

Calera Intermediate School

PARENT/ STUDENT HANDBOOK 2022–2023

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PTO Officers 2022-2023

**elections to be held in the fall of 2022*

President: Cheri Palmer

Vice-President: VACANT

Secretary: VACANT

Treasurer: VACANT

Volunteer/Communications Coordinator: VACANT

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 3 unexcused absences. A conference with administration will be requested at this time. An Early Warning Court referral will be completed when a student accumulates **5 unexcused absences**. 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 announce 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, LUNCH, & SNACK

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

Students: Breakfast \$1.75, Lunch \$2.50

Visitors: Breakfast \$3.50, Lunch \$4.50

Breakfast is 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. We continue to ask parents to complete a meal benefit application so that they may potentially receive other need-based assistance benefits, such as P-EBT. 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 are allowed to bring a snack from home. We do not allow students to bring anything other than water to drink. They may bring a refillable water bottle to refill throughout the day.

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.

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, smart watches, iPads, etc. that are brought to school. These items 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. Please refer to the Shelby County Code of Conduct for more information concerning cell phone use.

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.

CHECKREDI:

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 Checkredi, 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, Checkredi will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Checkredi.

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 Checkredi 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
Holly Laney, Assistant Principal
ChristyMcGehee, Bookkeeper
Jennifer Hebson, Attendance Clerk/Registrar
Denise Lewis, School Secretary
Lori Martin & Benjamin Graham, Counselors

Third Grade Teachers

Pam Anderson
Jody Brown
Charity Conn
Wendy Cremer
Michelle Dobrinski
Lakeisha Johnson
Meagan Mooney
Rebecca Sheffield
Adalene Symons
Ashley Taylor
LaRanda Westbrook

Fifth Grade Teachers

Carrie Baker
Leslie Blankenship
Jasmine Burden
Annamarie Davis
Kaitlyn Franklin
Sarah Freeman
Julie Gay
Holly Oravet
Samantha Pierce
Nancy Turner
Jessica Ward

Fourth Grade Teachers

Aubrey Bullard
Joni Colmer
Tara Ellis
Emily Fields
Erin Garzarek
Brienne Gilliland
Madison Howell
Olivia McAdams
Cassidy McNish
Peyton Penny
John White

ESL

Casey Ford
Renea Speaks

Art

Lisa Phipps

Library Media Specialist

Shannon Sisco

Music

Jamie Howell

Special Education

Kristy Bender
Andrea Bennett
Brittany Brasher
Katelynn Hagerla
Sunny Harris
Sarah Lutz
Ashley Russell
Jillann Taquino
Bethany Wilson

Gifted Education

Lindsay Irvin
Willamena Singleton

Physical Education

Brandon Holland
Jason Wyatt

Math Coach

Lauren Sheehan

Math Interventionist

Christy Downing
Sara Patrick

Reading Interventionist

Debra Harrison
Mary Rountree

Reading Coach

Cardella Walker

Nurse

Emily Kelley

Cafeteria

Regina Barrett, Manager
Carly Pair, Asst. Manager
Audra Bolton
Jackie Higgins
Valerie Lemley
Amber Rouse

Maintenance/Custodial Staff

Ben Frederick
Justin Davis
Kitta Moore
Tiffany Spigner

STEAM Lab

Rachel Morrell

Instructional Aides

Joann Chandler
Jared Dunn
Mike Dunn
Amanda Glass
Stephanie Honeycutt
Stephanie Kelly
Kristina Linkins
Connie McDonald
Jennifer Miller
Whitley Moore
Lindsay Pope
Margie Reese
KiKi Rider
Wayne Ward
Kathryn Wright
Elizabeth Del Toro

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
David Bobo, Vice President
Jimmy Bice
Jane Hampton
Peg Hill

SUPERINTENDENT

Dr. Lewis Brooks

*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.