

**MORRILTON INTERMEDIATE
SCHOOL**



Our mission
at Morrilton Intermediate School
is to provide your child with the opportunity
to learn in a safe, nurturing, and technology-enriched
environment and to become proficient in literacy and
mathematics. We welcome parents in our school, and we
look forward to a partnership with you as we strive to
provide your child with the best educational
opportunities that we possibly can.

Morrilton Intermediate Student Handbook

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Welcome to Morrilton Intermediate!

With the support of our students, parents, and community, our mission at Morrilton Intermediate School is to provide all students with the opportunity to learn in an environment that is safe, nurturing, wellness-oriented, and technology-enriched, in order to ensure your child's proficiency in all content areas. We welcome parents in our school, and we look forward to a partnership with you as we strive to provide your child with the best educational opportunities that we possibly can.

Commitment to Parent Involvement

Morrilton Intermediate School is committed to promoting the involvement of parents and family members in their children's education. When families are involved, children earn higher grades, receive higher scores on tests, attend school more regularly, complete more homework, demonstrate more positive attitudes and behaviors, graduate from high school at higher rates, and are more likely to enroll in higher education than students with less involved families. Research from numerous studies documents these significant benefits. The knowledge of the powerful influence of parental involvement compels Morrilton Intermediate School to provide resources and opportunities that will promote parental involvement in their children's education.

Process for Resolving Parental Concerns

- If you have questions about your child's **class work, behavior, or relationships with classmates...**

Contact **your child's teacher** through the school office or the **counselor's office** to arrange a time to speak with the teacher by phone or to make an appointment for a conference during school business hours. The contact number for the Morrilton Intermediate Office is **354-9476** and the counselor's office is **354-9481**.

- If you have concerns about testing, class placement, or special learning needs...

Contact the school counselor, Casey Squires at 354-9481.

- If you have questions about volunteering at school, the **Parent Teacher Organization**, obtaining **skill building materials** for your child, **community services**, or **parenting skills or resources...**

Contact the **Parent Center coordinator, Clair Pruitt, at 354-9485**.

- If you have questions about the **Accelerated Reader Program** or **library resources...**

Contact the **school librarian, Regina Erwin, at 354-9480.**

- If you have questions about the **Accelerated Math Program...**

Contact the **Lori Stidham, Assistant Principal, at 354-9477.**

- If you have questions about the **Gifted and Talented Program...**

Contact our **GT teacher, Monica Harkin, at 354-9476** or the **District GT Coordinator, Jane Conley, at 354-9430.**

- If you have questions about the **Title I Program...**

Contact **Christie Toland, Principal, at 354-9476.**

- If you have questions about the **Free and Reduced Lunch Program...**

Contact **Linda Duvall, Food Service Director, at 354-9450.**

- If you have questions about **discipline...**

Contact **Christie Toland, Principal, or Lori Stidham, Assistant Principal, at 354-9476.**

- If you need your child's username and password for **Pinnacle...**

Contact the assistant principal, **Lori Stidham, at 354-9476.**

- If you have questions about **school policies or personnel...**

Contact the school principal, **Christie Toland at 354-9476.**

School Hours

Students should not arrive at school before 7:30 a.m. Morning Meeting (pledge and announcements) will begin at 7:50, and classes begin at 8:00. Your child should arrive at school early enough to be able to attend Morning Meeting or walk to their classroom by 8:00. Breakfast is served from 7:30 to 7:55 each morning. If you would like for your child to eat breakfast at school, please allow enough time for your child to finish breakfast before reporting to class. Children who arrive late will not have an opportunity to eat breakfast, unless they are arriving on a late school bus.

Classes end at 3:15 for all students. We begin loading busses at 3:15 and finish at approximately 3:45. The school office closes at 4:00 p.m.

Arrival and Dismissal Procedures

If students arrive after 8:00, they are considered tardy and must be signed in at the office by their parent or guardian. Students arriving after the beginning of the school day must have an Admission Slip before they will be allowed to enter a class. Students who miss 15 minutes or more of a class will be counted absent for that class. This also applies to students who leave early.

Please refer to the map on page 5 for morning drop off procedures. All students will be dropped off from Ruff Trail. **Parents must enter Ruff Trail from Hwy 132 (University Blvd.) at the back of Morrilton Intermediate School.** Students who plan to eat breakfast should be dropped off at the back of the school and walk up the sidewalk to the cafeteria (Point A). Sixth grade students who are not eating breakfast should be dropped off at Point B, the end of the sixth grade hall. All fourth and fifth grade students who are not going to eat breakfast in the cafeteria must be dropped off at Point C, the front entrance to the school.

Dismissal begins at 3:15 for all students. At this time, students will report to the covered walkway in front of the school (Point C) to wait for their parents to pick them up. Duty teachers will direct the children to the cars.

Parents must not enter the front parking lot during dismissal and motion to their children to cross the line of traffic to come to them. Adults are not allowed to leave their cars and mix with the children under the covered walkway. Please wait for your child to come to your vehicle. **If you need to talk with school personnel, please come to the school office to make an appointment so that duty teachers are not distracted from their supervisory responsibilities.** This is for the safety of our students. Please comply with building procedures.

On the enrollment form, you were asked to indicate if your child would be picked up at school or would ride a bus. Your child will be expected to follow the dismissal instructions on the enrollment form. **Any change from that routine will require a written note from the parent.** Without a written note from the parent (that is also signed by the principal), your child will not be allowed to ride a school bus after school, if the child is normally picked up. Without a written note from the parent (that is also signed by the principal), your child will not be allowed to ride a different bus or to ride a bus to a destination that is different from the child's normal routine. **For the safety of your child, phone messages that change your child's normal routine will not be accepted in the office for delivery to a child at school.**

Notes regarding a change in the child's routine need to be presented to the teacher at the beginning of the school day. The principal or office personnel must also sign notes from parents regarding a change in the dismissal routine. A copy is kept in the office and the original note is returned to the child to present to the duty teacher or bus driver at dismissal time.

Early Check-Out

Students may not be removed from a classroom or any other location on campus by a parent or other visitor. Visitors must report to the office and should be prepared to provide a photo ID, if requested. Students will be summoned to the office for checkout. **Parents must wait in the office for their student.** Early checkout interrupts instruction in a classroom for all students in the class and results in an absence for the last portion of the school day. Students who are frequently checked out before 3:15 are missing significant instruction in the classroom and will be considered for retention, pending their performance on the state-mandated Benchmark Exam.

Late Buses

If your child rides a bus and you are concerned because the child did not arrive home at the usual time, you may call the **Bus Barn** at **354-9421**, if you cannot reach the office at Morrilton Intermediate at 354- 9476.

Messages to Students

Delivering phone messages to students is disruptive to the learning environment. It is the responsibility of the parent and child to make sure that arrangements for dismissal have been made before the child arrives at school. Your child will be expected to follow the dismissal instructions you gave on the enrollment form. Any change from that routine will require a **written note from the parent.** Emergency messages to students should be rare. Phone messages, other than emergencies, will not be allowed. Students will not be called to the office to receive a phone message.

Field Trips and Incentives

When classes leave campus for field trips, the mode of transportation used is a school bus. All children going on the field trip must ride the bus with their class and teacher to each designated site. Children who are not allowed to ride a school bus on a field trip may not attend the school-sponsored activity.

At the end of the field trip, parents who are present at the last designated site may sign their children out of school and transport them home in their private vehicles, but they may not sign out a student who is not their own son or daughter.

At Morrilton Intermediate School we set high expectations for student achievement and behavior. Those who meet those expectations are rewarded each nine weeks and semester with an incentive activity/field trip. Incentive activities are earned through the building wide PAW system. One PAW is earned for each of the following achievements:

- Achievement of Accelerated Math and Reader goals for each nine weeks

- Earn a 3.0 grade point average for the nine weeks/semester
- No more than four days of absence AND no more than four tardies for the semester (2 each nine weeks)
- Exemplary behavior-no lunch detention served or office referrals

Each grade level will determine the specific activity that is age appropriate for their students for nine weeks incentive activities within the following guidelines:

4 PAWS	Daylong fun activity
3 PAWS	Half day fun activity
2 PAWS	Extra Recess and a Treat
1 PAW	Extra Recess
0 PAWS	Regular class day

Semester incentives will follow the following guidelines:

4 PAWS	Off campus activity (full day)
3 PAWS	Off campus activity (half day)
2 PAWS	Off campus activity (1 period)
1 PAW	On campus activity (1 period)
0 PAWS	Regular class day

Visitors

Parents are always welcome at Morrilton Intermediate, but for the protection of our students, all adults entering the school must report to the office and sign in. **Please be prepared to present photo identification.** You must have a visitor's pass from the office before entering any other part of the building, and you must sign out in the office when you leave.

Appearance and Dress Code

All students must dress in a way that does not distract from their own learning or the learning of others. Any article of clothing or personal appearance that distracts from learning will not be allowed. Examples include but are not limited to sagging pants, clothing that advertises, displays, or represents items such as alcoholic beverages, cigarettes, sex, obscenities, or violence, see-through clothing, bare-midriff clothing, tank tops with large armholes that reveal chest or back, spaghetti straps, short shorts, and clothing with an excessive number of holes.

Bullying

Bullying is any pattern of behavior by a student, or group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying can be a threat of physical harm, actual physical harm, verbal abuse, or emotional harassment. Bullying will not be tolerated at Morrilton Intermediate School. For more information, please refer to the anti-bullying policy, section 4.30, in the Intermediate School Policies for Student Conduct and Discipline toward the back of this handbook.

Damaged or Lost Books

Students must pay for textbooks or library books that are damaged or lost. Depending on the extent of the damage, the fine could amount to the price of the book. Students must pay for books that are lost. Library privileges will be suspended until library books are returned or until fees are paid.

Meals

Breakfast is served from 7:30 to 7:55 a.m. The cost of breakfast is \$1.50 per day, or \$7.50 per week.

Lunches are served in the cafeteria at a cost of \$2.30 per day, or \$11.50 per week. Extra milk is available for 40 cents per carton. Milk can also be purchased to drink with lunches brought from home.

Money at School

Students are not to have personal money at school in excess of \$5.00, unless the money is designated for a specific purpose, such as lunch money, field trip fees, lost book fees, fund-raisers, or the Book Fair.

Absence and Missed Assignments

Every day is filled with learning opportunities. It is important that your child be at school every day, unless the child is ill. Students who have fever should not attend school. If your child has been absent for more than one day, and you wish to pick up the missed assignments, please call the school by 9:00 a.m. The assignments may be picked up at the end of the school day. Unless other arrangements have been made with the teacher, students will be allowed the number of days absent, plus one, to turn in make up work. After ten absences in a semester, make up work will not be allowed unless approval is obtained from the principal.

Inclement Weather Notice of No School or Early Dismissal

In case of inclement weather, parents may use the following sources of information to find out if school has been closed:

Radio Station KVOM: FM 101.7 or AM 800

Television Station KATV Channel 7

Television Station KTHV Channel 11

If you bring your child to school, please make sure school is open before you drop the child off and leave on days when ice, snow, or sleet—or the threat of it—may have caused school to close.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled with every parent twice per year, usually in September or October and again in February or March. Check the school calendar in the back of this manual for the exact dates. Parents are assigned a conference time and notices are sent home the week before Parent/Teacher Conferences are to be held. It is very important that you meet with the teacher to discuss your child's progress.

There may be other times during the school year when you feel a need to talk personally with your child's teacher. Parent/teacher conferences are scheduled during the teacher's daily planning period. Please call the school office at 354-9476 and tell the secretary that you would like to meet with your child's teacher. The secretary will assign you a conference time during the teacher's planning period.

Parents are important to us and to the educational process. We want to meet with you and discuss your concerns, but **we do not pull teachers from a lesson in the classroom to hold an unscheduled conference, and we do not discuss your concerns in the classroom, hallway, or other public place, when children are present.** Please call ahead and we will do our best to find an agreeable time to meet.

Parent Center

The parent resource center for the South Conway County School District is located in the office area of Morrilton Intermediate School. The Parent Center has books, videotapes, and materials of interest to parents that are available for checkout. A Make and Take Center allows parents to make learning games, activities, and materials that they may take with them for use at home. Parent support groups, parent programs, and parent workshops are available through the Parent Center.

If your child is struggling in an academic area, the teacher will ask the Parent Center to prepare a packet of materials for you to use at home to help your child. Clair Pruitt, the Parent Center Coordinator, will notify you when the materials are ready to pick up. Parents are also welcome to call or to visit the Parent Center and to request materials for use at home.

The Parent Center is open four days per week: Monday, Tuesday, and Thursday 8:00 a.m. – 4:00 p.m., and Wednesday, 9:30-5:30 p.m. The center is closed on Friday. Parents are always welcome in the Parent Center. Please drop in!

For more information, you may call Clair Pruitt, at 354-9476, during Parent Center hours.

PTO

The Parent /Teacher Organization is very important to Morrilton Intermediate School. The PTO is quite active and provides a number of services for our school as well as opportunities for parent involvement. Notices are sent home and posted on the school website before each PTO meeting.

Fund-raising

Throughout the school year, Morrilton Intermediate participates in a variety of fund-raising activities. Over the past six years, money from fund-raisers has placed a computer in each of our classrooms, provided software and headphones for our computer lab, enabled us to buy printers, VCR's, CD players, software, and learning materials for our classrooms, put \$6,500 worth of books in our library, given us \$5,000 worth of new playground equipment, and enabled us to take field trips when funds for transportation were not available. We have also participated in charitable fund-raisers, including the American Heart Association, American Cancer Society, St. Jude Children's Hospital, Arkansas Children's Hospital, the Heifer Project, and the Community Care Center.

We are deeply grateful to the students and parents who choose to participate in Morrilton Intermediate fund-raisers, but we do not want the families in our school to feel pressured to participate in any fund-raiser. It isn't always practical for families to participate in every fund-raiser—or sometimes, in any fund-raiser. Although we appreciate your participation, we want you to feel free to say, “No.”

Withdrawal from School

The school office must be notified that a student is withdrawing from school. A withdrawal form must be completed and all school-owned books and materials must be returned to the school prior to withdrawal. Library and damaged book fees must also be paid.

Morrilton Intermediate School Website

Our school website address is www.sccsd.org/mis. News concerning the school district can be found on this website. You will be given a student ID number and password that will allow you to access the Pinnacle Internet Viewer located on the district website. This application allows you to view your student's grades and attendance in a real-time atmosphere. By using your student's ID number and the password assigned by the school district, you will be able to view your student's current information as well as information from previous marking periods.

School News

Parent involvement and communication with parents is very important to us. To keep you informed of events at school, what is being taught, your child's performance on school assignments, and your child's behavior at school, you will receive weekly newsletters from your child's teacher. The newsletter is sent home on the same day each week—either Friday or Monday. Graded papers and important papers such as progress reports, report cards, and test score reports are included with the newsletter. **Every child receives a newsletter from their teacher every week.** The newsletters must be signed by a parent/guardian and returned to the teacher. Please ask your child for the weekly newsletter, examine the attached papers, and return the signed portion back to the teacher.

Formative Assessments

It is our mission at MIS to provide all students with the opportunity to learn in an environment that is safe, nurturing, wellness-oriented and technology-enriched, in order to ensure proficiency in all content areas. To help us achieve that mission, we use pacing guides with Student Learning Expectations for the Arkansas Curriculum Frameworks to determine what will be taught in each subject each nine weeks grading period. At the end of each nine weeks, we assess our students to see how well they have mastered the skills taught. The results of these exams are used to plan for more effective instruction and meet the educational needs of all students.

Proficiency in All Content Areas

In addition to using formative assessments to help us plan instruction, MIS provides eight instructional periods per day to increase our students' opportunity for learning. Two periods are scheduled for reading and math, and one for writing instruction. In addition to the extra time for instruction, we use Accelerated Reader and Accelerated Math to strengthen the academic skills of our students. Teachers are trained in Literacy Lab, Writing Academy, AALI (Arkansas Adolescent Literacy Initiative), Thinking Mathematically, Cognitively Guided Instruction, and MathLinks to ensure that the teaching and learning strategies we use in the classroom are supported by research. Other strategies include the use of brain-based learning research, higher-order thinking skills, and the use of high-yield instructional strategies. It is the goal of all faculty and staff that ALL students will achieve success.

Augmented Benchmark Exam

The Augmented Benchmark Exam is a state-mandated assessment that is given to our student sin the month of April. It is used to determine if our students are proficient in their knowledge and use of information defined by the Student Learning Expectations (SLE) in the Arkansas Curriculum Frameworks. Student performance is categorized into four levels of performance.

Advanced: Students demonstrate superior performance well beyond proficient grade-level performance. They can apply Arkansas' established mathematics or reading and writing skills to solve complex problems and complete demanding tasks on their own. They can make insightful connections between abstract and concrete ideas and provide well-supported explanations and arguments.

Proficient: Students demonstrate solid academic performance for the grade tested and are well prepared for the next level of schooling. They can use Arkansas' established mathematics or reading and writing skills and knowledge to solve problems and complete tasks on their own. Students can tie ideas together and explain the ways their ideas are connected.

Basic: Students show substantial skills in mathematics or reading and writing; however, they only partially demonstrate the abilities to apply these skills. They demonstrate a need for some additional assistance, commitment, or study to reach the Proficient level.

Below Basic: Students fail to show sufficient master of skills in mathematics or reading and writing to attain the Basic level.

Academic Improvement Plan

Teachers and parents will plan together to improve the academic performance of students who fail to score in the Proficient or Advanced range on the Benchmark Exam. Academic Improvement Plans (AIP's) are written early in the fall semester and state specific strategies that will be used to help our students improve their academic performance. Parents participate in a conference to plan for improvement and to discuss the strategies that will be used. Parents and teachers are required to sign the Academic Improvement Plan for students who scored at the Basic or Below Basic level on the Spring Benchmark Exam.

School Messenger

Morrilton Intermediate School uses software called School Messenger to phone parents to inform them of special events at school, special news, or special needs. When you receive these calls, the voice on the phone is recorded, and the call is computer generated.

Information about Our School

Name and address:	Morrilton Intermediate School 1907 Poor Farm Road Morrilton, Arkansas 72110
Phone:	Office (501) 354-9476 Fax (501) 354-9486 Counselor (501) 354-9481 Library (501) 354-9480 Parent Center (501) 354-9485
Mascot:	Little Pups
Colors:	Maroon, White, and Gray

Administrative and Service Personnel

Principal	Mrs. Christie Toland Telephone: 354-9476
Assistant Principal	Ms. Lori Stidham Telephone: 354-9476
Counselor	Mrs. Casey Squires Telephone: 354-9481
School Secretaries	Mrs. Cheryl Bengston Mrs. Diane Guinn Mrs. Sharon Pike Telephone: 354-9476