

**SCHOOL DISTRICT OF PHILADELPHIA  
PAUL L. DUNBAR ACADEMY**

***“One Band, One Sound!”***

*Destination Excellence - All Students Achieving & All Adults Contributing*

**2020-2021  
FAMILY HANDBOOK**



***Dr. William R. Hite Jr.***  
***Superintendent***

***Dr. Ariel Lajara***  
***Assistant Superintendent***

***Ms. Dawn Moore***  
***Principal***

***Ms. Susan Lofton***  
***Assistant Principal***

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THIS BOOK BELONGS TO:

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**PRINCIPAL'S MESSAGE**

Dear Dunbar Family,

We would like to take the opportunity to welcome the Dunbar family back to school. We are so excited to continue this school year with our motto “One Band, One Sound! Accelerate to be GREAT!” Together we will continue to promote **All** students achieving with **All** adults contributing.

This Family Handbook will provide you and your child with information regarding the policies and procedures, rights and responsibilities. **Please review this resource with your child(ren).** After reading and discussing the information contained within this handbook, please sign and have your child(ren) sign below to indicate that both of you are familiar with the routines, expectations, and information contained within. Return the signed form to your child’s homeroom teacher.

Please cut on the lines below and have your child(ren) return it to their homeroom teacher.

Together we can make a difference. We look forward to collaborating with Dunbar parents and students throughout the school year.

Sincerely,

**Dawn Moore**

Mrs. Dawn Moore  
Principal

**Susan Lofton**

Ms. Susan Lofton  
Assistant Principal

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We have read this book together and have discussed the information that is contained within. We are looking forward to a GREAT year!

Parent and/or Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**PLEASE ADHERE TO ALL INFORMATION MARKED IN RED SINCE IT PERTAINS TO THE 100% VIRTUAL TIME FRAME. THE**

**ENTIRE DOCUMENT WILL APPLY WITH HYBRID AND 100% IN BUILDING INSTRUCTIONAL MODELS.**



***“One Band, One Sound! And the Beat Goes On...”***  
***Destination Excellence - All Students Achieving & All Adults Contributing***

## **P.L. Dunbar Promise Academy’s Mission Statement**

Promote **high academic achievement** by utilizing research based best practices to meet the needs of diverse learners and build on **college and career readiness**.

- Create classrooms that **differentiate instruction** and maintain high expectations
- Promote positive home, school and community **collaboration**
- Prepare every student with **college bound skills** starting in Pre-Kindergarten through every level to grade 8
- Ensure that all of our resources are **student focused** and support our **common core curriculum** in Literacy, Mathematics, Science and Social Studies.
- Prepare students with **global skills** through the use of **technology** and opportunities for developing **leadership skills**.

## **Our Vision**

We believe that all of our students can **learn at high levels**. It is our responsibility to provide a **safe learning environment** that fosters academic excellence, respect for diversity and positive self-esteem. It is our expectation that all staff, students, parents and the community share this responsibility.

As members of the P. L. Dunbar School family, we believe in:

**Dedication**  
**Unity**  
**No excuses for not trying**  
**Building relationships**  
**Achievement and**  
**Resilience**

## **DUNBAR SCHOLARS LEARN IN A BULLY-FREE SCHOOL**

**EVERYONE IS EXPECTED TO:**

1. Be Responsible
2. Be Respectful
3. Be Peaceful
4. Be Problem Solvers

## 5. Be Positive Leaders

### Dunbar Academy Student Pledge

We, the students of Dunbar Academy,  
promise to achieve and succeed.

We will believe in ourselves and in one another.

We will act responsibly and honestly—with self-respect, self-reliance, and concern for others.

We promise to take our studies seriously, complete all assignments, and make no excuses for not trying.

We will be dedicated, committed and self-confident students.

We promise to never give up if we falter or fail, instead we will reach out, get help, and keep going.

We will live well, dream big, and aim high.

And after we graduate from college, we will work hard to make this world a better place.

We promise!

### Lift Every Voice and Sing

By James Weldon Johnson

Lift every voice and sing,  
Till earth and heaven ring,  
Ring with the harmonies of Liberty;  
Let our rejoicing rise  
High as the list'ning skies,  
Let it resound loud as the rolling sea.  
Sing a song full of the faith that the dark past has taught us,  
Sing a song full of the hope that the present has brought us;  
Facing the rising sun of our new day begun,  
Let us march on till victory is won.

Stony the road we trod,  
Bitter the chast'ning rod,  
Felt in the days when hope unborn had died;  
Yet with a steady beat,  
Have not our weary feet  
Come to the place for which our fathers sighed?  
We have come over a way that with tears has been watered.  
We have come, treading our path through the blood of the slaughtered,  
Out from the gloomy past,  
Till now we stand at last  
Where the white gleam of our bright star is cast.

God of our weary years,  
God of our silent tears,  
Thou who hast brought us thus far on the way;  
Thou who hast by Thy might,  
Led us into the light,  
Keep us forever in the path, we pray.  
Lest our feet stray from the places, our God, where we met Thee,  
Lest our hearts, drunk with the wine of the world, we forget Thee;  
Shadowed beneath Thy hand,  
May we forever stand,  
True to our God,

True to our native land

### **Announcements**

Morning announcements will occur between 8:45-8:55 over the public address system. **ALL classes are to stop and listen. All students and staff are to stand for the “School Pledge and/or Lift Every Voice & Sing”.** This is a part of the Single School Culture that we are working to develop. Afternoon Announcements will occur between 2:50-3:00 over the public address system with attendance reports, “Caught Being Good” awards and end of day directions.

### **Assembly Programs**

Assemblies are planned periodically as special events on the school calendar. Students given the privilege of attending assemblies are expected to exhibit good behavior during the programs. Students must enter quietly, sit in their designated section, and remain quiet throughout the assembly unless otherwise directed. After the assembly, students should sit quietly, listen for instructions on exiting, and then leave in an orderly fashion. Students not behaving appropriately may have their assembly privileges taken away.

### **Attendance**

Good attendance is essential to maintain high academic standards. Both perfect and good attendance will be recognized at the end of each report card period during Awards Assemblies. Children must be in school to receive the maximum benefit from classroom participation. Failure to attend school on a regular basis inhibits a student’s ability to meet high academic expectations. Following an absence, children must submit an excuse written by a parent or guardian. **If the school does not receive a written excuse note within three days of the student’s return, the absence will be coded as “illegal.”** Illegal absences are referred to the Attendance & Truancy Division.

### **Breakfast/Lunch Program**

All of our students enjoy the special privilege of **Universal Feeding**, which means everyone is eligible to eat breakfast and lunch without cost. *Breakfast will be served in the classroom from 8:30 a.m. – 8:45 a.m. There will be three lunch periods: 11:15 - 12:00 - grades K-2 & ES/AS; 12:00 - 12:45 - grades 6-8; 12:45 – 1:30 grades 3-5 & 3-5 ES.*

### **Bullying**

Dunbar School recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. Dunbar School believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students, and parents take a stand against all bullying behaviors.

Information regarding the policy on bullying can be found on the School District’s website ([www.philasd.org](http://www.philasd.org)).

### **Cafeteria**

Outstanding cafeteria manners are expected from the students attending Dunbar School to ensure a safe and enjoyable environment for all!

#### **Cafeteria rules include:**

- remaining seated at the table during your lunch period
- talking quietly with the people at your table
- making sure your area is clean before leaving the lunchroom

- no bouncing or throwing balls or food in the lunchroom
- following the directions of the Climate Manager, Climate Staff and Food Service Managers

### **Cell Phones & Electronic Devices**

We realize that students have cell phones. However, if we hear or see the students using their phone or electric device during school hours, the device will be confiscated. On the first occurrence, parent/guardian must come in and retrieve the cell phone or electric device. At that time, parent or guardian will complete the confiscated log form and be informed that this is a warning. Thereafter, if the electronic device is confiscated, it will be held until the end of the school year. Parents must contact students via the school phone number. Please do not call/text a student on their cell phone during the school day.

**If your child brings any electronic devices to school, we are not responsible or liable if the item is lost, damaged or stolen.**

### **Communication with Your Child**

Please tell your child in the morning where he/she will be going after school. If a parent or guardian needs to get an emergency message to a student, please call the Main Office at (215) 400-7410 and a paper message will be delivered. Telephone calls are not transferred to the classrooms during instructional time.

### **Curriculum**

We will follow the **Common Core standards** using the following materials for implementation: **Ready Gen** as our core reading program for grades K-5 and **Collections** for our 6<sup>th</sup> - 8<sup>th</sup> grade students. **Envisions** will be our core mathematics program for grades K-8. In addition, **I-Ready** materials and programs will provide interventions and acceleration for student achievement.

### **Crisis Plan**

In the event of an emergency requiring our evacuation of the building for longer than a few minutes, our plan indicates that students will report to Philadelphia Military Academy.

### **Detentions**

Detentions are generally served after school on Tuesdays for durations of 60 – 120 minutes and during half days from 12:00 – 3:00 PM. Students are notified of the infraction and are to serve the detention on the “to be served” date listed on the detention slip. The parents/guardians will receive a copy of the detention slip, which will be sent home with the student and/or phone call.

### **Early Dismissals**

Early dismissals are for serious emergencies and should not occur on a daily or regular basis. However, when you are anticipating a need for an early dismissal for your child, please report to the **Main Office with your medical or business appointment documentation and photo I.D. before 2:40 p.m.** The adult requesting the early dismissal must be listed on the student’s emergency contact form. Chronic parental requests for early dismissals will be monitored by the Attendance & Truancy Division.

### **Emergency School Closings**

Full Day Closing - If the School District of Philadelphia has reason not to open schools, every attempt will be made to have information regarding the citywide closing of schools on the air by 5:00 AM.

Early Dismissal - If inclement weather or any other emergency leads to a decision to close a school prior to regular dismissal time, every effort will be made to broadcast the information on KYW radio and television by 11:00 AM. If the decision is made to close the schools during the afternoon, but before the regular dismissal time, every effort will be made to have the information broadcasted by 12:00 PM.

**Please make sure we have your correct phone in the main office.**

**Emergency Contact Information**

It is most important that we know what to do in case of an emergency. Please complete the Emergency Contact form and return it to your child’s teacher. Keep the office informed if there is a change in your physician, telephone numbers, address, or any other change pertaining to the welfare of your child.

**Extracurricular Activities**

**Student participation in all extracurricular activities is contingent upon the student’s academic (failing grades in 2 or more subjects), attendance (3 or more absences in a report period), citizenship, and behavioral record (3 or more documented disciplinary incidents).**

**Field Trips**

A permission form must be signed by the parent or guardian and returned to school before a student is allowed to leave the school on a student trip. All field trips must have adequate adult supervision. No student will be allowed to leave the school on a student trip without properly completed forms.

**Fire Drills**

The purpose of a fire drill is to practice the evacuation of the building as quickly and orderly as possible. Unless otherwise directed, the general rules to follow are: **Speed, Order, and Silence (SOS).**

**General Discipline Policy**

Dunbar School follows the School District of Philadelphia’s “Code of Student Conduct.” Our school-wide Behavior Support Program expects our children to be Responsible, Respectful, Peaceful, a Problem Solver and a Positive Leader. The purpose of our discipline policy and behavior program is to afford a school-wide “Tone-of-Decency” that promotes appropriate behavior, encourages self-control and empowers students to take responsibility for their actions.

Parents, students and staff will work together to provide a safe learning environment for all. This collaborative effort can ensure that high standards of discipline are maintained and student achievement will prevail.

Students are to take charge of their own behavior management. When a problem arises, students are expected to choose from the following options: 1) Talk it out, 2) Walk away, 3) Seek staff support. Failure to select an appropriate option can result in Disciplinary Action.

**Discipline infractions are handled with progressive discipline strategies.**

<b><u>Level 1</u></b>	<b><u>Consequence 1</u></b>	<b><u>Consequence 2</u></b>	<b><u>Consequence 3</u></b>
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Failure to follow class rules/disruption	<b>Phone call and loss of recess privileges</b>	<b>A 42 Mandatory Parent Conference</b>	<b>Parent Shadowing</b> Parent/guardian must accompany student to school and follow student throughout a full academic day.
Dress code violation			
Failure to carry hall-pass/appropriate ID			
Failure to participate in class/unpreparedness			
Truancy/excessive tardiness/cutting class			
Possession of beepers/pagers/cell phones/other electronic devices			
Possession of other inappropriate personal items			
Profane/obscene language or gestures			

<b>Level 2</b>	<b>Consequence 1</b>	<b>Consequence 2</b>	<b>Consequence 3</b>
Public display of affection/inappropriate touching	<b>A 42 Mandatory Parent Conference</b>	<b>Parent Shadowing</b> Parent/guardian must accompany student to school and follow student throughout a full academic day.	<b>Suspension-Out of School</b>
Inappropriate use of electronic devices			
Mutual fighting (two or more students engaged in mutual combat)			
Forgery of administrator, teacher, or parent's/guardian's signature			
Alteration of grade reporting/excuses/school documents			
Destruction and/or theft of property (less than \$1,000)			
Harassment/bullying/cyber-bullying/intimidation			

<b>Level 3</b>	<b>Consequences</b>
Harassment/bullying/cyber-bullying/intimidation 10	<p style="text-align: center;"><b>Suspension- Out of School District Of Philadelphia Between 1 - 10 days</b></p> <p style="text-align: center;"><b>Contract with Lateral Transfer</b></p> <p style="text-align: center;"><b>Disciplinary School Transfer</b></p>
Sexual acts (consensual)	
Threatening students/staff with aggravated assault	
Destruction and/or theft of property (totaling \$1,000 or more)	
Breaking and entering school property	
Robbery	
Extortion	
Mutual fight with a documented serious bodily	

<b>injury</b>	<b>Disciplinary Transfer with Expulsion Referral</b>
<b>Simple assault (documented unprovoked attack by one student on another)</b>	
<b>Possession of alcohol or drugs – intent to use 1</b>	
<b>Possession of alcohol or drugs - intent to distribute</b>	
<b>Possession or use of fireworks/incendiary devices/explosives</b>	
<b>Assault of school personnel</b>	
<b>Instigation or participation in group assaults</b>	
<b>Aggravated assault (documented serious bodily injury)</b>	
<b>Sexual acts (non- consensual)</b>	
<b>Possession of a weapon</b>	
<b>Intentionally placing another person in danger</b>	

**School**

**\*Consequence Levels are not mutually exclusive. For example, if a student is referred to the Office of Student Rights and Responsibilities, that student will also be suspended out of school for some period between 1 – 10 days.**

**Health Information**

It is very important that the school nurse be informed of all pertinent medical information for each student. This includes allergies, injuries, illnesses and/or any medications.

**Homework**

Homework is an opportunity for students to extend classroom learning and improve their skills. It is assigned Monday-Thursday and is to be submitted on time. Parents are encouraged to review homework with their children and read together every night.

**Late Arrivals**

The principal or designated person will deal with excessive tardiness. Parents are not permitted to walk their child to class after classes have entered the building as this creates a disruption to the normal classroom routine.

**Lock Down/Shelter-In-Place**

In addition to our fire drills, we also practice lock down and Shelter-In-Place exercises. During a lock down or Shelter-In-Place drill, the school will be locked and closed. No one will be allowed to enter or leave the school buildings until the lock down or Shelter-In-Place is called off. A lock down is to try and protect from a human threat of violence. A Shelter-In-Place is to protect from an airborne biological or chemical agent.

**Recess Rules**

- Students will go outside for recess whenever possible. Students are expected to wear appropriate clothing during cold weather and take these items from their class to recess. Students cannot return to class or back in the building from recess for outdoor clothing or playground equipment.
- Always stay inside the fenced schoolyard areas.
- Line up as soon as the bell rings.
- No hitting, pushing, kicking, or using profanity.

### **Recognition of Student Achievement**

Students who have displayed significant achievements during each report card period will be recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, attendance and citizenship.

### **Report Cards**

Report cards are distributed four times a year. Three conferences are held during the school year. Conference slips notify parents of conference dates and times, and are given to students prior to conferences. Parents receive report cards during the conference. Final report cards are mailed in June.

### **School Bus Rules**

**Be at the bus stop ten minutes early. Wait for the bus in an orderly fashion in your assigned area. Board the bus in an orderly fashion and take your seat immediately.** Remain seated while the bus is moving or when instructed to do so by the bus driver or other authorized individual(s) assigned to the bus. **Keep your head and arms inside the bus windows at all times.** Fighting, throwing objects, shouting and other loud noises is extremely dangerous and distract the driver, causing the unsafe operation of the bus. Eating and drinking are not allowed on school buses. **Leave the bus in a quiet and orderly manner. Pay attention to the instructions of the bus driver or other authorized individuals.** Students who violate these rules may lose their riding privileges for a period of time, or permanently. **In the event that a student is removed from a bus, it will be the responsibility of the parents to make provisions for transporting their child to and from school. Parents are also reminded that under Pennsylvania State Law they are not permitted to board a school bus without permission.**

### **School Communication**

Every Tuesday students take home the communication folders. These folders are to be returned to school Wednesday. Look for your child to bring home books, completed class work, teacher feedback, school updates and other important information. Contact your child's teacher by notes and/or phone with questions or concerns. Parental involvement is stressed and valued!

### **School Day Admission/Dismissal**

Students are due promptly at **8:30 am** and should arrive no earlier than **8:15 am** when supervision is available. Prompt arrival is essential. **Students arriving after 8:30 a.m. must go to the late desk where a late slip will be issued.** Late students will not be admitted to class without a late slip. **Please make sure your child is picked up no later than 3:09 p.m. Late pick ups will result in a warning letter and police contact.**

### **School Dress Code - Appropriate attire that covers the body parts**

All students are required to wear **white or navy blue collared shirts/blouses and tan bottoms (no denim).** Black, blue or brown shoes are required. **Flip flops, open front footwear and large hoop earrings (larger than a quarter) are not permitted due to safety concerns.** On gym days, navy blue

sweat sets or shorts and sneakers continue to be a requirement. Students must wear their uniforms every day.

### **School Visitations**

Please come to the **Main Office** to sign in. The classroom or office that you want to visit will be contacted. If this is a scheduled visit or the person you need to see is available, you will be issued a Visitor's Pass. Please do not proceed to any part of either building without following this procedure. This allows us to maintain a safe and secure environment for all of our children and staff.

### **Textbooks**

Each student is responsible for all issued books and supplies, even if they are damaged, lost, or stolen. If a book is damaged or lost, it must be paid for before another will be issued. Payment should be made in the office, and a receipt will be issued. The teacher will then issue another book.

### **Title I**

Dunbar is a Title I school. We receive funds from the federal government to help our students improve their performance in school. In the past years money has been used to purchase computerized reading interventions, consumable reading and math books, before, after and Saturday tutoring and other intervention supplies. All parents will receive a copy of the School-Parent Compact and the Parent Involvement Policy (both are included in this handbook).

### **Trespassing on School District Premises**

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by City Council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

- **No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.**
- Failure to obtain consent within fifteen minutes of entering any facility or the creation of a disturbance may be considered a violation of the ordinance.
- Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the person in charge.
- **Persons who violate this ordinance are subject to a fine of not more than \$300 and imprisonment for not more than ninety days.**
- Persons found in rooms other than the office or in hallways not located between an authorized entrance and the office will be considered in violation of this ordinance.

**Persons asked to leave the building or who have been given a written notice of exclusion, including students on suspension, transferred from the school, or expelled from the District, are subject to arrest and prosecution under the defiant trespass section of the Pennsylvania Crimes Code.**

### **Vandalism/Property Damage**

Students who destroy or vandalize school property will be required to pay for the losses and damages. Damage often results from horseplay in the hallways or classrooms, and students are liable for either accidental or malicious damage

<p>Students</p>	<ul style="list-style-type: none"> <li>● Attend and participate in learning.</li> <li>● Complete assignments both print and digital as assigned by the teacher.</li> <li>● Participate in synchronous learning experiences as scheduled.</li> <li>● Communicate concerns as they arise.</li> <li>● Adhere to appropriate Internet rules, policy and procedures.</li> <li>● Properly care for technology and other learning materials.</li> <li>● Adhere to the Student Code of Conduct</li> </ul>
<p>Parents/ Guardians</p>	<ul style="list-style-type: none"> <li>● Monitor students log on and assure students are completing course content.</li> <li>● Assure students log on for synchronous learning experiences.</li> <li>● Assure students have time for digital learning experiences that are not during scheduled learning times.</li> <li>● Provide quiet spaces for learning.</li> <li>● Assure proper care of technology and learning resources.</li> <li>● Communicate with school staff.</li> <li>● Review student work and discuss content with children.</li> <li>● Share concerns as needed.</li> <li>● Provide additional support to students during asynchronous learning.</li> <li>● Support students' adherence to all safety precautions, rules and policies.</li> <li>● Have students maintain a schedule that provides adequate rest.</li> </ul>