



Clayton Intermediate School
86 Sorrento Drive
Clayton, DE 19938

Mr. Erik Wilson, Principal

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August 22, 2022

Greetings CIS Families,

It is with great excitement that we welcome you all to an exciting 2022-2023 school year! Our staff has been hard at work preparing the school this summer and it looks awesome. We can't wait to welcome back our students and families. On Tuesday August 30th, we will open our doors from 5:00 pm - 7:00 pm for students and their families to come in and see their classrooms, meet their teachers, and learn about CIS. The first day of school for all CIS students will be Tuesday, September 6th, 2022.

At CIS our Vision is to *"foster listeners, learners and leaders in every way, everyday"*. As we embark on a new school year we look forward to the challenges and celebrations that lie ahead. The staff at CIS will work tirelessly to help each student succeed to their fullest potential.

Please review the important information provided in this letter to familiarize you and your child(ren) with upcoming dates and the operations of CIS.

- 1) Important Dates
- 2) Basic School Operations and Transportation
- 3) Daily Schedules
- 4) Before and After School Wrap Around Program
- 5) One to One Technology
- 6) 2022-2023 Teacher Assignments
- 7) Message from Our School Nurse

If you have questions after reading the enclosed information please contact the school at (302) 653-4512. In addition, please check the Clayton Intermediate School website for more information about CIS. Families may view additional information like, our student agenda book, our student code of conduct, and other important information.

In closing and on behalf of the CIS Team, we look forward to an exciting school year. Enjoy the remainder of your summer!

Sincerely,

Erik Wilson
Principal

Melissa Buchanan
Associate Principal

1. Important Dates

- **Tuesday, August 30, 2022**
Open House Meet & Greet 5:00 pm-7:00 pm
- **Friday, September 2, 2022**
School Closed
- **Monday, September 5, 2022**
School Closed, Labor Day Holiday
- **Tuesday, September 6, 2022**
First day of school for students
- **Tuesday, September 13, 2022**
In-Service Day – State Primary Day
- **Monday, September 19 – Friday 23, 2022**
CIS Book Fair

2. Basic School Operations

- On the first day of school our staff members will greet incoming students and assist as needed. We will have staff placed throughout the building to help students find their classrooms.
- All students will receive a Student Agenda on the first day of school. This agenda book will provide valuable information and outline our important rules and expectations. Please review this information with your child, sign the signature page, tear it out, and return to school.
- Students can enter the building at 7:55 am daily. Breakfast will be available for purchase (\$.80) or students may report to their classroom. Please do not drop-off students prior to 7:55 am.
- For all students who are transported to or from CIS by car (either before the start of school day or at the end of the school day) we have designated the southern side of the building as the drop-off and pick-up location. For Student Drop-Off only (NOT the WRAPAROUND Program), please follow the orange cones as they will guide you to the student drop-off location. Staff members will be outside to assist your student.
- All **visitors** will be required to check in to the office and provide a valid driver's license.
- **Communication** is vital. One of the most critical steps is to confirm that we have the most current and up to date information listed in Eschool, such as address, phone number, and email address. We want to make sure all of our families are receiving the information necessary for a successful year. Please email Jaclyn.Reeder@smyrna.k12.de.us to update your information.
- All progress reports and report cards will be available through the **Home Access Center**. Please be sure to have your username and password to access your child's information. If you do not have a username and password, you can contact Jaclyn Reeder at Jaclyn.Reeder@smyrna.k12.de.us
- **Breakfast and lunch are no longer free.** Breakfast is available to purchase daily at a cost of \$.80 and lunch is available for \$1.25. Please visit <https://smyrna.healtheliving.net/> for more information.

3. Daily Schedule, 2022-23

7:00 am	**Wrap Around Program
7:55 am-8:15 am	Students Enter Building/Homeroom
8:20 am	Late Bell and Announcements
2:55 pm	Walkers/Car Riders Dismissed
2:57 pm	5 th Grade Bus Dismissal
2:59 pm	6 th Grade Bus Dismissal
3:05 pm	Buses depart
3:05-6:00 pm	Wrap Around Program

****Morning Wraparound services will not be available during a two-hour delay**

4. Before and After School Wrap Around Program

- The Wrap Around Program provided by the Boys and Girls Club will be held in the cafeteria. Students should be dropped off at the back of the building by the playground. You will see a sign for the Boys and Girls Club. If you have questions about the program, please contact Malari Carter, 302-893-9317 or mdesmond@bgclubs.org

5. One on One Technology

- This year all students in 5th and 6th grade will receive a Chromebook. In order to receive your child's Chromebook, you must complete the "signature page" of the Chromebook User Agreement. This agreement will be distributed at Open House and on the first day of school.
- Devices will be distributed the first day of school.

6. Teacher Assignment

- Log in to Home Access Center to see your child's teacher at: <https://hacdoe.doe.k12.de.us/homeaccess>
- Go to Registration to view your homeroom teacher
- Please email Jaclyn Reeder at Jaclyn.Reeder@smyrna.k12.de.us if you need help with your log in information.

7. A Message from Our School Nurse, Mrs. Christina Edge, RN, MSN, NCSN

Dear Parents or Guardians,

As the nurse at Clayton Intermediate School (CIS) I would like welcome you to the 2022/2023 school year! Please know that the safety of your student is and will remain my top priority.

I am looking forward to a productive partnership with our families and students to ensure safety and academic achievement. Our shared responsibility for your student's success will be guided by the following practices in our nursing office:

Medications: State Board of Education policy requires a note for the administration of medication by the school nurse. Only a school nurse is permitted to administer medication during school hours. Medications prescribed by a doctor must be brought in by an adult in the original container with proper labeling along with a note from the parent stating that it is to be administered at school. In addition, controlled medication must be brought in by an adult and handed to the nurse with the exact count of pills in the container.

Emergency Card: Emergency/Treatment cards will be provided to you. Please make every effort to return the completed Delaware Emergency Treatment Card to school the first week of school but no later than **September 19th**. One purpose of this form is to assist the nurse and other school personnel in reaching parents/guardians should a medical emergency arise. In the absence of this form, the school may not be able to provide a full or immediate treatment. Please include food and medication allergies on Emergency card. During the course of the school year, should this information change, please notify the main office so we can update your student's card.

Immunizations/ Physicals/Health: Throughout the school year if your child has a physical or updated/new immunizations please send in a copy for the nurse's office so I may update your child's medical records. If your child has a chronic condition, please notify the school nurse before the **September 6th**. I will be sending home health history form updates to 5th grade students, please fill out the form & return to your child's teacher by **September 19th**.

Guidelines for Early Dismissal for School: All students MUST come to the Nurse's Office and be assessed by the school nurse PRIOR to a parent being called to pick up an ill student. The phone call must be initiated by the school nurse to medically excuse.

I feel fortunate to be part of this school family. I thank you for your continued support and look forward to serving you in the 2022/2023 school year. If you have any questions, please feel free to contact the office at 302-659-6401.

We look forward to seeing all of you soon!



CIS Vision: Fostering listeners, learners, and leaders in every way, every day.