

2022-2023

# **DUNBAR RAMER SCHOOL**

Parent/Student Handbook



*LIONS*

56 Naftel Ramer Road  
Ramer AL 36069  
Phone: (334) 562-3250  
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## **THE PRINCIPAL'S MESSAGE**

I am honored to begin this school year as the principal of the “Best Kept Secret in Montgomery County”. The students and faculty have worked hard to make Dunbar-Ramer School a “jewel” of this community. At Dunbar-Ramer, we pride ourselves in providing our students with a safe environment and rigorous academic program.

Our grade configuration makes us unique. We are the only K-8 school in the Montgomery Public School System. Dunbar-Ramer has a low teacher/ pupil ratio which affords us the opportunity to provide struggling students with immediate assistance. Technology is a focus in our school. We continue to improve our classroom technology resources for our children; and our staff continues to develop the effective skills needed to prepare our students for the future.

We are focused on providing each student with a variety of educational activities that will enhance their skills to become productive citizens.

At Dunbar-Ramer School, “Every Student Counts!”

With regards,

Dr. James Owens



## **MPS MISSION, PURPOSE & DIRECTION**

We will engage, educate and inspire our students to succeed in college, career and beyond.

### **MPS VISION**

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

### **MPS SUPERINTENDENT**

Dr. Melvin J. Brown

### **MPS BOARD OF EDUCATION**

District 1	Dr. Lesa Keith
District 2	Clare Weil
District 3	Dr. Brenda DeRamus-Coleman
District 4	Cassandra Brown
District 5	Jannah Morgan Bailey
District 6	Claudia Thomas-Mitchell
District 7	Arica Watkins-Smith

## **DUNBAR RAMER MISSION**

It is the mission of Dunbar Ramer School to provide a safe and caring community where teachers teach and students learn at higher levels.

## **DUNBAR RAMER VISION**

Dunbar Ramer School will be a school where each child experiences success every day and learns something of value from what he/she accomplishes. This will improve the quality of life for all; students, faculty, and community by providing opportunities for learning and growing intellectually, physically, socially, and ethically.

## **DUNBAR RAMER MOTTO**

“Where Every Student Counts!”

## **DUNBAR RAMER MASCOT**

Lions

## **CONTACTS**

Office	(334) 562-3250	Cafeteria	(334) 562-3865
Fax	(334) 562-3134	Bus Shop	(334) 562-3758
Email	<a href="mailto:dunbarramer@gmail.com">dunbarramer@gmail.com</a>	Website	<a href="http://dunbar.mps-al.org">http://dunbar.mps-al.org</a>
MPS	(334) 223-6700	Website	<a href="http://www.mps.k12.al.us">www.mps.k12.al.us</a>



## FACULTY AND STAFF

### Principal

Dr. James Owens

### Kindergarten

Molly MacLean

### English (6, 7, 8)

Amanda Greene

### Bookkeeper

Angela Williams

### First Grade

Molly MacLean

### History (6, 7, 8)

Monica Cheatham

### ARI Coach

Monica Powell

### Second Grade

Carolyn Benjamin

### Math (6, 7, 8)

TBA

### Parent Liaison

Lillie Owens

### Third Grade

Carolyn Benjamin

### Counselor

Donna Wyatt

### CNP

Makia Griffin-Manager

Rebecca Wingard

Jessie Robertson

### Fourth Grade

Zeldra Richard

### Physical Education

JuaQueshia Williams

### Custodians

Ruth Johnson

Clardie Johnson

### Fifth Grade

Zeldra Richard

### Media Specialist

Lashonda Haigler

### Science (6, 7, 8)

Lashella Blair

### Special Education

Julie Bates

Patricia Shelby, Aide

Dana Edwards, Aide

### Tutors

Carolyn Williams

Donna Nelson





2022-2023 Academic Calendar  
Approved 3/8/2022

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	





**MONTGOMERY  
PUBLIC SCHOOLS**

**2022-2023 MPS ACADEMIC CALENDAR  
Board Approved 3/8/2022**

**AUGUST 2022**

August 2-8 | Professional Development for MPS Teachers  
August 9 | First Day for MPS Students

**SEPTEMBER 2022**

September 5 | Labor Day (All MPS SCHOOLS and OFFICES will be closed)

**OCTOBER 2022**

October 6 | 1<sup>st</sup> Nine Week Grading Period Ends  
October 7-10 | Fall Break (Students and Teachers will not report to school)  
October 13 | 1<sup>st</sup> Nine Week Report Card Day  
October 28 | Asynchronous Learning Day (Students will not report to school)

**NOVEMBER 2022**

November 11 | Veterans Day (All MPS Schools and Offices will be Closed)  
November 21-25 | Thanksgiving Break (Students and Teachers are out the whole week)

**DECEMBER 2022**

December 16 | 2<sup>nd</sup> Nine Week Grading Period Ends  
December 19-Jan 2 | Students and teachers will not report to school

### **JANUARY 2023**

January 2 | MPS Schools and Offices are closed  
January 3 | Professional Development Day for Teachers  
January 4 | Students will return to school  
January 5 | 2<sup>nd</sup> Nine Week Report Card Day  
January 16 | Martin Luther King Day

### **FEBRUARY 2023**

February 20 | President's Day (Students and Teachers will NOT report to school)

### **MARCH 2023**

March 10 | 3<sup>rd</sup> Nine Week Grading Period Ends  
March 16 | 3<sup>rd</sup> Nine Week Report Card Day  
March 20-24 | SPRING BREAK (Teachers and Students will not report to school)

### **APRIL 2023**

April 7 | Asynchronous Learning Day (Students will NOT report to school)

### **MAY 2023**

May 25 | REPORT CARD DAY/LAST DAY FOR STUDENTS  
May 26 | Last Day for MPS Teachers

<https://drive.google.com/file/d/1njHfb180kvW1DJkg5weMPmSLWsHe5qEM/view>

## 2022-2023 TESTING DATES

### Tests (Windows)

### Testing Dates

PreACT (Grade10).....	October 3-21, 2022
ACT WorkKeys Paper Testing (Grade 12) – Initial .....	October 5, 2022
ACT WorkKeys Paper Testing with Accommodations/Supports–Initial...October 5-7, 10-14 & 17, 2022	
ACT WorkKeys Online Testing .....	October 5 – November 8, 2022
ACT WorkKeys Paper Testing–Make-Up .....	November 2, 2022
ACT WorkKeys Paper Testing–Make-Up with Accommodations/Supports...November 2-4 & 7-8, 2022	
NAEP (Selected Schools and Grades Only) .....	TBD
ACCESS for ELLs (Online).....	January 17 – March 17, 2023
Alternate ACCESS for ELLs.....	January 17 – March 17, 2023
ACAP Alternate (Grades 2-8, 10 and 11) .....	March 1 – April 7, 2023
ACT w/Writing Paper Testing–Initial (Grade 11) .....	March 14, 2023
ACT w/Writing Paper Testing with Accom/Supports–Initial.....	March 14-17 & March 20-24, 2023
ACT with Writing Online Testing – Initial ....	March 14-16 & March 21-23, 2023
ACAP Summative (Grades 2-8)*.....	March 20 – April 28, 2023
ACT with Writing Paper Testing – Make-up.....	April 11, 2023
ACT with Writing Paper Testing with Accommodations/Supports–Make-up ..	April 11-14 & 17-21, 2023
ACT with Writing Online Testing – Make-up.....	April 11-13 & 18-20, 2023
ACT WorkKeys <b>Retest</b> Online Testing .....	April 19-28, 2023
ACT WorkKeys <b>Retest</b> Paper Testing with Accom/SupportApril 19-21, April 24-28, and May 1, 2023	

\* Districts are required to test all second and third grade students on the ACAP Summative English Language Arts assessment during the first four weeks of the ACAP Summative testing Window (March 20 – April 14, 2023)

Dates are Subject to Change

<https://drive.google.com/file/d/1-bn37wT2OSMk4RNBu7mCgF0FMTuCM2QJ/view?usp=sharing>

## DAILY SCHEDULE

### Admissions and Dismissals

1. Buses will begin unloading at 7:10 am
2. The students will report directly to the cafeteria.
3. The breakfast students and activity groups will be dismissed at 7:30 am.
4. Students arriving after 7:40 am are considered tardy and must receive a pass to class through the office.
5. The dismissal bell rings at 2:40 pm. Students are to board buses in a prompt, quiet, orderly manner.



## STUDENT ENROLLMENT

Every child between the ages of six and seventeen years shall be required to attend a public, private, church school or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that every child attending a church school as defined in section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting policies specified in section 16-28-7.

A child who is six years of age on or before September 1 shall be entitled to admission to the public elementary schools at the opening of such schools for the school year.

### Documents Required for School Admission

Any student entering the Montgomery Public School System, regardless of grade level, shall be required to submit the following:

1. Parent/Guardian Photo ID-Valid drivers or non-driver's license
2. Student's birth certificate
3. Certificate of immunization
4. Two proofs of residence are required annually at registration and may be requested throughout the school year. All documents submitted as proof of residence must contain the parent or legal guardian's physical address in order for the school to verify that the residence is in zone.

Registration can be completed online at <https://registration.mps.k12.al.us/login>

Parents can also update their child/children's information at <https://update.mps.k12.al.us/login>.



## DRESS CODE

### ALL MPS SCHOOL STUDENTS ARE REQUIRED TO WEAR UNIFORMS.

State educational authorities and recent court decisions have determined that style of dress and hair should not disrupt classes, interfere with learning, prevent instruction, and should comply with state health and safety standards. Montgomery Public Schools believes that requiring neat, clean, and appropriate clothing encourages an atmosphere conducive to learning, work, and discipline. Students are required to dress according to school board policy. **These uniform guidelines coincide with the MPS dress code. You may access the MPS' Student Dress Code at [www.mps.k12.al.us](http://www.mps.k12.al.us).**

1. Khaki or navy blue pants, shorts, skirts or jumpers. All shorts, skirts and jumpers must be no higher than two inches from the crease in the back of the knee. Slits in skirts/ dresses must meet the two inch regulation. If clothing has belt loops, a belt must be worn. Pants **MUST** be worn at the waist. Oversized or undersized clothing, including skirts, blouses, dresses, pants, or shirts will not be allowed.
2. Navy blue, white, or yellow/gold SOLID Polo shirts, navy blue or white turtlenecks (for cold weather). All shirts must be tucked in. Dunbar T-shirts, Girl Scout shirts, AUM Water shirts, DARE shirts, or school activity shirts are permitted on Fridays only. Absolutely no spaghetti strap shirts or muscle shirts will be allowed.
3. Students must wear shoes that cover their feet. Athletic shoes are preferred. No flip-flops, bedroom slippers, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh high boots or sandals are allowed.
4. Hats, caps, headbands, sweatbands, bandanas, scarves, do-rags or sunglasses must be removed and placed in the locker and remain there during the school day.
5. For safety reasons, visual piercing jewelry will be limited to ears only. Hoops larger than one inch will not be allowed. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets, large finger rings, will not be allowed.
6. Denim or blue jeans are not a part of the dress code; however, on announced occasions students will be allowed.
7. Navy, white, grey, or yellow sweaters/ sweatshirts may be worn **(without the hood)**. The sweatshirts may not have a logo on them or any printed items. Only Dunbar-Ramer or plain sweaters/ sweatshirts may be worn.
8. No heavy coats or jackets may be worn in the classrooms. All coats, jackets, and windbreakers must follow the color scheme of Dunbar-Ramer School (blue, grey, white, and gold). Black is also an acceptable color. **These items must be stored in the student's locker.** Race car or logo jackets are not permitted.

The faculty and staff will make every attempt to provide students with the proper items. Consequences for violators of the dress code as follows:

- First Offense: A phone call will be made home for the appropriate attire. All assignments from the classes will be supervised in a designated area. A letter of documentation will be sent home.
- Second Offense: one-day detention and a conference with the parent either in person or by phone.
- Third Offense: Steps 1 and 2; an office referral with persistent/willful disobedience where the consequences will be issued accordingly.

## ATTENDANCE

### Absences (CODE: JBC)

All students enrolled in the Montgomery Public School System, regardless of age, are required to be in school every day it is in session. The Code of Alabama (16-28-15) requires a written note be signed by a doctor, parent or guardian explaining why a student is absent from school no later than three school days following his/her return to school. If no written excuse is provided to the school, the student may be considered truant.

### Excused Absences

Any absences not falling into the categories listed below or otherwise excused by the superintendent, principal or the superintendent's designee will be unexcused:

1. Personal Illness
2. Serious illness in the family verified by a District Resource Officer
3. Death in the immediate family (not to exceed one week)
4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school- as determined by the Superintendent or designee
6. Court-required appearances
7. Emergency conditions as determined by the superintendent or principal
8. Prior permission of the principal with request from the parent, guardian, or legal custodian (Parent should complete the "Prior Approval of Absence" form, which may be obtained from the school office. The form must be signed by the principal before the absence takes place. All "Prior Approval of Absence" forms must be hand delivered to the Office of Student Social Services or mailed via U. S, Postal Service within TWO (2) WEEKS PRIOR to the date requested. Please include a valid photo ID or a copy if mailed.) Faxed or emailed forms will not acceptable.

**FOR THESE ABSENCES TO BE EXCUSED, A PARENT NOTE OR DOCTOR'S EXCUSE MUST BE SENT TO THE SCHOOL WITHIN THREE (3) SCHOOL DAYS OF THE STUDENT'S RETURN TO SCHOOL.**

- A faxed or emailed note from the parent or doctor's office is not acceptable.
- If a student is absent for three (3) consecutive days, a doctor's excuse may be required.
- Parental excuses are limited to eight (8) per school year.
- After fifteen (15) days of unexcused absences, An Alabama Law Enforcement Agency will be contacted.



## **Unexcused Absences**

Any absence not listed above in the Excused Absence section or otherwise excused by the superintendent, principal, or the superintendent's designee will be considered unexcused. Examples of unexcused absences include, but are not limited to as per Board Policy issued on 2/19/2019:

1. Missing the school bus or ride
2. Trips Unauthorized by the principal
3. Birthdays or other celebrations
4. Any absence for which a written excuse was not provided within three (3) days from the return of absence.
5. Any absence due to dress code violation

Students under the age of six (6) or over the age of eighteen (18) who accumulate more than 10 consecutive or 15 unexcused absences during a single semester may be withdrawn from school. It is the responsibility of the parent/guardian to see that students regularly attend school. Seven (7) unexcused absences within a school year constitute a student being truant. Affidavits may be filed with the juvenile court with 10 unexcused absences during the academic school year.

## **Tardies/Check-Ins**

Students are required to report to school no later than the official beginning of the school day and to be in all classes during the day. Tardies and check-ins are excused for the same reason as absences. Tardiness for any reason is unexcused and may result in disciplinary actions.

## **Checkouts**

Students who leave school for any reason must be checked out through the office. Only persons whose names appear on the school's registration form/card with proper identification may check out students, unless the school verifies permission with the parent/guardian.

**Note: Perfect attendance will not be given to students who check-in or check-out.**

## CLASSROOMS

### Book Bags/Backpacks

No rolling book bags/backpacks are allowed. Elementary will have an assigned place for the book bags/backpacks to be kept. Intermediate and Middle School will place their book bags/backpacks in their locker before 1<sup>st</sup> period. **No book bags/backpacks are allowed into the classrooms.**

### Homework

Students are required to write down their homework assignments each day. Do not call the school office for homework assignments except in cases of extended absences. When a student is absent for one or two days with a written excuse, make-up work will be given to the student when he/she returns to school. Parents are encouraged to monitor assignments in PowerSchool.

### Parent Conferences

All parent conferences should be scheduled before/after school or during the teacher's planning through the front office. **The teachers will receive a 24 hour notice of a parent conference which is mandated by the State of Alabama.** For the proper planning please call the office for an appointment – (334) 562-3250.

### Progress Reports/Signed Papers

Progress reports for students in grades 1-8 will be distributed to students once during each 9 weeks. Signed papers for students in grades 1-5 will be distributed to students bi-weekly. Each student must sign a receipt for the reports. Signatures will remain on file in the student's homeroom.



## **Response to Intervention (RTI)**

If a student is experiencing difficulties in their academics or behavior, MPS has fundamental frameworks to help. The Rtl team is charged with providing core instruction to all students in addition to identifying and supporting students with learning and behavior needs. The PBIS team uses a proactive approach to establish the behavioral support to address the psychological, social, and emotional needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk or already underperforming. A student support team is a school-based, problem solving group, where team members discuss issues related to specific needs of teachers and students and offer teachers assistance in resolving problems.

If a student is receiving grades of a low “D” or “F”, he or she will be referred for this process.

## **School Parties**

Two school parties are allowed during the year for grades K-5th. Please do not bring or send treats to school unless asked to do so by room parents or teachers. Individual birthday celebrations are not allowed. All snacks and treats must follow the guidelines of the Child Nutrition Program.

## **Textbooks**

All textbooks are furnished. Each student must have a signed textbook permission form before textbooks can be issued. Any lost or damaged book fee must be paid before another one can be issued. These books are not to be written in. Students who have not paid for lost or damaged books will not be allowed to take books home; however, they will be provided a textbook during the day at school.



## ILLNESS/MEDICATIONS

If a student becomes ill at school, we will try to contact his/her parents/guardians. If a checkout is necessary, please follow the checkout policy. **Please be sure that telephone numbers and addresses on your child's registration card are current in order that you or a designated person may be contacted in case of emergency.** Do not list out-of-town numbers or addresses.

Students needing medication while at school must follow Montgomery Public School Policy for Administering Prescription Medication to Students (MPS 305-92). This includes having a signed consent form on file.

School employees will not assume responsibility for supervising the taking of non-prescription medication.

When a child is self-medicating with an inhaler, a doctor's statement should be provided to verify the prescription.



## MEALS

All MPS students will receive free breakfast and lunch, while parents and staff will still be charged for meals. Students are still able to purchase extra items such as milk with their meals. Parents have the opportunity to make payments for extra items online at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com), by sending the exact amount, or make your check payable to Dunbar-Ramer Lunchroom. Payments can be made daily, weekly, or monthly.

### Lunch Prices (subject to change)

Student Breakfast.....	Free		
Students Lunch.....	(Elem) Free	(Middle) \$Free	
Visitor Breakfast .....	\$2.25	Lunch... \$4.25	

**Note:** No charges are allowed for anyone who forgets to bring their money.

Students are encouraged to have their parents/guardians eat lunch with them. Parents/guardians must call ahead for reservations (562-3865).

If your child is allergic to milk or food, please send a doctor's statement to be filed with the lunchroom manager. Alternative food or drinks are available. If you send an alternative drink from home, it must be brought in a thermos.

### Lunch Schedule

K-3<sup>rd</sup> 10:35-10:55                      4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> 11:00-11:25                      7<sup>th</sup>, 8<sup>th</sup> 11:30-11:55

## JUICE AND SNACK

Juice and snacks are available through the school. The cost of chips is \$.50 per item and the cost of juice is \$.75 per item. This may be paid for weekly during homeroom to your child's teacher. Please send cash for the exact amount. If you have more than one child, each child must bring her/her own money. Students arriving after the tardy bell will not be able to pay for that day. Snacks are only allowed to be eaten at a designated time. We recommend snacks brought from home have a nutritional value. Sodas are not allowed. Students cannot sell/distribute any snacks, drinks, food or any item to other students under any circumstance. Any items confiscated will be disposed of by school administration.

**Note:** In order to prevent a spread of food-borne illness and to promote safety, consistency and equal access for the growing number of children who have life threatening food allergies, the following guidelines will be followed.

- All foods and snacks provided to students as a shared snack during school hours must be store bought and display an ingredient label for food allergen verification. Food should be unopened and in a sealed package.
- Homemade or home-baked food will not be allowed at school parties or brought to school to be shared with other students.
- Parents may still provide homemade or home-baked foods for their child's snack or lunch. These items MAY NOT be shared with other students

## VISITATION

Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.

A visitor's pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education Procedures, administrative rules, and school regulations. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

Any visitor who causes disruptions, distractions, or any other interferences in the teaching and learning process will be asked to leave immediately. The principal will have the right to have a disruptive visitor removed by school security and/or the sheriff department as well as the right to prohibit the individual from participating in future visits to the school.

Parents/guardians are asked to plan any visit to arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher.

In order to protect the safety of all students, parents/guardians or visitors please refrain from including other students in pictures that are taken at any school or at any school sponsored event (on or off campus). Furthermore, **students, parents/guardians or visitors are prohibited from posting pictures of any other student on any non-MPS media platform.**

## VOLUNTEER OPPORTUNITIES

Parents and grandparents are an important part of our school program. We believe that each parent can and should contribute something to enhance the educational process for his/her children. We encourage you to become a volunteer and give some of your time each day or week to assist in performing the many tasks needed for the smooth operation in our school. No job is so small that it can possibly be considered unimportant.



## **TELEPHONE CALLS**

Students may use the telephone for emergency calls only. Calls home for homework, projects, permission slips, etc. are discouraged. Parents are asked to take care of all necessary business prior to school. Please do not telephone for matters that can be taken care of before your child leaves home (keys, go somewhere after school, etc.) We will not be able to give those messages.

## **DISCIPLINE**

The teacher is expected to manage general classroom disruptions and distractions. Students are expected to treat other students and staff members with courtesy, respect and dignity and to comply with the Student Conduct Manual at all times.

The seriousness of the offense, the academic placement, attitude and age of the student, as well as the pattern of misconduct, and the degree of cooperation should be considered in determining the appropriate action. The process is intended to be instructional and corrective.

### **Infractions and Consequences**

Infraction 1 – Teachers will call parents

Infraction 2 – Teachers will refer students to the Counselor

Infraction 3 – A scheduled parent conference

Infraction 4 – Referral to Problem Solving Team

Infraction 5 – Office Referral with suspension

**Note: Weapons, fights, and drugs require an automatic referral for suspension**

## **PRINCIPAL'S AUTHORITY**

**The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Board Policy: Persistent/Willful Disobedience and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified.**



The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of such interviews as soon as practicable.

## Suspensions

A suspension is the temporary removal of a student from school for a designated period of time in which the student may not attend school or participate in school-related activities until the suspension period has ended.

Definition of Suspension:

1. A suspension shall be defined as action taken to deprive a student the privilege of attending school because of behavior which was found to be in violation of the Student Conduct Manual.
2. A student will not be able to withdraw from or enroll in any other school in the Montgomery Public School System while under suspension.
3. A suspended student shall not participate in any school-sponsored activities or attend on-campus activities until the suspension is cleared.
4. All suspended absences will be considered as excused absences.

## Anti- Bullying and Harassment

The Montgomery County Board of Education is committed to providing its students equal educational opportunities in a safe learning environment free from bullying and harassment. These forms of dangerous and disrespectful behavior will not be tolerated.



## Electronic & Communication Devices

The cell phone/telecommunication device guidelines of the school coincide with the MPS policy but in a more detailed and school specific form.

In order to protect the safety of all students, parents/guardians or visitors please refrain from including other students in pictures that are taken at any school or at any school sponsored event (on or off campus). Furthermore, **students, parents/guardians or visitors are prohibited from posting pictures of any other student on any non-MPS media platform.**

Violation of MPS Cell Phone Policy will result in the immediate confiscation of the device. The device will be brought to the office where it will be tagged and secured in a designated location. The school will make every effort to return the phone at the earliest convenience. **The school will not accept responsibility for lost, stolen or damaged electronic or telecommunication devices.**

\*\*\*The use of headphones, earbuds, air pods, etc. is not permitted unless directed by the teacher in the classroom only. \*\*\*

- First Offense: Parents will be notified by the school of violation of cell phone policy and subsequent confiscation. Students will be referred to the counselor. The cell phone may be returned to the student at the end of the school day, if a parent agrees for the school to return the cell phone. Otherwise, only the parent/guardian of the child will be allowed to receive the confiscated property.
- Second Offense: Parents will be notified by the school of violation of cell phone policy and subsequent confiscation. A parent conference is required and the cell phone will only be returned to the parent at the meeting.
- Third Offense: Parents will be notified, but students will be subject to the implementation of Corrective Strategies and referral for district support from In-School Suspension or, an Out-of-School Suspension not to exceed three (3) school days.



## BUSES

The driver is in charge of the school bus in the same manner a teacher is in charge of a classroom. The bus is considered an extension of the classroom. Students shall conduct themselves in an orderly and respectful manner by sitting in their assigned seats and following the bus driver's rules. These are outlined in the MPS Student Conduct Manual. Poor conduct is not tolerated in the classroom nor will it be tolerated on the bus. Failure to do so endangers the driver and students. **RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. LOSS OF BUS TRANSPORTATION MAY OCCUR IF THE BUS RULES ARE NOT FOLLOWED.**

## GIFTED PROGRAM

Gifted students are those who perform at high levels in academic and/or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or other individuals with knowledge of the student's abilities may refer a student for the gifted program. Additionally, all second grade students at traditional schools will be observed as potential gifted referrals.

## FIELD TRIPS

Various classes will take educational field trips during the school year. Parents are asked to sign permission slips if they wish for their children to go on these trips. Only the official permission form will be accepted. Permission will not be granted over the phone. **All monies paid for field trips are non-refundable.** Students who consistently display unacceptable behaviors in the classroom may be required to have a parental chaperone.

## LIBRARY

Your child will visit the library each week. During the visit there will be a scheduled activity and time to select and check out a library book. Scheduled activities within the library will consist of reading, telling and listening to stories, related skills and activities.

Books borrowed each week from the library are due the following week. Materials may be returned early; however, if a child does not return a book, he/she will not be allowed to check out another one until the book is returned. The borrower must pay for books, which are lost, damaged, destroyed, or lent to someone who abused them.



## LOST AND FOUND

If your child loses an article of clothing please ask him/her to check the lost and found. All clothing not claimed by the end of the school year, it will be given to a charitable organization.

# EMERGENCY PROCEDURES

## **Inclement Weather**

During severe weather warnings, students will be taken into assigned areas as determined by the Civil Defense. Every effort is made to protect your child. Checkouts during this time are discouraged for safety reasons. Please use good judgment if you decide to check out your child during this time. Any official announcement regarding the closing or delayed starting time of school will be broadcast over WHHY-AM/FM and WSFA-TV.

- The signal for a tornado drill is a continuous ringing of the bell.
- All teachers and students are to go at once to their assigned areas.
- No talking, eating, or drinking is allowed.

## **Bomb Threats**

- An announcement will be made over the intercom to exit the building.
- All classes should follow the uniform regulations for fire drills.

## **Fire**

Fire drills are conducted monthly during the school year for protection and safety of the students and staff members.

- The fire alarm is short blast of the bell.
- Students should form a line quietly and quickly then follow the teacher to the assigned area.
- No talking, eating, or drinking is allowed during the drill.
- Remain outside in the assigned area until the all clear signal is given.

## **Intruder**

- An announcement will be made over the intercom to alert the faculty and staff.
- Teachers will lock doors and gather students in an assigned area of the classroom.
- No talking, eating, or drinking is allowed during the drill.
- Remain in the assigned area until the all clear signal.

The all clear signal is three blast of the bell for all drills.

## **SPECIAL NEEDS SUPPORT SERVICES**

The Montgomery Public School System provides a range of support services which are available through schools and support offices to provide advice and expertise and, in some cases, to work with individual pupils where a specific need has been shown to exist. The school should be the first point of reference. Additional assistance for support services are provided through the Student Support Services, Title I, Student Social Services, and Special Education Department.



# ***NOTICE OF RECEIPT***

**To be signed and immediately returned to the school**

I, \_\_\_\_\_, a student enrolled in Dunbar-Ramer School and my  
Student

parent/guardian hereby acknowledges by our signatures that we have received and read or had read to us the Dunbar-Ramer Parent/Student Handbook. ***We understand that these procedures apply to all students and parents in Montgomery Public Schools and at activities and events sponsored or supervised by school officials.***

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
Student

**NOTE:** If the student lives with **both** parents and guardians, **both** are to sign the statement. If the student lives with **only one** parent, **only one** signature is required.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
Parent

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
Parent

ROLLING BOOKBAGS ARE NOT PERMITTED