Stephens Intermediate School
2026-2027 Family Handbook



N. H. Stephens Intermediate School

359 State Street Alexander City, AL 35010

Main Office 256-234-8631 **School Fax #** 256-234-8653

Welcome to Stephens Intermediate School

Mission:

Inspiring hope and creating pathways for student and community success.

Vision:

The vision of the Alexander City Schools is to cultivate a pathway of success for students to become graduates that are fully equipped to contribute as productive members of society.

Principal's Message

Dear Students, Parents, and Families,

Welcome to a new school year! It is with great excitement and gratitude that I welcome you to our school community. We are honored that you have entrusted us with your child's education, and we look forward to partnering with you to ensure every student has a successful and rewarding year.

At our school, we believe every child has the ability to learn, grow, and achieve at high levels. Our dedicated faculty and staff are committed to providing a safe, supportive, and engaging learning environment where students are challenged academically, encouraged to think critically, and inspired to become responsible, respectful citizens.

This Family Handbook has been developed to provide important information about our school procedures, expectations, and resources. We encourage you to review it carefully and refer to it throughout the school year. When families and schools work together with open communication and shared expectations, students are more likely to thrive both academically and socially.

Our goal is to create a school culture where every student feels welcomed, respected, valued, and empowered to reach their fullest potential. Together, we will celebrate achievements, overcome challenges, and create memorable learning experiences that prepare our students for lifelong success.

Thank you for your continued support, trust, and commitment to our school community. We look forward to an outstanding school year filled with learning, growth, and success for every student.

Together, we can make this our best year yet!

Warm regards,

Lekishia Richardson
Principal
N. H. Stephens Intermediate

ALEXANDER CITY SCHOOLS

375 Lee Street

Alexander City, Alabama 35010

Telephone: (256) 234-8600

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BOARD OF EDUCATION MEMBERS

Mr. Adam Wade Dr. Chante Ruffin

Mrs. Kimberly Carter Mr. Scott Hardy

Mrs. Ellen Martin

CENTRAL OFFICE PERSONNEL

Superintendent	Dr. Jose Reyes, Jr.
Deputy Superintendent	Mrs. Terina Gantt
Director of Assessment and Accountability	Mrs. Kenyatta Simmons
Director of Student Services	Mr. Reginald Clifton
Director of Special Services	Mrs. Alison Todd
Director of Federal Programs/Elementary	Mrs. Alice Owens
Director of Auxiliary Services	Mr. Neal Wagoner
Transportation Supervisor	Mr. Randall Birmingham
Coordinator of Human Resources	Mrs. Gail Brasell
Chief Financial Officer	Mrs. Lisa Dickerson

2026-2027

SIS Faculty Roster

Lekishia Richardson- Principal	Joanna Lewis- Nurse
Mary Elizabeth Walker- Assistant Principal	Samuel Minnfield- Custodian
LaTonya Bedgood- Assistant Principal	Reginald Thomas- Custodian
Tabetha Blankenship- Counselor	Loftin Hill- Custodian
Amanda Brewer- Reading Specialist	Karen Holman- Paraprofessional
Rachael Lustic-Math Coach	Bridgett Harrell- Paraprofessional
Gabrielle McWhorter-Registrar	Brianna Brewer- Paraprofessional
Lubecca Marbury- Bookkeeper	John Russell- Paraprofessional
Monecia McCoy- Secretary	

3rd Grade Team

Lexy Murse-ELA	Patricia Edwards-Language/SS	Deonica Simmons -Math
Elizabeth Dunham-ELA	Kerri Gordon- Language/SS	Elizabeth Smith - Math
Gracie Capell -ELA	Alaina Young--Language/SS	Kimberly Hardy- Math/SS

4th Grade Team

Lamonica Moon-ELA	Justine Humphries - Language/SS	Rachel Smith- Math
Brandy Price- ELA	Glenda Hardnett-- Language/SS	Melinda Everett-Math
Amanda Bryant- ELA	Wanda Brooks- Language/SS	Molly Cobb- Math

5th Grade Team

Kendall Belyeu-ELA	Madisyn Meadows- Language/SS	Karen Slaten- Math
Paige Forbus- ELA	Jacqueline Williams- Language/SS	April Rumple-Math
Karlee Fuller- ELA	Tamia Paige- Language/SS	Tabatha Rape- Math

Special Areas/Special Education

Thomas Leonard- PE	Crystal Baldwin- Music
Sarah Jackson- SLP	Marissa Weeks - Gifted
Leanne Waldrop -STEM	Kioka Tuck-SPED
Anita Harris- Computer	Tiffiny Gaddis- SPED
Anna Foreman- Library	Keri Burk -SPED
Duanna Couey - CALT	Alex Hill- Special Education (SC)
Evelyn McClendon -Math Intervention	Donna Baker -EL
Audrey Buffy Colvin-ISS	Mary Boudreaux -CALT
Officer Tyler Lashley-SRO	Gaye Mobley - Reading Intervention

SIS

Procedures

Rules

Guidelines

Arrival & Dismissal at School

Students should not arrive at school before 7:00 a.m. because supervision is not available until that time. Breakfast will be served beginning at 7:00 am. The school day starts at 7:35 a.m. each day and students are tardy at 7:30 am. Any student that arrives after 7:30 must be walked inside and signed in by an adult. Dismissal is at 2:50 p.m. each day. Drop off and pick up for ALL car riders will take place on Alabama Street. Parents should remain in their cars for drop off and pick up. Parents will not be allowed to park and get out of their cars to drop off or pick up their students due to safety reasons.

Arrival- Late Check-In

Students arriving at school after the school day has begun must sign in at the office to receive a pass before going to class. Excessive tardies violate the state and board truancy policies, and families will be subject to the proper consequences. **(Refer to ACS Code of Conduct)**

Walkers

We will not allow students to be walkers to or from Stephens Intermediate due to the current location of the school and the age of our students.

Check-Out Procedure

Students who must leave school during the school day for any reason must have a parent/guardian present. In order to check a student out of school you must:

- Be on the checkout list in PowerSchool. (must at least 18 years of age)
- Have a valid identification.
- Sign the check out list in the office.
- Upon returning to school, sign in at the office and obtain an admittance slip. (Refer to the Alexander City Code of Conduct for details)

Assemblies

Students are expected to maintain a high level of conduct during assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, unnecessary clapping, and talking during a program. Failure to comply with school and assembly rules may result in punishment and/ or being barred from future assembly programs and/or school sponsored field trips.

Attendance (Refer to ACS Code of Conduct)

Return from Absence Procedure

Students who miss school for any reason, other than a school sponsored event must turn in approved excuses to the office. They have only **three school days** to turn in excused notes. Students are responsible for all missed work assigned by teachers. Makeup work is arranged with the teacher. ***Any faxed excuses or notes will not be accepted.***

Buses

Students who ride the bus to and from school and on school sponsored trips will be expected to conduct themselves in a courteous manner. Any student who cannot abide by the regulations of the transportation department will be subject to disciplinary action which could result in loss of bus privileges **(See conduct and discipline section)**. Bus drivers have the same authority and the same responsibility for requiring good behavior as teachers. All school rules and regulations pertain to the bus, the bus stop, and the bus passenger.

Cafeteria (Lunchroom)

Stephens Intermediate School is a closed campus. Students will eat the lunch prepared by the lunchroom staff or a lunch brought from home. The lunchroom is a federal government funded program and federal guidelines prohibit restaurant food or coke cans/bottles to be brought in by students. Therefore, students may NOT have food brought in from restaurants. If your student is bringing lunch from a restaurant please repackage the food item in a different container without the restaurant's logo. Each student is responsible for trash and tray disposal, as well as cleaning up their eating area.

Change of Address or Phone

Due to school records and other correspondence, parents who change their contact information, residence, address, or phone numbers after enrollment should be updated promptly to the office. All school emergency messages will use the phone number provided by the parent.

Chromebook Distribution

Stephens Intermediate School distributes Chromebooks to students as part of the ACS 1:1 initiative. Each student will be issued a Chromebook and be expected to follow the guidelines in the Student/Parent Device Use Agreement and the Acceptable Use Policy. Students who intentionally damage Chromebooks will be subject to disciplinary action according to the Alexander City Schools Code of Conduct for damaging school property. After the second act of intentional damage, students will have to complete all assignments using paper and pencil.

Student Lockers

Each student will be issued a locker. Due to the age of our students at Stephens Intermediate, a lock will not be placed on their lockers. This will alleviate the issue of students having trouble getting into their lockers or forgetting their locker combination. We will not allow parents to send in outside locks to be placed on the lockers. Students will not be allowed to decorate their lockers at Stephens Intermediate.

Closing of School

If for reasons such as weather related problems it becomes necessary to close school, the local radio stations will be notified. A phone call from the system's Blackboard messaging

system will also be used. If no report is heard on the air, then it can be assumed that school will be in session.

Complaints/Conferences

Any parent, guardian, or student who has a complaint against the school should bring this complaint to the attention of the principal. The principal will arrange a conference with the complainant and the teacher or appropriate staff member. This conference will afford a full hearing and review of all the facts in the case, and each party will be given full opportunity to present information vital to the resolution of the problem. Should the complainant not be satisfied, he/she will be referred to the Deputy Superintendent at the Alexander City Board of Education. *We encourage parents to communicate with teachers first and then with an administrator to discuss concerns prior to parent conferences.*

Deliveries

Flowers, gifts, balloons, cupcakes, outside food or drinks, etc. are not allowed at school. If you would like to bring cupcakes for your child's birthday, please make arrangements with your child's teacher. Only store bought cupcakes are allowed, no homemade items are acceptable.

Discipline Plan

Stephens Intermediate School promotes building a safe learning environment for all students. Violations of the Alexander City Code of Conduct will be handled appropriately and accordingly. Class I, II, and III infractions come with different consequences, but all within the guidelines and policies of Alexander City Schools. A list of behaviors and appropriate consequences can be found in the system's Code of Conduct . **(Refer to ACS Code of Conduct)** Class I infractions will be handled by the classroom teacher using our three step classroom behavioral management form. **Step 1** is when the teacher redirects the student, contacts the parent, and conferences with the student. **Step 2** is when the teacher refers the student to the counselor and contacts the parent. At step 2 the teacher can and may request a parent/ teacher conference. The counselor meets with the student and guides the student through possible strategies and coping mechanisms to hopefully correct the behavior. **Step 3** is when the teacher will call the parent to set up a parent conference. If a student has a Class I infraction after the 3rd step, the student will be given an office referral and an Administrator will contact the student's parent or guardian with information concerning disciplinary action. **Some** common infractions and consequences at SIS are as follows:

Class I infractions:

- Minor class disruptions
- Indirected use of profanity
- Failure to follow directions at assemblies, in the hallways, etc.
- Cell Phones or technology violations
- Horseplaying

Consequences: Begin Step Process on the classroom behavior management form

Class II infractions:

- Harassment or minor student conflicts
- Skipping Class
- Directed use of profanity (Student to student, Student to adult)
- Bullying
- Defiance of Authority
- Intentional Damage to School Property (Chromebooks, for example)
- Theft
- Repeated Class I offenses
- Intentionally Striking

Consequences: Discipline Referral

Note: Disciplinary actions are decided by the administration.

Bus Infractions: (Refer to ACS Code of Conduct)

*****A fight between two students on a bus will result in an automatic bus removal for one calendar year from the date of the referral.*****

Virtual Placement (At Home Learning)

Students who demonstrate repeating behavioral problems at the local school who are referred for excessive/continued Class II or III offenses may be assigned to virtual placement (at home learning) at the discretion of the principal or assistant principal. During virtual placement, students will be responsible for completing all classroom assignments at home. The teachers and parents will communicate to arrange for work packets to be picked up by the parents/guardians. All graded classwork that is not returned weekly will result in a "zero."

Alternative School

Students who demonstrate repeating behavioral problems at the local school are referred for excessive/continued Class II or III offenses may be assigned to the ACBOE's Alternative School. Students that exhibit this type of behavior will be referred to the Disciplinary Review Committee (DRC) for possible placement. Review ACS Handbook for DRC procedures. Transportation to and from the Alternative School will be the responsibility of the parents. Hardship of transportation will not be heard at any hearing. Any student assigned to Alternative School will not be allowed to attend any school functions during the time assigned. Students must fulfill their assigned days.

Dress Code
(In Conjunction with ACBOE Handbook)

Each student will follow the board approved dress code. **(Refer to ACS Code of Conduct)**

Field Trips

Stephens Intermediate students will have the opportunity to attend field trips during the school year. Any student suspended from school for disruptive or defiant behavior during the quarter in which the field trip takes place will not be allowed to attend the field trip unless approved by the principal. All school policies will be followed at all times by students on field trips. Lastly, school principals have the discretion to refuse a student's attendance on a field trip and or can require a parent to chaperone.

Fighting
(In conjunction with ACBOE Handbook)

In conjunction with the ACS Handbook, Stephens Intermediate has a **"NO CONTACT/ FIGHT"** policy. Therefore, if any student engaged in a fight on the school campus, at a school sponsored activity, or on a school bus, he or she will be subject to a five-day out of school suspension or virtual placement on the first offense, and an automatic referral to the Disciplinary Review Committee (DRC) or virtual placement on the second offense**. Bullying, such as threatening or harassing will not be tolerated at school, and carries disciplinary action in school or out of school suspension or virtual placement. Some examples of bullying are verbal, written (either electronic or handwritten), or physical threats.**

Fire, Intruder, and Tornado Drills

Students, teachers, and staff members shall participate in frequent drills and emergency procedures. When the alarm is sounded, the students must follow the directions of the teachers quickly and quietly in an orderly manner. The school will use the intercom and alarm system to activate and notify students and personnel.

Instructions for these drills will be posted in each classroom and discussed by each individual teacher. Students are expected to cooperate and follow instructions.

Fun Friday

Students who have not received a discipline or bus referral will have the opportunity to participate in "Fun Friday" at school every month.

Honor Roll

Students that maintain a yearly average of all A's or A/B's in content areas **(this excludes PE)** will be recognized during our Academic Honor Roll Program held in May. **We will not recognize students for "All B" yearly averages.**

"A" Honor Roll

Students being recognized for the all A honor roll must maintain a 90-100 average or higher in content classes.

"A - B" Honor Roll

Students being recognized for the A-B honor roll must maintain a combination of a 90-100 & 80-89 average or higher in content classes.

In-School Suspension (ISS)

Stephens Intermediate has a dedicated ISS program to help ensure that students serve appropriate consequences for disciplinary infractions, as well as helping to encourage students to not commit further disciplinary infractions. Students must follow the guidelines for ISS as outlined by the ISS teacher and school administration. Failure to adhere to these guidelines will result in additional days in ISS, possible out of school suspension, or virtual placement. If a student checks out or is absent, that time MUST be made up before being allowed out of ISS.

Library

We encourage the students and staff to make use of this facility and its resources. All students will follow the rules set forth by the media supervisor. All students must sign Internet forms before using the Internet.

Lost and Found

We have a designated area for lost and found items. If an article has been lost, check there before you leave. At the end of each semester, lost items will be donated to charities.

Stephens' Parent Engagement Center (PEC)

Stephen's PEC will be used for conferences, workshops, and other parent-centered events. It is the goal of the PEC to provide an environment and location for parents to attend learning workshops that aid in building their capacity to support their children.

Medication Guidelines
(In conjunction with ACS Handbook)

Cellphones, Electronic Games, etc....
(Refer to ACS Code of Conduct)

Property Damage/ Vandalism

Willful vandalism on the part of students who damage or destroy school system property will NOT be tolerated. If students are found guilty of such vandalism, the students and their parents/ guardians will be held financially accountable. Students will be subject to disciplinary action and possible prosecution under the law. This accountability includes damages to buses.

Technology Devices (Chromebooks, iPads, Macbooks, Desktops, Cellphones)

Alexander City Schools promotes the use of instructional technology to enhance the learning experience for the student. This is why we have a 1:1 initiative with Chromebooks in our classrooms. The Alexander City Schools Board of Education has made the investment in giving each student a school owned chromebook for instructional purposes. These electronic devices along with Macbooks and desktop computers at school are for instructional purposes.

Cellphones are not permitted at Stephens Intermediate. Stephens Intermediate will not be liable for any cell phones that are lost, stolen, or damaged if they are brought on campus.

Textbooks

All textbooks are the property of the State of Alabama. State approved textbooks are provided in some classes. It is the responsibility of the student to take excellent care of textbooks.

Withdrawals

Only parents/guardians can request for a student to be withdrawn. Records will not be released as long as the student owes money or property to the school. The withdrawal form must be completed before the student is officially withdrawn.

Things to Remember as a Student at Stephens Intermediate!

1. All students are expected to attend, be on time, and participate in class.
2. The lunchroom is a federal government-funded program, and federal guidelines prohibit restaurant food or Coke cans/bottles from being brought in by students. Therefore, students may NOT have food brought in from restaurants. If your student is bringing lunch from a restaurant, please repackage the food item in a different container without the restaurant's logo.
3. School doors will open at 7:00 am and breakfast will begin. Please DO NOT drop your student off before then. There is NO supervision prior to 7:00 am.
4. Failure to follow chromebook procedures will result in disciplinary action.
5. Please follow the dress code.
6. Attendance- 8 parental notes (for the year, NOT term). Turn in parental notes within **3 days!**
7. **3 Unexcused absences – Principal contact with parents, 5 Unexcused absences - referral to CHINS (Refer to ACBOE Code of Conduct for additional unexcused absences details and actions)**
8. **7+ Class I/II Referrals- Recommendation for Disciplinary Review Committee (DRC) or Long-Term Virtual Placement**
9. **Any Class III offense will result in a 5 day suspension, Virtual Placement, and/or DRC**
10. **Fighting: 1st offense** - 5 days OSS or Virtual Placement, **2nd offense** - Long-Term Virtual Placement and/or DRC.
11. **Bus referrals- (Refer to ACS Code of Conduct)**
12. Graffiti or damages to school property or appearance will result in disciplinary actions and repayment of damages; this includes the intentional damage to Chromebooks.

2026-2027 Monthly Calendar of Events

August 2026

3rd	Teachers Return
4th	Meet the Teacher/ 3rd (2:00PM) 4th (3:00PM) 5th (4:00PM)
6th	First Day of School
10th	Wildcat Assembly (Students only during the school day)
11th	iReady Fall Reading Diagnostic Assessment
12th	iReady Fall Math Diagnostic Assessment
14th	ACAP Celebration (Based on Spring 2026 ACAP Summative)
20th	Fall & Class Picture Day
28th	Student of the Month/Fun Friday Behavior Incentive

September 2026

7th	Labor Day (No School)
10th	Progress Reports
15th	Grandparents Day Celebration
22nd	Title 1 / Parent Night (5:30-6:15PM)
25th	Student of the Month/Fun Friday Behavior Incentive
28th - Oct 2	Homecoming Dress Up Week

October 2026

6th & 7th	1st 9 Weeks Benchmarks
12th & 13th	Practice ACAP Assessment
15th & 16th	Fall Break
19th	Teacher Work Day (No Students)
22nd	Report Cards
23rd	1st Quarter AR Celebration
23rd	Student of the Month/Fun Friday Behavior Incentive
26th-30th	Red Ribbon Week

November 2026

2nd-20th	Beat Hunger Canned Food Drive (Jr. Beta Club Sponsored)
4th	Veteran's Day Program
11th	Veteran's Day (No School)
12th	Progress Reports
20th	Student of the Month/Fun Friday Behavior Incentive
23rd-27th	Thanksgiving Break (No School)

December 2026

1st	iReady Winter Reading Diagnostic
2nd	iReady Winter Math Diagnostic
8th-9th	2nd 9 Weeks Benchmark Assessments
14th-18th	Holiday Dress-up Week
16th	2nd Quarter AR Celebration
17th	iReady Celebration
21st-Jan 1	Christmas/New Year's Break

****Dates/Times/Events are subject to change****

January 2027

4th	Teachers Return
5th	Students Return
8th	Report Cards
18th	MLK Day (No School)
22nd	100th Day of School
27th	Jr. Beta Club Induction (4th & 5th graders only)
29th	Student of the Month/Fun Friday Behavior Incentive

February 2027

5th	School Dance (During the School Day)
10th	Black History Program
11th	Progress Reports
12th	Teacher Work Day (No Students)
15th	Teacher Work Day (No Students)
26th	Student of the Month/Fun Friday Behavior Incentive

March 2027

1st-5th	Read Across America Week/Dress Up Week
9th-10th	3rd 9 Weeks Benchmark Assessments
10th	Spring Pictures
12th	Student Behavior Incentive
15th-19th	Spring Break
25th	Report Cards
25th	3rd Quarter AR Celebration
26th	ACAP Pep Rally & Student of the Month

April 2027

30th-1st	SIS ACAP Summative Testing
6th-8th	SIS ACAP Summative Testing
22nd	Progress Reports
22nd	Student of the Month/Fun Friday Behavior Incentive
23rd	Teacher Work Day (No Students)
26th	Teacher Work Day (No Students)
28th	iReady Spring Reading Diagnostic Assessment
29th	iReady Spring Math Diagnostic Assessment

May 2027

3rd-7th	Teacher Appreciation Week
5th-6th	4th 9 Weeks Benchmark Assessments
11th	4th Quarter AR Celebration
11th	Take Flight Reading Celebration (5:00-5:45)
12th	iReady Celebration
13th	Field Day
17th	Awards Day
20th	Last Day of School/Report Cards
21st	Teacher Work Day

****Dates/Times/Events are subject to change****