

# Parent & Student Handbook

## Quick Reference Guide



### Principal's Message

On behalf of the entire faculty and staff, welcome to Hartselle Intermediate School! It is our desire to work with your family to make this a very productive and enjoyable year.

This handbook is provided as a resource to answer common questions regarding procedures at HIS. Please use this with the *Hartselle City Schools' Code of Conduct* for handy reference. If you have questions that remain unanswered after reading this handbook, feel free to contact the school office. Open and clear communication between the school and home is an essential part of a successful year.

We welcome you to visit the school, have lunch, attend programs and meetings, and participate in other events as appropriate. We look forward to a wonderful year as we work together to provide your child a great education.

Gaylon Parker  
Principal

**Office hours are Mon-Fri 7:30 am – 3:30 pm**

**Phone: 256-773-6094**

**Fax: 256-773-3499**

[\*Hartselle City Schools' Code of Conduct\*](#)

[\*2017-18 HCS Calendar\*](#)

## **School Staff**

Parker, Gaylon - Principal

### **Sixth Grade Teachers**

Averitt, Cindy

Bennich, Dan

Blankenship, Vicki

Landers, Daphne

Mozley, Suzanne

Maynard, Teresa

Wagoner, Brittany

Warner, Amy

Yates, Pam

Harvel, Debra - Assistant Principal

### **Fifth Grade Teachers**

Bragwell, Jonathan

Crow, Wendy

Hogan, Susan

Iverson, Sarah

Hughes, Terry

Kelso, Michelle

McHan, Brooke

Roy, Penny

Stenson, Stacy

Tankersley, Brooke

### **Resource Teachers**

Bennich, Dan - Gifted Education

Hall, John - Adaptive PE

Hamilton, Allyson - Counselor

Harmon, Tristin - Special Education

Harrison, Sherry - Physical Education

Mead, Emily - Special Education

Parker, Charleston - Special Education

Rhodes, Julie - Library Media Specialist

Shifrin, Sarah - Chorus Director

Spangler, Kelley - Special Education

Vaughn, Jeff - Band Director

Wimberley, Chris - Physical Education

Wingenter, Karen - Art

### **Support Staff**

Mercier, Lindsay - Instructional Aide

Berry, Dana - Administrative Assistant

Boyer, Anna - Instructional Aide

Craig, Christine - School Nurse

Douglas, Holly - Child Nutrition

George, Amanda - Bookkeeper

Howard, Yvonne - Instructional Aide

Kelso, Jane - Child Nutrition

Kimbrell, Nathan - Custodian

Norwood, Kathy - Child Nutrition Manager

Terry, Sherry - Instructional Aide

Holmes, Felina - Custodian

Wilkins, Hope - Child Nutrition

Woodall, Kasey - Custodian

# **General Information**

## **School Day**

School begins at 7:55 A.M. and ends at 2:55 P.M. Students must not arrive before 7:15. At 7:15, the car drop-off door will be unlocked.

Students arriving between 7:15 A.M. and 7:35 A.M. report directly to the cafeteria. They have the option to eat breakfast or sit quietly. A bell will ring at 7:35 indicating it is time for students to go to their lockers and then go directly to homeroom. A warning bell will ring at 7:50 reminding students they have 5 minutes to be in homeroom. Students who arrive after 7:55 will be considered tardy.

In the afternoon, all students are dismissed at 2:55 P.M. Bus riders and walkers report to the cafeteria. Car riders report to their assigned areas at the stadium side of the school. Students must be picked up by 3:15 P.M.

No supervision is provided for students after 3:15 P.M. unless your student is enrolled in extended day. Failure to pick up your student by 3:15 P.M. may result in temporary placement in extended day, which will result in an \$8.00 fee.

## **Daily Schedule**

|               |   |
|---------------|---|
| 7:15          | Building opens - all students report to cafeteria |
| 7:35          | Students dismissed to homeroom.                   |
| 7:50          | Warning Bell (announcements, pledge)              |
| 7:55          | Tardy Bell  |
| 7:55 - 8:55   | 1 <sup>st</sup> period                            |
| 8:50 - 8:55   | 5th Grade Snack in Cafeteria                      |
| 8:55 – 9:55   | 2 <sup>nd</sup> period                            |
| 9:50 - 9:55   | 6th Grade Snack in Cafeteria                      |
| 9:55 – 10:55  | 3 <sup>rd</sup> period                            |
| 10:55 – 11:55 | 4 <sup>th</sup> period                            |
| 11:55 – 12:55 | 5 <sup>th</sup> period                            |
| 12:55 – 1:55  | 6 <sup>th</sup> period                            |
| 1:55 – 2:55   | 7 <sup>th</sup> period                            |
| 2:55          | Bus/Car rider bell                                |

Lunch A: 10:55 - 11:22

Lunch B: 11:26 - 11:53

Lunch C: 11:55 - 12:22

## Attendance

**Regular attendance is essential for a student's successful progress.**

Early check out from school interferes with learning. Please arrange appointments outside of school hours such as Virtual Days if at all possible.

All students' absences shall be designated unexcused until a written excuse is provided. Excused absences will be permitted for the following reasons: illness, legal requirements, emergencies approved by the principal, special circumstances with **prior** approval by the principal.

**Excuses will be turned into homeroom the day your child returns to school.**

**School Board Policies for attendance are enforced at Hartselle Intermediate School. *Please refer to School Board Policies for information on excused and unexcused absences and make-up work. This information is available at the Hartselle City Schools website.***

## Make-up Work

Students who are absent are required to make up work missed in each class. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Only in extreme cases of prolonged absences will more than one week be allowed for work to be made up.

Students with unexcused absences from school or unexcused absences from class (check-in or check-out) will be provided makeup work for 70 % of the earned score. *\*Please see page 6 of the Student's Code of Conduct for more information.*

## Dress Code

School Board Policy will be enforced regarding dress code. Students are expected to wear appropriate clothing that is not a disruption to the learning environment. Clothing shall not be too tight, too short, too loose, or expose the body in an inappropriate way. Additionally, clothing should not include offensive or disruptive advertisements or symbols. The principal or designee will use his/her discretion in determining a disruption to the learning environment. Homeroom teachers will monitor compliance of dress code. Repeat offenders of the dress code will face disciplinary actions.

## Cell Phone or Other Electronic Devices

Students may bring certain electronic devices to school. Students are responsible for securing cell phones and other personal electronic devices to ensure they are not lost or stolen. Cell phones and electronic devices must be kept in the lockers during school hours. Students may only use the cell phone with a teacher's permission and under the supervision of the teacher who granted permission. Hartselle Intermediate School is not responsible for lost, stolen, or damaged cell phones.

Occasionally, teachers may allow/encourage students to use personal electronic devices during the lesson. However, other than pre-approved permission from a teacher, electronic devices are not allowed to be used during the school day. This includes before school in the cafeteria, after school in the cafeteria, the car line, restroom and in the hallways.

## Planners

Students are expected to purchase and use a planner. Planners must be taken to each class daily to record homework and other important communications.

## Lockers

There is a usage fee for student lockers. Lockers remain the property of Hartselle City Schools and may be inspected at any time. Students are responsible for providing a combination lock for the locker. Students should never share their combination with other students. Students are not permitted to share lockers. If locker abuse is observed, the locker may be emptied and the students will forfeit use of the school lockers. No refund will be issued. It is the student's responsibility to keep the locker orderly and clean. Nothing should be placed on the inside or outside of the locker. Students will be responsible for any damage above and beyond normal usage.

## Student Behavior

Students are expected to show respect for teachers, other students, school policies, and school materials and equipment. The following behaviors are also expected from students:

**Hallway** - Students are expected to quietly walk in the hallways. No devices are to be used in the changing of classes. If a student is in the hallway during class time, the student is expected to have a signed planner or pass in their possession.

**Classroom** – Students are expected to come to class on time, with materials required for that class. This includes homework. **No food or gum** is to be consumed in the halls or classrooms. Food consumption is **only** allowed in the cafeteria.

**No book bags**, including **string book bags**, are allowed in the classroom unless specific permission is given by the teacher.

Students are allowed to leave the classroom only in the event of an emergency. Students must have a hall pass from the teacher before leaving the classroom.

Students needing to see the school nurse or school counselor **must** obtain a pass from the classroom teacher. Going to the counselor or nurse between classes, without a pass, is not allowed.

## Discipline

Teachers will utilize in class sanctions for **minor disciplinary infractions**. These sanctions may include missed break time, work assignments, lunch detention, or other appropriate sanctions. On the fourth referral to lunch detention, the student will be assigned ISS. The lunch detention count will reset after ISS is served. Each lunch detention referral will be stamped in the student planner.

Students with more than three referrals to ISS during a semester will also face more severe disciplinary action, including but not limited to out-of-school suspension.

Students with **more severe offenses** (recurring misbehavior, defiance, aggressive behavior, or other disciplinary problems as warranted by the school administration) will face appropriate disciplinary sanctions for that behavior. Classifications for disciplinary infractions are listed in the *HCS Student Code of Conduct*.

## **Student Incentives**

Students who demonstrate desirable behavior will be rewarded with incentives at various times throughout the year. These incentives include reward incentives (movies, shaved ice, class parties), field day, Winterfest, fun day, reward trips, and other supplemental activities. Students will be disqualified from receiving incentives for the following reasons each semester:

- Excessive office referrals for disciplinary reasons
- Any out of school suspension each semester

## **Before School Tutoring**

Tutoring will be held before school from 7:15-7:45. If your child needs help with a homework assignment or doesn't understand a concept being taught in class they can get extra support.

## **Change of Address/Phone Number**

It is important that parents notify the school immediately of any change in address or telephone numbers.

## **Custody of Students**

If there is a change concerning a child's custody or court orders, legal documents must be provided to the main office.

## **Snack**

Students will have a designated morning break at school. Students may purchase snacks at school or bring a snack from home.

## **Cafeteria**

The automated lunch accounting system enables parents to maintain funds in the student's lunch account. You may pay for lunch on our school's website.

Children who forget their lunch or have insufficient funds in their lunch account will call home for lunch or money. You should send money or make an online deposit for the following day. Any student owing more than \$5.00 must bring money to purchase a school lunch or bring a lunch from home.

Lunches from fast food restaurants in original wrappers, candy, or soft drinks are not permitted in the lunchroom.

Breakfast prices: Student - \$1.50, School Personnel - \$2.00, Visitors (adult or child) - \$2.25

Lunch Prices: Student - \$2.35, School Personnel - \$3.00, Visitors (adult or child) - \$3.25

## Health Room

The nurse will notify parents in the event that the child has a fever, is vomiting, has head lice, or is injured.

All medication (prescription and over-the-counter), must be in the original container and be accompanied by a signed statement from the parent/legal guardian with the following:

Prescription Medication:

- The school nurse must receive a parental authorization form for prescription medication.
- The form **MUST** be signed by the child's prescribing physician.

Non-Prescription Medication:

- Name of student
- Name of the medication with dosage and route (oral, topical, etc.)
- Frequency and time of administration

## School Fees

|                                     |       |
|-------------------------------------|-------|
| Locker Rental                       | 15.00 |
| Planner                             | 5.00  |
| Classroom Donation                  | 20.00 |
| Communication Fee                   | 5.00  |
| Art/Music (only art/music students) | 10.00 |
| Band Fee                            | 25.00 |
| H.I.S. T-shirt                      | 15.00 |



# 2018 - 2019 SCHOOL CALENDAR

| JULY 2018 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
| 1         | 2   | 3   | 4   | 5   | 6   | 7   |
| 8         | 9   | 10  | 11  | 12  | 13  | 14  |
| 15        | 16  | 17  | 18  | 19  | 20  | 21  |
| 22        | 23  | 24  | 25  | 26  | 27  | 28  |
| 29        | 30  | 31  |     |     |     |     |

| AUGUST 2018 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| SUN         | MON | TUE | WED | THU | FRI | SAT |
|             |     |     | 1   | 2   | 3   | 4   |
| 5           | 6   | 7   | 8   | 9   | 10  | 11  |
| 12          | 13  | 14  | 15  | 16  | 17  | 18  |
| 19          | 20  | 21  | 22  | 23  | 24  | 25  |
| 26          | 27  | 28  | 29  | 30  | 31  |     |

| SEPTEMBER 2018 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| SUN            | MON | TUE | WED | THU | FRI | SAT |
|                |     |     |     |     |     | 1   |
| 2              | 3   | 4   | 5   | 6   | 7   | 8   |
| 9              | 10  | 11  | 12  | 13  | 14  | 15  |
| 16             | 17  | 18  | 19  | 20  | 21  | 22  |
| 23/30          | 24  | 25  | 26  | 27  | 28  | 29  |

| OCTOBER 2018 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| SUN          | MON | TUE | WED | THU | FRI | SAT |
|              | 1   | 2   | 3   | 4   | 5   | 6   |
| 7            | 8   | 9   | 10  | 11  | 12  | 13  |
| 14           | 15  | 16  | 17  | 18  | 19  | 20  |
| 21           | 22  | 23  | 24  | 25  | 26  | 27  |
| 28           | 29  | 30  | 31  |     |     |     |

| NOVEMBER 2018 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN           | MON | TUE | WED | THU | FRI | SAT |
|               |     |     |     | 1   | 2   | 3   |
| 4             | 5   | 6   | 7   | 8   | 9   | 10  |
| 11            | 12  | 13  | 14  | 15  | 16  | 17  |
| 18            | 19  | 20  | 21  | 22  | 23  | 24  |
| 25            | 26  | 27  | 28  | 29  | 30  |     |

| DECEMBER 2018 |       |     |     |     |     |     |
|---------------|-------|-----|-----|-----|-----|-----|
| SUN           | MON   | TUE | WED | THU | FRI | SAT |
|               |       |     |     |     |     |     |
| 2             | 3     | 4   | 5   | 6   | 7   | 8   |
| 9             | 10    | 11  | 12  | 13  | 14  | 15  |
| 16            | 17    | 18  | 19  | 20  | 21  | 22  |
| 23/30         | 24/31 | 25  | 26  | 27  | 28  | 29  |

| JANUARY 2019 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| SUN          | MON | TUE | WED | THU | FRI | SAT |
|              |     | 1   | 2   | 3   | 4   | 5   |
| 6            | 7   | 8   | 9   | 10  | 11  | 12  |
| 13           | 14  | 15  | 16  | 17  | 18  | 19  |
| 20           | 21  | 22  | 23  | 24  | 25  | 26  |
| 27           | 28  | 29  | 30  | 31  |     |     |

| FEBRUARY 2019 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN           | MON | TUE | WED | THU | FRI | SAT |
|               |     |     |     |     | 1   | 2   |
| 3             | 4   | 5   | 6   | 7   | 8   | 9   |
| 10            | 11  | 12  | 13  | 14  | 15  | 16  |
| 17            | 18  | 19  | 20  | 21  | 22  | 23  |
| 24            | 25  | 26  | 27  | 28  |     |     |

| MARCH 2019 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| SUN        | MON | TUE | WED | THU | FRI | SAT |
|            |     |     |     |     | 1   | 2   |
| 3          | 4   | 5   | 6   | 7   | 8   | 9   |
| 10         | 11  | 12  | 13  | 14  | 15  | 16  |
| 17         | 18  | 19  | 20  | 21  | 22  | 23  |
| 24/31      | 25  | 26  | 27  | 28  | 29  | 30  |

| APRIL 2019 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| SUN        | MON | TUE | WED | THU | FRI | SAT |
|            | 1   | 2   | 3   | 4   | 5   | 6   |
| 7          | 8   | 9   | 10  | 11  | 12  | 13  |
| 14         | 15  | 16  | 17  | 18  | 19  | 20  |
| 21         | 22  | 23  | 24  | 25  | 26  | 27  |
| 28         | 29  | 30  |     |     |     |     |

| MAY 2019 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| SUN      | MON | TUE | WED | THU | FRI | SAT |
|          |     | 1   | 2   | 3   | 4   |     |
| 5        | 6   | 7   | 8   | 9   | 10  | 11  |
| 12       | 13  | 14  | 15  | 16  | 17  | 18  |
| 19       | 20  | 21  | 22  | 23  | 24  | 25  |
| 26       | 27  | 28  | 29  | 30  | 31  |     |

| JUNE 2019 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
|           |     |     |     |     | 1   |     |
| 2         | 3   | 4   | 5   | 6   | 7   | 8   |
| 9         | 10  | 11  | 12  | 13  | 14  | 15  |
| 16        | 17  | 18  | 19  | 20  | 21  | 22  |
| 23/30     | 24  | 25  | 26  | 27  | 28  | 29  |

## JULY 2018

Fridays All Schools Closed  
4-5 ----- All Schools Closed

## AUGUST 2018

1 -----Teacher PF Flex Day  
2 -----Institute  
3 -----Teacher PD Day  
6 -----Teacher Work Day  
7 -----First Day for Students

## SEPTEMBER 2018

3 -----Labor Day (Closed)  
4 -----Virtual Day (Closed for Students)

## OCTOBER 2018

8-9 -----Fall Break (Closed)  
12 -----End of 1<sup>st</sup> 9 Weeks  
18 -----Report Cards Issued  
31 -----Virtual Day (Closed for Students)

## NOVEMBER 2018

12----- Veterans Day  
19-23 ---- Thanksgiving Break (Closed)

## DECEMBER 2018

20-----End of 2<sup>nd</sup> 9 Weeks  
20----- Early Release Day

## JANUARY 2019

3----- Teacher PD Flex Day  
4----- Teacher Work Day  
7----- First Day for Students  
10----- Report Cards Issued  
21----- MLK Day

## FEBRUARY 2019

18----- Presidents Day (Closed - Weather)

## MARCH 2019

8-----End of 3<sup>rd</sup> 9 Weeks  
14-----Report Cards Issued  
18-22----Spring Break

## APRIL 2019

19-----Good Friday (Closed - Weather)

## MAY 2019

20-----Graduation  
23-----Early Dismissal  
24-----Teacher Workday

Yellow -----First Day for Students  
Grey -----Early Release Day  
Red -----Schools Closed  
Pink -----PD Flex Day  
Blue -----Teacher Workday  
Purple -----Weather Day  
Green -----Virtual Day

