

**2024-2025
DUNBAR INTERMEDIATE SCHOOL
STUDENT/PARENT HANDBOOK**



“DETERMINATION INSPIRES SUCCESS”

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2024-2025
DUNBAR INETEMEDIATE SCHOOL
STUDENT/PARENT HANDBOOK
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Note: Kanawha County Schools publishes a handbook with information pertinent to all elementary students. This information includes bus regulations, policies and procedures, and the student code of conduct. The KCS handbook will be distributed in the first day of school packet.

From the desk of the principal . . .

Dear Dunbar Intermediate Families:

Welcome back to another great year at DIS! For those of you who are new this year, we are glad to welcome you to our school and to all of our returning families we are glad that you are back! We are looking forward to a wonderful school year filled with lots of new and exciting opportunities.

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 website or Schoology. Schoology will be our platform for communication and for you to check on your child's progress. It is highly recommended that you connect and check updates often. The majority of our communication will be conducted through this format. Please make sure that you read and sign the enclosed forms and return to school with your child. It is a pleasure and privilege to be able to work with you and your student throughout this portion of their academic career.

Our office is always open for any questions or concerns you may have. Please feel free to call if there is ever anything that we can help you with. You may also visit our website: <http://kcs.kana.k12.wv.us/dunbarintermediate>. The website is updated regularly.

Sincerely,

Amy K. Brown, Principal

akbrown@mail.kana.k12.wv.us

2024-2025 STAFF DIRECTORY

Amy Brown	Principal	akbrown@mail.kana.k12.wv.us
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Justa Bradshaw	Nurse	jbradshaw@mail.kana.k12.wv.us
Ginger Breeden	Head Cook	gbreeden@mail.kana.k12.wv.us
Kelsey Grubb	Cook	kgrubb@mail.kana.k12.wv.us
Paula Atik	Cook	patik@mail.kana.k12.wv.us
DJ Tench	Head Custodian	douglastench@mail.kana.k12.wv.us
Joel Wooten	Custodian	jwooten@mail.kana.k12.wv.us
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SkyLAR Hawkins	Third Grade	shawkins@mail.kana.k12.wv.us
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Robin Bowen	Speech	rbowen@mail.kana.k12.wv.us
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Elizabeth Arco	Psychologist	earco@mail.kana.k12.wv.us
Katey Francis-Vir	Instructional Coach	kfrancis-vir@mail.kana.k12.wv.us

2024-2025 SCHOOL CALENDAR

August 14	Open House – 4:30-6:30pm
August 16	First Day of School for students
August 29	Lockdown Drill
September 2	Labor Day – No School
September 20	Midterms
September 26	Shelter in Place Drill
September 27	LSIC Meeting in Library @ 3pm
	August/September Birthday lunches
	Fall pictures
October 3	Lockdown Drill
October 14	Parent Teacher Conferences
October 15	PL Day – No school for students
October 18	End of first nine weeks
October 21-25	Red Ribbon Week
October 22	Clay Center Family Night
October 25	Report Cards go home
	October birthday lunch
October 30	Pumpkin Drop
	Halloween Party – 12:45pm
November 5	Election Day – No School
November 11	No School – Veteran's Day
November 14	Thanksgiving luncheon
November 22	Midterm
November 25-29	Thanksgiving Break
December 12	LSIC Meeting in library @ 3pm
December 13	November/December birthday lunch
December 20	PL Day – no school for students
December 23 -January 3	Christmas Break – no school
January 6	First Day back from break
January 16	Lockdown Drill
January 17	End of 2 nd 9 weeks
January 20	MLK Day – no school
January 21	Professional Learning Day – no school for students
January 24	Report Cards go home
January 31	January Birthday lunch
February 13	Lockdown Drill
February 14	Valentine's Day party @ 12:45pm
February 17	PL Day – no school for students
February 21	Midterms
February 27	Shelter in Place Drill & LSIC Meeting in library @ 3pm
February 28	February birthday lunch
March 3-7	Dr. Seuss Week
March 21	End of 3 rd nine weeks
March 24-28	Spring Break
April 4	Report cards go home
April 8	Spring Pictures
April 18	PL Day – no school for students
April 25	Midterms & April birthday lunch
May 5-9	GSA Testing week & Staff appreciation week
May 15	Family Night Dance
May 23	Birthday lunch for May, June & July birthdays
May 26	Memorial Day – no school
May 28	Field Day
May 29	Water Day
May 30	Last Day for students – report cards go home

Note: Dates and events, including the last day for students, are subject to change. Notice will be sent home

MISSION AND BELIEFS

Kanawha County Schools Mission Statement

The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21st century.

Kanawha County Schools Belief Statements

We believe:

1. All students can achieve.
2. Quality teaching is the key to student success.
3. Schools, parents and the community must be partners in learning.
4. Schools must be safe and caring places.
5. All teachers must be teachers of 21st century literacy skills.
6. Students and teachers must be prepared for lifelong learning in a global society.
7. Effective leadership skills are essential for creating 21st century schools.

Dunbar Intermediate Mission Statement

Providing success for today, while preparing for tomorrow

Dunbar Intermediate Belief Statements

We are committed to . . .

- Teach all students not only how to read, but also to enjoy reading.
- Ensure that all students gain understanding of mathematical concepts and the role mathematics plays in all areas of life.
- Develop an interest in and understanding of science.
- Write fluently for a variety of purposes.
- Use technology as a tool to enhance all areas of the curriculum.
- Developing learners whose curiosity about the world around them leads to a fulfilling life.
- Develop empathy and compassion to students with diverse learning needs.
- Include all stakeholders to support the needs of our students.

ATTENDANCE

Daily Schedule

7:00 a.m.	Entrance Doors Opened/Breakfast in Rooms
7:30 a.m.	Tardy Bell Rings/Instructional Day Begins

School Dismissal:	2:00pm
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Morning Arrival Procedures

Morning supervision begins at 7:00 a.m. and is essential to ensure the safety of our students. For the safety of your child, parents/guardians are asked to drop your child(ren) off at the Myers Avenue entrance. Staff members will be on the sidewalk at the front door to provide supervision and assist during morning drop off from 7:00 a.m. until 7:30 a.m. Parents/Guardians are asked to ensure that your child is ready to exit the car when you reach the staff member at the entrance of the school to keep traffic moving and avoid backups. Students that need handicapped accessible entrance may enter on 14th Street. Breakfast will be served in the classrooms.

Breakfast is served daily from 7:00-7:30 a.m., therefore, in order to have adequate time to eat school breakfast, students are encouraged to arrive between 7:00 and 7:15 a.m. Students that

arrive after the tardy bell must have a parent escort them into the building and sign them using the computer in the front office.

Afternoon Dismissal Procedures

Bus riders will be dismissed first beginning at 1:50-1:55pm. Students riding home via automobile with a parent/guardian may pick up children beginning at 2:00 p.m. Walkers will be called down to the front doors at 2:10 and will be dismissed from there after checking in with a teacher. Parents/guardians are asked not to arrive for pickup until 2:00pm. **Car riders will not be dismissed until the busses are loaded.** Bus students are dismissed to the 14th Street side of the building, along with the daycare vans. Our Autism classes dismiss at 1:30 daily. Car riders and walkers will be dismissed from the Myers Avenue side of the building. Our staff encourages parents/guardians not make a habit of picking up your child at the office to avoid pick-up procedures. This will result in loss of instructional time for your child. Early sign outs are not allowed after 1:30pm, unless prior arrangements have been made with the office. This time of the day is hectic with students getting ready for dismissal and early checkouts only add to this congestion.

After School Arrangements

Ensure that your child understands after school arrangements before leaving for school in the morning. Students must present a handwritten note to the classroom teacher from a parent/guardian indicating that a child has permission to go home with another student via school bus, walking or by automobile with a parent. No student will be allowed to go home with another student without prior written permission from a parent/guardian even if the person is listed on the child's emergency card. In an effort to keep telephone lines clear for emergency purposes, calls to the school for dismissal changes are honored only in an emergency. Persons picking up children from school must present a photo ID and be listed on the emergency card and be over the age of 18. If there are any court orders in effect, a copy of this needs to be provided to the office.

Attendance Policy (KCS Policy J19, WV State Code §18-8-4)

A direct relationship exists between daily school attendance and student performance. Therefore, all students are expected to attend school regularly and arrive on time for class. Dunbar Intermediate School follows the Kanawha County Schools (KCS) attendance policy, which is provided in its entirety to each student at the beginning of the school year. Parents are highly encouraged to schedule doctor appointments outside of the school day in respect of instructional time. In order to be considered as an excused absence, a student must return to school from an absence with a parent or doctor signed note containing the date(s) and the reason for the absence. Basically and according to the KCS Attendance Policy, an absence is considered excused for the following reasons: 1) failure of the bus to run for hazardous conditions; 2) illness or injury of the student requiring a physician's verification; 3) medical/dental appointment which cannot be scheduled outside the school day as verified in writing by a doctor; 4) illness of student verified by parent/guardian not to exceed five days per school year; 5) calamity (e.g., fire in home, flood, family emergency, hazardous condition) as approved by the principal; 6) death in the family not to exceed three days; and 7) leaves of educational value with prior principal approval. An unexcused absence is an absence that cannot be defined by any of the above conditions. The principal monitors attendance on a daily basis and will meet regularly with the county attendance director to discuss student attendance/tardy issues. Once a student has three unexcused absences, the principal will contact the parent/guardian to discuss the reason(s) for the absences and ways the school staff can assist the student to avoid further absences. When a student has five unexcused absences the same procedure is required. The principal will notify and invite parents to attend a Student Assistance Team (SAT) meeting to discuss attendance issues when needed.

Attendance and Parent Partnership

Parents/guardians are encouraged to work in partnership with the school staff to:

- Ensure your child arrives at school on time and avoids unnecessary absences.
- Schedule doctor and dentist appointments outside of school hours.
- Call the school by 8:30 a.m. at (304) 766-1570 when your child is absent.

- Communicate with your child's teacher by 8:30 a.m. to request make-up work if your child is absent for 3 or more days to allow the teacher adequate preparation time for pick up at the end of the instructional day.
- Send a written note when your child returns to school verifying any absences and noting the reason for the absence.
- All doctor's notes/excuses must be turned in no later than three days after the absence.

Early Departure

For the safety of our children and staff, parents/guardians must report to the office upon arrival to sign a student in/out. To avoid disruption of the educational process, it is highly recommended for doctor appointments to be scheduled outside of school hours.

Excuse Notes

In order to be considered as an excused absence a student must return to school from an absence with a parent or doctor signed note containing the date(s) and the reason for the absence. The illness or injury of a student can be verified by a parent/guardian written excuse up to five days per school year. This must be received no later than three days after the absence.

Make-Up Work Following Absences, Tardies and/or Early Out Departures

Students are expected to make up work missed due to absences, tardies and/or early departures. Teachers will provide makeup work as needed upon return of the student to school. The student must submit completed makeup work within a reasonable timeline as designated by the teacher.

Tardy and Early Departure Policy (KCS Policy J19)

A student is considered tardy when arriving after the instructional day begins at 7:30 a.m. Further, leaving prior to the end of the school day at 2:10 p.m. is considered an early departure. As per county policy, the following procedures will be used to address excessive tardiness and/or early departures: five tardies/early departures – phone call from school designee; seven tardies/early departures – letter via U.S. Mail; 10 tardies/early departures – conference with student, parent, teacher, principal; 11 tardies/early departures – referral to SAT; 15 tardies/early departures – referral to central office. Parents must sign in a student at the school office if a child is tardy (arrives after 7:30 a.m.) or when picking up a student for early departure (prior to 1:45 p.m.). In order for a tardy to be excused, students must submit a written excuse from a doctor's office. Again, parents are highly encouraged to schedule doctor appointments outside of the school day in respect of instructional time.

STUDENT BEHAVIOR

Authority of Teachers (WV State Code §18A-5-1, WV BOE Policy 4373)

According to WV State Code, a teacher shall stand in the place of a parent/guardian in exercising authority over the school and has control of all students enrolled in the school from the time students' reach the school until returning home.

Bus Discipline (KCS Policy J25, WV BOE Policy 4373)

Students riding the bus to and from school and on extra-curricular trips are under the direct supervision of the bus driver. The bus driver has the same authority as a teacher when transporting children. It is a violation of the code of conduct to engage in behavior which is detrimental to the operation of a bus including, but not limited to: creation of excessive noise; use of profane language; sticking arms or heads out of bus windows; changing seats or standing while the bus is in motion; failure to obey directives of school personnel; throwing objects; passing objects through windows; riding in the step well or front row of seats; damaging/defacing a school bus; and/or use of an emergency door in non-emergency situations. The bus driver has the authority to expel a student's privilege to ride the bus for violations of the rules governing bus transportation. KCS has approved 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. Student compliance of rules while riding a school bus is of utmost importance for the safety of our students and staff. If necessary, the bus driver will notify the school principal regarding inappropriate bus behavior. Children riding a school bus on field trips are expected to obey all bus rules and regulations.

Cafeteria Expectations

The classroom teacher will escort students to and from the cafeteria. Students may talk quietly while waiting in line. Students are expected to use manners and respect while eating lunch. Students may talk quietly to other students seated near them while eating lunch. Students are to remain seated unless granted permission from an adult. Each table of students is then dismissed to empty their tray and line up. The classroom teacher will escort students back to the classroom.

Hallway and Restroom Expectations

Teachers escort students during hallway transitions and monitor students to and from bathrooms. Students are expected to walk quietly and orderly in the hallway and to behave appropriately in the bathrooms.

Playground Expectations

Students are expected to adhere to safety procedures while on the school playground. The following are basic playground rules developed for safety purposes:

- One person at a time is allowed on each piece of playground equipment.
- Slide down the slides rather than walking up.
- Stay clear of playground equipment when in use by others.
- Keep hands/feet to self.
- Do not throw mulch, rocks, sticks, etc.
- Include everyone in activities and be polite and considerate of others.
- Talk with an adult to assist with solving issues.

Schoolwide Positive Behavior Support Plan

It is the desire for all students at Dunbar Intermediate School to learn in an environment that is safe and engaging to all learners. Dunbar Intermediate School uses Kickboard as our school-wide positive behavior system. Teachers utilize Kickboard as a tool to increase or decrease by one point based on both positive and negative behaviors. Behavior goals and rewards for positive behavior are established with input from students and our behavior committee. Students must maintain a yearly average to participate in behavior reward activities (80% or higher to participate in the fifth grade trip).

Student Code of Conduct (KCS Policy J25)

The purpose of the KCS Student Code of Conduct regulations is to ensure an orderly and safe environment that is conducive to learning and includes the following: 1) All students will behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development; 2) Students will help create an atmosphere free from bullying, intimidation and harassment; 3) Students will demonstrate honesty and trustworthiness; 4) Students will treat each other with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others; 5) Students will demonstrate responsibility, use of control and be self-disciplined; 6) Students will demonstrate fairness, abide by rules and not take advantage of others; 7) Students will demonstrate compassion and caring; and 8) Students will demonstrate good citizenship by obeying laws and rules, respecting authority and by cooperating with others.

PARENT INVOLVEMENT AND VOLUNTEERS

Local School Improvement Council (WVBOE Policy 2200)

The Local School Improvement Council (LSIC) meets approximately four times throughout the school year (dates are posted in the 2020-2021 School Calendar section). The LSIC is comprised of parents, school staff and community representation. The LSIC is an elected council whose purpose is to: 1) encourage the involvement of parents/guardians in their child's educational process and the school; 2) encourage businesses to provide time for their employees who are parents/guardians to meet with teachers concerning their child(ren)'s education; 3) encourage advice and suggestions from the business community; 4) encourage school volunteer programs and mentorship programs; and 5) foster utilization of the school facilities and grounds for public community activities.

Parent Education Resource Center

The Kanawha County Schools' Parent Education Resource Center (PERC) builds partnerships between parents and educators to ensure children receive the highest educational achievement opportunities. PERC provides a variety of information, resources and training for parents on important issues such as parenting skills, problem solving, student educational planning, behavior management, home learning activities and other topics to strengthen home-to-school partnerships. PERC representatives also assist families on an individual basis to better understand their children's educational needs and to discover opportunities and options for meeting these needs such as connecting families with appropriate community services. Finally, PERC offers information, resources and training to educators to increase the skills, knowledge and attitudes needed to encourage and strengthen family involvement and positive school-to-home partnerships. For individual requests contact a PERC representative by e-mail at perc@mail.kana.k12.wv.us or phone at (304) 248-7715.

Volunteer Training and Procedures (KCS Policy C55)

In order to ensure safety, approved volunteers are required to sign-in at the school office upon arrival and will be provided a volunteer badge. For the safety of our students and staff, a volunteer badge must be worn in a prominent place at all times.

Breakfast/Lunch

All Kanawha County students are eligible to receive free breakfast and lunch daily. Students also have the option of bringing a packed lunch. Parents may eat breakfast or lunch with their child(ren) anytime by purchasing a breakfast/lunch ticket from the office secretary. Adult meal prices are as follows: breakfast \$3.25; lunch \$4.25; milk 45 cents.

Food and Peanut Allergies

- There are children in our school that have peanut and nut allergies. Exposure to peanuts or nuts may cause a life-threatening allergic reaction. Children with this allergy are not to eat or inhale anything with peanuts or nuts. All foods now have an allergy disclosure under the ingredients list. **Therefore, anything that contains nuts; may contain nuts or is processed in a plant that processes nuts may not be sent to school.**
- Chocolate candies are not permitted due to being manufactured in plants that also contain peanuts and/or tree nuts. Other food allergies or sensitivities will be dealt with on a case by case basis and following health provider orders to insure student safety.
- All snacks sent to school must be preapproved by the teacher and must be sent to school in original packaging. Any snack containing peanuts or other nuts as indicated on the original container may not be distributed to students for consumption. Snacks that do not meet nutritional guidelines may not be distributed.
- Homemade items may not be distributed for student consumption.
- It is requested for parents eating meals with their children at school to refrain from bringing in outside items.
- Snacks/items are to be brought to the office for delivery to avoid disruption of instructional time.

- **Students are not permitted to bring fast food to school as it does not adhere to child nutrition policies.**

Nutrition Guidelines (KCS Policy C57, WV BOE Policy 4321)

Research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and promoting increased physical activity both in and out of school. Food and beverage items containing the eight most common allergens must be considered for children while at school (e.g., peanuts, tree nuts, milk, egg, wheat, soy, fish, shell fish). It is required that all other food and beverages made available during the school day meet the following Smart Snack guidelines:

1. Limit total calories to no more than 200 per product/package.
2. Limit total fat to no more than 35% of calories per product/package, excluding seeds, nuts or cheese.
3. Limit saturated fat to less than 10% of the total calories.
4. Limit trans fat to less than or = to 0.5 grams per product/package.
5. Reduce sugar content of food items to no more than 35% of calories per product, excluding fruits.
6. Limit sodium to no more than 200 milligrams per product/package.

School Celebrations (KCS Policy C57, WV BOE Policy 4321)

According to KCS policy, foods offered to students must reflect concern for the health and well-being of all students. The school principal is responsible to determine the frequency of celebrations per school year. DIS will celebrate on the following holidays: Halloween, Christmas, Valentine's Day and Field Day/End of Year Celebration. Food and beverage items for these celebrations must be commercially prepared, packaged, and factory sealed with a visible ingredient and nutritional label so they may be properly evaluated for possible allergy reactions with students. The exception would be fresh vegetables, fruits, and bottled water. Only non-caffeinated beverages shall be offered. **Cupcakes cannot be brought to the school for a student's birthday. Likewise, birthday invitations cannot be passed out at school.**

SCHOOL POLICIES

Acceptable Use Policy (WV BOE Policy 2460)

Students, parents and teachers must read the KCS Computer and Telecommunications Acceptable Use Policy and sign the consent and waiver form prior to utilizing computers or other technology. The consent and waiver forms are now completed online on the KCS website and are located on the homepage (click "Resources" and "First Day Packet"). At the beginning of the school year, students receive training regarding the content of the Acceptable Use Policy. This policy sets regulations for students, school personnel and parents/guardians pertaining to the safe and acceptable use of the Internet, various digital resources and technologies and reinforcement of copyright compliance. Generally accepted rules of digital/network etiquette include, but are not limited to, the following:

- Be polite - do not write abusive messages to others.
- Use proper English & appropriate language (e.g., no swearing &/or vulgarities).
- Use extreme caution when revealing personal information including: address & phone number on websites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Do not reveal personal information regarding another individual.
- Do not use the Internet to disrupt Internet use by others (e.g., downloading huge files during prime time, sending mass annoying e-mails).
- Keep education files and e-mail messages stored on servers to a minimum.

- Activate an appropriate automatic reply message & unsubscribe to list serves if the account is not used for an extended period of time.
- Only publish student pictures or names on class, school or district websites that are part of the county/school directory information or when appropriate permission has been obtained.
- Notify the principal if any dangerous or inappropriate information or messages are encountered.

Access to Records/Student Privacy (KCS Policy C43A)

Non-custodial parents shall enjoy the same rights relative to access to their children as are enjoyed by parents or guardians who have legal custody of their children, including the right to conference with any teacher or other school personnel regarding student progress. Non-custodial parents shall be expected to obtain copies of student records from the custodial parent or guardian. However, if a non-custodial parent is unable to obtain copies of student records from the custodial parent or guardian, copies of such records may be obtained from the school. If the principal is presented with a certified court order that expressly restricts the access of a non-custodial parent to his or her child, the provisions of such court order shall be strictly observed until such time as a subsequent certified court order is presented that modifies or removes such restrictions.

Bullying, Harassment and Intimidation (KCS Policy C53)

According to Kanawha County Schools policy, bullying, harassment and intimidation is defined as: any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person and/or placing a student in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school. Reported incidents of bullying, harassment and intimidation will be investigated and, if warranted, dealt with according to KCS policy. Any person who believes s/he has been the target of any form of bullying, harassment or intimidation is encouraged to report the alleged acts promptly to the principal.

Cell Phones

Students may bring cell phones to school, however, **cell phones may not be utilized during the instructional day. A cell phone removed from a student during instructional time will be returned to the student at the end of the day. If this becomes a repeated occurrence, the parent must come and pick up the phone from the principal. Cell phones must be given to the teacher to keep until the end of the day or may be left in their backpack in the locker. Students may not have these out during the school day or on the bus.**

Conferences

KCS has scheduled conferences in February this school year. An invitation to schedule a conference with your child's teacher will be sent home prior to the conference date. A schedule will be developed to allow each parent access to their child's teacher(s). Additional conferences may be scheduled throughout the school year as needed. Parents/Guardians may call or send a note to the teacher to request a conference. The teacher will then contact the parent/guardian to schedule a meeting time. Teachers are available to meet either during a designated planning time or before/after school so as to avoid losing valuable instructional time.

Dress Code (KCS Policy J36)

Student dress should be comfortable and appropriate for our learning environment. Clothing advertising alcoholic beverages and tobacco products or containing inappropriate language or messages will not be permitted. A student's dress and/or hair style cannot create a distraction in the classroom. It is important to put your child's name in their clothing (especially coats/jackets) or easy identification.

According to KCS policy, the following articles are specifically prohibited:

- **No flip flops** - all shoes must have a strap on the back around the heel (Note: To avoid injuries, students will not be allowed to play on the playground with unsafe shoes such as shoes with no back straps.)
- Hats, visors or bandanas inside school building – these are only allowed on designated dress up days that have been approved by the principal
- 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
- 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)

Drug, Alcohol and Smoking Policies (KCS Policy C44, WV BOE Policy 4373)

No person (student, staff member or public guest) may unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of the county school system, including all activities or events sponsored by the county school district.

Emergency Cards

Emergency cards are now completed online on the KCS website and are located on the homepage (from the right side of the lower portion of the screen click “Resources”, “Re-Enrollment/First Day Packet”). In an effort to keep information up to date in case of an emergency, parents/guardians are requested to notify the classroom teacher or the office secretary if you have a new address, phone number or other contact change. For the safety of your child, even though a person is specifically listed on a child’s emergency card as a contact to pick up your child from school, a letter or phone call must be received stating that this person may pick up your child on a specific day.

Equal Opportunity: Notice of Nondiscrimination (ESSA, Title IX, Section 504)

Kanawha County Schools does not discriminate on the basis of race, color, religion, national origin, sex, age or employment in its programs and activities. Any person having inquiries concerning the Kanawha County School District’s compliance with the regulations implementing Title I IX or Section 504 is directed to contact: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, (304) 348-1366. The Title IX Coordinator has been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

Field Trips (KCS Policy J30)

Field trips are scheduled for the purpose of providing extended learning opportunities outside of the school setting. Students are expected to behave appropriately during field trips to ensure safety and consideration for others. Therefore, everyone must obey safety and behavior procedures. All students will be invited to participate in field trips unless there is a student behavior safety issue. If participation on a field trip is questionable due to student behavior, the principal will discuss the issues with the student’s parent/guardian prior to making a final decision. The final decision regarding student participation in field trips is at the discretion of the principal. Teachers will send home a field trip permission form, which must be signed by the parent/guardian and kept on file at the school in order for a child to participate.

Flowers and Balloons

Student deliveries (e.g., flowers, balloons, stuffed animals) have the potential to create safety issues and may result in a disruption of instructional time and/or may be a health issue. For example, some students are allergic to latex balloons. **Therefore, flowers, balloons, candies or deliveries of any kind are not to be delivered to students and will not be accepted by the office.**

Grading Policy (KCS Policy I27A)

Students will receive a mid-term progress report and a report card at the end of each nine weeks. The following scale is used to determine grades:

- A (Excellent progress) 90-100%
- B (Above Average Progress) 80-89%
- C (Average Progress) 70-79%
- D (Below Average Progress) 60-69%
- E (Unsatisfactory Progress) Below 60%
- Blank denotes a subject not yet taught during the grading period

Head Lice

According to the KCS Head Lice Screening Procedures, the Kanawha County Schools Health Services, in cooperation with the 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 outbreaks of head lice. Therefore, students found to have nits, after being treated for head lice, will no longer be excluded from the classroom. Students with infestations of live lice will be sent home and must be treated before returning to the classroom. The following are parent/guardian responsibilities for treating head lice:

- Arrange, if possible, for an infested student to be transported home;
- Appropriately treat student with a pediculicide, remove nits, treat other infested family members and do all appropriate house cleaning to rid the house of possible head lice infestation; and
- Check all children periodically for signs of head lice. Notify school if you determine that your child has head lice.

If a student is identified as being infested, that student's siblings and close playmates should be checked. Confidentiality of infested students will be maintained at all times. 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.

Homework (KCS Policy I04)

Study that occurs outside of the school day is an important extended learning opportunity and is intended to further promote student understanding of concepts. Each teacher determines homework assignments. According to Kanawha County Schools policy, the following are suggested primary homework time allocations: third grade 30 minutes daily; and fourth/fifth grades 60 minutes daily.

Invitations

Invitations to parties are not permitted to be handed out at school. This is a disruption to the class and must be handled outside of the school building. Do not send invitations to school with your child, even if the entire class is invited to the party.

Legal Custody Orders (KCS Policy C43A)

Only custodial parents/guardians may pick up or sign-out children during or after school. Other persons, including non-custodial parents must be authorized in writing by the custodial parent or guardian to pick up or sign-out a student during or after school. Either parent has full rights in this matter unless the principal is provided, and has on file, a legal court order that specifically revokes these rights.

Library

Students are scheduled to visit the school library/IMC (Instructional Materials Center) on a regular basis and may check out books to take home. Overdue books must be returned before a child checks out another book. Parents/ guardians will be contacted to replace any library book returned in poor condition or not returned by a student. The IMC also contains resources and materials available not only to students, but also to parents/guardians and faculty.

Medications (KCS Policy C50)

The administration of medication to students is the primary responsibility of the parent/guardian or student. If medication is required during school hours a trained employee will be designated to administer the medication. If a student is able to take his or her own medication, designated personnel will only observe the procedure. No medication, whether prescription or non-prescription, shall be administered at school except by written order and dosage instructions from the student's physician. The physician's orders will be followed unless the physician notifies the school. Written documentation of any prescription changes must be received from the physician. Parents/guardians may not alter a physician's orders. If the administration of medication is scheduled for a period in excess of 21 days, Form ECMA-1 must be completed by the student's physician and filed with the school. If the administration of medication is scheduled for a period of 21 days or less, an order from the student's physician and a note of permission from the parent/guardian must be submitted to the school. Standing orders from the Kanawha County Schools Medical Consultant will allow the administration of a very limited list of predetermined nonprescription medications to be given for a period of up to three days with specific written instructions from the parents. No other medications will be administered without an order from a licensed healthcare provider with prescriptive privileges.

Parents' Right to Know (ESSA, §1111(h)(6)(B)(ii))

Parents have the right to request information regarding the professional qualifications for their child(ren)'s teachers, including at a minimum, the following: 1) whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; 3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and 4) whether the child is provided services by paraprofessionals, and if so, their qualifications.

Personal Property

Unless specifically requested by a teacher for instructional purposes, students are encouraged to leave valuable items at home rather than bringing them to school to avoid damage or loss. Examples include: toys, games, electronic devices, listening devices, collectible cards, purses, and make-up.

Physical Education Requirements

All students will be provided physical education on a regular basis. Children are expected to dress accordingly for physical education activities for safety reasons including wearing tennis shoes. It is requested for parents/guardians to indicate the name of the child on tennis shoes if sent with a child to school. Girls are requested to bring a pair of shorts if wearing a dress when physical education is offered. A doctor's excuse is necessary for children to be excluded from participation in physical education for extended periods of time.

Promotion and Retention of Students (KCS Policy I11)

The promotion of a student from one grade level to the next shall be based primarily on mastery of required competencies as contained in the West Virginia content standards. Retention of students is an option for students who, after intensive interventions, are performing below grade level standards. Interventions must occur before the retention decision is made. Retention may be considered only after the Student Assistance Team (SAT) has met and the Kanawha County Schools' "Considerations for Retention/Promotion" document has been consulted. The major factor to be considered in retention decisions is the failure to master required competencies contained in the West Virginia content standards and objectives for reading and mathematics. The following documentation is required when retention occurs: 1) Evidence that the student has failed to master the required content standards in reading and/or mathematics; 2) Evidence that the student has received interventions appropriate in method, frequency and duration; 3) Evidence that the SAT has completed the KCS "Considerations for Retention/Promotion"

document; and 4) Evidence that parents have been notified of the possibility of retention prior to the last four weeks of the school year and that a SAT meeting was scheduled to discuss the

probability and to provide possible retention guidance. If a parent does not attend the SAT meeting, parents shall be provided notice via telephone or mail. Report cards are to reflect the student's inclination for promotion or retention. School professional personnel shall make decisions regarding promotion and retention. In the case of differing opinions, the school principal, after consulting with the SAT, shall render a final decision.

Student Rights and Responsibilities (WV BOE Policy 4373)

West Virginia students have basic rights and responsibilities similar to those enjoyed by other citizens. These rights include equal protection of the laws and the right to the privileges and immunities of United States citizenship and due process of law. School officials have the responsibility of safety and welfare from the time students board the school bus or arrive at school until returning home or to a designated bus stop. To meet this responsibility the staff has the right to adopt rules and regulations for the purpose of maintaining order and discipline and for creating a positive learning environment. It is the responsibility of each student to follow school rules/regulations and to cooperate with school authorities that enforce these rules/regulations.

Telephone Use

In an effort to keep the telephone lines open for safety purposes, pupils are requested not to use the school office telephone except in emergency situations. Pupils will not be called to the telephone unless there is an emergency to protect instructional time.

Textbooks and iPads

Textbooks are issued to all students and are marked with an identifying student number. Students are responsible for the care of assigned textbooks. Students are responsible for payment/replacement if a textbook is lost, stolen or damaged prior to another being issued. Students will also be provided regular use of an iPad to use as a learning tool and are responsible for its care. Students are responsible for repair/replacement of iPad and chargers if damaged or lost.

Transfer of Students

Parents/Guardians must notify the school at least one day in advance of any student transfers for the purpose of allowing our staff to accurately prepare the necessary transfer papers for the receiving school. If possible, parents/guardians are asked to provide a new home address, the new school name, address and phone number. Any student transferring to another school in Kanawha County must have completed the transfer process from our school to the new school prior to enrollment.

SCHOOL SAFETY

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evaluate) Protocol

All staff and students will be trained to follow A.L.I.C.E. safety procedures in the event of an emergency lockdown necessary due to a safety situation such as an intruder in the school.

Automated Phone System - Parent Link

The school automated phone system or Parent Link will be utilized throughout the school year to communicate with parents/guardians. Calls will be made to communicate school events, emergency and other necessary information. Therefore, it is necessary to have current phone numbers on file at the school (via student emergency cards) to ensure parents/guardians receive automated phone calls. It is the parent/guardian's responsibility to notify the secretary with changes in phone numbers, addresses and/or emergency contact names and phone numbers so that emergency cards and the automated phone system are current.

Bicycles

For the safety of your child, students are not permitted to ride bicycles to school.

Fire Drills (KCS Policy C20)

As required by State law, fire drills are held at regular intervals throughout the school year to acquaint students, staff and visitors with fire safety procedures. Everyone (e.g., staff, volunteers, visitors) in the building at the time of the sounding of the fire bell is to exit quietly and orderly

and report to a designated location outside of the building. Teachers will work with students at the beginning of the school year to ensure understanding of fire drill procedures. Quiet is necessary throughout this procedure in order for designated staff to ensure all persons have safely evacuated the building.

School Closures, Delays and Professional Leave Days

In the event of inclement weather or other unforeseen condition, all Kanawha County Schools or our individual school may be delayed, closed or dismissed early. Information regarding school delays, closings or early dismissals will be announced via local radio and television stations, through our automated phone system and through the WV Department of Education website <https://wvde.state.wv.us/closings/>. Ensure that your child understands, prior to such an announcement, where they are to go in the event of unforeseen school closures or early dismissals. It is our intent to keep the office telephones available for emergency communication purposes, therefore, it is highly recommended for parents/guardians not to call the school unless it is an emergency. The regular school day begins at 7:30 a.m. Therefore, during a two-hour delay, instruction will begin at 9:30 a.m. Professional leave days have been added into the KCS calendar to provide a full day of professional development for teachers. Students do not report to school on these designated days. Specific professional leave dates are indicated on the 2021-2022 school calendar section of this handbook.

Shelter in Place

Shelter in place is practiced at least twice per year to prepare for possible chemical spills or weather emergencies. Adults and children are not allowed to enter or exit the building during a shelter in place exercise. Once it is communicated that there is no longer a safety threat the shelter in place order will be lifted.

Visitor Procedures (KCS Policy C39)

In order to ensure the safety of our students and staff, all visitors are required to push the white button located near the school's entrance doors for approved access to enter the building. Upon entering the building, and according to KCS policy, visitors must then report to the office. All visitors must sign-in and out of the office and are required to wear a visitor's badge while visiting the school for an extended period of time.

Weapons (KCS Policy J25)

According to State code and State/county policy, a student may not possess a firearm or deadly weapon (defined as any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection) in a school facility including on a school bus. This includes possession of an imitation weapon, which by virtue of its shape or design gives the appearance of any deadly weapon (e.g., fake or toy knives or guns, fake bombs, fireworks fuse, imitation explosive devices, detonators). All students are required to sign a statement verifying the review and understanding of the consequences of the violation of KCS policy pertaining to the possession of a firearm or deadly weapon.

STUDENT SERVICES AND OPPORTUNITIES**After School Child Care**

Students who need supervision after the regular school day may participate in an after-school program sponsored by Kanawha County Schools Community Education. This program is located at Bridgeview Elementary School and KCS provides student transportation. Field trips, homework assistance, socialization and activities make this after school program very appealing

for our children. The after-school program will not be open on days that school is cancelled or dismissed early due to weather conditions. Contact the KCS Community Education Center at (304)766-0378 if this service would benefit your child.

Counselor Services

Our school has a full-time counselor to provide guidance to students. The counselor is trained to assist students to develop or improve work habits, provide career guidance and help students feel more comfortable/confident about themselves and school. Individual, small groups and class counseling will be provided throughout the school year. Parents/Guardians are encouraged to contact the school counselor for an appointment if additional counseling services would be beneficial.

Kroger Community Rewards

DIS has teamed up with Kroger to help raise funds for our school. Through the Kroger Community Rewards Program, pennies make dollars when you sign up using your Kroger Plus Card and list Dunbar Intermediate as your organization. Each time you shop at Kroger and use your Kroger Plus Card, Kroger will make a small donation to our school. Funds are appropriated to purchase instructional supplies.

Lost and Found

Lost and found items are to be taken to the school office. Parents/Guardians are encouraged to label personal items with the child's first and last name for easy identification. If your child has lost an item, check with the office staff.

School Nurse and Student Illness

It is imperative for children to be healthy and attend school regularly. Any medical issues are to be noted on your child's emergency card or contact the school to communicate such information. Parents/Guardians are encouraged to keep their child at home if s/he is experiencing any of the following symptoms: fever of 100 degrees or higher in the last 24 hours, vomiting within the past 12 hours, undiagnosed rash or skin lesions, untreated head lice and/or nits in the hair, seizure within the past three hours, frequent cough, severe sore throat, redness or drainage from the eyes. If a child becomes ill at school, a staff member will contact the parent/guardian to pick up the child. Information from a child's emergency card will be used to inform appropriate contacts. A registered nurse is assigned two to three days per week to the school to ensure students receive adequate health care. However, the school nurse's services are intended to provide short-term health care.

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:

- The student is not benefitting from regular classroom instruction and may need interventions and/or special services.
- The student is not achieving at a level commensurate with his/her ability.
- The student appears to be maladjusted emotionally and/or socially as seen in his/her individual and/or interpersonal behavior.
- The student exhibits exceptional ability or talent and would benefit from a special program.
- The student has excessive absences or tardies.

APPENDIX A: PARENT INVOLVEMENT POLICY

DUNBAR INTERMEDIATE SCHOOL 2024-2025 PARENT & FAMILY ENGAGEMENT POLICY

PART 1: DESCRIPTION OF PARENT INVOLVEMENT POLICY COMPONENTS

DUNBAR INTERMEDIATE SCHOOL shall take the following actions to meet ESSA Title I parent involvement requirements:

1. Parents and family will be involved in the joint development, planning, review and improvement of the parent involvement policy.

Action steps:

- The principal will meet in the spring with the LSIC which includes parent representation to annually to review the parent involvement policy and school/parent compact.
- An open-door policy will be maintained and various methods will be utilized to continuously improve communication.

2. An annual meeting will be held in a timely manner to inform parents of the school's participation in Title I, the right of parents to be involved and to explain required program requirements.

Action steps:

- The open house agenda will include parent communication regarding the following required Title I information: the right for parents to be involved, a description of the school's curriculum and assessments and the proficiency levels students are expected to meet.

3. Upon parent request, regular meeting opportunities will be provided for parents to formulate suggestions and to participate in educational decisions. Further, the staff will respond to parent suggestions in a timely manner.

Action steps:

- Numerous meetings will be scheduled (e.g., LSIC, PTO) to provide parents an opportunity for involvement in decision-making and to provide improvement suggestions. In addition, parents may schedule an appointment with the principal to communicate improvement ideas.

4. Parents will be provided assistance to understand the State's academic content and student achievement standards, local academic standards and how to monitor a child's progress as well as work with teachers to improve the achievement of their children.

Action steps:

- Parents will periodically receive assessment information related to their child's progress.
- State content and academic standards and schoolwide academic progress will be presented at Open House.

5. The staff will provide materials and training to assist parents to work effectively with their children to improve their achievement.

Action steps:

- The staff will host collaborative parent and family events to focus on improving student achievement.

PART II: ADOPTION

This Parent Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by the LSIC in August 2024 and will be in effect for the 2024-2025 school year. The school will distribute this *revised* policy to parents of participating Title I, Part A children on or before 10/4/24.

Amy K. Brown
Principal Signature

August 18, 2023
Date

APPENDIX B: SCHOOL/PARENT COMPACT (STUDENT/PARENT COPY)

DUNBAR INTERMEDIATE SCHOOL-PARENT COMPACT

This compact defines how DIS staff, parents and students will share the responsibility for improving student achievement during the 2024-2025 school year.

SCHOOL RESPONSIBILITIES: Dunbar Intermediate School staff will:

1. Provide high-quality instruction in a supportive and effective learning environment that enables children to meet State academic standards as follows:

- Regularly review data sheets in student agenda books
- Provide quality research-based instruction based on State standards
- Integrate personalized/small group instruction and utilize technology to promote quality teaching/learning
- Implement co-teaching to support students in need
- Provide Title I services and an extended day program for targeted students
- Incorporate a character education program and a positive behavior support program to support a safe, healthy environment
- Regularly recognize students for effort, improvement and positive character
- Encourage, recognize and monitor student attendance
- Frequently monitor student progress through the utilization of a variety of assessment methods

2. Hold parent/teacher conferences at least annually:

- Inviting parents to attend our Open House and classroom visitation on August
- Scheduling parent/teacher conferences on the county approved conference date and other conference dates as needed

3. Provide parents with frequent reports regarding student progress:

- Posting midterms on Schoology and sending report cards home each 9 weeks
- Sending regular benchmark results for DIBELS (3 times per year)
- Providing student results on the Statewide General Assessment in the fall of the school year

4. Provide parents reasonable access to staff:

- Providing assignment books to facilitate regular communication between home and school
- Returning phone calls, emails, Dojo messages & other forms of communication from parents in a timely manner
- Scheduling conferences before school, after school or during teacher planning as arranged in advance
- Providing staff e-mail addresses via the school website and handbook for easy parent access

5. Provide parents opportunities to become involved with the school:

- Decision-making committees (e.g., LSIC, PTO, strategic planning committee)
- Volunteering (e.g., homeroom parents, parent volunteers, Read-Aloud volunteers)
- Training opportunities (e.g., open house, family nights)
- Visiting classrooms (e.g., scheduled/requested visits, sharing family-based projects)

PARENT RESPONSIBILITIES: As a parent, I will support my child's learning by (check all that will apply):

- ☐ Monitoring my child's attendance, tardies, early departures and other data
- ☐ Making sure homework is completed
- ☐ Monitoring the amount of television my child watches
- ☐ Reviewing/signing the school daily agenda
- ☐ Participating in decision-making relating to my child's education
- ☐ Promoting positive use of technology
- ☐ Staying informed/maintaining communication regarding my child's education by promptly reading school notices
- ☐ Participating in school/family activities and events

STUDENT RESPONSIBILITIES: As a student, I will share the responsibility to improve academic achievement by (check all that will apply):

- ☐ Doing my homework and asking for help when needed
- ☐ Completing all assignments on time
- ☐ Coming to school prepared
- ☐ Following all school, classroom and bus safety rules
- ☐ Respecting the rights of others in school, on the playground and on the bus
- ☐ Giving school notices/information to my parent/guardian in a timely manner

Teacher Signature

Parent Signature

Student Signature

This compact is not legally binding.

APPENDIX C: SCHOOL/PARENT COMPACT (SIGN AND RETURN THIS COPY TO SCHOOL)

DUNBAR INTERMEDIATE SCHOOL-PARENT COMPACT

This compact defines how DIS staff, parents and students will share the responsibility for improving student achievement during the 2024-2025 school year.

SCHOOL RESPONSIBILITIES: Dunbar Intermediate School staff will:

1. Provide high-quality instruction in a supportive and effective learning environment that enables children to meet State academic standards as follows:

- Regularly review data sheets in student agenda books
- Provide quality research-based instruction based on State standards
- Integrate personalized/small group instruction and utilize technology to promote quality teaching/learning
- Implement co-teaching to support students in need
- Provide Title I services and an extended day program for targeted students
- Incorporate a character education program and a positive behavior support program to support a safe, healthy environment
- Regularly recognize students for effort, improvement and positive character
- Encourage, recognize and monitor student attendance
- Frequently monitor student progress through the utilization of a variety of assessment methods

2. Hold parent/teacher conferences at least annually:

- Inviting parents to attend our Open House and classroom visitation on
- Scheduling parent/teacher conferences on the approved county conference date and other conference dates as needed

3. Provide parents with frequent reports regarding student progress:

- Posting midterms on Schoology and sending report cards home each 9 weeks
- Providing student results on the Statewide General Assessment in the fall of the school year

4. Provide parents reasonable access to staff:

- Providing assignment books to facilitate regular communication between home and school
- Returning phone calls, emails, Dojo messages & other forms of communication from parents in a timely manner
- Scheduling conferences before school, after school or during teacher planning as arranged in advance
- Providing staff e-mail addresses via the school website and handbook for easy parent access

5. Provide parents opportunities to become involved with the school:

- Decision-making committees (e.g., LSIC, PTO, strategic planning committee)
- Volunteering (e.g., homeroom parents, parent volunteers, Read-Aloud volunteers)
- Training opportunities (e.g., open house, family nights)
- Visiting classrooms (e.g., scheduled/requested visits, sharing family-based projects)

PARENT RESPONSIBILITIES: As a parent, I will support my child's learning by (check all that will apply):

- ☐ Monitoring my child's attendance, tardies, early departures and other data
- ☐ Making sure homework is completed
- ☐ Monitoring the amount of television my child watches
- ☐ Reviewing/signing the school daily agenda
- ☐ Participating in decision-making relating to my child's education
- ☐ Promoting positive use of technology
- ☐ Staying informed/maintaining communication regarding my child's education by promptly reading school notices
- ☐ Participating in school/family activities and events

STUDENT RESPONSIBILITIES: As a student, I will share the responsibility to improve academic achievement by (check all that will apply):

- ☐ Doing my homework and asking for help when needed
- ☐ Completing all assignments on time
- ☐ Coming to school prepared
- ☐ Following all school, classroom and bus safety rules
- ☐ Respecting the rights of others in school, on the playground and on the bus
- ☐ Giving school notices/information to my parent/guardian in a timely manner

Teacher Signature

Parent Signature

Student Signature

This compact is not legally binding.

APPENDIX D: STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM

**2024-2025
DUNBAR INTERMEDIATE SCHOOL
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

I have read (or have had read to me) the 2024-2025 Dunbar Intermediate School Student/Parent Handbook and understand the policies and procedures within the handbook.

X _____
Student Signature Date

Print Name

X _____
Parent Signature Date

Print Name