

CLINTON
INTERMEDIATE
SCHOOL



2019-2020
PARENT/STUDENT
HANDBOOK

WELCOME!

Welcome to the new school year. This handbook was designed to aid you and your child. It is not all-inclusive, but does contain important information relating to rules, practices, procedures, policies, and expectations here at Clinton Intermediate School.

The staff of Clinton Intermediate School encourages your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

To the Parents

.Parents are necessary in order for the team to be complete. You are the first and most important teacher your child will ever have. It is a tremendous responsibility, but as a team working together, we will be successful. We need your input and encourage you to volunteer your time.

Parents are encouraged to join PTO. Meetings are held the first Tuesday of each month at 5:30 in the school library.

We also encourage parents to become familiar with Bright Futures Clinton, an organization of community members whose mission it is to meet the needs of school students. You can like the Bright Futures Clinton Facebook page.

School Reach is an automated phone system we use to keep you informed of upcoming events, school cancellations, negative lunch balances, & unexcused absences. It is very important to keep your phone number up to date with the office.

Teachers plan activities during the school year for parents' participation. You can support students in the activities offered at Clinton Intermediate by encouraging them to participate. Activities enhance the educational process for students. Visit with your child daily about the events of the school day, review papers, and read with your child! Specific research indicates that reading with/to your child raises test scores significantly! Please make sure to discuss with the teachers any physical, mental, social or emotional condition(s), which may affect your child's behavior and development.

Help your child build good practices such as:

- Nourishing meals at regular times.
- Sufficient night sleep and relaxation times during the day.
- Understanding that their teachers, principal, and all adults connected with the school are their friends.
- Knowing their parent/guardian's name, address, phone numbers, and an emergency contact name and number.
- Keeping track of all materials especially coats, mittens, caps, and other removable apparel they wear to school.

To the Student

We look forward to another exciting and challenging school year. We expect everyone to succeed! Everything that is offered to you is meant to assist and lead you in reaching the academic goals that have been set. As intermediate students, we encourage you to be active learners and participants in everything that we do. We want the years you spend with us to be the best.

The following pages in this handbook explain what you will need to know to make this year a success. Take time to go over these pages with your parents. The opportunity to work with you and your parents as you prepare for your future is an opportunity that is important to all of us.

Voluntary Student Accident Insurance

The Clinton School District offers "VOLUNTARY" Student Accident Insurance. Please inquire through the district office at 660-885-2237.

Information about the Clinton Intermediate School

Clinton Intermediate School is located at 709 S 8th Street, and encompasses the 3rd-5th grades.

Clinton Intermediate Phone Number: 660-885-3179 Fax Number: 660-885-2437

The Intermediate Office is open from 7:30-3:45 School begins at 8:15 and dismissal is at 3:15.

For more information, you may visit www.clintoncardinals.org

Information Needed in the Office

Please keep the school updated on any address or phone changes immediately. Please provide the office with information regarding custody settlements, allergies, asthma, and other health impairments. The office needs to be updated if those persons allowed to pick up your child changes.

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Confidentiality/Records Management

Clinton School District uses the following procedures concerning access rights of parents to personally identifiable data relating to their children:

1. A record of all individuals who have received access to confidential records will be maintained in each file of each pupil.
2. No record will be given to outside agencies without written parental permission.
3. Parents have the right to access their own child's records.

Student ID Cards

Students are issued an identification card. This card is used for lunch and library as well as general identification purposes. With our Aramark lunch program at school, each child MUST have their ID card to eat a school lunch.

Student Drop Off & Pick Up

CAR RIDERS

- 1.) All drivers are asked to please not block traffic in the parking lot.
- 2.) All drivers are asked NOT to use the bus lane at any time.
- 3.) Cars will yield to the bus traffic.
- 4.) Middle School or High School students are asked not to enter the building at the end of the day.
- 5.) ALL walkers will be dismissed first, followed by car riders.
- 6.) Students are not to walk in the bus lane but use the sidewalk adjacent to the bus lane when traveling between buildings.
- 7.) PLEASE remind your child not to run out through the parking lot and driveways. There are a lot of vehicles and we need to make sure all students are safe. Use sidewalk when walking to Henry.
- 8.) *Students need to walk their bicycles while on school grounds.*

Students need to bring a note to the office if normal after-school routines are changed. A temporary Bus Pass is required if riding a non-routine bus. If it is an emergency, please call the office before 2:00.

Severe Weather/School Closings

Severe snow and ice storms often are cause for school closing. If there is a question concerning school closing for the above reasons, such announcements will be made by 6:30 a.m. on KDKD (FM 95.3), WDAF-TV CHANNEL 4, KCTV CHANNEL 5, KMBC CHANNEL 9 IN KANSAS CITY. PLEASE DO NOT CALL THE SCHOOL; TUNE IN TO ONE OF THE ABOVE TO FIND OUT. LOOK FOR CLINTON SCHOOL DISTRICT # 124, AS THERE IS A CLINTON COUNTY AND HENRY CO. R-1. THAT IS NOT US. In addition, a School Reach message and the school district's webpage will report closing information. The address is www.clintoncardinals.org

School Safety

In order to ensure the safety of our students, ALL visitors arriving MUST report to the office upon entering the building. All visitors are to use the main entrance doors. Visitor will need to press the buzzer to gain entry, please identify yourself to the school secretary. All other doors will be kept locked for security purposes. **VISITORS ARE REQUIRED TO SIGN-IN AT THE OFFICE** and wear a visitor's badge while on school grounds.

Every precaution is taken for your child's safety at school. The school playgrounds are supervised during school hours. Your child should be well trained to cross streets safely and to keep on the sidewalks as they walk to and from school or the bus stop. This includes learning to look in all directions before crossing and crossing only at the corner. Before and after school begins, take a few practice walks with them to familiarize them with traffic lights and their route to and from school or the bus stop. Be sure that you train them not to talk to strangers or get into strange

cars.

If your child will be riding a bus to school, they should learn to recognize the bus number they will be riding and how to watch for oncoming traffic as they get on and off the bus. It is beneficial if you discuss with them beforehand how they are expected to behave on the bus and why it is important for them to remain seated and reasonably quiet while in their seat.

In order to keep all students safe, bullying will not be tolerated. Please refer to the Clinton School District policy handbook (located at www.clintoncardinals.org) for additional information.

Fire and Tornado Drills

Tornado and Fire Drills will be conducted periodically throughout the school year. Everyone will follow the predetermined plan for their classroom.

Food Service

Our food service program operates on the debit system. An identification card with a number is assigned to each student. When your student brings money to school and drops it into the lunch money box,, it is deposited into your student's account. When your child eats or gets milk; that account is debited. We ask you to keep money available for your student's use. You may write a check or send cash for the day, week, month, year, etc. In order to assure your child's account is credited, please send all money in an envelope with the student's name, teacher, and amount written clearly on the front. Envelopes are available in the school office. You can also pay online through the Rev-Trak system link at www.clintoncardinals.org.

Free and Reduced Forms must be completed each year. These forms should be re-evaluated when income decreases.

MEAL COSTS

<u>Daily</u>		<u>Weekly</u>
Full Price Lunch:	\$2.15	\$10.75
Reduced Lunch:	\$0.40	\$2.00
Free Lunch--Lunch is free, if you purchase extra milk, it is .40 cents.		
Full Price Breakfast:	\$1.55	\$7.75
Reduced Breakfast:	\$0.30	\$1.50

Free Breakfast: Breakfast is free, but if you purchase extra milk, it is .40 cents.

STUDENT ABSENCES AND EXCUSES

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement.

The Board further recognizes

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Each time a student is absent it is the parent's responsibility to contact the school by 9:30 a.m. to make school personnel aware of the child's absence. Absences shall not exceed five (5) days per semester. Parents will be advised by letter when the student has been absent three (3) of the scheduled semester days. Our School Reach automated system will make daily calls at 10:00 to the phone numbers on file for absent students that have not been called in. If you receive a call, it is your responsibility to call the school office to verify the absence.

If the student exceeds the five-day limit, the parent will be advised again by letter at absence number 5 and 8. After the fifth (5th) absence, parents must provide written documentation (ie: doctor or appointment note) or a visit to the school nurse for every absence. The note must provide date seen, reason seen, return to school date and signature of doctor/nurse/practitioner etc. On the eighth (8th) absence, parents will receive a letter and be contacted by phone to attend an attendance meeting.

Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent.

The district will contact the Children's Division (CD) of the Department of Social Services in cases where the child has missed ten (10) school days or more without documentation from a doctor or other agency. After the eleventh (11th) absence in a semester the district will contact the local prosecutor. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

The Board will not hear appeals of consequences for excessive absences. The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily

attendance in the classroom. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting attendance information to the superintendent's office.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

If a student arrives after the start time, an adult must walk the student to the office to sign him/her into school. Any student leaving the building before 3:15 p.m. must be signed out in the office by an adult. Excessive absences and tardiness will be referred to the school social workers.

Homework

It is the student's responsibility to complete all homework assignments. We expect all homework to be turned in the morning the work is due. A zero for the missing homework will be recorded in the grade book. If a student is absent, he/she is given one day to turn in assignments. The teacher will notify the parents when failure to turn in work becomes a problem. A conference will be held with the teacher, parents, students, and the principal if this continues. If the student has been absent for several days the teacher/administration can allow for extended time for absent work to be completed. Any student who has an "F" at the time of a school activity or having poor discipline standings will not attend a school sponsored activity for that day.

Report Cards

Report Cards will be handed out at the first parent/teacher conference & 3rd quarter conferences. Grade cards will be given to students the other quarters. Final report cards will be sent home with the student on the last day of school. Parents with students in grades 3-5 may view their child's grades on Powerschool which is a link on the school district web page. If you want access to Powerschool, please come to the school our office to obtain your password information.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled twice a year. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call the office or teacher to set up a meeting. Classroom teachers have a planning period each day and can meet with parents during that time.

C.A.P.S. (Clinton Accelerated Program for Students)

When students miss their regular classes for C.A.P.S., they can be required to complete any and all assignments that are seen as essential for skill and concept development. Each classroom teacher will determine which assignments will be completed to assure skills are mastered.

Guidance & School Counseling

All students and parents are welcome to visit the school counselor in the office. New students are especially encouraged to become acquainted with the school counselor. You may visit with the school counselor before or after school, during recess or during a study time in class. Teachers may ask students to wait until another time so they will not miss important class activities. The school counselor will not make decisions for you, but will want to help you understand your plans and problems.

Dress Code

Extremes in apparel or personal appearance that disrupts the learning process or interferes with the intended function of the school will not be considered acceptable. The administration retains the right to make decisions on student dress which is not considered conducive to a positive educational atmosphere. **Hats and other headgear are not allowed. Clothing and accessories that advertise products dealing with alcohol, tobacco, drugs and inappropriate language, slogans and/or gestures will not be permitted. Some examples of school dress which are not permissible include: Backless and midriff garments, half shirts, halter-tops, spaghetti strap tops and revealing shorts. Oversized pants must be secured around the waist or covered with shirt. No chains hanging from the waist**

or belt loops are allowed. Students should not wear face and/or hair paint, or costumes, unless for a specific pre-approved occasion. Students will be asked to cover up, turn clothing inside out, call home for a change or be reminded of the dress code depending on clothing. Continued disregard of policy could result in loss of privileges or in school suspension. Please remind your student to wear tennis shoes on PE days. If unsafe footwear is worn they will not be allowed to participate in the activity for PE for safety reasons.

PBS

Clinton Intermediate uses the Positive Behavior System to encourage & improve student behavior. You will hear your child talking about Cardi Cash, and Cardi Compliments . Positive Behavior Support information will be shared with families throughout the school year. Clinton Intermediate School has 3 expectations we follow throughout the building.

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE SAFE

Each quarter, school wide assemblies are held that recognize the following achievements:

Sumdog

Blossom Award

State Farm Good Neighbor Award

Perfect Attendance* (1st and 2nd semester only)

Whole year Perfect attendance

Principal Award (4th quarter only)

*Perfect attendance is when a student does not miss any school and does not have a tardy to class. This is also the criteria for being eligible for "Skipping School with the Principal" at the end of each semester.

Phone

Phone calls will be allowed at the discretion of the teacher, administration, or secretaries. Phone calls will be transferred to the classroom during plan time; otherwise your call will be sent to that teacher's voice mail.

Cell phones are not to be used during the school day, it is strongly recommended that cell phones be left at home. Any cell phone causing a disruption in a classroom/building will be confiscated and a parent will have to pick it up.

Bikes/Skateboards/Scooters

Students are asked to walk their bikes while on school property. All bikes should be locked to the bike rack outside of the school building. You are responsible for providing your own lock. For your child's safety, we ask they wear a helmet and appropriate protection. No skateboards, scooters or shoes with wheels (including retractable wheels) can be used on the campus or grounds.

Valuables at School

Students, not the school, are responsible for their personal property. Please take care of any valuable items by leaving them at home. Electronic devices should not be brought to school unless required for a school project. Anything brought to school is at your own risk. Any objects causing a disruption to school or class will be confiscated.

Parent Visits

There are many benefits gained by parents actually seeing their child's class being taught. We are sure it is your goal, as well as ours, that your child and their classmates receive the best learning environment with as few distractions as possible. In order to accomplish both of these goals, we need your cooperation with the following

request:

1. Please give at least one day's notice before visiting. This allows the teacher an opportunity to inform the class of your visit and therefore, reduces loss of learning time.
2. Upon arrival, please check in at the office, and receive your visitor's badge.
3. Please do not distract from the teacher's lesson.
4. Please do not bring other children to the classroom.

Field Trips

Field trips may be taken when appropriate with the curriculum of a grade level. Any fees or expenses may be expected to be handled by the parents. The teacher and/or administration reserves the right to take this privilege from a student with discipline issues. Students attending field trips must have permission from a parent/guardian to attend the activity. They are to remain with their group at all times. Students are to use the required mode of transportation the group is taking to and from all locations unless prior approval of principal and teacher has been given. A "sign out" slip is required for any student that leaves the field trip location before the completion of the activity or if the parent provides transport for their child on the return trip.

Celebrations

Pupils may provide refreshments (pre-packaged or bakery items) for their classroom in recognition of their birthdays. Please consult with your teacher in advance. Birthday party invitations are not to be distributed at school unless everyone in that classroom is invited. Surprise parties for students are not allowed. Any balloons or gifts delivered to the school are discouraged due to the inconvenience of getting it home. All such items will be kept in the office until the end of the day, this includes Valentine deliveries. Glass vases and balloons are not allowed on the school bus. We suggest healthy alternatives for student celebrations, according to the District Wellness Policy.

Recess

All students benefit from fresh air and movement. Students will go outside for recess unless it is raining or below 32 degrees outside. Please do not send notes requesting that a student stay inside because it is too cold outside. A parent's written excuse for a child to stay in from recess due to illness will be honored for two days. If a child must be excused from outside recess for a longer period, a doctor's excuse is required.

Health

Students will be sent home if they have a temperature of 100 degrees or more. Students must be fever free for 24 hours before returning to school. Please notify the Nurse of any new allergies or health history changes immediately. If your child has a contagious condition, proper steps should be taken immediately to prevent the spread of the disease to the rest of the school population. Your child should be taken to the doctor to receive treatment when appropriate. Your child may return to school when evidence of medical treatment is present or with a written consent from your doctor. Children and adults who have these conditions will be sent home until such time the condition no

longer exists (contagious conditions include head lice, scabies, viruses, etc.). It is very important to keep your child's emergency contacts current. If your emergency numbers change, please contact the office with updated numbers.

Health Screenings

The Clinton School District will do health screenings on a select group of students annually in the following areas: vision, hearing, dental, height/weight, blood pressure, and pulse. A copy of the student's health screening form will be sent home with the student on the day of the screenings. The building nurse will notify parents/guardians if a referral is recommended.

Head Lice

In keeping with the Clinton School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure: According to School Board Policy JHC-AP2 Critical: If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked. Students with head lice will be sent home. To be readmitted to school, a student must be accompanied by a parent/guardian or relative, and must be examined by the school nurse. If lice are still present, the student will be sent home until they are removed from the hair.

Release from School

No child will be released to anyone other than the legal guardian(s) unless verified arrangements have been made in advance. Parents/guardians must come to the office, identify themselves, and sign out their child before he/she can be dismissed from school. Upon request, proper identification may be required. Non-custodial parent rights are protected **unless legal papers** are on file that restricts these rights.

Published Student's Information

Throughout the school year each school publishes articles about various events and achievements. If you do NOT want your child's information to be published, please notify the school office in writing.

Animal/Pet Visits

All animal and pet visits must be approved in advance by the classroom teacher and principal.

Media Center Resources

The philosophy of the Clinton Intermediate School (CIS) Library Media Center (LMC) is to support the total educational program through the enhancement of student learning and leisure time activities.

The elementary LMC operates on a semi-flexible scheduling system. Library classes are rotated into students' special class schedule. Weeks during Library specials, student check out is limited to afternoons only. The rest of the time, students have the opportunity to visit according to their classroom schedule.

The library skills instructional program is integrated across the curriculum and is taught during Library Specials. Teachers also have the opportunity to request lessons that are more geared toward their specific topics. To assist the students with classroom projects, the LMC offers the following resources: books, eBooks, magazines, reference materials, electronic card catalog, research computers, internet access with teacher supervision, laptops, and audio-visual material.

Media Center Policies/Programs

Students may check out 2 books for 2 weeks. Books must be returned before any additional books are checked out. Date due slips are placed in the front of books for ease of remembering.

All students are responsible for items checked out to them. The LMC does not charge fines, however, overdue items must be returned before additional items are checked out. If a student loses or damages materials, he/she must pay for the item. Grade cards will be held at the end of the year for any unpaid item. Refunds are made if the item is found and returned during the school year.

Students are required to sign a technology use agreement each year. In so doing, this covers Nook usage by students. Even though Nooks are checked out in the teacher's name, students are responsible to follow all rules governing these electronic devices.

Students are given the opportunity to participate in library and reading programs throughout the school year. Programs include the Mark Twain Reading Award Program (Gr 4-5) and the Show-Me Reader Award Program (Gr 3). Other activities are held throughout the year to promote and encourage reading and library skills.

The Clinton PTO has initiated the "Give the Gift of a Book" program. Individuals, businesses, and organizations are able to donate money for the purchase of books as a means to honor loved ones.

STUDENT USE OF SCHOOL OWNED EQUIPMENT

Students make use of school owned equipment. In some cases the equipment is checked out to the students (technology.). Students who are using school equipment on or away from the school premises are expected to be responsible in their care and treatment of such equipment. Damage beyond normal wear and tear will result in student reimbursement to the school as assessed by the school district. Defacing or misuse, looking through unauthorized files, including but not limited to: sending unauthorized messages on the network, getting into software not authorized by the teacher, unauthorized or inappropriate entry or use of the internet, violation of copyright laws.

CLINTON INTERMEDIATE SCHOOL SUPPLY LISTS

3rd Grade

- 4 packages of #2 yellow pencils (decorative pencils won't sharpen)
- 1 yellow highlighter
- 1 Scissors with points
- 2 Composition notebooks
- 3 packages of glue sticks
- 1 bottle of Elmer's glue
- 2 boxes of Kleenex
- 1 pencil pouch
- 2 boxes of Crayola Crayons (24 count)
- 1 package of Expo Markers
- 2 packages of Crayola washable markers
- 2 Clorox Wipes
- Colored Crayola Markers for Art

Cardinal Coop Supply List

Miss Bracher/Mrs. Gardner's Class ONLY

- 4 packages of yellow pencils
- 3 - composition notebook (9¾ X 7½)
- 1 pair of scissors
- 4 packages of glue sticks
- 2 box of 24 Crayola Crayons - no larger
- 1 box of 12 Colored Pencils - no larger
- 1 - bottle of Elmer's Glue (for Art Class)
- 2 packages of Pencil Top Erasers
- Pencil Pouch- replacing school box
- Earbuds
- 1 Box washable markers

4th Grade

- 2 Composition notebooks
- 1 box of Crayola crayons
- 2 packages (24 count) Ticonderoga Pencils (replace as needed)
- 1 package of colored pencils
- 2 pocket folders with brads
- 2 large boxes of Kleenex
- Pack of glue sticks
- 1 package wide ruled paper
- Art: 1 black Sharpie
- Music: 1 pocket folder
- 2 Clorox Wipes
- Headphones (MUST have)
- Pink eraser
- Pencil pouch

5th Grade

- Zipper Pencil Pouch-cloth preferred
- 2 packages wide-lined notebook paper
- 2 packages of pencils
- 5 pocket folders with brads (Math, Science, SS, Writing, Reading)
- 1 - Composition notebook (Reading)
- 70 count spiral notebooks Qty 4 (Science, Math, Social Studies and Writing)
- 1 package of pencil top erasers
- 1 package of Crayola Markers
- Colored pencils (box of 12)
- Large Scissors
- 6 Glue sticks
- 3 Large boxes of Kleenex (shared with PE)
- Art: 1 black Sharpie
- Earbuds/Headphones
- Girls: 1 qt. Ziploc bags
- Boys: 1 gal. Ziploc bags

Please NO backpack on wheels

TRANSPORTATION

Apple Bus Company at 660-885-2644

Bus Rules:

- Obey Bus Drivers Instructions.
- Stay seated, facing forward out of the aisles.
- No gum, food or drink, glass items, or balloons allowed.
- Keep all body parts to yourself.
- Use classroom voice and language at all times.
- Sit in your assigned seat and remain seated until the bus comes to a full stop and the driver releases you.

These are the primary rules but other rules are enforced as needed.

Please feel free to call the transportation office anytime you have a concern or issue.



**Clinton Intermediate School
Faculty & Staff**

Principal

Mr. Boyles

Secretaries

Ms. Lori

Ms. Stephanie

School Counselor Mrs. Henzlik

Behavior Intervention Room: Mr. Craig

Third Grade

Ms. Bracher

Mrs. Engeman

Mrs. Gardner

Mrs. Patrick

Mrs. Simon

Mrs. Wareham

Fourth Grade

Mr. Hathcock

Mrs. Markham

Ms. Taylor

Ms. Voelmeck

Fifth Grade

Mrs. Mifflin

Mrs. Peery

Mrs. Russell

Ms. Ryberg

Mrs.

Special Education

Mrs. Diaz

Mrs. Mesh

Mr. McCoy

Mrs. Voelmeck

CAPS

Mrs. Bremer

Social Worker

Title

Mrs. Munsterman

Mrs. Perrymann

Library

Mrs. DeLozier

Nurse

Nurse Jana

Custodian

CL

Special Classes

Coach Johannsen

Mrs. McCoy

Mrs. Turner

Mr. Vaughn

Aides

Ms. Becky

Mr. Herb

Paras

Ms. Beaty

Ms. Goucher

Mrs. Gregory

