

**North Platte Intermediate
Home of the Panthers
900 Lewis
Edgerton, MO 64444
816-790-3622**

Dear Parents and Students,

Welcome to North Platte Intermediate School for the 2011-2012 school year. We look forward to a great year.

Enclosed in your packet you will find a variety of forms that must be completed for our records:

1. Completely fill out the information in the enrollment packet. Your signature is required.
2. For Nurse Carmen Jackson, complete the health information form and sign.
3. Complete the free/reduced food service application form, if applicable.
4. Designate where your student should go in case of an early dismissal.
5. Return all information to school tomorrow. You may retain the handbook.
6. Please sign this cover sheet and return it to school by tomorrow which indicates that you and your youngster have read and discussed the student guidelines.

Completion of these documents will enable us to have a smooth start to our school year. If you have any questions, please feel free to call the school at 790-3622. Thank you for your cooperation

Yours truly,

Karl Matt, Principal

Quick Checklist:

_____ I have completed/amended the enrollment form with signatures and emergency numbers.

_____ I have completed the Medical/Health information for Nurse Carmen Jackson.

_____ I have filled out the necessary information for the Free/Reduced lunch breakfast form application (if applicable).

_____ My child and I have read, discussed, and retained the student handbook.

Student Signature

Parent/Guardian Signature

Homeroom Teacher

Date

Student Handbook/Procedures

General Information Regarding Arrival, Departure, and Attendance

Students who arrive at school before 7:45 must report to the cafeteria. At 7:45 teachers will be in their rooms ready to greet students. Breakfast is served until approximately 8:15 a.m. Classes begin after the intercom announcements.

School attendance is not only necessary for optimum achievement; it is also the law. Consequently, if your child will be absent or tardy, a parent must notify the school office by 8:15. At that time let office personnel know if your child's teacher/s should prepare his/her assignments for pick up. The telephone system is active which makes it convenient for messages to be placed in the voice mail system. To avoid making a long distance call, you may contact the elementary school at 280-3422; the junior high at 450-3350; or the high school at 450-3344 and the message will be relayed to the intermediate office. Failure to contact the school will result in an unexcused absence. This means that teachers may give no credit for work assigned during that unexcused absence. If your child arrives after 8:15, he/she must check in the office accompanied by a parent.

Frequent absences/tardies will be documented, and the principal will send a letter upon a student's second unexcused tardy as a reminder to follow the set policies. Failure to abide by the policies set forth will require referral to the school resource officer, the Platte County Prosecutor's office, and/or the Division of Family Services.

If your child has a change of plans concerning where he/she is to get off the bus or if the child will be picked up and not be riding the bus, please make every effort to let the office know by 2:00. This will enable the office staff to complete transportation summaries for teachers, students, and bus drivers noting those changes. This is necessary to assure the safety of students.

At the close of the school day, teachers and/or intercom announcements will inform students of any changes in after school destinations. Students who ride the bus to Dearborn or Camden Point will depart at approximately 3:05 p.m. The late bus riders/walkers will remain in their classrooms until the first buses have departed. When those buses have left campus, an announcement will be made to release the walkers and late bus pupils. Walkers may not stay after school to play with late bus students. Any student who will be picked up will meet his/her designee in the front hall as each designee must sign the student out. Students will not be allowed to leave school with anyone except parents or guardians, unless the school office has had prior notification from the parent or guardian giving permission of the same. Identification of the person picking up the student will be required.

All visitors entering the building must contact the office via the security system intercom. Upon gaining entrance, the visitor must immediately report to the office. There, the guest will pick up a visitor's badge before proceeding to a classroom.

These policies have been formulated because it is important that your child be at school each day for optimum learning via teacher presentations, student interactions, and participation. Also, the steps outlined above help assure the safety and well being of your child. Your cooperation is appreciated.

Class Work, Progress Reports, and Academics

Basic education skills are acquired through practice. A large percentage of this practice is in the form of classroom and homework assignments. Each student is responsible for his/her own lessons. After this practice is transformed to knowledge, daily assignments are still necessary and important. Knowledge without performance is nonproductive and of limited value. Not too much of our society is interested in the fact that we can if we don't.

In addition to acquiring basic educational skills, we believe that acquiring good work habits and learning to accept responsibility is still of value to all students. Assignments will be made with each student's capabilities in mind; will be reasonable in length and level of difficulty; and should be completed on time and to the best of the student's ability. Teachers in each grade level have adopted policies related to incomplete and/or late work. Refer to your child's grade level handbook for details.

Adherence to these policies will enhance the acquisition of skills, teach responsibility, and build self-esteem. Student academic progress is closely monitored. Recommendation, if merited, will be made throughout the year to invite students to participate in after school tutorials. In the final quarter of school, teachers will administer reading assessments, minimal math skills tests, and grade level assessments.

NPI Grading Scale:

95-100 A	90-94 A-	87-89 B+	83-86 B	80-82 B-
77-79 C+	73-76 C	70-72 C-	67-69 D+	63-66 D
		60-62 D-	Below 60 F	

Generally at the end of the fifth week of each quarter (or as necessary), teachers will send home student progress reports. Scheduled dates are on the district calendar and the weekly upcoming events calendar which is sent home each week (usually on Friday). Upon receipt of this progress note, parents should review the report with the student; sign the cover sheet; and return it to the teacher the following day. Remember that parent portals will keep you up-to-date regarding classroom progress. Parents are encouraged to attend scheduled conferences or may call the school at 790-3622 to request a conference whenever necessary.

If you have a concern, please call the teacher first as he/she will most likely be able to answer your questions. If the problem is not resolved, call the principal. If the problem is still unresolved, contact the superintendent.

Students in grades 4-6 are required to take the Communication Arts and Math Map tests in the spring. Fifth graders are also tested in Science. It is critical that your child be present for these scheduled state assessments.

School Website

Check the SOCS website (nppanthers.org) to read NPI news articles; become familiar with upcoming events calendars; check school lunch menus; and see special district announcements.

Student Guidelines and Expectations

GENERAL SCHOOL POLICIES

The purpose of discipline is to protect everyone's right to an education!

1. When passing to and from classes, students are to respect each other as well as the other classes which may be in session.
2. Students will refrain from chewing gum in school.
3. Fighting, profanity, harassment, and public displays of affection, are forbidden and may result in an in-school suspension, detention, or suspension from school.
4. Students are not to run, push, shove, or make excessive noises in the school.
5. Throwing objects (paper wads, etc.) or other similar devices will not be allowed at school and may result in suspension from class or school.
6. Students riding the bus are not to leave the school premises upon arrival at school or before boarding the bus to go home.
7. A student who is absent from school will not be allowed to attend an extra-curricular activity that day or night, unless the absence is unavoidable and special arrangements have been made with the principal in advance. Students must be in attendance for ½ of the day to attend or participate in activities.
8. Students are responsible for bringing pencils, paper, and other needed supplies to each classroom.
9. Radios, C.D. players, tape recorders, i-pods, etc. are not allowed in school unless special permission has been given by a teacher or the principal.
10. Students who walk to school are not to arrive before 7:45 a.m.
11. Toys, water guns, mini-cars, etc. are not allowed in school.
12. Students are to walk quietly to and from the lunchroom. Some classes will be in session.
13. Students are not to bring aerosol cans (hair spray, etc.) to school unless they have permission from a teacher or the principal.
14. Students are not to bring athletic equipment to school. These items will be furnished by the school.
15. No cell phones or pagers are allowed in the school building during the school day.

ATTIRE AND GROOMING REGULATIONS

Any apparel worn by students must be neat and clean and in no way distracting or disruptive to the academic process. The administration has the responsibility of determining what is unacceptable and/or disruptive. Students whose dress is not proper for school will be required to change clothing to acceptable attire. If the problem involves a top, office personnel will issue a shirt for the remainder of the school day. To insure that the shirt is worn for the remainder of the school day, an accompanying sheet must be signed by each of the student's remaining teachers. The following items are guidelines for dress: (Board policy JFCA page 1)

1. Clothing or articles which are excessively soiled, torn, or ragged are not to be worn.
2. Clothing displaying vulgar writing or symbols, or sexual inferences is not to be worn.
3. Clothing that is revealing is not to be worn.
4. Clothing with alcohol, tobacco, or controlled substances advertisements or references is not to be worn.
5. Hats, caps, and/or sunglasses will not be worn in the building during the school day unless a special day has been specified.
6. Droopy drawers-shorts and pants cannot sag below the waist.
7. Any other apparel which a staff member determines to be unacceptable by community standards is not to be worn.
8. Pajama bottoms or house slippers may not be worn.
9. All tank tops must have a 2" strap.
10. Any clothing or grooming that is distracting from the learning process in the classroom is not to be worn.

NPI Discipline Policy (Board Policy J)

All students have the right to pursue their education in an atmosphere conducive to learning. This includes the expectation of appropriate peer behavior. Below are guidelines: Each teacher has complete control of his/her classroom. Any student who engages in disruptive behavior in the classroom may be referred to the principal's office.

First Offense: Student will receive a firm warning about his/her behavior and will return to class and apologize to the teacher and peers. Privileges may be taken away.

Second Offense: The teacher will notify the student's parent/s. Student will lose privileges. The pupil may have an in-school suspension or after-school detention.

Third Offense: Parents will be notified. A conference may be scheduled to implement procedures to improve the behavior. The pupil may have an in-school suspension or after-school detention.

Situations may arise during the year that require special and/or immediate attention. Such situations will be dealt with in a manner appropriate to the incident.

Referral to the principal may result in a firm warning, loss of privileges, after-school suspension, in-school suspension, or out-of-school suspension.

Note: The principal reserves the right to administer any or all of the aforementioned disciplinary procedures for more serious classroom or school related problems. The NP School Resource Officer, the Platte County Juvenile Office, or the local sheriff may be called if the principal deems this necessary for the safety and well-being of all students.

Suspensions/Expulsions

In order to ensure the safety of all of our students and provide an atmosphere conducive to learning, violations against people and their public health and safety will not be tolerated. Because of the serious nature of the following offenses, each will result in in-school suspension, out-of-school suspension, or expulsion from school. Law enforcement officials/juvenile authorities will also be notified when warranted.

- I. In-school suspension or out-of-school suspension may be assessed for disruption, disrespect, or failure to follow school regulations.

- II. Violations Against Person
 - A. Assault Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury
 - B. Fighting Mutual combat in which other parties have contributed to the conflict verbally or physically
 - C. Verbal Abuse to Staff Disrespectful language or comments to a staff member
 - D. Physical Harassment Threatening physical injury or actions meant to imply intent to physically injure another person
 - E. Stealing Taking, destroying, or using objects that belong to another person without permission
 - F. Sexual Harassment Inappropriate sexual comments, innuendoes, behaviors

- III. Violations Against Public Safety and Welfare
 - A. Destruction of School Property Willful destruction of school property
 - B. Controlled Substances or Weapons Anything capable of causing harm such as drugs, alcohol (controlled substances), weapons, knives, laser pens, shop tools, and/or replicas are forbidden on school property. Violation will result in detention, suspension, or expulsion.

Any equipment owned and maintained by the school may be subject to inspection and/or search. The school reserves the right to amend this handbook and its contents without prior notice.

Special Activities

NPI offers a variety of special events and programs throughout the school year. One of the most important is the Electronic Bookshelf program. The EB safeguards against accidental access to the wrong information. Several times during the setup for quizzing, the student is required to double-check that the information has been entered correctly, therefore, eliminating the likelihood of mistakenly entering incorrect data. On that basis the following policy is set forth:

- Cheating on the EB is defined as taking a test using another person's name and/or receiving assistance from another in taking a test.
- In the event that a student at NPI cheats on the EB, that student may be barred from future EB activities for the remainder of the year.
- Any help with taking a test on the computer must be under the supervision of the teacher.

Each grade level will set specific goals for their EB awards/activities. Students must meet specific criteria to qualify for the winter and spring bashes.

NPI offers fifth and sixth grade band and scheduled Art Club meetings. Students travel to B & J in St. Joseph twice per year for skating. The annual talent show and art fair are scheduled in May. There are opportunities for everyone!

Class field trips are planned by grade level teachers. Students must report to school and ride the bus to the field trip site. At the conclusion of the trip, a child may leave with his/her parent or guardian if prior notification has been given to the office. This notification should be in the form of a note, phone call, or personal contract. Please do not bring preschoolers. This is a special day for you and your child to enjoy each other, and your youngster deserves your undivided attention.

When paying for food service, memory books, field trips, etc., you may send cash (exact amount, please) or a check with information on the memo line to note the child's name and purpose for the check. If paying with a check, please send separate checks with appropriate memos for each transaction. For example, one check for food service; another check for a memory book, etc. Thank you for your cooperation.

Food Service and Health Information

Students are encouraged to pay for meals for 1-2 weeks at a time. Charges are discouraged and will be limited to no more than five charges. You may send money by check or cash.

Please carefully read and complete the health information from Nurse Carmen Jackson. Any medications for your child (prescription, allergy, or pain killers) must be in the original containers and be delivered to the school office by the parent. Please do not send such medications with your child.

Early Dismissal/School Closing

Should threatening weather conditions occur during the school day and it becomes necessary to dismiss early, the school will announce those dismissals on the school website (nppanthers.org), Panther Alerts, (if you have subscribed to this service), and on radio stations KKJO 105.1-FM and KFEQ 68 AM along with TV stations 2, 4, 5,, 9, and 41. You may call the school after 11:30 a.m. to see if a decision has been made.

In the event of early dismissal for any reason, your child will be sent to the designated location indicated on the form/s completed at the start of the school year. This eliminates the need to make unnecessary phone calls. Call the school if the information provided earlier in the year needs to be revised. Please make sure that all of your contact numbers and early out destinations are up-to-date.

BUS REGULATIONS

Bus or Transportation Misconduct (Board Policy JG-R and JFCC)

Any offense committed by a student on transportation provided by the district shall be punished in the same manner as if the offense had been committed at the students' assigned school. In addition, transportation privileges may be suspended or resolved.

Regular Routes

Students shall be on time at the approved bus stop. Bus schedules will not permit waiting. Do not cross the road until the bus has completely stopped. Students will board the bus one step at a time.

Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Whenever a driver must direct the attention away from the road, danger exists. Foremost in our minds, is the safety of each passenger.

While riding the bus

1. Except for ordinary conversation, students shall observe quiet conduct on the bus.
2. Students shall stay in their seats while the bus is in motion.
3. Students shall not throw trash on the floor of the bus.
4. No part of the body shall be extended through the bus window.
5. Students must be quiet while the bus is stopped for a railway crossing.
6. Students shall not leave the bus from the emergency door unless an emergency exists.

Discipline and penalties

1. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus.
2. The driver is in full charge of the bus and the students.

The operation of a safe, efficient, and economic transportation program requires that all passengers observe set rules of behavior. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in case of an infraction of the rules.

1. Upon the first violation, the bus driver will discuss the problem with the child and file a report with the building principal. A copy of this report will be sent to the parent/guardian, along with a warning, which will indicate a third violation will result in removal of the privilege to ride the bus.
2. If a second violation occurs, an "Unsatisfactory Bus Conduct Report" will be filed by the bus driver with the building principal. A copy of this report will be sent to the parent/guardian, along with a warning that will indicate a third violation will result in removal of the privilege to ride the bus.

3. If a third violation occurs, the student will be informed immediately that he/she is dismissed from any further riding of the bus. A dismissal report will be sent to the parent/guardian. Riding the bus may be resumed only after a meeting between parent/guardian, the student, building principal, and/or superintendent has resulted in an agreement satisfactory to all concerned.
4. When, in the judgment of the bus driver, behavior by a rider is such that it becomes an immediate threat to the safety of other riders, the driver shall take action as described in step three without going through steps one and two above.

The district will make every effort to ensure safe transportation for every student and depends upon parental support in the effort to achieve this.

Administrators----Dr. Jeff Sumy, Superintendent
Karl Matt, NPI Principal
Secretary/Administrative Assistant----Deanna Stockman

4th Grade Teachers

Sarah Klein
Terri Moody

5th Grade Teachers

Rick Bosley, Social Studies and Reading
Jolene Hott, Math and Spelling
Barbara Stubbs, Language Arts and Science

6th Grade Teachers

Kathy Montgomery, Communication Arts
Sheila Puckett, Math and Problem Solving
Bill Holl, Social Studies and Science

Special Services

Michelle Johnson
Jean McMain, Special Services Para

School Resource Officer---Tom Taulbee

Title I---Alesia Scroggins

Speech Pathologist----Lisa Giger

Computers----Pam Trawinski

Art----Sheri Kerns

Vocal Music----Kristen Walker

Instrumental Music----Tom Brockman

P.E./Health----Derek Colburn

Librarian----Karen Combs

Counselor----Pat Head

School Nurse----Carmen Jackson

Food Service----Doris Kissick and Helen Fleshman

Custodians----Lori Blankenship