

Student & Parent Handbook 2021-2022

Hueytown Intermediate School Mission statement:

Growing leaders one child at a time.

Hueytown Intermediate Vision Statement:

To encourage and motivate all students to thrive.

Important Phone Numbers:

Main Office	(205) 379-4100
Cafeteria	(205) 379-4125
Media Center	(205) 379-4105
Health Room	(205) 379-4124
Counselors' Office	(205) 379-4112
FAX Line	(205) 379-4145
Community School CEZ	(205) 379-4114
(Before/After School Care)	

School Times:

Doors Open	7:20
Morning Car Line Starts	7:20
Breakfast is Served	7:20 - 7:40
Tardy Bell Rings	7:55
No Check-Outs After	2:30
Afternoon Car Line Starts	2:50

Website: <https://www.jefcoed.com/HueytownIS>

Facebook: <https://www.facebook.com/HueytownIS>

Twitter: <https://twitter.com/HueytownIS>

Student: _____

Homeroom Teacher: _____

Grade: _____



The Leader in Me™

great happens here

Parent as Teachers

You are your child's first and best teacher. You can help your son or daughter discover the leader within and prepare for a great life of contribution to the world. The absolute best way to reinforce the importance of the *7 Habits* and to make sure your child lives them is to model them in your own behavior.

Keep It Simple

Look for ways to integrate the *7 Habits* into what you are already doing. Think of it not as one more thing, but as a better way of doing what you are already doing. Go at a pace that works for your family. You can plunge in all at once or work at it slowly, either way; you will see improvements as you reap the benefits of living timeless and universal principles as a family. Remember, your child possesses unique gifts and talents. Think about what these are and what you can do to nurture and develop them.

Stay Connected With the School

As parents, you are busy, and often it is not possible for you to physically be at the school. However, there are other ways to stay connected and nurture the leader in your child.

- ❖ Read notes coming home.
- ❖ Read aloud to your child, pointing out or asking which habit the characters in the story used. (The same can be done for movies.)
- ❖ If you cannot attend parent meetings, get the phone number of someone who did attend and ask for the information you missed.

Hueytown Intermediate (Elementary)
a Leader in Me© School since
June 4, 2014

Hueytown Intermediate School
A Lighthouse School
The 7 Habits

Habit 1: Be Proactive©

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin With the End in Mind©

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First©

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win©

I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

Habit 5: Seek First to Understand, Then to Be Understood©

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listened to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident in voicing my ideas.

Habit 6: Synergize©

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than what any one of us could alone. I look for Third alternatives.

Habit 7: Sharpen the Saw©

I eat right, exercise, and get enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.

Habit 8: Find Your Voice and Inspire Others to Find Theirs©

I have found something that I am good at and really like doing. I am proud, but do not boast. Instead, I use my expertise to help and inspire others.

Illness / Enfermeria -

JEFCEOD follows the Exclusion & Readmission Criteria for Communicable Diseases in School & Childcare Centers set forth by the AL Dept. of Public Health which is located at <https://www.alabamapublichealth.gov/infectiousdiseases/assets/CountySchoolsInfection2pg.11.17.15.pdf> JEFCEOD follows the AL Dept of Public Health issued guidelines regarding COVID-19 in the Back to School toolkit that can be found on the following link: <https://www.alabamapublichealth.gov/covid19/schools.html> In addition, without documentation of a defined illness the following chart details criteria for when a student should be excluded from school. Should a student develop any contagious signs or symptoms while at school or the local school nurse or administrator deem a student too ill to remain at school, school personnel will contact the parent/guardian or authorized adult and require that the student be taken home.

SYMPTOM / SÍNTOMAS	JEFCEOD EXCLUSION PERIOD / JEFCEOD PERIODO DE EXCLUSIÓN
Diarrhea/Vomiting Diarrea / Vómito	Until 24 hours after the last episode of diarrhea/vomiting or until the individual provides medical documentation that the cause is not infectious. Hasta 24 horas después del último episodio de diarrea / vómitos o hasta que el individuo presente documentación médica de que la causa no es infecciosa.
Fever (100° degrees or higher) Fiebre (100 ° grados o más)	Until 24 hours after the last episode of fever without anti-fever medication. Hasta 24 horas después del último episodio de fiebre sin medicación antifebril
Rash / Salpullido	Your child should not attend school until a rash has been diagnosed and treated for 24 hours. Su hijo no debe asistir a la escuela hasta que se haya diagnosticado la erupción y se haya tratado durante 24 horas.
Pink Eye / Conjuntivitis	Until treated for 24 hrs / Hasta el tratamiento durante 24 horas
Head Lice / Piojos	Until treatment and there are no live bugs present on scalp Hasta el tratamiento y no hay insectos vivos presentes en el cuero cabelludo

(Parent visits may be suspended during certain periods of the year based on illnesses).

Las visitas de los padres pueden ser suspendidas durante algunos periodos del año escolar dependiendo de enfermedades.

Parents' Right to Know

As a parent of a student attending a Title I eligible school in the Jefferson County School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law permits you to request certain information about your child's teachers and requires the school system to give you this information in a timely manner when so requested. If you would like this information, please contact Cari McClellan at 205.379.4100 or cmcclellan@jefcoed.com.

Derecho de Saber de los Padres de Familia

Como padre/madre de familia de un estudiante de una de las escuelas elegibles al programa de Título I del Sistema Escolar del Condado de Jefferson, usted tiene el derecho de saber las calificaciones profesionales de los maestros en los salones de clases que instruyen a su hijo(a). La ley federal permite que usted pida cierta información acerca de los maestros de su hijo(a) y requiere que el sistema escolar le otorgue esta información en un tiempo justo cuando lo requiera. Si a usted le gustaría recibir esta información, por favor contacte a la Cari McClellan at 205.379.4100 o cmcclellan@jefcoed.com.

Agendas provided by Title I 2021 funds.

Las Agendas son proporcionadas con fondos de Título I 2021.

Student Code of Conduct

Attendance -

The funding of teachers and staff is dependent on student attendance. Attendance is mandatory by the State of Alabama. A parent or physician's note is REQUIRED to excuse a student absence and it must be received in the office within three (3) days. Seven (7) unexcused absences will result in a student being considered truant for the purpose of filing a petition with the courts.

Parent written excuses are limited to SEVEN (7). After seven excuses, only a doctor's excuse will be accepted. School begins at 7:50 AM. Students will be counted tardy if they are not in the classroom by 7:55AM. ***It is important for students to be at school EVERYDAY & ON TIME.***

Arrival & Dismissal -

Arrival: Carline begins promptly at 7:20 AM. When students arrive on campus they will report to their assigned area in the hallway or the cafeteria, if they need to eat breakfast.

Students should NOT be dropped off, outside, before 7:20 AM. Students are NOT allowed to wait, unsupervised, outside.

Dismissal: Dismissal will begin at **2:50 PM**. Students will wait in the designated area until their name is called for the carline. **ALL students must be picked up by 3:10 PM. Designated Car Tags are required to pick-up students. Transportation changes require a written note from a legal guardian.**

Bus Rules -

Riding the school bus is a ***privilege***. Improper conduct on the bus will result in disciplinary action, which may include a bus suspension. A copy of the bus rules can be found online with the JEFCEOD Code of Conduct.

Checks -

All checks written to the school must have a name, address, working phone number and Driver's License number listed. Failure to provide all 4 items will result in the check being returned.

Check-in/Check-out -

No child is allowed to leave the school grounds during school unless he/she has been checked out through the office by a parent, guardian or designee. The staff may refuse to release a student and will notify the principal if they have concerns regarding the students' safety or whether a person is authorized to transport the student. If a child checks in after 11:30 or out before 11:30, they will be counted absent for the entire day. In order to dismiss school in an orderly fashion, we will **NOT** have student check-outs after 2:30 p.m.

Communication -

The school believes in the importance of strong communication between home and school. We are committed to providing channels in which to provide this communication. Our weekly newsletter, the school website, and a telephone broadcast system are forms of communication in addition to phone calls and notes to the teachers to get information to and from you to help with meeting the needs of your child. When contacting a teacher, please allow two work days for a response. If the issue is an emergency, please contact the office 205.379.4100.

Conferences -

Teachers are available for parent conferences at specific times, based on their schedule. We encourage parents to set up conferences with teachers to discuss progress or concerns. **Parents are not allowed to enter classrooms without an administrator. Unscheduled interruptions disturb the learning process.**

Counseling -

We have the services of a certified counselor. The counselor can help provide assistance in the areas of student learning problems, social problems, or emotional problems. Parents should contact Ms. Brown at 205.379.4115, if your child is in need of assistance.

Discipline -

Students learn best in a safe and comfortable environment. Students are expected to practice self-control and exhibit positive behavior. Teachers will deal with behavior by conferencing with a student or through parental contact. If the action taken by the teacher is ineffective or the behavior still persists, the student will be referred to an administrator where the JEFCEOED Student Code of Conduct will be implemented.

Dress Code -

All students must adhere to the Jefferson County Dress Code found in the Code of Conduct. Shorts and dresses/skirts may be no shorter than 4” above the top of the knee. Clothing must be worn over leggings/jeggings or tights and must be no shorter than mid thigh. Hats, caps, hair picks, bandanas, visors, and sunglasses must be removed until the end of the school day. Pants should not have rips or holes above the knee. No “spaghetti straps” on shirts will be allowed. Any shoes with wheels are not appropriate for the school setting and may not be worn. Smart watches and cell phones are **NOT** allowed to be turned on or out of the student’s backpack during the school day, unless a medical note is on file.

Lost & Found -

Our lost and found is located in the gym. **All jackets, sweatshirts, backpacks, and lunchboxes should be labeled with the student’s name, so lost items can be returned to their owner.** All unclaimed items will be donated to a local charity at the end of each semester.

Lunchroom -

Breakfast and lunch are served daily. Lunches may be brought from home or bought in the cafeteria. We are a Title I school which means that parents can apply for Free or Reduced Lunch status. Forms must be completed each year. New forms will be sent home at the start of school or they can be found on the JEFCEOED website. ***We encourage ALL parents to fill out a Free/Reduced Lunch form each year! By having EVERY parent complete the form, resources become available to families and our campus. Without your participation, this is not possible. We want to make sure you know how much we appreciate you for taking the time to complete the application!***

Medication -

If your child has a prescription or over-the-counter (OTC) medication to take at school, a MEDICATION AUTHORIZATION FORM must be completed before the medication can be administered. If a doctor prescribes medication then the guardian AND physician must sign the authorization form. NO medication will be administered without proper documentation.

Inhalers need to have a prescription label ON THE INHALER AND BE IN THE ORIGINAL BOX. Any medication administered at school MUST be in the

ORIGINAL CONTAINER. DO NOT bring medication in ziploc bags, envelopes, saran wrap, etc. Students are **NOT** allowed to transport medication to/from school. A guardian is required to bring all medication to the school. This includes any medication that may be required during a field trip.

OTC medications including cough drops, Tylenol, eye drops, antacids, etc., must have a MEDICAL AUTHORIZATION FORM filled out and signed by the guardian. These are good for two weeks only, unless signed by a physician to be in effect for the full school year.

If your child requires a restricted/special diet (due to allergies), a physician must fill out a diet prescription each school year.

Parent Resource Area -

The parent resource area in our school library contains many resources for parents and students. We encourage parents to take advantage of these resources. Please call to schedule an appointment 205.379.4105

Notifications -

When there is a possibility of inclement weather resulting in school closures (all day, late arrival, or early dismissal) families can stay informed by listening to or watching the news for Jefferson County School System to be announced. You will also be notified through Blackboard, our school messenger system, and social media.

Please ensure that you keep your contact information up-to-date, and listen to the messages in their entirety. Please let the office know if you are NOT receiving the Blackboard calls.

PTA-

The school's PTA is engaged in activities beneficial to our school and they offer an excellent opportunity for our teachers and parents to work together for the improvement of our school. Parents and other interested individuals are invited to join this organization and take an active role in helping the school reach its educational goals. Membership dues are \$5.00 per person.

Parties -

We are allowed to have 2 parties each year during school: Christmas/Holiday and End of the Year. A party schedule will be shared for our parties. **Birthday parties (including cupcakes, balloons, and goody bags) are NOT ALLOWED at school.**