

## SCHOOL POLICIES AND TIDBITS

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### **ACCESS TO RECORDS:**

All records are confidential. Parents can request a copy of their child's records at any time but outside agencies must have a records release form signed by the parents.

### **ARRIVING AT SCHOOL LATE:**

Students arriving at school after 8:20 must be signed in with the attendance clerk by a parent or guardian. These students will be counted as tardy and will given an "admit" to report to homebase or class.

### **BEFORE AND AFTER SCHOOL:**

- Before School: If you walk to school or are dropped off by car, do not arrive before 7:35 a.m. The front doors will open at this time. If it is necessary for you to arrive at school before 8:00 a.m., report to the cafeteria and remain there until the first bus arrives. Students will then report to assigned areas by grade: gym, auditorium, or cafeteria. Students may not be in the hallways. The school day ends at 3:45 and no student should be signed out early unless absolutely necessary.
- End of the Day: Students are dismissed from class at 3:45.
  - Students who ride a bus are dismissed from the cafeteria.
  - Students who get a ride home from school should report to the auditorium and will be dismissed at the entrance to the Little Theater. Drivers should park in a designated spot in the parking lot nearest to this entrance to avoid impeding bus traffic. PLEASE do not stop in front of the school or park on the main driveway or sidewalk. This causes traffic congestion and creates a dangerous situation for students who are crossing the parking lot.
  - Students who walk home should exit the building at the far side of the school at the 8<sup>th</sup> Grade Annex door. Students should avoid walking through the parking lot when possible.

### **LEAVING SCHOOL EARLY:**

Students must be signed out with the attendance clerk when leaving school. They may only be released to a parent/guardian or persons indicated on Emergency Cards.

\*Students are NOT permitted to sign out after 3:00 p.m.

If students are riding home on a different bus, they must bring a signed parent note to the office in the morning so it can be verified. A current parent/guardian phone number must be included to verify the request. They must pick up a "Bus Ride Permission Slip" from the office before they get on the designated bus. This form must be presented to the bus driver before they can ride the bus.

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## **BREAK and LUNCH:**

In addition to lunch, we have breakfast every morning. All students at DuPont Middle School will receive free breakfast and lunch. We encourage students to wisely use their Break and Lunch times to eat, get a drink, go to the restroom, visit the library, or get organized for the next class.

- Students are not permitted to chew **gum** anytime, or anywhere during the school day. This includes all classes whether Core or Related Arts, Break, and Lunch times, hallways, cafeteria, gym, etc.
- **Soft drinks** may not be sold in areas accessible to students in a middle school through vending machines on the premises, through fund raisers, by students, teachers, and groups, or by any other means, during the school day. Students may bring a soft drink to school for break or lunch time. The drink must be factory sealed.
- **Energy drinks** are NOT permitted. Only factory sealed drinks are allowed.

## **CHANGE OF ADDRESS:**

If you have a change of address or telephone number please report that and any of vital information to the school as soon as possible so that our files will be up to date.

## **KANAWHA COUNTY DRESS CODE**

Kanawha County Dress Code will be followed. (See Kanawha County School Handbook and newsletter for specifics.) No items should be worn that are determined to be disruptive to the school. Some policy highlights include, but are not limited to the following:

- Tank tops are not to be worn. Any tank top worn must have a shirt with sleeves over or under it.
- Holes in pants - Pants should not have, or appear to have, holes, rips or frays above the knees. Wearing tights or other undergarments under these pants, does not make them acceptable. Tape cannot be used to cover these areas.
- Shirts may not be ripped or torn
- Camouflage may not be worn
- Length of shorts, skirts, and dresses must extend to at least the student's mid-thigh.
- Shoes – No steel toed shoes/boots may be worn. Boots deemed inappropriate for school by the Administration may not be worn

## **FACILITIES:**

We are proud of DuPont Middle School and are constantly improving our building. The entire interior was painted during the 2014-15 school year, and the exterior was painted in the fall of 2015. Our gym floor was refinished in 2015. We work hard to maintain and clean the facility. It is the responsibility of each person (staff, students, and community) to keep it clean. Cleanliness is part of the DuPont tradition and we hope that you will take pride in your school.

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## **SCHOOLGY:**

DuPont Middle School uses Schoology, is our new program to check students' assignments, grades, and communicate with teachers. Many teachers in our building have already been using Schoology, so you may know a little about it. But this year, the entire county will be implementing its use. If you have any problems, seeing assignments or grades, please don't hesitate to call the school.

## **EMERGENCY DRILLS:**

Emergency drills held at regular intervals include ALICE drills, fire drills, shelter-in-place and Code Red facility secured. When the fire signal sounds walk quickly to the proper exit and proceed to a reasonable distance from the building. Listen for instructions from your teachers. Instructions for the other drills will be given by the Administration as directed by Kanawha County Schools or on an as-needed basis.

## **HEALTH SERVICES:**

A nurse comes to DuPont two days a week. The nurse's responsibility is to aid you in maintaining good health. The school is not allowed to administer aspirin or any other Over-The-Counter (OTC) medications. When a student is taking prescribed medication the following guidelines apply:

- Physician must complete a verification form from the school.
- Medications will be administered during the school day.
- All medications that are controlled substances will be kept under lock and key according to the WV and Federal Code.
- Questions concerning the administration of medications should be directed to the administration or the school nurse.
- Students are NOT to have any prescribed or over-the-counter medications in their possession.
- Prescribed or over-the-counter medications are NOT to be given to another student for any reason.
- Soft drinks may not be sold in areas accessible to students in a middle school through vending machines on the premises, through fund raisers, by students, teachers, and groups, or by any other means, during the school day
- Energy drinks are NOT permitted. Only factory sealed drinks are allowed.

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**ILLNESS AT SCHOOL:**

Our school nurse works at several schools but when she is at DPMS all medical problems will be referred to her. When she is not in the building ill students will be sent to the office by a teacher and the office and all medical problems will be referred to the Administration. Students must not leave the building without permission from the Principal or the Assistant Principal.

Each student will be given an Emergency Card on the first day of school. It is very important to complete and return those as soon as possible. If your child becomes ill or injured at school and must leave, he/she will be released only to the parent or the persons indicated on the emergency card.

**HOMEWORK POLICY:**

Parents and guardians are key factors in the effectiveness of homework assignments. Although many teachers check and monitor student homework every day and sometimes give credit for it, some students continue to fail to do their homework. This partnership between the parent and the child's teachers will assure that he/she will receive the full benefit of his/her education. If your child does not seem to have any homework, you need to have a conference with his/her teachers as soon as possible.

**PARENT CONFERENCES:**

You may make an appointment at any time during the year for a conference with the teachers or Principal (304.348.1978).

**SAFE SCHOOL POLICY:**

All KCS and DPMS rules and regulations deal with the safety of our students. We follow the Safe Schools procedures. All exterior doors are locked and all students and guests are required to enter and exit through the main doors. We, also, have a 16 camera and motion detector security system assists us in monitoring all areas of the building and campus and a State Trooper lives on our campus.

**SAFE SCHOOL MEASURES:**

The following measures have been taken to keep our campus safe:

- All exterior doors are locked from the outside only and all students and guests are required to enter and exit through the main doors. In the event of an emergency, the students will exit through all doors. We ask that all parents who pick up students during the day use the front doors for exiting the building. ALL VISITORS MUST sign in at the front desk with the Attendance Clerk. ALL visitors must have a Guest Pass and should be escorted by a DPMS staff member.

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- Staff members are stationed in the hallways during all class changes, as well as before and after school.
- We have a 16 camera and motion detector security system that assists us in monitoring all areas of the building and campus. We monitor parking lot traffic before and after school. All students who are not enrolled at DuPont will be asked to leave the campus. Visitors must sign in at the attendance window in the lobby.
- Students may leave the classroom only in emergency situations. Students who are out of class must have written permission that is to be signed by their teacher with date and time noted.
- A State Trooper lives on campus. He monitors our campus closely, particularly when school is not in session.
- EMERGENCY DRILLS
  - Emergency drills held at regular intervals include ALICE drills, fire drills, shelter-in-place and Code Red facility secured. When the fire signal sounds walk quickly to the proper exit and proceed to a reasonable distance from the building. Listen for instructions from your teachers. Instructions for the other drills will be given by the Administration as directed by Kanawha County Schools or on an as-needed basis.

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#### **STUDENT CODE OF CONDUCT:**

All students shall help create an atmosphere free from bullying, intimidation, and harassment; demonstrate honesty and trustworthiness; treat others with respect, deal peacefully with anger, use good manners, and be considerate of others; demonstrate responsibility, use self-control and be self-disciplined; demonstrate fairness, play by the rules, and not take advantage of others; demonstrate compassion and caring; demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.

#### **DISCIPLINE CODE:**

The Kanawha County School Discipline Code will be followed. Please refer to the Kanawha County Schools Student Handbook for specifics. Students must show self-respect, and respect for other students, teachers, and staff. Students must respect the property of others. Students must respect the authority of all teachers, staff, and administration. Harassment and bullying will not be tolerated.

#### **TITLE IX:**

As required by federal laws, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, age, handicapping condition, or national origin in its employment practices or in the administration of any of its educational programs and activities.

Inquiries may be directed to the Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311.

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## **CELL PHONES AND ELECTRONIC DEVICES:**

Cell phones are not to be used during the school day. Phones must be turned off from the time students arrive at school until 3:45 p.m. If students need to use a phone during the day, they may use an office phone or team phone with permission. If a parent needs to contact their child, they should call the office and leave a message.

We strongly recommend that all personal electronic devices are left at home. These items are very expensive and easily misplaced, stolen or broken. The school cannot be responsible for these items. Any personal electronic device brought to the school must be turned off and placed in the student's locker immediately upon arrival until the end of the day. Upon dismissal. Students may return to their locker and retrieve the device. Failure to comply with this policy will result in the following:

- **1st offense**- Confiscation of item. Students will pick up their device from the office at the end of the school day.
- **2nd offense**-Confiscation of item. Parent will pick up the device from the school.
- **3rd offense**- Confiscation of item. Parent will pick up the device from the school and student loses the privilege to bring a device to school.
- **4th offense**-Confiscation of item. The device will be confiscated and returned to the student on the last day of school.

Possible referral to the county SAT team for an alternative placement for habitual violation of school rules and policies may occur.

## **TELEPHONE USE:**

Use of the office telephone is not allowed unless it is determined to be an emergency situation, such as illness. Students may only use the phone with a note or agenda signed by a teacher. Team phones should be used before office phones. If using the office phone, the student must sign the phone log at the front desk. Students will be asked to see our school nurse when available, before calling home.

## **OPEN OFFICE POLICY**

Students may come into the office when needed, to talk with the school Counselor, Principal, Assistant Principal, or Nurse. Students must have a signed agenda to leave a class to come to the office during class time. Students will be asked to see our school nurse when available, before calling home.

## **LIBRARY**

The Library opens at 8:30 and operates on a flexible schedule which allows students and staff to use the Library as needed. The Library remains open until 3:30 each day. The DuPont Library Media Center has a variety of basic research print materials, fiction and nonfiction books, as well as audiobooks, and some DVDs. A Kanawha County Public Library card is required to check out materials. Students are required to carry a novel with them during the school day. No student will be denied access to a book.

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### **IMPORTANT EVENTS AND DATES:**

- **PARENT-TEACHER CONFERENCE** - Parent Teacher Conference night will be announced in advance, and posted on our school homepage and newspaper.
- **OPEN HOUSE** - An Open House is usually scheduled before the first day of school or during the first week of school. Please check the school homepage for dates and times.
- **SCHOOL PICTURES** - Pictures will be taken early in the school year. We ask that you please dress appropriately. Spring pictures are usually taken in March. All middle school pictures are PRE-PAID. Information will be given to each student. A notice will also be posted on the school homepage and newspaper.
- **LSIC** – LOCAL SCHOOL IMPROVEMENT COUNCIL - Local School Improvement Council meets four times throughout the year. We need parental support if we hope to achieve goals and programs for DPMS. The dates for this year’s meetings are posted on the school homepage and newspaper and usually occur in August, September, January, and March.
- **REPORT CARDS** - DuPont Middle School is on a 6 week class rotation. Our report cards, or progress reports, go home every 6 weeks. The first 2 report cards of each semester are considered progress reports. The semester report card is the final and permanent grade. Dates will be published on the school calendar. If your child does not bring home a report card, please call Ms. Farruggia and she will print a copy. 304-348-1978

### **Miscellaneous Information:**

- **Student Insurance Forms** can be obtained by going to [this link](#) on the Kanawha County Schools Website
- **Bus Terminal** (East Bank) phone number: (304) 949-4714

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