



PAUL L. DUNBAR SCHOOL

1750 N 12TH STREET, PHILADELPHIA, PA 19122

2023-2024 FAMILY HANDBOOK



Paul L. Dunbar School- The School District of Philadelphia

1750 North 12th Street

Philadelphia, PA 19122

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dunbar.phiasd.org

@dunbarsdp

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SCHOOL VISION

As members of the Paul L. Dunbar School family, we believe that all of our students and staff can grow, learn, and succeed. It is our collective responsibility to provide a joyful and safe environment that fosters academic excellence, embraces diversity and cultivates social emotional development. We believe that all staff, students, families and community members share in the responsibility to support each other as members of the Dunbar family.

SCHOOL VALUES

D- Dedication
U- Unity and Equity
N- Nurturing a Growth Mindset
B- Building Collaborative Relationships
A- Achievement
R- Resilience

SCHOOLWIDE EXPECTATIONS

EVERYONE IS EXPECTED TO:

1. Be Responsible
2. Be Respectful
3. Be Peaceful
4. Be Problem Solvers
5. Be Positive Leaders

LIFT EVERY VOICE AND SING By James Weldon Johnson

Lift every voice and sing
Till earth and heaven ring
Ring with the harmonies of Liberty
Let our rejoicing rise
High as the listening skies
Let it resound loud as the rolling sea
Sing a song full of the faith that the dark past has taught us
Sing a song full of the hope that the present has brought us
Facing the rising sun of our new day begun
Let us march on till victory is won
Stony the road we trod
Bitter the chastening rod
Felt in the days when hope unborn had died
Yet with a steady beat
Have not our weary feet
Come to the place for which our fathers sighed?
We have come over a way that with tears has been watered
We have come, treading our path through the blood of the slaughtered
Out from the gloomy past
Till now we stand at last
Where the white gleam of our bright star is cast
God of our weary years
God of our silent tears
Thou who has brought us thus far on the way
Thou who has by Thy might Led us into the light
Keep us forever in the path, we pray
Lest our feet stray from the places, our God, where we met Thee
Lest, our hearts drunk with the wine of the world, we forget Thee
Shadowed beneath Thy hand
May we forever stand
True to our God
True to our native land
Our native land

District Policy

Paul L. Dunbar School follows all School District of Philadelphia Policies and Procedures. Please review www.philasd.org for all policies, procedures, and resources.

Family Communication

Open communication is a huge priority for us at Paul L. Dunbar School. Parents are encouraged to sign up for [Class Dojo](#) and the [Parent Portal](#) to stay up-to-date on all the great things happening at our school. Parents should also feel free to reach out to teachers directly by email. Families, please keep our main office up-to-date with your contact information as we use our School Messenger system to send out important calls/texts about our school. Parents can also follow us on Twitter and Instagram @dunbarsdp

Instruction

Paul L. Dunbar School follows the Common Core State standards and implements the following materials for implementation:

ELA K-5- Ready Gen
ELA 6-8- Collections
Math K-8- Illustrative Math
Intervention/Acceleration- iReady
Phonics- K-3- Saxon

Supplies

Supplies lists will be provided to each family by the classroom teacher. Parents are encouraged to provide their student and the classroom with the supplies listed to support the effective delivery of instruction. No student will be excluded in any way due to a lack of supplies. If a family is in need of support with school supplies, please reach out to our counselor. Supply lists can be found on our website.

Grades

Grades are determined by following the Marking Guidelines as established by the School District of Philadelphia.

[Kindergarten 23-24 Marking Guidelines](#)

[Grades 1-3 23-24 Marking Guidelines](#)

[Grades 4-8 23-24 Marking Guidelines](#)

Parent Portal

Parents can access their students grades, test scores, attendance, immunization records and report cards at any time by logging into the [Parent Portal](#).

Homework

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

Report Cards

Report Cards are distributed four times per year, at the conclusion of each marking period. Interim reports are distributed in the middle of each marking period. Report Card Conferences are held 3 times per year. Parents can review the [School District of Philadelphia's Academic Calendar](#) for dates.

Title I

Paul L. Dunbar School is classified as a Title I School. We receive funds from the federal government to help our students improve their academic performance. Copies of the School-Parent Compact and the Parent Involvement Policy as they relate to Title I can be found on our school website.

Student Procedures

Attendance

Good attendance is essential to maintain high academic standards. Both perfect and good attendance will be recognized at the end of each report card period. Following an absence, children must submit an excuse written by a parent or guardian. **If the school does not receive a written excuse note within 3 days of a student's return, the absence will be coded "illegal". Illegal absences are referred to the Attendance and Truancy Division. Families should reach out to our Community Relations Liaison Mrs. Gaskin with any questions regarding attendance.**

Admission/Dismissal

Paul L. Dunbar School starts promptly at 7:30AM and dismisses at 2:09PM. Students may begin to arrive to the schoolyard at 7:20. Students are to be in their lines, on the school yard at 7:30AM each day. Students will be dismissed promptly at 2:09 at which time they should exit the school yard. Late pick ups will result in a warning letter and city services contact. On half-days, our school day ends at 11:09.

Incliment Weather

On inclement weather days, students will be admitted into the Auditorium starting at 7:20. They are to sit in their designated areas until the school day starts at 7:30.

Lateness

Our instructional day begins promptly at 7:30. Students that arrive late miss important instructional minutes. **Any student arriving after 7:30 will be marked "Tardy".** Students that arrive between 7:30-8:00 can enter in through our school yard. Any student that arrives after 8:00 will need to be buzzed in through our Front Door and should enter the Main Office.

Early Dismissal

Early dismissals are for serious emergencies and should not occur on a daily or regular basis. If you anticipate the need for an early dismissal for your child, please send a note indicating the date and time to their teacher who will send it to the main office. In the event that an early dismissal is unexpected, please report to the Main Office with your medical or business appointment documentation and photo ID before **1:30**. **The adult requesting the early dismissal must be listed on the student's emergency contact form. No student will be released to anyone not listed on the Emergency Contact form.** Chronic parental requests for early dismissals will be monitored by the Attendance and Truancy Division.

Breakfast

All students will be provided a free breakfast in the classroom from 7:30-8:00 each day.

Lunch

All students will receive a free lunch each day. Students are expected to demonstrate outstanding manners in our cafeteria to ensure a safe and enjoyable environment for all. Cafeteria rules include:

- remain seated at the table during your lunch period
- talk quietly with the people at your table
- make sure your area is clean before leaving the lunchroom
- no bouncing or throwing balls in the cafeteria
- follow the direction of the Climate Manager, Climate Staff, and Food Service Manager.

Recess

It is our goal to take students outside for recess every day, weather permitting. Students should wear appropriate clothing during cold weather and take these items from their class to recess as they will not be permitted back to their classroom for clothing or playground equipment.

School Safety

Fire Drills

Each month, we are required to practice the evacuation of the building for a fire drill. Students are expected to follow SOS- Speed, Order, Silence and follow all fire drill evacuation procedures.

Emergency School Closing

In the event of a full day of early dismissal closing of school due to inclement weather, parents should monitor local news and radio stations, www.philasd.org for updates. We will also use our School Messenger service to contact families.

Emergency Contact Info

The safety and security of our students is of the utmost importance. As such, we need to make sure that we have the most up to date Emergency Contact Information for each student. Please complete the Emergency Contact Form provided to your student during the first week of school and make sure to keep the main office informed of any change to your physician, phone number, address, etc.

COVID SAFETY PROCEDURES

Families have a responsibility to familiarize themselves with all [Covid Safety Procedures found here](#).

Student Testing- students that display symptoms of Covid during the school day will have to complete a Covid test at school or quarantine for 10 days. Parents are encouraged to complete the Student Testing Consent Form.

Visitors

All visitors to the building must check in at our Main Office, sign in, and provide identification. Visitors will be provided with a visitor badge if their visit to the school requires them to leave the Main Office. Parents and other visitors should call the school prior to arriving to schedule a meeting with a staff member. **Staff members may not be available to meet with visitors without prior arrangements. No parent will be admitted to go to classrooms to meet with teachers during instructional time.**

Student Expectations

Discipline Code

At Paul L. Dunbar School we believe that in order for students to learn they must feel safe and secure. Safety includes feeling physically, emotionally, and mentally safe. It is our goal with our student discipline policies that we can create clear and fair expectations for all students, implement consequences that support a student in learning from their mistakes, and build a school culture where everyone feels safe and secure every day.

We follow the [School District of Philadelphia Student Code of Conduct](#) which outlines infractions and consequences for breaking aspects of the Code of Student Conduct. The [School District of Philadelphia Behavior Matrix](#) outlines specific Code of Conduct infractions and interventions/consequences. This document guides our response to Code of Conduct Violations,

We use our School-wide Behavior Support Program to set expectations for all students. We expect our children to be Responsible, Respectful, Peaceful, a Problem Solver, and a Positive Leader. Recess

Detentions

Detentions may be assigned as a consequence of a Code of Conduct violation by the Climate Manager or an Administrator. Parents/guardians will be notified of the date and time of the detention at least 1 day before. Detentions are generally served after school from 2:09-3:15.

Bullying & Harassment

Families should familiarize themselves with the [definitions of Bullying and Harassment](#) found on the School District of Philadelphia's website. **There is zero tolerance for any type of bullying or harassment.** Students who engage in any type of bullying or harassment, either physical, verbal or cyber bullying/harassment will be **disciplined in accordance with the Philadelphia School District's Code of Conduct.** If you are a victim of bullying/harassment or a witness to someone being bullied or harassed, please report the incident using the [Bullying and Harassment Form](#). This form will prompt a school level investigation by our Bullying Designee, Kevin Wimberly.

Cell Phones/Electronic Devices

We recognize that many families rely on cell phones to communicate with their children before and after school. With that being said, we also know that cell phones can be a distraction to the learning environment. Students are encouraged to keep their cell phones at home and will be permitted to use a school phone if there is a need to contact home. If a student in grades K-3 brings a cell phone to school it should be turned off and placed in their bag. If we see or hear a student using their cell phone during school hours, the device will be confiscated. Students in Grades 4-8 will be required to turn in their cell phone each morning and it will be stored safely in our Main Office. If a student fails to turn in their cell phone, on the first occurrence, parent/guardian will be contacted. Thereafter, if a cell phone is confiscated again, parents will have to come to the school to pick up the phone. Parents must contact students via the school phone number during the school day. **Please do not call/text a student on their cell phone during school hours.**

If a student brings any electronic device to school, the school is not responsible or liable if the item is lost, damaged, or stolen.

Students are held accountable to the School District of Philadelphia's [Acceptable Use Policy](#).

Hall Passes

To ensure the safety and security of our school, students are to have a Hall Pass provided by a teacher any time they are moving through the school building. Failure to carry a hall pass could result in disciplinary action.

Uniform Policy

All students are required to attend school in their full, school uniform each day. Students are required to wear a white, navy, or blue collared shirt and khaki bottoms/skirt. Students are required to wear navy blue sweats or shorts on gym days.

Students may not wear a full face mask, also known as a "Sheisty mask" or "Sheisty" that covers their entire face with the exception of the student's eyes. This includes but is not limited to, ski masks or a balaclava. Masks such as these are a safety concern as it is impossible to identify an individual who is wearing a mask.

If any family member is experiencing hardships in regards to uniforms please contact our School Counselor, Timothy Adkins (takins@phasd.org).

Extra Curriculars

As a Community School, we have many after school programs available for our students. Interested families should reach out to our Main Office for more information. Student participation in all extracurricular activities is contingent upon the student's academic, attendance, citizenship, and behavioral record. Students may be deemed ineligible for extra curricular activities if they are failing 2 or more subjects, have 3 or more absences in a report period, or 3 or more documented disciplinary incidents.

Textbooks

Each student is responsible for all issued books and supplies, even if they are damaged, lost or stolen. If a book is damaged or lost, it must be paid for before another will be issued.

Vandalism/Property Damage

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

Move-Up Ceremonies

Move-up Ceremonies take place in Kindergarten and 8th grades as opportunities to celebrate student achievement in their educational journey at our school. Participation in Move-up Ceremonies is a privilege and not a right. Student participation in all move-up ceremonies is contingent upon the student's academic, attendance, citizenship, and behavioral record. Specific information will be shared with families of 8th grade students regarding their children's participation in our end of year events.

STUDENT SUPPORTS

At Paul L. Dunbar School we do our best to meet the needs of the whole child. That means that we offer additional support beyond the academic needs of our students.

Nurse

The school nurse and the staff of the Paul L. Dunbar School depend on the cooperation and partnership with families to assist with the following:

- a. Emergency cards and forms need to be completed and returned promptly. Any changes in telephone numbers, addresses, emergency contacts, or employment must be reported to the school nurse and office.
- b. Updated immunizations, communicable diseases, surgery, or special medical conditions should be reported, in writing by the physician, to the school nurse. Also, inform your child's teacher of any specific health-related conditions.
- c. Please keep students out of school if they experience a temperature above 100 degrees, vomiting or diarrhea within the last 24-hour period pre school start.

Administration of Medication – Ideally, the administration of medication or utilization of equipment should take place at home. However, students with health problems **may** require medication (administered at prescribed intervals) or suction, oxygen, or other types of equipment in order to permit them to function at as close to a normal level as possible in the classroom. The School District of Philadelphia does not diagnose student conditions or prescribe medication/treatment. (No medication/treatment will be administered in school without a completed and **approved** MED-1 request for administration of medication or use of suction, oxygen, or other equipment in school). All approved requests will expire on August 31 of each year. The procedure must be carried out in its entirety every year. The certified School Nurse will contact the prescribing provider for clarification, when necessary.

- a. All medication must be prescribed by a qualified health care provider on form MED-1
- b. The prescription (MED-1) must be approved by the Certified School Nurse or a School Nurse Supervisor.
- c. The parent will supply the medication, properly labeled and packaged.
- d. The school only will retain medication if it has been packaged and labeled by a Registered Pharmacist according to accepted pharmaceutical standards. The medication label must include: Patient name, pharmacy name, address and telephone number, prescription number, prescription date (must be current), name of medication-dosage-form and expiration date, instructions for administration, name of prescribing health care provider.
- e. All medication must be packaged with a Safe-T closure Cap.

- f. Equipment and machinery must be prescribed by a qualified health care provider on form MED-1
- g. When the medication/treatment prescribed exceeds or differs from that approved by the FDA, the physician will be required to submit written detailed information to the school nurse.

Children may not carry medication on their person, in their lunch bag or schoolbag. Please contact the School Nurse if you have any questions or concerns.

Any student requesting to see the nurse must arrive with a note from their teacher.

Counselors

The counselor is a person to whom the student can always turn in case of personal or academic problems. Paul L. Dunbar's School Counselor is trained to assist pupils from K-8. Some of these areas include:

- Help with personal, social, and emotional problems.
- Adjusting to a new school situation.
- Motivating students toward higher scholastic achievement.
- Improving relationships with teachers and classmates.
- Providing access to community agencies when needed.
- Acquainting students with educational opportunities beyond our school.
- Determining the need for psychological evaluation.
- Acquainting students with career opportunities.
- Supporting with the high school admission process

In order to see the counselor, the student must get a pass from a teacher.

STAYING CONNECTED

One of our goals at Paul L. Dunbar School is to make sure that families stay informed and connected about what is going on at school. Below are some ways that you can stay connected with us!

School Calendar

Families should refer to the [School District of Philadelphia's calendar](#) which outlines all school breaks and important events.

Website

Visit www.dunbar.philasd.org for important information about our school. This website will be updated regularly as the year moves on.

Social Media

Follow us on Twitter and Instagram @dunbarsdp

Class Dojo

[Click this link](#) to connect with Paul L. Dunbar School and your child's teacher on Class Dojo. Here you will see important school information as well as a messaging tool to contact your child's teacher.

Parent Portal

Parents can access their students grades, test scores, attendance, immunization records and report cards at any time by logging into the [Parent Portal](#).

Key Contacts

Yancy Bright - Principal- ybright@philasd.org
Justin Hall- Assistant Principal- jhall@philasd.org
Kevin Wimberly- Climate Manager- kwimberly@philasd.org
Timothy Adkins- Counselor- tadkins@philasd.org
Jessica Scherff- Special Education Compliance Monitor- jscherff@philasd.org
Clair Gaskin- Community Relations Liaison/ Attendance Support- cgaskin@philasd.org

Paul L. Dunbar School Family Handbook

Family Handbook



Dunbar School Website



Class Dojo



Parent Portal



District Calendar



FAMILY ACKNOWLEDGMENT FORM

I, _____ have read the Paul L. Dunbar Family Handbook found at www.dunbar.philasd.org. I acknowledge and accept all policies in the Family Handbook. I acknowledge that this Handbook may be subject to change with all changes communicated as needed.

Signature _____ Date: _____

This form must be signed and returned to your child's classroom teacher Monday, September 11th, 2023.