

2023-2024



Paul L. Dunbar Creative and Performing Arts Magnet Middle School

STUDENT & PARENT HANDBOOK

Dr. Valerie Johnson, Principal

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**Mobile County
PUBLIC SCHOOLS**

MCPSS Purpose

The purpose of the Mobile County Public School System is to equip and empower college and career ready graduates.

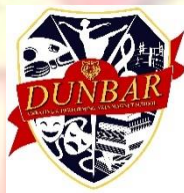
MCPSS Beliefs and Commitments

We believe high expectations are essential as we enable all students to be successful; we are committed to providing an academic experience that expands educational opportunities for all.

We believe prepared, resourced, and supported employees are essential to the success of our students; we are committed to recruiting, retaining, developing, and sustaining effective leaders, teachers, and staff.

We believe safe, innovative, and equitable environments enhance student learning; we are committed to removing barriers and aligning resources to meet our students' physical, social, and emotional needs.

We believe education is a shared responsibility of students, families, schools, and the community; we are committed to engaging in transparent communication that inspires trust and promotes collaborative partnerships with all stakeholders.



Dunbar Mission

The mission of the Paul L. Dunbar Creative and Performing Arts Magnet School is to prepare students through an integration of the arts, to become literate, productive, self-confident, responsible citizens who are able to function independently in a technological world.

Student Pledge

As a student of Paul L. Dunbar Creative and Performing Arts, I will be responsible, well-prepared, and cooperative. I promise to follow all school rules and always try to do my best. I will try to do my part to make Dunbar a clean and safe institution of learning. I believe everyone deserves respect; therefore, my actions will show respect for my classmates and teachers.

Principal's Message

As the proud principal of Dunbar Magnet School of the Creative and Performing Arts, I would like to welcome you to the Dunbar family. During my time here, I have found that students and parents are incredibly proud to be a part of this school that has such a rich heritage. I assure you that my goal is to empower every student to reach his/her potential academically, behaviorally, emotionally, and socially so that our students will experience success on whichever path they choose. It takes *all* of the students and adults working together to accomplish that goal. I hope that you will help us to make sure that #DunbarDoesItBEST. If I can ever be of assistance to you, please don't hesitate to contact me. Here's to another awesome year at Dunbar Magnet!

Warmest regards,
Dr. Valerie Johnson, NBCT

Leadership and Guidance

All groups need a guiding philosophy to help navigate their choices. At Dunbar, we believe in the following essential attributes of a successful middle school:

- Education should be responsive to the distinct nature and identities of adolescents as the foundation upon which all decisions about the school are made.
- Education should be challenging. Through cultivating high expectations and advancing learning for every member of the school community, Dunbar can better prepare students.
- Schools should empower students to take responsibility for their own learning and contribute positively to the world around them.
- Education should be equitable and provide socially just learning opportunities and environments for every student.
- Education should be engaging and foster a learning environment that is relevant, participatory, and motivating for all learners.



*Adapted from **The Successful Middle School: This We Believe**, published by the Association for Middle Level Education.*

MCPSS Magnet School Policy

MCPSS Magnet Schools are open-zoned schools. Open-zoned schools do not have a designated attendance area for students, but instead, encompasses the entire MCPSS attendance area. To determine which students should be able to attend our selection schools, students are chosen based on an application and lottery process and are required to meet entrance criteria.

MCPSS Magnet Schools are built on the foundation of the five magnet pillars of diversity, innovative curriculum and professional development, academic excellence, high quality instructional systems, and family and community partnerships. Our choice schools embody the belief that highly motivated and academically focused students have interests and talents that are better cultivated in a magnet school program. Our magnet schools have focused themes and aligned curricula in Science, Technology, Engineering, and Mathematics (STEM), Fine and Performing Arts, and International Baccalaureate.

Diversity is an important element of a magnet school. Students from a wide array of cultures and backgrounds, including special education students and English language learners, attend our magnet schools. Thus, students are exposed to different ways of thinking and develop a stronger sense of tolerance and a broader world view. Magnet schools make the extra effort to create a sense of classroom and school community and to cultivate school spirit.

The curriculum, and the professional development that supports it, promotes higher level cognitive thinking, and uses a “hands on–minds on” approach to learning that is inquiry or performance/project based. The magnet schools use state and district standards in all subject areas; however, they are taught within the overall theme of the school. The curriculum is also clear and transparent for families so they can fully engage in the learning of their students.

Magnet schools are designed for academic excellence. The curriculum and grading scales are modified from a regular program. Courses are often accelerated and, due to the theme focus of each school, require students to carry a heavier academic load than non-magnet schools. The grading scale in our magnet programs includes grades A, B, C, and E with all averages below a 70 resulting in a failing grade by magnet standards. We use a computer-based lottery system for selection, and students must meet set entrance criteria.

Dunbar Creative and Performing Arts Magnet Middle School

Uniform Policy 2023 – 2024



The justification of our uniform policy is as follows:

- To create an atmosphere conducive to learning and minimize disruptions attributable to personal appearance, conduct, grooming, hygiene, and attire.
- To foster an attitude of respect for authority, and to prepare students to enter the workplace, which often has rules regarding dress, conduct, and appearance.
- To ensure that the conduct and grooming of students who represent MCPSS in extracurricular activities creates a favorable impression of the System.

In accordance with MCPSS, Dunbar Magnet School administration, teachers, and staff will **strictly enforce** our uniform policy. The administrative team will make final decisions pertaining to compliance with the policy and discipline **as a result of** non-compliance. Responsibility for proper uniforms and appearance of the students begins with parents.

Girls' Shirts	Boys' Shirts
<p>6th Grade: Yellow Oxford button down collar (long or short sleeved)</p> <p>7th Grade: Light blue Oxford button down collar (long or short sleeved)</p> <p>8th Grade: White Oxford button down collar (long or short sleeved)</p> <p>*** ALL shirts must have DMS monogrammed on the LEFT collar (1/2" in height and 1" in length) Uppercase block lettering in Navy Blue***</p> <p><i>Shirts must remain tucked in at all times. This includes compliance on the bus, carline, gym, and cafeteria.</i></p> <p><u>SOLID WHITE UNDERSHIRTS ONLY</u></p> <p>No PE shirts, long-sleeved shirts, or shirts with emblems, writing, or color under uniform shirts.</p>	<p>6th Grade: Yellow Oxford button down collar (long or short sleeved)</p> <p>7th Grade: Light blue Oxford button down collar (long or short sleeved)</p> <p>8th Grade: White Oxford button down collar (long or short sleeved)</p> <p>*** ALL shirts must have DMS monogrammed on the LEFT collar (1/2" in height and 1" in length) Uppercase block lettering in Navy Blue***</p> <p><i>Shirts must remain tucked in at all times. This includes compliance on the bus, carline, gym, and cafeteria.</i></p> <p><u>SOLID WHITE UNDERSHIRTS ONLY</u></p> <p>No PE shirts, long-sleeved shirts, or shirts with emblems, writing, or color under uniform shirts.</p>
Girls' Bottoms	Boys' Bottoms
<p>Light Khaki pants, traditional uniform style. Must sit at natural waist. NO shorts or skorts.</p> <p>Skirts - #37 plaid - Navy and red plaid pattern - NO solid Khaki. Navy shorts must be worn under skirts.</p> <p>*** Length must measure no shorter than 3" from the middle of the kneecap and 3" from the back of the knee crease for the entire year. Allow seam for extra growth.***</p> <p><u>Belt:</u> Solid black or <u>navy blue</u> belt with small buckle. No ornaments or studs. Must be visible at all times.</p>	<p>Light Khaki pants, traditional uniform style. Must sit at natural waist. NO shorts.</p> <p><u>Belt:</u> Solid black or <u>navy blue</u> belt with small buckle. No ornaments or studs. Must be visible at all times.</p>
<p><u>Pants must be worn at the natural waistline, and belt loops must be visible at all times. No low-cut, <u>skinny</u>, <u>cargo</u>, <u>jean</u>, or <u>boot cut</u> styles allowed. Students must wear traditional uniform style pants.</u></p>	

Shoes/Socks
<p>Shoes: White with navy blue saddle shoes with white or <u>navy blue</u> laces OR all navy saddle shoes (Girls) Black penny loafers with non-scuff soles (Boys)</p> <p>Socks: Solid white or black crew or ankle socks. No colors, no logos, no emblems, no monograms.</p> <p>Tights: Solid white, navy blue, or black tights with no designs. Uniform socks should be worn with tights.</p>
Outerwear
<p>The following outerwear is acceptable at Dunbar Magnet Middle School. NO other styles, colors, or jackets allowed. This includes compliance with outerwear guidelines on the bus, carline, gym, and cafeteria. NO HOODS. Students must remain in compliance with the outerwear policy at all times.</p> <ul style="list-style-type: none"> • Navy blue v-neck or button-down cardigan style sweater with the school patch on the left side. • Navy blue blazer with the school patch on the left side. • Navy blue fleece – purchased only from Dunbar Magnet Middle School (includes patch and monogrammed name) <p><i>Our front office has free patches for all students. No hoods allowed on the campus including on the bus, carline, gym, and cafeteria.</i></p>
Hair/Accessories/Appearance
<ul style="list-style-type: none"> • Smartwatches are not allowed. • Hair must be natural colors. • Hair accessories/ribbons/barrettes/pins/headbands must be solid red, navy, black, or white. No additional ornamentation (NO beads, crowns, pins, flowers, feathers, rhinestone barrettes, etc.) Girls should not have yarn or ribbon wrapped or braided into hair, and clips and beads should not be worn on braids. • No fake eyelashes of any length. • Nails: Length cannot be longer than sport length. • No bandannas. • No pink extensions or highlights in October. • Makeup must be lightly applied in neutral, natural colors. • Jewelry: Stud earrings only. NO facial piercings. 1 necklace may be worn. Up to 3 arm bracelets may be worn. • No hats, gloves, or scarves inside. • Writing/drawing on body, uniform, or shoes is NOT allowed.
PE Uniforms
<ul style="list-style-type: none"> • Dunbar PE teachers will sell the required PE uniform. • Jewelry is not allowed in PE.

Dunbar Magnet uniforms and shoes are available for purchase at Zoghby's, Uniforms R Us, J Ray Shoes, and French Toast Uniforms.

ID badges and lanyards are part of the daily uniform and must be visible at all times. The ID badge is used for lunch, attendance, media checkout, and student identification purposes. ID badges must be worn around the neck and be visible at all times. If your child loses his/her badge, the replacement cost is \$5.00.

Dunbar Magnet Middle School is a "School of Choice". We have a strict uniform policy. All students must comply with our uniform policy every day throughout the day.



MCPSSMAGNETSCHOOLS PARENT CONTRACT

STUDENT NAME: _____ **SELECTED SCHOOL:** _____ **GRADE:** _____

Welcome to the 2021-2022 school year in Mobile County Public Schools where we are "Learning Today. Leading Tomorrow." Congratulations on your child's admittance into one of our stellar magnet programs! By choosing to send your child to an open-zoned school of choice, you are agreeing to adhere to the high expectations of the school of choice. Please carefully read and discuss the following commitment statements with your child, and initial each one to indicate you have read and agree with each item. A returned contract is necessary for continuation in the magnet program so that all parents and students are aware of magnet school expectations.

Initial Each Line:

Magnet School Policies and Procedures

- _____ I understand the school my child has been selected to attend is an open-zoned school of choice.
This means my child has a zoned school of attendance for which he/she can attend, but I am choosing to place my child at the named magnet school which has a unique set of rules, policies, and procedures to which my child and I must adhere. Therefore, I will cooperate and work collaboratively with the school staff for the benefit and success of my child.
- _____ I understand that each magnet school has uniform and dress guidelines which are unique to magnet schools.
We expect our students to "dress for success!" By choosing to send my child to a MCPSS magnet school, I am choosing to adhere to the dress code of my school of choice.
- _____ I understand that magnet schools have grading and retention policies which differ from other MCPSS schools.
Refer to the magnet grading scale: 90-100 = A, 80-89 = B, 70-79 = C, 69 & Below = Does not meet magnet standards. Students who score less than a 70 on their final yearly average in any subject area will be required to repeat the grade at the magnet location or move to his or her zoned school of attendance for promotion opportunity.
- _____ I understand the importance of school attendance and its impact on academic success.
Greater than five (5) unexcused absences and fifteen (15) unexcused check-in (tardies) or check-outs is considered excessive and may result in truancy violations and/or loss of privilege to return to the magnet program.
- _____ I understand that all students deserve to learn in a safe, caring, and orderly environment free from distractions.
Discipline criteria: Students with 3 or more suspensions, one suspension for 5 or more days, and/or any C, D, or E offense may be recommended for removal from the magnet program immediately. Students who incur five (5) or more Class "B" offenses within an academic period will be removed from the magnet program for at least one full academic year.
- _____ I understand that MCPSS Choice Schools are open-zoned schools of choice which means I am responsible for the transportation of my child to and from a school which may or may not be located near my home or work.
I will abide by all rules and guidelines set forth by my child's choice school regarding drop off and pick up including times, locations, carpool lines, walking, bus locations, etc. I will abide by the rules of my zoned school when dropping my student for magnet bus transportation (where applicable). I understand that violating these rules and guidelines can result in my child being removed from the school of choice.
- _____ I understand that I must complete the registration process within the timelines provided by my school and district.
On-line and on-site registration requirements must be met according to times provided for the school year and a re-commitment may be required.
- _____ I understand that my child's continued enrollment at the selected school is not final until his/her final report card has been reviewed, all entrance and discipline criteria have been met, and online and onsite registration have been completed. In addition, if I choose to remove my child from the magnet program my child will not be eligible to attend a magnet school for at least one academic school year.

Parent Signature: _____ **Date:** _____
Student Signature: _____ **Date:** _____

Parent Name - Printed: _____
Student Name - Printed: _____

Schoolwide Procedures

These common procedures help standardize and streamline students' work, behaviors, and consequences. These procedures are implemented throughout the school and posted in all appropriate places. Teachers will reinforce these procedures every day.



Dunbar Magnet School of the Creative and Performing Arts

Dunbar Tiger Behavioral Norms

Students, faculty, and staff will maintain high standards of conduct and are expected to treat others with respect. The following school behavioral norms will guide our learning community.

Dunbar Tigers maintain a respectful atmosphere conducive to learning.

Dunbar Tigers care for the property of the school, others, and ourselves.

Dunbar Tigers treat others with kindness and respect, even when we disagree.

Dunbar Tigers come to school prepared to learn.

Dunbar Tigers find an adult to help when a problem arises.

The following norms will guide technology use at Dunbar Magnet:

Technology should enhance student learning and not serve as a distraction to student learning. Therefore, students are expected to place technology out of sight unless the technology is being used for learning purposes.

Technology use should positively promote Dunbar students and our school both during the school day and outside of the school day.

Students are expected to report any misuse or unsafe digital behavior to an adult at school.

Technology use in restrooms is prohibited. Cell phones are not allowed in restrooms.

Technology can serve as a powerful tool for student learning and research when used appropriately. If used inappropriately, technology use will be suspended or prohibited on campus. Use technology wisely. Remember, your digital footprint follows you for years to come.

Discipline

Student behavior and discipline plays an essential role in a magnet school. We believe that all students deserve to learn in a safe, caring, and orderly environment free from distractions. Rules are expectations that if not followed will result in consequences. Typically, if a student breaks a rule, the teacher may initially give a verbal warning. If the student chooses to break that same rule again the teacher will assign the appropriate consequence. If this behavior continues, it will result in a parent contact and, if needed, an office referral. There are times, student behaviors result immediately in an office referral and the appropriate consequences.

The Dunbar discipline policy applies to all in-school and after-school activities.

Per the magnet school contract, students with 3 or more suspensions, one suspension for 5 or more days, and/or any C, D, or E offense may be recommended for removal from the magnet program immediately. Students who incur five (5) or more Class "B" offenses within an academic period will be removed from the magnet program for at least one full academic year.

School-Wide Rules

1. Arrive on time for class.
2. Stay in your assigned seat.
3. Work from bell to bell.
4. Raise your hand for permission to speak.
5. Keep your hands to yourself.
6. Wear the correct uniform.
7. Phones should be in backpacks.

School-Wide Consequences

1. Verbal Warning
2. Demerit
3. Student/Teacher Conference
4. Call Parent
5. Referral to Office

Demerits:

The demerits are designed to document and track repeated minor discipline infractions. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline.

Demerits address common classroom concerns including:

- Tardy to class
- Uniform violation
- Minor disruptions
- Minor disrespect
- Profanity/ Vulgarity
- Violating classroom procedures

Demerit Procedures

Dunbar uses a demerit system to monitor student's minor behavior incidents. The demerits are designed to document and track repeated minor discipline infractions. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline. Demerits address common classroom concerns including:

- Tardy to class
- Uniform violation
- Minor disruptions
- Minor disrespect
- Profanity/ Vulgarity
- Violating classroom procedures

Students will receive a consequence based on the number of demerits they have accumulated throughout the school year.

# of accumulated demerits	Consequence	Procedure
3	Parent Contact	Teacher will call parent.
6	After-school detention	Teacher will call parent and issue detention. Detention held weekly after-school.
Students who have accumulated 6 or more demerits will not be allowed to participate in field trips, assemblies, or extra- curricular activities.		
9	In-school retract	Administrator will call parent and issue in-school retract (in-school suspension).
12	Out-of-school suspension	Administration will call parent and issue out-of-school suspension.

Cell Phone Procedure

Students are not allowed to have their cell phones out in class, cafeteria, bathroom, locker room, or in the halls.

Students should not use their phone or have their phone out during class. Students will not be assigned work on their phones or asked to use their phones in lieu of a student computer.

Phones should be put away in bookbags, not in a pocket or purse.

New August 2023 – Students are not allowed to wear Smartwatches at school.

Classroom procedures

The *Before/During/After Class Procedures* posters will be posted on the classroom wall for all students to see. By having them evident and obvious, students better internalize what is expected. Students are expected to follow the classroom procedures and expectations.

Before Class Procedures

1. Enter quietly.
2. Pick up assigned materials.
3. Sit in your assigned seat.
4. Put everything away that you do not need.
5. Complete Bell Ringer / Problem of the Day.

After Class Procedures

1. Record any final directions or assignments.
2. Return assigned materials.
3. Clean your area.
4. Gather personal belongings.
5. Stay in your assigned seat until dismissed.

During Class Procedures

1. Listen carefully.
 - Look at the speaker.
 - Think about what the speaker is saying.
 - Take notes on important information.
2. Participate in class activities.
 - Raise your hand to answer a question.
 - Complete all assignments with your best effort.
 - Work cooperatively with classmates.
3. Raise your hand to ask for help when you need it.
 - State your question clearly.
 - Listen to the answer.
 - Thank your teacher.

Makeup Work Procedure

1. Students should contact teachers on the day returning to school to receive missed assignments.
It is the responsibility of the student to take care of his/her make-up work.
2. Students who know of an absence in advance should contact teachers for assignments prior to the absence.
3. In absences of two weeks or less, the makeup time for assignments is equal to the time absent (e.g. if a student was absent for two days, he/she has two days to make up the missed work). However, long-term assignments made prior to the absence are expected to be completed upon the student's return to school. For absences over two weeks, the student and teacher will arrange an appropriate timeline to return missed work.
4. Homework may be requested via email. Parents and students may also request assignments directly from teachers by email. Parents should reach out to the teacher after two or more days of absence due to illness. Please allow 24 hours to process homework requests.
5. Makeup work should be graded and returned to the students within a week of being received.

Tardy Expectations

- Students should arrive to class on time and with their correct supplies.
- Students should be inside the classroom and seated when the bell rings.
- Teachers will document all tardies.
- Each tardy will result in a demerit. Multiple demerits will result in further consequences.

If a student is late to class from another teacher's class, they should have a pass from that teacher.

Teachers should not hold students after class without giving them a pass.

Common Area Procedures – Hallways

Hallway Procedures

1. Follow directions.
2. Walk on the right side of the hallway. Do not run.
3. Keep your hands, feet, and objects to yourself.
4. Use the appropriate volume if you talk.
5. You must have a pass if you are not with your class.

Hallway Reminders

1. Students should avoid congregating in open areas near restrooms, outside classrooms, etc. Students should be moving directly to the next class.
2. Students are not to return to previous classes to retrieve a left item until the next transition.
3. Students are not to go to the office for any reason unless they are called to the office.
4. Students must have a pass to see the nurse. Students are not to simply show up at the nurse without permission from their classroom teacher. All students with chronic ailments should have appropriate documentation on file with the school nurse.

Common Area Procedures – Restrooms

Following Restroom Procedures:

Restroom Procedures

1. Remain quiet and orderly while in the restroom.
2. Complete task in a timely manner.
3. Wash and dry hands.
4. Immediately return to class after using the restroom.
5. Notify an adult if there is a problem.

Student Restroom Use Guidelines:

1. Passes for the restrooms will only be given in emergency situations. Passes will not be regularly issued for restroom use. Teachers may also use a sign-in/out log to keep track of students.
2. Students caught in the restrooms without a valid pass will be considered skipping class.
3. Students are not to go to the bathroom in large groups. If there are already an excessive number of students in the bathroom, return to class and tell your teacher.
4. Students should never have a phone or device in the restroom.

Common Area Procedures – Gym

Gym Procedures

1. Sit quietly on your side of the gym for attendance.
 2. Do not leave the gym without permission.
 3. No outside gum, food, or candy.
 4. No cell phones or electronic devices.
 5. Go to the restroom & get water before leaving gym.
 6. Report all injuries to the coaches when they happen.
- Students are not to go to the gym without permission from the PE teacher. You must have permission from the PE coaches to use the gym.
 - The gym is a classroom. It should be treated as any other classroom.
 - The rules for the gym also apply to any PE classrooms or the outside field area.

Common Area Procedures - Cafeteria

Class Guidelines:

- Report to the cafeteria on time each day and leave at the assigned time.
- Students are expected to maintain appropriate behavior while in line waiting for food. They should stand in a single-file line and keep their hands to themselves
- Students should stay with their class at all times.
- Students are expected to clean up after themselves and leave the cafeteria ready for another class.

Cafeteria Procedures


Before Being Served Meal:

- Enter the cafeteria quietly.
- Immediately get in a single-file line (one person behind the other).
- Have your ID card out and in hand.

-
- After Being Served Meal:
 - Remain in a single-file line.
 - Thank the staff for serving you.
 - Go directly to your assigned table after checking out.

-
- After Finishing Meal:
 - Remain in your seat until your teacher calls you to line up.
 - Clean up your area. Pick up your trash and make sure it is placed in the trash can.
 - Line up in your designated area.
 - Leave the cafeteria quietly.

School-wide Paper Heading (*HOW*)

	First & Last Name
	Date
	Subject/Block #

Students are expected to clearly label each of their papers with the school-wide heading illustrated below. When teaching expectations for quality student work, teachers should use the *HOW* method

HOW Method:

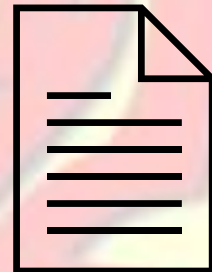
H – Heading (Illustration above)

O – Organized

1. Begin on the front side of the paper.
2. Stay within margin lines.
3. Use correct spacing.

W – Written Neatly

1. Write on the lines.
2. Write letters and numbers neatly.
3. Erase and cross out neatly.



Students will use this same format when heading all typed and digitally submitted work. Students should be explicitly taught how to right-align their headings.

Classroom Procedures and Expectations

Instruction

- Teachers will teach the appropriate Alabama State Course of Study.
- Teachers should practice and utilize varying teaching and instructional methods.
- Teachers should take into consideration that students have different learning methods.
- Teachers should conduct our classes in a prepared and organized manner.
- Teachers will provide rigorous and relevant instruction for the entire class period.
- Teachers should assess all instruction through formative and summative methods.

Parent Contact Procedures

- It is important that teachers and parents are in regular contact. Parents should be contacted when students are regularly not meeting the Dunbar expectations. If a student is failing at mid-quarter, teachers should reach out to parents to inform them. Teachers will keep documentation of all parent contacts.
- If a teacher assigns detention, the teacher will contact the parent directly to confirm attendance.
- Teachers should respond to all parent calls, emails, and verbal requests within 24 hours.
- Parents should reach out to their student's teachers whenever they have questions or concerns. Email is the quickest and most direct way to reach a teacher. Teachers are available through email during business hours.

Substitute Procedures

Teacher absences will occur throughout the school year. Students may have substitutes multiple times a year due to teacher illness, field trips, or generalized absence. When a teacher is out for an absence, students are to continue to follow school and classroom discipline procedures.

Grading Procedures

The grade scale adopted by Mobile County for magnet schools is as follows:

A - 90 - 100 B - 80- 89% C - 70- 79% E – 69% and below

Students are considered failing by the MCPSS Magnet School standards when they receive a 69 or lower. Students who score less than a 70 on their final yearly average in any subject area will be required to move to his or her zoned school of attendance for the next school year.

Teacher gradebooks will reflect the MCPSS standard policy of:

60%- major tests, projects, performances

40%- classwork, homework

Gradebooks

- Teacher grading policies should be easily understood and match the school grading policies. Major tests, projects, performances will all be worth a standard grade.
- All students' classwork and tests should be graded by the teacher in a timely manner.
- Student work is a measure of student learning and grades are an important means of student feedback.
- Students will receive a report card at the end of each quarter, and at least one progress report a quarter.
- Student grades are accessible by parents via Schoology.

Make-Up Work

1. It is the student's responsibility to complete and turn in make-up work. Students should contact teachers on the day returning to school to receive missed assignments.
2. Students who know of an absence in advance should contact teachers for assignments prior to the absence.
3. In absences of two weeks or less, the makeup time for assignments is equal to the time absent (e.g. if a student was absent for two days, he/she has two days to make up the missed work). However, long-term assignments made prior to the absence are expected to be completed upon the student's return to school.
4. Homework may be requested from teachers after two or more days of absence due to illness. Please allow 24 hours to process homework requests.
5. Makeup work should be graded and returned to the students within a week of being received.

Syllabi

- Teachers should have a syllabus for each class. This syllabus should include the teacher's contact information, schedule, major course requirements and expectations, and a rough calendar of test, performance, and project due dates.
- If applicable, include the specific makeup policy regarding missed performances, and consequences for missing practice sessions.
-

Class Attendance

- Teachers will take homeroom attendance every day
- Attendance will be recorded in PowerSchool every period.
- Students tardy to school will check in the front office to log their tardy. They will report to HR with a late pass.
- Students' class tardies will be logged in the demerit log by the issuing teacher.

Documenting daily attendance

- By default, the system records each absence as an excused absence. The parent has three days to send an excuse. After four days, the absence will be documented as unexcused. A student may only be excused for 8 days with parent notes. After 8 days, all absences without a doctor's note should be coded U for unexcused. There is not a limit for how many doctor's notes a student may have.

- **Field trip/ Off campus activities** all students who miss class for field trips or an off-campus activity (performance, try-out, etc.) must inform their teacher ahead of time and should be coded appropriately.

Greater than five (5) unexcused absences and fifteen (15) unexcused check-in (tardies) or check-outs is considered excessive and may result in truancy violations and/or loss of privilege to return to the magnet program.

Fine Arts Program

Dunbar is well-known and sought out for its Fine Arts programs. The arts are an essential part of student life at Dunbar, and we encourage every student to develop their talent in at least one of the creative and performing arts. Being active in the arts helps all of us experience beauty and creativity in our shared world.

Extended Day Program

Dunbar’s Extended Day Program is offered as a service to our families who need extra support after school hours. The program is designed to help students academic and social development. Dunbar believes life-long success depends on self-discipline and self-regulation. All students deserve a positive environment in which they make improve and grow; as a result, students will follow the Extended Day Rules and Expectations.

Extended Day Rules:

1. Follow directions the first time they are given.
2. Keep hands, feet, and other objects to yourself.
3. Walking and talking in the building should be kept to a minimum volume.
4. Report immediately to the cafeteria for Extended Day at 2:30 pm

Consequences:

1. 1st time- Warning
2. 2nd time- 10 minute “time out”
3. 3rd time- 20 minute “time out”
4. 4th time- parent contact and demerit

All ongoing issues will be reported to administration. Continued disturbances may result in dismissal from the program.

Fees: All students have an annual registration fee of \$25.

Full Time	Weekly until 4:00 pm	Weekly until after 4:00 pm
1 st Child	\$40.00	\$60.00

Each Additional Child	\$20.00	\$35.00
Drop In	Daily	Early Dismissal Days
Each Child	\$15.00	\$25.00

Students not picked up from Extended Day by 6 pm will be charged an additional fee of \$10.00 and \$1.00 per minute thereafter. All payments are due on Monday of every week. Late fees begin on Tuesday.



Let's work together to have a great school year!

#DunbarDoesIt+BEST