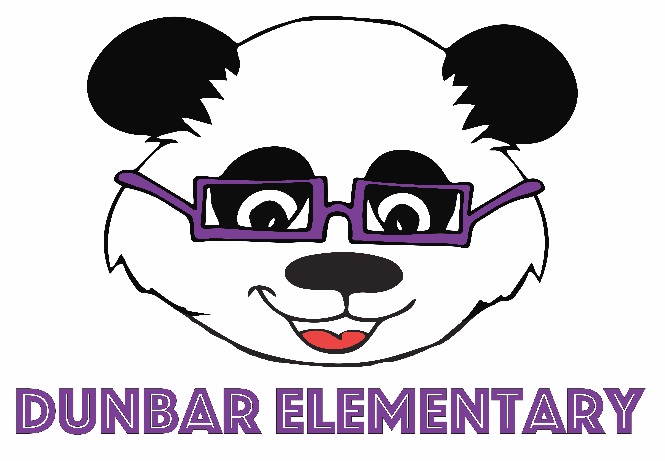
**A Learning Community Like None Other**

STUDENT/PARENT HANDBOOK

2018-19



Committed to academic and social excellence in every area – Everyday!

Equipping our students to be motivated, educated, and empowered!

8:15 A.M. - 4:15 P.M.

2606 Select

Memphis, Tennessee 38114

<http://www.scsk12.org>

901.416.5000 Phone

901.416.5002 Fax

Dr. Anniece Gentry, Principal

Mr. Dorsey E. Hopson II, Superintendent

**Motivate. Educate. Empower.**

#### Foreword



Dunbar Elementary welcomes you to our school. The document you are holding is our Student/Parent Handbook which has been designed to assist you and your scholar in locating information regarding procedures, rules, and regulations that apply to all district elementary buildings as well as information that pertains to your scholar at Dunbar Elementary. We believe that through helping parents and students become well acquainted with the mission, vision, beliefs, rules, regulations, policies, procedures, and school operations, will enhance each scholar’s opportunity for success in school. Keep your handbook in a convenient place and refer to it when you have questions about Dunbar and the educational programs it offers. Our goal is to help your scholar have a successful year in a safe and positive learning environment. Please note that the check-off and signature forms included with the handbook should be completed and returned as soon as you and your child have read this handbook. We ask that all forms be completed and returned to the school by August 10, 2018.

***Dr. Anniece Gentry, Principal***

**DUNBAR ELEMENTARY**



**Motivate Educate Empower**

Dear Parents and Scholars:

We would like to welcome back all returning scholars and give a special warm welcome to

the new members of the Dunbar family. The entire staff and I want you to know that we

are truly dedicated to providing a safe, positive, and respectful learning environment for

every scholar. We want to build a strong relationship with our parents because we believe it

will lead to success.

This handbook was prepared in an effort to inform you about our school. Parents/guardians are partners with the school in the education of our children. We encourage you to be an active participant in the education of your scholar. Through open communication and shared beliefs, we can empower all scholars to succeed in a changing world.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your scholar's programs, and become comfortable at your scholar’s academic residence. I am very happy to have you and your scholar with us at Dunbar Elementary School where you and your scholar will experience a Learning Community Like None Other.

In an effort to communicate more effectively through Parent-Link, we are asking for every

parent to provide us with up-to-date contact information. If at any time your information

changes, we are asking you to inform us so we can make the changes in our system. In

addition, we want every parent to become actively involved with the academics, as well as

the PTO here at Dunbar Elementary. You may volunteer to become a room parent, tutor,

Watch DOGS, attend school functions, serve on school-wide committees, assist with traffic

flow during the morning, as well as during dismissal, and assist with other duties within the

school. If you are interested in any of these duties, please let us know.

Our school is a place where every student, teacher, and staff member knows that the number one goal is **STUDENT ACHIEVEMENT!** I am looking forward to working with you to make this an exciting and successful school year.

Again, welcome to an awesome school year!

## Dr. Anniece Gentry,

## Principal



http://www.scsk12.org/schools/dunbar.es/site/images/vision.jpg

**Committed to academic and social excellence in every area – Everyday!**

**Equipping our students to be motivated, educated, and empowered.**

**http://www.scsk12.org/schools/dunbar.es/site/images/mission.jpg**

**Moving towards EXCELLENCE through the ARTS and ACADEMICS with HIGH EXPECTATIONS and NO EXCUSES!**

# Philosophy

# Motivate. Educate. Empower.

# Motto

**A Learning Community like None Other where Failure is Just Not an Option!**

# Colors

Purple, Black, and White

# Mascot

# Panda

# *http://www.scsk12.org/schools/dunbar.es/site/images/beliefs.jpg*

**We truly believe that...**

**Learning is built on quality instruction and the active participation of learners.**

We will cultivate self-motivated learners. Challenging instruction will encourage children to explore their world and develop multiple solutions for complex problems.

**Children are complex human beings.**

We will provide a variety of ways for children to express themselves. We will strive to support the development of the "whole child." Cultivating citizenship, responsibility, and collaboration are vital school functions.

**Successful schools build strong, collaborative community school partnerships.**

We will nurture family and community involvement.

**Children's learning strengths vary.**

We will offer rich, integrated learning experiences that incorporate a variety of modalities and practices.  Instruction will address different learning skill, levels, and styles in an effort to reach all students.

**Children learn best when basic human needs are fulfilled.**

We know and love children. We will make sure that children's achievements are recognized and they feel safe, fed, successful, respected, and ready to learn on a daily basis.

**Dunbar Elementary empowers students to succeed!**

Staff, parents, and community members collaborate around an energized school mission that supports achievement by every student.  Teachers work together on designing sound instruction.  Dedicated volunteers perform important tasks, and an active PTO works to support the goals of the school as well as the parents.

**Dunbar Elementary is a caring, student-centered, community-supported school.**

When you walk through our doors and into classrooms, you will feel it!  Our size, reduced numbers of students in classrooms, and committed staff ensure that every student is a priority.  Through challenging curriculum, enrichment opportunities, a comprehensive student intervention process, and tutorial support, your child's individual needs will be met.  Ask students, parents, or staff about what makes Dunbar a Learning Community like None Other.

# PUPILS NEW TO THE SHELBY COUNTY SCHOOLS

1. To enroll in kindergarten a pupil must be five (5) years of age on or before August 31st of the year the child enrolls. A birth certificate MUST be produced at the time of registration.
2. State regulations require that a Health Record be produced at the time of registration for all pupils entering school for the first time including kindergarten. Pupils must show proof of immunization against Diphtheria, Whooping Cough, Tetanus, Poliomyelitis, Mumps, Rebeola (Red Measles), Rubella (German Measles) and second MMR for students in grades kindergarten and fourth.
3. Pupils new to the city enrolling in any grade above the first grade must meet registration requirements outlined in paragraph # 2 above. If immunization records for pupils beyond grade one (1) have been misplaced, forms are available at the Attendance Division for parents to attest to the immunization series.
4. New pupils must have or obtain a Social Security number as part of the registration requirements. Verification of a social security number can be satisfied through:

A.) Student’s social security card

B.) Food stamp/Medicaid/AFDC Documents

C.) Parental tax forms reflecting student’s SSN

1. For older students-copy of W-2

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Report Card and Grading Policy

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Shelby County Schools establishes the grading system for grades Prek-kindergarten through fifth grade and adheres to the Tennessee Uniform Grading System.

Two (2) report cards are used in grades Pre-K-5; one (1) for Pre-K and kindergarten; a different one (1) for grades 1-5. Teachers should refer to the appropriate card for an explanation of the grading system for each level.

Report cards are sent to parents at the end of each nine-week period, unless the parents/guardians have exercised their option for paperless reports. Parents must be notified within a report card period when a student is not doing acceptable work. At the midpoint of the nine weeks, parents will be notified of students’ progress; all will receive an interim report. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

**Pre-Kindergarten and Kindergarten:**

The pre-kindergarten and kindergarten report cards show progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by symbols expressing mastery or non-mastery for each skill. Additionally, the letter grades “E”, “S”, “N”, or “U” will be used to express basic grading for art, music, world languages, and physical education (P.E.).

**Grades 1-5**

**Conduct Grades**

In all schools, students' conduct is graded as “E”, “G”, “S”, “N”, or “U” and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Departmentalized classes each give a conduct grade.

**Academic Grades**

The basic grading system for knowledge/subject area is expressed by the letters “A”, “B”, “C”, “D”, and “F” according to the numerical values listed under the Grading Scale below except for first (1st) grade science, social studies classes, prek-5 art, music, world languages, and P.E. which will be expressed by the letter grades “E”, “S”, “N”, or “U”.

**Grading Scale**

A 93-100

B 85-92

C 75-84

D 70-74

F Below 70

Nine-Week Grades

In grades 1-5 Integrated Language Arts and Math, a minimum of twelve (12) grades per subject per nine-week term should be recorded for every student. For all other subjects (i.e. science, social studies, art, music, world languages, and P.E.) in grades 1-5, a minimum of nine (9) grades per nine-week term should be recorded. Fifty percent of the required grades must be earned and recorded by the interim of the nine-week term. Term grades given at the end of each nine-week period will be determined by the average of daily work, oral, and written assignments, individual and group assignments, quizzes, projects, and tests. The teacher will assess all student assignments and weigh the value of grades given for various assignments within the nine-week term in computing the term grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Grades for homework assignments should be given with care, since homework may not always be completed by the student himself.

**Make-up Work**

Regular attendance should be necessary for passing grades. In the event of an excused absence, students are expected to make up work missed within a reasonable time. In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence. A student with an unexcused absence must submit a written request to the teacher to makeup the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, Saturday school, online tutorial, other appropriate intervention determined and scheduled by the teacher).

**Semester Grades**

Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms.

NOTE: Semester examinations are not given in grades 1-5.

Final Grade

Final grades are determined by averaging the two semester grades.

## Test – Students in grades 2-5 will take the TNReady assessment. It is yet to be determined the state test for grades 1 and 2.

## Awards Day

After each nine week period, one day is set-aside for an Awards Day Program. Students who have exhibited superior academics, good citizenship and perfect attendance receive a certificate and attend special assemblies. These assemblies may include presentations by music groups, theater groups, and other community performances.

Criteria for Receiving Awards:

Principal’s List All A’s (93-100)

All EE’s

E, S, or G in Conduct

E or S in Work Habits

Honor Roll A’s and B’s

All B’s

EE’s and MS’s

All MS’s

E, S, or G in Conduct

E or S in Work Habits

Citizenship All E’s in Conduct

Perfect Attendance No Absences, Tardiness, or

Early Checkouts

Most Improved Student who has made the most progress



Grievance Procedures for Sexual Discrimination

Dunbar Elementary is committed to the rights of our scholars. If you would like a copy of the grievance procedure, one can be obtained from the school administration staff or via school website.

The procedure below applies to the following polices:

Sexual Harassment of Students by Adults (Titles IX)

Student-to-Student Sexual Harassment (Title IX)

Pregnant/Parenting Students (Title IX)

Nondiscrimination Students (Title IX, Title VI and the ADA)

***Procedures for Sexual Discrimination***

*Step 1 Collection of necessary information and data*

*Step 2 Investigation of allegations*

*Step 3 Reporting of findings and /or resolution*

Shelby County Schools does not discriminate on the basis of race, color, national origin, handicap/disability or sex (including pregnant or parenting status) in its programs and activities. No student shall be denied equal access to or participation in any school sponsored class, activity, or honors program on the basis of the above.

Students and their parents/guardians who believe they have been discriminated against have the right to seek corrective action. Reports of such incidents must be submitted in writing to the principal. If the necessary corrective actions have not been taken, the route of appeal is (in writing) to the Director of the Division of Pupil Services.

**Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1.888.212.3162 or visiting <http://www.state.tn.us/education/speced/index.htm>

Legal Services Division

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5th floor

Nashville, Tennessee 37243-0380

Phone: 615.741.2851

Fax: 615.253.5567 or 615.532.9412

West Tennessee Regional Resource Center

100 Berryhill Drive

Jackson, TN 38301

Phone: 731.421.5074

Fax: 731.421.5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865.594.5691

Fax: 865.594.8909

**Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee.

**This information is provided as a service to individual seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on these pages.**

A few of these organizations are listed below:

**The ARC of Tennessee** is on the Internet at http;//www.tnstep.org/

44 Vantage Way, suite 550

Nashville, TN 37228

Phone: 615.248.5878 Toll free: 1.800.835.7077

Fax 615.248.5879 Email: pcooper@thearctn.org

**Support and Training for Exceptional Parents (STEP)** is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza

Greeneville, TN 37745

West Tennessee Middle Tennessee East Tennessee

901.756.4332 615 .463 .2310 23.639.2464

jenness.roth@tnstep.org information@tnstep.org karen.harrison@tnstep.org

**Tennessee Protection and Advocacy (TP&A**) is on the Internet at

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

416 21st Avenue South

Nashville, Tennessee 37212

1.800.287.9636 (Toll free) or 615.298.1080

615.298.2471 (TTY) 615.298.2046 (FAX)

**Tennessee Voices for Children** is on the Internet at <http://tnvoices.org/main.htm>

West Tennessee: Middle Tennessee East Tennessee

(Jackson Area) 1315 8th Avenue South (Knoxville Area)

Telephone: 731.660.6365 Nashville, TN 37203 Telephone: 865.609.2490

Fax: 731.660.6372 Telephone: 615 269 8914 Fax: 865 609 2543

Fax: 615.269.8914

TN Toll Free: 800.670.9882

E-mail: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

These are but a few organizations available to help with information, training, and advocacy: For a more extensive list visit the Tennessee Disability Services—Disability Pathfinder Database:

<http://mingus.kc.vanderbilt.edu/tdir/dbserch.asp>

On the web page, select your “county” and the “service” you desire for the drop-down lists and click “Submit.”

## Custody Issues

The school cannot be involved in issues between the parents of a student without proper notification and documentation. For this reason, legal documentation from a judge magistrate, law enforcement agency, etc. will be required in such circumstances. This documentation will be placed in the file of the student. The child’s teacher and other “need

to know” personnel will be notified for safety of the student.

**School Rules**

Be Committed

Be Respectful

Be Responsible

**BULLYING**

Any form of bullying will not be tolerated! Dunbar has a zero tolerance policy which will be strictly enforced!

## Cafeteria Rules

Students eat at assigned tables with their classmates. Good manners and quiet conversation are expected. We appreciate your child’s cooperation with the following:

1. **Do not talk in line.**
2. **Do not get out of your seat without permission.**
3. **Use inside voice at the table.**
4. **Deposit all lunch litter in provided waste cans.**
5. **Return all plates and utensils to the appropriate area.**
6. **Leave the table and floor in a clean condition for the next class.**
7. **All food and beverages remain in the cafeteria.**

**Breakfast is served from 7:50 a.m. to 8:10 a.m.**

## Attendance

Students are expected to arrive at school between 7:50 a.m. and 8:00 a.m. Promptness is crucial to a smooth start each day. Scholars should not be dropped off at school prior to 7:50 a.m. unless they are a part of Safety Patrol.

If your child will be absent due to illness, please call the office after 9:00 a.m. to report the absence. Please try to schedule medical appointments after school hours. Scholars who are absent or tardy must present a written excuse, signed by the parent or guardian. Excessive absences will reflect in the scholar’s grades and impact retention or promotion.

## Excused Absences

1. Illness or hospitalization of student. The District may require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.

2. Death or serious illness within the student's immediate family.

3. When the student is officially representing the school in a school sponsored activity.

4. Special and recognized religious holidays regularly observed by persons of their faith.

5. Legal court summons not as a result of the student's misconduct.

Absences other than those stated above are unexcused. Students are expected to make up all missed work.

## Tardiness

If a student arrives to school after 8:15 a.m., he/she must stop by the office to receive a tardy slip. If there is a valid reason, write a note for an excused tardy. Excessive tardiness will result in disciplinary action.

## Dismissal from School

The school day ends at 4:15 p.m. During the school day, students may leave the campus only with a dismissal slip issued from the office, and must be accompanied by a parent or guardian. There will be no dismissals between ***3:30 p.m***. and ***4:00p.m.,*** excluding emergencies.

SCHOOL CLOSING

All decisions to close schools are made by the Board of Education. Most TV and radio stations broadcast this information. Please make it a practice to listen for school closings in the morning when this is a possibility because of bad weather.

If the school is closed during the school day, you are welcome to come to the school and pick up your child. The phone lines will be tied up if this occurs, so it is better to come as soon as possible rather than to call.

## Visiting Dunbar Elementary School

Parents are encouraged to visit while school is in session. This provides an opportunity for you to see exactly what your child is learning, as well as showing your child that you are interested in his/her educational progress. **To make your visit as meaningful as possible, please contact the office or your child’s teacher before your visit.** This visit is to observe classroom instruction, as well as your scholar’s engagement in the lesson.

## Security

Between the hours of 8:00 a.m. and 4:00 p.m. entry to the school is accessible only through the front entrance. Once instruction has started (8:15 a.m.), all visitors must sign in at the office and receive a visitor’s badge before visiting a classroom.

## Exiting the Building

Each class leaves the building through the assigned exits. In case of individual dismissals, please exit via the main entrance.

## Hall Traffic

Students passing from the classroom to various activities should remember these rules:

1. Walk in a silent and orderly manner.
2. Walk to the right.
3. Walk without disturbing others.
4. When standing still student should be directly behind the student in front of them while standing in a square.

## Fire and Emergency Drills

Directions and procedures for fire drills and emergency drills are posted in all classrooms. During the drills all students and other school personnel are expected to conduct themselves in an orderly manner.

## Telephones

Telephones are located in the classroom. Classroom teachers will make a phone call to the parent in the event of an emergency. Students are not allowed to use classroom telephones. **All students are banned from possessing any type of phone or personal communication device that is turned on or visible/audible use at any time during the regular school day.** The office number is 901.416.5000.

## Assemblies

Assemblies are planned to give our students a wide variety of cultural experience. Students are expected to be courteous and attentive during assemblies. Appreciation is shown by applause at the appropriate time. Loud noises, booing, and whistling are considered inappropriate and can result in disciplinary action.

## Field Trips

Students attending any kind of field trip sponsored by the school must submit a parent permission slip before participating in the activity. Students must wear Dunbar uniforms when attending fieldtrips. Parents are encouraged to volunteer as chaperones for their child’s field trips. You must first complete a Volunteer Form that can be retrieved at the school or the SCS Website.

## Student Records

A permanent record is maintained on all Shelby County students. This record is sent from school to school with the student. It includes grades, attendance, conduct information, health records, and all standardized test scores. Parents are encouraged to review these records. An appointment for this purpose can be arranged through the office.

If there are sensitive issues in regards to students (i.e. health, custody arrangements, and etc.) please inform the office and your child’s teacher. Please know when dealing with custody matters the school cannot be involved. The school will only enforce the rulings of the court system, and will in no way side with individuals involved. Please provide documentation if there are concerns for your child’s safety, so that we may support you in any way possible.

**Insurance**

The school accident insurance policy is available at a minimum cost. It can offset the high cost of medical care with school-time accident coverage, 24 hour accident coverage, etc. Information on the insurance will be available during registration and during the first week of school. The insurance can be purchased any time during the year. Student dental insurance is available as well.

**Internet usage**

In order for our students to access the Internet, the parent/guardian and student must agree to the district’s “Technology Use Agreement.” Students are to use the Internet access and/or e-mail for school purposes only, unless special arrangements have been made through the teacher. Accessing chat rooms and inappropriate Internet sites are not permitted.

Parents and community members are invited to visit our school district web site at http://www.scsk12.org and click on Dunbar School. There you will find information about our school’s programs.

## Fighting

Fighting will not be tolerated! Students are asked to tell their teacher or the counselor if harassment or bullying occurs. If they get no results they are to immediately inform the principal. The principal will handle any conflict they may exist. For these reasons, if students fight they will be **suspended/expelled**!

**STUDENT CONDUCT – Student Code of Conduct**

**(Offenses and Penalties by Category)**

The infractions of school discipline in the Shelby County Schools listed below

are grouped into categories according to the seriousness of the offense. This list

is not intended to be exclusive or all inclusive. For infractions not specifically

listed below, school principals shall assign discipline in accordance with the

category that appears to be comparable to the offenses specifically listed in the

category.

***Category A* – State Zero Tolerance Offenses**

1. Aggravated Assault resulting in serious bodily injury upon any teacher,

principal, administrator, school resource officer, or any other school employee;

2. Unlawful possession, sale, or evidence of use of drugs/narcotics at

school or at a school-sponsored activity;

3. Unauthorized possession of a firearm on school property or at a school

sponsored activity.

**Penalty for *Category A* Offenses:**

• Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities.

***Category B***

1. Possession of a knife or any potentially lethal weapon, Taser, or

explosive on school property or at a school-sponsored activity;

2. Evidence of drinking or possession of alcoholic beverages in school or at

a school sponsored activity;

3. Off-campus criminal behavior resulting in a felony charge, when the

behavior poses a danger to persons or property or disrupts the educational process;

4. Gang activities - Activity that is threatening and/or intimidating,

harassing in nature or recruiting; gang notebooks with gang pledges,

codes and symbols that are used in communication such as threats and

warnings and recruiting; gang related fights, and all types of violent acts;

gang graffiti especially drawn on school property (bathrooms, lockers

and hall walls); electronic devices such as cell phones with recognized

gang text, with gang symbols, signs and language that is threatening and

or intimidating;

5. Evidence of use or possession of drug paraphernalia, substances for

huffing, any substance under guise of it being a controlled substance or

prescription drug, and/or medical preparations without proper medical

authorization.

6. Possession, use or distribution of counterfeit money on school property

or at any school sponsored activity.

7. Assault upon any teacher, principal, administrator, school resource

officer, or any other school employee.

8. Continuous and/or severe Category C Offenses

**PENALTY for *Category B* Offenses:**

• Out-of School Suspension

• Expulsion (11-180 day)

When appropriate, notification will be made to law enforcement authorities.

***Category C***

1. Threatening bodily harm to school personnel, including transmitting by

an electronic device any communication containing a credible threat to

cause bodily injury or death to a school employee and the transmission

of such threat creates actual disruptive activity at the school that requires

administrative intervention;

2. Making a threat, including a false report, to use a bomb, dynamite, any

other deadly explosive or destructive device, including chemical

weapons, on school property or at a school-sponsored event;

3. Smoking and or the possession of tobacco products by students while in

or on school, properties or under school's jurisdiction during school

hours or while participating in a school-sponsored event;

4. Gang activities - any gang related activity not specified in Category B;

5. One (1) or more students initiating a physical attack on an individual

student on school property or at a school-sponsored activity;

6. Malicious destruction of or damage to school property, including

electronic media, or the property of any person attending or assigned to

the school;

7. Stealing or misappropriation of school or personal property (regardless

of intent to return);

8. Immoral or disreputable conduct

9. Continuous and/or severe Category D Offenses

**Penalty** for *Category C* Offenses**:**

• In-School Suspension

• Out-of School Suspension

When appropriate, notification will be made to law enforcement authorities.

***Category D***

1. Open or continued defiant attitude or willful disobedience toward a

member of school staff;

2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal

action to staff member or fellow student;

3. Physical or verbal intimidation or threats to other students, including

hazing;

4. Threatening bodily harm to another student, including transmitting by an

electronic device any communication containing a credible threat to

cause bodily injury or death to a student and the transmission of such

threat creates actual disruptive activity at the school that requires

administrative intervention;

5. Fighting in or on school property unless, in accordance with state law,

the principal recommends no disciplinary action for a student who is

deemed to have acted in self-defense or defense of another;

6. Possession of mace or disabling sprays;

7. Inappropriate use of electronic media, including, but not limited to, all

calls (land line, cellular or computer generated), instant messaging, text

messaging, audio recording devices, IPods, MP3s or any type of electronic music or entertainment device, and cameras and camera

phones;

8. Sexual, racial, ethnic, or religious harassment/discrimination;

9. Bullying, intimidation, and harassment

10. Refusal to produce an object identified by metal detectors;

11. Inciting, advising or counseling of others to engage in any acts in

Categories A, B or C.

12. Continuous and/or severe Category E Offenses

**Penalty** for *Category D* Offenses**:**

• Parent**-**Principal Conference

• Before/After School Detention/Saturday School

• In-School Suspension

• Out-of-School Suspension

***Category E***

1. Habitual and/or excessive tardiness

2. Class cutting;

3. Intentional disturbance of class, cafeteria or school activities;

4. Leaving school grounds without permission;

5. Being in an unauthorized area without permission;

6. Tampering with grades or report cards;

7. Possession of lighters or matches;

8. Possession of and access to beepers, cellular phones or other electronic

communication devices during school hours without written permission

of the principal;

9. Inciting, advising or counseling others to engage in any acts in Category

D;

10. Dress code violation, including wearing, while on school grounds during

the regular school day, clothing that exposes underwear or body parts in

an indecent manner that disrupts the learning environment

**Penalty** for *Category E* Offenses**:**

• Parent**-**Principal Conference

• Before/After School Detention/Saturday School

• In-School Suspension

*Loss of Privileges*

Students may lose privileges including, but not limited to, the following:

• Loss of classroom privileges

• Loss of extracurricular/athletic or other school-wide privileges

• Privileges Restricted by the Principal

## Student Expectations

All students are expected to attend school daily and be in their assigned classes at the appointed time with the necessary books and materials so that a planned program of instruction may be carried out.

Students are expected to respect textbooks, desk, athletic equipment, and all other properties. The school building is your home away from home and should be treated with respect. The student must pay for lost or damaged books.

**Lost and Found**

Have your child check the *lost and found* box in the main office if he/she has lost an item. Please mark your child’s personal belongings (coats, jackets, boots, overshoes, caps, etc.) with his/her name or initials so the items can be identified. The lost and found box will be emptied periodically throughout the school year.

**Medication**

If under exceptional circumstances a student is required to receive medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the Principal's designee will administer the medication in compliance with the regulations that follow:

A. Written instructions will be signed by the parent or legal guardian and will include:

1. Student's name

2. Name of medication

3. Purpose of medication and dosage

4. Time to be administered

5. Possible side effects

6. Termination date for administering the medication

7. Name and phone number of student's physician.

B. The signed instruction form will be kept on file at the school.

C. All medication must be brought to school by the parent or guardian, unless other arrangements have been approved by the school Principal, but under no circumstance shall a student bring the medication to school him/herself. All medication must be in its original container, whether prescription or non-prescription, and be clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name, and pharmacy address and phone number. Over the counter medication must be in the original container with ingredients listed and child's name affixed to the container.

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### Student Organizations

(Please visit our website for a complete list of student organizations)

**Safety Patrol**

The council was organized for the benefit of the student body. The members help keep our hallways orderly, assist students in outside traffic, and practice good safety rules. The council consists of ten- fourth & fifth grade boys and girls who meet the following requirements:

1. Make satisfactory academic progress and display appropriate conduct
2. Practice good grooming
3. Have parental consent
4. Give quiet and efficient services
5. Are willing to serve
6. Set good examples

Membership on the council is acquired through teacher recommendation. Student chosen for membership have the opportunity to develop personal character and leadership ability.

**Choir**

A group of students brought together by the music instructor because of musical talent. Students will practice after school and some Saturdays. Students will also travel to sing in the community.

**Student Council**

Students are elected by peers

**W.O.W. – Wonderful Outdoor World – Learning Garden**

**Basketball Team**

**Cheerleaders**

**Strings**

**Step Team**

**W.A.V.E. – Writers Are Very Excited**

**V.I.P. – Very Intelligent Pandas**

### Special Programs

The following programs are offered to students at Dunbar Elementary to help each child succeed according to their potential.

**CLUE**

CLUE is a resource program to enrich the curriculum for the gifted child.

**Orff Music**

The music program enables students to express their creative abilities through song and movement. Students also learn to play a variety of musical instruments.

**Homebound Instruction**

Students with extended illnesses and or injuries, which prevent regular school attendance, may qualify for this tutorial program provided by the Shelby County Schools. Please call the office as soon as you are aware of the situation. This may hasten your child’s tutorial assignment.

**Parent and Student Support Department**

Dunbar has one full time Professional Counselors on staff who networks with the psychologist and social worker. They can provide additional assistance when needed.

Referrals for counseling services come from many sources including the principals, teachers, parents, individual students, outside agencies, or may be initiated by the counselor. The Guidance Department’s goals include:

1. Developing a positive self-image in each child
2. Helping each child achieve academic success in relation to his potential
3. Helping students develop effective study habits
4. Developing positive human-relationships among students
5. Acting as liaison between community resources and families when direct assistance is needed.

Parents desiring a conference with the counselor should make an appointment. The number is 416-5000.

**Speech**

A tutorial program has been established for children with speech problems.

**Media Center**

The media center is where students may enjoy books and gather information. Resources include computers with Internet access, software, books, periodicals, newspapers, filmstrips, pictures, records, tapes and transparencies. Students are provided with instruction on the usage of various resources for more effective learning. All books must be checked out and returned promptly by their due date. The borrower must pay for lost or damaged books.

**Computer Education**

Expanded computer programs have been added to the list of student offerings. Kindergarten - Fifth grades classroom are equipped with IBM computers. Each grade level has an opportunity to visit the lab.

**NCLB**

NCLB provides supplemental help in the areas of reading and math for children who qualify for the program. Services are provided in and out of the classroom, depending on the needs of the student.

### Parent Organizations

**DAPTT – Dunbar** Academic Parent Teacher Teams is a family engagement framework that supports family and school partnerships to drive student learning and

achievement.

**PTO**

One of the major goals at Dunbar Elementary is to increase parental involvement. Each year we strive for 100% membership.

**RAISING HIGHLY CAPABLE KIDS** – This is a 12 week program provide to all parents that offers various strategies for parenting.

**Volunteers**

We seek to involve parents in education by allowing them to serve as volunteer workers throughout our school. There are numerous ways parents can help. If you are interested in being a media helper, chaperone, or serving as a classroom assistant, please call the office or contact your child’s teacher and make arrangements.

**School Leadership Council**

In Shelby County Schools, school-based decision -making (School Leadership Council) is designed to accomplish the following goals:

\* to focus on school improvement

\* to develop ownership in the school

\* to help parents feel their contributions are worthwhile by involving them in significant decisions about school improvement

\* to involve the broader community, particularly business/corporate members, in supporting the school

\* to improve the marketing of the school’s program by increasing the number of persons who are knowledgeable about the school

\* to demonstrate that participatory decision-making can work effectively

\* to improve the quality of decisions made with regard to school improvement issues

## Adopt-A-School

Dunbar Elementary has been “adopted” by several corporations/organizations. These adopters work closely with teachers to help improve and enhance our students’ performance. They provide rewards for high achievers and tutorial services for students needing additional assistance. They have also been actively involved in our school events.

### Shelby County Schools’ Uniform Policy

Students are required to be in uniform every day. Dunbar is enhancing our uniforms with a new look. We are trying to impress upon students the importance of following the policies set forth by the school board.

Procedure for violation of the policy is as follows:

 ***First Violation*** – phone call home and/or notice sent home.

j0199253 ***Second Violation***– parent will be asked to come and bring the proper uniform or take the student home.

 ***Third and Subsequent Violations*** – The student will receive an in-school

suspension.

***Dress Code \*(recommended)***

* Purple or white Dunbar shirt with emblem. The cost of the school shirt is $15.00. **Dunbar shirts can only be purchased at the school. Pants – (colors: Khaki/tan or black)**

**New uniforms purchased last year can be worn and ordered.**

**\*Price list is located in the main office.**

* **Girls - Skirt or Jumper**- Must have on socks with their shoes \*
* **Pants**- (colors: khaki/tan or black)
* Only school logo allowed.
* **shoes** – black or white shoes
* **girls/boys tie** \*
* **vest**\*
* **cardigan\***
* **Girls can wear skirt or jumper every day except on PE day, in which they can wear tan or black pants with the purple or white Dunbar shirt.\***
* **Boys can wear white shirt and tie every day except on PE day, in which they can wear tan or black pants with the purple or white Dunbar shirt.\***

***Dunbar Elementary School colors are purple, black, and white***.

**Dunbar Elementary uniforms can be purchased in the main office.**

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**We are a Title I School**

Title 1 funds aim to bridge the gap between low-income students and other students. The U.S. Department of Education provides supplemental funding to local school districts to meet the needs of at-risk and low income students.

## What is a Title 1 School?

Most educators, parents and community members have heard the term Title 1 School. Being able to answer what is a title 1 school as established by the U.S. Department of Education, however, is more difficult. Title 1 is the nation’s oldest and largest federally funded program, according to the U.S. Department of Education. Annually, it provides over $7 billion to school systems across the country for students at risk of failure and living at or near poverty.

Originally, the idea of Title 1 was enacted in 1965 under the Elementary and Secondary Education Act. This policy committed to closing the achievement gap between low-income students and other student. The policy was rewritten in 1994 to improve fundamental goals of helping at-risk students. With the implementation of [No Child Left Behind](http://www.brighthub.com/education/k-12/articles/3138.aspx), schools must make adequate yearly progress on state testing and focus on best teaching practices in order to continue receiving funds.

## What is the Purpose of Title 1 Funding?

According to the [U.S. Department of Education](http://www.brighthub.com/guides/us-department-of-education.aspx) the purpose of Title 1 funding, “is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments.”

The basic principles of Title 1 state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting student’s educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. For an entire school to qualify for Title 1 funds, at least 40% of students must enroll in the free and reduced lunch program.

## How are Title 1 Funds Used?

How to use Title 1 funds rests with each school. Title 1 funds can be used to improve curriculum, instructional activities, counseling, parental involvement, increase staff and program improvement. The funding should assist schools in meeting the educational goals of low-income students. According to the U.S. Department of Education, Title 1 funds typically support supplemental instruction in reading and math. Annually, this program reaches over six million students, primarily in the elementary grades.

Types of students that might be served by Title 1 funds include migrant students, students with limited English proficiency, homeless students, students with disabilities, neglected students, delinquent students, at-risk students or any student in need. Students can be classified as at-risk for numerous reasons. A few reasons they might be classified as at-risk students include: high number of absences, single-parent home, low academic performance or low-income family.

**Title 1 Family Engagement Plan**

**Dunbar Elementary has a special responsibility to our parents and the community by providing opportunities for to get involved and share the responsibility of promoting success in our children. This written parent involvement plan was developed jointly with parents, agreed on with parents, distributed to parents and is being implemented.**

To ensure that our parents participate in the development and implementation of the school’s program, Dunbar Elementary does the following:

1. Notify parentsof the parent involvement plan in an understandable and uniform format and in a language the parents can understand. (English and Spanish)
2. Make the school’s parent involvement plan available to the local community. The plan is updated periodically to meet the changing needs of parents and the school.
3. Convene an annual parent meeting to inform parents about the school’s parent involvement programs and their rights to be involved.
4. Offer a flexible number of meetings- morning, afternoon and evening.
5. Involve parents, or an adequate representation of parents, in an organized, ongoing and timely way to plan, review and improve the school parent involvement policy and joint development of the school wide program plan (TSIPP)
6. Provide parents with timely information about school programs under NCLB section 1118.
7. Provide parents a description and explanation of the curriculum we use, forms of academic assessments used to measure student progress, and proficiency levels students are expected to meet.
8. Provide opportunities, per parent request, for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to such suggestions as soon as practically possible.
9. Establish a process for parents to submit comments on the school wide program (TSIPP) if it is not satisfactory to the parents when the school makes the plan available to the District/LEA.
10. Build capacity for involvement- Assistance is provided to parents in understanding topics such as the State’s academic content standards, State student academic achievement standards, State and local academic assessments, how to monitor a child’s progress and work with educators to improve student achievement.
11. Build capacity for involvement- materials and training are provided to help parents work with their children to improve their achievement, such as literacy training and using technology to foster parent involvement.
12. Build capacity for involvement- Staff are educated with the assistance of parents in the value and contributions of parents and in working with parents-how to reach out to, communicate with and work as equal partners, implement and coordinate parent programs and build ties between parents and the school.
13. Build capacity- for involvement- Title 1 A parent involvement strategies are coordinated and integrated with parent involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, State-run preschool programs and Title lll language instructional programs.
14. Build capacity for involvement- Ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format and to the extent practicable, in a language parents understand.
15. Build capacity for involvement- Provide other reasonable support for parent involvement activities per parent request; (i.e. transportation. childcare).
16. Accessibility- Local educational agencies and schools, to the extent practicable, shall 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 in a format and, to the extent practicable, in a language parents understand.

**Title 1 School-Home Compact**

# This compact was developed jointly with parents to outline how the school staff, parents and students will share the responsibility for improving student academic achievement. The school and parents will develop a partnership to help children achieve the State’s high standards.

# SCHOOL RESPONSIBILITY

As administrator of Dunbar Elementary, I will support student learning by striving to do the following:

* Provide a safe, supportive and effective learning environment that will promote open communication among teachers, parents, students and administrators.
* Make educational decisions to provide high-quality curriculum and instruction that will enable students to meet State standards.
* Ensure that the school-parent compact as it relates to the individual child’s achievement, is discuss during the two annual parent-teacher conferences and all other conferences.
* Teach social skills to promote positive interaction with all.
* Ensure that parents have access to the staff.

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Principal’s Signature Assistant Principal’s Signature

# STUDENT AGREEMENT

I will take responsibility for my learning by striving to do the following:

* Come to school each day prepared- with all needed books and supplies.
* Show respect by following rules and getting along with teachers, staff, and students.
* Take home and return my Wednesday Folder and all other progress reports.
* Do assigned class work and homework.
* Read at home daily.
* Talk to my teacher or other staff member when I have a problem or concern.

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# TEACHER AGREEMENT

I will be responsible for supporting student achievement by striving to do the following:

* Provide students with a safe, supportive environment conducive to learning.
* Utilize a variety of teaching strategies to accommodate the different learning styles of students.
* Communicate the progress of each student to the parent by sending frequent (weekly) progress reports.
* Assign homework that builds on classroom learning.
* Suggest ways parents can support learning at home.
* Provide opportunities for parents to volunteer and observe in the class.
* Discuss the compact with parents at parent- teacher conferences.

Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PARENT/GUARDIAN AGREEMENT

I will be responsible for supporting my child’s learning by striving to do the following:

* Make sure my child attends school daily with the needed supplies.
* Support the school in its effort to maintain discipline.
* Establish a place and time for homework and study, as well as, discuss and review homework.
* Communicate with my child’s teacher regularly regarding my child’s progress.
* Sign weekly folder, progress reports, and report cards.
* Participate in at least one school sponsored conference and request a conference when necessary.
* Be active in my child’s learning by attending school sponsored activities and/or volunteer at the school.
* Encourage positive use of extracurricular time and monitor time spent watching television.

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DID YOU KNOW?**

Dunbar Elementary is a federally funded school wide Title 1 school. Title 1 is part of No Child Left Behind. Title 1 requires that schools create a positive and supportive learning environment that results in high levels of achievement for all students. Funds are available for personnel, staff development, materials and supplies, technology and parent training.

We look forward to working with you and your child to make this a rewarding year.

**Parents’ Right to Know**

**All parents have the right to request the following:**

* A teacher’s professional qualifications, licensure, grade certification, waivers
* A teacher’s baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
* A paraprofessional’s qualifications
* An annual notice of Student Education Records Privacy and Notice for disclosure of School Directory Information
* An assurance that their child’s name, address, and telephone listing not be released to military recruiters

**All parents will receive information on the following:**

* Their child’s level of achievement in each of the State academic assessments
* Notification of right to transfer child to another school in the district if student becomes the victim of a violent crime or is assigned to an unsafe school
* District Family Engagement Plan and School Family Engagement Plan
* Their right to public school choice, supplemental services, and more effective involvement in their child’s school if identified for school improvement
* Their child is being taught 20 days or more by a teacher who doesn’t meet the definition of Highly Qualified