

TABLE OF CONTENTS

Accessing Student Records _____	6
Attendance _____	7
Bell Schedule _____	3
Bus Incidents _____	6
Car Riders _____	4
Cell Phones/Electronic Devices _____	6
Communicating Concerns _____	6
Communicating Misbehavior _____	5
Dardanelle Intermediate School Contact Information _____	1
Dardanelle Intermediate School Procedural Manual _____	3
Dardanelle Intermediate School Rules _____	1
Dates to Remember _____	2
Extracurricular Activities _____	7
Free/Reduced Price School Meals Family Application _____	4
HAC–eSchools Home Access Center _____	7
Hours of Operation _____	1
Inappropriate Clothing/Grooming _____	6
Key Personnel _____	1
Library Materials _____	7
Physical Education _____	7
Reporting Absentees _____	3
Reporting Bullying _____	6
Rules/Procedures _____	5
School Meals - Payments _____	8
School Meals – Schedule _____	4
Severe Weather _____	2
Snacks _____	5
Student Checkout Procedure _____	4
Tardies _____	4
Textbooks _____	8
Transportation _____	4
Welcome _____	3

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 - 7:30 - 4:00

TARDY BELL - 7:55 & DISMISSAL Bell 2:58

OUR SCHOOL RULES:

- Keep hands and feet to yourself
- Complete assignments on time
- Use /handle supplies and school property as intended

KEY PERSONNEL AT OUR SCHOOL:

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

Dardanelle School District 2017-2018 Calendar

August 14	First Day of Classes
September 4	Labor Day
October 13	End first quarter
October 23	Professional Development Day (No Classes)
October 24	K-12 Parent Teacher Conferences
November 20,21	Professional Development Days (Flex Days) (No Classes)
November 20-24	Thanksgiving (No Classes)
December 23	End First Semester
December 25-Jan 8	(No Classes)
January 8	Professional Development Day (No Classes)
January 9	Classes resume
January 15	Martin Luther King Day (No Classes)
February 8	K-12 Parent Teacher Conferences
February 19	President's Day (No Classes)
March 16	End of third quarter
March 19-23	Spring Break
March 30	Good Friday (Professional Development Flex Day) (No Classes)
May 20	Commencement
May 24	Last Day of Classes (If no snow days)
May 28	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 the 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

9:00 – 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 our secretarial staff. In order for our secretarial staff to document the call, you will need to identify yourself and tell the secretary 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 or fax it to **Pat Seay** at 479-229-4686.

CAR RIDERS

If you are bringing your children to school in the morning or picking up in p.m., you will need to form one lane and pull as far forward as possible prior to your child exiting the vehicle. Your child will need to exit the vehicle on the building side.

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*.

Your child's teacher will send the note to the office for the principal or assistant principal to approve. 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

Keep in mind that the tardy bell rings at **7:55**. Promptness to school is very important. Students are to be in their seats and ready to work when the bell rings. A student's tardiness to school could result in an assignment to lunch detention. More serious consequences may be assigned for habitual tardiness or skipping detention.

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:

- Prior to 11:30 a whole day
- After 11:30 a ½ day
- After 2:30 (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 7:25 to 7:50. A second chance breakfast will be offered later in the morning

Each day your child's teacher sets aside a time for your child to eat a snack.

Our students have 30 minutes for lunch. The lunch schedules are as follows:

- 4th Grade – 10:55 – 11:25
- 5th Grade – 11:40 – 12:10

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

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.

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 receiving a discipline form from one of the administrators. However, serious infractions may warrant a telephone call.

RULES/PROCEDURES

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
- corporal punishment
- in-school suspension
- suspension
- expulsion

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 in the following manner:

1st offense – conference with the administrator (unless the incident involved fighting)

2nd offense – corporal punishment or 3 days bus suspension

3rd offense – 5 days bus suspension

4th offense – 10 days bus suspension

5th offense – Loss of bus privilege

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.

Failure to do so can result in the device being taken by a staff member and requiring the parent to pick it up at the main office.

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.

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 or assistant principal to discuss your concern and allow him or her opportunity to resolve your grievance. If the problem is not resolved to your satisfaction after meeting with the principal or assistant 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 sponsor prior to the trip. The sponsor will either approve or deny your request. The sponsor must notify the office of your 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, please feel free to contact her 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 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 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.

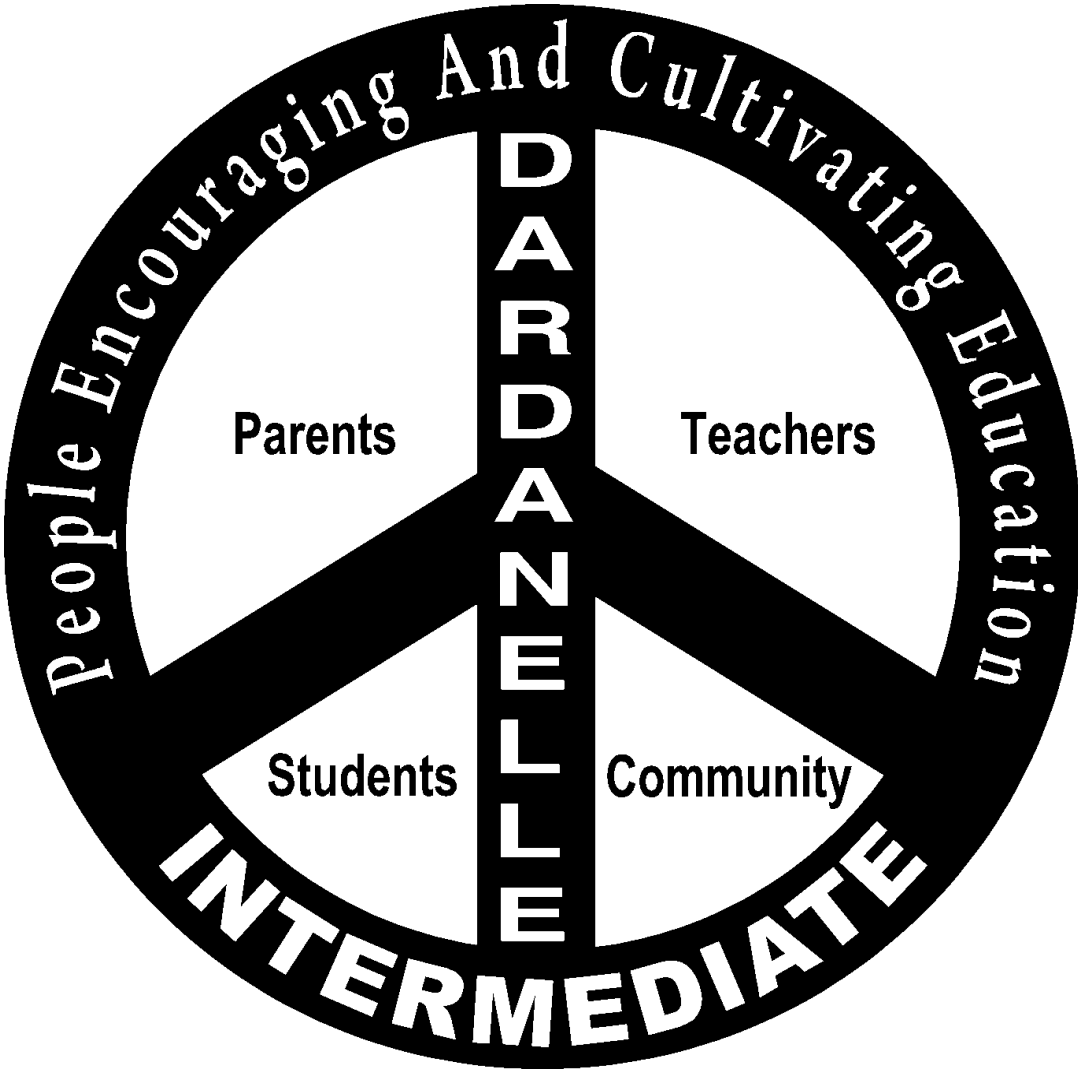
SCHOOL MEALS - Payments

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.

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.

Dardanelle Intermediate School



Informational Packet
2017 -2018

TABLE OF CONTENTS

Dardanelle Intermediate School Informational Packet _____	1
Dardanelle Intermediate School Vision Statement _____	1
Dardanelle Intermediate School Mission Statement _____	1
Dardanelle Intermediate School – School/Student/Parent Compact _____	1
Dardanelle Intermediate School Parental Involvement Plan _____	3
P.E.A.C.E. – People Encouraging and Cultivating Education _____	3
Parent Center _____	3
Parent Facilitator _____	3

DARDANELLE INTERMEDIATE SCHOOL INFORMATIONAL PACKET

The DIS Informational Packet was put together in an effort to share with our stakeholders on how they can partner with us to help our students reach their full potential.

DARDANELLE INTERMEDIATE SCHOOL VISION STATEMENT

DIS, where family, passion, and working together in a caring community inspire us to reach our fullest potential.

DARDANELLE INTERMEDIATE SCHOOL MISSION STATEMENT

The mission of Dardanelle Intermediate School is to foster life-long learning that allows our students to maximize their potential and become active and responsible contributors to society.

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

DARDANELLE INTERMEDIATE SCHOOL 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

DARDANELLE INTERMEDIATE SCHOOL PARENTAL INVOLVEMENT PLAN

The administration and staff at Dardanelle Intermediate believe that involving parents in their child's education is vital for the child to reach his or her potential. Therefore, we desire to create a partnership with parents to improve the social, emotional and academic growth of our students. The DIS Parental Involvement Plan promotes parental involvement and provides access to educational/parental resources available on our campus. You can view our plan on the district website page at <http://www.dardanellepublicschools.org> or request a hard copy of the plan by contacting Ms. Furr, Parent Facilitator at 229-3707 or at jean.furr@dardanellelizards.com .

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 Ms. 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!

