

STUDENT & PARENT HANDBOOK 2023-2024



REIDLAND INTERMEDIATE SCHOOL

5349 Benton Road
Paducah, KY 42003
270.538.4210
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OFFICE STAFF

Shaun Thomas- Principal
Jodi Belt- Assistant Principal
Jessica Cox- Guidance Counselor
Christy Sulcer- Book Keeper
Sarah Campbell- Front Desk Secretary

MISSION STATEMENT

The mission of Reidland Intermediate School is to ensure that all students leave academically proficient, respectful to those they meet, resilient when challenges are faced, and ready to apply the skills they have learned to achieve future success.

ENTRANCE REQUIREMENTS

All students attending RIS must either reside in the Reidland/Farley attendance area, or make application to the Director of Pupil Personnel. Students must have on file in their permanent record or present the following to enroll:

1. A current valid Kentucky Immunization Certificate containing expiration date.
2. Kentucky physical, vision, and dental examination forms are also required in accordance with KY State Law.
3. A copy of a Birth Certificate from the Department for Human Resources Office of Vital Statistics Branch. (A hospital certificate or a notification from the Health Department is not acceptable.)
4. Two pieces of proof of residency. Driver's license must be one.
5. A copy of the student's Social Security Card is also requested.

ATTENDANCE

Prompt and regular attendance has a direct relationship with achievement. All students are expected to attend class every day that school is in session. Please read the **McCracken County Student Code of Conduct Book** defining attendance. Student's attendance is calculated on the **actual time** the student is absent from school.

- A **Tardy** shall be recorded for a student who is absent less than 148 minutes by arriving late, leaving early, or a combination of the two.
- **Half day** shall be recorded for a student who is absent between 149 and 357 minutes of the day and will be recorded as one "event."
- **All day** shall be recorded for a student who is absent greater than 357 minutes of the day and will be recorded as one "event."
- **Exact calculations of these Tardy and Absent events are subject to current McCracken County Board Policy.**

When a student is absent, the parent/guardian should call the school by 8:00 a.m. to inform the office of the specific reason for the absence and to request assignments to be completed at home. Assignments may be picked up after 1:00 p.m. on the same day. A student may be given an excused absence **5 times** without a doctor's statement. All other absences must have a written doctor's statement to be excused and **submitted within 24 hours upon student's return.**

Truancy- After 3 unexcused absences a student is truant. After 6 unexcused absences a student is a habitual truant and will be referred to the DPP for due process.

Pre-Arranged Absences – A parent/guardian may request a pre-arranged absence pending administrative approval for extraordinary circumstances which might enhance that child's educational value or if it is deemed a family emergency. Accrued absences/tardies will be a factor in determining approval. This request form is available from the office and should be submitted five days in advance, to the principal. Days approved will be "excused" and may count toward the total number of days allowed (or remaining), without a doctor's excuse.

BUS SERVICE

The easiest, most convenient, and most efficient method of transporting your student to and from school will be through our bus system.

School bus drivers are in full charge of the bus and have control of all school children transported between the homes of the children and the school. The driver shall keep order, maintain discipline among the students, and observe bus regulations at all times.

The privilege of any student to ride a school bus is conditional upon his/her good behavior and observance of the rules and regulations. Students may be suspended from bus privileges as outlined in the District Student Code of Conduct.

EARLY ARRIVAL and/or DISMISSAL

Reidland Intermediate School will open doors at 8:00 a.m. Please make arrangements to ensure that your child does not arrive at school before 8:00 a.m. The school day will officially **begin at 8:15 a.m. and will end at 3:15 p.m.** (subject to McCracken County Board of Education required instruction time.)

Morning car-riders are to be dropped off behind the school, at the back gym entrance. Buses will drop off at the front door to the gym.

After 8:15 a.m., a parent must accompany their student to the office to be signed in and a tardy slip will be issued.

Students who come to school on the bus should return home on the bus unless they have a **note** that has been signed and dated from the parent/guardian and authorized by the principal or office staff. In order to ensure the safety and welfare of the student, ***phone request for transportation changes will not be taken after 2:00 pm.***

1. Children are released from school only to their parents or persons authorized by their parents. All parties must present their ID.
2. In case of family dissension (divorce, step-parents, grandparents of separated parents, etc.), a request may be made to prohibit one party of the conflict from taking the child from school. Such requests are honored only if legal status is established.

CAR-RIDERS (DISMISSAL)

Car-riders will be dismissed from the back of the school.

- Students are dismissed from the rear of the building into the properly identified vehicle displaying the office issued sign or appropriate identification.
- Students not picked up by end of the car rider line will be released to the parent/guardian from the office. Late pick-ups are documented and further action may be taken if these continue.

CAFETERIA

All students are encouraged to participate in the breakfast and lunch programs prepared by the cafeteria personnel. ***It is the parent's responsibility to notify cafeteria personnel and the teacher of any food allergy supported by a Dr.'s note that may pose imminent danger to the student.***

Breakfast is served between 8:00 a.m. and 8:15 a.m. daily. (Car riders who wish to eat breakfast should be in the cafeteria by 8:05 a.m.) Students are scheduled for **Lunch** between 11:35 and 12:35. (25 minutes for each homeroom).

RIS participates in the CEO (Community Economic Opportunity) grant and all students eat free regardless of meal status, however all lunch applications need to be filled out for other grant purposes. Applications are online on the district website. Each student is given a code to be used to track meals and to purchase extra drinks/snacks. Students will enter their own code on a keypunch system. Parents and staff should stress the importance of keeping the child's code confidential for security reasons. All students must pay for extra food and drinks; therefore, parents may deposit money into their account for these items. Parents may send money for their child's account daily, weekly, monthly, or yearly. *When sending money, please note the student's name on the check or envelope!*

A debit system is used to track moneys deposited, and money is deducted as the student purchases extras. **Forms will be available for parents to request that their child NOT be allowed to purchase extras and/or juices. Otherwise, moneys deposited may be expended in the cafeteria at the child's discretion.** RIS cafeteria manager will be happy to answer any questions regarding your student's account at 538-4204, 7:30-10:00 a.m. or 1:00 pm to 2:00 p.m.

Students may bring their lunch from home; however, the school does not provide refrigeration for these lunches.

- **No food from fast food restaurants may be brought into the cafeteria, due to federal regulations**
- **No carbonated beverages (i.e. colas)**
- **No glass containers**

CAFETERIA EXPECTED BEHAVIOR

Reidland 'PROUD' expectations apply to the cafeteria. Parents are welcome and encouraged to eat with their child. For safety and security reasons, adults need to eat in designated 'visitor' areas with their child.

CODE OF CONDUCT

The Student Code of Conduct adopted by the McCracken County Board of Education will be strictly followed. A copy is available online during registration.

CONFERENCES

Parent/Teacher conferences serve a vital role in maintaining effective communication between the school and home. The purpose of any conference is to give parents an opportunity to meet with members of the school staff to discuss the student's educational progress and any problems associated with the classroom. Parent/Teacher conferences are held twice a year, usually in October and February. If you need to schedule a conference at any other time, call the school office and ask for the teacher to arrange a conference. Parents may use voice mail, dojo, or e-mail to contact teachers. **Parents should not interrupt a class for an unplanned conference.**

DISCIPLINE PHILOSOPHY

At Reidland Intermediate School we are Reidland PROUD and follow our PROUD expectations:

- P – Prepared
- R - Respectful
- O – On-Task
- U – Understanding
- D – Driven

Students and staff follow these expectations in all areas of the school from the classroom, to the bathroom, and even on the buses. In conjunction with classroom expectations and the school-wide Classroom Dojo system, the PROUD expectations will be used as the general guide for all students.

Our priority is to promote positive behavior and award students for doing the "right things." If a student is not following the classroom and PROUD expectations and has been given opportunities to correct their behavior a Dojo Down will be given. In an effort to address chronic student misbehavior across the school that results in a dojo down, behavior consequences will be issued at the following frequencies:

- 5 Dojo Downs in a week = 1 Lunch Detention/Other consequence
- 5 Dojo Downs in a week (2nd offense per month) = 2 Lunch Detentions
- 5 Dojo Downs in a week (3rd offense per month) = Minor Write Up and ½ Day in Reset Room
- 5 Dojo Downs in a week (4th offense per month) = Major Write Up and 1 Day in Reset Room

If the behavior continues or causes a threat to the student or others, the classroom teacher will then refer the student to the office for what is to be considered a major or minor offense.

If a student chooses to disobey a rule, disciplinary options from the McCracken County Student Code of Conduct book will be followed.

*****NOTE: All threats and harassments will be taken seriously. We implore parents to talk with their children about idle words, non-verbal actions, drawings, notes, and objects that cause concern. "I was just kidding" will not be deemed an excuse for such statements/actions.**

CLASS DOJO

Reidland Intermediate School utilizes ClassDojo to connect with parents concerning students and school events. Parents will receive information when school begins about ways to connect with a ClassDojo account. This is a crucial tool for communication between school and home, so parents are encouraged to create an account.

EMERGENCY DRILLS

Fire, tornado, earthquake, evacuation, shelter-in-place, and lockdown drills are held throughout the year. For the safety of our students, there is no admittance to our school during Lockdown and Shelter in Place until the "all clear" determination. Evacuation Plans and Emergency Management Resource Guide are located in each classroom and throughout the school.

EXTENDED SCHOOL SERVICES (E.S.S.)

Extended School Services (or ESS) is offered for those students identified by data as needing extra assistance. The ESS teacher provides instruction in the form of small group, individual, or computer assistance. Mrs. Jodi Belt serves as the ESS Coordinator for RIS.

FIELD TRIPS

Field trips are an extension of the child's classroom activities and are scheduled throughout the school year. Students are requested to help pay the expense involved (transportation, entrance fees, etc). Since it is necessary to have buses ordered and tickets purchased in advance, we cannot refund trip money. Written parent permission is received during registration so no additional permission is required, but notification will be given. Scholarships are available for students who need them. For some field trips, parents may be secured as chaperones pending a background check. Otherwise, parents are not allowed on field trips.

HEALTH SERVICES

A school nurse will be available on the Reidland campuses daily. Please feel free to contact the nurse for any health related issues or questions. Immediate first aid is provided in the event of illness or injury at school. Parents are contacted to assume responsibility in case of serious illness or injury. **Please make sure the office has updated contact information at all times.** Medication should be given at home when possible. However, if it is necessary for your child to receive medication at school, (prescription or over-the-counter, **including cough drops**), a parent/guardian must bring it to the office in the **original**

unopened bottle or package. **Medication may not be brought on the school bus. A signed permission form must be on file before any over-the-counter or prescription medication will be dispensed.** This form may be picked up in the office, or generated through the school's website.

Aspirin and Tylenol are not available in the office.

Blood - Please be aware that we are required to send a student home or call the parent for clean clothes in the event any blood is present on their clothing.

Head Lice – Head lice continues to be a school health problem in schools throughout the United States. Periodic individual screening for head lice will be conducted upon request. Any student identified as having lice or an infestation of nits (eggs) present in the hair will be sent home for immediate treatment.

Students will be excused only for the day they are sent home. The parent must bring the child to school the next day to be re-screened to verify that the head lice and nits have been adequately eliminated. If treated correctly and combed properly, students should be allowed to return to school the following day. It is recommended that treatment be repeated 7-10 days after the first treatment. Preventing head lice is a parental responsibility as well as a school duty.

HOMEWORK AND STUDY HABITS

Purpose of Assignments: Homework shall be assigned for the improvement of learning. Curriculum-related assignments shall not be used for discipline purposes. Assignments shall have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished within a reasonable amount of time as determined by the teacher. Students are encouraged and reminded to gather homework materials before loading the bus for home.

Make-up Work: When a student is absent he/she is expected to make up work missed. Excused absences will extend the deadline by one day for each day missed.

Parents do their part to improve homework when they do the following:

1. Cooperate with school to make homework effective.
2. Provide children with suitable study conditions (desks, lights, books, supplies), reserve time for homework, and turn off the television and music sources.
3. Encourage children but avoid undue pressure.
4. Are interested in what their children are doing but do not do the work for them.
5. Understand what the school expects homework to accomplish.

Children may improve their study habits by observing the following principles:

1. Be sure you clearly understand each assignment.
2. Form the habit of using a certain time and a certain place for the study of each subject.
3. Study conditions such as good lighting, proper

- ventilation, and quietness should prevail.
- 4. Have necessary materials at hand.
- 5. Try to develop the skill of working independently.
- 6. Spend ample time with each subject.

INFINITE CAMPUS PARENT PORTAL

The Infinite Campus Parent Portal is a web-based application for viewing your student(s) schedule, attendance and grades. Every parent/guardian can set up his or her own Campus Portal Account. Parent/Guardians of returning MCPS students will continue to use the account that was established for the previous year.

When requested, Parent/Guardians of new students will be given instructions for setting up their account when it becomes available for the current school year.

PICTURES (STUDENT) AND YEARBOOKS

Student pictures are scheduled in September. Packages may be purchased on a pre-pay plan only. Each student will have his/her photo taken for the yearbook only if the appropriate permission form included in student online registration is completed and signed. A picture make-up day will be scheduled before the Christmas holiday break. If scheduling permits, a spring picture day will be scheduled for individual, group, or classroom photos.

Yearbooks will be composed of individual student pictures as well as group pictures taken throughout the school year and should be available for purchase in January/February.

REPORT CARDS / PROGRESS REPORTS

Report Cards are sent home one week following completion of the first, second, and third 9-weeks grading period; and, at the end of the last day of instruction for the fourth 9-weeks. Mid-terms will be sent home between report card dates. Please carefully review your child's progress and contact your child's teacher if you have questions. The present grading scale used on report cards is:

- A. 100-90
- B. 89-80
- C. 79-70
- D. 69-65
- F: 64-0

RESPONSE TO INTERVENTION

A major concern for parents as well as teachers is how to help children who experience difficulty in school. All parents want to see their child excel, and it can be very frustrating when a child falls behind in either learning to read, achieving as expected in math and other subjects, or in getting along socially with peers and teachers. Response to Intervention (RTI) is a multi-step approach to providing services and interventions to struggling learners at increasing levels of intensity. RTI allows for early intervention by providing academic and behavioral supports rather than waiting for a child to fail before offering help. The information gained from the RTI process is used by school personnel and parents to

determine the educational needs of the child. For more information about RTI, ask the principal, counselor, instructional coach, or visit the following website: the RTI Action Network <http://www.rtinetwork.org/>

SCHOOL BASED DECISION MAKING COUNCIL

SBDM councils are generally composed of six members: the school Principal, three teacher representatives (elected by the school's teachers), and two parent representatives (elected by the school's parents). RIS council will have monthly regular meetings, with special meetings when necessary. All meetings are open, except on rare occasions involving personnel, legal, or privacy issues. Minutes for open meetings are available on the school website. The purpose of the council is to set policy, consistent with district and state guidelines, which will help provide an environment to enhance student achievement, while meeting state, district, and school goals. Policies set by the council cover such items as: curriculum, school schedule, use of school space, discipline, instructional practices, and extracurricular programs.

SCHOOL/BIRTHDAY PARTIES

RIS implements the nutritional standards required by federal, state laws and regulations, and MCPS policy. No homemade food shall be provided. Only store bought, individually wrapped items will be used and these will be monitored by teachers and the cafeteria manager. Birthday treats/snacks for students are usually given out during lunch so that they don't interfere with instructional time, so please have them here by 11 am. If providing treats to be given out during lunch please provide cupcakes or individually wrapped treats that can be quickly provided to multiple students, because of staff and time constraints we will not be able to cut whole cakes.

SCHOOL CANCELLATION

If weather conditions are such that it is necessary to change schedules or cancel school, the district will use a call system to alert parents to these changes by way of a phone call to numbers on file in the student records. For this reason, all phone numbers need to be kept current. You may also listen to the local news media for announcements. The radio and television stations are kept informed of any changes. Additionally, necessary information may be found on the district website at www.mccracken.kyschools.us. Announcements will be made as early as possible. Parents should have a well established plan for their children if school dismisses early. That plan should be communicated to the child. PLEASE DO NOT CALL THE SCHOOL OFFICE. PHONE LINES MUST REMAIN OPEN FOR EMERGENCIES.

STUDENTS – GENERAL GUIDELINES FOR SUCCESS

1. No hats worn in the building.
2. No toys, radios, phones, trading cards, electronic games, etc., brought to school unless designated for a specific purpose/reward by the teacher. Items will be confiscated and kept until end of term.
3. No cell phones are to be on a student's person. They must be kept in backpacks.
4. Book bags are to be **without wheels.**
5. All items, including book bags, brought to school by the student must fit in the student's locker.
6. All students should wear appropriate dress for school. (See McCracken County Code of Conduct) Students are asked not to wear clothing or accessories that could be offensive and disruptive. Because of safety concerns and educational distractions, baggy, loose fitting pants are unacceptable at RIS. Shorts and skirts should be an appropriate length and fit. Shirts must meet slacks, shorts, or skirts; and, the midriff must not show. Spaghetti straps are not to be worn, as they don't provide adequate coverage. Appropriate footwear is required. *"Heely's"* (shoes with wheels) are not permitted. **ATHLETIC SHOES ARE MANDATORY FOR P.E. CLASSES.**

TECHNOLOGY

An **Electronic Access/User Agreement Form** signed by the parent must be on file before the student will be allowed access to the District's networked computer services, which include electronic mail and the Internet. These forms are completed during online registration.

TRANSFERRING STUDENTS

When a student is to be withdrawn from school, the office and teacher should be notified. All school property must be returned and charges paid before school records can be completed.

VANDALISM AND PROPERTY DAMAGE

All textbooks and library books are loaned to students free of charge. Students should exercise care so that the least possible damage and loss may occur. Students are held

responsible for unnecessary marking, damage, and loss of textbooks and library books. Students who mark, deface, or otherwise destroy school property will be required to pay for losses or damages.

VISITORS AND STUDENT SAFETY

All outside doors will be kept locked during the school day. The office video monitors all exterior door entrances. This adds extra security for our students. Visitors must enter by buzzing in at the front entrance. Students from other schools, brothers/sisters, friends, etc will not be permitted to visit classes during the school day. Visits to the school by parents for conference, programs, and volunteering are encouraged. Parents will not be allowed to go to a child's classroom during the school day unless the visit is pre-arranged with the teacher. **The school visitor policy is directed primarily to the unannounced visitor and is not intended to discourage parents from visiting or volunteering in a planned manner. ALL VISITORS MUST SIGN IN WITH AN ID AT THE OFFICE AND RECEIVE A VISITOR'S TAG BEFORE THEY CAN GO TO OTHER PARTS OF THE BUILDING OR CAMPUS.**

No Visitors for lunch will be allowed prior to Labor Day as students are still trying to become familiar with cafeteria and school procedures. No photography is allowed during school visits.

VOLUNTEER PROGRAM

Reidland Intermediate School plans to have an excellent Volunteer Program, which will allow parents, community members and interested parties to assist with our children's education. Volunteers are assigned to specific areas and should not make routine classroom visits, which could possibly cause disruption to classroom instruction.

Under Kentucky General Assembly House Bill 136, volunteers who work with children are required to have a current background search through the Administrative Office of the Court, at a cost of \$10.00. Please contact Mrs. Christy Sulcer for more information on becoming a volunteer.

Reidland Intermediate Title I Parent Involvement Policy

Expectations for Parent Involvement

Reidland Intermediate has adopted the following parent involvement policy and plan. It has been developed jointly and will be distributed to all parents.

Reidland Intermediate shall hold an annual back to school night at a time that is convenient for parents. All parents are invited and encouraged to attend. At this meet and greet, parents will be informed of the school's participation in Title I, the purpose and requirements of Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

Reidland Intermediate shall offer a flexible number of meetings to which the school may provide transportation and/or childcare, if needed, to parents.

Reidland Intermediate shall involve parents in an organized, on-going, and timely manner, in Title I planning, review, and improvement of programs, including the joint development of the school's parent-involvement policy and the school plan.

Parents shall be provided:

- timely information and opportunities to attend regular meetings.
- progress reports, standardized testing results, and report cards indicating their child's performance
- a description and explanation of the school curriculum, assessment, and proficiency levels
- a timely response to any parent questions and concerns

Shared Responsibility For High Student Performance

Reidland Intermediate has jointly developed a Title I learning compact among parents, students, and school staff. The compact describes the following:

- The school's responsibility to provide quality instruction in a positive and non-threatening environment
- Responsibilities of the parent to support his/her child's learning
- The on-going communication between parents and teachers through: a scheduled meeting when the learning compact will be discussed, progress reports to parents along with interpretation, and reasonable access to the classroom and staff

Building Capacity For Involvement

Reidland Intermediate shall strive to build the capacity for strong parental involvement by:

- providing assistance to participating parents in understanding national, state, and local goals, standards, and assessments, and Title I, Part A requirements. The school will assist parents on how to monitor their child's performance along with information about how parents can participate in their child's education
- providing materials and training to parents, such as literacy training, not otherwise available to help parents improve their child's achievement
- educating all school staff on how to communicate and work with parents as partners
- ensuring, to the extent possible, that information sent home is in a language and form parents can understand
- involving parents, when appropriate, in training for teachers and other staff members that improves instruction
- providing other assistance, as appropriate, such as parent resource centers, where parents can learn about child development and rearing from birth, designed to help parents become partners in their child's education
- developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and secondary schools.
- training and supporting parents to enhance involvement of other parents

Reidland Intermediate School Title I Learning Compact

The Title I learning compact is a promise that parents, students, and school staff make to each other, uniting them toward the goal of student success. Each person has an important role. We at Reidland Intermediate School would like to form such an alliance by having each parent, student, and teacher promise to fulfill his or her role. If we work together to help and support each other, we will ensure student success.

Parent/Guardian

To help my child succeed, I will strive to do the following:

- Make sure my child attends school regularly and arrives on time.
- Make sure my child completes homework assignments carefully and brings all materials to school.
- Communicate regularly with my child's teacher by checking Classroom Dojo, asking questions, checking progress, and relating my concerns.
- Attend Parent/Teacher conferences.
- Read with my child daily and listen to him/her read.
- Teach my child to be obedient, respectful, and kind to others.

Parent's Signature: _____

Student

I promise to do my best. I will strive to do the following:

- Attend school regularly.
- Be **PREPARED** by bringing all materials I need to class, including homework.
- Be **RESPECTFUL** by taking care of the people and property around me.
- Be **ON-TASK** by using time effectively, completing assignments and following directions.
- Be **UNDERSTANDING** by showing kindness to others.
- Be **DRIVEN** by always giving my best and never letting a setback stop me from succeeding.

Student's Signature: _____

Teacher

To help all students achieve, I will strive to do the following:

- Provide quality instruction in a positive and non-threatening environment.
- Provide varied learning opportunities and materials to help all students meet high academic expectations and develop appropriate social skills.
- Provide assistance to parents so they can help with homework assignments that reinforce classroom instruction.
- Work with parents to solve problems and address concerns.
- Keep parents informed of homework assignments, special projects, activities, and upcoming school events.
- Report student progress on a regular basis, praise achievement and improvements, as well as addressing concerns.
- Be respectful and kind to all students, modeling the behavior I expect of them.

Teacher's Signature: _____

Principal

I support this learning compact among parents, students, and teachers. I will strive to do the following:

- Provide an environment that allows for positive communication among parents, teachers, and students.
- Promote quality education in a supportive and non-threatening environment.

Principal's Signature: _____