



**Dunbar Middle School
Student and Family
Handbook
2023–2024**

MOTTO: Supporting Tomorrow's Leaders

MISSION: Our mission is to engage, educate and empower our students through positive and supportive relationships

VISION: We envision Dunbar Middle School to be a welcoming environment where positive and meaningful relationships are fostered between all stakeholders. We will build the foundation of our vision through equitable educational opportunities, relevant and engaging learning, and effective communication. By 2028, all students will show improvement in social and emotional well-being and academic growth to develop future leaders that are college and career ready.

Welcome to Dunbar Middle School! This is our student and family handbook, which contains all the information, rules, policies, and procedures we follow. We are **SO HAPPY** to have you as members of the Bulldog family. We look forward to a fun, productive year!

Dunbar Middle School is a middle school in Dunbar, WV, serving over 300 students in grades 6–8. We are classified as a Title I School. Title I is federal funding that allows us to fund many additional programs, supplies, services, and even staff members for our students and families. We welcome you as a stakeholder and hope you will take an active part in our collective educational journey.

MEET OUR ADMINISTRATORS:

Abby Stevens–Siggers, Principal

Hello Dunbar Middle School Bulldogs! I am so excited to be starting my fourth year with you. My name is Abby Stevens–Siggers and I am the principal here at Dunbar Middle School. I started in the education world 13 years ago as a 7th grade math teacher at none other than Dunbar Middle! I loved being a teacher but have really enjoyed being able to help lead the schools where I have been an administrator. A few of my main roles as the principal at DMS are to provide a positive and safe learning environment for every student, improve achievement by focusing on the quality of instruction and the implementation of the curriculum, and build positive relationships with all our stakeholders.

When I'm not at DMS, my family always keeps my calendar full! I am married to my husband, Curtis, and we have 6 children ranging from 2 to 15 years old. We also have a cat named Cheeto. We love to travel, and my happy place is definitely the beach! I find the sound of the waves to be so peaceful and calming. The water in Florida is breathtaking. I love living in WV because we are lucky to experience the four different seasons, and each one has so much to offer. Fall is probably my favorite season, because of the beautiful leaves and cool mornings in our area! I also like football season and am a Marshall University fan! Go Herd! I look forward to learning more about you and welcome you to the 23–24 school year!

Jenny Ruddle, Assistant Principal

Hello everyone! My name is Miss Ruddle, and I am your new vice principal here at Dunbar Middle! I am very excited to meet all of you whether that be in the halls or in the classroom – hopefully not too often in the office! I have spent the last six years in the Sissonville community teaching math at both the middle and high school level, but I am born and raised in the South Charleston community. I graduated from SCHS and am excited to be back in a SC feeder area school!

When I am not at school, I like to spend time with family and friends. I live with my two dogs that you all will get to hear all about this school year. Most of my time is spent outside, whether I am walking the dogs, meeting friends at the driving range, or having dinner with family. I am most excited to get to know each of you throughout the year. Look for me at your games and other extracurricular activities!

Kandace Ansah, Curriculum Assistant Principal

Welcome back! A new school year is always a time of excitement and renewal. My name is Kandace Ansah, and I am the Title I Curriculum Assistant Principal. This is my seventh year at DMS and my eighteenth year in education. In my role, I'll be working with families and community members to provide academic support and programming in addition to my time spent in the classroom supporting students and teachers. I truly believe it does take a village, and now more than ever, we must involve families in education to ensure student success.

Outside of school, my family keeps me busy. I'm a mom of three boys. You'll mostly find us adventuring around Charleston when we're not at school activities. I love traveling and reading too (mostly useless stories with happy endings). I look forward to getting to know you and your family as well.

Other DMS Support Staff

Lisa Downey	Clerk
Ethel Lankas	Secretary
Michelle Smith	Counselor
Jean Frame	Nurse
Lieutenant Mike Lester	School Resource Officer
LaQwanza Jackson	Assistant Attendance Director
Chloe Ivy	Family Support Worker

School Phone: 304.766.0363

School-Wide Expectations

Respect yourself and others
Be engaged, and put forth your best effort
Act Safely
Have a positive attitude
Challenge yourself

Important Things to Know

Your lunch number
Home address
Where to go after school
Guardian Contact number

Academics

Report cards will be sent at the end of each 9-week grading period; however, grades are calculated by semester. Grades, assignments, course information, teacher contact, etc. is available on Schoology, our online learning platform. Each student will have an account. Guardians should set up a parent account as well.

Sometimes all the education lingo can be overwhelming. You'll begin hearing about multiple assessments and programs (Lexia, iReady, Benchmarks, Interims, General Summative Assessment, SuccessMaker, SAVVAS, etc.), and it may leave you with a lot of questions. Hopefully, we can help alleviate some of those questions. Be looking for

communication from Mrs. Ansah on Schoology and in print about these programs and upcoming events which we would love for you to be involved in. We want you to feel that Dunbar Middle School is a safe place for learning for your child and a welcoming environment for you.

Grading Scale

A	90%–100%
B	80%–90%
C	70%–80%
D	60%–70%
F	60% or less

Tutoring and Learning Loss

We will be offering after school tutoring and other in-school opportunities for students needing additional support, beginning in a few weeks. More about these programs will be posted on Schoology.

Arrival and Dismissal

Doors open at 7:30am. Drop-off for all students is at the side door on Dunbar Avenue. Classes begin at 8:00am.

Dismissal begins at 2:45pm. Students exit from the side entrance of the building as well.

Early Dismissal

In the event of an early dismissal, calls will be made through the School Messenger system. It is important to have current contact information on file with the school so we can get in touch with you if needed. Your child should know what to do in the event school closes early.

Contacts

Have you moved? Changed Numbers? Keep us updated in the office ASAP!

Safety and Security

Safety is a priority at DMS. All exterior and classroom doors should be always locked unless actively monitored. Visitors must obtain access through the main door, will be asked to show ID, and must come directly to the office.

Late Arrivals

Any student arriving after 8:00, will ring the bell at the front entrance and sign in at the office. Students can enter and sign themselves in independently.

Sign-Outs

Any student leaving early must be signed out by a parent, guardian, or a person listed as an emergency contact. This person will be required to show ID and sign the student out in the office.

Visitors and Volunteers

Visitors must report to the office upon arrival. You will be asked to show a valid ID.

We welcome parent volunteers. If you are interested in volunteering, please contact the school for scheduling.

Attendance

Attendance is SO important. We miss you when you're not here, and you miss a lot. If you are absent, you have 3 days to turn in an excuse. Five unexcused days will result in a referral to the Attendance Director. Frequent contact is key. Please keep us updated if something is going. We want to work with you!

Breakfast and Lunch

Breakfast and Lunch are provided by Kanawha County Schools at no cost. Adult meals are available at a cost of \$4.35. If you would like to join your child for a meal, please let the office know.

Water Bottles

Clear water bottles are permitted to be carried by students. Bottles can contain water only and may be refilled at our newly installed filling stations.

Cell Phones

Cell phones are not to be seen or used during the instructional day.

- **First Offense** – The student will be asked to put the device away.
- **Second Offense** – The device will remain in the main office until the end of the day.
- **Third Offense** – An administrator will establish parent contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian.
- Further offenses may result in additional disciplinary action.

Lockers and Backpacks

Students may bring backpacks into the building. They will go into their lockers upon arrival and remain there until dismissal.

Students will have a locker with one locker partner. This will generally be someone they are in home base with. If your child has special needs regarding backpacks or lockers, please discuss them with your child's home base teacher.

Dress Code (KCS Policy J36)

Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school personnel. Additionally, Students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.

Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture, or religion; which may be considered any form of harassment.

Transparent and/or see-through material is considered unacceptable. Shirts or blouses must cover the entire midsection at all times, even in movement.

No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.

Any type of head covering is unacceptable unless for religious purposes or otherwise approved by administration.

Students in violation of the dress code may be asked to change, be sent home, or have other actions if necessary determined by school administrators.

How to Schedule a Meeting

If you would like to schedule a meeting with teachers/staff at Dunbar Middle, please reach out to your child's teacher by Schoology message. You may also call the school at 304.766.0363.

LSIC

The Local School Improvement Council is a group of stakeholders who meet several times a year with an aim of making our school and community a better place. Contact administration if you would like to be a part of this group. We would love to have your voice helping to make us better!

Social Media

Updates about upcoming events are always available on Schoology. Additionally, we post on a Dunbar Middle School Facebook page. This

page is newly created and hasn't seen a lot of traffic yet, but we're working on it! These sites are good places to find information, ask questions, and stay up to date. Please don't hesitate to call the school if you can't find the information you need.

Title I – Parents' Right to Know

Federal law allows parents to ask about the professional qualifications of their child's classroom teachers and requires school systems to provide the information in a timely manner if they request it. Specifically, parents have the right to ask for information regarding teacher certification, a college major and advanced degrees. Parents also have the right to request information about aides and paraprofessional personnel who provide services to their child. Parents who desire this information may contact the school principal or the Department of Human Resources, Kanawha County Schools at 304.348.7712. This form is also on the KCS website and Dunbar Middle School Schoology page.

Dunbar Middle Bell Schedule	
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2023-2024	
1	2
3	4
5	6
7	8
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73	74
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77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

6th Grade		7th Grade		8th Grade		Related Arts					
Breakfast HB/Advisory	7:30	Breakfast HB/Advisory	7:30	Breakfast HB/Advisory	7:30	Breakfast HB/Advisory	7:30				
	8:00		8:00		8:00		7:55				
1st Period	8:00	1st Period	8:00	1st Period Related Arts 1	8:00	8th Grade Block	1	8:00			
	8:45		9:00		8:45		8th Grade Block	2	8:45		
		8:45		9:25							
2nd Period	8:45	2nd Period	9:00	2nd Period Related Arts 2	8:45	6th Grade Block	1	9:25			
	9:25		10:00		9:25		6th Grade Block	2	10:05		
		10:05		10:45							
3rd Period Related Arts 1	9:25	3rd Period	10:00	3rd Period	9:25	Prep	10:45				
	10:05		11:00		10:30		Lunch Schedule	6th	11:25	12:00	
		11:25									
4th Period Related Arts 2	10:05	4th Period	11:00	4th Period	10:30	Lunch Schedule	7th	12:00	12:35		
	10:45		12:00		11:30		7th Grade Block	8th	12:35	1:10	
5th Period	10:45	Lunch/Duty	12:00	5th Period	11:30	7th Grade Block	1	1:25			
	11:25		12:35		12:35		Related Arts Lunch Coverage	Duty	Lunch	Prep	Grade
		2:05									
Lunch	11:25	5th Period (Dev Guide)	12:35	Lunch/Duty	12:35	1	2	3	6th		
	12:00		1:25		1:10	2	3	1	7th		
6th Period	12:00	6th Period Related Arts 1	1:25	6th Period	1:10	3	1	2	8th		
	12:40		2:05		1. Careers, Wellness 2. Comp Apps, Art 3. Lexia, Music						
7th Period	12:40	7th Period Related Arts 2	2:05	7th Period (Dev Guide)	2:05						
	1:20		2:45		2:45						
8th Period	1:20										
	2:00										
9th Period (Dev Guide)	2:00	2:45 - All students report to Bus Groups. All teachers report to Bus Group coverage or hallway duty for dismissal.									
	2:45										



DUNBAR MIDDLE SCHOOL EXPECTATIONS



		Hallways & Stairways	Bathroom	Classroom	Cafeteria	Auditorium
Expectations	Respectful	<ul style="list-style-type: none">• Be aware of other classes learning• Be quiet• Use appropriate language• Follow directives given by school faculty and staff• Be kind to others and yourself	<ul style="list-style-type: none">• Give privacy to others• Respect school equipment	<ul style="list-style-type: none">• Follow directions• Follow directives given by teachers and substitutes• Be kind to others and yourself• Raise your hand• Use appropriate language• Use inside voices• Keep your head up• Respect school equipment	<ul style="list-style-type: none">• Use inside voices• Use appropriate language• Follow directives given by school faculty and staff• Be kind to others and yourself• Remain quiet when the lights are out	<ul style="list-style-type: none">• Represent your school in a positive way• Be attentive to the speaker• Follow directives given by school faculty and staff• Keep your head up
	Responsible	<ul style="list-style-type: none">• Keep the area clean• Go directly to your destination• Have permission and a pass• Keep your cell phone put away	<ul style="list-style-type: none">• Keep the bathroom clean• Report vandalism.• Have permission and a pass• Keep your cell phone put away	<ul style="list-style-type: none">• Arrive on time.• Bring a charged Ipad and other needed materials• Stay on task.• Keep your cell phone put away	<ul style="list-style-type: none">• Clean up your area.• Remain in your seat• Raise your hand if you need something• Keep your cell phone put away	<ul style="list-style-type: none">• Model appropriate behavior• Keep desk to the side• Stay seated• Keep your cell phone put away
	Safe	<ul style="list-style-type: none">• Stay in your own personal space• Demonstrate self-control• Walk quietly and orderly on the right side of the hallway• Keep your headphones and hood off	<ul style="list-style-type: none">• Use good hygiene• Stay in your own personal space• Keep your headphones and hood off	<ul style="list-style-type: none">• Stay in your own personal space• Keep your headphones and hood off	<ul style="list-style-type: none">• Stay in your own personal space• Keep your headphones and hood off	<ul style="list-style-type: none">• Stay in your own personal space• Enter and Exit in an orderly manner using the back doors• Keep your headphones and hood off

*DMS Expectations are also in effect anytime students are on school property or under school supervision.

Setting Up a Parent Account in Schoology

1. Go to www.schoology.com.
2. Click **Sign Up** at the top of the page and choose **Parent**.
3. Enter your Parent Access Code. This is a 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's instructors.
4. Fill out the form with your information.
5. Click **Register** to complete.

When you use a Parent Access Code to create an account, you are automatically associated to your child. You can add additional children to your account using the [Add Child](#) button.

Note:

- If your Parent Access Code does not allow you to register or, if the code does not have 12 digits, please contact your child's instructor or school for more information.

Student Activity View

Viewing Your Child's Activity

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity.

From the home page, you can quickly view specific information about your child's Schoology activity:

The screenshot shows the Schoology interface for a student's activity. The top navigation bar includes the Schoology logo, tabs for COURSES, GROUPS, and GRADES, and a user profile section with a dropdown arrow. The main content area is divided into three sections: a central table for course activity, a right sidebar for grades and attendance, and a bottom right menu for further options. A red dashed line connects callout 1 to the course table, callout 2 to the 'Enrollments' tab, callout 3 to the 'Recent Grades/Attendance' section, callout 4 to the 'Overdue' section, and callout 5 to the 'Upcoming' section.

1 Student Activity · Enrollments **2**

3 Recent Grades/Attendance

4 Overdue

5 Upcoming

Courses	Current	Grade	Attendance
AP Physics: Summer Session 1		97%	-
Pre-Calculus Honors: Section 7		92%	-
Economics/Finance: Section 6		87%	-
Advanced Topics in Music: Theory and Musicianship: Section 1		96%	-
French III: Section 5		91%	-
US History Honors: Section 4		89%	-
Physics: Section 2		85%	-
English Lit 1110: Section 3		93%	-

GRADES

- Grade Report **A**
- Mastery **B**
- Attendance **C**

1. The **Student Activity** area in the center of the page displays your child's recent submission, grade, and attendance information.

2. Toggle into **Enrollments** in the same area to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column above). Click on an individual course to see grades received on assignments, tests, and discussions from

that course. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.

3. The **Recent Grades/Attendance** area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, click the item you'd like to view.

4. The **Overdue** section displays a list of course materials your child did not turn in by the due date.

5. The **Upcoming** section displays a list of your child's upcoming assignments and events.

6. **Courses:** You can see a list of your child's current courses. Click the course name to navigate to the course profile as your child views it. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the course.

7. **Groups:** You can see a list of your child's Schoology Groups. Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs. Depending on the permission settings in place at your school, you may not be able to view content posted by other members of the group.

8. **Grades:** Depending on the settings in place at your child's school, this menu provides access to view the following:

1. **Grade Report:** Review your child's grades for all courses.

2. **Mastery:** If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.

3. **Attendance:** Review your child's attendance for all courses.

9. **Calendar:** Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, event), the event's course or group, and the student name. Click the event to display profile information in a pop-up window.

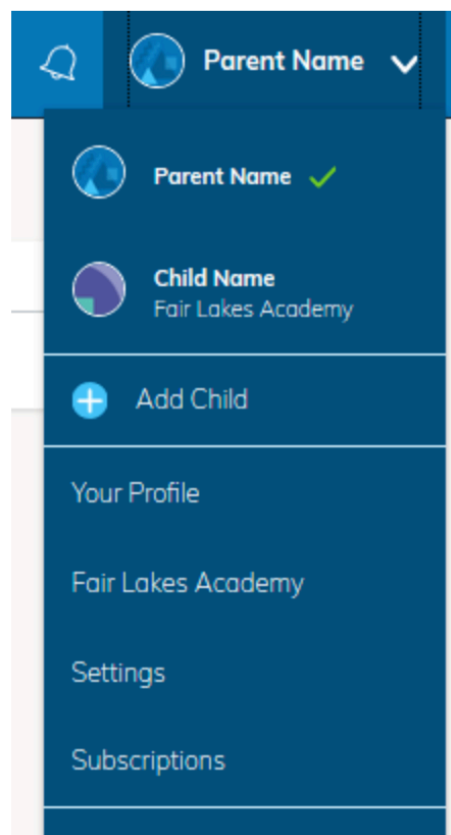
Note: There is no Messages icon in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

Schoology Home Page: Your Parent account compared to your child's Schoology information

Having a Parent account in Schoology is actually like having two accounts:

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, and see what he or she sees, and receive updates about his or her activity.

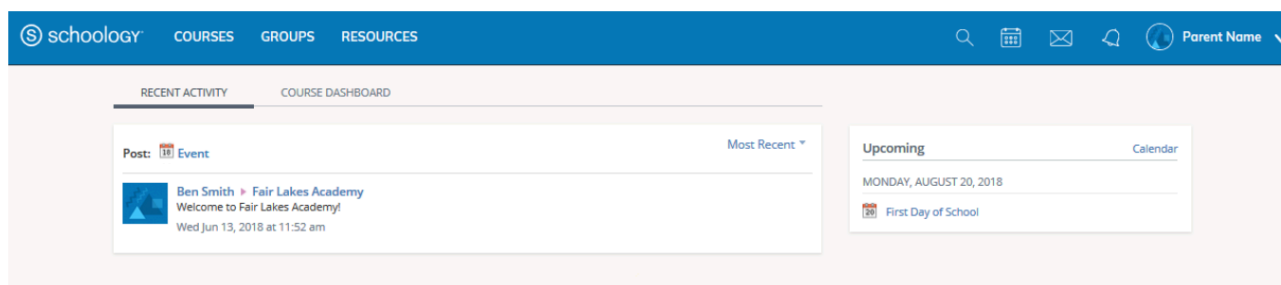
Start by clicking on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her account. The check mark in this drop-down menu indicates which account you are currently viewing.



Your Account Activity

To return to your Schoology account, click the down-facing arrow and select your account. If you have linked accounts in Schoology, you will see the school associated with each account under your name.

While toggled into your personal account, you'll see your own name in the top right corner. Your personal account homepage displays activity related to any courses and groups in which you are enrolled, as well as school information from the school with which you are associated.



Recent Activity

Similar to your child's **Activity Summary**, your **Recent Activity** area displays updates from the school, courses, and groups in which you participate. You can filter the **Recent Activity** feed by clicking the drop-down menu (labeled **Most Recent**) to the right of the **Recent Activity** heading.

Upcoming

On the right column of the **Recent Activity** page, the **Upcoming** area displays a list of impending events and due dates for graded items in the school, courses, and groups in which you're enrolled. To view more details about the item, click the item name from the list.

TITLE 1 – PARENTS' RIGHT TO KNOW

Federal law allows parents to ask about the professional qualifications of their child's classroom teachers, and requires school systems to provide the information in a timely manner if they request it. Specifically, parents have the right to ask for information regarding teacher certification, a college major and advanced degrees. Parents also have the right to request information about aides and paraprofessional personnel who provide services to their child. Parents who desire this information may contact the school principal or the Department of Human Resources, Kanawha County Schools at 304-348-7712. This form is also on our website and a hard copy will be sent home with students in September.

School Parental Involvement Policy – Dunbar Middle School

PART I. GENERAL EXPECTATIONS

Dunbar Middle School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will ensure that the required school level parental involvement policy meets the requirements of section 1118 of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent involvement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy shall include a description of how the school will implement or accomplish each of the following components. *[Section 1118, ESEA.]*

1. Dunbar Middle School shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA:
 - *Plan work sessions with parents to revise and improve the parental involvement policy yearly*
 - *Survey parents on the needs and responsibilities of the school, the students and the parents*
 - *Continually improve the communication by maintaining an open door policy, and using various forms of technological communication routes.*
2. Dunbar Middle School shall take the following actions to involve parents in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA :
 - *Facilitate the election of parent officers who work with school improvement efforts. Welcome all parents that want to participate in and support academics and family events.*
 - *Plan work sessions and meetings with parents to revise and improve the parental involvement policy yearly*
 - *Survey parents on the needs and responsibilities of the school, the students and the parents*
3. Dunbar Middle School shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting.
 - *All information involving Title I will be discussed at the annual Open House and will be posted on the school website.*
 - *Parents will be encouraged and welcomed to receive any information regarding Title I Program and Dunbar Middle School.*

4. Dunbar Middle School shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
 - *Information will be sent home throughout the school year to inform parents of upcoming events and Title I instruction.*
 - *Parents will receive updates on their students' progress and proficiency levels throughout the school year.*
 - *Information regarding curriculum, assessments, and expected proficiency levels will be discussed with parents at the school's annual Title I Open House.*
5. Dunbar Middle School shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - Working with parent organization leaders to mobilize and increase participation at meetings
 - Provide guided discussion topics for open conversation and meaningful discussions
 - Provide numerous opportunities for parent meetings at various times throughout the year.
6. Dunbar Middle School shall provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - *Parents will receive their students' proficiency on the state assessment by early October 2023*
7. Dunbar Middle School shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002):
 - *Parents will receive written notification sent home within a timely manner if their student is being taught by a teacher who is not fully certified.*
8. Dunbar Middle School shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below --

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I Part A,
- how to monitor their child's progress, and
- how to work with educators:
- *Hold informational meetings and conferences as needed on the topics of content standards, academic achievement standards and the progress of their student academically.*
- *Maintain an open-door policy to provide assistance to parents as needed throughout the school year.*
- *Provide parents with opportunities to attend parenting workshops and/ or informational presentations.*

9. Dunbar Middle School shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.

- Parent and family events will be held to collaborate with parents on improving student achievement and technology usage.
- Parents will be surveyed on topics of interest for additional trainings and informational meetings.

10. Dunbar Middle School shall, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *The school will work with elected parent organization leaders to strengthen the focus of collaboration and training efforts among parents and educators.*

11. Dunbar Middle School shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- *Providing parents with opportunities to receive training from Parent Resource Centers.*
- *Holding family and community events throughout the school year.*

12. Dunbar Middle School shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- *Keeping parents informed of academic enhancement activities through automated messages, written material distribution, and website postings.*
- *Translate relevant documents into other languages as requested and needed by parents through the district's Title III ELL program.*

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy **may** include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by collaborative efforts of staff and families of Dunbar Middle School.

This policy was adopted by the **Dunbar Middle School** on **August 16th, 2023** and will be in effect for the period of the 2023-2024 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before **August 31, 2023**.

Abby Stevens-Siggers (Signature of Authorized Official)

August 16, 2023 (Date)

Revised June 9, 2023

Dunbar Middle School Student-Parent Compact

Dunbar Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2023-2024.

School Responsibilities

Dunbar Middle School will:

- **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - *Students will receive between 40 and 80 minutes of uninterrupted math and ELA instruction daily.*
 - *Use of varied assessments and programs in Math and ELA such as, but not limited to, SuccessMaker, Lexia, iReady, SAVVAS, WV General Summative Assessment, Interims, and baseline test scores to track student progress, monitor "at-risk" students, and ensure grade level reading and math skills by all students.*
 - *Title I teachers will work collaboratively with classroom teachers and parents.*
 - *Instruction will be individualized to meet the needs of all children attending Dunbar Middle School. A wide variety of learning strategies and activities will be incorporated in order to ensure that each student has many positive learning experiences while attending Dunbar Middle School.*
 - *Tutoring services will be provided by the school to help students and parents address academic weaknesses.*
- **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:
 - *Open House is scheduled for August 16th from 5:00-7:00pm*
 - *Meetings can be scheduled and held during teachers' planning period. To schedule, please call 304-766-0363.*
 - *Parent-teacher conferences are available always upon request in person or virtually. The district-wide parent-teacher conference day is scheduled for October 9th.*
- **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
 - *Achievement reports are sent home each nine-week grading period. Dates appear on school calendars and newsletters.*

- *Grade access will be available at all times on Schoology.*
- *School staff will be available for parents who need help accessing technology.*
- **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
 - *Direct communication on Schoology*
 - *Conferences can be scheduled and held during the teachers' planning period and in certain instances before and after school.*
 - *At Dunbar Middle we will continue to be flexible to meet the needs of our students and meet parents whenever possible.*
- **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
 - *Parents are able to volunteer and participate in Title I events, Community events, college and career events offered by the school.*
 - *Teachers communicate with parents about special projects occurring in the classroom.*
 - *The Curriculum Assistant Principal will help coordinate volunteer activities within the school.*

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Communicate with school administration and teachers if questions or concerns arise during the school year*
- *Monitor attendance.*
- *Make sure that homework and assignments are completed*
- *Support and monitor my child to maintain positive behavior*
- *Volunteer in my child's classroom*
- *Participating, as appropriate, in decisions relating to my children's education*
- *Promoting positive use of my child's extracurricular time*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, posted on Schoology, or by mail and responding, as appropriate*
- *Serving, to the extent possible, on committees and advisory groups, such as being a Title I, Part A parent representative on the school's School Improvement Team, the School Support Team or other school advisory or policy groups*



Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Monitor my assignments and grades on Schoology*
- *Do my assignments every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day*
- *Maintain appropriate care of my iPad and display good digital citizenship*
- *Participate and work hard in class every day*
- *Respect adults and my peers*
- *Have a positive impact on my school by attending school events and becoming a member of a group or club at Dunbar Middle School*

Dunbar Middle School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Dunbar Middle School will:

1. Work with the Kanawha County Schools Title I Office in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
2. Work with the Kanawha County Schools Title I Office to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a federal statute or regulation of Title I, Part A programs is available to parents of students.

School Representative: **Kandace M. Ansah** Date: 08/16/23

Parent: _____ Date: _____

Student: _____ Date: _____

I have read and understand the Dunbar Middle School Student/Family handbook.

Guardian: _____ Date: _____

Student: _____ Date: _____