

HALLSVILLE INTERMEDIATE

HANDBOOK 2022-2023

ATTENDANCE

- School buildings will open at 7:15
- Students will begin entering the classrooms at 7:15
- Students are considered tardy at 7:55. Parents will need to park and call the number on the sign. An office staff member will meet the parent and student at the front door.
- Doors will be locked from 7:55-3:35
- Official Attendance Time is 9:30am for on campus, 3:45pm for virtual
- Please send a note within two school days when your child has been absent.
- Please limit the number of times your child is checked out early. After 2:45, the office is preparing for dismissal; therefore, students may not be checked out during this time. Emergency pickup of a student after 3pm must have prior approval from a campus administrator. Every moment of their school day is important to their success.
- We will follow the laws set by the State of Texas regarding compulsory attendance. Should you have questions about excused/unexcused absences, call Karen Williams x2549
- Any covid-related attendance concerns should be directed to the Principal, Karen Aikman, or our Nurses, Jeri Griffin (4th) and Kimberly McGarvey (5th)

BEHAVIOR

- **POSITIVE PROACTIVE BEHAVIOR PLAN**

Hallsville Intermediate School believes that students must be recognized when they exhibit positive behavior. HIS provides a variety of ways through which students can be recognized for doing good things for other people. These things can include but are not limited to: helping others when they need help, using proper manners, letting a teacher know about a problem, exhibiting improvement in grades or behavior, and performing any other positive behavior.

The following are rewards and incentives given to encourage Exemplary academics, attendance, and behavior:

- **Bobcat Bucks Store** –Students who exhibit exceptional behavior and work ethic will receive Bobcat Bucks to purchase from the Bobcat Store.
- **H.I.S. Positive BEhavior Form** – Students are nominated by staff to be recognized during announcements for exhibiting great character. These students will also get to sign the “BEhavior” board displayed in the front of the school.
- **9 Week Rewards** – Special rewards designed for students who:
 - 80% or above in conduct
 - Have not been to ISS, OSS, or DAEP

- Are passing all classes
- Have been in attendance at least 90% of days
- Are cleared from late library books or library fees
- **Awards Assembly in May (pending)** – Recognizes the Billie Martin Award (A in all classes for the first three nine weeks), A/B Honor Roll, Perfect Attendance (official attendance), Teachers may also do additional awards for their classroom and family.

CONSEQUENCES

- **Classroom Star Systems**
 - Each student gets a fresh start with 3 stars every Thursday morning
 - Subtracting Stars
 - Students will lose their first star after the student signs a behavior log **twice**.
 - Students will lose another star after a student signs a behavior log again or receives an additional mark.
 - After 4 marks or signings, then the student has no more stars for the week.
 - Students needing persistent redirection for misbehavior may be placed on an individualized plan.
 - Teachers update Star Behavior Tracker on Thursdays to be sent home in folders and send email for virtual learners
 - Office referrals will result in deduction of points from the overall numerical conduct grade
 - 9-week conduct grade on report card = (# of stars earned / # of stars possible for the 9 weeks) - any points deducted from office referrals x 100
- **Lunch Detention**

Lunch detention can be assigned to a student by a teacher or an administrator as a consequence for minor behavior infractions. Students will be offered the same lunch as other students but will be required to eat in a different location, away from the usual free seating choices. Items considered by the Department of Agriculture to be of “minimal nutritional value” will not be allowed (ex. Soda, cookies, ice cream, candy, etc).
- **In-School Suspension (ISS)**

ISS can be assigned to a student by an administrator as a consequence for violating the Code of Conduct. If a student is assigned ISS, he/she may bring lunch or purchase lunch from our cafeteria. Items considered by the Department of Agriculture to be of “minimal nutritional value” will not be allowed (ex: soda, cookies, ice cream, candy, etc).
- **Out of School Suspension (OSS)**

District Alternative Educational Placement (DAEP)

OSS or DAEP can be assigned to a student by an administrator as a consequence for violating the Code of Conduct. Upon completion of OSS or DAEP placement, the parent will be required to come with their student to the school for a re-entry meeting.

CELL PHONES & ELECTRONIC DEVICES

Technology integration is a focus on our campus, but we recognize that children need to be taught how to properly use it. Students may bring their devices including smart watches to school each day as long as they are labeled with a first and last name, but will be required to turn cell phones in or place other devices closed on top of their desk until it is time to use them. Students are not to use them for non-academic reasons and their use must be approved by a staff member. The school is not responsible for any lost or broken electronic devices.

Devices used for other purposes will be confiscated immediately and the following fees will be charged:

- First offense: Student conference with teacher or administrator and student may collect
- Second offense: \$15 fine and parent must pick up
- Third offense: \$15 fine and student is no longer permitted to bring personal electronics to school

Any items that are not picked up after 30 days of the last day of school will become property of Hallsville Intermediate School.

DRESS CODE

- a. Students shall be dressed and groomed in a manner that is clean, neat and will not be a health or safety hazard to themselves or others.
- b. Students are expected to dress or groom themselves in clothes and accessories that are appropriate for school activities, including, but not limited to rubber soled shoes for physical education.
- c. The district and or campus shall deem inappropriate any article of clothing, face covering, jewelry, body decoration, hair color or hairstyle extreme enough to create a distraction or disturb the normal routine of school, including gang-related items and obscene, provocative and suggestive symbols.
- d. Students may not wear jewelry in the nose, brow, lip, or any piercing other than the ears.
- e. Students may not wear any inflammatory symbol, emblem, picture, word or slogan, including racial or drug-related items that may create a disruption of school (this includes face coverings).
- f. Students may not wear low cut shirts, tank-tops, spaghetti straps, (shoulder straps must be at least two inches wide), racer-back or strapless clothing, clothing that exposes bare midriffs, excessively torn clothing or excessively loose clothing that results in sagging.
- g. Dresses, skirts and shorts must be no shorter than 3" above the top of the knee. Jeans or leggings that are sheer or have holes 3 inches above the knee are not permitted.
- h. Students must have appropriate coverage when wearing leggings, tights or spandex pants.

- j. The District discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.
- k. Teachers, coaches or sponsors may define appropriate dress for school-sponsored trips and extracurricular activities.
- l. Campus principal has the authority to make decisions regarding the dress code that are not outlined in the Student Code of Conduct.
- M. No blankets at school; bring a jacket.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. Hallsville ISD Student Handbook Page 47. See HISD Return to Learn Plan Page 21 for consequences regarding face coverings.

EMERGENCY CONTACTS

Please ensure that your emergency contacts are up to date.

As you change numbers throughout the year, the school needs to be notified. It is so important that we are able to reach you.

Please call Karen Williams with updates, 903.668.5990 x2549

FOOD

No outside food will be allowed until further notice.

DUE TO UTILIZING MULTIPLE SPACES FOR LUNCH SHIFTS, OUR ENTIRE CAMPUS IS A NUT FREE ZONE THIS YEAR.

Any outside food brought in for parties or birthdays must be store bought so that ingredients can be verified for students with allergies. Classrooms with severe allergies will be marked.

HAVING LUNCH WITH YOUR CHILD:

- **No visitors will be allowed until further notice. If this changes, the following guidelines will be in place.**
- Visitors may sit at the designated visitor tables unless they are full. If they are full then one of the monitors will evaluate where it will be best for them to sit. Students may not bring any other friends to eat with them at the visitor table.
- Visitors may bring food in for **their child only**. They cannot bring food for any other children or share food with other children.
- No lunch brought in or visitors on Benchmark/STAAR test days. (Dates will be listed on the monthly calendar)

FUNDRAISERS

- **Box Tops:** Please collect Box Tops for Education and return them to our campus libraries. For every 25 turned in, your child's name goes in a drawing for prizes at the end of the 9 weeks. Funds from this project will be used towards library books and library rewards. Box tops may be turned in using mobile app as well.
- **School-Wide Sales:** Any school-wide sales help provide funds for experiences outside the academic school budget.

LATE ASSIGNMENTS/LATE WORK

- Zeros will be used to hold the places of missed assignments, but we will not allow students to refuse to do work.
 - Parents will be notified in Skyward and teacher communication when a student receives a zero in the gradebook.
- If the student fails to complete the assignment, the student may complete the work during recess or other time designated by teacher
- Supports at school will be provided to assist if necessary
- Privileges will be lost until work is completed
- Points will not be deducted for late work
- At the end of each marking period a zero may stand if ***all*** HISD guidelines have been followed (parent communication, intervention, lost privileges, etc.)

LIBRARY

- Students have the right to: check out two books and one magazine from our libraries and to use the library before school for homework, reading, book exchange and AR testing.
- Interlibrary loan (ILL): Occasionally, students at HIS want a book that is not a part of the HIS collection or it is already checked out. On a very limited basis, that book may be borrowed from another library in HISD. However, if the requested book is not one that is reviewed by professional sources as being written for the ages of HIS students, a parent must provide a signed note requesting the book that includes the book title and the student's name.
- Library Website: The library has a dedicated website (library.hisd.com) that enables students to search for books and to use databases for school assignments or just for fun. Should a user name/password be needed for a research tool/database, use Hallsville/75650 for all except for TumbleBooks. That username/password is: Hallsville/books. The HIS library also has a page on the Hallsville ISD webpage: www.hisd.com. Select the Intermediate campus and look for the library page to see photos, class calendar, etc.
- Lost or damaged library books: Students who lose or damage library books will be asked to pay for that book so it can be replaced. Payments may be made in cash or by check and those payments may be made over time without affecting a student's right to check out books. If it is not financially possible for a family to pay for a lost or damaged book,

please contact the library for assistance. Failure to start payments or return lost books may result in reduced library privileges and loss of 9 weeks reward.

- Questions? Want to volunteer in the library? Request a book to be purchased?
Contact: Melanie Dulaney mdulaney@hisd.com - x2554 or 2566 (15) or 1806 or 1804 (14)

PARENTAL INVOLVEMENT

- Volunteer - All volunteers must go through our district representative, which includes a background check - please contact Jan Kramer 903-668-5990.
- Opportunities to volunteer
 - Make copies for your child's teacher. There will be a sign up sheet and specific time to encourage only one volunteer in a workspace at a time. Face coverings and COVID screener will be required.
- Communication
 - www.hisd.com has email and phone numbers
 - Planners will come home daily with classroom/behavior information
 - Thursday folders - will include graded papers and notes
 - Monthly calendars from the principal
 - Facebook - www.facebook.com/HallsvilleIntermediate
 - Skylerts as needed - responsibility of parents to keep phone numbers accurate
 - Skyward (what you used to register) allows you to access grades at any time
- Activities **(pending until further notice)**
 - Western Days
 - Class parties - Christmas & End of Year
 - Evening gatherings - information will be sent in Thursday folders
 - Track Day

PARENT PICK-UP/DROP-OFF PROCEDURES

- **Office opens at 7:30**
- Drop off time 7:15-7:45. After 7:55, students are tardy and should be taken to the front office
- Pick up time is 3:35-4:00.
- Parents/guardians must stay in their vehicle and **MUST** have a car tag to retrieve their child. If a car tag is not available, you must go to the designated parking spots and call the front office to retrieve your child.
- Students are not allowed to walk to adjacent parking lots to enter or exit a vehicle.
- Parents/guardians are not allowed to walk up to the pick up area to retrieve their student(s).
- Please refer to the traffic flow map. A colored copy will also be available to pick up in both Intermediate offices.
- Please contact our school resource officer, Officer Clark at x2615 if you have questions regarding procedures.

- August 13-14 - **No parents will be allowed in the building to walk students to class.**

STAAR TESTING & THE STUDENT SUCCESS INITIATIVE (SSI)

<u>4th</u>	<u>5th</u>
Math	Math
Reading	Reading
Writing	Science

According to the Federal Legislation ESSA, students in the 5th grade are required to pass the following STAAR tests:

- Math
- Reading

Students will have 1 opportunity to pass these two tests. SSI is waived for this school year so campuses will utilize multiple data points to determine promotion.

TRANSPORTATION CHANGES

Transportation changes will not be made after 2 p.m. Do not call your child's teacher as they do not have official documentation regarding your child's transportation needs. 903-668-5990 x1801 (4th) / x2501 (5th)

VIRTUAL LEARNERS

In the event of a school closure, student learning continues to be a priority. Teachers will utilize Google Classroom as a virtual platform for both on campus and virtual learners continually throughout the year. Should we need to close or your student need to quarantine, they will continue working from home through their teachers' Google Classrooms. They have a Google Classroom for all content areas, PE/Fine Arts, and possibly Special Education and Interventions.

Students may be required to login with their HISD Google account to access some of these resources. The format for HISD student Google accounts is firstname.middleinitial.lastname@student.hisd.com and their passwords are their three initials plus their student ID number. For example, a student named "Bobby The Bobcat" with a student ID of "12345" would have the email/username "bobby.t.bobcat@student.hisd.com" and their password would be "btb12345"

- **Refer to the Return to Learn Plan linked [here](#) for ALL information regarding expectations, grading, attendance, etc.**
- **Special Education Supports:** ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending the At Home Learning remote program. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services

to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.

VISITORS

No visitors will be allowed until further notice. If essential for you to visit the campus the following requirements are in place.

Visitors must bring in your driver's licence for scanning, sign in with the front office and wear their identification sticker at all times during the visit. Stickers will be returned to the office receptionist as you exit.