

Henry Elementary  
School



2019-2020  
PARENT/STUDENT  
HANDBOOK

## Faculty & Staff

### Principal

Sherri Swope

### Assistant Principal

Jake Kenney

### Secretaries

Robin Wells

### Nurse

Rachel Vencill

### School Counselor

Mrs. Conner

### Behavior Intervention Room:

Justin Wells

### Social Worker:

Angie Lawson

### Kindergarten

Mrs. Abbott

Mrs. Himes

Mrs. Lehman

Miss Melching

Mrs. Olson

Miss Panek

Mrs. Potter

### First Grade

Mrs. Curtis

Miss Goucher

Mrs. Lankford

Mrs. Petry

Mrs. Powell

Ms. Raymond

Miss Tobias

### Second Grade

Mrs. Bramell

Mrs. Briggs

Mrs. Brown

Miss Houk

Mr. Olson

Mrs. Roberts

Mrs. Steffens

### Special Education

Mrs. Cochran

Ms. McCartney

Miss Bittle

Mrs. Swaters

### CAPS

Mrs. Bremer

### Title

Mrs. Crowley

Mrs. Reedy

Mrs. Steinbach

### Library

Ms. Melling

### Custodian

Mr. Ron

### Special Classes

Coach Johannsen

Mrs. McCoy

Mrs. Turner

Mr. Vaughn

### Aides

Ms. Poff

### Paras

Mrs. Arbuckle

Mrs. Morris

Mrs. Huffman

Mrs. Woirhaye

Welcome to Henry Elementary!

Our goal is to work together as a team (student, parents, and staff) to provide our students with a great education in a caring, safe environment. This team will help our children succeed academically and grow into responsible, respectful, and safe students. Visit with your child daily about what they learned/did that day, review papers, and above all else... read with your child!

This handbook is designed to provide useful information for parents and students. It's not all inclusive, but does contain important information about the rules and routines for Henry Elementary. After reading our handbook, please sign and return the Acknowledgment Form (attached) to your child's teacher. Please keep the Handbook for reference.

If you would like to volunteer at school, please stop by the office to pick up paperwork for a FREE background check. Don't hesitate to contact us at 885-5585 if we can be of service to you.

### **Family Information & Discipline Code Book**

**\*\*Please refer to the district's Code Book for additional policies and regulations of the Clinton School District.**

### **General Information**

Henry Elementary School: Kindergarten - 2nd Grade  
809 S. 8th St., Clinton, MO 64735  
Phone Number: 660-885-5585  
Fax Number: 660-885-2784  
Office Hours: 7:30-4:00  
School Hours: 8:20 - 3:20

For more information, you may visit [www.clintoncardinals.org](http://www.clintoncardinals.org) You can like us on Facebook and follow the great things happening at <https://www.facebook.com/Henry-Elementary-School-139185562795366/?ref=bookmarks> and on Twitter at <https://twitter.com/HenryElementary>

### **Information Needed in the Office**

If your address, phone number, or the person picking up your child changes, PLEASE let the office know 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.

### **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.

## School Safety

Every precaution is taken for your child's safety at school. All visitors will need to press the buzzer to gain entry into the building. Visitors MUST enter through the front doors and check in at the front office for a visitor's sticker. Please wear the stickers during your visit. All other doors are kept locked for security purposes.

Playgrounds are supervised during school hours. When students are on the playground after school hours, the school is not responsible for any accidents that may occur. Supervision is provided during school hours by school personnel. Supervision starts at 7:30 a.m. when the doors open.

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

## 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. Walkers are released at 3:20 from both the south and north side of the building, depending on which direction their house is (older siblings may wait at these entrances - gym door and 1st grade hallway exit.)
5. K-2 parents pick up on the south side of Henry Elementary off of Bodine St. Parents must line up on the side of the road facing east. No right hand turns are allowed into the circle drive.
6. When students are dropped off in the mornings, please pull forward to the end of the sidewalk so that multiple students can unload at the same time.
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 CIS.
- 8.) **Students need to bring a note to the office if their normal after-school routine will change. Temporary bus passes are required if riding a non-routine bus. PLEASE call the office BEFORE 2:00 with changes.**
9. No child will be released to anyone other than the legal guardian 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 restrict these rights.

## 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](http://www.clintoncardinals.org)

### **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**

The Food Service accounting program serves like a debit system. You may write a check or send cash for the day, week, or month. If you have multiple children in the district, you can write one check for all of them; just specify how to divide money. Lunch accounts can also be paid online through Rev-Trak. Please see the district website for more information. There are lunch envelopes available in the front lobby for your convenience. Please fill out the front with your child's name, teacher's name and the amount inside and drop it in the drop box or have students deliver it to the office. Free and Reduced Forms must be completed each year. These forms should be re-evaluated when income decreases. If there is a balance in your child's account at the end of the year, it will be rolled over into their account for the next year.

### **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.		

### **Attendance/Student Absences and Excuses**

Attendance is VERY important to us! Did you know poor attendance can influence whether children read proficiently by the end of third grade? The Clinton Board of Education recognizes:

1. Absences disrupt the learning/instructional process and once lost, cannot be entirely regained.
2. The entire process of education requires a regular instruction, classroom participation, learning experiences and study to meet the district's student achievement goals.
3. 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 fifth (5<sup>th</sup>) 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 (8<sup>th</sup>) 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 (11<sup>th</sup>) 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.

### **Homework**

It is the student's responsibility to complete all homework assignments and turn it in on the day the work is due. The teacher will notify the parents when failure to turn in work becomes a problem.

### **Student Use of School Owned Equipment/Technology**

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.

### **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. Students at Henry Elementary do not take state assessments.

### **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.

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.

### Guidance & School Counseling

Parents and students are invited to come to the guidance office to discuss plans or problems. We have one counselor K-2 and one social worker assigned to work with students.

### Dress Code

Students' apparel should promote pride in our school. Students are expected to dress appropriately while at school. Clothing, jewelry, or personal appearance that poses a health or safety hazard or is disruptive to the learning process or interferes with the intended function and flow of the school will not be considered acceptable.

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. **Please remind your student to wear tennis shoes on PE days. Please be sure to label all jackets and coats, mittens, hats, etc.**

### Positive Behavior Support (PBS)

The focus of PBS is to provide a clear and consistent system of expected behaviors for the entire school. encourage & improve student behavior. You will hear your child talking about Cardi Compliments and getting a "Bee." Our 3 B's are:

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

Throughout the school year, students are taught what it looks like to be responsible, respectful, and safe in every setting in the school: cafeteria, halls, classrooms, restrooms, and on the bus. The lessons are re-taught and reinforced throughout the year as needed. Even with clear expectations and positive reinforcement sometimes students misbehave. A behavior report is written and sent to the office. Students are assisted in learning the desired behavior.

Students can be nominated by their teachers, administrators, and other students to receive a Bee for positive behavior. The stuffed bee gets to go with the student for the day as their reward and their picture is taken with the bee.

### **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.

### **Valuables at School**

Students 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 sticker.
3. Please do not distract from the teacher's lesson.
4. Please do not bring other children to the classroom.

### **Field Trips**

Students must have a signed permission slip from their parent/guardian to be able to attend field trips. Fees/expenses may be expected to be handled by the parents. The teacher and/or administration reserve the right to take this privilege from a student with discipline issues. 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 transportation for their child on the return trip.

### **Parties**

Students may provide refreshments (pre-packaged or bakery items) for their classroom in recognition of their birthdays. Please contact your teacher in advance. If balloons or gifts are delivered to school, they'll be kept in the office until the end of the day. This includes Valentine deliveries. Please note: Balloons aren't allowed on the school bus. Students will have three class parties during the year, held in November, December, and February.



### Recess

Students 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. Students are expected to follow playground rules. Contact sports are prohibited: tackle football, etc.

### Health

Students will be sent home with 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.

### 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. A parent must accompany the pet during the visit.

### **Media Center Policies**

All classes visit the media center weekly. Open library times are scheduled daily to allow students to return/check out books. All students are responsible for items checked out to them. Students are responsible for paying for lost/damaged books. Refunds are made if lost books are returned.

### **Transportation - Apple Bus Co. - 660-885-2644**

The Clinton School District contracts through Apple Bus Company. Please feel free to call the transportation office anytime you have questions/concerns about bus issues or routes for pick up/drop off. They can be reached at the number above.

#### **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 remained seated until the bus comes to a full stop and the driver releases you.

### **Latchkey Program**

Our Latchkey Program provides care/supervision for students enrolled in the Clinton School Districts at Henry Elementary or Clinton Intermediate Schools who might otherwise be home alone after school. They will be provided with a safe environment, a snack, and the chance to participate in enrichment activities and play.

#### **Enrollment Procedures**

1. Enrollment is required each year.
2. If your child is enrolled, it is your responsibility to pay childcare fees and keep your file updated.
3. All children must be able to use the bathroom on their own.
4. All enrollment forms must be completed before the child will be accepted for care.

The program is house at Henry Elementary between 3:20 and 6:00 p.m. Transportation is the responsibility of the parent. If school is cancelled for inclement weather, Latchkey will be closed. Also, if school is dismissed early for inclement weather, the program will not be available that day.

#### **Fees:**

1 Student - \$30.00 a week (full time) or \$6.00 a day  
Additional Children - \$6.00 reduction in fees per week if they attend full time (Exp: 2 students =\$54.00)