

# Calera Intermediate School

## PARENT/ STUDENT HANDBOOK 2018–2019

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# **PTO Officers 2018-2019**

President: Adrienne Smith

Vice-President: Allison Carmichael

Secretary: Amber Card

Treasurer: LaTonya Brown

Co-Volunteer Coordinator, Philanthropy/Programs Coordinator:  
Antasha Montgomery & Patrice Kelly

The purpose of the PTO is to support the mission and vision of Calera Intermediate. Its work includes, but is not limited to, volunteer recruitment, fund development, and fostering relationships among school, parents, teachers, and community.

We would love to have you volunteer!

## **PARENT GUIDELINES**

- All students will walk into the building to their classrooms without parent assistance after the first day of school.
- Please refrain from unannounced classroom visits. If you need to talk to your child's teacher, please schedule a conference in advance.
- All visitors must sign in at the front office and receive a visitor's sticker and permission before going anywhere in the building.
- Please pick up and drop off your child at the appropriate, designated area.
- Parent volunteers and helpers must be approved by the classroom teacher in advance.
- Parent volunteers are asked to follow the school dress code.
- Preschoolers and students not enrolled in CalS are not allowed to attend school parties, field trips, and volunteer activities.
- If your child is absent for two or more days, please notify the school to make arrangements for picking up make-up work. Remember to allow adequate time for the classroom teacher to gather the work. Make-up work will not be faxed.

- If you have a problem or concern: first, discuss concerns with the teacher, and second, if necessary, conference with the principal or assistant principal.
- Students must ride and return to school with the entire class on field trips. Exceptions must be approved by the principal prior to the field trip. No siblings or guests (regardless of age) will be allowed to accompany classes on field trips.
- Parents may not join field trips at the designated field trip site. You must be a chaperone to participate in field trip activities.

## SCHOOL DAY SCHEDULE

The school day is 7:50 a.m. – 2:50 p.m. Because school begins promptly at 7:50 a.m., it is essential that all students report to school no later than 7:25 a.m. if they plan to eat breakfast. Instruction starts at 7:50 a.m. If students report to school after 7:50 a.m., parents **must** accompany them to the school office for a tardy slip before they can be admitted to class. Students who arrive after 11:30 a.m. or who check out prior to 11:30 a.m. will be counted absent.

## ATTENDANCE

Children must be in school every day that they are physically able to achieve academic success. The following are the Shelby County School System Attendance Policy Regulations:

- Students who are absent must bring a written explanation of the absence from the parent or guardian within three days of returning to school, regardless of the reason for the absence.
- Absences for reasons other than illness may be considered excused at the principal’s discretion. A “Parent Request for Excused Absence” form will be available in the Shelby County Code of Conduct and must be submitted before the absence.
- While a parent’s note stating the student was ill is acceptable for the purpose of make-up work, only those absences with a

doctor's excuse, a court subpoena, or principal's approval will be counted as excused absences.

- CalS will comply with the Shelby County Attendance Policy Regulations by sending letters to students having 5 unexcused absences. An Early Warning Court referral will be completed when a student accumulates 8 unexcused absences. A conference with administration will be requested at this time. A pattern of tardies may result in a referral to Early Warning Court.

Any student absent for whom a written excuse is not on file at the student's school is considered to be truant.

**\*Please refer to the Shelby County Code of Conduct for specific procedures.**

## **EARLY DISMISSAL**

Parents desiring to check out students during the school day for doctor/dentist or other valid reasons are to come to the office and sign the child out of school. Parents are asked not to check students out of school after 2:30 p.m. See the principal if you have questions regarding the above request. Should a parent send another person to pick up his/her child(ren), written authorization from the parent is required. Those persons must be listed on the child's enrollment card. **Any changes in dismissal procedures for children must be in writing. Telephone calls will not be accepted.**

## **EMERGENCY SCHOOL CLOSING**

When inclement weather occurs **before** regular school opening, county administrators will decide if the school will open or remain closed and announced the decision on area radio and television stations.

If inclement weather or other emergencies occur **during** the school day, county administrators will decide if schools will remain open for the remainder of the school day. If schools close early, area radio and television stations will air the decision. CalS will send a message via ListServ, Blackboard, and Facebook regarding the closing of school.

**\*Please sign-up for ListServ Message Service and Blackboard**

## **AFTER SCHOOL CARE PROGRAM**

The After School Care Program operates from 3:00 p.m. – 6:00 p.m. each day. Registration forms are available in the school office. For more information, contact the front office (682-6500) or the After School Care Program (682-6426).

## **BREAKFAST AND LUNCH**

CalS has an outstanding breakfast and lunch program. Meals are of high quality and meet strict federal and state guidelines.

School lunches are \$2.25 per day. Children will be given notice when their balance is \$3.00. Breakfast is \$1.50 per day; served from 7:15 a.m.–7:40 a.m. The cafeteria does not offer loans for lunch and breakfast. 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. Deposits may also be made through your MySchoolBucks account at [www.MySchoolBucks.com](http://www.MySchoolBucks.com)

Free/reduced lunch applications are available to all students. Parents are encouraged to participate in the Free/reduced lunch and breakfast program by completing a lunch application and returning it to the school (this is a confidential program). Please apply!

Parents are welcome to eat breakfast and/or lunch with their children. Please remember to sign in at the office.

## **STUDENTS WITHDRAWING FROM CAIS**

Parents withdrawing students from CalS are to formally inform the school of the withdrawal and receive a Notice of Transfer Form from the office at least one day prior to withdrawal. This form contains important information that assists the new school in facilitating proper grade placement. Before withdrawing from school, students must return all textbooks and library books. Teachers will check off and sign the final withdrawal form if all textbooks and library books have been returned.

## **SHELBY COUNTY DRESS CODE**

Students are required to be neat, clean, and fully clothed at all times at school. Students who have questionable or inappropriate dress will call their parents to bring appropriate clothing and will not be allowed to attend class until they change. Tennis shoes are required during PE. Please refer to the Shelby County Code of Conduct for a minimum guide to acceptable dress for students.

## **DISCIPLINE**

When a student fails to follow school rules and parents have been contacted by the classroom teacher or bus driver, the student will be referred to the office. Students will be dealt with in a firm, fair, and consistent manner.

\*Please refer to the Shelby County Code of Conduct for a minimum guide to appropriate discipline.

## **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 (lost, stolen, or confiscated). A parent or guardian must pick up the item from the school office. Nuisance items may include radios, MP3 players, video games, trading cards, toys, etc.

## **HEALTH ROOM/MEDICATION PROCEDURES**

CalS faculty and staff consider the health and safety of students to be a vital concern. The CalS nurse coordinates the health program. Parents are encouraged to keep children at home if they are not feeling well or have a temperature of at least 100.4. If a child becomes ill at school, a parent will be contacted and will be responsible for taking the child home. For this reason, it is extremely important that the school have on file the home and business telephone numbers of both parents and an emergency name and phone number in the event parents cannot be reached.

All medicine to be administered at school should be brought to the nurse by the parent with specific instructions. Classroom teachers will not dispense any medicine. Please refer to the Shelby County Code of Conduct for specific medication procedures.

## **CELEBRATIONS**

Christmas, Valentine’s Day, and End-of-the-Year celebrations are allowed. Siblings are not allowed to attend class celebrations. Celebrations will be held under the direction of the classroom teacher and the room moms, and the dates must have the prior approval of the principal. Student gifts (flowers, balloons, etc.) are not to be sent to the school.

## **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. We will also conduct student led conferences during the year. This is a time that your child will be able to share their personal and academic goals.

## **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.

## **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 bookbags during the instructional day. The use of any of these devices is only allowed with the permission of the supervising teacher through our BYOD (Bring your Own Device) Policy.

## **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 bus shop at 682-7130.

## **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. Phone calls, emails, and faxes are **not** allowed for transportation changes.



## **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.

Calera Intermediate School reserves the right to discontinue accepting checks from an individual in the event of multiple checks being returned during a school year, or in the event that Nexcheck cannot proceed with the recovery process of funds for an insufficient check. In both cases, the check writer will receive written notification that cash or money order will be the only forms of payment accepted.

# FACULTY/STAFF

## Administrative and Office Staff

Haley Franks, Principal  
Tina Evans, Assistant Principal  
Mary Rountee, Administrative Assistant  
Christy McGehee, Bookkeeper  
Jennifer Hebson, Attendance Clerk/Registrar  
Denise Lewis, School Secretary  
Lori Martin & Lindsay Barrett, Counselors

## Third Grade Teachers

Pam Anderson  
Stevey Beardin  
Hollie Brown  
Joni Colmer  
Toni Connell  
Wendy Cremer  
Tara Ellis  
Peyton Fields  
Brianna Gilliland  
Casidy McNish  
Sarah Patrick

## Fourth Grade Teachers

Bynum Albritton  
Ebony Besteda  
Allison Brewer  
Krysten Gunn  
Katie Mellott  
Mary Jayne Reed  
Adelene Symons  
Brooke Veazey  
John White  
Tanya Wilson  
Tammy Woodham

## Fifth Grade Teachers

Bryanna Bailey  
Carrie Baker  
Leslie Blankenship  
Holly Dobbs  
Stephanie Dunaway  
Emily Fields  
Lacey Marcus  
Cynthia Monroe  
Holly Oravet  
Samantha Pierce  
Amber Thomas

## ESL

Maggie Bell  
Anne Betbeze

## Art

Melissa Jarvis

## Media Specialist

Shannon Sisco

## Music

Jamie Howell

### **Special Education**

Kristy Bender  
Andrea Bennett  
Cloe Jones  
Kailey Jones  
Sarah Lutz  
Jillann Taquino

### **Gifted Education**

Lindsay Irvin  
Debra Owsley

### **Physical Education**

Tyler Rollin  
Matt Smith

### **Math Coach**

Amanda Harrison

### **Nurse**

Robyn Minton

### **Instructional Aides**

Jordan Brooks  
Joann Chandler  
Caleb Crowe  
Mike Dunn  
Amanda Glass  
Jennifer Hernandez  
Stephanie Honeycutt  
Connie McDonald  
Jennifer Miller  
Kawana Thomas  
Danielle Williams

### **Cafeteria**

Larue Adams, Manager  
Regina Barrett, Asst. Manager  
Ashley Buie  
Debbie Cost  
Valerie Lemley  
Alesher Wooley

### **Maintenance Technician**

Ben Frederick

### **Custodial Staff**

Suzanne Gottier  
Jackie Higgins  
Chris Rawls

### **Bus Drivers**

Renea Bice 16-08  
Elenna Burke 13-60  
Debra Burnett 16-03  
Delta Fenley 08-34  
Shella Herring 01-15  
Leigh Langley 18-12  
Frank Owen 01-22  
Tiffany Thomas 18-27  
Amanda Tucker 08-19  
Leisa White 09-64  
Chris Wilson 18-10  
Jeannine Wyatt 08-34

# **SHELBY COUNTY SCHOOLS TITLE I NOTICE TO PARENTS**

Parents of students in a Title I school have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Alabama State Department of Education decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major, whether that teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or paraprofessionals provide services to your child and, if they do, their qualifications.

## **Calera Intermediate School Title I Parental Involvement Policy**

### **I. Policy Involvement**

- The school shall hold an annual meeting for all parents of participating children to inform them of their school's participation and to explain its requirements and their right to be involved.
- The school shall offer a flexible number of meetings and may provide transportation, childcare, home visits, translation services, etc.

- The school shall involve parents in the planning, review, and improvement of the parental involvement program including the school Parental Involvement Policy, School/Parent Compact, Title I Plan, and School Improvement Plan.
- The school shall provide parents with timely information about programs, as well as allowing time for school staff to respond to parents' recommendations.
- The school shall provide school performance profiles that show school progress toward meeting the state's challenging performance standards and provide individual student results and interpretation of results to parents.
- The school shall explain to parents the curriculum, the ways their child's progress is measured, and the achievement levels that students are expected to meet.
- The school shall provide opportunities for regular meetings to make suggestions, share experiences with other parents and participate, as appropriate, in decisions relating to the education of their children.

## II. Share Responsibilities for High Student Performance

- Each school receiving Title I services shall develop a school-parent compact that outlines how parents, the entire school staff, and the students will share the responsibility for improved student achievement.
- The school has the responsibility to teach all children and to include parents in reinforcing the high quality of instruction that will help students meet high performance standards.
- The school should address the importance of communication between teachers and parents on an ongoing basis.
- The school should provide training for parent volunteers and match parent skills to the needs of the school.
- Parents will be responsible for supporting their child's learning by reading and being accountable for system and school procedures and rules.
- Parents are encouraged to provide input for planning student instruction, to serve on committees and to be active in PTO.

- Parents are responsible for providing pertinent information to teachers which will affect their child's learning.
- Parents will provide information to the teacher concerning their child's community/home activities.

### III. Building Capacity for Involvement

- Each school shall help parents understand how to monitor progress while participating in their child's education, and how to work with educators toward their child's improved performance.
- Each school shall provide materials and facilities to train parents, teachers, pupil services personnel, principals, and staff to work with each other and work with parents as equal partners.
- Each school shall educate teachers, pupil services personnel, principals, and staff with assistance from parents, on how to reach out to, communicate with, and work with parents as equal partners.
- Each school shall develop appropriate roles for community – based organizations and businesses while encouraging partnerships between schools and businesses.
- Each school shall conduct other activities, as appropriate and feasible, such as parent resource centers.
- Each school shall ensure, to the extent possible, that information sent home is in a language and form parents can understand

*Any procedures not covered in this plan are included in the Shelby County Code of Conduct and Attendance Handbook developed by the Shelby County Board of Education.*

## **CAIS CONTACT INFORMATION:**

8454 Highway 31 South  
Calera, AL 35040  
205-682-6500

Facebook: Like and follow “Calera Intermediate School”

Website: <http://www.shelbyed.k12.al.us/schools/cais/index.htm>

## **SCHOOL BOARD MEMBERS**

Aubrey Miller, President  
Peg Hill, Vice President  
Jimmy Bice  
David Bobo  
Jane Hampton

## **SUPERINTENDENT**

Randy Fuller  
Dr. Lewis Brooks (beginning January, 2019)

\*The information in this handbook is not intended to conflict with Shelby County Board of Education’s policies and procedures. Those policies supersede the information in this booklet.