



Parents & Guardians,

The Chillicothe Intermediate staff and I would like to welcome you to Chillicothe Intermediate and are looking forward to a great year! This agenda book will be very valuable to your student and to you throughout the year; please send it to school every morning. There are some general pieces of information in the following pages as well as your child's Leadership Notebook. Throughout the school year your child will set goals and monitor their progress in meeting those goals.

CIS is proud to offer many extraordinary opportunities to students such as: STEM programs, Talented & Gifted programs, English Language Learner services, as well as adopting Ohio State University's Literacy Collaborative framework.

**It is important that you make sure your child's Final Forms profile is kept up to date** so you may receive these updates. Important information will be shared via email, all-calls, and on Class Dojo. It is the responsibility of families to make sure their information is up to date and are signed up for Class Dojo. Teachers will send activation codes for ClassDojo the first day of school. You may update your Final Forms by visiting <https://chillicothe-oh.finalforms.com/>

Please take time to review the information attached and go over it with your child. If you have questions or concerns about anything, please call the school office and we will gladly assist you. Likewise, if you have any questions or concerns throughout the school year, do not hesitate to reach out and let me know. It is our goal that we can all work together to give the best educational experience to all students. If, at any time, you have a concern or question, please do not hesitate to reach out to CIS office staff or administrators. Let's do our best to make CIS a great place for students to learn, lead, and grow!

Homeroom assignments have been mailed home to families.

Respectfully,

Principal  
joshua.tripp@ccsd.us



INTERMEDIATE SCHOOL

345 Arch Street

Chillicothe, Ohio 45601

740-774-1119

### **SCHOOL HOURS**

The students' school day is 7:35 - 2:05

The office is open 7:15 - 3:00

Students may enter the building at 7:15 a.m. The final bell will ring at 7:35. Students arriving after this time will be counted tardy and must report to the office.

### **ARRIVAL TO SCHOOL for all students**

All students will be admitted into the building through the front and back doors at 7:15 a.m.

If your child walks to school, please be sure they don't leave home too early because we cannot guarantee supervision of your child prior to their entrance to the building. We very much appreciate your cooperation as we make every effort to keep your child safe.

The school doors will be shut and locked when school starts at 7:35 a.m. All students and parents will have to use the front door to enter the building after 7:35 a.m. (you will need to push the button and be buzzed in). Guardian access to the building will be limited for student safety. Guardians should report to the vestibule when coming into the school. We encourage family involvement in their child's education, however, parents/family members are not to go directly to a teacher's classroom. This is necessary to keep teachers from being interrupted and for building security. If you want to meet with a teacher, you will need to call and make an appointment. Unless there are special circumstances, this should be done via phone call or video conference. Parents are not permitted to walk their child to class.

### **STUDENT DROP OFF**

3rd & 4th Grade (Arch Street): The parking lot will be closed for dropping off and picking up students. Students who are transported via parents should use the north sidewalk directly in front of the school. Students should not cross the street at any time for safety reasons. When arriving, families should pull as far forward (facing west towards the football stadium) as possible at both drop off and pick up times to allow for efficient traffic flow. Students may only enter/exit a vehicle from the sidewalk side.

5th & 6th Grade (Metzger Ave): Students that are transported via parents should use the south sidewalk directly behind the school. Students should not cross the street at any time for safety reasons. When arriving, families should enter Hinton Way from Allen Ave and pull as far forward (facing east towards Vine Street) as possible at both drop off and pick up times to allow for efficient traffic flow. Students may only enter/exit a vehicle from the sidewalk side.

### **STUDENT PICK UP**

#### **3rd Grade:**

Pick up will occur in the bus parking lot with parents remaining in their cars. Parents should not enter the parking lot until buses have been dismissed. Families may use the football field parking lot to line up while waiting. It is very important that you pull up as far as possible. Students will not be dismissed until all cars have come to a complete stop.

#### **4th Grade:**

Pick up will occur in the front of the building. Families may stay by their car and motion for their child upon dismissal. Congregating outside of your car in the parking lot is discouraged. Classes will have an assigned pick up location.



### 5th & 6th Grades:

Pick up will occur in the rear of the building on Metzger Ave. Congregating outside of your car in the parking lot is discouraged. Please remain in your car while students are dismissed. It is very important that you pull up as far as possible. Students will not be dismissed until all cars have come to a complete stop.

If you have children in multiple grade levels, your 5th and/or 6th grader(s) will be permitted to use the 3rd or 4th grade exits. Please work with your child's teacher(s) to develop a plan that works best for each situation.

All walkers must cross the street at the crosswalks. All students that are parent pickup will board their vehicle from the sidewalk closest to the building. We ask all adults to not double park and to please follow all safety procedures. Please be careful of students who may be walking to school and use all precautions to keep our students safe.

### DISMISSAL TIMES

Bus students will exit through the west doors at 2:05. Car riders and walkers will be dismissed at 2:10 through the front and rear doors.

### STUDENTS WHO WALK HOME

Walkers are to leave when dismissed with no loitering. Walkers must use sidewalks and crosswalks. Walkers should not go through any parking lots for safety reasons.

### LATCHKEY

We are happy to partner with the YMCA to provide latchkey in our building. If you have any questions or would like to sign your child up for latchkey, please contact Tashia Norman at the YMCA at 740-772-4340.

### CLASS DOJO

Every teacher has a Class Dojo set up for easy communication between families and school staff. This is done through an app and/or website. Please make contact with your child's teacher(s) so that you can make sure you're set up and can easily communicate with them.

### SIGNING YOUR CHILD IN AND OUT OF SCHOOL

Students who arrive after 7:35 a.m., or leave school before school has ended (2:05 p.m. on a regular schedule), must be signed "In" or "Out" by their parent, guardian, or a person listed as an emergency contact. Students are not allowed to be sent home early without a parent, guardian, or other approved adult to sign the child out of school. Individuals wishing to collect a student from school will be required to show ID through the school security system and will sign their child out then wait either in the vestibule or outside until their child is dismissed. This change in procedures is in keeping with health and safety consideration of everyone. Parents are not allowed to go to their child's classroom unless permission is given by the principal.

### ABSENCES

If your child is absent please notify the school office by 8:45 a.m by choosing option 2 when calling the school. Ohio law requires our staff to call the home to verify that the child is home. This helps ensure that all students who left for school have arrived safely. **A note needs to be sent the following day to**



**excuse the absence. Please make every effort to have your child at school every day as absences are directly related to the success your child will have in school.**

#### **GENERAL INFORMATION**

Again this year, all students will receive **free breakfast** and **free lunch** every day of the school year. No further action is required of you. **No application is needed!**

Chillicothe Schools requires that all students have a completed and up to date Final Forms profile. Final Forms replaces the traditional emergency forms. **No child will be permitted to go on a field trip** without a completed Final Forms. To ensure we have the correct contact information and other pertinent information, complete a Final Form for your child by visiting [www.chillicothe-oh.finalforms.com](http://www.chillicothe-oh.finalforms.com) It is very important that families update their Final Forms annually in order to receive important information and so that we may contact you in the event of an emergency.

#### **MEDICATION**

The Chillicothe Board of Education has adopted a policy that a medication form must be completed and on file at Chillicothe Intermediate before any medication may be administered at the school by any school personnel. This form must be completed each year. Parents needing this form can pick one up in the school office. A copy of the medication policy will be in the handbook.

#### **HOMEWORK EXPECTATION**

Homework is part of the learning process. Teachers will assign homework as necessary. The amount of homework does increase as students move from one grade to the next. Please be aware that homework grades may count up to 10% of a child's grade. Therefore, it is important that you, the parent, check the book bags for school work each day. While you are not expected to do the homework for your child, being involved in the completion of homework does show your interest in school and encourages them to be life-long learners.

*Locate us on our Chillicothe City Schools website at:*

[www.ccsd.us](http://www.ccsd.us)

*Or find us on Facebook!*

*Like us on Chillicothe Intermediate School!*