has established a policy (J-211) prohibiting acts of harassment, intimidation, bullying, and/or cyber bullying. We will work with individual students to uphold this policy, and the consequences for misbehavior can be very serious. Please help us help your child to be respectful of everyone and to not harass, intimidate, or bully any student.

Elementary Dress Code (J-260)

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. This would include but not limited to: furry tails or tails of any kind, costumes, paws, collars, and pajamas (bottoms or tops).

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.

3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. No slippers of any kind are allowed as they are not safe on the school floors or outdoors.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage is considered inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible (i.e., no crop tops). Skin-tight outer materials are prohibited without appropriate coverage.

The principal may allow exceptions for school-wide programs or special classroom activities. The school administration reserves the right to determine whether the student's attire and appearance are within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The teachers and the principal will administer appropriate consequences for policy infractions. We respectfully request that all students wear tennis shoes to school every day. Flip-flops may pose a hazard/injury. Tennis shoes are the safest shoes for all school functions and are required for physical education class.

Fees

Knox County Schools requests a materials fee for each student to provide the necessary paper, technology, and other supplies for students. The fee for FIS Elementary students is \$25.00. Please make checks payable to FIS or use the K12 online payment center to pay the materials fee during the month of August. Classroom materials for instruction are purchased during the year with these funds.

Field Trips

Field trips are planned to support specific instructional curriculum and are an extension of instruction. Permission slips must be signed by a parent or guardian or the child will not be able to attend the field trip. Parent volunteers help supervise and ensure the safety of students when away from the school site. All chaperones must have a level 3 or level 4 background check clearance. Please be aware that clearance checks may take several weeks to complete. Ensure you are planning ahead and requesting needed checks well in advance. (For more information, see the section under volunteers).

Please contact the teacher if you are interested in being a chaperone. Chaperones are not allowed to bring siblings along on field trips. Because of safety concerns and increasing bus and program fees, FIS will look for ways to bring performances and programs into the school setting and use trips away from the school only for special events. Appropriate behavior is expected on campus as well as during field trip experiences. We reserve the right to withhold field trip participation if a student has ongoing unsatisfactory behavior.

While attending a field trip, students are expected to ride the bus to and from the event. If you wish to check a child out while on a field trip, a written note (with signature) must be received by the office at **least 24 hours prior** to the trip. Parents may not check their child out of school while on the field trip without this note. After the field trip, parents are welcome to check their child out in the front office once the students have returned to school.

Flowers/Gifts/Invitations

Students may not receive flowers, balloons, or other gifts at school. These can be a distraction and cannot be transported on the bus.

If during the school day a student wants to hand out invitations for a birthday party or other function, the student must hand out invitations to every child in the classroom or hand out none at all.

Grades

Students are graded at their instructional level. Interim reports will be sent home during the fifth week of every nine-week grading period. Report cards are sent home to parents at the end of each nine-week grading period. Grades are published to Aspen by 3:30pm on report card days.

Students in 3rd through 5th grade earn a letter grade (A, B, C, D, U) in all subjects including special area classes and in behavior. They will earn an E (Excellent), S (Satisfactory), or N (Needs to Improve) in work habits.

Knox County Grading Scale

A – Exceptional (93-100)	E -- Excellent
B – Above Average (85-92)	S -- Satisfactory
C -- Average (75-84)	N -- Needs to Improve
D – Below Average (70-74)	
U -- Unsatisfactory (Below 70)	

Gum

Gum is not allowed at school. It is a safety hazard in some of our special area classes and generally creates a mess when littered around our building. Thank you for your support in our “NO GUM” expectation.

Item Drop-off

To create consistency within our campuses and to limit interruptions to instructional time, we ask that you leave items dropped off for your student on a table we have located outside our **front entrance prior to 9:30 AM**. This table is for dropping off lunch, water bottles, and other items. Pens and post-it notes will be provided to label your child's item with the child and homeroom teacher's name. To offer consistency at our school campus, the **9:30 cut-off policy** is a time shared with the middle school.

Lost and Found

Students or parents looking for lost items should look in the lost and found located downstairs next to the elevator. These items are typically not stored in the school office (except for eyeglasses, cell phones, etc.). A few times a year our PTO organizes the Lost and Found for students to look through. Parents are welcome to come to the building during those times and check for lost items.

Make-Up Work

Please do not request make-up work if your child will only be out for one day or if you are planning a vacation during the school year. If you need to request that your child's work be sent home because of an **extended illness of two or more days**, call the office before 9:00 a.m. on the second day to make your request. The office staff will contact the teacher and have your child's make-up work sent to the office for you to pick up the following school day. It does take our teachers time after school to collect items for pick up, so please do not expect the work to be available the same day. We ask that you please be patient while we gather everything from all core subjects. Parents may not go to the classroom to request make-up work as this interrupts the teacher and the other students during instruction.

Medication Policy (J-352)

Students who are required to take medication(s) during school hours must comply with the regulations established by the Tennessee Department of Health and Education.

- Written orders must be provided by a licensed healthcare provider. The order must include: student name, prescription number, name of the drug, dosage, frequency, route, time administered, potential side effects, discontinuation date, and method of storage.
- Each medication requires a separate Medication Administration Form, signed by the prescribing health care provider and parent/guardian. The Medication Administration Form must be renewed yearly. Medication changes during the school year require a new Medication Administration Form.
- Medication(s) must be brought to the school by an adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens, pancreatic enzymes, or insulin delivery systems with written permission from a parent and authorization by a medical health care provider. Failure to properly register medication shall lead to a presumption that any such medication is not lawfully in the possession of the student.
- Medications must be in appropriate containers, properly labeled by a licensed medical care provider or pharmacy. Over-the-counter (OTC) medication(s) prescribed for a student must be provided in its original unopened, labeled, unexpired container and identified with the student's written name.

Personal Communication Device

FIS follows KCS board policy J-240 with regard to personal communication devices and/or electronic devices. A "personal communication device" (PCD), such as a cell phone, is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. PCDs can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file, or message.

PCDs and personal electronic devices including but not limited to CD players, iPods, MP3 players, netbooks, laptop or notebook computers, or iPads may be stored in backpacks, purses, or personal carryalls. However, the use of the devices during class time is forbidden unless approved for an academic activity by the principal or the principal's designee. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it

can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

Students may possess PCDs while on school property. However, the PCD must be powered off completely (not airplane mode) and must be kept in a backpack, purse, or similar personal carry-all and may not be used unless the principal or the principal's designee grants a student permission to do so. The principal or the principal's designee may specifically grant permission for a student to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

- **VIOLATION OF PERSONAL COMMUNICATION DEVICES**

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or guardian. A teacher may withhold a PCD from a student during a class if the PCD is a distraction to the class or student. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

- **INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES**

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass, or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

Smoking/Vaping Policy

All Knox County Schools property (campuses & buildings) are "Tobacco Free" per Knox County Schools board policy G-211. The smoking and use of tobacco policy for students is J-220, "Alcohol, Drug and Tobacco use." This applies to all people on Knox County property.

Student Assignment Books

All students will have an assignment book or other method in which they record homework assignments and other important information. Please help your child make use of this valuable tool. These assignment books are a useful tool in helping students develop their organizational skills. Assignment books are the responsibility of the student. The school does not replace them if they are lost. The cost of a replacement agenda is \$5.00.

Textbooks

Textbooks, classroom reading books, library books, and other school material assigned to a specific student are the responsibility of that student and must be returned or replaced. Students and parents are responsible for paying for any lost or damaged books or material belonging to the school. Failure to pay the fine imposed may result in the withholding of all grade cards or student records until restitution is made, per Knox County Board Policy.

Toys at School

Please do not allow your child to bring toys (hand-held computer games, electronics, CD players, playing cards or character cards, games, stuffed animals, and all other toys) to school unless the teacher notifies you of a special activity. The school is not responsible for damaged, lost, or stolen electronics and toys.

Traffic Flow

Our doors open at 7:00 am. Students may not be dropped off prior to 7:00 as there is no staff available to supervise children. Please adhere to the traffic flow and use the outside lane (the one closest to the school building) to drop off your student.

- Always pull forward to the next available cone marker in the circle next to the curb.
- Students should be ready to get out of the vehicle on the passenger side when the car is safely stopped in the designated area. While you are waiting in line, please have backpacks, lunch boxes, etc. ready to go.
- For the safety of everyone, parents/guardians need to stay inside the vehicle. Please do not exit your vehicle. Someone will help your child if they need assistance.
- After the student is dropped off, safely pull your vehicle into the inside lane and exit.
- Students need to exit the vehicle on their own.
- If walking a student to the front FIS entrance, please park in the designated (visitor) parking lot (not the staff lot). Parents/Guardians are required to walk their students to the entrance. Please go around the circle and do not cut through the middle of the car drop off line. This is for your safety as well as others.
- For safety reasons, do not drop off students unattended in the parking lot.
- Do not enter the staff parking lot for drop off.
- We share the drop off circle with FMS. FMS opens for students at 7:30 a.m. Traffic will be more congested but will continue to move as staff give direction.

Transportation Changes

Due to safety concerns, any changes to transportation must be given in the form of a written note signed by the parent. **Phone call or email transportation changes will not be accepted due to safety concerns.**

- Please do not email teachers with transportation changes as they may not access their email until after school or may be off campus for the day.
- Without a note, the student will be dismissed from school the usual way.
- Bus Transportation is reserved for students who live within the area the bus services. All students must ride their designated buses. Due to overcrowding on the buses, we cannot allow students to ride home with other students (not on their regular bus). If your child is going home after school with another student, please plan on them both being a car rider.

Visitor Procedures

Visitors are welcome to our school. All visitors must sign in at the office and wear a visitor's badge while on school property. If you are volunteering in the classroom or eating lunch with your child, you must be prepared to show your ID. Our cafeteria is at maximum capacity, so we are unable to host visitors. Please be prepared to check your student out for lunch if you wish to eat with them. You are welcome to use the picnic area at the front of the school.

Volunteers

All volunteers must sign the confidentiality agreement to protect the rights of students and parents. The volunteer levels are based on task and contact with students as follows:

- Level 1: Task takes place under the supervision of an employee of the Knox County Schools and involves little or no student contact. (For example: running copies for the teacher)
- Level 2: Task takes place under the supervision of a certified employee in a classroom or other group setting. (For example: working in the classroom)
- Level 3: Task involves direct contact with students under limited supervision by school staff. (For example: working with a student in the hall)
- Level 4: Task involves unsupervised contact with students on or off campus. (For example: field trip)

Level 3 and Level 4 volunteers require a background check. Please contact your child's teacher for further information. Background checks are good for six years after being approved. Please let your child's teacher know if you have already completed this process.

Weapons Policy

Knox County Board Policy J-230 states that students and parents shall not possess, handle, transmit, use, or attempt to use **any** dangerous weapon (or weapon likeness) in school buildings or on school grounds at any time. This policy includes school vehicles and/or buses at locations both on and off the school grounds at school-sponsored activities, functions, and events.

Please sign and return the last page of this document to your child's teacher by the following school day.

FIS Student Handbook 2024-2025

Directions: Please sign and date below. Once completed, cut on the above line and return the signed portion to your child's teacher.

I acknowledge that I have read and understand the information presented in the Student Handbook.

Parent/Guardian signature

Date

Student First and Last Name (Printed)