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Dear Parents,

Welcome to Fayetteville Intermediate School! We are proud to be part of this innovative, hardworking school where our motto is PEACH – Pursuing Excellence in Academics and CHaracter.

The FIS faculty and staff are committed to putting our students first as we strive to prepare them for their futures with strong academic foundations and positive character development. The academic and social development of our students is important to us and we nurture their natural curiosity by offering opportunities to develop not only their academic skills, but also their artistic, musical, physical, technological, and social skills. Our faculty and staff serve as positive role models demonstrating lifelong guidelines of active listening, no put downs, truthfulness, trustworthiness, and personal best.

We believe that when we do our best our students will also strive to do their best. Therefore, we have high expectations of our students and ourselves. Our teachers work diligently to create meaningful and engaging lessons that meet individual student needs while encompassing the comprehensive Georgia Performance Standards. As you will discover, at FIS there are many opportunities for learners of all abilities and interests.

Our school has embraced a school wide “Cougar ROAR Code of Conduct”, which teaches our students what it means to be Respectful, Obedient, Attentive, and Responsible throughout the school. We firmly believe this enhances the learning environment and teaches skills necessary to be successful in life. A special component of this program is the daily use of student Choice Cards which serve as hallway passes and a means of communication between school and home.

This handbook provides you with essential information applicable to the entire school year. Please read it and keep it as a reference. Our website, www.fayettevilleintermediate.org, will also provide you with current information throughout the school year and easy access to FIS faculty email addresses. This website is filled with valuable information and a variety of resources for parents. Our school newsletter, the Cougar’s Roar, published weekly, also keeps you up to date on school happenings. It is sent home each Friday with other important papers in your child’s Friday Folder. All students use a daily agenda which serves as a planner for homework assignments and a parent/teacher communication tool. These methods of communication help provide you with necessary information critical to a successful school year.

We are looking forward to a year filled with many stimulating educational opportunities and lasting memories for our students. Should you have unanswered questions, please feel free to contact the school at 770.460.3555 or check our website.

Sincerely,

Kim M. Herron
Principal

Lisa Howe
Assistant Principal

Dear Parents,

I am very pleased to be your child's guidance counselor. I look forward to meeting you and want to do everything possible to make this a happy and successful year for your child.

It is my responsibility to help your child receive the best possible education. In addition to learning to read, write, and do math, a good education includes good social skills. This means learning how to get along with others, how to make good decisions, and how to resolve conflicts in a peaceful manner while controlling anger. Through small group counseling and developmental classroom guidance lessons, I help children learn these social skills, as well as many other skills such as how to express one's feelings, be a good listener, accept responsibility, make good decisions, personal safety, organization, and test taking skills. I conduct small group counseling sessions (with parent permission) on topics such as divorce/separation, self-esteem, and the loss of a loved one through death or separation. I also meet with new students that enter Fayetteville Intermediate School in a "New Kids on the Block" meeting. I coordinate the *RAINBOWS* Program, the "Parent Enrichment" programs, and the CARE Team, which helps "at-risk" students in many ways.

I am also available to help individual students who are facing difficulties. Family disruptions may affect children at school. If your family is experiencing anything out of the ordinary, please let me know. If you are aware of any special problems your child might be facing, I am here to help both you and your child with difficulties that might surface.

Another one of my functions is to be available to parents. If you have a particular concern about your child, I welcome the opportunity to talk with you by phone at 770-460-3555 or to meet with you in person.

When school personnel and parents work together, it is a winning combination for our children. All children deserve to be winners, and together we can accomplish this goal.

Sincerely,
Maria Dunn
Counselor

FAYETTEVILLE INTERMEDIATE SCHOOL

Principal	Kim Herron
Assistant Principal	Lisa Howe
Counselor	Maria Sherrod
Media Specialist	Judy Pearson
Secretary	Tina Evans
Student Information Clerk	Ana Phillips
Cafeteria Manager	Melba Matthews
Head Custodian	David Gilmore
School Nurse	Barbara Stephens
ASP Coordinator	Roni Fody
School Mascot	Max the Cougar
School Colors	Royal Blue and Gold
Office Hours	7:00 – 3:30
Telephone	770-460-3555
Fax	770-460-3419
After School Program (ASP)	770-461-6330

ATTENDANCE

Absences and tardies: A student is considered absent if s/he does not attend classes for at least one-half of the official school day. The official halfway mark is 11:00 a.m. In order for make up work to be given, the absence must be excused. Absences are considered excused for illness, a death in the family, religious holidays, visits with parents on military leave (up to five days), or a mandated court appearance. **Students must bring in a written excuse the day following the absence. If a child is going to be absent for two or more days, we encourage the parent to call school by 8:00 a.m. and ask for makeup work.** This work will be available for pickup at the close of the school day if a call is received prior to 8:00 am. The homework table is located in the front lobby to the immediate right of the front doors. If the parent calls after 8:00, there is a possibility that the work will not be ready until the next school day.

Please read the attendance policy in the Fayette County Student Code of Conduct that encompasses the Compulsory Attendance Law.). Below is the official Fayette County Public Schools Attendance Protocol for Unexcused Absences that became effective for the 2005-2006 school year.

Number of Unexcused Absences	Procedure
5 Cumulative Unexcused absences Per Semester	<ul style="list-style-type: none"> Ages 6-16 The school notifies parents by first class mail of the unexcused absences and a summary of consequences
7 Cumulative Unexcused absences Per School Year	<ul style="list-style-type: none"> Ages 14-17 The Attendance/Residency Officer will notify parents by letter concerning the attendance/driver's license law and a summary of consequences
10 Cumulative Unexcused absences Per Semester	<ul style="list-style-type: none"> Ages 6-16 The Attendance/Residency Officer will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention

◆ *After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.*

A student is considered tardy if s/he arrives in their classroom after the 7:45 a.m. bell. Students need to be in their classroom by the time the first bell rings. **If a student is tardy, the PARENT must check the student into school by signing in at the front office.** We know that some tardies are unavoidable. However, when a child is tardy s/he misses classroom instruction. We ask that you make every effort to see that your child is here on time.

Early dismissal: If your child needs to leave school early, please send a note to the teacher. Parents must come into the building to sign their child out from the office, not from the classroom. **We will ask for identification from all adults checking out a**

child, so please be sure to bring a photo i.d. with you. We will not release a child to anyone who is not listed as a contact on the office card. If we have not heard from you and someone comes to school that is not on the card, we will make every effort to contact you, but if we cannot accomplish this, we will not release the child. Please cooperate with us in this necessary matter, as every child's safety is our ultimate aim. Teachers will not release students unless the office notifies them. We do not honor early dismissals between 2:00-2:22 due to the safety of our students.

ARRIVAL AND DISMISSAL

Arrival: Students may begin to arrive at 7:20 a.m. Please do not drop your child off before that time since there is no supervision. There will be supervision at the car line from 7:20 a.m. until the official opening of school. Please keep in mind that your child will be considered tardy if s/he is not in her/his room by the first bell. **If they are tardy, the parent must come into the office to sign them in.** Students will take the blue copy of the tardy slip to the teacher. Students exiting the bus will also go directly to their classroom or cafeteria for breakfast. Please plan to arrive at school on time. Many important announcements are given at this time, and the students need to hear them. This is also an important time for your child's organization and start of their day. Students will go directly from the car to their classroom or cafeteria for breakfast as long as they are on time. Students eating breakfast should arrive at school by 7:30 at the latest.

Dismissal: Car riders will be dismissed at 2:22. Parents need to have the car rider card prominently displayed in their windshield in order for the persons on duty to place the child in the car. If you do not have a car rider card, you will be asked to show identification. If someone who does not have a car rider card is to pick your child up, please send a note to the teacher or call the office to let us know. Anyone without a car rider card will be asked to show identification, and we will not release the child unless we have had prior notification by the parent. **If you are not here to pick up your child by 2:40, your child will be placed in the After School Program, and the drop-in fee will be charged. This will be done for your child's safety as staff members have numerous commitments after school, and there will not be any supervision available.**

CAFETERIA

Breakfast program: Breakfast is offered in our cafeteria beginning the first day of school. This program will continue throughout the year if enough participation exists. Breakfast is very important for children, and we urge all parents who do not have time to cook a proper breakfast to have their children participate in this program. Children on free and reduced lunch are eligible for free and reduced breakfast.

Lunch program: A cafeteria lunch is available for student purchase on a daily basis. The menu is sent home in our newsletter so parents can determine which days they would like their child to eat the school lunch. Children have a choice of two different entrees plus many side dishes. Milk or juice is provided with the lunch. Extra milk may be purchased. Forms for free and reduced lunch are available in your Parent Information Packet or in the front office.

Students should not have charges in the lunchroom. If money is owed, the lunchroom will provide the child with a peanut butter or cheese sandwich and milk for lunch or toast and milk for breakfast. A written notification of lunch debt will be sent to parents. We

urge everyone to please cooperate with paying for lunch. Students, who have lunch charges, will be denied the privilege of purchasing ice cream or vending machine beverages until their lunch charges are cleared. Students may always bring a lunch from home. Soft drinks and fast food lunches are highly discouraged.

Guests at lunch: We welcome parents to eat lunch with their children, but we ask that you make every effort to let the teacher know of the dates you will be eating with your child ahead of time. If you cannot send a note, please call the office by 8:00 a.m. on the day you are planning to eat lunch so the cafeteria staff can prepare the appropriate amount of food. Special tables are designated for students with guests. Students may have one classmate join them for lunch when hosting a guest.

CAR LINE PROCEDURES

Drop off: In the morning we ask that you get in the car line and stay in the line. We ask that you do not move out of the line unless directed to do so by school personnel who are directing traffic. When everyone cooperates, the line moves smoothly and efficiently. We also ask that you do not drop your child off in the staff parking lot, the area between Hood Avenue Primary and FIS, or the bus loop. This, too, can create a dangerous situation.

Pick up: We use the same guidelines in the afternoon as in the morning. Please stay in line and wait for your child. Please do not exit the line until the vehicle in front of you departs. Again, for your child's safety we ask that you do not pick your child up from the staff parking lot or the area between Hood Avenue Primary and FIS. We are setting examples for our children and always want them to see appropriate adult behavior. Students are dismissed at 2:22 pm. All students should be picked up by 2:30. After 2:40, students will be placed in the Afterschool Program.

CARE TEAM

The Fayette County CARE (Children At Risk in Education) Team offers many services to our students and their families. Our school's CARE Team, chaired by the counselor, is dedicated to helping our students and families who may need assistance both in and outside of the school setting. This program reaches out to students who are experiencing social, emotional, or behavioral difficulties that prevent them from achieving academic success. The CARE program also sponsors the Parent Enrichment Series, Systematic Training for Effective Parenting (STEP) classes for parents, and the tutoring/mentoring program. The school counselor can provide specific information to you about these programs.

CELL PHONES/GAMES/PERSONAL PROPERTY

Electronic devices and personal property such as games, CD players, yo-yos, pagers, and similar items are not allowed on school buses or in the school. These items are distracting and disruptive and will be taken up. Items will be returned to parents upon request. Book bags and other personal items may be subject to search. Please label all personal property with your child's full name. If your student needs a cell phone for any after school reason, it MUST be kept in the off position and in their book bag while they are present at school. Cell phones not remaining in book bags and in the off position will be taken up and returned to the parent after a period of time. **At no time are cell phones allowed on the school bus.** If you need to get a message to your student during the day, please call the school and we will relay the message.

CHANGE IN TRANSPORTATION

To ensure the safety of our students at all times, we request that you notify the teacher at the beginning of the school year of the usual arrangement for your child's way home. A **dated and signed note** will be required **any time** a student plans to ride a different bus, go home with a friend, or change his/her normal routine for getting home from school. **We cannot accept a change from the usual plan verbally from the student.** Students must be issued a "Bus Pass" to ride home on a different bus or get off at a different stop. **Please make every effort to have afternoon arrangements made before your child comes to school. Changes in transportation/supervision can only be accepted by telephone in extreme emergencies. Faxed documentation of the phone request for change in transportation must include the parent's signature. Please do not email changes of transportation. No phone calls for changes in transportation will be accepted after 2:00 p.m.** Please note that near dismissal time the office and classrooms are quite busy, causing difficulty in receiving and delivering phone messages.

CHARACTER EDUCATION

Each school system is mandated by law to provide character education for its students. We use Second Step and Steps to Respect violence prevention programs that teach students to change attitudes and behaviors that contribute to violence. Their curriculum focuses on anger management, empathy development and problem solving. We also begin each morning with an inspirational message from Project Wisdom, a character education initiative.

CHECKS AND MONEY

The school accepts personal checks for all activities or materials. Separate checks should be issued for each child and for each activity. School lunch checks must be issued separately and must be for the desired amount. Ice cream money cannot be included in a check for lunches. There is a \$15.00 service charge for each returned check. After two returned checks from the same family, the school will no longer accept checks from them and all transactions must be on a cash basis. **After May 1st, all financial transactions require cash.**

CIVILITY POLICY

The Fayette County Board of Education has a civility policy to encourage positive civil and professional behavior between school system employees and citizens. All exchanges between employees and citizens are to be considerate, respectful and professional. Under no circumstances should unpleasant exchanges with inappropriate language take place in the presence of children. Please see Civility Policy in the Student Code of Conduct.

CLASS PARTIES

Classes have three parties each year—winter holiday, Valentine, and end-of-year. The classroom parties will be from 1:30 – 2:00. Parents may be asked to contribute refreshments for these special occasions. Only clear beverages will be allowed. We invite parents to come and participate, but ask that **younger children do not attend.** Attention must be on the students in the classroom, and oftentimes the younger children prove to be a distraction and prevent you from performing assigned duties. Your cooperation in this matter is greatly appreciated.

CLINIC

The clinic is for “band aid” type injuries and is open to students during the school day. A full-time registered nurse staffs the clinic. She is on duty during school hours and cares for children with minor cuts, scratches or illnesses and can only distribute medication following Fayette County Clinic information material guidelines. If a child is injured or is so ill s/he cannot stay at school, we will contact you to come and pick up the child. If we feel that the illness or injury is beyond our capabilities, we will immediately notify the parents and call paramedics. **We want our children to attend school as much as possible, but if your child has been ill, please do not send him/her to school unless s/he has been fever free for twenty-four hours.** Please consult the Fayette County clinic information material about policies concerning student illness and the dispensing of medicine.

DISCIPLINE

School-Wide Procedures for Discipline Choice Card Program

The faculty and staff strive to establish a positive school climate. Fayetteville Intermediate School is a place where students are taught guidelines to live successfully with others, where students are encouraged and recognized, and where natural or logical consequences for misbehavior are consistent and fair. The Fayette County Student Code of Conduct will be issued to all students/parents. Parents should read the *Code of Conduct* with their child(ren) in order to help them to understand the document. As per Fayette County Board of Education policy, there will be no corporal punishment.

The use of consistent school-wide management procedures encourages children to make responsible choices for their personal behaviors. All Fayetteville Intermediate staff members will implement a **Cougars’ ROAR Code of Conduct procedure in their classroom and use the Choice Card to monitor the process.** This code will incorporate and support our school-wide rules and procedures. Communication between school and home is critical to a safe and productive learning environment. **Choice cards will be sent home each Friday and must be signed and returned on the following school day.** Every staff member, through the use of the Choice Card as a pass or monitoring device, will monitor student behavior throughout the school setting. The purposes of the Choice Card are to:

- Provide accountability for student behavior throughout the building
- Serve as a daily hall pass
- Act as a valuable communication tool between school and home
- Documentation of student behavior
-

The following Lifeskills are infused throughout our school day:

Integrity-the ability to act with a sense of what is right and wrong

Initiative-the ability to take the first action in doing something

Flexibility-the ability to change plans whenever necessary

Perseverance-the ability to keep on trying even when there are great difficulties to overcome

Organization-the ability to plan for using your time and keeping everything in its rightful place

Sense of humor-the ability to laugh and be playful without hurting others

Effort-the ability to try your hardest

Common sense-the ability to make wise choices

Problem solving-the ability to find an answer when one is not apparent

Responsibility-the ability to do what you are supposed to do with a good attitude and without being reminded

Patience-the ability to wait calmly for someone or something

Friendship-the ability to make and keep a friend by caring, sharing, and helping

Curiosity-the ability to have an eager desire to learn

Cooperation-the ability to work together to get a job done

Caring-the ability to feel concern for another person and show it by listening and trying to understand

Our staff is committed to using positive interventions whenever possible to help direct our students toward always doing their personal best. Preventive discipline establishes a positive school climate where lifeskills and lifelong guidelines are practiced. We wish to teach our children ways to successfully live in a diverse population in a social setting. Students know that they are valued and appreciated. The staff models appropriate behavior and encourages and recognizes the same in our students. We are very proud of our atmosphere that encourages mutual respect. This type of environment fosters responsible conduct, self-confidence, and healthy relationships.

Cougar's Code of Conduct
Students at Fayetteville Intermediate School should be:

	<u>R</u> espectful	<u>O</u> bedient	<u>A</u> ttentive	<u>R</u> esponsible
Classroom	Respect others' space Keep your hands, feet, and other objects to yourself Don't talk when others are talking Use good manners	Follow directions the first time given Obey the rules	Listen and respond to questions in a timely and positive manner Pay attention at all times	Enter the class quietly Be prepared for class with necessary materials (sharpened pencils, paper, etc.) Have materials ready at your desk
Specials	Respect others' space Respect and share equipment Demonstrate good sportsmanship Use positive language	Keep hands off equipment until directions are given Follow directions the first time Listen to and respond politely to all (peers and teachers)	Pay attention Stay on task	Participate in class appropriately Follow the rules at all times
Hallways	Respect others' space Remain quiet while in the hallways Keep hands, feet, and objects to yourself and away from other people, walls, and displays	Listen and follow directions the first time given	Be aware of surroundings Keep the line together Stand away from door openings and water fountains	Walk on the right side of the hallway in the 3 rd block, facing forward Stay in a single file line
Restrooms	Respect others' space Be courteous Speak in a quiet voice	Use facilities correctly Wait patiently in line and take turns Only 3 students in the restroom at a time	Be aware of your surroundings	Keep area clean (no paper towels in inappropriate areas) Flush, and turn water off after using Respect property
Cafeteria	Respect others' space Use good table manners (chew with mouth closed, use napkin, etc.) Speak politely to others (please, thank you, excuse me) Use a quiet voice at the table	Follow directions, as well as seating and dismissal procedures Obey signals to be quiet and to talk Obey all school rules Raise your hand for help	Listen and respond appropriately to adults Be aware of your surroundings Have payment ready for the cashier	Stay seated at table unless given permission to move Keep your table clean (wipe spills, pick up paper, push in chairs) Stay in line and walk carefully when you leave Put all trash in trash cans
<p style="text-align: center;"><u>Choice Cards:</u></p> <ul style="list-style-type: none"> • Provide accountability for student behavior throughout the building • Act as a valuable communication tool between school and home • Help document student behavior 		<p style="text-align: center;"><u>Consequences</u> If a student receives:</p> <p style="text-align: center;">N- Classroom consequences from the teacher U's- Teacher and/or Administrator consequences</p>		

Each student will have a new Choice Card every three weeks. The following codes are used as a key on the card along with a description of the conduct. Both positive and negative conduct will be recorded on the card. Behaviors accumulate on a weekly basis.

(☆) - **MAXIMUM** behavior: Any actions, words, or gestures that reflect something that a student has done that goes above and beyond what is expected on the normal day to day basis.

(RS) - Disrespect: Any actions, words, or gestures that make people feel less valuable than another person. It can include refusal to follow instructions, directions and procedures as well as defiance to authority.

(O) - Disobedient: Physical offenses, being untruthful, stealing, bullying, harassing and damaging or destroying property.

(A) – Not Attentive: Sounds or movement that distracts or prohibits others from concentrating on a task.

(RP) – Not Being Responsible: Any actions that result in lack of preparation or lack of care or consideration of materials, facility and others.

Some behaviors will result in immediate administrative discipline referrals. These include, but are not limited to, fighting, weapons, drugs, and endangerment to others.

DRESS CODE

All Fayette County students are expected to be neatly groomed and dressed appropriately. Students' dress should not be such that it attracts enough attention so as to be disruptive to the educational process. School administrators are responsible for determining dress code violations. Inappropriate dress for all students includes clothing containing inappropriate language, advertisements for drugs, tobacco, or alcohol, suggestive lettering or pictures, or any clothing that glorifies death and/or violence. An appropriate shirt needs to be worn underneath transparent or mesh clothing. Hats or caps are not to be worn inside the building. Shorts are acceptable as long as they are not of the short-shorts variety. Safe and comfortable shoes are recommended. If a student is dressed inappropriately, parents may be asked to bring a change of clothing to school or the student will be provided a change of clothing from the clinic. Please dress your child appropriately for P.E., recess, and the weather. Please refer to the Student Dress Code Section in the Student Code of Conduct for more specifics, especially for students in grades 4 and 5.

EARLY INTERVENTION PROGRAM (EIP)

This program serves students in grades three through five who have deficits in reading and/or math. EIP teachers work with small groups of students in collaborative classroom or resource settings. Students are qualified for EIP through state eligibility requirements.

EMERGENCY INFORMATION CARD

Parents update and/or complete student emergency cards at the beginning of the school year. These contain basic information such as address, place of employment, home and office telephone numbers, and the **names of two emergency contacts who live close to school**. Children will not be released to anyone whose name does not appear on the card. **If any of the information on the card should change during the school year (i.e. new work number), please send these changes to the teacher and the front office so that we will always have up to date information.** This is for your child's protection.

ENRICHMENT

Enrichment classes are provided on a regular schedule for students meeting state eligibility requirements for the enrichment program. Classroom teachers are expected to provide differentiated instruction to meet the students varying needs as appropriate in the regular classroom setting.

EXTENDED YEAR PROGRAM (EYP/ARM)

Students who are having difficulty in reading and/or math may qualify for the Extended Year Program (EYP) or After-school Reading and Math Program (ARM). These classes are held after school, and parents are responsible for transportation. Children enrolled in the After School Program (ASP) will be dismissed to ASP. Because placement is limited, students are accepted based on individual needs.

FIELD TRIPS (Subject to Change)

Your child's class may take educational field trips throughout the year. We need parent volunteers to serve as chaperones. **However, siblings of the student may not accompany their parents on field trips.** To participate in the field trip, students must have written permission on an official permission slip signed by his/her parent or guardian. No verbal permissions will be accepted. Because Fayette County does not fund field trips, donations are requested. No child will be denied participation in the field trip for not making a donation; however, if adequate donations are not received, the trip may be canceled. Field trip payments are nonrefundable. Appropriate student behavior is expected. Students, as needed, may be placed on a behavior contract to earn the privilege of attending the field trip with their classmates.

GRADES AND REPORT CARDS

Students receive report cards every nine weeks. Progress reports are issued after the first 4 1/2 weeks of school and every 4 1/2 weeks after report cards. This is a convenient way of communicating to parents how a child has performed. Parents are also informed of their children's progress in both character and academic traits with the E (Exceeds expectations), M (Meets expectations), and N (Does not meet expectations) grades. Special area class teachers also grade with these same letters and give a conduct grade report card. Students will receive letter grades on their report cards. A+ =98-100, A =93-97, A- =90-92; B+ =88-89, B =83-87, B- =80-82; C+ =78-79, C= 73-77, C-=71-72; D =70; F =Below 70. Grades below 70 are considered as failing grades.

With the implementation of the Georgia Performance Standards, our report cards will indicate progress in each academic domain using the following descriptors:

- 4 - working above grade level standards
- 3 - working at grade level standards independently
- 2 - working at grade level standards with accommodations
- 1 - working below grade level standards with accommodations

Report Card and Progress Reports

Reporting Period	Type of Report	Date Sent Home
1 st 4-1/2 weeks	Progress Report	9-14-09
1 st 9 week period	Report Card	10-19-09
2 nd 4-1/2 weeks	Progress Report	11-17-09
2 nd 9 week period	Report Card	1-07-10
3 rd 4-1/2 weeks	Progress Report	2-10-10
3 rd 9 week period	Report Card	3-23-10
4 th 4-1/2 weeks	Progress Report	4-29-10
4 th 9 week period	Report Card	5-28-10

GUIDANCE AND COUNSELING

Fayetteville Intermediate School has a full-time counselor to assist with the social and emotional needs of our children. The counselor is available for individual and small group sessions. The counselor also teaches classroom guidance lessons based on the individual needs of each classroom. The counselor works with students, parents, teachers, and administrators. They help make referrals to outside agencies if necessary and are members of the CARE and Student Support Teams. Please refer to the letter from our counselor at the front of this handbook.

ICE CREAM

Students may purchase ice cream in the cafeteria during the last ten minutes of their lunch period. If a student owes Cafeteria charges, s/he may not purchase ice cream on that day. Parents may consider purchasing ice cream for their child's class in lieu of sending in cupcakes to celebrate their child's birthday.

INSURANCE

Scholastic Accidental Insurance is available through the school. You have information regarding school insurance in your Parent Information Packet.

INTERNET USE POLICY

See information in the Fayette County Student Code of Conduct.

LEGAL NOTICES AND SCHOOL SAFETY

The Fayette County Board of Education does not discriminate on the basis of age, gender, race, color, creed, religion, national origin, or disabilities in educational programs, activities, or employment practices.

The following personnel coordinate the programs that address the above issues:

Section 504 and ADA Coordinator
Barbara Serapion
770-460-3990, ext. 253

IDEA Coordinator
Chris Horton
770-460-3990, ext. 260

Title IX Coordinator
Sam Sweat
770-460-3990, ext. 130

LOST AND FOUND

There is a lost and found box in the back lobby near the cafeteria. If your child is missing an article of clothing please look for it there. It is very important that you write

your child's name in all coats, jackets, sweater, caps, etc. that are worn to school. This helps us to easily return the lost article to its rightful owner. When the lost and found box "runneth over," we notify parents in our newsletter that any items still there by a specific date will be donated to charity.

MEDIA SERVICES

Students go to the media center as a class on a flexible schedule. In addition to this, students may be sent to the media center at various times to check out or return books, to browse or do research. The media staff is available to assist students and help them with their media needs. Children are responsible for all books they check out and must pay for any book they lose. Overdue notices are sent on a regular basis to help students be responsible for their books. Parents can visit the media center to assist their child in book check-out from 7:20-7:45 a.m. if desired.

Accelerated Reader (AR): Our school participates in the Accelerated Reader (AR) Program, which is designed to increase reading comprehension and encourage children to read. At the beginning of the year, each child's reading level is assessed using the Scholastic Reading Inventory. Students then check out books appropriate for their reading level. Each book is assigned a point value. When a student has finished reading the book, they take an AR test either in the classroom or media center without assistance. Various honors are given to students as they reach their personal AR goals thru points and/or percentages. **We urge parents to encourage their child to read or to read with their child on a nightly basis to support success in reading.**

OBSERVATIONS

Parents are welcome to visit their children's classrooms. We ask that all parents who are here for a classroom observation sign in at the front office and obtain a visitor's badge upon arrival at school. **All observations must be prearranged through the school principal or assistant principal and are limited to two adult observers at the same time.** Younger siblings are not allowed during the observation. Outside observers should respect the confidentiality of all students within the classroom setting; therefore, no personally identifiable information should be shared. A staff member may be assigned to accompany the observer during the observation. Observations should be limited to thirty minutes and should occur no more than one time during any school week. Observations for any other purpose than to address instructional needs of enrolled students are scheduled at the discretion of the school administration.

PARENT-TEACHER COMMUNICATIONS

Communications between parents and teachers are valuable in establishing a positive relationship focusing on student success. Communications can be in the form of notes, letters, telephone calls, emails and conferences. Parents are encouraged to schedule conferences with their child's teachers. It is recommended that parents have at least one scheduled face-to-face conference with their child's teacher. The counselor, support teachers, and administrators are also available for scheduled conferences by contacting the appropriate personnel. Parents should not expect teachers to conference about their child's progress during arrival time, lunch time, etc. with out an appointment. Please do not come to school to confer with the teacher unless you have a scheduled appointment. If you have a question for the teacher, please call the office and leave a message or email the teacher. We will see that the teacher receives the message, and your call will be returned.

PARENT VOLUNTEERS

We welcome volunteers to our school. Anyone (parent, volunteer, other visitor) visiting the school must report directly to the office and sign in and get a visitor's badge. You also must sign out when you leave. This policy is for the safety of our children. If you are not wearing a visitor's badge, you may be escorted to the office to pick one up. We welcome parental involvement and participation. School visits and volunteer work should be prearranged with the appropriate faculty member. We also ask that you not bring younger siblings when volunteering in the classroom or school, as often your attention must be given to them instead of the students in the class. Volunteers are always welcome in our media center.

PHYSICAL EDUCATION

Georgia law requires physical education (PE) instruction and participation as mandatory except for health reasons. A written note is required from a physician or parent explaining the nature of the illness or injury and stating specifically the length of time before normal participation can be resumed. The note needs to be presented to the PE instructor if the student is to have none or limited PE participation for more than one week. Appropriate shoes and clothing should be worn on the days when the children have PE classes.

PRIVATE PARTY INVITATIONS

Written invitations to social events outside the school should be mailed unless every child in the class or every member of the same gender in the class receives an invitation. This policy is in effect to ensure that no child's feelings are hurt because of being left out of a special activity.

PTO INFORMATION

There is one PTO for both Hood Avenue Primary and FIS so that our parents will not have to divide their efforts. This is also in keeping with the philosophy that the two schools work together for the benefit of all students.

The PTO Board is composed of the officers and the chairs of our various committees. The principals and assistant principals of each school also attend the board meetings. The board meetings occur monthly, and all parents are encouraged to attend. If you have any questions or would like to become involved, please feel free to contact a PTO officer through the school and they will return your call.

The PTO needs parent volunteers in various committees and endeavors. Please consider serving on one of our committees or as a room parent. Committees include, but are not limited to: Fall Fundraiser, Spring Fling, School Beautification, Hospitality, etc. If you cannot come to the school, there are also opportunities for you to do work at home or by making contributions. Volunteer sign-up sheets will be available at "Meet the Teacher" and Curriculum Nights.

Approximately once each month, parents may be asked to send in "goodies" to the staff as a way of saying, "We appreciate you and thanks for doing such a great job." Each classroom teacher needs a Room Parent who will coordinate parent volunteers, parties for the children, and any other tasks that will be of assistance. There is an orientation for the Room Parents soon after school starts.

PUBLICITY, PHOTOGRAPHS, LISTS, AND VIDEO TAPES

From time to time students are photographed or they may participate in activities which may be videotaped for school related news stories or broadcasts. These may be released to newspapers, radio or television, possibly citing the child's name for school publicity. If you would prefer that your child's picture and/or name not be published, please write a letter to that effect to the principal and to the child's teacher. Please refer to the Family Educational Rights and Privacy Act enclosed in the Fayette County Student Code of Conduct for additional information regarding release of directory information.

RAINBOWS

The Rainbows Program is for children who have experienced a significant loss in their life either through divorce, death, or other life-changing event. The children are divided into small groups and meet on a regular basis with their trained Rainbows Leader who is a staff member. If you feel your child would benefit from this program, please contact the counselor.

RECYCLING, INGLES, KROGER, AND PUBLIX CASH CARDS PROGRAMS

There is a paper recycling bin, for all types of paper and cardboard located behind the school building. Please save your paper and cardboard and place them in the bin. This sets a great example for your children. We also recycle used printer cartridges and old cell phones. Please send those in to school to our technology specialist. When you visit the local grocery stores, please use your cash commitment cards. All of the money earned from these programs goes directly back to the children in the form of supplies, computer equipment, books, etc. We also get a 5% credit on qualifying purchases for free school supplies from Office Depot. Our school ID# is 70025623. Please provide Office Depot with this number every time you shop. You can also designate 1% of your Target Visa and Guest Card purchases to be donated to Fayetteville Intermediate School. Please contact Target @ 1-800-316-6142 or target.com for more information.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

School closing due to inclement weather will be broadcast on WSB radio (750 AM), WSB TV, WXIA TV, and WFOX TV. Please tune to one of these if the weather is threatening.

SEXUAL HARASSMENT POLICY

The Fayette County School System has a policy against sexual harassment. If you have a concern in this area, please ask to see the system's policy manual located at school.

SPECIAL EDUCATION

Students with specific learning disabilities, intellectual disabilities, other health impairments, behavior disorders and/or speech language disabilities are provided services by a special education teacher. In order to be placed in a program, students must have been referred, evaluated, and staffed into the program through an Individualized Education Plan (IEP).

STANDARDIZED TESTING

Students are administered the following tests as required by the state of Georgia.

Date of Testing	Test	Grades
September 21-25	Iowa Tests of Basic Skills	Fourth grade
March 3	Writing Test	Fifth grade
April 14-20	CRCT	All grades

The assistant principal is the test coordinator in our school. Additional information about the specifics of these tests can be provided to parents upon request.

STUDENT BIRTHDAYS

Individual student's birthdays may be recognized during the school year by providing simple refreshments (cupcakes, cookies, etc.) during the class lunch. A simple alternative is to purchase an ice cream from our cafeteria for your child's class. Please contact the teacher ahead of time if you are planning to do this. Balloons, flowers, etc. *should not* be delivered to school to celebrate a student's birthday. See private party invitations for additional information.

STUDENT COMPLAINTS

In accordance with the policy of the Fayette County Board of Education adopted August 1988, it is the policy of Fayetteville Intermediate School that students shall have the right to present and resolve complaints related to matters affecting the student relationship at the lowest organizational level possible.

Our school encourages all students to resolve complaints informally in a spirit of trust where possible. This policy and procedure is available where such efforts do not succeed or, where for any other reason, the student desires to pursue this procedure.

- Step I - The student shall present the complaint to the teacher, staff member, counselor, or administrator with whom the student has the complaint.
- Step II - If the situation cannot be resolved, it is to be presented by the student (if against a teacher, counselor, or staff member) to the Assistant Principal.
- Step III - If the situation cannot be resolved by the Assistant Principal, it will be turned over to the Principal for final dispensation.

STUDENT/STAFF MEMBERS ADDRESSES AND PHONE NUMBERS

The office will not give out the phone number and/or address of any student, parent, or staff member. If it is imperative that you talk to this person, we will try to contact that person and then that person will contact you.

STUDENT SUPPORT PROCESS

Student academic and/or behavioral concerns are addressed through a four-tiered process that systematically develops and delivers instructional and behavioral interventions to struggling learners as well as extremely high-level learners. This process is known interchangeably as the Tier process, Pyramid of Interventions (PoI), or Response to Intervention (RtI). The essential components of the process include the following:

- providing scientific, research based instruction and interventions in the general education classroom;
- monitoring a student's progress in response to these changes in instruction and interventions; and
- using this information to shape instruction and make educational decisions.

Tier 1 is Standards-Based Classroom Teaching and Learning. It consists of high quality instructional and behavioral support that is provided for all students in general education. This includes implementing the Georgia Performance Standards (GPS) using research-based instructional practices, adjusting instruction to meet student needs, and monitoring student progress. Parents are notified of concerns related to their child's academic or behavioral struggles. If students still struggle or they need a more enriched curriculum, Tier 2 instruction is recommended.

Tier 2 is Student Success Team, Needs Based Teaching and Learning. Students receive more specialized interventions, remediation, acceleration, and enhancement within the general education setting. The "Success Team," comprised of interdisciplinary teachers, works collaboratively to formalize interventions in addition to Tier 1 instruction. Parent involvement in Tier 2 meetings is optional; however, the intervention plan is communicated to parents. The classroom teacher, remedial teachers, connection teachers, or others generally provide Tier 2 instruction in small groups. Monitoring of the student's progress is increased. Should the student continue to show lack of progress or failure to thrive academically and/or socially and need more specialized instruction, Tier 3 level instruction is considered.

Tier 3 is Student Support Team (SST) Driven Teaching and Learning. At this point the SST, which can include school-based interdisciplinary teachers, countywide specialists, and parents, reviews the student's progress and generally plans for more intensive and systematic instruction. Individualized assessments and evaluations are used to tailor interventions to the specific needs of a child. The interventions may be provided one-on-one, in small groups, or in classes. This instruction is more frequent and for longer periods of time. Progress monitoring is implemented more frequently to determine continued instructional interventions.

If, with all the interventions and intensive instruction provided, the data indicates the student still shows lack of appropriate academic or behavioral progress, a referral to Tier 4 is considered.

Tier 4 is Individually Designed Teaching and Learning. At this point, the student is referred for specialized programs through the Exceptional Children's department, formerly known as Special Education. Grade or subject-area acceleration may be considered, or students may require adapted content and instructional delivery while still having access to the general curriculum.

TEACHER QUALIFICATIONS

In compliance with the requirements of the No Child Left Behind statute, the Fayette County School District informs parents that they may request information about the professional qualifications of their child's teacher(s). Parents wishing to request the information should contact one of the school administrators.

The following information may be requested:

1. certification information;
2. college major/graduate certification or degree held by the teacher;
3. whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
4. qualifications of the paraprofessional, if paraprofessional services are provided.

THREATS AND HARASSMENT

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task that requires a strict, no-nonsense approach to any words or deeds that reflect the violence of our times. All Fayette County Schools will regard all written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property, as acts of malice and endangerment. The school's discipline action will be immediate and severe. Incidences may be reported to the police and/or the sheriff's department depending on the specific jurisdiction.

WEAPONS

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or Oriental dart, or any weapon of like kind.

Punishment: A fine of not more than \$5000; imprisonment for not more than five years. [O>C>G>A> 16-11-127.1]

House Bill 1100 amended this criminal code section which makes it a fine to possess a weapon at school and adds to the list of weapons prohibited: "any bat, club, or other bludgeon type weapon." The bill adds an exception to the law, stating that sports equipment brought for legitimate athletic purposes is not covered by the prohibition.

In order to comply with this weapons law, a child wanting to have a baseball bat for recess or physical education will not be allowed to bring it to school. However, a parent or guardian may deliver the baseball bat to the office and pick it up there after its use. There will be no baseball bats allowed on buses.