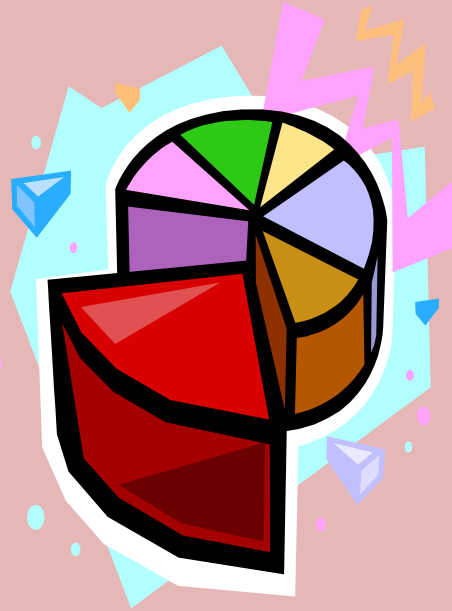


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Lori M. Phillips, Principal
Dinah C. Taylor, Instructional Facilitator
Kenisha L. Gipson, Counselor

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Foreword

DUNBAR ELEMENTARY SCHOOL Faculty Handbook

This handbook is prepared as a guide and ready reference for the faculty at Dunbar Elementary School.

The information provided herein covers a wide variety of subjects and procedures of interest to faculty and staff. Most items are treated in very general terms, but specific enough to ensure desirable uniformity in the practices of all concerned. For obvious reasons, this handbook will not cover every subject or every question that will arise. Furthermore, it is not intended to supersede or conflict with the policy handbook of Memphis City Schools.

From time to time, you will receive addendums to the policies herein. Please read these policies, internalize and execute them. Do not remove pages from this handbook. Do not place other items in this handbook.

This handbook also contains information relating to instruction and classroom management techniques, which will be helpful to each classroom teacher. If you acquire information you feel to be beneficial to the entire faculty at Dunbar Elementary School, please submit it to the administration for approval, duplication and distribution.

Thank you in advance for following the guidelines in this handbook and all other procedures & policies developed by Memphis City Schools.

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INTRODUCTION

- The principal has an open door policy; please feel free to schedule an appointment to share your opinions and express your concerns.
- All teachers should know and embrace the school's vision. (See our Vision statement.)
- The child is always the first priority for everything we do.
- Teachers are expected to adhere to the following A-Z practices in order to provide a safe and loving environment for all children:
 - A. Students are never to be left unsupervised unless there is an emergency.
 - B. Students are to be actively involved in the learning tasks, through the use of centers, hands-on learning, real-world connections and the production of Quality work.
 - C. Students are to be respected.
 - D. Students are not to be put in the hallway or any other unsupervised location for punishment.
 - E. Students are not to be ridiculed in front of their peers. Remember, praise publicly-blame privately.
 - F. Students are not to be administered Corporal Punishment by Anyone- at any time for any reason. If you see a parent in the building attempting to do so, please notify the office immediately! We will strongly monitor body language before allowing a parent to visit a student.
 - G. Students are to go on field trips sponsored by the school.
 - H. Students are never to be sent to the office. The office will call for a student when the principal has reviewed the referral and is ready to conference. Academics before discipline at all times. – Unless severe and extreme disrespect is involved where the teacher or other students are in danger or injuries are involved.
 - I. Students are to be accompanied by the teacher to the library, music, science lab, computer lab, guidance, any assembly, cafeteria and other extra-curricular activities. Support teachers are not to send students back to the classroom for disciplinary reasons.
 - J. Students will be carried to and picked up promptly from library, music, computer lab, science lab, guidance and cafeteria. (In the event there is an assembly during your library, music, science, computer or guidance time, support persons are still responsible for being in attendance and helping to monitor all students.
 - K. Students are to be provided with high expectations for academics and discipline by the classroom teacher.
 - L. Every Student should be considered our student at Dunbar Elementary.

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- M. Students with academic problems should be provided with several documented individualized interventions. If problem still occurs, refer to guidance through S-Team process.
- N. Students with attendance problems (absent or tardy) should be referred to the appropriate SART member. (General Office Secretary). Notify us at three unexcused absences.
- O. Students will have adequate and up-to-date records in the teachers' assessment books, SMS system, cumulative card, star folder, etc.
- P. Students/parents will be given a progress report Tuesday. This folder must go out weekly.
- Q. Students are to be helped with all academic concerns as needed.
- R. Students are to be in their classrooms by 8:30 A.M. daily.
- S. Students are to be greeted by teachers each morning no later than 8:20 A.M. in the school cafeteria.
- T. Students are to be escorted out of the building for daily dismissal, using the appropriate exit.
- U. Students are expected to adhere to the school-wide discipline plan and individual classroom discipline plans(will be given to you during in-service week) and posted in the hallways.
- V. Students/parents are to be provided a face-to-face conference at least twice a year and the teacher should keep documentation. Parent conferences are strongly encouraged.
- W. Students are to have a decent and orderly environment for learning.
- X. Students are to be shown love and compassion on a daily basis by the teacher and all other personnel.
- Y. Students are to become excited readers, critical thinkers and exemplary writers through the instruction of the teacher.
- Z. Learning is a fun and exciting endeavor. Both teachers and students should make an effort to have fun each day!

* All teachers will know and follow applicable policies and procedures as set forth by the Memphis City School Board of Education. (See policies included.) Others are available upon request.

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OUR MISSION STATEMENT

The mission of Dunbar Elementary School is to ensure that Every child reaches the highest attainable levels of excellence academically and socially in a no-excuse-student centered environment through mentoring, dedication to student success, innovativeness, exposure, High Expectations and Encouragement for EVERY child.

OUR VISION

Committed to Excellence in every area-Every Day! Equipping our students to be devoted DREAMERS, THINKERS, and DOERS!

OUR GOAL

ACADEMIC ACHIEVEMENT: NUMBER 1

Our Beliefs:

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THE FIRST DAYS OF SCHOOL

The first few days of school are very important in determining whether the school year will get off to a good start. Therefore, it is extremely important that during the first few *days*, *all teachers implement the rules, regulations and classroom procedures that will facilitate the positive learning climate, which will remain throughout the year. All classrooms should be completed and organized where routines can begin to be established day one. This is a very important time- the students are summing you up day one.*

What you do on the first days of school will determine your success or failure for the rest of the school year. You will either win or lose your class on the first days. (Wong, p. 3)

The Three Characteristics of an Effective Teacher

1. **An effective teacher has positive expectations for student success.**

Your expectations of your students will greatly influence their achievement in your class and in their lives.

We must teach and show our students that:

- We can be responsible for one another.
- School is a place to gain knowledge.
- School is a place to give and receive love.
- School is a place to become successful.

2. **An effective teacher builds community among the students in his/her classroom.**

A part of your responsibility is to create a well-managed environment and a sense of community among students.

- It is important that each teacher send information home concerning classroom rules and procedures.
- The number one problem in the classroom is not discipline; it is the lack of procedures and routines.

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- A procedure is simply a method or process for how things are to be done in the classroom and school.
- Procedures are statements of student expectations and tell a student how things operate in a classroom, thus reducing discipline problems.

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Please make sure that all students understand through example and engagement the procedures of your classroom. A smooth running classroom is the responsibility of the teacher.

3. **An effective teacher realizes that time is precious and it must be used wisely and carefully.**

If the student cannot demonstrate learning or achievement, then we have failed the student; the student has not failed. Schools exist and teachers are hired for one reason only – to help students achieve and to increase the amount of time the student learns...

- 1) Teachers should have assignments posted daily to be completed upon entering the classroom.
- 2) Teachers whiteboard protocol should be evident and uniform EVERYDAY.
- 2) Teachers should teach procedures and routines to minimize interruptions and maximize uninterrupted learning time.
- 3) Teachers should actively monitor students through walking and eye-contact to keep them on task. Monitor student work for understanding and re-teach to meet the needs of all students.
- 4) Your expectations set the tone. Always communicate to your students these three things:
 - a. This is important!
 - b. You can do it!
 - c. I won't give up on you!

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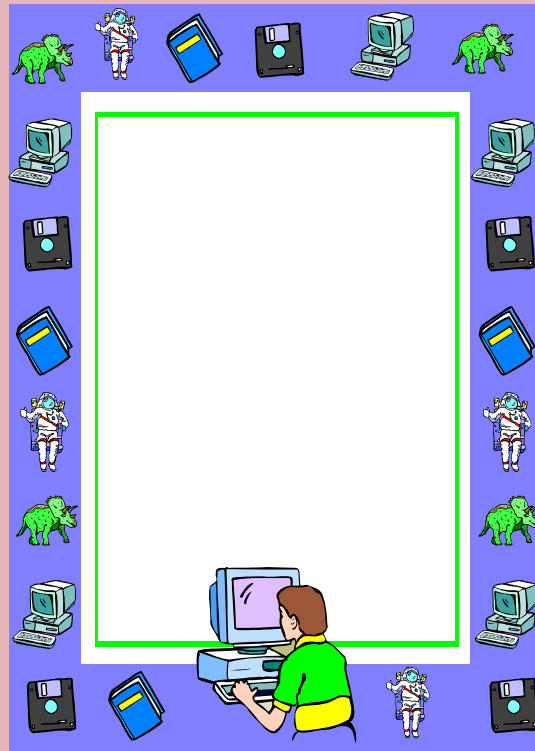
THE ROLE OF THE PRINCIPAL

The principal is the chief administrative officer of the school and has authority over all personnel assigned to the school and all students attending the school. Operating within the established policies and regulations approved by the Board of Education, she has the responsibility of the overall school program and conduct within the school. The principal may delegate authority at her discretion; however, she remains responsible in every instance. The principal is responsible for establishing and publishing the values and standards pertaining to student conduct for her school. These rules and regulations must be within the framework of existing Memphis City School Board policies.

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OPERATIONAL



PROCEDURES

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OPERATIONAL PROCEDURES

This Handbook is prepared to provide information on school policies and procedures for school personnel at Dunbar Elementary School. Please keep it readily available during the school year. If there are questions or concerns at any time, please feel free to see the principal.

The school staff sets the tone for the operation of the school. We are role models, not only for our students, but for each other as well. Just as we emphasize pride, self-respect, respect for others, and constructive/productive behavior with our students, let us demonstrate these traits. People pay attention to what you demonstrate more than what you advocate.

Jump Start

Students will be admitted into the school cafeteria as early as 8:00 A.M. Unless we have inclement weather. If any staff member is present and wants to actively monitor students- he or she may allow them to enter the building before breakfast duty staff or administration arrives. Students will have assigned sections (by grade level) during breakfast and lunch. Breakfast will begin promptly at 8:00 A.M. Breakfast will end between 8:17 and 8:20 and dismissal to class will begin. **Every teacher should pick up his/her students no later than 8:20 A.M.** Teachers must walk inside the cafeteria and to their students, wait for the cafeteria monitor to call the class, and escort them to the room. PLEASE make sure that your class is quiet and that the students in close proximity to you are quiet. The way that they start the day is the way that they will end the day. Classes will begin promptly at 8:30 a.m. Students are considered late after 8:45 A.M. and must have an entrance slip from the office. Students who tardy at any time during the nine week **grading period** will not be eligible for the perfect attendance award. Students with three unexcused tardies should be referred to Mrs. Gipson and at Five unexcused, the system will automatically send out a warning letter to parents. Remember, the system will automatically record and absent student as excused. Be sure to notate and inform Mrs. Sanders of all students who have an excused absence (See form attached). All teachers are expected to engage students in high-level academic pursuit before and immediately after the announcements (8:40). THERE is **ABSOLUTELY NO TALKING OR WALKING DURING ANNOUNCEMENTS UNLESS IT IS 911.**

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HALL DUTY (This fell off a little bit last year- let's make sure that we are on top of this)

Students are expected to walk silently to the right side of the one block apart. Support staff with extra planning periods or time allotted based on the master schedule are expected to be on active hall duty. The faculty is expected to be aware of what is going on in the halls throughout the building at all times. All grade chairs have will have a walkie-talkie if there is activity taking place in the hall, please inform the administrative staff if it will refrain you from teaching your class. **ACADEMICS BEFORE DISCIPLINE!!!** Teachers who allow students out in the hall for non-emergencies are subject to reprimand. We must make sure that our babies are safe at all times. All faculty members are expected to enforce "Quiet Zone," the no talking in the hallway rule. Beginning the second week of school, flash cards **MUST** be used in the hallways. The information on these cards should be a reinforcement of the current skill being taught OR A **PROBLEMATIC AREA** in reading, math, or science.

MONDAY –WEDNESDAY- READING CARDS-----

TUESDAY-THURSDAY-MATH CARDS----

FRIDAY-----SCIENCE CARDS

Morning Silence – Rules!

All students are expected to enter the classroom quietly each school day. Students who have need of a teacher's attention must raise their hand. This strategy is used to teach students that self-control is the first rule of order. The announcements will not begin until all classes are quiet and attentive. Teachers, we must value the importance of the announcements and in turn our students will. There should be no one in the hall for any reasons during this time.

Personal Appearance

ALL staff members are expected to dress neatly and in good taste. Your appearance will greatly influence both the appearance and the behavior of your students. If we want to be treated as the professionals that we are, we must dress as professionals. Buisness-casual does not include wind-breaker pants, sweat-pants, shorts or Capri pants above the knee. Blue jeans, mid-waist shirts, baseball caps are not permissible. Also, be sure to avoid **excessively tight-fitting clothing**. Such behavior can also disrupt the learning environment.

*Let's try to wear Khaki or black pants and a Dunbar t-shirt or polo on Fridays for "Spirit Day." Shirts will be available for purchase by the first week of school.

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Failure to do so will result in a written reprimand. The next time you will be asked to sign-out and go home to change into a more professional attire.

*There will be days such as May Day or Fieldtrips when I will announce via intercom/ email/or flyer the approval to be casual- JEANS.

The principal has the authority to establish boundaries in relation to what may be considered professional attire.

Correspondence(Please be sure to do this).

The principal must approve all information that is pertinent to the masses of parents, students, faculty, staff and adopters. No written correspondence should be duplicated and/or distributed prior to the principal's awareness. An approval line must be placed at the bottom of written correspondence for the principal's signature.

Email messages involving school-wide decisions must also be approved prior to forwarding.

*APPROVED: _____

This includes weekly newsletters. You have the option of emailing the newsletters to me at Phillipslorim@mcsk12.net over the weekend prior to the next week or giving them to Ms. Sanders no later than 9:00 A.M. Monday morning for my approval. Newsletters cannot go out without my signature.

Faculty Work Day

The faculty workday begins at 8:15 A.M. After 8:15, the sign-in sheet will be removed from the front desk and all staff members must sign in with the financial secretary. Please notify the principal when reporting to work after 8:15 A.M. The teacher's workday is from 8:15 a.m. until 3:30 p.m.

STAFF Tardiness

All staff are expected to be punctual. Excessive tardiness to school will not be tolerated. This includes arrival time at school as well as classes, faculty meetings, grade level, and team meetings. The start of the day is not the only time that punctuality is expected. We have a number of schedules that must be followed for a smooth operation. Library, music, lunch, and other scheduled activity times must be followed. Punctuality is a professional courtesy that is expected. Please be mindful that when policies are not followed, progressive disciplinary actions will begin. Teachers are needed in their

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classrooms on a regular basis. Strive to have good attendance. If in the event you find it necessary to be absent from school, use the Substitute Management System (452-2000) by 6:30 A.M. You must also call the principal via her cell phone or email me within a reasonable time. I should not come to school to find that a staff member is not present or find a substitute in your classroom without prior notice. This will be automatically be considered a no call –no show. Please note that there will be times when the system will be unable to find a substitute for you. You can notify the system of an absence up to thirty days in advance. ALL TEACHERS NEW TO MEMPHIS CITY SCHOOLS MUST REGISTER WITH THE SUBSTITUTE MANAGEMENT SYSTEM. (See Substitute Management System information.) A Dunbar School Substitute Priority list will be formulated. Please utilize our school priority list first. You are expected to be in school if you have not called by 6:30 on the morning of the absence. Always inform the principal of all absences. The district expects teachers to have an attendance rate of at least 95%. Conferences will be for those who fall below 95 %.

*****All teacher assistants must notify me of any absent or tardiness request*** I can be reached via text or call (901) 674-1674. Make sure you receive a response from me. If not, your absence will be considered a no-call....no –show.**

Teacher Absences/Leaving Campus During Working Hours

Unforeseen emergencies may arise during the day from time to time. If it becomes necessary for you to leave during the day, please let the PRINCIPAL know as soon as possible. Provisions must be made for the supervision of your class. A temporary absence of one hour or less will not be reported to payroll as an absence. However, if several one-hour absences accrue to equal one-half or one full day, appropriate time will be reported to payroll. All requests must be made in writing. A sign out book is available for absences from the campus during the school day. This privilege may be revoked if it is abused. Please don't mess this up for your colleagues.

Leaves of absence for personal reasons need to be cleared as far in advance as possible and are subject to approval by the PRINCIPAL. Too many requests for the same day may result in requests being denied. BECAUSE OF THE INCREASING DIFFICULTY IN OBTAINING SUBSTITUTES IMMEDIATELY BEFORE AND AFTER HOLIDAYS AND AFTER MAY 1, REQUESTS FOR LEAVE AT THESE TIMES MAY BE DENIED.

Teacher Breaks

You are requested not to leave your students. If you must leave another teacher must formally be in charge of your students while you are out of the room; otherwise, you are responsible. Please use the “Buddy System” and be sure to check with your partner when you leave

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and return. Again, this is only for emergencies. AT no time should a teacher eat lunch or visit with another teacher during that teacher's instruction time.

Teacher's Lounge

The teacher's lounge is for your enjoyment and relaxation. However, this does not mean that you are to leave your classes and remain in the Lounge and corridors for long periods of time. You are reminded to check and clean the refrigerator, coffee pot and microwave thoroughly on a weekly basis. Any food items stored in the lounge should be checked on a regular basis.

- **Teacher's Bulletin Board/MEA Bulletin Board** – The teacher's bulletin board is located in the teacher's lounge. Pertinent information will be posted on this board. Please check it on a regular basis.

Personal Days

Two personal days are allowed per school year. A personal day may be taken once per semester. These days cannot be taken together. A personal day requires at least a 48 hour written request and is subject to the principal's approval. Personal days will not be granted during the last two weeks of the school year. Personal days not taken will be added to your sick leave days.

Teacher Courtesy Fund

The courtesy fund is an option for all employees of Dunbar Elementary School. This fund is used to send flowers in the case of hospitalization of an employee or death in the immediate family. The fund is also used to buy gifts for births and retirements. If you wish to be a part of the courtesy fund, the Courtesy Chairperson will collect \$30.00 for dues at the beginning of each school year. While the principal must be informed at all times and given a monthly update about the courtesy club, the principal will not use teacher courtesy funds. These funds will only be spent at the discretion of the Courtesy Committee in compliance with established guidelines. There will be one representative from each grade level to serve on the courtesy committee.

Finance

Teachers are *NOT* to leave money in their rooms at any time. Teachers are not allowed to receipt their own child's money. Money will be deposited with the secretary. All monies collected from students **MUST** be receipted by the teacher in the Teacher's Receipt Book. All receipts must be

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written in sequential order. The secretary will give you a receipt for any money that you turn in to her.

All monies must be turned in immediately following opening activities and no later than 10:30 A.M. Teachers must count money before it is turned in to the office. Money must be turned in to the office the day it is received by the teacher. Teachers should bring their receipt books to the office with the money, the envelope, and a properly filled out Daily Cash Transaction form for that day's transactions. If the amount counted does not match receipts, the receipt book and money will be returned to the teacher. Money for each different activity is to be listed *SEPARATELY* on the Daily Cash Transaction Form. *GIVE STUDENTS THEIR RECEIPTS IMMEDIATELY UPON COLLECTING MONEY.*

Financial Obligations

1. In order to purchase from an outside vendor using available instructional funds, write the catalog order number; item number, cost, etc. on a regular requisition form. Write vendor name and address on the requisition and give it to the financial secretary.
2. To make purchases using other funds, at least three bids must be obtained from vendors. Request a bid form from the financial secretary. This also applies to any request for reimbursement. Items being charged to the school require a purchase order in addition to the bids. Do not order or purchase anything and accept payment or reimbursement from school funds if you have not checked with the principal for approval and the financial secretary for purchasing instructions.
3. The principal must approve all purchases in advance. All checks issued must have a receipt or an invoice explaining the expenditure. If you make a purchase without following the above steps, the invoice will not be paid. It is suggested that you use the best price, but if you have chosen a vendor that has a higher price because of the quality of merchandise or convenience, please note the reason for choosing the vendor used.
4. The principal must approve all fund-raisers in advance. Request a fund-raiser approval form from the financial secretary. Complete and return. After approval, a copy of the contract signed by the principal and a representative of the company will be given to the financial secretary. At the end of the fund-raiser, an approval form should be completed. Sales taxes should be paid on all items purchased for fund-raising including prizes.
5. If you receive grant money, you will deposit the money in a special school account. The bid/purchase order process must still be followed; however, this will enable you to make tax-exempt purchases. All tax-exempt purchases must be made by school check. You are responsible for keeping copies of receipts, invoices, and any other documents to be sent in

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with grant reports. It is your responsibility to organize this information and maintain current and accurate records.

6. Please remember to give the financial secretary your absentee report on your first morning back following an absence. Give the same information you entered in the substitute management system. If you list illness or death in the immediate family as your reason for absence, you must also include your relationship to the ill or deceased.
7. Please keep a record of your sick and personal days. Sick days must be used for illnesses and personal days must be approved by the principal

Fee Waivers

Children who are eligible for free or reduced price meals are also eligible for fee waivers. The Request for Waiver of Student Fees form must be completed by the parent and returned to school before the child may receive a fee waiver.

Fees not eligible for waivers include: fines for overdue library books; charges for lost, damaged or destroyed textbooks, workbooks or other school property, debts owed the school, tuition for nonresident students, membership or club dues, and fees for activities occurring outside the regular school day including sports, optional trips, clubs or social events. Neither school pictures nor annuals are eligible for fee waivers.

Fees eligible for waiver include: fees for activities that occur during the school day and/or fees for participation in courses for a credit/grade. Workbooks and instructional field trips are eligible for fee waivers.

As soon as the office enters student registration information in the computer, you will receive a list of those students who have been approved for *Waiver of Student Fees*.

Fee Waiver Expense Forms must be completed and signed by the teacher for bookkeeping purposes. Please use a separate form for each different activity (workbooks, weekly readers, each separate field trip). This form may be turned in by homeroom or by grade, but it **must be signed by a teacher**.

Handling School Funds

Please follow these steps when receipting money:

1. If you are not sure of the proper procedure, contact the office for instructions before you begin to collect any money.

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2. Teachers will need to receipt all monies collected.
3. Complete all information on the receipt including a complete date. Use **black** ink on all receipts.
4. Money should be receipted and turned in as soon as it is received. Do not hold money in your room. The date on your receipt and the date money is deposited must be the same. This will enable us to make our daily deposit and return your receipt book for the next day's collections.
5. Do not scratch through names or amounts. If a mistake is made on the receipt, you must void the receipt and write a new one.
6. To void a receipt, you must attach the original to your receipt book; otherwise, the money must be turned in to the office. Do not discard a voided receipt.
7. Straighten money before sending it to the office. Do not accept rolled coins.
8. **Do not accept personal checks under any circumstances.**
9. The office will not cash checks.
10. When your receipt book is returned, check to be sure the correct amount was credited to your account. You must receive a receipt for all money turned in. Contact the financial secretary immediately if there is a discrepancy.
11. If a receipt copy is left blank due to a misplaced carbon, do not write the copy yourself. You must void that receipt and write another one.
12. If you are absent the day money is being collected, substitutes will not be allowed to receipt money. All transactions will be handle in the office.
13. In cases where student clubs have more than one sponsor, teachers should decide who the financial designee will be when collecting money. This name will be turned into the office. Only one sponsor per club should receipt money for that club.

Receipt books with money will not be given to students. Once your receipt book is in the office, do not send students to pick it up, add to or change it.

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Transporting Students

Teachers are not to transport students without written parental permission. Chartered buses must appear on the MCS Board of Education approved list.

Mailboxes

Mailboxes are located in the teacher's lounge where you may receive telephone messages, mail, faculty memos, professional development announcements, etc. Outgoing U.S. mail may be left in the main office basket designated U.S. Mail before noon to insure pickup for the day. Please check your mailbox before school, after lunch, and at the end of the day. Please *DO NOT* send students to pick up your mail. The Board mail system uses a canvas bag and the mail is picked up before 9:00 A.M.

Faculty E-mail

All teachers will be required to have an active e-mail account and check it twice a day.

Office Courtesy

Always make requests known for needs behind the office counter. The fax machine is only to be used by office personnel. The tone in the office must always be PROFESSIONAL. There should be no extensive visiting with the secretaries while on the clock. Get permission from the principal to use the intercom at all times. When possible, use the telephone in the Teacher's Lounge. Leave the office counter available for parents, students and visitors. Any items belonging to a secretary's desk must not be removed.

Telephone Calls/Phone Mail

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Please try to take care of your personal business before and after school hours. Only in cases of **EMERGENCIES** will teachers be called in their classes for a telephone call. Teachers must refrain from using personal cellular phones during class time. Please do not use your cell phone in public/common areas: cafeteria, during lunch, walking down the hallway, etc. Classroom phones may not be used by students. Please check your phone mail during a non-instructional time period. Please refrain from stopping instruction to contact parents. Please make sure that you call parents only during non-instructional time.

Drinks and Food

No drinks or food are to be taken to the classroom while students are present. Teachers are not permitted to take drinks, tea, coffee, etc., or any food from the cafeteria when students are in the classroom (unless permission granted during potlucks or gratitude lunches). Sodas are available in the lounge. Do not send students to the lounge or cafeteria to get drinks. Teachers should refrain from chewing gum in front of students. Only cafeteria workers should be behind the lunchroom counters. This is the state law and Health Department inspectors can cite our school cafeteria for failing to adhere to this policy.

Faculty/Staff Development Meetings

Please reserve Wednesday afternoons for staff development, faculty and committee meetings. Teachers are expected to be present and on time for all meetings. If there is no formal faculty meeting, teachers maybe requested to meet in teams with an agenda. Plan to stay each week. You will be notified of all staff meetings. Faculty meetings will be held in classrooms. When it is your month, a calendar will go out to inform you and a slip will be given to you the Monday Afternoon prior to faculty meeting. Teachers must submit a written request to be excused from faculty/staff development meetings. Teachers may be asked to attend make-up meetings.

Parents and Visitors/Conferences/Communications

Parents will receive a Welcome/Introduction Letter from all homeroom teachers and support staff at the beginning of the school year. Please share expectations, procedures, and telephone numbers where you may be reached. You may have parents to sign and send return a form as proof of receipt. Parents are not to go directly to a teacher's room during the regular class time. Parents are to report to the office, pick up a visitors' badge, and sign in and out. They must leave

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a piece of property (keys, driver's license, etc). This is a Memphis City Schools policy. No visitor will be allowed in the classroom without prior approval of the principal/office staff. Submit written permission to the office for approval of any parent or community volunteer who will assist in your classroom outlining the time and task to be performed. Teachers should request permission to have personal visitors on the campus for extended periods of time. This includes having personal children present on days when students are out. It is likely that this request will be approved, but necessary to obtain permission prior to their arrival. All requests should be made in writing.

Parents may schedule conferences by calling the school office or the teacher's telephone mailbox in advance. Conferences should be held before or after school or during planning periods.

Parents coming in for unscheduled conferences will be asked to schedule a conference that does not interrupt classroom instruction.

SUGGESTIONS FOR PARENT MEETINGS

- I. School Operations
 - A. Arrival time, tardy time, dismissal
 - B. Lunch time, lunch money, use of coin purse for money (teaching responsibility)
 - C. Eating a balanced lunch
 - D. Clothing should be labeled
 - E. Sharing
 - F. School Breakfast program
- II. School Work
 - A. Explain the work for the year briefly
 - B. Show the books the children will use
 - C. Explain how the children are graded
 - D. Explain your policy on homework
 - E. Explain your classroom procedures
- III. Communications
 - A. Advise when papers will be sent home/**TUESDAY FOLDERS**
 - B. Explain deficiency notices
 - C. Explain how parents should communicate with you if necessary
- IV. Policies of the School
 - A. Notes explaining absences
 - B. Notes for dismissal during school hours
 - C. Safety measures to be followed at school, on grounds, and crossing streets

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- D. Explain fees collected
 - E. Explain form required for administering medication during school hours and stress that a doctor's not is required.
- V. Parents' contribution
- A. Cooperation with the teacher and school
 - B. Sending the child to school WELL, with plenty of SLEEP, and the proper attitude toward the school and people in the school
 - C. Discuss ways parents may contribute time, ideas, talents, travel expenses, etc., to the class
 - D. Review the Board Attendance Policy

VI. Stress our Security Policy and the need to check in the office for a visitor's badge. Communication with parents always pays dividends. Parents want and deserve regular communication from you. Set up a routine of sending a note and graded papers home with students the same day each week (Tuesday Folders). It is also a good idea to require that students bring back the communication signed by a parent. Teachers are also advised to send home a weekly conduct report. This is non-negotiable.

If a student is not progressing adequately, you must let the parents know as soon as possible. It is important to make and keep copies of all deficiency notices, letters, interventions, and other reports. It is also a **requirement** that you keep a record of conferences and telephone calls to parents in the Phone Log. These will be taken up periodically! Remember, parents like to receive positive phone calls also.

Early Checkout of Students

Students may be checked out early only through the office. Teachers will be notified to send students to the office to be dismissed. NO STUDENT is to be dismissed without notification from the office. If parents should come to the classroom for a student, teachers must inform them that students may only be dismissed through the office. No student will be checked out after 2:45 p.m.

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Morning Duty/Ground Duty

***If you are on cafeteria duty or ground duty, please make sure you are on time and be prepared to take the students into the cafeteria at 8:00 A.M. Ground duty should consist of greeting parents and students not conversing amongst each other.

Dismissal of Students

Do not allow students to be dismissed without the escorting of an adult after school. We had several students not adhering to this rule.

All students must be dismissed by 3:15 p.m. every day. Teachers will be assigned a designated position for safety. Teachers are expected to supervise students at dismissal each day. Teachers will escort their specific group of students from the classroom to the outside of the building and remain until all students have vacated the campus or 3:30(which ever comes first). No students will be left outside without teacher supervision. Students waiting on late parent pick-up must be brought back inside of the building and the secretarial staff must be made aware of their presence before the teacher leaves for the day.

Smoking

MEMPHIS CITY SCHOOLS HAS A “NO SMOKING” POLICY. The Board of Education recognizes that smoking represents a major health and safety hazard, which can have serious consequences for the smoker and nonsmoker alike. The Board believes that the health and wellness of employees, students, and visitors are of primary importance; therefore, smoking and/or the use of all tobacco products are prohibited in all Board of Education buildings (school and other facilities) and in Board-owned vehicles at all times. Smoking and/or the use of tobacco products is prohibited on the grounds during school hours (including evening school programs). [Policy No. 4512, effective 7/1/93].

Photo ID

All Memphis City School employees must wear their photo ID daily. If lost or damaged, please notify the proper office at the Board of Education for a replacement. There is a \$20.00 fee for lost badges.

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Teacher Contact Information

If there is a change in a teacher's name, address, or telephone number at any time during the year, please come to the office and get Form #14677 "Report of Change in Name, Martial Status, Address or Telephone Number" and also a revised Personnel Registration Card. Return this card to the office. All personnel should have an accurate telephone number located in the office.

Care of Rooms

Please leave the last ten minutes of your daily schedule open for your class to straighten up the room. Notify the custodial staff immediately if a child should have an accident in the classroom. Teachers are requested to utilize the Building Engineer's Request Form when requesting custodial services or supplies. Be sure to give the date, your name, and room number so that your request can be filled. If an emergency service is needed, please call the office. See the principal if there are problems concerning the cleanliness or your rooms, unattended repairs, locked doors, etc.

Parties(This has not been followed) Please be sure to do so.

All parties must be approved by the principal. Please follow the nutrition guidelines.

Animals

Please check with the PRINCIPAL before bringing animals, ALIVE OR DEAD, to school.

Playground

Each teacher will have a scheduled time for recess. There is no recess on days when students have P.E. Children must be monitored through organized activity. Teachers should not use recess opportunities as "break time." You should not bring chairs outside to sit. Actively monitor your students. Recess time is a maximum of 20 minutes.

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Cafeteria:

If there is not an adult in the cafeteria to monitor students, please do not leave students unattended...remain and alert admin staff immediately

Security

If a teacher is going to be working after 3:30 p.m., it might be prudent to lock the classroom door for security reasons. If a teacher is going to be working after the custodial personnel clean the teacher's room, it is the teacher's responsibility to close the window and lock the door.

Any staff member encountering an outsider without a hall pass or observing any unusual activity or individuals is to notify the office via the intercom immediately. Please lock your classroom door when you and your class are out of the room. Teachers are not to send students to remote areas alone.

Fire Drills

Fire drills are sounded by the constant sounding of the fire alarm. Students are to leave the building through their designated exits in the order set forth in the classroom. Students are to exit in an orderly fashion, without talking. Students are to return to their classrooms in the same manner. Teachers are to carry their roll books with them and the class roll is to be checked. No one is to return to the building until the outside bell sounds, ending the fire drill. Teachers *MUST* stay with their classes. Please see the posting in classrooms for exits and outside positions. In cases where fire drills occur while students are in support, the support teacher is responsible for the students. Please adhere to the above procedures.

Tornado/Earthquake Drills

Alert will be given by three short rings of the school bell or over the public address system. For tornado drills, students are to walk silently to their designated place in the hallways, followed by the teacher with their roll book. All are to take a squatting position next to the wall with their head between their knees facing the wall. For earthquake drills, students are to stay in the classroom, in a squatting position with their heads under the cover of the desks. One bell signals the end of the alert. Students who are in support classes will remain with their support teachers.

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Teacher/ Student/ Parent/Visitor Accidents

ACCIDENTS INVOLVING ADULTS. Teachers are required by state law to complete an accident report. Report *EVERY* accident regardless of how minor it may seem at the time. **FAILURE TO IMMEDIATELY REPORT AN ACCIDENT INVOLVING A TEACHER MAY JEOPARDIZE YOUR CLAIM TO WORKER'S COMPENSATION FOR INJURIES.** Reports must be completed the same day of the accident.

ACCIDENTS INVOLVING STUDENTS. When an accident occurs during school hours, the office must be notified and an accident report form **MUST** be filled out **IMMEDIATELY!** The teacher in charge when the accident occurs is responsible for filling out the report. These forms may be obtained from the office. The form is e-mailed to the proper person and then filed at the school. The teacher in charge must contact parents of students involved in accidents when the accident occurs. Teachers are additionally responsible to complete forms when students report an accident.

ACCIDENTS INVOLVING PARENTS/VISITORS. Any time a parent or visitor has an accident on school property, the accident is to be reported on the student's accident form using appropriate modifications. **PLEASE CONTACT THE OFFICE IMMEDIATELY!**

Teachers' Professional Leave Guidelines

1. Teachers who are bona fide delegates of the TEA will be granted professional leave.
2. Teachers who are accompanying students on an authorized field trip will be granted professional leave.
3. Teachers who are serving on the Southern Association or NCATE accrediting teams will be granted professional leave.
4. Teachers who serve, as president of their professional organization will be granted professional leave to represent their organization at their appropriate professional meeting.
5. Teachers who are participants in the program of their state or national associations such as: MEA, TEA, ASCD, NCTE, NCTM, or ACE will be granted professional leave.
6. Teachers who wish to attend their professional meeting or convention as an interested participant will be asked to utilize their personal days and when those days are expended, appropriate deductions will be taken.

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School Equipment

No instructional machine or equipment may be removed or borrowed from the school without written permission from the principal.

Camcorder/Digital Camera

The camcorder and digital camera are available for classroom and school-wide use. This equipment must be signed out of the main office via the office secretary and returned promptly after each use. Faculty and staff will provide their own photo disk, photo paper, printer cartridge and DVD unless a school-wide activity is being preserved. This equipment must not be taken away from the school campus without approval of the principal. Please report any malfunctions immediately. Handle with care.

Photocopier

The photocopier in the main office is available for official office use only. All other copies will be made available utilizing the school copier in room 313. Please plan ahead in order to have copies ready when needed. The copy designee needs all copy requests by 10:00 a.m. each day. Every teacher will have 500 copies per month. Faculty will use their own copy paper except for mandated curriculum and school-wide functions. Certain copies needed will not count towards your designated copies.

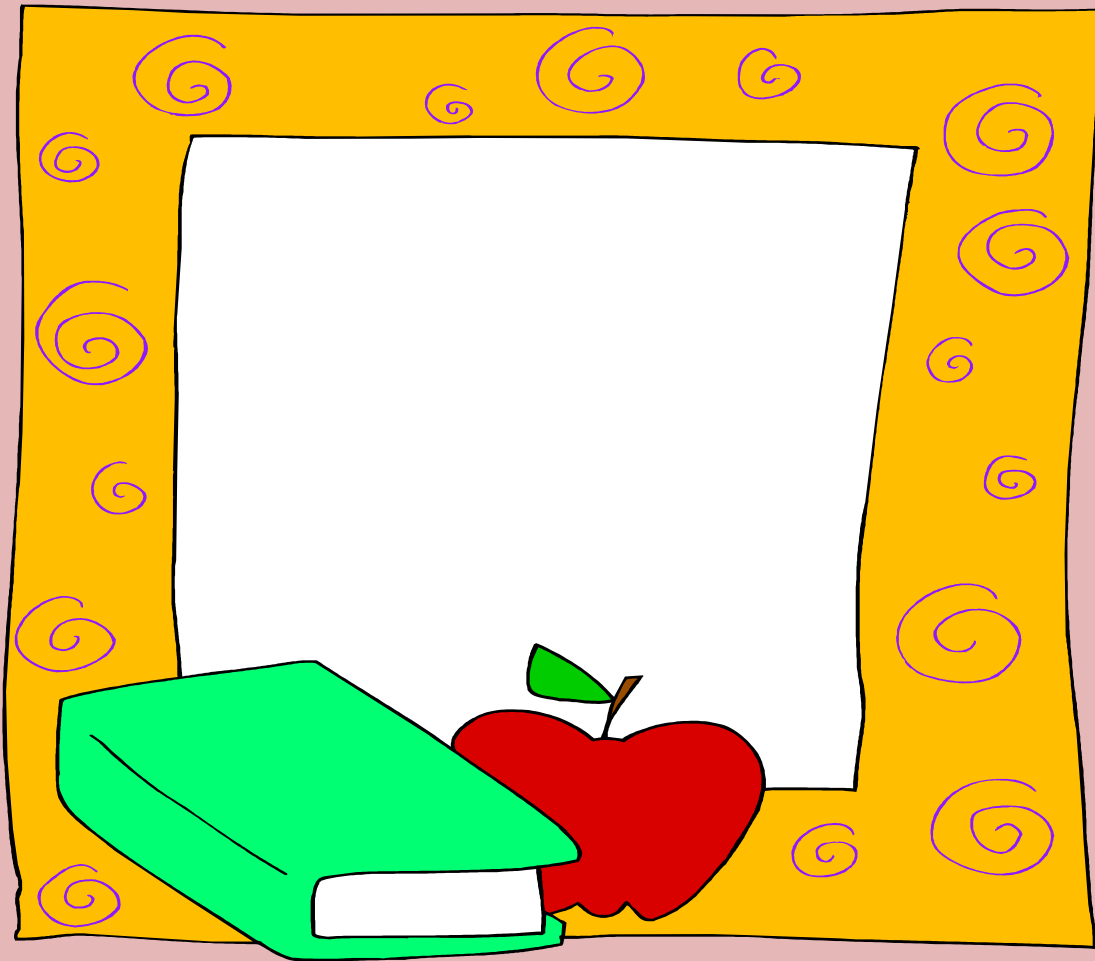
Emergency Management Plan

The Emergency Management Team formulates the Emergency Management Plan with the assistance of the entire faculty and staff. The plan is available to all faculty and staff. Procedures, protocols, and specific roles and assignments are documented in the plan. This plan will be reviewed and updated yearly and shall reflect the actions required by all faculty and staff.

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INSTRUCTIONAL



PROCEDURES

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INSTRUCTIONAL PROCEDURES

Our primary purpose is to create community where learning is the central focus. Our instructional practices will lead us to that end.

High Expectations for All Students

It is imperative that we begin this year conveying to students and to parents our belief that all students can learn at higher levels, and that each child can be successful in some way every day. The effects of teacher expectations on student achievement are well documented. Teachers who set and communicate high expectations obtain greater academic performance and better conduct from their students.

How do we communicate High Expectations?

We communicate high expectations by letting students know:

1. This is important
2. You can do it.
3. I won't give up on you.

Instructional Policies and Guidelines

Substitute Folders

A substitute folder for each teacher will be maintained in the teacher's desk. Complete and return to the principal by August 24, 2007. The principal will return the folder to each teacher after reviewing it. **The folder must include:**

- teacher class schedule
- room number, location of materials, etc.
- procedures (how to report attendance, restroom breaks, support, etc.)
- schedules that include lunch, support, bathroom, etc.
- cafeteria seating chart/class seating chart

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- hall passes and directions for use
- disciplinary procedures/class rules & procedures
- copies of evacuation plans
- classroom activities for at least 3 days (plan books, workbooks, page numbers activity sheets, etc)
- directions for special needs, handicapped students, medicine, etc.

*Please note when this folder is used, it must be replenished and updated in a timely manner.

Lesson Plans

Each teacher including support is expected to keep lesson plans. A duplicate copy of the lesson plans must be turned in to the office every Monday morning by 9 A.M. Lesson plans may be e-mailed or hand-delivered. There will be a district format to follow.

SPI s/Common Core Standards(State Performance Indicators)

Instruction has a greater chance of success if the students have some knowledge of what it is they are expected to learn. Broad statements of what students should know (content knowledge) and be able to do (skills/performance) should be made visible daily.

SPI's/CCSS that you are focusing on should be written completely out on your board.

Teaching of subjects: This year there will be a direct focus on ensuring that quality instruction is delivered in all subject areas. Failure to teach assigned subjects and to administer QUALITY homework assignments, will result in further/more serious action from administration.

GRADING STANDARD

For grade 5, progress will be measured each nine weeks using the following standard:

A	93-100	Excellent
B	85-92	Good
C	76-84	Average
D	70-75	Below Average
F	Below 70	Failure

This grading scale will no longer be effective for students in grade 2 beginning with the 2010-2011 school year, students in grade 3 beginning with the 2011-2012 school year, students in grade 4 beginning with the 2012-2013 school year, students in grade 5 beginning with the 2013-2014 school year. (See policy 4.6011 Progress Monitoring and Reporting - Grades PreK-5.)

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Break down by category

Criteria for Grading

The assessment of student academic achievement to determine a grade must be documented. The grading criteria shall include documentation of all of the following:

- 10% Homework
- 20% Class Participation (does not refer to student conduct)
- 20% Class-work/Daily work (refers to a formative demonstration of the student's ability and includes projects, reports, presentations)
- 50% Assessments (refers to a student's culminating, independent demonstration of mastery of one or more competencies) Assessments can include:
 - Test scores - Quizzes
 - Portfolios of student work
 - Interdisciplinary Projects
 - Performances
 - Exhibitions
 - Demonstrations
 - Online assessments
 -

Classroom Observations/Drop- Ins

Classroom observations will occur periodically for scheduled staff evaluations and as a means of monitoring activities within classrooms. The Classroom Observation Checklist provides a framework of expectations. Other school district personnel with prescribed expectations of classroom environments will also conduct observations. Drop-in observations will also be conducted regularly by the principal, counselor, and instructional facilitators. These observations are always used to support your instruction and provide feedback for your practices.

Teacher Evaluations

Any teacher could expect an evaluation at any time during the school year. Non-tenured teachers and teachers being evaluated during a given year can expect at least two-three classroom observations. Observations will be both scheduled and unscheduled. Each teacher will be given feedback regarding those observations.

Grade Level Meetings

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All grade level teachers will participate in semi-weekly grade level meetings. Minutes will be written for the meetings and a copy submitted to the office. The purpose of the meetings is to ANALYZE DATA, discuss curricular objective issues, to share in the creation of thematic units, to discuss individual student needs, to support co-workers in solving problems, to make grade level suggestions and decisions, and to accomplish tasks assigned as necessary by the principal. The principal will sit in on meetings on a regular basis.

Committee Meetings

Time will be allocated on some Wednesdays for committee meetings. Staff members are expected to participate on committees for activities such as reviewing school improvement plans, analyzing data, discussing and reviewing issues or problems presented by the Leadership Council, planning special programs, etc.

Task Forces

Task forces serve as short-term committees that will seek to solve a specific problem. These will be assembled throughout the year. Members will have a start date and an ending date.

Class and Student Assignments

Teachers are not to reassign students to other teachers' classes. Only the principal can make assignments changes.

Teachers are not to use other teachers' students as mentors, readers, checkers, etc. without written permission from the principal. **NO STUDENTS MAY EVER BE USED TO SUPERVISE OTHER STUDENTS.**

Homework

Homework is defined as meaningful and quality work that is to be completed during non-instructional hours. Homework helps students to develop self-discipline and a feeling of self-satisfaction and accomplishment. It is important that homework is a reinforcement of the school day's lessons. Homework time should always be developmentally appropriate.

Daily homework should not exceed the amount of time below:

Kindergarten	an average of 10-20 minutes per day
Grades 1-3	an average of 20-45 minutes per day
Grades 4-5	an average of 45-90 minutes per day

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Teachers' expectations:

- assign homework only in those areas which have been taught and sufficiently understood so that the students can complete the assignment(s) successfully.
- provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment.
- collect homework when due; assess and provide timely and appropriate feedback.

***Mon. and Wed. Math night Tues./Thurs. Literacy night (Teach Thirty)

Tuesday Home/School Communication Folder

Teachers will provide each student with one Tuesday Folder with their name, grade and section written on it. Teachers will send the Tuesday Home/School Folder by students to parents every Tuesday. Parents will remove contents, sign and send folder back to school on Wednesday morning. Tuesday Folders may contain graded assignments, notes, flyers, progress reports, deficiency notices, etc. This must be done each week. This is a non-negotiable practice. Teachers may use points as an incentives to get folders returned.

Student Progress Reports

Students are issued report cards each six weeks period in accordance to the Memphis City Schools calendar. Parents are also issued Student Deficiency Notices every 4 1/2 weeks if they are in danger of failing. This form documents for parents that their child is having academic difficulties. Prior to issuing this form, teachers are expected to have made attempts to meet the individual needs of students and have communicated with parents the needs of the student.

Poem of the month(see appendix)

Students will be required to memorize a poem a month in 2nd-5th grade. Spot checks will be done during the month and a shout-out given over the intercom to the homeroom or students in the class who has conquered the task!

Morning Meeting

Morning meetings must be executed in their complete form each day.

Please be sure to follow the Literacy Block created specifically for Dunbar. This will be presented to you during in-service week.

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***This will be a non-negotiable.
Classroom Libraries***

Classroom libraries must be organized and neatly stored in every classroom.

Breakfast Reading

“Books for Breakfast” is a morning silent reading activity for students who have had breakfast and are waiting to attend their class. Students are permitted to select and silently read any book from the reading book crates that are placed on the tables each morning. Reading books are color-coded by grade level with a colored dot sticker. Books are to be kept in the proper crate designated for each grade level. During dismissal, students must place the books back in the book crate. Students are also permitted to read other materials and/or to work on homework. The librarian is responsible for keeping the book crates refreshed periodically.

Films/Videos

Films/videos may be shown only when they relate to the instructional program. If they are not part of the Memphis City Schools’ collection, you must secure the permission of the PRINCIPAL before showing them. This includes movies shown for “Fun Friday” and other celebrations or incentives. Television should only be used to supplement what you are teaching.

Films/videos should be written into your lesson plans. **STUDENTS SHOULD NOT WATCH FILMS/VIDEOS MORE THAN ONE-HOUR PER WEEK.**

It is the individual teacher’s responsibility to make certain films are returned to the film box in which they were delivered. They should be returned by 8:30 a.m. on the day they are due. Teachers who “borrow” another teacher’s film should clear it with the office and are responsible for getting the film back to the office. If a film is not returned on time, the responsible teacher will have to return it to the Film Library at the Board of Education Administration building.

Library

The Librarian will put on reserve any small group of books for the exclusive use of a certain group of students if requested by a teacher. Students are to be in the library for legitimate use only. Please follow the master schedule.

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Support Staff

(Science Lab, Library, Orff Music, Art, Computer, Instructional Resource, PE, Speech and CLUE)

The Support Staff is an integral part of the Dunbar Elementary faculty. Support services enhance the instructional program by providing services to help meet the physical, social and educational needs of the students. When possible, inform the support teachers when you are teaching specific skills or concepts so that they may assist and integrate them into their lessons. Support members are expected to turn in lesson plans on a bi-weekly basis.

Educational Assistants

Educational assistants will provide school-wide support as deemed necessary by the school principal. Priority will be given to students in grades K-3. Teachers are responsible for communicating expectations for students to Educational Assistants. Teachers will complete an evaluation for assigned Educational Assistants. Teachers can develop expectations for students through grade level meetings and meet as a grade to communicate expectations to the assigned Educational Assistant(s).

Instructional Materials

The Board provides an allocation for instructional materials to be spent by each teacher. It is the teacher's responsibility to requisition all classroom supplies. Teachers will be given \$100.00 per semester to spend on supplies. Teachers must sign an agreement form before using funds. Please see the financial secretary for this form. Any request to change allocation must be approved by the principal. All pool money expenditures must be approved by the principal prior to purchasing. This request must be in writing.

ANY PURCHASES MADE OUTSIDE OF THE MEMPHIS CITY SCHOOLS WAREHOUSE MUST BE APPROVED BY THE PRINCIPAL BEFORE THE PURCHASE IS MADE. Any purchase over fifty dollars must have three competitive bids. Any money from the Memphis City Schools' instructional allocation that is not spent by March 15 will be spent by office administration. All materials purchased must support the school's stated instructional goals from the most current School Improvement Plan. The use of collective funds must meet the approval of the other members of the team making the purchase (i.e., grade team, Leadership Council, etc.). Approval of purchases should be supported with minutes from team meeting discussions.

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All materials purchased for Dunbar Elementary School will remain with Dunbar School and are not the property of the teacher who placed the material order. Removal of materials from Dunbar without written administrative permission could result in disciplinary action, which could include termination.

Teachers must submit requisitions for all materials purchased, including materials purchased through private vendors. Warehouse catalogs and private vendor catalogs will be made available in the lounge or with the financial secretary. Teachers will fill out requisitions completely, totaling each page on an order separately. The office will supply appropriate funding codes. Teachers wishing to use local vendors must receive a tax-exempt form from the office prior to making a purchase.

No funds can be carried over from year to year. **TEACHERS WILL BE EXPECTED TO REIMBURSE THE SCHOOL FOR ANY NEGATIVE END-OF-YEAR BALANCES.** Teachers may not donate their allocation to other teachers.

Textbooks

The State Board of Education furnishes textbooks to all students. Teachers are responsible for maintaining up-to-date records of all textbooks issued. "Textbook Rules" must be signed by parents before any books are issued. These books should be taken home for the student to study. Teachers must write Dunbar Elementary, grade/section, student's name and assigned book number in the front of each textbook issued. Textbook cards (Form 14642) are available to facilitate record keeping. A book check should be held **ONCE EVERY SIX (6) WEEKS** by each teacher. This report must be turned in to the financial secretary. Students issued books are responsible for them and should keep them in good condition.

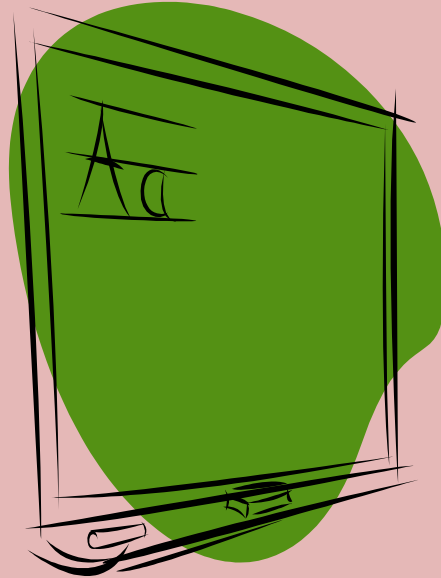
When a student withdraws from school, he/she must turn in all books. This return should be indicated on the student's card (Form 14642). Teachers should caution the students that the books may not be written in or defaced in any way. If a book is defaced, a fine (minimum fine - \$1.00) is levied against the student. When a student pays for a lost or damaged book, the teacher will fill out a receipt.

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CLASSROOM ENVIRONMENT

Classroom Arrangement

The arrangement of the classroom is very important in creating a learning environment that fosters quality education. Learning Centers should be evident in each classroom for curricular subject areas, as well as for leisure and creative arts activities. Cooperative learning groups may call for desk and/or tables to be arranged so that students can discuss and work together.

The appearance of a classroom is key in creating a teaming environment conducive to learning. Classrooms should be cheerfully decorated with authentic student projects, seasonal artwork, classroom expectations, etc. Specific room arrangement expectations will be given.

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Classroom Demeanor

1. Pupils should have the opportunity to move about the room as the activity dictates. Teachers should exercise the control that is necessary to maintain a good, positive atmosphere in the room. Having students sit for long periods of time without talking or being actively involved with learning is developmentally inappropriate and is not supported in research as an effective teaching strategy.
2. The teacher should make a practice of moving around the classroom. This improves classroom discipline. Sitting behind a desk or in one place most of the day is considered to be an ineffective teaching strategy. Teachers should avoid sitting at the computer for long periods of time without supervising students.
3. There should be an atmosphere existing in the classroom and throughout the building, which gives all students an opportunity to assume leadership and accept responsibility.
4. Classroom furniture does not belong to individuals. Furniture is provided to assist teachers in creating an effective learning environment. It is never permissible to scavenge classrooms or the remains of a transferred teacher for “new stuff.” Classroom furniture and material needs will be received through communication with the building administrator. All grants, gifts, and donations received by teachers and staff at all local school locations will become property of the school district and will not be subject to recall or reassignment. If equipment is purchased with funds donated to the school, the equipment will become part of the school’s inventory; therefore, if the teacher transfers, the equipment will not follow the teacher, but should be a part of the school’s inventory where the grant or donation was awarded. (See Board Policy #3270.)
5. The Building Engineer will assist you in storing those classroom supplies that are not in use and negatively affect the attractiveness of your classroom.
6. Windows and classroom doors should be free and clear of clutter. There should be NOTHING on top of the lockers. Teachers are free to use available closet space if needed. This is a fire hazard!
7. Please make sure that your students do not mark on the walls, windows, lockers, chairs, textbooks or desks in the classroom. Post items on walls using non-permanent means. All areas of the classroom should be free of markers and staples, etc. Placing items by a non-permanent means will also assist you in clearing your room at the end of each school year.

Bulletin Boards

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Bulletin boards must be changed at least once per six weeks grading period. Teachers must display quality work for students on bulletin boards both in and outside of classrooms. An effective display gives sufficient background information to help the observer understand the students' work. When appropriate, create interactive boards where learning is participatory and on-going. Always include the following parts in a bulletin board display:

1. A title for the bulletin board display (task)
2. The primary content standard by grade level
3. A description that list the academic content as well as the activity used to teach the content
4. The student application statement which tells how the project, performance or product demonstrate what the students learned
5. Rubrics that provide a clear description of the progressive level of students' performance
6. Student work samples with labeled descriptions and student's name

*Your display should meet the ten standards listed on the Quality Work checklist used by the principal.

*All bulletin boards directly outside your door are your responsibility. They must be covered by the opening of school

School Improvement Plan

All staff members will have a current copy of the School Improvement Plan. It is expected that staff will implement the activities of the improvement plan. It is also expected that staff will serve on committees to review the school's progress and the appropriateness of current improvement plan activities. The School Improvement Plan is due in the Office of Accountability by a certain deadline.

Teacher Professionalism

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It is expected that all professionals will treat each other, the parents, and the students (our customers) in a respectful manner. While the teacher's lounge is an area for teachers to meet, relax, and sometimes regroup, it is not appropriate to denigrate students, parents, or each other in this public facility. Negatively discussing individual student's behavior or gossiping about co-workers (at any time) will not lead to solutions of our frustrations. In the lounge, your words are often heard by others and passed around the building. These behaviors only serve to perpetuate hostility towards the students and each other.

It is never appropriate to reprimand a colleague or make character assaults to another teacher in front of parents or students. It is expected that staff will refrain from making inappropriate comments about other professionals in front of students. If you have an issue with an individual, it is far more professional to speak privately with that person, than to have your lounge words repeated (often times incorrectly) or to involve other co-workers in your dispute, thus creating battlegrounds. Remember that professionalism is an area of evaluation in the Teacher Evaluation Process.

Maintenance of Instructional Time

Ensuring that students spend the maximum time possible actively engaged in learning (Time-On-Task) is one of the main instructional goals. To this end, we want to emphasize the critical need to minimize the number of unnecessary interruptions, which occur during the school day.

The following procedures will be implemented to make this happen and to maintain the integrity of instructional time.

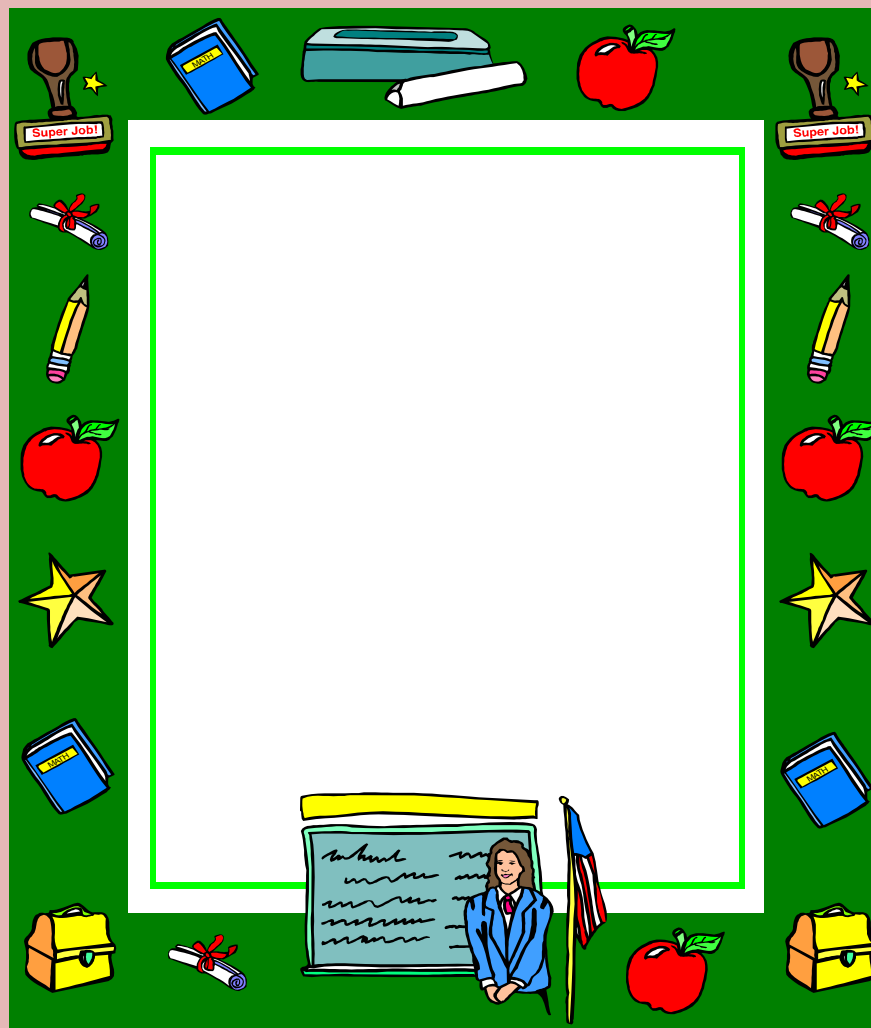
- All teachers are expected to plan and provide instruction for the full length of each day. **Every student is expected to be actively engaged in learning.**
- Announcements via the intercom will be made mornings and afternoons only. Announcements must be written and will be accepted only from school personnel. Announcements from community members must be approved in advance by the principal.
- Only in cases of emergency should "all call" announcements be made. Intercom calls to individual classrooms will be made only when it is absolutely necessary. All team leaders will have a walkie-talkie. This will help to prevent seldom disruptions.
- Parents are to be discouraged from checking students out during the school day for activities, which can reasonably be scheduled at another time. **Secretaries are not to check any**

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students out between 2:45 and 3:15 except in emergencies and in consultation with the principal.

- Students are not to be dismissed from classes to run personal errands for teachers.



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SPECIAL ACTIVITIES

SPECIAL ACTIVITIES

Programs

Each grade level will be responsible for planning a program. This Committee will plan and coordinate programs and other activities that enhance the experiences of our students. To assist with planning, this team must submit a program planning form indicating the overall details of the event. This committee will be encouraged to plan stimulating and informative programs. We may have scheduled programs for Christmas, Thanksgiving, Black History month, honors, awards, rallies and for unannounced school district activities.

Assemblies

Teachers are expected to attend all assembly programs with their classes. Arriving on time is extremely important. Teachers without homerooms are expected to attend all assembly programs. Students in special education classes may be brought to the assembly program and seated with their homeroom by the special education teacher. All homeroom classes have a designated seating area.

Teachers without homerooms should sit in various parts of the cafeteria or multipurpose room in order to help maintain a positive atmosphere during the program. Remember, assembly programs can help to expand the academic and social experiences of our students. Therefore, it is necessary for all of us to assist in maintaining an atmosphere that will help the program in attaining its desired goal.

Teachers should be attentive during programs, demonstrating to students how to “actively” listen. It is very important to leave paperwork, books, etc in the classroom and be focused on your students’ behavior and the program.

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Field Trips

All notes and/or information sent home regarding your field trip must be filed in the office. We have a notebook to keep copies of all notes sent home, so that if parents call with questions, we are able to answer them with correct information.

Students should be provided appropriate instructions preceding and following each field trip in order to make the trip meaningful. Field trips should be an extension of the classroom, and except in special cases, should apply to the work being done in the classroom.

Field trips may be taken only when they relate to the instructional program. A REQUEST FOR FIELD TRIP form must be completed by the teacher coordinating the field trip and approved by the PRINCIPAL before information is passed on to the students or sent home to parents. Requests must be approved at least two weeks before the anticipated date of the field trip. Signed permission slips should be filed in the office (prior to the field trip). **The school secretary will assist faculty members in obtaining cost projections and securing buses.**

All of the students in the class are expected to participate. All children will receive field trip permission forms. In instances where teachers do not feel comfortable taking individual children on field trips, a meeting should be arranged with the administrator several days prior to the trip to discuss arrangements and solutions for these individual children. Documentation must also be provided to support the teacher's recommendation. Parents may be required to go on field trips when students are behavioral problems.

Parents will always receive prior notification in instances where children are not allowed to attend field trips. Alternative arrangements should be submitted in writing to the office prior to departure of a trip for students not attending. Financial limitations should never be the reason for a child not attending a trip.

Parental chaperones are encouraged on all trips as a means of keeping our parents abreast of the learning experiences of our students.

Other bus companies must be selected from a preapproved list of common carriers. Transportation by private automobile is allowed only when bus transportation is unavailable or impractical and must be approved by the principal. When privately owned vehicles are used, the driver must present a copy of his/her valid driver's license and show proof of liability insurance.

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The driver must be notified that in case of an accident, his/her own insurance is liable. For bus reservations, call First Student Contract Services at 766-9326. General information concerning buses is as follows: Each bus will carry about 65 people. The cost is \$ per hour, per bus – time starts when the bus leaves the terminal and ends upon its return. If you ask for an estimated cost, they will give you that information. Be sure you give yourself plenty of time – overestimating is better than underestimating. Because of regular school runs, field trips must be planned between the hours of 9:30 a.m. and 1:00 p.m.

Should you need to cancel a scheduled field trip, you will need to inform Mrs. Robertson to call the bus terminal at 766-9326 the day before. If unexpected inclement weather occurs we need to cancel by 8:30 a.m. on the morning of the trip. Failure to inform Mrs. Robertson and cancellation is not made in time to stop the bus run, you will be required to pay a 1 ½ hour call out charge per bus. Cost is subject to change.

Signed parental permission forms must be obtained for each student and turned into the office prior to all field trips.

Each field trip shall be supervised by school personnel at a minimum of one adult to every ten students. Parents and/or community members are permitted to assist in such supervision. Additional members of any chaperon's family may not accompany the group of students, except as an adult supervisor (21 years old or older).

Notice must be given to the nutrition services manager one week in advance of the scheduled trip in order to make adjustments accordingly. If sacked lunches are to be provided for the field trip, a **three-week** notice must be given.

Do NOT KEEP STUDENTS FROM NOT ATTENDING FOR FAILURE TO PAY IN Kk-5TH GRADE, IF THIS IS THE CASE, NOTIFY THE OFFICE WITHIN 48 HOURS OF TRIP SO THAT WE MAY ACCOMMODATE THEM WITH FEE-WAIVER IF QUALIFIABLE.

ANY TRIP WITH OVER FORTY STUDENTS- ALL CHAPERONES MUST BE APPROVED BY THE BOARD... UNDER FORTY, PLEASE NOTIFY THE PRINCIPAL SO THAT SHE MAY DO AN IN-HOUSE OFFENDER CHECK ON THE PARENT/S BEFORE THEY CAN ATTEND.

AT NO TIME CAN AN UNDERAGE CHILD ACCOMPANY THE CHAPERONE ON THE BUS. THIS IS A MEMPHIS CITY SCHOOLS LIABILITY.

Out-of-Town Field Trips

Out-of-town trips refer to travel outside of Shelby County. In addition to the general provision listed above, the following apply:

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The Department of Student Programs and Services must approve all trips. A request form must be completed and submitted at least 21 days prior to the planned trip. The request should specify the event or activity, the destination, date(s), course or instructional area to be enriched, and means of transportation. Approval of out-of-town trips is subject to the following conditions:

- Signed parental permission slips on file
- An itinerary and emergency plan on file
- The student to teacher ratio (10:1)
- The trip supports the instructional program

In order to minimize costs to students, the value of any travel or housing benefits earned based on the number of participants, such as a free airline ticket or room, should be applied to reduce the overall cost to the student participants.

Parental Involvement

Sustained parental involvement will always be an important aspect of Dunbar Elementary. We appreciate and recognize that this involvement will manifest on different levels. These levels include parents who diligently send their children to school fully prepared with a uniform, homework and supplies, to parents who serve as advisors on decision-making committees. To increase parental involvement, select teachers will be asked to host monthly academic and /or social activities to invite parents to the school as observers and participants. A monthly schedule will be provided to all teachers.

Volunteers

4.501 School Volunteers Page 1 of 7

4.501 School Volunteers Policy

Original Adoption: 03/01/93 Effective Date: 11/23/09

Revision Dates: 10/31/03; 04/19/04; 08/01/05; 07/17/06; 11/23/09

I. PURPOSE

To encourage the participation of volunteers in Memphis City Schools and provide guidance to ensure the safety of students.

II. SCOPE

This policy applies to all volunteers and prospective volunteers in Memphis City Schools.

III. POLICY STATEMENT

The Board believes that the use of volunteers within Memphis City Schools enhances the educational process for students and promotes community involvement in education. A volunteer is a person who renders aid, performs a service, or assumes an obligation of his/her own free will and is not paid for services. Volunteers may be involved in many aspects of school and district operations, from

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working with students on a one-to-one basis to participating on district and school advisory councils, and may include, but is not limited to, mentors, tutors, overnight chaperones, athletic/P.E. assistants or coaches, and individuals who assist teachers sponsoring student extra-curricula activities.

The Board encourages volunteer activities by parents and other individuals in the community, by community groups and faith-based organizations and by Board employees. The principal or supervisor shall identify appropriate tasks for volunteers and shall be responsible for planning and conducting orientation programs and regular in-service training sessions. Volunteers whose volunteer activity requires them to work alone with children outside the presence and direct supervision of school personnel must receive a criminal background check that requires fingerprinting (i.e., an FBI and/or TBI background check). Certain volunteers who work with children in the presence and under the direct supervision of school personnel must receive a criminal background check that does not require fingerprinting (i.e., a web-based background check of local and national criminal databases). Individuals refusing to submit to any criminal background check and/or to supply a fingerprint sample required under this policy shall be ineligible to serve as volunteers.

Volunteers who violate this policy or its administrative rules and regulations may be removed from their volunteer services and/or prohibited from volunteering within the Memphis City Schools. Willful falsification or omission of required volunteer information will result in ineligibility to serve as a volunteer.

PTO

The PTO meets monthly to assist the educational staff of Dunbar School in meeting the needs of the Dunbar Elementary students. Teachers are strongly encouraged to join the PTO and to become active members.

Leadership Council

The Leadership Council will meet at least six times during the school year to plan, discuss, and execute procedures to improve the overall quality of the school.

Awards Day

Due to the change in the grading policy, there will be two awards programs for the year(December and May).

Open House

All faculty members are required to attend Open House. A parent sign-in sheet will be provided for each faculty member. Sign-in sheets must be turned in to the principal at the conclusion of Open House.

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DISCIPLINE PLAN



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THE ROLE OF THE TEACHER IN MAINTAINING CLASSROOM DISCIPLINE

The primary objective of classroom discipline is to insure proper work and learning conditions for all students. It is expected that teachers will maintain a standard of student behavior, which is consistent with Board policy, and the standards established by the principal and other teachers in that school. The responsibility and authority of any teacher extends to all students, including students not under the immediate control of another teacher. The teacher is expected to assist with general instruction of students in Board policy, as well as local school rules and regulations. The teacher is considered to be the key individual in promoting mutual respect; prompt and regular attendance and overall student conduct at the school.

The teacher shall establish and maintain standards for student behavior, which facilitate effective learning. This will include a planned instructional program that will be challenging and appropriate to all students, regardless of their range of ability. The teacher will attempt to establish good relationships with students, based upon personal acceptance, friendliness, firmness, fairness and consistency. Teachers are expected to establish a behavior program, based upon prevention and correction rather than threats, punishment, or retaliation and to develop skills in solving group problems in a democratic manner. The school-wide discipline plan will be instrumental in establishing these behavioral objectives.

A small percentage of pupils who do not respond to the leadership of the teacher may need to be referred to the counselor, principal, or principal's designee for additional support.

These options for administrative action for office referrals will be applied as circumstance dictate:

1. Verbal warnings
2. Review of behavior goals
3. Re-direct behavior
4. Teacher/student conference
5. Time-out in classroom
6. Time-out in another teacher's classroom
7. Contact parent

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8. Refer to counselor
9. Referral to principal

*Any child with 3 or more office referrals is required to have a Behavior Intervention Plan on file in the classroom and the office.

The Discipline team will meet regularly to discuss behavior concerns. A schedule will be provided. Please give written concerns to any team member. These items will be discussed and provided feedback.

Student Hours

Students are asked to not report to school before 8:00 a.m. and must clear the building by 3:30 p.m. (unless in before and after care) Students are not to be held past 3:15 p.m. without the principal's approval and written permission from the parents.

Discipline of Exceptional Students

In some cases, inappropriate behavior may cause a student to be referred to the office and result in suspension. When the suspension results in the student being out of school for an accumulation of ten or more days (i.e., repeated short-term suspensions or a long-term suspension), an IEP meeting must convene to determine if the misconduct bears a relationship to the student's disabling condition.

Factors that should be considered in determining whether a series of suspensions have resulted in a "significant change in placement" are the length of each suspension, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school. At NO TIME should a student be referred to police custody without notification from the office. An IEP meeting must be convened to make any decision concerning the program of an exceptional student. According to state regulations, the school principal is chairperson of the IEP Team.

School Uniform Compliance

The school shall attempt to contact the student's parent or guardian to determine whether the student has uniform clothing. If the student has uniform clothing, the school should request that the parent bring them to school. If the parent cannot be contacted, the school will provide alternative clothing. A Notice of Dress Code Violation will be sent home with the student,

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regardless of whether the parent was contacted. Further violations will result in a mandatory parent conference and home suspension.

A student will not be out of compliance if failure to wear uniform clothing is due to the student or parent's severe financial hardship. Parents and students must be informed of the availability of financial assistance if they cannot afford to purchase a school uniform at competitive prices.

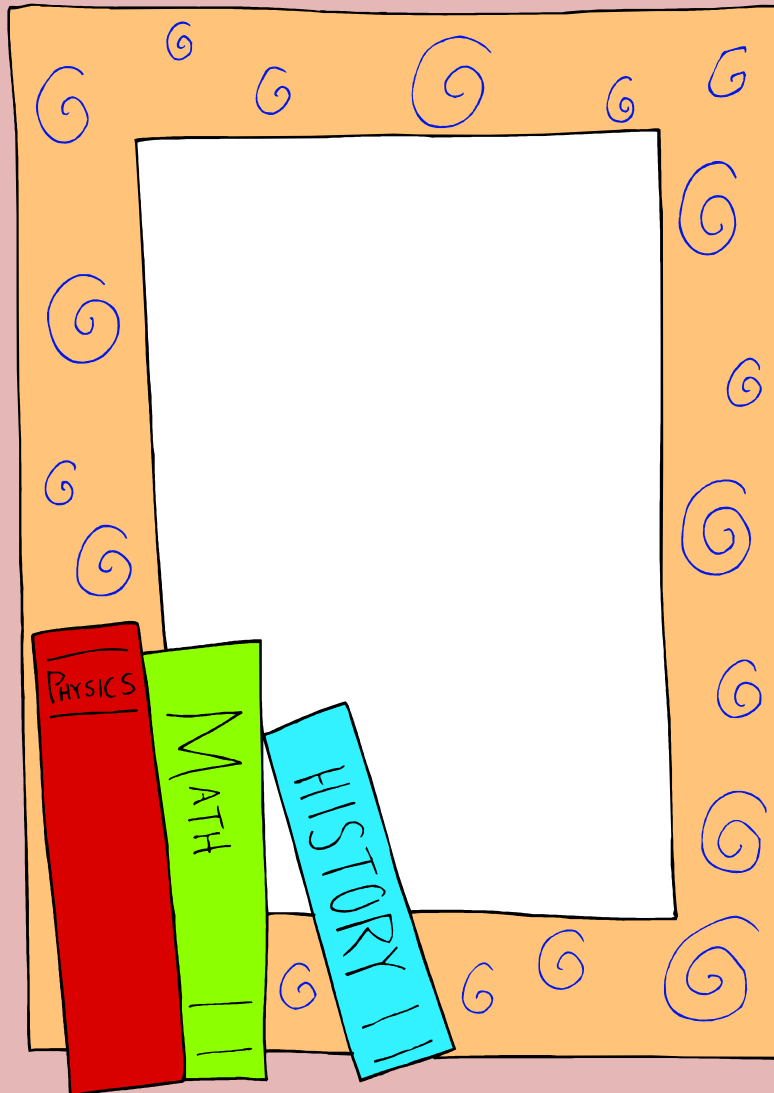
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**RECORD
KEEPING**

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RECORDKEEPING

***ALL RECORDS ARE KEPT IN BLACK INK
UNLESS OTHERWISE NOTED***

Confidential Information

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Please review the importance of maintaining confidentiality of student information. Any student information that is personally identifiable through any means such as name, student number, etc., must be safeguarded at all times and must be shredded before disposal. Any information such as rosters, lists, papers, etc. should never be displayed publicly if they contain social security or student numbers.

These procedures should be in place and enforced at all times.

Scholastic Record Book

Keep your grade book in a secure place at all times. Grades in grade books are confidential and are not public property. Grade books can be used as a legal document in a court of law. You will be issued a memo regarding use and maintenance of your record book. The grade book must be legible and kept up-to-date at all times. All grades should be recorded in numerical terms. Your method for computing nine week's grades should be outlined/explained in the front of your grade book. Grade books will be checked randomly throughout the year.

Attendance

Only the office has the authority to release students from school. No release of a student to any person should be granted until the request is checked for validity and approved by the principal.

Absentee Notes

For each absence, a student must present a note from a parent or guardian stating the reason for absence. Send your excused notes to the office every day. The office secretary will keep a file by homerooms. Excused absences are as follows:

1. Personal illness of the student
2. Death or serious illness in the immediate family
3. Validated court appearances of the student.
4. Recognized religious holiday/event
5. Any other unusual cause acceptable to the principal. (The reason will include approved school sponsored/sanctioned activities.
6. One-day absence when the parent/guardian or custodian is deployed for military service and one-day absence when the parent/guardian or custodian returns from military service.

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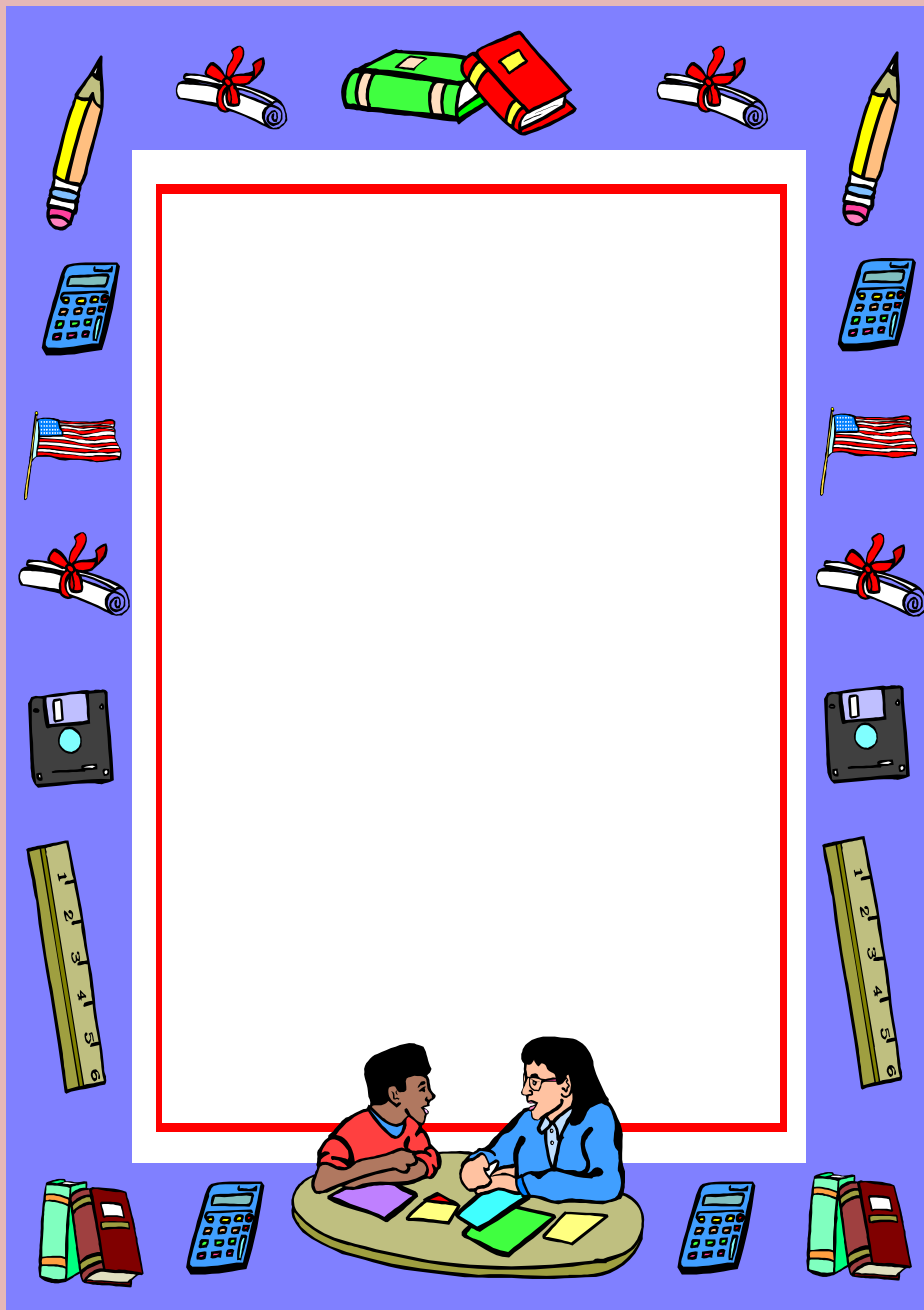
Ill Students

Students who appear ill are to be taken to the main office. The office is to call the *parent/guardian* of the child. The school nurse will see students when available. The school nurse will work on the campus on designated days and/or times. No medicines will be given to students without proper forms on file in the office. Please see office staff for verification, forms or more information.

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TEACHER



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LIABILITY

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TEACHER LIABILITY

Policy Handbook

Memphis City Schools' Policy Book is located in the library and in the Principal's office. Teachers should be familiar with Board Policies. Listed below are Board Policies by category with a few specifically mentioned. Those policies are especially pertinent.

POLICIES OF BOARD OF EDUCATION		POLICY NO.
1.	Community	1000
2.	Administration	2000
3.	Business	3000
4.	Personnel	4000
5.	Students	5000
	Regularity of Attendance	5113
	Promotion and Retention	5121
	Grade and Assessment	5124
	School Uniforms	5150.1
	Student Behavior	5151.2
6.	Instruction	6000
	Homework	6133
7.	Internal Board Operations	8000
8.	Bylaws of the Board	9000

Always read the current agreement between the MEA and the Board of Education in light of the policy handbook.

Child Abuse/Neglect

If you suspect neglect, physical abuse or sexual abuse, report your suspicions to the guidance counselor or principal. School personnel cannot investigate beyond who, what, when or where. You may look at a bruise if the child is willing. DO NOT contact the parents, witnesses, or the alleged offender.

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Searches (Refer to Board Policy #4153, Metal Detectors)

Searches of school-owned property (books, desks, cubbies, lockers) may be conducted by school personnel, preferably the principal or the designee, if you have reasonable cause to suspect a student is in the possession of a weapon and or drugs. You may request the student's cooperation to search personal possessions (pockets, book bags, backpacks, handbags, etc.). If the student refuses to cooperate, escort the student to the office. Searches are not conducted for lost money or property.

Sexual Harassment (Refer to Board Policy #4510, Sexual Harassment)

All employees have the right to work in an environment free of discrimination, which encompasses freedom from sexual harassment. Memphis City Schools prohibits sexual harassment of its employees in any form. Please refer to Board Policy #4510, Sexual Harassment. Sexual harassment of employees is defined as unwelcome sexual advances, requests for sexual favors, or any other verbal or physical behavior of a sexual nature in any of the following situations:

- Submission to such conduct is made either explicitly or implicitly a term of condition of employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that person.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

All students have the right to learn in an environment free of discrimination, which encompasses freedom from sexual harassment. Therefore, Memphis City Schools will not tolerate sexual harassment of its students in any form. Disciplinary action up to and including dismissal will be taken against any employee who violates Board Policies #4510.1/5147. Sexual harassment of students is defined as sexual advances, requests for sexual favors, or any other verbal or physical behavior of a sexual nature made by an employee to a student. Examples may include but are not limited to:

- Sexual-oriented verbal "kidding"
- Pressure for sexual activity

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- Repeated remarks with sexual implications
- Inappropriate touching or constant brushing against a student's body
- Graphic verbal commentary about a student's body
- Sexually or demanding sexual involvement accompanied by implied or explicit threats concerning grades or participation in programs/activities
- Displaying sexually suggestive objects or pictures

Some of these sexual behaviors also fall under laws addressing child sexual abuse and sexual assault/battery. (See Student Grievance Form in Appendix.)

Supervision of Students

Critical to the operation of any exemplary school is the safety of its students at all times. **It is critical** that **every** teacher understand the urgency associated with providing **active, direct** and **continuous** supervision to students in their care.

This supervision is critical to overall school safety, as well as individual student safety. It is a critical factor in the prevention of negative incidents; and it provides peace of mind to teachers, administrators and parents.

Supervision is also a **legal** matter. The legal ramifications of leaving students unsupervised in your classroom can seriously jeopardize one's teaching career. We take the matter of supervision of students very seriously.

Please remember that unsupervised students will often times create mischief. Do not give students "opportunities" to act out negatively. You will be held responsible in these instances.

For these reasons we have instituted the following directives as it relates to the supervision of students at Shannon:

- Teachers should never leave the classroom when a student/students are present. In an emergency, notify a colleague next door or use the intercom to inform the school office that you need to leave the room.
- Teachers will escort students to and from the cafeteria, restrooms and all other school functions, which occur during the school day.

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- Teachers will meet their students at the end of their lunch period and will escort them to the restroom/classroom.
- Teachers are not to keep students from other teachers' rooms without **advance written permission** from the assigned teacher.
- Teachers will escort students out of the building at the end of the school day no later than 3:15 p.m.

Promotion and Retention of Students

Retention

No Retention: Grades PreK-3 (This section shall be effective for students in grades PreK-1 beginning with the 2009-2010 school year; students in grade 2 beginning with the 2010-2011 school year; and students in grade 3 beginning with the 2011-2012 school year.)

The academic and social performance of students in grades PreK-3 shall be monitored continuously to gauge students' progress toward reaching academic and developmentally appropriate benchmarks in key subject areas. The progress of students in grades PreK-3 shall be evaluated annually and during regular intervals throughout the school year.

Limited Grade Retention: Grades 4-8

Students may be retained only once during grades 4-8; however teachers can recommend retaining a student who has been retained before to an academic review committee at the school. The committee shall include the professional guidance counselor and may include principal appointees such as the previous teacher of the student, other teachers of the same or next grade level, and Response to Intervention (RtI) staff. The committee shall consider the student's academic data and make a recommendation for the principal to use in deciding whether to promote or retain the student. Parents may appeal promotion or retention decisions concerning their child(ren).

Grade retention may be necessary in order for students in grades 4-8 who previously have not been retained to gain grade-level proficiency in low performing areas. Teachers are responsible for making the initial decision to promote or retain a student in a course or grade based on district grading criteria and promotional standards if the student previously has not been retained.

Students who have not met grade level proficiencies by the end of the school year may be afforded intervention opportunities, which may include an extended year or a summer program to help them advance academically.

In specific cases when extended year or summer intervention strategies are unsuccessful in raising a student's achievement, the final decision to retain a student who previously has not been retained shall be made by the principal, with recommendations from the classroom teacher(s) and other professional staff. The principal shall also consult with the student's parents. In addition to academic performance, other factors such as level of improvement, instructional and social needs, chronological age, and reasons for low attendance, if applicable, shall be considered in the decision whether to retain a student who previously has not been retained. Retention must never be used in a

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punitive or capricious manner. Student behavior will not be a factor for retention. However, maturity level, based on discussions with

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**APPENDIX/
“SPECIAL FORMS”**

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TEMS evaluations will begin August 20th

NOTE: Please make sure that all future growth plans are completed in the TEMS system by the 20th of August.

Poem of the month through March:

Poem Number **1 August**....Langston Hughes

I, Too, Sing America by Langston Hughes

I, too, sing America.

I am the darker brother.
They send me to eat in the kitchen
When company comes,
But I laugh,
And eat well,
And grow strong.

Tomorrow,
I'll be at the table
When company comes.
Nobody'll dare
Say to me,
"Eat in the kitchen,"
Then.

Besides,
They'll see how beautiful I am
And be ashamed--

I, too, am America.

September

Dream Deferred by Langston Hughes

What happens to a dream deferred?

Does it dry up
Like a raisin in the sun?

Or fester like a sore--
And then run?

Does it stink like rotten meat?

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Or crust and sugar over--
like a syrupy sweet?

Maybe it just sags
like a heavy load.

Or does it explode?

October Poem... Only a Minute

Minute by Dr. Benjamin Mays

I've only just a minute,
Only sixty seconds in it.
Forced upon me, can't refuse it,
Didn't seek it, didn't choose it,
But it's up to me to use it.
I must suffer if I lose it,
Give an account if I abuse it,
Just a tiny little minute,
But eternity is in it.

November... William Herbert Brewster
DETERMINED TO BE SOMEBODY, SOMEDAY

The present conditions and dark circumstance,
May make it appear that I have not a chance;
The odds may be against me, this fact I admit,
I haven't much to boast of - just a little faith and grit,
In spite of the things that stand in my way,
I'm Determined to Be Somebody, Someday.

There's no royal blood a-coursing in my veins,
No great family background for me remains.
I haven't had a chance as others have had,
But, it makes no difference what folks think or say,

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I'm Determined To Be Somebody, Someday.

Some may think that I have made a poor start,
Well, maybe I have; but I'll handle that part.
At the end of each round, I'll be on my feet,
For there's something in Me, that's hard to beat;
The fight may be tough, but I'm in it to stay,
For, I'm Just Determined To Be Somebody, Someday!

My head may be bloody, and my skin may be red, white, brown or black.
But Nothing shall throw me off the track
I'll climb the ladder, round and round
Until my feet strike higher ground
And when I do, just remember what I say,
I'm Determined To Be Somebody, Someday.

December: Paul L. Dunbar

A CRUST of bread and a corner to sleep in,
A minute to smile and an hour to weep in,
A pint of joy to a peck of trouble,
And never a laugh but the moans come double;
And that is life!

A crust and a corner that love makes precious,
With a smile to warm and the tears to refresh us;
And joy seems sweeter when cares come after,
And a moan is the finest of foils for laughter;
And that is life!

Jan and Feb... Challenging ! MLK... I Have a Dream

I say to you today, my friends, so even though we face the difficulties of today and tomorrow, I still have a dream. It is a dream deeply rooted in the American dream.

I have a dream that one day this nation will rise up and live out the true meaning of its creed:
"We hold these truths to be self-evident: that all men are created equal."

I have a dream that one day on the red hills of Georgia the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood.

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I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice.

I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character.

I have a dream today.

I have a dream that one day, down in Alabama, with its vicious racists, with its governor having his lips dripping with the words of interposition and nullification; one day right there in Alabama, little black boys and black girls will be able to join hands with little white boys and white girls as sisters and brothers.

I have a dream today.

I have a dream that one day every valley shall be exalted, every hill and mountain shall be made low, the rough places will be made plain, and the crooked places will be made straight, and the glory of the Lord shall be revealed, and all flesh shall see it together.

This is our hope. This is the faith that I go back to the South with. With this faith we will be able to hew out of the mountain of despair a stone of hope. With this faith we will be able to transform the jangling discords of our nation into a beautiful symphony of brotherhood. With this faith we will be able to work together, to pray together, to struggle together, to go to jail together, to stand up for freedom together, knowing that we will be free one day.

This will be the day when all of God's children will be able to sing with a new meaning, "My country, 'tis of thee, sweet land of liberty, of thee I sing. Land where my fathers died, land of the pilgrim's pride, from every mountainside, let freedom ring."

And if America is to be a great nation this must become true. So let freedom ring from the prodigious hilltops of New Hampshire. Let freedom ring from the mighty mountains of New York. Let freedom ring from the heightening Alleghenies of Pennsylvania!

Let freedom ring from the snowcapped Rockies of Colorado!

Let freedom ring from the curvaceous slopes of California!

But not only that; let freedom ring from Stone Mountain of Georgia!

Let freedom ring from Lookout Mountain of Tennessee!

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Let freedom ring from every hill and molehill of Mississippi. From every mountainside, let freedom ring.

And when this happens, when we allow freedom to ring, when we let it ring from every village and every hamlet, from every state and every city, we will be able to speed up that day when all of God's children, black men and white men, Jews and Gentiles, Protestants and Catholics, will be able to join hands and sing in the words of the old Negro spiritual, "Free at last! free at last! thank God Almighty, we are free at last!"

MARCH..Believe

Always believe in yourself

You have to know yourself,
when you can do
and what cannot do.
For only you can make
your life happy.

Believe that by working,
learning and achieving.
you can reach your goals
and be successful.

Believe in your existence
trust in yourself and do it
your way.
you can be the best.
just take it one day at one time.

Believe in love,
love your friends,
your family, yourself
and your life.

Believe in your dreams
and your dreams can
come a reality.

April...TCAP Focus....!!!!!!!!!!!!!!!

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