

HALLSVILLE INTERMEDIATE STUDENT AND PARENT HANDBOOK

SCHOOL YEAR 2016-17
PRINCIPAL: Mrs. Stacy Fick



Hallsville School District Mission Statement:

"We guarantee all students will reach their full potential."

Hallsville School District Vision:

"Improve Lives Through Learning"

Intermediate Motto:

"Embrace All Learners; Celebrate All Accomplishments."

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Family Education Rights and Privacy Act (FERPA)**DIRECTORY INFORMATION**

Schools may disclose, without consent, "directory" information including: a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, parents may request that the school not disclose directory information about them. This means that should a parent revoke Directory information, the student's name will not appear in any newspaper article, printed in any school program, appear on any district web page, or announced at any school event (including, but not limited to sports, plays, and award ceremonies). Parents have 15 days from the beginning of school or date of enrollment to revoke directory information. This request must be provided in writing and will be considered valid for the remainder of the current school year.

GIFTED EDUCATION SERVICES

The Gifted Program provides a range of gifted educational services at all grade levels designed to provide identified students with instructional objectives and strategies that are appropriate to their identified academic and affective needs. The elementary components of the program are as follows:

All students identified as Gifted throughout the district will receive instruction from a certified gifted teacher at their elementary school three times per year. These lessons are designed to promote critical and creative thinking and problem solving. The Gifted Education classes are differentiated for their special learning needs. This intervention program and curriculum is designed to meet the academic, social and emotional needs of identified gifted students.

ENGLISH LANGUAGE LEARNERS

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, the inability to speak and understand the English language will not exclude a student from effective participation in the educational programs offered by the district. The district shall provide English language learners (ELLs) with appropriate instruction that fosters English language development and provides equal access to all its programs.

**Hallsville R-IV Public Schools
Hallsville, Missouri**

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Hallsville R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Hallsville R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Hallsville R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Hallsville R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday – Friday (8:00 am – 3:30 pm) in the office of the Director of Special Services, Shae Collier. Alternative times are available by request (696-5512, ext 622).

This notice will be provided in native languages as appropriate.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Hallsville School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above. The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR:

Mrs. Shae Collier
Special Services Administrator
Hallsville School District
6401 E. Hwy 124
Hallsville, MO 65255
573-696-5512 ext. 622

Commitment to Compliance under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), our school district will not discriminate on the basis of disability against qualified individuals with a disability in respect to its services, programs or activities.

Employment: Our school district does not discriminate on the basis of disability in its hiring or employment practices. Our School district complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: Our school district will comply with the ADA with respect to providing auxiliary aids and services leading to the effective communication for qualified persons with disabilities so they can participate equally in school district programs, services and activities. These aides and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing and vision. Our school district will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users in wheelchairs.)

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of our school district should contact our school district's ADA Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: Our school district will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require our school district to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a service, program or activity is not accessible to persons with a disability may be directed to our school district's Compliance Coordinator below.

In addition, as stated in our school district's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

School District Compliance Coordinator:

Ms. Shae Collier
Director of Special Services
6401 East Highway 124
Hallsville, MO 65255
573-696-5512 ext. 622

Hallsville School District Calendar 2016-17

You can view the entire calendar on our website: www.hallsville.org, Our District, Calendars



HALLSVILLE SCHOOL DISTRICT 2016-2017 CALENDAR



| August | | | | |
|--------|----|----|----|----|
| M | Tu | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| September | | | | |
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| October | | | | |
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| 31 | | | | |

| November | | | | |
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| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| December | | | | |
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| January | | | | |
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| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| February | | | | |
|----------|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

| March | | | | |
|-------|----|----|----|----|
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| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| April | | | | |
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| M | Tu | W | Th | F |
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| 24 | 25 | 26 | 27 | 28 |
| | | | | |

| May | | | | |
|-----|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| June | | | | |
|------|----|----|----|----|
| M | Tu | W | Th | F |
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| Legend | | | | |
|--------|---------------------------|--|--|--|
| △ | District Holidays | | | |
| ⊕ | Faculty In-Service 8-1 | | | |
| ⊞ | Faculty In-Service 8-3:30 | | | |
| ▽ | New Teacher Workshop | | | |
| □ | Breaks/Vacation/No School | | | |
| ○ | Snow Days | | | |
| △ | Early Dismissal Days | | | |

Snow days to be used in calendar order:
April 17, April 28, May 25, May 26, May 30, May 31

| | |
|--------------------|--|
| Aug 5, 8, 9 | No School, New Teacher Academy |
| Aug 12, 15 | No School, Faculty In-service Day 8-3:30 |
| Aug 15 | Meet the Teacher Night (K-5) |
| Aug 16 | No School, Faculty PLC Day, 8-1 |
| Aug 17 | First Day of School |
| Sept 2 | No School, Faculty PLC Day, 8-1 |
| Sept 5 | No School, Labor Day Holiday |
| Sept 23 | No School, Faculty PLC Day, 8-1 (Homecoming) |
| Oct 13 | End of First Quarter |
| Oct 14 | No School, Faculty PLC Day, 8-1 |
| Oct 17 | Second Quarter Begins |
| Oct 26, 27 | Parent Teacher Conferences (4:00-7:45 p.m.) |
| Oct 27 | No School, Faculty In-service Day 8-3:30 |
| Oct 28 | No School |
| Nov 11 | No School, Faculty PLC Day, 8-1 |
| Nov 23-25 | No School, Thanksgiving Break |
| Dec 21 | End of Second Quarter, 12:30 Dismissal |
| Dec 22-Jan 4 | No School |
| Dec 26 | No School, Christmas Day Holiday |
| Jan 2 | No School, New Years Day Holiday |
| Jan 3-4 | No School, Faculty In-service Days 8-3:30 |
| Jan 5 | School Resumes, Third Quarter Begins |
| Jan 13 | No School, Faculty PLC Day, 8-1 |
| Jan 16 | No School, Martin Luther King Day |
| Feb 10 | No School, Faculty PLC Day, 8-1 |
| Feb 20 | No School, President's Day |
| March 9 | End of Third Quarter |
| March 9 | Spring Conferences, 3:30-7:30 p.m. |
| March 10 | No School, Faculty In-service Day 8-3:30 |
| March 13 | Fourth Quarter Begins |
| March 24 | No School, Faculty PLC Day 8-1 |
| March 27-31 | Spring Break |
| April 14 | No School, Faculty PLC Day, 8-1 |
| April 17 | Snow Day Make up |
| April 28 | Snow Day Make Up Day |
| May 5 | No School, Faculty PLC Day, 8-1 |
| May 23 | Last Day of School, 12:30 Dismissal |
| May 24 | No School, Faculty Inservice Day, 8-3:30 |
| May 25, 26, 30, 31 | Snow Day Make Up Days |
| May 29 | No School, Memorial Day Holiday |
| July 4 | Fourth of July Holiday |

DAYS PER QUARTER: 165 TOTAL
FIRST QUARTER: 39
SECOND QUARTER: 42
THIRD QUARTER: 42
FOURTH QUARTER: 42

Hallsville Intermediate Staff List 2016-17

“A Teacher Takes a Hand, Opens a Mind and Touches a Heart.”

Office Personnel

Stacy Fick, Principal (304)
Brandi Troxel, Secretary (305)
Sara Crane, Nurse (317)
Misty LaRoe, Special Services (443)
Shae Collier, Dir. Spec Services (622)
Marci Minor, Public Relations (711)

Specialists

Roberta McLaren, Art (461)
Brian Anderson, PE/Health (318)
Tyler Lankford, PE/Health (318)
Chelsea Otten, Music (460)
Sherri Briedwell, Librarian (344)
Vicki Bennett, Gifted (484)

Student Support

Amanda White, Special Education (463)
Kylie Trenhaile, Special Education (462)
Lauren Terry, Intervention Specialist (475)
Mindy Demsich, Title 1 Rdg. (485)
Karen Cowherd, Speech (467)
Torrie Vroman, Counselor (338)
Kristie Wilson, PRIDE (459)

Second Grade Team

Joyce Chittum (473)
Erin Gunter (471)
Kelsey Strubel (474)
Katie Stepanek (465)
Jessica Johnson (472)

Third Grade Team

Aimee George (353)
Lori Lockwood (482)
Jolyn Westhoff (477)
Emily Hedrick (358)
Kari Yeagy-Swofford (478)

Fourth Grade Team

Amy Bartlett (354)
Jean Davis (480)
Ashley Ladd (359)
Stephanie Jenkins (481)
Mallory Tuttle (479)
Tricia Williams (483)

Fifth Grade Team

Kayla Eads (457)
Alan Reichard (458)
Kanvice Thompson (456)
Shauna Woods (455)
Betsy O'Day (464)

Para-Professional Staff

Angie Herbold
Rachelle Nowlin
Angie Jennings
Sherri Bryan
Angie Rinehart, Library (344)
Denise Rock, Title 1 Rdg. (476)

Student Pick Up and Drop Off Procedures

Students may enter the building at 7:40 a.m. There will be no supervision on campus before this time.

Parents bringing students to school in the morning, or picking up students at the end of the day should use the north parking lot in the back of the school. The front driveway is closed to traffic from 7:35 a.m. to 8:10 a.m. and 2:45-3:15 p.m. for buses and pedestrian traffic only. Pick up students will be dismissed from class at 3:10 p.m. to the back door. The safest and easiest mode to pick up students is to stay in your car in a single file line and the staff member on duty will radio for your child(ren) to come out. Another staff member will load them safely into the car. For simplicity at the beginning of the school year, we will have a nameplate for your front window to assist with student safety.

If parents/adults choose to pick up students inside the building, they should park in a designated spot and enter the building, signing children out. Cars should not be left unattended along the building or driveway.

Dismissal Changes

With the welfare of our students in mind, procedures for a safe and orderly dismissal are established in each building with particular attention given to the plans and supervision of our elementary students at the end of the day. Please discuss dismissal plans with your children and follow a routine as much as possible. If a change is necessary, please contact your child's teacher and the building secretary in writing (preferably email) to provide specific details about the change. **A request made in the afternoon for a change to the dismissal routine that day should be made only in emergency situations.** Family members and friends who have your permission to pick-up your child(ren) from school should be listed on the student information sheet.

Walkers

Students who walk to and from school should not arrive before 7:40 a.m. They should follow sidewalks, and obey the crossing guards, who have hours from 7:30 a.m. to 8:15 a.m. and 3:15 p.m. to 3:45 p.m.

Bicycles

Children who ride bicycles to school should be instructed in safe bicycle rules. Bikes should be parked in the racks located in the front parking lot. When arriving to campus, students should park their bikes instead of riding them around campus.

Attendance

Hallsville Intermediate believes in the value of being in school during all times of instruction. School hours are 8:05a.m.-3:14 p.m. daily. Keep in mind that arriving at exactly 8:05 a.m. doesn't allow ample time for your child to organize their materials, say hello to friends, check in with their teacher, make lunch choices and get mentally prepared for their day. Please try to get them here with ample time to get ready for their day. Equate it to arriving to work in time to grab a cup of coffee, say hello to co-workers, check your email and then take off for a productive day!

Please call the office by 9:00 a.m. to report student absences (696-5512) and report the reason for the absence. If you wish to pick up your child's homework, please contact us by 10:00 a.m.

If a child's absence has not been verified, our attendance clerk will phone you to check on the child's whereabouts. After a student has been absent more than 10% of the calendar school days, a letter will be sent from the principal, notifying them of the policy and importance of good attendance. Retention consideration may be given to students with excessive absences.

Student "Code of Conduct"

Discipline is guided by the district's Code of Conduct. All families are given a copy of the Code of Conduct to sign each year.

Positive Behavior Support

Hallsville Intermediate joins the Primary and Middle Schools in being a Positive Behavior Support School. PBS is a "way" of helping students understand high behavior expectations in school. It is NOT a program. Our teachers have developed a common language and set of expectations for all areas of our school. Our four focus words will be SAFETY, RESPECT, RESPONSIBILITY and LEADERSHIP.

Discipline

Positive Behavior Support offers teachers a great deal of support with discipline in their classrooms. However, to maintain high levels of safety, respect and responsibility, sometimes additional reinforcement by an office referral is necessary. When a child's behavior cannot be controlled by using reasonable time and efforts by the classroom teacher, he or she can refer a child to the office.

As a parent, you should expect communication from your child's teacher regarding repeat disciplinary issues. We need teamwork to encourage academic success as well as behaviors that are conducive to the learning environment.

In the event that your child disciplinary measures that involve alternative learning placement or time before or after school, you will be notified by the principal; either via phone, email or mail.

Please understand that these efforts are made to help teach the child corrective behaviors for the future. By supporting us in this endeavor and understanding that all children make mistakes, it increases the likelihood that your child will learn from their mistakes, rather than blame others and not take responsibility.

Leader In Me

The Leader in Me is an approach to developing a culture of leadership in our school and is based on The 7 Habits of Highly Effective People by Stephen Covey. This will be our second year of implementing Leader in Me. As a school staff, we felt a need to inject practicality and freshness to our Character Education program and monthly character word focus. For the past three years, we have been studying and learning about how the Leader In Me can combine our Positive Behavior Support goals, along with the skills necessary in order to be successful in an ever changing society. We want our children to be leaders of their own lives, identify their own unique talents and abilities and encourage them to make a positive difference in their world.

The 7 Habits are:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

Student Dress Code

Intermediate School Children are active and their clothing should be casual, but appropriate for work, play and learning. Children should dress comfortably and neatly, saving party clothes for special occasions. Please follow these dress guidelines:

1. No hats will be worn in the building except on special days
2. Shirts must cover stomach, back and undergarments
3. No spaghetti straps or halter tops (all straps must be 1 ½ inches wide)
4. No clothing with obscene language, alcohol or drug/gang related words
5. No flip flops. All shoes must have a back. Rubber soled, closed-toe shoes are required on PE days.

Recess

Students can only be excused from going outdoors to recess if there is an acceptable reason, such as illness or injury. If a child should stay in, a note must be sent to the teacher each day, stating the reason the child should not go outdoors. Students should dress appropriately for cold weather.

New this year, each grade level will have two recesses. Research shows that students learn more effectively when given ample time to exercise and engage with their peers. While this was difficult in a curriculum driven school environment, we felt that it was critically important for our students. One recess for each grade level will be "sacred"; meaning that punitive minutes for late work, or behaviors cannot be implemented during the "sacred" recess time.

2016-17 Recess Schedule:

2nd Grade: 10:35-10:55/2:05-2:25

3rd Grade: 9:30-9:50/1:20-1:40

4th Grade: 11:30-11:50/1:45-2:05

5th Grade: 11:10-11:30/2:40-3:00

Cold Weather Policy:

"Actual Temp" Below 32 Degrees: Shortened Outdoor Recess "Feels Like" Temp Below 25: No Outdoor Recess

School Meals

A breakfast and lunch program will be offered during the school year. All students are eligible for the program and the cost will be:

Student breakfast \$1.00
Student lunch \$1.75
Adult breakfast \$1.50
Adult lunch \$2.50

Reduced breakfast 25 cents
Reduced lunch 40 cents

Breakfast Schedule

7:40-8:05 a.m.

Lunch Schedule

4th Grade: 10:55-11:25 a.m.
3rd Grade: 11:25-11:50 a.m.
2nd Grade: 11:55a.m.-12:25 p.m.
5th Grade: 12:25-12:50 p.m.

All students will have a lunch card that will be scanned as they enter the lunch line. Parents should deposit money into the account in advance. Lunch money should be sent to school in an envelope marked with their child's name and teacher name. It's perfectly fine to put multiple children's lunch money on one check. It's recommended to put the child's name on the memo line.

Students will not be allowed to charge school lunches. If the account does not have enough money to stay in the positive, a peanut butter sandwich and milk will be served. The principal will notify families that are not staying up to date with lunch accounts.

For those on Free/Reduced Lunches, it is critical each year to complete a new free and reduced form. At any time during the school year, a family can apply for Free/Reduced Lunch prices. In cases where parents have seasonal jobs, a temporary qualification of reduced or free lunches may be granted. Students bringing their own lunch should bring healthy meals that do not require microwave preparation or refrigeration. Soda or energy drinks are not allowed, as these are not healthy choices. We will ask students to purchase milk or have water if soda is brought.

IMPORTANT: A reminder notice will be provided on a regular basis to parents informing them of their student's lunch balances. This reminder is a courtesy, and the absence of receiving this notice due to malfunctioning email, misdirected mail or postal delays does not indicate that lunch money is not due. It is the responsibility of the parent to send lunch money on a regular basis, just as any other household bill.

If you have questions regarding the school lunch program, you can call the school office or talk to the food services representative at extension 336.

Birthdays at School

Mrs. Fick will announce birthdays each day during Morning Message. Store bought treats may be shared with the class- no home-baked goods please. Please contact your child's teacher to let them know when treats are going to be brought to school at least a day in advance for their planning purposes. They can then plan accordingly for your child's very special day.

STUDENT HEALTH**Medications**

ALL medications to be administered at school must be in the original bottle/container with the current pharmacy prescription label. The school nurse must function within the scope of practice for which they are licensed. Nurses are not allowed to administer medications, including over the counter medications, without a doctor's order. Intermediate students must give

all medications brought to school to the school nurse. A parent/guardian permission form must accompany all medications to be administered at school.

Health-Emergency Contact Card:

It is important that the information on each student's health-emergency contact card be current. The cards will be updated at the beginning of each school year and kept on file in the school nurse's office. If any of the information changes during the school year, please notify the Intermediate office or school nurse. This includes any medication that the child takes at home.

Illness or Injury

Any child who becomes ill while at school will be seen by the school nurse. Any child injured on school property during school hours will be given emergency first-aid care by the nurse or 911 Emergency Services as needed. Emergency first-aid treatment may be given by teachers and other trained school personnel if the nurse is not available. Anyone given emergency first aid to a student will record such treatment briefly in the book provided in the school nurse's office.

Visitors

We WELCOME visitors to Hallsville Intermediate. So many wonderful things are happening daily here and we want our patrons to feel welcome.

We also want to keep our school safe and secure while school is in session. We have a new security system at our main entrance. Please only enter the building through the front doors during the hours of 7:40 a.m. -3:05 p.m. All doors will be locked for security. Upon arrival, please buzz in and wear your Visitor Tag. It may be necessary to ask for identification if our office personnel do not recognize you. Please do not be offended, as this is a safety measure for our students and staff. When visiting your child's classroom, please contact the teacher prior to visiting. Without an appointment, the classroom teacher will not be able to visit with you about your child. This is to protect the learning time for all students in the class. In addition, the beginning of school can be a stressful time for students and parents. We ask that after the first week of school, you kindly drop your child off at the outside doors and no longer walk children to class. This may be difficult at first, but it allows your child to become independent and allows the parents to get on with their day, as well. If you'd like to join us for lunch, let the office know so we can order you a meal.

School Parties

Teachers will organize parent volunteers/room parents to help with the entertainment and provide refreshments for classroom parties. There will be three school parties for students (participation is voluntary so please let us know if you would prefer your child not participate)

Fall Party: Oct. 31st, 2-3:00 p.m.

Winter: Dec. 21st, 9-10:00 a.m.

Valentine: Feb. 14th, 2-3:00 p.m.

Promotion and Retention

Promotion will be based on the student's mastery of necessary skills for the grade to which he/she is assigned and his/her readiness to work at the next grade level, especially reading ability. In evaluating student achievement, each teacher will make use of all available information, including teacher-made tests, standardized test results, and teacher observation of student performance.

When a student is considered for retention, the teacher and principal will meet to review the student's file. The principal will notify the parent in writing that it may be necessary to retain the student. A Light's Retention scale will be used to determine how another year at the current grade level would benefit the student. The teaching team will make the final decision on promotion or retention. Factors considered in retention include:

| | | | |
|-------------------|---------------------------|-----------------|-------------|
| Mental Ability | Emotional Health | Reading Ability | Attitude |
| Physical Age/Size | Potential for Improvement | Maturity | Absenteeism |
| Special Problems | Previously Retained | | |

Items Not Allowed At School

Students should not bring toys of any kind to school. This includes playground equipment. Playground equipment is provided by the school.

Cell Phones and Electronics

Maintaining the integrity of the learning environment is top priority, therefore the following contract is necessary to ensure such learning environment.

1. Students will be permitted to have cell phones at school but NOT in their possession during the school day.
2. Cell phone use will only be permitted before entering and after exiting the building.
3. Students MUST have their cell phones turned off during the school day.
4. Cell phones will not be visible during the school day
5. Each teacher will provide a secure location within the classroom for students to store cell phones safely.

Should a student be observed using a cell phone during the school day, within the building, students will subsequently be required to store cell phone in the secure location within the classroom upon checking in daily.

Should a student forget the cell phone at school, it can be picked up the next day.

Subsequent infractions of cell phone usage can result in one or more of the following consequences:

- Lost recess time
- Lunch detentions
- Loss of privileges

This contract applies to all areas of school, including lunch and Fab Friday.

Parents can support these efforts by:

- Not contacting your child via cell phone during the day
- Encouraging cell phones that aren't deemed necessary for student safety be left at home
- Promoting socially acceptable cell phone etiquette
- Trusting your child's teachers and principal have your child's safety at the forefront of their minds

Classroom Assignments

The classroom teachers and principal are responsible for assigning students to classroom teachers based on heterogeneous academic, social and behavioral groupings. Male/female ratios, students with special needs and negative peer relationships are strongly considered, as well. Parent requests are not granted and students/families are informed of placement early in August.

Teacher Plan Times

This is the only time during the day when your child's teacher has non-student time. The teachers often use this time for planning, meetings, etc. They may return emails and phone calls during this time or before/after school.

Teacher Planning Times:

Teachers have planning time each day at the same time. This time is used for team collaboration, planning, meetings and answering email. Please know that if you have contacted your child's teacher, it may be 24 hours before he/she can respond. We will do our very best to respond promptly. Some teachers answer emails after school hours, even into the evenings. This is not required of our staff. Here are the teachers' daily planning times:

Specials: 8:00-8:50 a.m.
4th Grade: 8:50-9:40 a.m.
2nd Grade: 9:40-10:30 a.m.
3rd Grade: 10:35-11:25 a.m.
5th Grade: 11:35 a.m.-12:25 p.m.

School Closings

During extreme weather, hot or cold, it may be necessary to close school early. Review with your child the procedures he/she is to follow, whether to ride the bus home, to a baby sitter, wait to be picked up, etc. School Reach, our electronic message system will send you a message with the announcements. Please also listen to radio and television stations for information concerning school closing and early dismissal. If you have a change in your child's routine on these days, please email the office secretary, Brandi Troxel, at btroxel@hallsville.org, or call the Intermediate Office at 696-5512 ext 305.

PeachJar

School letters, forms and permission slips are located on our school's website under PeachJar. PeachJar is a tremendous way that our school can save money on copies and help to maintain a "green" environment. Each week, the PeachJar is regularly updated and you can receive notices about the updates via email or your phone. If you have no computer access, we will provide a paper copy. Our goal is for 85% of our families to sign up for PeachJar.

IF YOU HAVE A CONCERN.....

Sometimes when trying to find the best solution to a question, concern or problem, it seems easiest to just go straight to the TOP. However, with so many children and families in our school, it is very important for everyone to follow the natural chain of command.

WHAT WE EXPECT FROM PARENTS:

- FIRST: Talk with your child and get as many details as possible from the child.
SECOND: If you feel you need more information, contact the teacher. If the teacher has asked for time to resolve the problem, please respect that time frame, if reasonable, and then follow up with him/her.
THIRD: After a reasonable amount of time has been allowed to resolve the issue and you feel the problem still persists, contact the principal.

WHAT YOU CAN EXPECT FROM THE SCHOOL:

FROM THE TEACHER:

- The teacher will ask you and your child questions regarding the problem.
- The teacher will listen respectfully to you and your child.
- The teacher will ask the child and the parent what they have done to resolve the problem, if appropriate.
- The teacher will seek out other school resources to help the child and parent to solve the problem (counselor, principal, co-teachers).
- The teacher will need a reasonable amount of time to address the problem and work to resolve it.
- The teacher will immediately turn the problem over to the principal if the problem solving process turns into a negative, accusatory conversation.

FROM THE PRINCIPAL:

- The principal will ask you and your child questions about the problem.
- The principal will listen respectfully to you and your child.
- The principal will ask the teacher, the child, and the parent what they have done to solve the problem, if appropriate.
- The principal may ask other students questions in a confidential manner to help resolve the problem, if appropriate.
- The principal will not be able to share the specific consequences given to other students or personnel, if such consequences are deemed appropriate, because of confidentiality.
- The principal will work until the problem is solved, utilizing participation with the student(s), teacher(s) and parents.