



**Dardanelle Intermediate School
Procedural Manual
2019-2020**

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DARDANELLE INTERMEDIATE SCHOOL
900 North 4th Street
Dardanelle, AR 72834

<http://www.dardanellepublicschools.org/>

Like Us on Facebook
479-229-3707 (Phone)
479-229-4686 (Fax)

HOURS OF OPERATION 7:15 – 4:00

TARDY BELL – 7:55

DISMISSAL BELL - 2:58

Doors Remain Open until 5:00 p.m.

KEY PERSONNEL AT OUR SCHOOL:

- ◆ Josh Bright, Principal
- ◆ Becca Manatt, Secretary
 - ◆ Pat Seay, Registrar
 - ◆ April Hunt, School Nurse
- ◆ Terry McElligott, Response to Intervention Team Coordinator
 - ◆ Jean Furr, Counselor/ Parent Facilitator/504 Coordinator
 - ◆ Areana Gomez, ELL Instructor
 - ◆ Amy Wade, Library Media Specialist

Dardanelle School District 2018-2019 Calendar

August 13	First Day of Classes
September 2	Labor Day
October 11	End first quarter
October 24	K-5 Parent Teacher Conferences
October 25	Professional Development Day (No Classes)
November 19,20	Professional Development Days (Flex Days) (No Classes)
November 25-29	Thanksgiving (No Classes)
December 20	End First Semester
December 23-Jan 6	(No Classes)
January 6	Professional Development Day (No Classes)
January 7	Classes resume
January 20	Martin Luther King Day (No Classes)
February 4	K-12 Parent Teacher Conferences
February 17	President's Day (No Classes)
March 13	End of third quarter
March 23-27	Spring Break
April 10	Good Friday (Professional Development Flex Day) (No Classes)
May 17	Commencement
May 22	Last Day of Classes (If no snow days)
May 25	Memorial Day (No Classes)

SEVERE WEATHER

School will not be in session when the weather makes it dangerous for school buses to run. In case of inclement weather, the local radio stations, **KARV-610 AM and KCJC-100.9 FM** will announce the decisions as early as possible. **KFSM, channel 5, in Ft. Smith and KARK, channel 4 in Little Rock** will also announce school closings.

If during the school day, weather conditions become bad enough to require buses to make their runs before the regularly scheduled time, local radio stations will be notified. Students who do not ride buses will be dismissed when their ride arrives. **Please have your child prepared to know a backup plan for an early dismissal.** Students will not be allowed to use office phone.

WELCOME

The start of a new year always brings high expectations. It is a time for fresh starts and new beginnings.

It is our goal for your child or children to have a meaningful and rewarding year. You will find our staff to be friendly and helpful. Our staff is looking forward to the opportunity of partnering with you to ensure the success of your children.

DARDANELLE INTERMEDIATE SCHOOL PROCEDURAL MANUAL

The DIS Procedural manual provides our parents and students information that is necessary to maintain a safe positive learning environment. It is the responsibility of each student and his/her parents to become thoroughly familiar with all operational procedures. If questions arise, do not hesitate to contact our office and ask to speak to **Josh Bright**, principal at 229-3707 or email him at josh.bright@dardanellelizards.com.

HOURS OF OPERATION

Our doors open at **7:15** in the morning, and we stop answering the phone at **4:00**. However, our main door stays open until **5:00** in case you need to come back and get something your child left at school.

BELL SCHEDULE

7:55 – Tardy Bell

11:30 – Any student arriving at this point will be counted a $\frac{1}{2}$ day absent

2:58 – Dismissal

REPORTING ABSENTEES

On the day that your child is absent you will need to call the office at 229-3707 and speak with Pat Seay. In order for Pat Seay to document the call, you will need to identify yourself and tell her the following information:

- Child's name
- Teacher's name
- Reason why your child is absent

If you were unable to call, you will need to write a note to explain your child's absence from school. The note will need to include the following information:

- Child's name
- Date of absence(s)
- Reason
- Teacher's name
- Your signature

If you do not want to send the note by your child, you can drop it off at the office, fax it to **Pat Seay** at 479-229-4686, or email pat.seay@dardanellelizards.com

CAR RIDERS

If you are bringing your children to school, please form one lane and drop off your child at the designated drop zone. Your child needs to exit the vehicle on the building side. When picking up your child in the afternoon, pull forward to the designated numbered parking spots.

TRANSPORTATION

If you want your child to go home differently, you will need to write a **note** or **call** no later than **2:30** - explaining the method of transportation, address that they are going to and the name of whom they are staying with.

If you send a note, your child's teacher will send it to the office for approval. If the note is not approved (sometimes other buses may be full and cannot accommodate your child), you will be contacted to make the necessary arrangements for transporting your child.

Remember that your child will not be allowed to change their regular routine for going home without a **note** or **call** from home.

TARDIES

The tardy bell rings at **7:50**. Promptness to school is very important. A student is considered tardy if they are not in their seat ready to work when the bell rings. A student's tardiness to school could result in an assignment to lunch detention to make up for work missed due to the tardiness. More serious consequences may be assigned for habitual tardiness.

STUDENT CHECKOUT PROCEDURE

Parents must sign out their child in the main office. Anyone checking a student out of school must have the parent's permission and be included on the Student Sign out Sheet.

Keep in mind if a child is checked out, they will be counted some degree of absence:

- After 11:30 a ½ day
- After 1:30 (if you submit **a doctor's note**) will not count as a ½ day absence.

FREE/REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Reduced or free meals are available for those families who qualify. Applications can be picked up in the main office.

SCHOOL MEALS

Breakfast is served in the cafeteria between 7:15 to 7:45. A second chance breakfast will be offered later in the morning. Second breakfast will be from 9:30-9:40 for fifth grade and 9:40-9:50 for fourth grade.

Our students have 30 minutes for lunch and 20 minutes for recess. The lunch/recess schedules are as follows:

- 4th Grade –lunch- 11:10 –11:40/ recess-11:40-12:00
- 5th Grade –lunch- 11:50 – 12:20/ recess-12:20-12:40

SNACKS

The Dardanelle School District Wellness Policy encourages you to provide healthy snacks during classroom functions. Hopefully, this list of healthy snacks might be beneficial in assisting you:

- Granola Bars
- Multigrain Bars
- Sunflower or Pumpkin Seeds
- Fresh Fruit
- Fresh Vegetables
- Baked Doritos
- Baked Potato Chips
- Pretzels
- Chex Mix
- Morning Mix
- Nature Valley Bars
- Peanut Butter (4 pack) Crackers
- Peanuts
- Almonds
- Cheese and Crackers
- Soy Nuts
- Melba Toast
- Rice Cakes
- Natural Fruit Leathers (Roll Ups)
Apricot, Peach, Raspberry,
Strawberry
- Trail Mix

If you plan to bring snacks for the children in your child's class, their teacher will need to approve it prior to the snacks being brought. **Keep in mind that snacks have to be store bought.**

RULES/PROCEDURES FOR THE CLASSROOM

Your child's teacher will provide you with a copy of their classroom rules and procedures.

Failure to follow established school or classroom rules may result in, but will not be limited to, the following consequences:

- student-teacher conference
- student-principal conference
- parent-teacher conference
- loss of privilege
- detention
- corporal punishment
- in-school suspension
- suspension
- expulsion

TOBACCO/VAPING

Possession or use of tobacco or any vaping type device and or substance used to vape in any form on any property owned or leased by any public school is prohibited. Consequences range from ISS/OSS and police notification for review and possible fines or tickets.

BEHAVIORAL EXPECTATIONS

	Everywhere and All the time	Recess	Walkways	Lines	Restrooms	Lunch Area
Respect	<ul style="list-style-type: none"> ➤ Follow adult directions ➤ Display good manners ➤ Use appropriate language ➤ Remain quiet when the intercom is on 	<ul style="list-style-type: none"> ➤ Line up when the whistle or siren sounds ➤ Include others in games ➤ Be a good sport ➤ Share time on the equipment 	<ul style="list-style-type: none"> ➤ Use quiet voice ➤ Walk 	<ul style="list-style-type: none"> ➤ Be quiet ➤ Facing forward ➤ Straight line 	<ul style="list-style-type: none"> ➤ Use quiet voice ➤ Respect the privacy of others 	<ul style="list-style-type: none"> ➤ Use inside voice ➤ Walk in single file ➤ Keep hands to your side ➤ Keep feet to yourself ➤ Be aware of those in front of you
Responsibility	<ul style="list-style-type: none"> ➤ Walk in the building ➤ Keep hands and feet to yourself ➤ Put forth best effort ➤ Use personal and school property as intended ➤ Clean up your own mess 	<ul style="list-style-type: none"> ➤ Put lunch boxes on the lines ➤ Use equipment properly ➤ Follow game rules ➤ Stay away from windows 	<ul style="list-style-type: none"> ➤ Keep hands to our side ➤ Keep feet to yourself ➤ Be aware of those in front of you 	<ul style="list-style-type: none"> ➤ Keep hands by your side ➤ Keep feet to yourself ➤ Be aware of those in front of you 	<ul style="list-style-type: none"> ➤ Flush ➤ Wash Hands 	<ul style="list-style-type: none"> ➤ Quiet single file line through the serving line to the table ➤ Display good table manners
Readiness	<ul style="list-style-type: none"> ➤ Be on time ➤ Have all materials 	<ul style="list-style-type: none"> ➤ End all games at first siren ➤ Return equipment to its location ➤ Line up ➤ Facing forward ➤ Quiet 	<ul style="list-style-type: none"> ➤ Go directly where you are going 	<ul style="list-style-type: none"> ➤ Quiet ➤ Facing forward ➤ Single file line 	<ul style="list-style-type: none"> ➤ Go directly there and back to class 	<ul style="list-style-type: none"> ➤ Quiet prior to departure ➤ Exit building in a quiet single file line

Possible Consequences: Loss of privilege, practice expectations, dojo points or lizard punches, and a discipline form

REPORTING BULLYING

Our staff encourages students to report bullying immediately to the nearest available staff member. Should you become aware of any form of bullying, please contact the office as soon as possible. Bullying is against the law and will be reported to the appropriate authorities.

HANDLING BUS INCIDENTS

A "Bus Conduct Report" will be handled by the building principal:

1st offense – Warning. Student may receive detention. Parent will be notified by phone call and in writing.

2nd Offense - Student will receive 1 or more days of I.S.S. or corporal punishment. Parent will be notified by phone call and in writing.

3rd Offense - Student will be denied transportation privileges for 3 days. Parent will be notified by phone call and in writing.

4th Offense - Student will be denied transportation privileges for 5 days. Parent will be notified by phone call and in writing.

5th Offense - Student will be denied transportation privileges up to 9 weeks. A meeting with parents will be held.

6th Offense – Loss of bus privileges. A meeting with parents will be held.

*For offenses determined severe in nature, the district has the right to surpass the 1st Disciplinary Step and immediately move to the 2nd, 3rd, 4th, 5th step, school suspension, or expulsion if necessary.

CELL PHONES/ELECTRONIC DEVICES

If your child is in possession of any electronic device, that device must remain on them in a concealed manner and in the off position.

Students may use their device before school until the first bell rings at 7:45 am and when the last bell rings at 2:58 pm the end of the day. They may **NOT** take pictures/videos of other students or post to social media sites. They may also use during class **ONLY** if the teacher has given permission for instructional use or classroom resource only.

Failure to follow can result in the following:

1st offense - Device will be taken up by a staff member and sent to the office and placed in the safe. The phone will be returned to the student at the end of the day

2nd offense - Device will be taken up by a staff member and sent to the office and placed in the safe. The parent will be required to pick phone up at school.

3rd offense - Device will be taken up by a staff member and sent to the office and placed in the safe. The parent will be required to pick phone up at school. Student will receive I.S.S.

4th offense- Device will be taken up by a staff member and sent to the office and placed in the safe. Loss of privilege to have phone at school. The parent will be required to pick phone up at school. The student will receive I.S.S.

INAPPROPRIATE CLOTHING/GROOMING

If a student's grooming or clothing is unacceptable, adequate time shall be allowed to make proper adjustments.

If the student continues to ignore the required changes, they will be subject to disciplinary action.

COMMUNICATING MISBEHAVIOR

We feel that parents will want to know when their child is conducting himself/herself in an inappropriate manner. For the most part, parents will be notified by receiving a note or a telephone call.

COMMUNICATING CONCERNS

If you have a concern, you should first discuss your concern with the staff member involved. If your concern is not resolved at this level, you will need to set up an appointment with our principal to discuss your concern and allow him an opportunity to resolve your grievance. If the problem is not resolved to your satisfaction after meeting with the principal, you can file a written grievance with the superintendent. If the superintendent is unable to resolve the situation, you may request that the superintendent schedule a hearing before the Board of Education.

ACCESSING STUDENT RECORDS

As a parent or legal guardian you have access to your child's records. You are welcome to inspect the content of records and to challenge anything contained within the records that you consider to be inaccurate or misleading.

During your review of your child's records, if there is any part of the records you do not understand, let **Becca Manatt**, our secretary know. She will contact the necessary personnel to assist you.

ATTENDANCE

Pat Seay, our registrar, is willing to discuss any questions you might have concerning your child's absences. You can reach her at 229-3707 or email her at pat.seay@dardanellelizards.com with your concerns.

EXTRACURRICULAR ACTIVITIES

We seek your permission to involve your child in activities that are planned throughout the course of the year. Information about trips and other events will be provided to parents prior to each trip. Transportation to and from field trips outside our immediate area will be provided by the district. Students participating in such activities will be required to ride in district vehicles.

If you want your child to ride home with you after the activity, you will need to visit with the principal and get approval prior to the trip. The principal may either approve or deny your request. The principal must notify the sponsor of the request and their decision.

HAC-eSchools - HOME ACCESS CENTER

Amy Wade, Library Media Specialist, will provide you with your child's user name and password in order for you to monitor your child's grades. Should you have any trouble accessing your child's grades, contact Amy Wade at 229-3707 or email her at amy.wade@dardanellelizards.com .

LIBRARY MATERIALS

Lost library materials must be paid for in full so that they can be replaced. Fines will be assessed for damaged books based on the extent of the damage and the cost of the repair.

Failure on the part of the student to pay for lost or damaged material will deprive them of further use of library materials until such assessment is paid. Any questions you have concerning your child's lost or damaged library material can be answered by **Amy Wade** at 229-3707 or email her at amy.wade@dardanellelizards.com .

PHYSICAL EDUCATION

For your child's comfort and safety it is advised that they wear tennis shoes on the day they have physical education. If your child has some limitations that prevent them from participation in physical activities, it needs to be indicated in a **written note from the child's doctor**. The note can be faxed to **April Hunt**, our school nurse at 479-229-4686, or you can drop off the note in the main office.

SCHOOL MEALS - Payments

Students are not allowed to charge any meal. You can come in or send with your child the payment in an envelope marked **school meal payment** to be given to their teacher. Should you have any questions regarding your child's meals, please feel free to contact at 229-3707.

Students must pay for meals in advance in the office before school any morning. Money should be placed in a sealed envelope and clearly marked on the outside with the students:

1. Full Name
2. Amount of Money

PRESCRIPTION MEDICATION

Parents, with the cooperation of physicians, are requested to schedule the dispensing of all medication to children at home if possible. Medications are those prescribed by a physician. No medication will be administered at school unless a specific medication is ordered by the physician to be administered during the school day. Medications must be brought to the nurse's office by parent, labeled with name and directions by the pharmacist and kept in a locked place. A medication administration release form must be completed by the parent/guardian. Students are NOT permitted to keep ANY medication (Over the counter or prescription) on their person while at school or on campus.

OVER THE COUNTER MEDICATION

The school does not stock over-the-counter medication. Any medication needed by the student must be brought from home and a Medication Administration Release Form completed with specific instructions and given to the school nurse. These will be dispensed through the nurse's office for a maximum duration of one week without a doctor's written instruction.

IMMUNIZATIONS

The requirements for entry into school are:

- Four doses of DTP vaccine
- One dose of Tdap for ages 11 years (as of Sept. 1st each school year) and older
- Three doses of polio vaccine
- Two doses of MMR vaccine
- Three doses of chicken pox vaccine(a letter from doctor is needed if student has had chicken pox)

If the necessary documentation of immunizations is not provided, the student must be excluded from school until the documentation is provided to the school nurse.

TEXTBOOKS

Lost textbooks must be paid for in full so that the books may be replaced for future use. Fines will be assessed for damaged books based on the extent of the damage and the cost of the repair. Failure on the part of the student to pay for lost or damaged books will deprive them of further use of free textbooks until such assessment is paid. Any questions concerning lost or damaged textbooks can be answered by **Josh Bright** at 229-3707 or email him at josh.bright@dardanellelizards.com.

A.M.I. DAYS

The state department of education has granted Alternate Methods of Instruction (AMI) days to allow schools to provide instruction for students when school is dismissed due to such things as a contagious disease outbreak, inclement weather, a utility outage, or other acts of God.

Our school will send home AMI packets and if completed and brought back to the teacher, the

student will not be counted absent. However, if the student fails to complete the packet it will counted as an absence. This allows our district to not to add days to the school year.

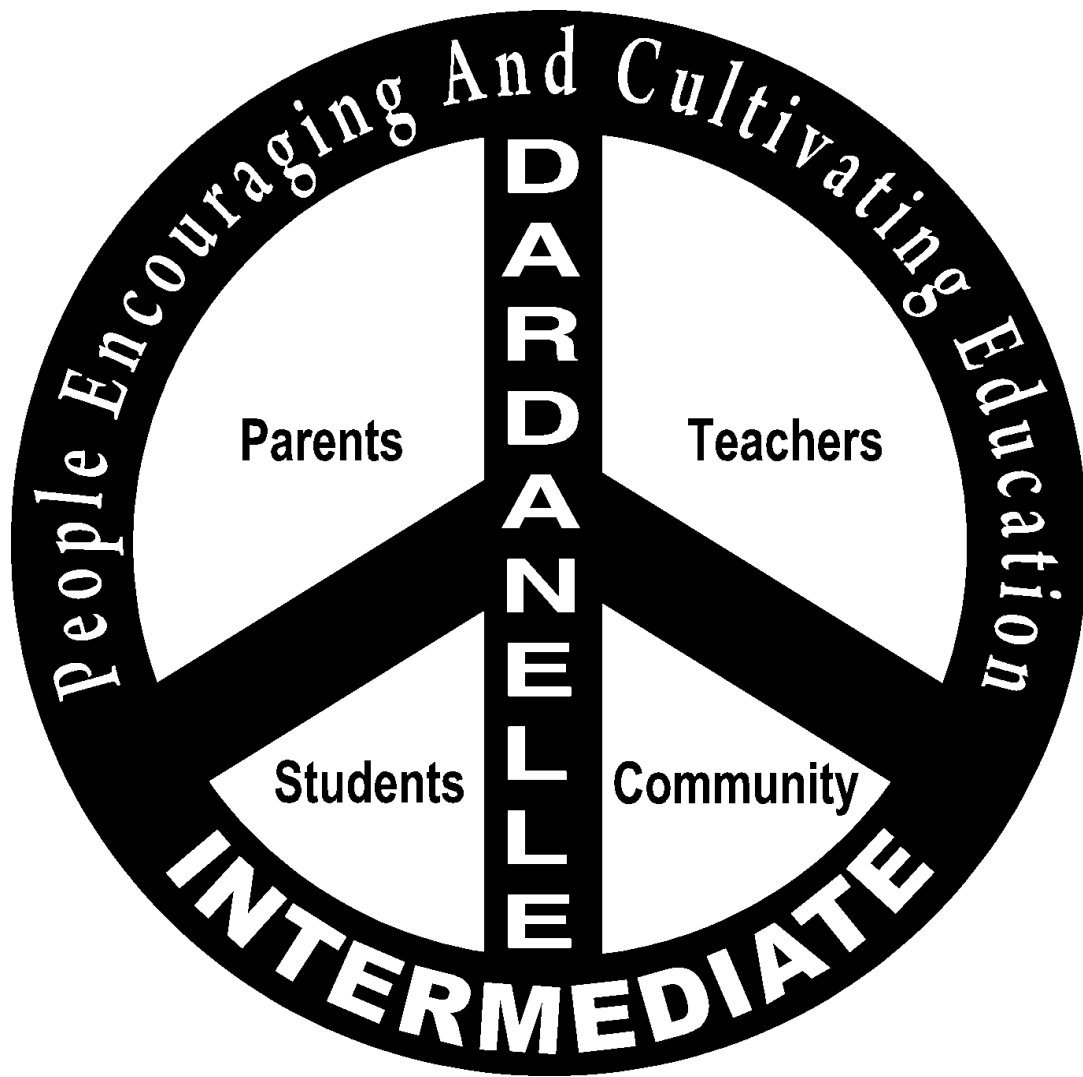
VISITORS

The Dardanelle Intermediate School welcomes parents and family to our campus to eat lunch with students. However, we will not allow parents to go to the playground with students. They may ask to visit with the student and stay inside during recess. However, we discourage frequency of this due to the fact that physical activity and social interaction is positive activities for our students.

MEETING WITH TEACHERS

We strongly encourage communication with our staff. However, meetings with teachers are recommended to take place before school, after school, or during the prep time for staff. Please set up times with any staff member before coming to school. Teachers will not be available for meetings during class time.

Dardanelle Intermediate School



Informational Packet 2019 -2020

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1. To determine which assessments will be utilized to monitor growth in our students and schedule the administration dates
2. Schedule Professional Learning Committee meetings to critique the assessment data
3. To align grading and implement requirements by subject area

VISION TEAM OBJECTIVES FOR 2019- 2020:

1. Based on the staff survey, we will increase satisfaction communication to 70% by the end of the 2018-2019 school year.
2. Based on the staff survey, we will increase cleaner work environment satisfaction to 50% by the end of the 2018-2019 school year.

DARDANELLE INTERMEDIATE SCHOOL SCHOOL /STUDENT /PARENT COMPACT

The staff at Dardanelle Intermediate is committed to helping our students reach their full potential. In order to do this, we will have to have the commitment of the parents and the students. We believe that if each member entering into this compact will commit to their part of the compact, the end result will be that the child will reach their full potential for this school year.

School Staff Agreement

Because it is important for my students to reach their full potential, I will strive to do the following:

- Be punctual
- Show respect, love, and encouragement to all children in the school
- Maintain a safe, positive learning environment and promote high standards of academic achievement and behavior
- Create an atmosphere of openness by communicating regularly with parents regarding their child's educational progress as well as their behavior
- Invite and encourage my parents to take an active role in their child's education
- Provide the parents with information on the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and the level that their child has reached
- Provide the parents with strategies/tools/materials for the parents to utilize at home to strengthen their child's academic skills
- Provide opportunities for parents to volunteer in their classroom and observe classroom activities
- Encourage parents to attend trainings and workshops provided by the school to help them work with their child to improve achievement
- Encourage the parents to utilize the resources available in the DIS Parent Center to improve their child's achievement

SCHOOL/ STUDENT/ PARENT COMPACT (continued)

Student Agreement

Because I desire to reach my full potential, I will strive to do the following:

- Attend school regularly and do my part to be punctual
- Come to school appropriately and neatly dressed
- Follow school rules and procedures
- Maintain a positive attitude
- Be attentive to the task at hand
- Be willing to ask questions and clarify understanding of the task at hand
- Be willing to participate and take part in group discussions
- Be willing to do my part to ensure the success of my group during group work
- Keep my workspace and materials organized
- Maintain the necessary materials to complete classroom assignments on time
- Deliver all types of communications to my parent/guardian and return any necessary communications to my teacher(s)
- Take home all materials necessary to complete homework assignment(s)
- Read nightly

Parent/Guardian Agreement

Since I want my child to reach their full potential, I will strive to do the following:

- See that my child is punctual and attends school regularly
- See that my child comes to school appropriately and neatly dressed
- Support the school in its efforts to maintain a safe positive learning environment
- Oversee the positive use of extracurricular time
- Provide a quiet, well-lighted place to study
- Establish a time for homework and monitor homework completion
- Encourage my child's efforts and be available for questions
- Read with my child/let my child see me reading
- Utilize the strategies/tools/materials provided by my child's teacher to strengthen my child's academic skills at home
- Participate in decisions relating to the education of my child
- Attend parent/teacher conferences and maintain frequent communication with the teacher(s)
- Maintain an open line of communication with the school
- Return requested materials to school

P.E.A.C.E. – PEOPLE ENCOURAGING AND CULTIVATING EDUCATION

This is a group that was formed for the purpose of allowing individuals an opportunity to share their talents and skills to help our children reach their full potential. If you are interested in volunteering your time, complete a Dardanelle Intermediate Volunteer Survey which can be picked up in the main office. If you have any questions about the group, contact Jean Furr, Parent Facilitator at 229-3707 or at jean.furr@dardanellelizards.com .

PARENT FACILITATOR – Jean Furr

As parent facilitator I am working to promote and encourage a welcoming atmosphere to foster parental involvement in our school. Throughout the school year I will be providing meaningful training for parents on a wide variety of topics. I am here to provide instruction to parents on how to incorporate developmentally appropriate learning activities at home. If I could be of assistance, I can be reached at 229-3707 or at jean.furr@dardanellelizards.com .

PARENT CENTER – Designed For You

Our center was designed to involve, connect and empower parents to help children reach academic success. The center serves as a hub for training and resources. It is located across the hall from the main entrance. Our parent resource center is a comfortable gathering space equipped with multiple computers, seating areas, a lending library of parental books, CDs, DVDs, and educational games. Our center is open during school hours and remains open on **Monday** until **6:00 p.m.** But, as always, if you need assistance with materials or to schedule additional time in the center, do not hesitate to contact Jean Furr at jean.furr@dardanellelizards.com or at 479-229-3707. We truly hope you will visit our parent center, designed with you in mind!

RED ZONE

The “Red Zone” is our school store. It is located in the parent center. We sell school spirit items, school supplies, and approved snacks to students during recess and after school.

STUDENT LEADERS

Student leaders are picked by each homeroom class each 9 weeks. These students meet weekly with Mrs. Furr to discuss topics important to students and they make recommendations on ways to improve school culture.