

# Dunbar Intermediate School

## Parent and Student Handbook

Determination Inspires Success

2015-2016



Dunbar Intermediate School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere.

**KANAWHA COUNTY SCHOOLS MISSION STATEMENT**  
**TO PROVIDE A HIGH-QUALITY, WORLD CLASS EDUCATION THAT ENSURES SUCCESS FOR EVERY STUDENT IN THE 21<sup>ST</sup> CENTURY.**



### **We are committed to the following goals:**

- To teach all students not only how to read, but also to enjoy reading.
- To make sure that all students gain an understanding of mathematical concepts and the role that math plays in all areas of life.
- To develop an interest in and an understanding of science.
- To write fluently for a variety of purposes.
- To use technology as a tool to enhance all areas of the curriculum.
- To developing learners whose curiosity about the world around them leads them to a fulfilling life.



### **Dunbar Intermediate School Philosophy:**

- We believe that all aspects of the operation of this school are subservient to the needs of children.
- We believe that children possess dignity, which must be guarded, respected, and nurtured.
- We believe that a child's physical, emotional and social needs are integrally tied to the fulfillment of his/her intellectual needs, and readiness to learn.
- We believe that each child is unique and requires the individual attention and services of all members of the school community.
- We believe that children must be challenged to reach and appreciate their own individual highest potential.
- We believe that students learn best through authentic experiences.
- We believe that every member of our faculty, staff and student population is contributing to and benefiting from the total learning experience.
- We believe that parents are an integral and welcome component to the education of children.
- We believe that all content areas of instruction share the same respectability.
- We believe that a integration of subject matter enhances not only the ability of children to integrate knowledge and skill, but also in the transference of school learning to life learning.
- We believe in meeting the learning needs of individual children through the use of a diversity of instructional tools
- We believe that a safe and clean environment facilitates maximum success in students.

# WELCOME TO DUNBAR INTERMEDIATE CENTER 2015-2016

**Dear Dunbar Intermediate Families:**

**Welcome to another new school year! I am excited to have the opportunity to work with you and your children and hope this year will be successful in every way.**

Our staff wishes to extend a personal invitation to you to become actively involved in your child's education. We want to encourage you to be acquainted with our staff, visit the school, and join the Parent Volunteer Group.

This handbook will provide important information about Dunbar Intermediate School and we hope that you will refer to it often. Please note that changes may be made to the handbook and calendar throughout the school year. You will need to review and update as needed. We will send the information with your child or post on our updated website.

Our office is always open for any questions or concerns you may have. Please feel free to call or make an appointment in order to ensure your needs are being met.

Please visit our website: <http://kcs.kana.k12.wv.us/dunbarintermediate>. The website is updated regularly.

Your Partner in Education,

Jennifer Spencer, Principal

*Kanawha County Schools publishes a handbook with information that is pertinent to all elementary students. This information includes bus regulations, policies and procedures, and code of conduct. You will receive this in your First Day of School Packet. We hope you will find this information helpful.*

Dunbar Intermediate School  
Determination Inspires Success

## Daily Schedule

Attached to the back of the handbook is a copy of the 2015-16 Master Schedule. Please check your child's class schedule for Reading/Language and Math times. If appointments must be made during the school day, please try to work around those times. Thank you for your cooperation.

### Arrival and Dismissal Procedures

### **Arrival**

Students may begin being dropped off at 7:10 am and report to the cafeteria for breakfast. Once breakfast is finished, students report to their classroom for independent study. The tardy bell rings at 7:45. Morning Meeting will begin at 7:50.

### **Dismissal**

Walkers and Van Riders will be dismissed first. Please do not block the road. Due to safety reasons all cars need to come down Ohio Avenue, not 14<sup>th</sup> Street. Classes are still being instructed. It is our top priority to keep students safe, please follow the “enter” and “exit” signs when picking up your child. Once Walkers and Van Riders are dismissed, students riding buses will be dismissed.

### **Changes in dismissal location**

All students must report home immediately after school. This will prevent anxious moments for parents and school personnel. Permission notes are required when children are to go anywhere other than directly home. These notes must be given to the classroom teacher. If a child is going to another child’s house, both children must bring in a note. If changes in departure are necessary, a note must be presented and no incoming phone calls will be taken unless you provide the personalized access code. Persons picking up children from school must present a photo ID and be listed on the emergency card. There are often times unavoidable changes to information that is required on the emergency card. PLEASE let the office staff know when to update emergency card information.

### **Winter Weather/Emergency Dismissal/Delay Information**

#### **Delays**

If we have a 1 hour delay or a 2 hour delay, a light breakfast will be served.

1 hour delay - Doors will open at 8:10 a.m. – Classes begin at 8:45 a.m.

2 hour delay - Doors will open at 9:10 a.m. – Classes begin at 9:45 a.m.

The bus will pick up your child 1 hour (*for 1 hour delay*) or 2 hours (*for 2 hour delay*) later than the normal bus run.

Dunbar Intermediate is a feeder school to Dunbar Middle School and South Charleston High School.

### **Emergency School Dismissal**

If school is dismissed early because of inclement weather or other emergencies, information about the closing will be communicated by radio,

television, and a phone call through our Parentlink system. We will be adding another form of communication through Remind 101. Please be sure to be added to both the classroom and DIS app of Remind 101. Every parent should discuss with their children where they should go if school is dismissed early and no one is at home. Please make sure your child knows of this pre-determined plan. Do not plan for you child to use the telephone as lines become very busy during early dismissal situations. Do not call the school during an early dismissal. The phone lines must be kept open for emergency incoming and outgoing calls. An emergency dismissal form for you to complete and return to school will be sent home on the first day of school. Please return to school immediately. Please send in any changes throughout the year. These forms will be kept on file and used any time there is an emergency dismissal.

Parent and guardians can subscribe to be automatically notified of school closings by e-mail by visiting the state website [wvde.state.wv.us/closing/](http://wvde.state.wv.us/closing/), then choose to subscribe to e-mail by county (Kanawha).

### Bicycles

Due to safety concerns, students are NOT permitted to ride bicycles to school or after school functions.

## INSTRUCTIONAL PROGRAM

The Curriculum and Instructional Program at Dunbar Intermediate School follow the Next Generation Standards that serve as guides for all schools in West Virginia. The instructional program is designed to provide all pupils the opportunity to achieve as many skills as their ability and efforts will permit. Emphasis is placed on mastering reading, writing, language arts, mathematical, and critical thinking skills. These Next Generation Standards for each grade level and subject may be viewed at the web site for the WV State Department of Education <http://wvde.state.wv.us/>. The Kanawha County School district has developed Curriculum, Instruction, and Assessment maps and pacing guides for each subject and level. Information is available at the web site, <http://kcs.kana.k12.wv.us/>.

In the Early Childhood Division, consisting of grades K-4, the children receive a minimum of five hours and 15 minutes of instructional time. They also receive a ten-minute opening/preparation period, a twenty-minute recess, and a thirty minute lunch period. The required subjects include: reading, language arts, mathematics, social studies, science, health, physical education, art, music, and library skills. Discretionary instructional time is used to reinforce basic skills by providing small group or individual interventions and to provide enrichment. Technology is integrated at all levels.

The Middle Childhood learner, consisting of grade 5, receives five hours and thirty minutes of instruction daily, a thirty-minute lunch period, and a ten-minute break. The required subjects include: reading, language arts, mathematics, social studies, science, health, physical education, art, music, and library skills. Discretionary instructional time is used to reinforce basic skills by providing small group or individual interventions and to provide enrichment. Technology is integrated at all levels.

#### **Home-School Partnership Communication**

Success for students at Dunbar Intermediate is contingent on the Home-School Partnership. Teachers and parents share in the responsibility for children's education. Through open communications and a positive working relationship, we can have a successful school year. Methods of communication at Dunbar Intermediate include a Parent-Student Handbook, PARENTLINK phone service, Engrade, Classroom and school Remind101, Class DOJO (behavior reporting system) weekly classroom newsletters, monthly menus and newsletters, student planners, homework sheets, folders, open house, PTO meetings, LSIC meetings, conferences, classroom visits, midterm and nine week grade reports, possibility of retention notifications, Student Assistant Team meetings, Individual Education Plan meetings, discipline report forms, attendance letters, Dunbar Intermediate website, Facebook page and many others. Teachers attempt to communicate frequently via notes, phone calls, email, and conferences. Please call the school whenever you have a concern so that we may address issues early on.

#### **Instruction Support and Enhancement Days**

There are five Instructional Support and Enhancement Days (ISE) designated throughout the school year. On these days, there will not be school, but our staff will be working. Two hours are designated for parent-teacher conferences (8:00 – 10:00). Parents may request a conference during this time. The remaining time is designated for Faculty Senate, and specialized training for our staff.

#### **Attendance Policy**

Regular attendance is a primary factor for student's success in school. Programs of study are planned and performance standards taught so that each day's lessons build on work previously completed. A direct relationship exists between good attendance, student performance, graduation, and good work habits in the marketplace. Students are expected to attend school every day unless prevented by illness or emergency. Parents/guardians are responsible for keeping their children in

school each day. The following policy is in compliance with the State Board Policy 4110 10: WV Code 18-8-B et seq.: and Kanawha County Schools Policy, "Attendance Series 3.00."

#### Excused Absences

1. Illness or injury requiring a physician's verification.
2. Medical and/or dental appointments that cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist on the doctor's form.
3. Illness of student verified by a note from the parent/guardian and may not exceed three (3) consecutive or five (5) total days per year. Verification by a physician will be required as absences exceed three (3) consecutive days or five (5) total days.
4. Illness or injury in family when student absence verified as essential by physician.
5. Calamity such as fire in the house, flood, or family emergency upon the approval of the school principal.
6. Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. Family defined as mother, father, sister, brother, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, or any person living the same household.
7. Leaves of educational value adhering to these stipulations:
  - a. Prior approval of school principal with review of attendance record
  - b. Prior submission of educational plan, detailed objectives, and activities 10 days in advance of the trip;
  - c. Leave not to exceed 10 days;
  - d. Leave to extend more than 10 days requires the Kanawha County Board approval.
8. School approved curricular or extracurricular activities.
9. Legal obligation with verification.
10. Failure of bus to run, or extremely hazardous road and/or driving conditions.
11. Observance of religious holidays.
12. Disabled students' absences in accordance with Policy 2410 Regulations for the Education of Exceptional Students, Section 1.10 Home/Hospital Instruction.

Please turn in physician excuses and parent notes the day the child returns to school. Any absence not covered above will be counted as unexcused. Physician excuses must be given to the office within 3 days of the absence.

#### School Responsibility with Attendance

1. When student absences, excused or unexcused, are placing the student at academic risk, a letter of notification will be sent to the parent.
2. If a child has accumulated five (5) unexcused absences in a single semester, the principal must send a letter requesting a meeting with the student and parent/guardian.
3. Ten unexcused absences require the social worker/assistant attendance director to begin legal action.
4. A student will have one (1) day for each day missed to make up assignments.  
Teachers may require alternative assignments and/or evaluation procedures.

#### Parent Responsibility with Attendance

1. To make certain that his/her child arrives at school on time and avoids unnecessary absences.
2. To make every attempt to schedule doctor and dentist appointments after school.
3. To obtain and send the appointment verification from doctor and/or dentist.
4. To call the school by 8:15 a.m. at 304-766-1570 when the child is absent.
5. To send a written note verifying absence and reason for absence when the child returns to school.
6. To send written notice 10 days in advance, requesting educational leave and submit the educational plan.
7. To request make up work and/or homework by 9:00 a.m. so the teacher has time to get it ready for pick up at the end of the day. Otherwise, it will be ready the following day.

If there is any question on your part on whether your child should stay home when not feeling well, think in terms of a “rule of three”. If your child is experiencing *vomiting, diarrhea, or fever* they need to stay home.



### Tardies to School

Punctuality to school and to class is of the utmost importance in the effective school. Indifferent attitude towards the practice of “getting there on time” generally carries over to the learning process. All students can learn, especially if they are in the classroom when instruction begins. Therefore, it is very important that students arrive to school on time. Being tardy not only affects your child, it also disrupts the entire classroom. ***If a tardy pattern is established, a conference will be scheduled. We follow the Kanawha County Schools Tardy Policy.***

### Make-up Work

There is no substitute for being present in the classroom. However, students will be given an opportunity to make-up all possible assignments when the absence is legitimate. One day for each day missed is the maximum time required to turn in missed assignments. Teachers will give students make up work upon their return to school, he/she is responsible for doing those assignments that are to be done in the classroom that day. Only if a teacher feels that a student has not had adequate time to complete an assignment will he/she allow the student additional time or allow him/her to take the assignment home to be completed. Teachers may, at their discretion, require alternative work assignments and/or evaluation procedures. **Failure to make up work, assignments, and/or evaluations after being provided the required time to do so will result in a recorded “0” (zero) for those work, assignments, and/or evaluations.**

### Classroom/School Visitation

It is the policy of Dunbar Intermediate Elementary to promote safety and order within the school to provide a learning environment. Our goal is to afford our staff reasonable opportunities to communicate with parents and/or guardians. In balancing these interests, the regulation of visitors is necessary. Therefore, the following procedures are necessary:

1. Any person visiting DIS shall sign in at the office.
2. All visitors shall sign his or her name to the visitor’s log. The log shall also contain arrival time, departure time, and purpose of visit.
3. All visitors are required to WEAR A VISITOR’S STICKER, obtained from the office, while in the building. The sticker is acknowledgement to our students and staff that the visitor has an appropriate reason to be in the building and has followed the school’s rule.

Parents, we welcome you to have breakfast or lunch with your child at school; **please note that bringing food to the school lunchroom or any other area from restaurants is prohibited.** Please notify the school secretary by 9:00 a.m. of the day you will attend. Cost is as follows:

Breakfast for adults	\$3.25	Breakfast for children	\$1.35
Lunch for adults	\$4.25	Lunch for children	\$1.85
Extra Milk or Juice	\$ .45		

### **Riding the School Bus**

Good conduct on the school bus is necessary and mandatory for the safety of all riders. If the bus driver has any severe problems with a child, he/she will notify the school principal. The principal talks to the child and contacts the parent if necessary. If the problem continues, the child may be excluded from riding the bus. A conference between parent, child, driver and principal is then required before riding may resume. The driver has the same authority as a teacher while the child is on the bus.

Children who ride a school bus are assigned to a certain bus and must ride that bus at all times. If it becomes necessary for him/her to ride a different bus or go home by any other way than usual, then we must have a dated, signed note, giving detail. Children without notes will be sent home on their regular bus.

Please remind your child to go directly home after leaving the bus. This will prevent anxious moments by parents and school personnel in locating a missing child.

Children on field trips that include transportation by bus are expected to obey all rules and regulations of regularly transported students. Every student will be bringing home a pamphlet, "How to Be a Star Player on the School Bus Safety Team." Please read this material and discuss it with your child.

### **Grading System and Reporting**

**Third through Fifth grade will receive a mid-term (5 weeks) progress report and a report card at the end of the nine weeks. The following scale will be used to determine grades:**

#### **3rd -5<sup>th</sup> grade**

<b>A</b>	<b>93-100%</b>	<b>C</b>	<b>75-84%</b>	<b>E</b>	<b>below 65%</b>
<b>B</b>	<b>85-92%</b>	<b>D</b>	<b>65-74</b>		

**Blank denotes a subject not assessed at this time.**

The following criteria will be used to determine Honor Roll grades for grades 2-5:

1. An average will be calculated using the grades in the following subjects: Reading, English, Spelling, Math, Social Studies, and Science/Health. A student may not have a D or E in any major academic subject.
2. Honor Roll is as follows:

4.0	Principal's List
3.6-3.9	A Honor Roll
3.0-3.5	B Honor Roll

**Awards Assemblies for the 2015-16 school year will be per semester and only be for Principal's list, A and B Honor Roll and Perfect Attendance. Additional awards will be given in the classroom to celebrate the individualized successes of our students.**

#### Homework Policy

Homework is a good opportunity for children to receive the extra practice and reinforcement necessary for mastery of a skill. Parents can provide invaluable help by providing a quiet study area with materials and by reviewing children's homework. Homework is also beneficial for responsibility and organization of materials. No grades will be issued for homework, however, points may be assigned for additional credit and Approaches to Learning. It is important to establish habits to support academic success. Homework is a wonderful way to extend the learning beyond the school day. Homework also helps parents increase awareness of skills children are learning in school. Observing children as they do homework will provide insight into their achievement levels and work habits. The following are time allotments for homework at each grade level recommended by Kanawha County Schools:

- Grade 3      No more than 30 minutes  
Grade 4-5    No more than one (1) hour daily

#### Parent Teacher Organization (PTO)

The Dunbar Intermediate School PTO serves as a support system for the school. This organization plans and presents programs of interest to parents, teachers, and leads the school in fund-raising projects to provide basic and enrichment materials and equipment for children at Dunbar Intermediate School. Contact any officer for information about events and activities. The PTO works in collaboration with LSIC to ensure excellence in education at Dunbar. Please be a part of this important decision-making

body. Our school's success depends on an active parent teacher organization!

### Local School Improvement Council (LSIC)

The Local School Improvement Council is a decision-making body, mandated by state legislation that review the goals and activities of the school and may sanction special requests to the County and State for exceptions to State and County policies. It is the responsibility of this council to assure that there is input from representatives of the entire community for decisions on programs to improve the educational opportunities for Bridge children. This council establishes goals each year to support school goals for achievement and safety. Activities are then developed and implemented with support of the PTO to benefit Dunbar children and families. Please contact school if you are willing to be an active member of our LSIC.

### Items to School

Students are only permitted to bring items from homes that are necessary for schoolwork. Technology is an important part of learning in a 21st Century classroom. In order for your child to use their personal devices, there will be courses taken and permission slips along with the Acceptable Use policy. DIS is not responsible for lost, damaged, stolen personal devices. Classroom expectations are in place to minimize damage to personal devices.

### Birthday Parties

Birthdays are recognized at school in different ways. Birthday parties for pupils or teachers are not permitted in the classrooms. The distribution of invitations to parties held at home is not permitted unless each child in the class receives an invitation. ***PLEASE DO NOT SEND BALLOON BOUQUETS AND FLOWERS TO THE SCHOOL FOR DELIVERY TO STUDENTS.*** We follow the KCS nutrition policy, therefore, food such as cupcakes are not permitted to be sent in to the classrooms. Thank you for your cooperation in helping us protect our instructional day. Monthly birthday celebrations will be held for students in the cafeteria during lunch time.

### Lost and Found

The school maintains a lost and found department where articles may be claimed. It is advisable that parents mark their children's clothing for easy identification. If your child has lost anything, please have your child check with office staff for items. Unclaimed items will be displayed at the end of each nine weeks. If items are not claimed they will be given to someone who needs them at the end of the nine weeks. School officials will not assume responsibility for lost articles or money. It is suggested that children bring only the amount of money necessary for any given day.

### **Physical Education**

All students are required by state law to have physical education. Children are required to wear tennis shoes for gym. Tennis shoes may be left a school to change into if they are marked with the child's name. Girls should wear shorts under their dresses for physical education classes. If your child cannot participate for any reason, a note of explanation or a doctor's slip should be sent to the teacher. HB2816 Healthy WV Act of 2005 requires three thirty minute physical education classes per week. One of those periods may consist of active free play. Dunbar Intermediate is served by a physical education teacher five days per week. All classrooms receive at least two days of physical education, however the teacher will provide an additional thirty minutes of physical activity throughout each week.

### **Instructional Materials Center (IMC) Library**

The IMC is a laboratory for learning. The center provides a number of services, resources, and materials to students, parents, and faculty. The IMC teacher aids students in selecting appropriate and interesting reading and resource materials. She teaches reading, library, reference and research skills to each class during a scheduled class period each week. Grades taken on these skills are averages with the student's English grade in the classroom.

1. Books may be exchanged during the regular book exchange period.
2. Books should be returned promptly when due.
3. Parents are responsible for lost or damaged books, magazines, equipment, and materials.
4. Students should display appropriate library behavior such as quiet voices and proper care of resources.

### **Transfers**

If your child is transferring to another school, please give us advance notice with the name and address of the new school. We realize the importance of speed in sending student records to the new school and make every effort to expedite the transfer process quickly.

Sign a release for in the office.

### **Textbooks and Instructional Supplies**

Children in Kanawha County Schools receive free textbooks and some instructional supplies. We need help from parents to urge students to care for books and materials properly. Many students must use each schoolbook over a six year cycle, so it is important that books not be lost or damaged. Lost or damaged textbooks or materials must be replaced and paid for by the student's parents.

### **DUNBAR INTERMEDIATE PLAYGROUND SAFETY PROCEDURES**

1. One person at a time is allowed on each piece of equipment.
2. Slide down slides, never walk up.
3. Stay clear of equipment when it is in use by others. Example: Do not walk in front of slides or around swings or tire.
4. Keep hands and feet to yourself. Pushing, pulling, hitting, grabbing, and tripping are unacceptable.
5. Do not throw mulch, rocks, sticks, etc.
6. Include everyone in activities, be polite and considerate of others, and see an adult to solve problems.

### **PLAYGROUND DISCIPLINE PROCEDURES**

1. Students who choose unsafe behaviors will serve time out in isolation, restate the rules, and make apologies. All teachers will use Class DOJO. Points may be given or taken at the discretion of the teacher in charge.
2. Students displaying aggressive or belligerent behaviors will receive a DIS Discipline Referral Form with consequences listed and action steps taken. Consequences may include the following, depending on the severity of the infraction:
  - a. Loss of playground privilege for a period of time determined by the teacher and/or principal, and not to exceed 5 minutes daily.
  - b. In-school or out-of-school suspension.
  - c. Students who show good citizenship and character traits will be recognized by staff members.
  - d. Points can be added or taken on Class DOJO.

### **Cafeteria Expectations**

1. Walk into the cafeteria safely in a single file line. Be respectful to the order that you while waiting in line to be served.
2. Students can earn the rights to be seated with friends and enjoy social times. If students choose to not follow cafeteria rules, this right can be taken away.
3. Quiet conversation at the tables is permitted .
4. Students will be dismissed by row after allotted time for eating has been met.
5. Raise your hand for permission to get out of your seat for any reason.
6. Always use good table manners.

### **WEAPONS AND/OR EXPLOSIVE DEVICES**

A student will not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms “weapons,” “tools,” or “instruments” will include by way of illustration, but are not limited to, the following enumerated items: any loaded or unloaded firearm, any knife, any razor, any martial arts device, any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); or any tool or instrument that school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, will include, but is not limited to, blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc.

A student will not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items will include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of lighter, homemade bomb, or item that, by virtue of its shape or design, give the appearance of any of the aforementioned (e.g., fake bomb, fireworks fuse, explosive devices, detonators, etc.).

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her locker, in a student’s vehicle on school property or in any vehicle a student brought on school property or on property being used by the school, at any school function or activity, or any school event held away from the school.

### **VIDEO/AUDIO MONITORING, KCS Policy Series E07**

**KCS Board of Education approves the use of Digital or Analog Video/Audio Recording Systems, Global Positioning Systems, and/or Student Tracking Systems on school buses and use of video monitoring systems at schools and other board owned facilities for the purposes of reducing disciplinary problems, vandalism and theft, providing observations to assure that proper safety procedures are followed, protecting employees and/or students from fraudulent or mistaken allegations, improving security, and providing for safer transportation for the general well being of students and employees.**

- 1. Pupils will be ready at the scheduled time at the bus stop. Preschool and Kindergarten students must be accompanied by a parent to the bus stop each morning and picked up by a parent each day after school.**
- 2. The bus operator is in charge of the bus and passengers. Passengers must obey the operator promptly and respectfully.**
- 3. Pupils must observe the following:**

- a. Cooperation and respect of any monitor on duty.
- b. Walk on the left side of road facing traffic going to and from the bus stop.
- c. Never stand or play on roadway while waiting for the school bus.
- d. Avoid unnecessary conversation with the bus operator.
- e. Use quiet conversations and observe classroom conduct rules to avoid distracting the bus operator.
- f. Arms, head and all body parts must be kept inside bus windows at all times.
- g. Riding in the step well is not permitted.
- h. Get on or off the bus or change seats in the bus only when it is not in motion and with permission of the bus operator.
- i. Proceed safely and alertly when getting on or off the bus, or crossing roadway.
- j. If emergency exits are not securely latched, notify the bus operator immediately.
- k. No object of any nature will be thrown or passed into or from the bus.
- l. Passengers seated in the bus will admit other passengers boarding the bus to vacant spaces in the seat or seats they occupy.
- m. Use of profane and immoral language, tobacco, drugs, or alcohol is prohibited.
- n. School buses will not be damaged or defaced.
- o. Food and drinks are not to be taken out of backpacks or consumed on the bus.

**Bus drivers will use the Kanawha County Schools Bus Behavior Report for violations. Please note that before the student is allowed to return to ride the bus, this form must be properly signed and returned to the school and bus operator. Should any passenger persist in violating any of the rules or regulations, procedure will be followed by the bus operator and school administrator to establish control and maintain safety. Written notice of any action being taken will be furnished to the parent, but such notice need not precede action by the bus operator in any emergency. Please review these rules with your child.**

#### **HEAD LICE**

**The Kanawha County Schools policy on Pediculosis states that students with infestations of live lice will be sent home and must be treated before returning to the classroom. Parents must arrange for an infested student to be transported home. Students must be appropriately treated with a pediculicide and have all nits removed. Other family members should also be treated. The house must be cleaned to rid it of possible infestation. Parents should periodically check children for signs of head lice and notify the school if it is determined that children have head lice. If a student is identified as being infested, that student's siblings, locker**



partners, and close playmates should be checked. Confidentiality of infested students will be maintained at all times to the extent possible. After a child is sent home with a case of head lice, and the parent/guardian is informed of the treatment policy, a maximum of two excused absences will be allowed to complete the treatment process. Kanawha County Schools Health Services, in cooperation with Kanawha Charleston Health Department, and in accordance with the American Academy of Pediatrics and the National Association of School Nurses, has determined that “no-nit” policies are ineffective in controlling out breaks of lice. Therefore, students found to have nits, after being sent home and treated for head lice, will no longer be excluded from the classroom. For further clarification, please contact the Kanawha County Schools Health Services Office at 348-6694.

### UPDATING SCHOOL RECORDS

For your child’s well being, it is very important that our school records be kept up-to-date. At any time, if there is a change in your address, telephone number, or any of the other information on the emergency card, we ask that parents and guardians contact the school as soon as possible. In order to safeguard children, they **will not be released from school without written permission from the parent. Children will not be dismissed to leave with any person not identified on the emergency card.**

### Dress Code

Student dress should be comfortable and in good taste. Clothing advertising alcoholic beverages and tobacco products or containing inappropriate language or messages will not be permitted. Students’ **dress and hair** cannot create a distraction in the classroom.

Please read the Kanawha County School Policy regarding dress. The following articles are specifically **prohibited**:

- Hats, visors, or bandanas inside school building
- Clothing with obscene or suggestive images and/or messages
- No baggy clothing or **pants with holes above the knees**
- Apparel, jewelry, or accessories that advertise or advocate drugs, alcohol, or tobacco, no wallets attached to chains
- Halter tops, revealing tank tops, cropped tops that reveal a bare midriff
- Short skirts and shorts and pajamas (shorts/skirts should come to the thumb when arms are straight down at sides)
- Heelys (shoes with wheels); all shoes must have a strap on the back around the heel, no skeletoes, no flip-flops – please note that students will

- not be permitted to play on the playground with unsafe shoes (heels, no straps)
- Students are not to wear high heeled shoes. Any student who chooses to wear shoes over two inches will be asked to call home for another pair of shoes. They will not be permitted to play outside or participate in activities that may cause an accident.

### **Students with Cell Phones, pagers, beepers and other electronic Communication devices**

Please note the following rules that come from KCS policy 25.07.1.1.2 through 25.07.1.1.2.6.4

1. Cell phone use is not permitted during the school day. This includes sending and receiving calls/texts/pictures, taking pictures or any other purpose.
2. Cell phone use is not allowed on the KCS bus unless it is an emergency and student gets permission from the bus driver.
3. Cell phones must be turned off during times they are not allowed to be used (school day and on the bus).
4. No use of cell phone photographs is permitted during the school day.
5. KCS is not responsible for lost, damaged or stolen cell phones or other electronic communication devices.
6. The use of electronic communication devices during the instructional day without administration permission shall be considered a disciplinary violation.
  - a. First infraction-confiscation of device-only returned to parent/guardian at a conference.
  - b. Second infraction-confiscation of device-conference and termination of right to carry a cellular phone the rest of the year.
  - c. Third or subsequent infraction-at principal's discretion, will result in disciplinary action for habitual or willful disobedience of school rules.

**\*\* Please note that this is the KCS policy. At Dunbar Intermediate, we encourage the use of personal electronic devices as long as the guidelines set by the classroom teacher are followed. If a student violates any of these expectations or does not follow the Acceptable Use policy, we will strictly enforce the KCS cell phone policy. The use of personal devices is to enhance learning, this is a privilege and an opportunity for our students. If expectations are not met, the privilege will be removed.**

### **Bullying Policy**

Kanawha County Schools - Bullying, harassment and/or intimidation occurs whenever one or more persons use power to repeatedly and consistently inflict physical, verbal, or emotional abuse on one or more other persons. There must be repeated and consistent negative actions against the person, there must be a physical or psychological imbalance of power between the person who bullies and the target person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying episode.

1. A clear acceptable definition of bullying. ***Bullying is the use of power to inflict verbal, physical or emotional abuse on one or more persons.***
2. A statement of the school's position on bullying. ***Bridge Elementary School does not allow bullying behavior(s). All school personnel will intervene in bullying and strictly enforce the school/county bullying policies.***
3. A declaration of the rights of individuals. ***All students have the right to receive an education in a safe, bully-free environment.***
4. A statement of the responsibilities of anyone who sees bullying behaviors. ***Any individual who sees bullying behaviors has the responsibility to intervene immediately. Report the incident to designated professionals (homeroom teacher(s) and to the investigator (in the case of pattern behaviors).***
5. A general description of the steps the school will take to deal with a bullying incident.
  - A. ***Immediate intervention - teacher or staff member; counselor; other students; administrator.***
  - B. ***Counselor notified. Target and bullies will be counseled in separate settings.***
  - C. ***Parent(s) notified - phone call, letter, etc.***
  - D. ***Referral to SAT (School Assistance Team).***
  - E. ***Loss of privileges.***
  - F. ***Administrative action.***
6. School investigator: ***Counselor.***
7. School coordinator: ***Principal.***

### **Student Assistance Team**

A student can be referred by the school or parents to the Student Assistance Team (SAT) for any of the following reasons:

- Does not seem to benefit from regular classroom instruction and may need a special program.
- Does not achieve at a level commensurate with his ability.
- Appears to be maladjusted emotionally and/or socially as seen in his individual and/or interpersonal behavior.
- Exhibits exceptional ability or talent and would benefit from a special program.

For more information call Beth Payne, School Secretary for any questions or an appointment.

### **School Social Services**

Parents, life is full of challenges for both children and adults. How we cope with those challenges can affect the amount of physical and emotional well being we enjoy as an individual and as a family, on a daily basis. Everyone in life, regardless of who we are, experiences problems in their lives at one time or another. Even when seemingly only one person within the family is having problems, the other family members often feel the effects. Sometimes children and/or parents need new skills in order to learn coping techniques or to make needed positive changes in their lives. We encourage you to call the school social worker for referral assistance.

### **Medications**

We are asking for your cooperation regarding giving medication at school. We ask that you comply with the following guidelines:

- A written order form for each medication must be completed by your child's physician and returned to school before school personnel will give medication.
- Each medication must be sent to school in a properly labeled container from the pharmacy. **An adult must bring in the medicine to the office.**
- Medicines that will be given for short periods of time (i.e. antibiotics) can be administered, if the physician will write an order on a prescription form or other signed document. All medications that are given for longer than three weeks must have a medication form signed by the physician. If possible, please encourage your physician to prescribe time-released medicine so medicine will not have to be administered at school.
- Send only a three-week supply of medication to school.
- Non-prescription medicines, such as aspirin and cough medicines, ointments, creams, or lotions WILL NOT be given without a note from the parent/guardian.

### **NOTICE OF NONDISCRIMINATION**

**Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV**

**25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.**

### **TITLE I - PARENTS' RIGHT TO KNOW**

Federal law allows parents to ask about the professional qualifications of their child's classroom teachers, and requires school systems to provide the information in a timely manner if they request it. Specifically, parents have the right to ask for information regarding teacher certification, college major and advanced degrees. Parents also have the right to request information about aides or paraprofessional personnel who provide services to their child. Parents who desire this information may contact the school principal or the Department of Human Resources, Kanawha County Schools.

Dunbar Intermediate is a Title 1 school.

***The Five Year Strategic Plan is located in the main office at any time throughout the school day.***

