

Henry Elementary
School



2020-2021
PARENT/STUDENT
HANDBOOK

Faculty & Staff

Principal

Sherry Swope

Assistant Principal

Jake Kenney

Secretaries

Robin Wells

Kelly Smith

Nurse

Rachel Vencill

School Counselor

Mrs. Conner

Behavior Intervention Room:

Scott Blair

Social Worker:

Mrs. Lawson

Kindergarten

Mrs. Abbott

Mrs. Himes

Miss Melching

Mrs. Olson

Miss Panek

Mrs. Petry

Mrs. Potter

First Grade

Mrs. Coutts

Miss Goucher

Mrs. Lankford

Mrs. Lemasson

Mrs. Powell

Ms. Raymond

Miss Sherer

Second Grade

Mrs. Bramell

Mrs. Briggs

Miss Houk

Mr. Olson

Mrs. Roberts

Mrs. Steffens

Miss Tobias

Special Education

Miss Bittle

Mrs. Cochran

Ms. Green

Ms. McCartney

Mrs. Swaters

CAPS

Mrs. Bremer

Title

Mrs. Brown

Mrs. Crowley

Mrs. Steinbach

Custodian

Scherry Fowler

Special Classes

Coach Johannsen

Mrs. Turner

Mr. Vaughn

Mrs. Conner

Mrs. McCoy

Ms. Melling

Aides

Mr. Jonathan

Ms. Jeri

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 Acknowledgement Form (attached) to your child's teacher. Please keep the Handbook for reference.

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: 8:10-3:20

For more information, you may visit 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! The office needs to be updated if those persons allowed to pick up your child changes. Also please provide the office with information regarding custody settlements, allergies, asthma, and other health impairments.

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, with identification, for a visitor's sticker. Please wear the sticker 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) for additional information.

Missouri Department of Elementary and Secondary Education
No Child Left Behind Act of 2001 (NCLB) Complaint Procedures

Federal Programs Complaint Procedures -The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives. Complaint procedures involving federal programs can be found at <https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>.

Parents' Right To Know - Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Clinton School District Central Office (660-885-2237) to request this information.

You have a right to request the following:

- Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in a field or discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Policy IGBC: PARENT AND FAMILY INVOLVEMENT AND ENGAGEMENT

The Clinton School District #124 Board of Education believes that engaging parents and families in the education process is essential to improve academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community.

For the purposes of this policy, "parent" means a parent, guardian or person acting as a parent in the absence of the parent.

Missouri Parent and Family Involvement and Engagement Goals

The Board of Education recognizes the importance of both eliminating barriers that impede parent and family involvement and facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district, pursuant to state law and in collaboration with the State Board of Education, education personnel, local associations, and organizations of parents of district students, will develop and implement a policy to facilitate parent and family involvement and engagement that shall include the following six goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the schools their children attend, and actively solicit parent and family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

Title I Program Parent and Family Involvement and Engagement District Policy

The district and parents and family members of students participating in the Title I Part A program will jointly develop and agree upon a written parent and family involvement and engagement policy for the district that will establish the district's expectations and objectives for meaningful parent and family involvement and describe how the district will:

Involve parents and family members in the joint development of the Title I program plan. Parents and family members will also be involved in the development of support and improvement plans as required by law.

Provide the coordination, technical assistance and other support necessary to assist and build the capacity for all Title I schools in planning and implementing effective parent and family involvement and engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education.

Coordinate and integrate Title I parent and family involvement and engagement strategies, to the extent feasible and appropriate, with other federal, state and local laws and programs.

Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content of the parent and family involvement and engagement policy and its effectiveness in improving the academic quality of the schools served. The district will use the findings of the evaluation to design strategies for more effective parent and family involvement and engagement and to revise, if necessary, the parent and family involvement and engagement policies. The evaluation will include identifying:

- ▶ Barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

► The needs of parents and family members to assist with their students' learning, including engagement with school personnel and teachers.

► Strategies to support successful school and family interactions.

Involve parents in the activities of the schools served, which may include establishing a parent advisory board composed of parents and family members who adequately represent the needs of the population served by the district. If created, the parent advisory board would be tasked with developing, reviewing and revising this policy.

School Policy

Each school receiving Title I Part A funds and the parents and families of the students in the school will jointly develop and agree upon a written parent and family involvement and engagement policy for the school. In accordance with the requirements of federal law:

1. The policy must be made available to the local community and distributed to parents in an understandable and uniform format. To the extent practicable, the policy shall be provided in a language the parents understand.
2. The policy shall be reviewed annually and updated as needed to meet the changing needs of the parents, families and school.

Each school participating in the Title I Part A program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating students will be invited and encouraged to attend. The purpose of the meeting is to inform parents about the school's involvement in the Title I program, the requirements of Title I and the right of parents to be involved. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide transportation, childcare or home visits as those services relate to parent involvement.
2. Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I Part A programs, including the parent and family involvement and engagement policy and the joint development of a schoolwide program plan. The schoolwide plan will include both positive and negative comments on the Title I Part A program from parents of participating students.
3. Provide parents of participating students:
 - Timely information about Title I programs
 - A description and explanation of the curriculum.
 - The forms of academic assessment used to measure student progress.
 - The achievement levels of the Missouri Learning Standards (MLS).
 - Opportunities, if requested by parents, for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
 - Timely responses to suggestions.
4. Work jointly with parents of students in the program to develop a school-parent compact that outlines how parents, the entire school staff and students will share responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the MLS. The compact will:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students served under Title I to meet the MLS.
- Identify ways in which each parent will be responsible for supporting his or her student's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the student's classroom; and participating, as appropriate, in decisions relating to the education of the student and the positive use of extracurricular time.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, parent-teacher conferences in elementary schools at least annually during which the compact shall be discussed as it relates to the individual student's achievement; frequent reports to parents on their student's progress; reasonable access to staff; opportunities to volunteer and participate in their student's class; observation of classroom activities; and ensuring regular, two-way, meaningful communication among family members and school staff that, to the extent practicable, is in a language the family members can understand.

Building Capacity for Involvement

The district and each Title I school will support a partnership among the Title I school, parents and community members and ensure effective involvement and engagement of parents by:

1. Providing parents of students served with assistance in understanding topics such as the MLS, local assessments and the requirements of Title I; how to monitor a student's progress; and how to work with teachers to improve the performance of their student.
2. Providing parents the training and materials necessary to improve their student's achievement, such as literacy and technology use training, including information about the harms of copyright piracy, as appropriate to foster parental involvement and engagement.
3. Educating, with parental assistance, all school personnel on:
 - Valuing parent contributions.
 - Reaching out to and communicating and working with parents as equal partners.
 - Implementing and coordinating parent programs.
 - Building ties between parents and the school.
4. To the extent feasible and appropriate, coordinating and integrating parent involvement and engagement programs and activities with other federal, state and local programs, including public preschool programs, and conducting other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their student.
5. Ensuring that information related to school and parent programs, meetings and other activities is sent to the parents of Title I students in a format and, to the extent practicable, in a language parents can understand.
6. Providing other reasonable support for parental involvement and engagement activities as parents may request.

Accessibility

To the extent practical, the district must provide opportunities for the informed participation of parents and family members, including parents and family members who have limited English proficiency, parents and family members with disabilities and parents and family members of migratory students. Information and school reports will be provided in a format and, to the extent practicable, in a language the parents understand.

Policy Evaluation

The district and each school receiving Title I funds will, with parent and family involvement, review and evaluate the content and effectiveness of parent and family involvement policies at least annually. The district will use the findings of such evaluation to design strategies for more effective parental involvement and engagement and to revise, if necessary and in collaboration with parents, the parent and family involvement and engagement policies.

English Learner (EL) and Migrant Education Program (MEP) Parent and Family Involvement and Engagement

The Board also recognizes the special importance of parent and family involvement and engagement to the success of its EL and MEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement and engagement policy that will be distributed to parents of students participating in any of these programs. The provisions of this policy shall apply to parents and families of EL and migratory students to the same extent as they apply to parents and families of other students.

Involvement for parents and families of students in the EL and MEP programs is addressed in more detail in the policies specific to those programs.

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 the 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, provide identification, and sign out their child before he/she can be dismissed from school. Non-custodial parent rights are protected unless legal papers are on file that restrict these rights.

<p>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.</p>

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; CHECK WITH 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 ARE NOT US. In addition, a School Reach message and the school district's webpage will report closing information. The address is 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:	\$2.10	\$10.50
Reduced Lunch:	\$0.40	\$2.00
Free Lunch--Lunch is free, if you purchase extra milk, it is .40 cents.		
Full Price Breakfast:	\$1.50	\$7.50
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 Excuse

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 9:00 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 the 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.

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, will result in disciplinary action.

Report Cards

Report Cards will be handed out at the first parent/teacher conference & 3rd quarter conferences. Grade cards will be given to students in 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.

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 a 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 and to 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 that 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 with your picture id, 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 reserves 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 and glass vases 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 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.

Recovery Room

The Recovery Room is a supportive intervention strategy for any student who is struggling with managing his/her feelings and behavior. A staff member who has been trained to use and implement the SW-PBS (School Wide Positive Behavior Support) model supervises the Recovery Room. It is designed to be a safe environment where students can receive support while working through issues that caused them to be sent out of the classroom. Work may be sent to the Recovery Room for students to complete. Once the student is calm and completes their work, he/she may return to class. The Recovery Room may also be used as a safe place for ISS or a place to take a good break.

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 the Bus Driver's 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.

Latchkey Program

Our Latchkey Program provides care/supervision for students enrolled in the Clinton School Districts at Henry Elementary and Clinton Intermediate School 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 housed 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) |

Discipline Codes/Information

Academic Dishonesty

In order for the teachers to make fair assessments of students in their classes and for students to accurately chart their acquisition of knowledge, it is important that students do their own work. This includes the various forms of cheating, including plagiarism.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	Replacement assignment for full credit and warning from teacher; PC; LOP	Replacement assignment for full credit and warning from Principal; PC; LOP	Replacement assignment for full credit and up to 1-3 days of ISS and/or special action plan.

Disrespectful, Defiance of Authority or Verbal Abuse to Staff

The teacher is responsible to initially resolve this type of problem with the classroom by use of intervention, such as warnings, time-out, loss of privileges (LOP), and parent contact (PC). The teacher may, depending on the severity of the offense, refer the child for administrative action.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	Conf w/ Principal; PC, loss of privileges, up to 1 day in RR or possible 1 day ISS	CWP; staffing for development of behavior plan; loss of privileges; up to 3 days of ISS/OSS	Student/Teacher conf. w/ Principal; CWP; loss of privileges; counseling initiated; up to 5 days of ISS or OSS

Disruptive Speech or Conduct, Use of Obscene or Disparaging Language

The teacher is responsible to initially resolve this type of problem within the classroom by use of interventions, such as warnings, time-out, parent contacts or detentions. If this offense occurs elsewhere in the school setting, the teacher may, depending on the severity of the offense, issue a warning or refer to administrative action. Offensive personal hygiene may be considered disruptive to the learning environment.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	Conf. w/ Principal; PC, loss of privileges and/or 1 day in RR or 1 day ISS	Conf. w/ Principal; LOP; 1-3 days ISS	Student/Teacher conf. w/ Principal; LOP; up to 3 days ISS/OSS

Misuse of Technology

Students are allowed to use electronic devices during unstructured time as well as teacher specified instructional time. 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 instructor; unauthorized or inappropriate entry or use of the Internet; violation of copyright laws.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	PC; possible 1-3 days of ISS/OSS; LOP to computers	Up to 3-5 days ISS/OSS and possible dismissal from class; LOP to computers; CWP	Up to 5-10 days of ISS/OSS with recommend for possible LT; dismissal from class; CWP; possible referral to LA; Confiscate device

Physical Altercation (Physical Endangering Behavior)

Confrontation, tussle, or physical aggression that does not result in serious injury.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	Conf w/Principal; LOP; up to 1 day RR and/or 2 days ISS; PC	Conf. w/Principal; LOP; Up to 3 days of RR and/or ISS; PC	Conf. w/Principal; LOP; CWP w/student; possible counseling; up to 5 days RR and/or ISS

Stealing

Stealing or attempting to steal private or school property; including possession of stolen property.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-2	CWP; restitution; counselor contact for intervention plan; LOP; up to 3 days of ISS	ISS; restitution; contact counselor and LA; LOP; up to 5 days ISS	CWP; up to 5 days ISS/OSS; restitution; contact counselor and LA

Definition of Restitution: Student/Parent assume cost and/or labor of repair

Conf.= Conference
 CWP=Conference with Parent
 ISS= In School Suspension

LA= Legal Authorities
 CWS= Conference with Student
 OSS= Out of School Suspension

PC= Parent Contact
 LOP= Loss of Privileges
 RR= Recovery Room
 LT= Long Term