

# *Student Handbook*

*Calera Intermediate School*

*2017-2018*

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## **WELCOME**

Welcome to Calera Intermediate School! **We are looking forward to an exciting and successful year.**

**VISION STATEMENT:** Together we inspire, empower, and educate

**MISSION STATEMENT:** Calera Intermediate School commits itself to provide learning experiences which promote the development of each child within a safe, secure learning environment while preparing them for future academic endeavors.

## **SCHOOL RULES**

Students are expected to follow four basic rules:

- Respect Adults
- Respect Your Peers
- Respect Our School
- Respect Yourself

## **SCHOOL OPENING AND CLOSING**

The school building opens each day at 7:15 a.m. and is locked at 3:30 p.m. unless there are activities that require a student to stay later. Due to lack of supervision, **students are not allowed in the building prior to 7:15 a.m.**

## **SCHOOL DAY**

The school day will begin at **7:50 a.m.** and end at **2:50 p.m.** each day.

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## **TRANSPORTATION**

**\*Due to safety concerns, students will not be allowed to walk to and from school.**

### **CAR RIDERS:**

Car riders load and unload in the **back parking lot** and enter through the door attached to the awning. Students arriving to school later than 7:50 should enter the front door and be checked in by a parent. **Students are not allowed to cross Highway 25 or Highway 31 to be picked up as a car rider under any circumstances.** Students should not be dropped off before 7:15 a.m. and should be picked up by 3:15 p.m.

### **BUS RIDERS:**

Bus service is available for all students. Students must ride the bus they are assigned based on their address. Some bus routes have changed, so if you have questions please call the office at 682-6500.

### **TRANSPORTATION CHANGES**

Any transportation changes must be provided in writing and approved by the front office. If a student is going home with another student, a note must be provided by both students to the office and approved by the administration. Students may not ride the bus to a friend's house. (Phone calls, emails, and faxes are **not** allowed for transportation changes.)

### **BUS DISCIPLINE**

The sole purpose of a school bus is to transport students safely to and from school. The school bus is considered to be an extension of the classroom and all SCBOE rules apply. Our goal is to ensure that all students who ride the school bus exhibit good behavior while on the bus. In the event the bus driver deems it necessary to issue a disciplinary notice, an administrator will take appropriate action. The guidelines outlined by the code of conduct will apply when handling bus discipline issues.

### **STUDENTS ON CAMPUS AFTER HOURS**

For safety, supervision, and liability purposes, students are not allowed to be on campus after school hours in activities such as skateboarding, in-line skating, riding bicycles, motorcycles, ATV's, and etc. Students on campus after school hours participating in unauthorized activities will be reported to Calera police department. Students will be subject to trespassing charges for repeated offenses.

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### **ATTENDANCE**

It is vital that your child be in school on a regular basis to successfully complete the required classroom work. A child should be in school everyday that he/she is physically able. **Students who are absent should bring a written explanation of their absence from the parent or guardian within three days of the student returning from an absence.** The school will not accept an excuse after three days of the absence. All notes are to be given to the office. It is the parent's responsibility to request assignments from the teachers of classes missed during the absence. Arrangements for make-up work must be made within three days of the student returning to school from an excused absence. This is in accordance with the Shelby County Attendance and Policy Regulations.

**When a student has accumulated more than 12 absences during the school year, the student is subject to being retained in the same grade the succeeding year. Absences beyond 12 must be documented with a doctor's or court excuse or permission from the principal. Any student in grades K-5 who has 8 unexcused absences out of a total of 12 absences may be retained due to excessive absences. Attendance letters will be mailed to parents of students in grades K-5 after the 2<sup>nd</sup>, 5<sup>th</sup>, and 10<sup>th</sup> absence not documented by an parent's note, court, doctor, or principal's permission during the school year.**

### **TARDIES**

Tardies to school are monitored by semester. Students arriving after 7:50 a.m. must be signed in by their parent in the front office. A note sent from the parent is **not** sufficient documentation for a check-in. Excessive check-ins and check-outs may be summoned to the Early Warning Court Program. **Tardies to school and unexcused check-ins/check-outs should not exceed 2 per month.**

### **CHECK-IN/CHECK-OUT**

Students must be checked out only by a parent/guardian or persons authorized by the parent/guardian. Please note the SCBOE policy in the Student Code of Conduct states that notes, faxes, e-mails, and telephone calls will not be accepted as documentation for students needing to be checked out of school. A student checking out before 11:30 or checking in after 11:30 will be counted absent for the whole day. Students checked out for a doctor's appointment will need to bring a written doctor's excuse. **A student must be present at least half of the day in order to participate in all extra-curricular activities and events.**

### **MAKE-UP WORK**

Students with excused absences will be allowed to make-up missed assignments. Arrangements for make-up work must be made within three days of the student returning to school from an excused absence. **This does not mean that the student has three days for every day they were absent.** If a student is absent three or more days in a row, the parent can request make-up work to be sent home for the student. The parent will need to contact the receptionist by 10:00 a.m. and request the work be sent to the office for pick-up the following morning after

8:15 a.m. When a parent requests make-up work for their child to complete at home during an absence, those assignments are due when the student returns to school. The teacher will determine the due date for extremely long absences.

### **BOOKBAGS**

Due to safety concerns, students are not allowed to have rolling book bags without a doctor's note. Students are also not allowed to keep sport bags with them during the instructional day.

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### **BREAKFAST AND LUNCH PROGRAM**

Breakfast is served from 7:15-7:40 a.m.  
Student breakfast cost is \$1.25 and lunch is \$2.00. Reduced breakfast price is \$ .30 and lunch \$ .40 per day. Extra items are priced at *a la carte* prices.

Money can be placed in a student's lunch account, payable with check or cash. Students should learn their cafeteria account number as soon as possible. Please be sure to check with your child to ensure that they have adequate funds to purchase their meals. **Students are not allowed to charge a meal.** Deposits in a student's account may be made with cash or check. Please make checks payable to CalS and include the child's name, lunch account number, and a phone number. Parents can also add money to their child's lunch account by going to: [http://www.shelbyed.k12.al.us/cnp/doclibrary/15-16\\_MLMFlyer.pdf](http://www.shelbyed.k12.al.us/cnp/doclibrary/15-16_MLMFlyer.pdf)

Free lunch applications are available in the school office. Parents desiring to participate in the free or reduced lunch program must complete a Free/Reduced Lunch Application and return it to the school as soon as possible.

### **LUNCH SCHEDULE**

Lunch will be served between 10:45-12:18. Check with your child's teacher for the exact lunch time for your child. For the safety of our students, all lunch visitors must be listed on your child's Student Checkout Information Form.

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### **NEXCHECK**

Your check is welcome. The Shelby County School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Shelby County School System has contracted with Nexcheck, LLC, for collection of returned checks. Checks should be written on a commercially printed check with your name, address and contact telephone number. When a person writes a check to the school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account. If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P. O. Box 19688, Birmingham AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800-639-2435) using a credit card, debit card or electronic check.

In the event that Nexcheck cannot proceed with the recovery process of funds, the check writer will receive written notification to pay Calera Intermediate School with cash or money order. Calera Intermediate School

reserves the right to discontinue accepting checks from an individual in the event that multiple checks are returned during a school year. In this case, the check writer will receive written notification that cash or money order will be the only forms of payment accepted.

### **DRESS CODE**

Students are expected to be neat, clean, and fully clothed at all times. Teachers and administrators will refer students to parents when clothing, jewelry, or grooming is questionable or inappropriate. Students who have questionable or inappropriate dress will not be allowed to attend class. Please refer to the Shelby County Student Code of Conduct for a minimum guide to acceptable dress for students.

**Tennis shoes are required to be worn during physical education class.**

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### **MEDICATION POLICY**

All medications, whether prescription or over-the-counter, **MUST** be turned in to the school nurse by the student's parent, guardian, or other responsible adult. **Medications may not be transported on the school bus** (except emergency medications). **No student will be permitted to carry or possess any type of medication on his/her person at any time** (except inhalers or emergency medications).

- Medications cannot be transported on the bus
- No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the-Counter, on his/her person at any time (except inhalers)
  - The parent/guardian must sign a School Medication Physician/Prescriber/Parent Authorization Form (Form A) before any medication, Prescription or Over-the-Counter, can be administered at school
  - Prescription or Over-the-Counter medications given 2 weeks or less will require the parent/guardian signature only on the medication authorization form (Form A)
  - Parent/Guardian authorization for Over-the-Counter medications is valid for 2 weeks only. Parent has the option of submitting a new form every 2 weeks. If a parent wants the OTC authorization to be valid for the entire school year, then a physician/prescriber must sign the medication authorization form (Form A) also
  - Any Prescription medication will require the physician/prescriber signature on the authorization form (Form A) as well as the parent/guardian signature
  - If the Prescription medication order is changed during the school year, a new authorization form (Form A) is required. Both physician/prescriber and parent/guardian must sign the form
  - For Prescription medications, a current pharmacy labeled container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate
  - For Over-the-Counter medications, an un-expired original container is required and all manufacturers' labeling must be clearly legible. The student's name must be written on the container. All Over-the-Counter medication must be supplied by the parent/guardian. The school will not supply any medications to staff or students.
  - All unused medications not picked up by parents/guardians by June 15<sup>th</sup> will be discarded according to policy guidelines

### **MEDIA SERVICES**

The library is open daily for checking out books, studying, and completing research. All books, with the exception of certain reference and reserve books, may be checked out. Each student is responsible for the careful use and prompt return of library materials. Students will need to request permission from the media specialist before printing. The cost of printing is \$ .10 per page.

## **MESSAGES/DELIVERIES**

Students will be given a message only in an emergency. Please do not call the school to change the mode of transportation for your child. Please send a note to the school with your child if you plan on changing the mode of transportation for that day. Phone calls for change of transportation will only be allowed in extreme emergency situations and with the approval of an administrator. **No deliveries** to students will be allowed, such as flowers, balloons, etc.

## **CLASS CELEBRATIONS**

All grades are allowed scheduled class celebrations on holidays. Please do not bring refreshments or favors to school for unscheduled events such as a student's birthday, teacher's birthday, etc. without prior approval of the teacher and principal. The academic day is our first priority and we encourage the proper use of instructional time.

## **CONFERENCES**

Parents may request a conference with a teacher through the office at 205-682-6500 or by emailing the teacher. Conferences should be scheduled in advance. Teachers will hold conferences during their planning period, before school, or after school. Instructional time will not be interrupted for this purpose.

## **FIELD TRIPS**

Occasionally, field trips will be arranged to supplement and enrich the instructional program of the school. Parents will be informed of the time, place, purpose, cost, and special arrangements for such trips. Field trip permission forms and money should be turned in by the prearranged deadline date so final arrangements can be made. Students must have written permission from parent/guardian to attend a field trip. All school rules and bus rules are in effect during field trips. **When needed**, parents may serve as chaperones on field trips, but no siblings are allowed to attend.

## **GRADE REPORTING**

Grading standards in subject areas are established by the Shelby County Board of Education. Nine-week grades will be assigned from tests, classwork, projects, and other sources identified by teachers. Report cards to parents will be sent home after the end of each nine-weeks. All students will bring home weekly folders that include graded papers.

## **HEAD LICE**

Symptoms of head lice are irritation and itching of the scalp. If a student has the presence of light gray insects and nits (eggs) in the hair, the student will need to stay at home until effective treatment of the scalp, skin, and clothing is performed. Re-shampooing is recommended in seven to ten days with some products. **Please alert the school office if you suspect your child has head lice.** This information will be kept confidential. However, it will allow the school to take appropriate action to eliminate the problem. A thorough effort must be made to remove nits from the hair before a student can be returned to school. The medical profession suggests that 3 days is the maximum amount of time needed to free a child from lice.

## **TEXTBOOKS**

Textbooks are furnished by the state and are issued at the beginning of the year. Parental permission is required before the books are issued. Students are responsible for the upkeep of textbooks, and periodic book checks will be completed each nine weeks.

## **SUPPLIES**

The parent must provide supplies needed at school other than textbooks. These supplies include paper, pencils, notebooks, and other supplies as designated by each grade level. Students should be prepared daily with textbooks and supplies.

#### **SNACK/RECESS**

Teachers will designate a snack and recess time during the school day. Healthy options for snacks are encouraged. Please avoid bringing colas, candy, or other sugary foods for snacks.

#### **PERSONAL COMMUNICATION DEVICES**

The school does not assume responsibility for theft, loss, or damage to any electronic devices, cell phones, iPads, etc. that are brought to school. Cell phones are to be stored in lockers or bookbags during the instructional day. The use of any of these devices is only allowed with the permission of the supervising teacher.

#### **NUISANCE ITEMS**

Any item that disrupts the school program is not allowed. Nuisance items will be confiscated and turned in to the office. CalS is not responsible for nuisance items that are lost, stolen, or damaged. A parent must pick up a nuisance item by the last day of school or it will be discarded. Nuisance items may include radios, MP3 Players, Walkman, Game Boys, trading cards, playing cards, CD players, posters, toys, etc. Students will not be allowed to bring skateboards to school. Consequences for possession of nuisance items will apply.

#### **DISCIPLINE**

Discipline policies will adhere to the Shelby County Code of Conduct. Students will be dealt with firmly, fairly, and consistently.

#### **AFTER-SCHOOL CARE**

After-school care is provided Monday-Friday from 3:00-6:00 p.m. Various activities are provided including homework assistance, craft projects, games and play time. For more information call the office at 205-682-5958.

#### **INOW**

INOW Home is a tool for parents to access their child's attendance and tardies through the internet. This site is a secure website located off-campus, and your child's name will NOT appear anywhere on the page. Please see the school registrar concerning information and enrollment.

#### **PARENT-TEACHER ORGANIZATION**

Your active participation in PTO is strongly encouraged and appreciated. PTO is an important component to the total school support system. Please show your support by joining.

#### **PARENT VOLUNTEERS**

We encourage the participation of parents as volunteers in our school. PTO sponsors a volunteer day each month to help teachers with specific needs. Volunteering at other times needs to be coordinated with your child's teacher and should not interrupt the instructional day.