

# HALEYVILLE MIDDLE SCHOOL

*est. 2007*



*Motivate ~ Educate ~ Achieve*

## **A Message from the Principal**

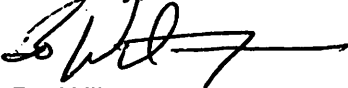
On behalf of the Faculty and Staff, I want to welcome you to Haleyville Middle School. HMS is a special place for students to learn and grow from childhood to adolescence. I believe in our mission and dedicate myself to creating an environment that is safe, secure, and that nurtures the whole child at this critical time in their development.

I encourage parents and students to become actively involved in the school. There is a wide array of activities, clubs, and athletic teams available to join and in which to participate. This is a great time to explore and grow. Students will discover new friends, new skills and new interests. I want your child to experience an exciting school year at HMS.

Please refer to the student handbook to assist you during the school year whenever questions arise regarding policies, procedures, the code of conduct, and activities. If you have any concerns, do not hesitate to contact your child's teacher, counselor, or me.

I am looking forward to working with you and your child during the 2013-2014 school year.

Sincerely,



*Bo Wilcoxson*  
Principal

# Faculty & Staff

2013-2014

Bo Wilcoxson, Principal

Assistant Principal, Chere' Fetter

## Guidance Counselor

Cindy Chadwick

## Library Media Specialist

Pam Mobley

## Secretary-Accounting

Tammy Bailey

## Music

Reggie Tolbert

## Secretary-Records

Kim Taylor

## Physical Education

Amy Morgan  
Kelly Rushing

## Nurse

Jamie Tucker

## Paraprofessionals (Spec. Ed)

Lynn Sherrill  
Pam Woodard  
Marlene Hicks

## Custodians

Barry Butler  
Randy Jones

## Child Nutrition Program

Patricia Godsey      Manager

## Special Education Teachers

Em Israel, 6<sup>th</sup> & 7<sup>th</sup> Grade  
Anissa McGough, 7<sup>th</sup> & 8<sup>th</sup> Grade

Tina Baker  
Tina Batchelor  
Misty Jordan  
Pam Wilson

## 6<sup>th</sup> Grade Teachers

Tiffany Donnan	English
Mandy McNutt	History
Kellye Miles	Reading
Cindy Taylor	Math
Suzanne Tyson	Science

## 7<sup>th</sup> Grade Teachers

Renea Allen	Computer Tech
Amy Farris	English
Amber Lambert	Math
Allison Sigler	Social Studies
Susanne Trallo	Science

## 8<sup>th</sup> Grade Teachers

Lisa Arnold	Teen Conn.
Dusty Ball	Science
Jason Cooper	ACT Prep/Math
Jennifer Kizzire	English
Melody Sides	History
Senn Williams	Math

**CALENDAR  
HALEYVILLE CITY SCHOOLS  
2013-2014**

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MONTH	BEGINNING	ENDING	STUDENT DAYS	TEACHER DAYS	EXPLANATION
1	August 19	September 16	20	20	Labor Day: Sept. 2, 2013
2	September 17	October 14	20	20	
3	October 15	November 12	20	20	Veterans Day: Nov. 11, 2013
4	November 13	December 13	20	20	Thanksgivings Holidays: Nov. 27-28-29, 2013
5	December 16	January 23	20	20	Christmas Holidays; Dismiss at 3:00 p.m. Dec. 20 2013 & return at 8:00 a.m. Jan. 2, 2014 Martin Luther King Jr. Holiday (students only) Prof. Dev. Day (teachers only) January 20, 2014
6	January 24	February 20	20	20	
7	February 21	March 20	20	20	
8	March 21	April 24	20	20	Spring Break: March 24-28, 2014 SACS: April 7-11, 2014
9	April 25	May 22	20	20	
			180	180	Total Student Days

**GRADUATION SERVICES, Saturday, May 24, 2014**

1	Institute Day: August 12, 2013
	Teacher Inservice/Workdays:
4	August 12-16, 2013
1	Jan. 20, 2014
1	May 23, 2014
187	TOTAL TEACHER DAYS

Aug 19 - Oct 18	First 9 weeks	44 days
Oct 22 - Dec 20	Second 9 weeks	41 days
Jan 2 - Mar. 7	Third 9 weeks	46 days
Mar. 10 - May 22	Fourth 9 weeks	49 days

TOTAL 180 days

## 2013-2014 HMS Bell Schedule

### Regular Schedule

7:15	School Doors Open	
7:30	Breakfast	
7:53	Morning Bell	
7:58-8:05	Homeroom	
8:07-9:07	1 <sup>st</sup> Period	
9:10-10:04	2 <sup>nd</sup> Period	
10:04-10:18	Break	
10:21-11:14	3 <sup>rd</sup> Period	
11:17-12:46	4 <sup>th</sup> Period	
	6 <sup>th</sup> Grade lunch	11:17-11:39
	7 <sup>th</sup> Grade Lunch	11:50-12:12
	8 <sup>th</sup> Grade Lunch	12:24-12:46
12:49-1:12	AO	
1:15-2:06	5 <sup>th</sup> Period	
2:09-3:02	6 <sup>th</sup> Period	

### Pep Rally Schedule

7:15	School Doors Open	
7:30	Breakfast	
7:58-8:05	Homeroom	
8:07-9:07	1 <sup>st</sup> Period	
9:10-10:04	2 <sup>nd</sup> Period	
10:04-10:18	Break	
10:21-11:14	3 <sup>rd</sup> Period	
11:17-12:46	4 <sup>th</sup> Period	
	6 <sup>th</sup> Grade lunch	11:17-11:39
	7 <sup>th</sup> Grade Lunch	11:50-12:12
	8 <sup>th</sup> Grade Lunch	12:24-12:46
12:49-1:46	5 <sup>th</sup> Period	
1:39-2:25	6 <sup>th</sup> Period	
2:25-3:00	Pep Rally	

- \* When students arrive to school they will immediately report to the gym
- \* Students need to have 1<sup>st</sup> period materials in homeroom
- \* Students are tardy at 7:58

# Succeeding in School

## Quick Tips for Students

### Classroom Skills

1. Be Prepared – Complete all assignments before class.
2. Listen- Focus on what the teacher is saying.
3. Ask Questions- You learn through questioning.
4. Take Notes- Write down all the main points of the lesson
5. Participate in Class – Participate in classroom discussions.

### Homework

1. Have a homework schedule-Do your homework the same time and place daily.
2. Do your homework in a well-lit room.
3. Do your homework in a place free of distractions (phone, television, friends).

### Study

1. Do not cram -Review a little each day.
2. Set up a study schedule at home.
3. Read material carefully, review notes, make lists, think of questions that could be on the test.
4. Get a good night's sleep before the exam.
5. Eat breakfast every morning.

## Quick Tips for Parents

1. Check homework assignments daily.
2. Emphasize the value of doing homework.
3. Offer positive reinforcement
4. Provide a well-lit place for child to study
5. Periodically check your child's progress with his/her teachers.

## General Policies

### Personal Possessions

Do not bring personal items, money, electronic items, or valuable jewelry to school. It is important for you to remember that Haleyville Middle School cannot assume responsibility for the safekeeping of your books or other personal items should they become lost or stolen.

### Your Locker

At the beginning of each school year a student receives a hall locker for \$5.00 and a gym locker at no cost. Your locker is provided for your books, coats, and other items you bring to school. Keep it organized and locked at all times. During the first week of school, note the times you are close to or pass your locker when traveling between classes. Organize yourself so you carry and replace only those books and notebooks you need. If you leave your locker open or jammed you are responsible if anything is lost.

Hall and athletic lockers remain the exclusive property of Haleyville City Schools and are loaned to the student for the school year. Students have no expectation of privacy with respect to lockers. Each student is responsible for his/her belongings and for the books and equipment issued by the school. Students are financially liable for the loss or damage to books and equipment, including lockers. **Do not share your hall or gym locker or give your combination to anyone.**

Administrators reserve the right to enter school lockers at any time deemed necessary without prior knowledge or consent of the parent or student.

### Lost and Found

All inquiries relative to lost and found articles are to be referred to the main office.

### School Closing Procedures

Please remember that the safety of our students is our primary concern. Whether schools are closed, openings delayed, or dismissal is early due to inclement weather, the Haleyville City School Superintendent will announce the decision over Fox 6 (Birmingham TV Station), ABC33/40(Birmingham TV Station), and Paradise/FM 92.7.

In addition, please ensure that you are enrolled in the automated call system. This calling system is used in the event of a change in the school's schedule.

## Student Enrollment

The parents/guardians of a child wanting to enroll in Haleyville Middle School shall provide the following:

1. Child's birth certificate
2. Proof of custody when warranted
3. Copy of parent/guardian driver's license
4. Documented proof of Immunization
5. Proof of residency-must provide 2 types of documents. A Post Office Box is not acceptable for proof of residency

## Check-out/Check-in Procedure

Haleyville Middle School policy concerning check-ins and check-outs is:

1. All check-ins and check-outs will be done through the school's main office.
2. Students are not allowed to leave campus without properly checking out.
3. Students arriving after the start of the school day must check-in through the appropriate office to obtain an admission slip before attending class.
4. All check-ins and check-outs will be documented via computer.
5. If an adult other than a custodial parent is permitted to check-out a student, proper documentation is required.

## School Visitors

For the protection of the students and school employees, we have a closed campus policy. Parents and all persons visiting Haleyville Middle School must report to the office upon immediate entrance to the school and report their presence and business and must receive a visitor's pass before leaving the school office. Persons wishing to visit administrators, teachers, classes, or specified activities during school hours must first receive permission from the office. Pep rallies, band concerts, and games are open to the public with consideration to the rules set up by the state and local school board.



## Transportation of Students

Students at Haleyville Middle School have different options of transportation. Students can ride a bus, a car, or walk to school. Students who ride the bus to school must understand that riding a bus is a privilege and with every privilege comes responsibilities.

Parents are to bring their child(ren) to school no earlier than 7:30 unless they are attending 21<sup>st</sup> Century morning tutoring.

Students on a school related trip, such as athletics or a field trip, will ride the bus to the event. Once the event is over, a student can ride home with a parent/guardian only. Other family members or friends will be prohibited from checking out a student from the bus.

Transportation plan changes will not be accepted over the telephone unless it is an emergency. Transportation changes should be sent to the office in writing. A school administrator or office personnel may contact a parent or guardian and get verification of the changed transportation plan.

Regardless of age, a student at Haleyville Middle School will not be allowed to drive to and from school.

### Arrival/Dismissal-Bus Rider

All students riding the bus will arrive at school and be dropped off in the bus area at 7:15. At 3:02, all bus riders will be dismissed to the bus area for transportation home.

### Arrival/Dismissal-Car Rider

There are 2 drop-off/pick-up locations for car riders. One drop-off/pick-up area is located in the front of the school facing 20<sup>th</sup> Avenue. The other area is located on the South side of campus facing 20<sup>th</sup> Street. We ask that all students exit and enter their vehicle in a safe and timely manor. Students are to be dropped-off and/or picked-up in these 2 areas for safety purposes.

## **Guidance Counselor Services**

**Haleyville Middle School's guidance counselor services are offered to every student and are adapted to one's needs, interests, and abilities as one faces educational and personal changes. In the beginning of the school year, students will be invited to meet the guidance counselor. The guidance counselor works in close cooperation with teachers, parents, and students. Students and parents should feel free to talk with the counselor to seek help or obtain information.**

**It is suggested that students make an appointment with the counselor prior to them meeting. Except in an emergency, students should not visit the counselor during class time without the permission and a pass from the classroom teacher.**

**Some of the services and programs offered by the counselor are:**

- 1. Crisis Intervention and Developmental Counseling**
- 2. Conferencing Individual and Group Counseling**
- 3. Coordination of Standardized testing Programs**
- 4. Interpretation of Standardized Testing**
- 5. Academic Follow-up**
- 6. Career Exploration**

## Haleyville Middle School Physical Education

The goal of the Haleyville Middle School Physical Education Program is to develop a physically educated person. The following goals and outcome statements are intended to serve as standards for a quality Physical Education Program, grades six through eight.

- 1. Develop individual skills necessary to perform a variety of activities.*
- 2. Promote fitness-related skills in order to achieve and maintain a healthy level of fitness.*
- 3. Teach the implications and benefits of physical activity.*
- 4. Instill the importance of physical activity and its contributions to a healthy lifestyle.*
- 5. Foster responsible personal and social behavior.*
- 6. Provide an environment that nourishes respect for individual differences.*
- 7. Provide an enriching environment that enhances self-esteem.*
- 8. Provide an environment that fosters individual challenges as well as team building skills.*

### Physical Education Guidelines

1. Students are required to dress out and participate in class everyday.
2. If a student is going to miss 1-2 days of class, a parent note is needed.
3. If a student is going to miss 3 or more days of class consecutively, a doctor's note is required.
4. Lockers are free. However, students will need to bring a combination lock so the lockers can be locked. These lockers are not mandatory, but it is highly recommend that students use them.

## Extra Curricular Activities

The teachers and administrators of Haleyville Middle School encourage students to participate in extra curricular activities provided at our school. We offer many athletic teams, clubs, and scholastic teams for our students. These extra curricular opportunities are listed below:

### Athletics

Baseball	Cross Country	Softball
Basketball	Football	Tennis
Cheerleading	Golf	Track
		Volleyball

### Non-Athletic Teams

Band	Scholars Bowl
Flag Corp	County Trivia Team
Majorette	

### Clubs

Annual Staff	Head Lioner (School Paper)
4-H	National Junior Honor Society
FCCLA	Student Council

## Report Cards

Report Cards will be issued at the end of each nine-week grading period. All grades issued will be numerical. Students will receive a progress report or midterm report at the end of a 4 ½ week grading period.

### Haleyville Middle School Grading System

Letter Grade	Rating	Numerical Equivalent
A	Superior	90-100
B	Good	80-89
C	Average	70-79
D	Below Average	60-69
F	Failure	59 Below

# Haleyville Middle School Library

## Rules and Expectations

### Library Hours: 7:30 am - 3:00 pm

- Hours will be adjusted periodically to accommodate students that do not have access to materials, technology, and printers.
- Library will have extended hours when an assignment is given that requires extensive research and computer access. (Ex. Holocaust Project for 8<sup>th</sup> grade)
- Library may be closed during the above hours for school related events, computer and library technical difficulties, seminars, inventory, and professional training.
- Library will be open during break and lunch. All students are required to eat lunch before coming to the library and should have permission of teacher. Students are allowed to check out books and use computer for projects only. No Facebook, Games, or YouTube during lunch.

### Library Books:

- Three(3) books can be checked out at one time.
- Books are considered overdue after two(2) weeks.
- A fine of five(5) cents will be charged daily after two(2) weeks overdue notice.
- Library books are expected to be cared for and returned in condition that they were when checked out.
- If books are not returned or are damaged, students are required to pay the cost of the item.
- Students that have overdue, lost, or damaged books will not be allowed to check out books, participate in some activities, or be assigned to library detention unless books are returned, paid for, or replaced. Please let the librarian know immediately if a book has been damaged or lost.

### Library Cards:

- Students will be given a barcoded card the first week of school as their library check out card.
- Students are required to have this card in order to check out a book. Lost cards are 50 cents.

### Library Facilities:

- The library is used for research, checking out materials, studying, and test taking. It is extremely important that all students should respect others and resist talking in excess.
- Food and Drinks are not allowed in the library or library foyer, unless a student has a written notice from the nurse.
- No running or horseplay in the library or library foyer.
- All students should have respect for the materials and computers. A book should be put back in the place that it was removed from unless it is being checked out.

### Computer Equipment and Headphones:

- Computers may be used with the permission of the Librarian or Teacher.
- Computers and headphones are expected to be used with care and respect. Punishment for abuse is loss of use, repayment, detention, or ISS.
- Students will be given a password the first week of school for access to computer and internet. This password is not to be shared or misused. Computer usage is monitored and students can be punished for accessing inappropriate websites.
- Students are not allowed to play ANY games on library computers. Most games harbor viruses and we can not afford for the library computers to be affected.
- Students are not allowed to access Facebook and You Tube during classroom hours. Students may during break and before the 7:53 bell.
- Students are not allowed to view or access any website, youtube, facebook, or etc. that contains explicit photos, guns, warfare, and bloody scenes that are not associated with an historical or educational event. No GAMES!
- All headphones are expected to be hung back up and computers logged off when a student is finished.

### Printers

- Students will be allowed to print off materials required for a class project, school newspaper, and other school or teacher required project.
- Students will be required to present their printed off material to the librarian or staff before leaving the library.
- Materials that are printed that are not school related will be charged Ten Cents (.10) for every page.
- Students are not allowed to use printers for their personal photos, song lyrics, personal poetry (some allowed for contests for scholarships), facebook entries, and etc. See Librarian if you are not sure.

# Haleyville Middle School Breakfast & Lunch Information

## Breakfast:

Breakfast menu will include Milk; 100% Fruit Juice or Fruit; Grains/Breads and additional item(s) such as Meats

Under Offer versus Serve, students will be offered the planned menu including 4 of the above food items. Students may decline 1 food item.

## Lunch:

Lunch will include Milk; Meats; Grains/Breads; Fruit or 100% Fruit Juice; Vegetables (Red/Orange, Dark Green, Beans/Peas, Starchy, Other)  
Students will be offered all 5 required items in the full planned amounts.

Offer versus Serve allows students to decline a certain number of food items with a meal to aid with plate waste and encourage schools to offer more food choices.

Under Offer versus Serve, students may choose 3, 4, or 5 items of the above 5 food items.

## Prices:

Student Breakfast: \$1.25

Reduced Breakfast: \$0.30

Faculty Breakfast: \$1.50

Visiting Adult: \$2.00

Visiting Child: \$1.50

Student Lunch: \$2.00

Reduced Lunch: \$0.40

Faculty Lunch: \$2.75

Visiting Adult: \$3.50

Visiting Child: \$2.50

Please make sure students have money in their lunch account to cover meals daily. Students must pay for meals at the time of service. If a student does not have money in their account to pay for their school breakfast or lunch, they may receive a charge from the school office.

State Program regulations do not allow for outside food i.e. Guthrie's, McDonalds, Taco Bell, etc. to be brought into the school lunchroom. Please allow your child to eat in the lunchroom or pack student's lunch from home.

## **Media Consent Form**

**It is important for us at Haleyville Middle School to be able to celebrate the work and accomplishments of our students. Therefore, we are sending you this parental consent form to both inform you and to request permission for your child's photo/image, along with their name to be published on the school or district's website and social media accounts.**

**By signing the Student Handbook consent form, you grant permission for your child's photo/image, along with their name, to be used and published by Haleyville Middle School. If you, as a parent or guardian, wish to rescind this agreement you may do so at any time by notifying your child's principal in writing.**



**Haleyville Middle School  
School/Parent/Student Learning Compact**

The Haleyville Middle School, students, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the *No Child Left Behind Act of 2001* agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-compact is in effect during the 2013-2014 school year.

**School Responsibilities:**

The Haleyville Middle School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Haleyville Middle School teachers will follow the Alabama State Course of Study's objectives and standards while differentiating instruction for all students. All students will be provided with a safe and attractive learning environment with opportunities to learn by Highly Qualified teachers and Scientifically Researched Based materials.
2. Hold parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement.
  - Haleyville Middle School will hold two designated parent-teacher conference days during the regular school year. One conference day will be in October, which is Parent Visitation Month, and the other conference day will be held in the month of January. HMS teachers also inform parents of their planning periods and that they are available for conferences during this time by appointments.
3. Provide parents with frequent reports on their children's progress.
  - Teachers will provide timely feedback in regard to student performance. Also, mid-term progress reports will be sent home along with a nine week report card at the end of each grading period.
4. Provide parents reasonable access to staff.
  - Parents are informed of their child's teacher's planning period which can be used for conferences by appointments. Teachers and staff will also meet before or after school if contacted by parents. Haleyville Middle School has an open door policy with its parents as long as it does not interfere with instructional time.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
  - Haleyville Middle School will provide opportunities throughout the year for parents to provide input and give suggestions. Parents are also encouraged to volunteer at various activities.

**Parent Responsibilities:**

**We, as parents, will support our children's learning in the following ways:**

- See that my child attends school regularly and on time.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Promoting positive use of my child's extracurricular time.
- Regularly monitor my child's academic progress.
- Communicate the importance of reading, learning, and other educational experiences to my child.
- Respect the school, staff, students, and families.
- Participate at school in activities such as school-wide decision-making, volunteering, and /or attending parent/teacher conferences.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.
- Serving, to the extent possible, on advisory groups, such as Title I advisory committees and parental involvement committees.

**Student Responsibilities:**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- Come to school each day ready to learn and work hard.
- Bring necessary materials.
- Know and follow school/class rules and expectations.
- Complete my studies and homework each day.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Respect my school, classmates, staff, and family.

Please sign below.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone      Text: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Email (1)

\_\_\_\_\_  
Email (2)

*Note: Signature of the parties addressed in the Parent-School Compact indicates that each party understands and accepts His/her responsibilities to the education of the student.*

Student Last Name: \_\_\_\_\_, First Name: \_\_\_\_\_, MI \_\_\_\_\_

## **Haleyville Middle School Student Handbook 2013-14**

1. \_\_\_\_\_ I have read and understand the Haleyville Middle School Student Handbook, including but not limited to the following guidelines:

- a. Library Media Guidelines
- b. Lunchroom Guidelines
- c. School Nurse Guidelines
- d. Media Consent Guidelines
- e. Parent-Student Compacts

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Parent or Guardian email address: \_\_\_\_\_