



Dunbar College Preparatory

2020 - 2021

Student Handbook

Principal: Gabe Gillespie

Assistant Principals: Robert Eads, Natalie Anderson, Lindsey Littlefield

The Dunbar Student Handbook is intended to provide students and parents with helpful information about policies and procedures at Dunbar College Preparatory Academy. While most of the information is shared with students at the beginning of the year, the handbook can serve as a reference and contains important dates and contact information for parents that will be useful throughout the school year.

School Phone Number: 806-219-3400

School Address: 2010 E. 26th Street., Lubbock, Texas, 79404

www.lubbockisd.org/dunbar

Vision and Mission Statement:

Dunbar Mission Statement

The mission of Dunbar College Preparatory Academy is to provide highly reliable quality instruction for every student in order to make them college, career, and life ready.

Dunbar Vision/Values Statement

The vision of Dunbar College Preparatory Academy is to be a community focused on the academic and social success of students, where parents, community members, and faculty are partnered together to ignite a passion for learning within students. Dunbar believes in a trusting, caring environment where diversity is honored and respected. We believe growth occurs when all stakeholders feel safe, respected, and appreciated.

School Day:

8:00 - 4:40

Lunch Times:

6th 11:55 - 12:25

7th 11:10 - 11:40

8th 12:35 - 1:10

School Colors:

Maroon and White

Mascot:

Panthers

Persistent Respectful Integrity Dedicated Engaged

ATTENDANCE

CALL-IN AND PARENT NOTES-Parents whose children are to be absent from school should call the school office at 219-3424, the day of the absence between 7:30 a.m. and 9:30 a.m. Students, who have been absent from school at any time during the previous day and whose homes were not contacted by the office, are to report directly to the office by 7:50 a.m. on the date of their return to school. Notes for absences will be acceptable if parents do not have access to a telephone.

EXCUSED ABSENCES-Student absences shall be excused for the following reasons only:

- A. Personal illness of the student.
- B. Death or serious illness in the immediate family of the student.
- C. Validated court appearances of the student.
- D. Recognized religious holiday/event.
- E. Any other unusual cause acceptable to the principal. (These reasons will include approved school sponsored/sanctioned activities.)

A student who does not receive prior approval from the teacher or principal/designee for an excused absence must submit a note from a parent or guardian or other appropriate person (e.g. a physician) describing the excused absence immediately upon the student's return to school, but, in any event, no later than three (3) school days after the absence was taken. If no documentation justifying the absence as excusable is submitted within the three-day period, the absence will become an unexcused absence.

TARDIES AND ABSENCES FROM CLASS-The tardy bell rings at 8:00 a.m. for the beginning of the school day. Also, the bell schedule indicates the beginning times for each period. When a student is late to school in the morning, the student should check in at the office before going to class. Students that arrive 10 minutes after the start of class will be considered truant and marked absent.

MAKE UP WORK AND GRADING AFTER ABSENCES – For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

HALLWAY/RESTROOM PASSES

PASSES

Teachers are responsible for the students assigned to them during their class period. No one can carry out this responsibility if they indiscriminately permit students to leave their room during class period. The following policies are important to maintain a safe school environment:

- Students sent to the administrative office, counselors, library, etc. should use the specified pass with all areas completed, including teacher signature.
- No student should be permitted to go to another classroom during the class period unless a specific educational need applies and the student is accompanied by a hall pass.
- Any student with a genuine medical or emergency need will be issued a nurse's pass and will be sent to the nurse's office.

CELL PHONES & ELECTRONIC DEVICES

Dunbar has a zero tolerance policy for student use of cellphones in all areas. Cell phones are not allowed in classrooms, hallways, gyms, outside, in portables, bathrooms, or any undesignated place or time. School employees will confiscate cell phones and electronic devices if they are seen or are used to record any mutual combat, and will be turned into the front office. Parents can pick up cell phones and electronic devices from the front office.

REFUSAL TO HAND OVER ELECTRONIC DEVICE:

Refusal to turn in electronic devices will result in disciplinary actions at the discretion of administrators. Some consequences which might be enforced would be parent phone call, ISS, and confiscation of the electronic device

The school or school district is not responsible for lost, stolen, or damaged electronic devices.

ARRIVAL AND DISMISSAL

ENTERING THE BUILDING

Students should not enter the halls before 7:40 a.m. unless they have a pass to report to a specific place such as a classroom or library. Students must acquire the pass from the appropriate teacher the previous day. All students will be required to report to their designated area through the glass doors at the northeast side of the building. Before school, all students will be seated in the auditorium in their designated area. Students will only be allowed to enter through the front doors of the building if they are accompanied by a parent/guardian or have a pass from an administrator or the nurse. Students will not be permitted to loiter outside the building before school. All areas will be supervised by faculty/staff.

AFTER SCHOOL PROCEDURE

All students will exit the building immediately after the last bell rings. Any students who are still on campus after 4:55 will be asked to wait in the front office until their parent or guardian picks them up. Students will not be permitted to use the late bus unless they are escorted to it by school personnel. Teachers who keep students for tutoring or after school activities are expected to remain with their students until they get on the bus or are picked up.

DRESS CODE

FACE MASKS ARE REQUIRED TO BE WORN ON CAMPUS

Shirts

- Polo style collared shirts (3 buttons) are to be worn every day.
- Polo style shirts must be solid colored and are limited to solid colors of maroon, white, black, or gray.
- Any logo on shirt must not be larger than 1 ½ inch tall and 1 ½ inch wide.
- No sleeveless or collarless shirts of any type, including tank tops, t-shirts, or muscle shirts.
- Polo style shirts should not be oversized or undersized at the top or bottom.

Bottoms

- Solid khaki pants, shorts, or skirts worn.
- Shorts/skirts must be approaching the knee-length and should not be shorter than 2" above the knee.
- Bottoms should not contain any designs, colors, rips/holes, logos, or patches.
- Pants **must** be fitted at the waist and crotch. No oversized or baggy pants are permitted.

Students are NOT to wear jeans, jean-like pants, sweatpants, leggings, jeggings, "stretch" pants, tights, or any type of form fitting/skin tight pants.

Footwear

- Footwear shall be a part of the regular dress attire.
- Shoes must have closed toes and a back or back strap across the heel.
- Flip-flops, slides, house shoes, slippers, shower shoes, steel toe boots, and slides are not allowed.
- Shoes with heels higher than 2 inches are not allowed.

Accessories

- Girls may wear black, gray, white, or khaki tights under their skirts in cool weather.
- Undershirts must also match school colors (black, grey, maroon, or white)
- Spacer earrings, gauges, and plugs are prohibited.
- Facial piercings are not allowed.
- No bandanas of any color or style will be allowed (including worn as headbands)

Only School administered Dunbar jackets will be allowed. All others will be confiscated and returned at the end of the day.

Dunbar College Preparatory Academy administration reserves the right to make final decisions regarding the dress code.

Dress Code Violations- Students to be found in violation of dress code, will call their parent/guardian, who will immediately need to bring proper attire.

ACADEMICS

REPORT CARDS/ PROGRESS REPORTS – Report cards will be sent home with students at the end of each nine weeks grading period and progress reports will be sent home with students at the end of the third week within each six weeks. Students cannot be given a failing grade if a progress report has not been given during the grading period the student is failing.

HOMEWORK - Homework is an important supportive activity designed to promote academic achievement, reinforce or apply a skill previously taught, and to extend activities into the home. Dunbar CPA encourages meaningful homework assignments. Homework will be given on a regular basis throughout the school year.

GRADING SYSTEM - It is imperative that students at all times be encouraged to do the very best work they are capable of doing. The method of grading at the secondary level shall be as follows:

1. Only numerical grades will be used to record and report a student's achievement.
2. 90 – 100 indicates outstanding achievement or "A" work.
3. 80 – 89 indicates good achievement or "B" work.
4. 75 – 79 indicates average achievement or "C" work.
5. 70 – 74 indicates poor achievement or "D" work.
6. 69 or below indicates unsatisfactory achievement or "F" work. A grade of 50 will be the lowest percent score recorded on a report card.

SCHOOL ORGANIZATIONS

Students who participate in school organizations, athletics, or any school sponsored activity are in a position of leadership and represent Dunbar in their attitude and sportsmanship. It is expected that students who participate in these events and organizations hold to a standard of conduct while at school and away from school. Students who have offenses which violate the code of conduct, both on and off campus, may be removed from these organizations or events at the discretion of coaches and administration. These organizations include:

- Student Council
- National Junior Honor Society
- Spirit Squad
- Athletics
- Band
- Dance
- Robotics
- UIL
- STEM Club
- Pentathlon
- AVID
- Chess Club
- SPARK
- Girls/Boys Group

CAFETERIA EXPECTATIONS

Respect and courtesy should dictate the proper procedures in the cafeteria. Saving seats or cutting into the line is not permitted.

Students will not be permitted to wander the cafeteria. Teachers on duty (as well as any teacher in the room) will take immediate steps to stop any boisterousness or any other conduct considered undesirable in the cafeteria. Teachers also have the ability to restrict visiting/talking privileges.

1. Upon entering, students are to be seated in their assigned seats and wait for their table to be called to the serving lines.
2. One male and one female restroom pass will be issued, ensuring that no more than one student at a time will be in each restroom. Students must use the restroom nearest the cafeteria with the pass.
3. Playing with food or throwing objects in the cafeteria will not be tolerated. Students will be expected to keep the cafeteria clean.
4. No student should leave the cafeteria other than for the following situations: the student is needing to go to the restroom, the student has been summoned to report to the office, or the student has a pass to go eat lunch with a teacher or staff member. The student may not leave the cafeteria to acquire a pass from a teacher or staff member.
5. The teachers on duty will dismiss students at a given time. Students are to remain at their seats until they are dismissed and must push their chairs up to the table upon leaving.
6. No food or drinks are to be taken out of the cafeteria. Teachers are expected to take up any food items (whether open or closed) that students have in the hallway or in classrooms after lunch. **Exception – if a teacher is allowing a student to eat in their classroom rather than the cafeteria as a reward or a consequence, the teacher must pick up the students.

PARENTS BRINGING FOOD Parents may bring food and/or eat with their own child. They may not provide food to other students in the cafeteria. Parents must check in at the front office upon arrival.

Food deliveries are not allowed for any reason and will be sent back to the restaurant.

NURSE CLINIC and MEDICAL SERVICES

NURSE CLINIC

The clinic is in the main office area near the counselors' offices. Each school has a qualified Registered Nurse on duty on designated days to administer to the health needs of students that arise during the school day and to maintain student health records. If a student becomes ill or injured during school, the teachers will allow the student to report to the clinic. If the illness is such that the student requires more professional attention, the nurse, in conjunction with the office, will contact the parent. In the absence of the nurse, the front office staff will fill the function.

MEDICATION

The following provisions limit administering medication to any student by the school:

1. No medication, including aspirin, will be administered unless the school has written permission to do so from the parent, legal guardian, or other person having legal control of the student.
2. All such requests must be kept on file in the nurse's office.
3. The medication must be in its original container and properly labeled.
4. The medication may be administered by the school nurse or persons designated by the principal.

ACCIDENTS AND ILLNESS

The following procedures will be followed:

The name of the doctor that parents wish to be called in case of emergency must be on file in the office

If an injury or illness is considered serious, every effort will be made to contact the parent and/or doctor specified by parent.

No student who is ill or injured will be sent home without first contacting the parent.

School Liability – Lubbock Public Schools assumes no liability for doctor or hospital fees for accidents or injuries occurring at school

P.R.I.D.E

DUNBAR COLLEGE PREPARATORY ACADEMY

BELL SCHEDULE

6th Grade

8:00-8:15 Homeroom
8:15-9:05 Elective 1
9:05-10:30 Academic Block 1
10:30-11:55 Academic Block 2
11:55-12:25 Lunch
12:25-1:10 Elective 2
1:10-2:30 Academic Block 3
2:30-3:50 Academic Block 4
3:50-4:40 Elective 3

7th Grade

8:00-8:15 Homeroom
8:15-9:40 Academic Block 1
9:40-10:25 Elective 1
10:25-11:10 Elective 2
11:10-11:40 Lunch
11:40-12:25 Elective 3
12:25-1:50 Academic Block 2
1:50-3:15 Academic Block 3
3:15-4:40 Academic Block 4

8th Grade

8:00-8:15 Homeroom
8:15-9:40 Academic Block 1
9:40-11:05 Academic Block 2
11:05-12:35 Academic Block 3
12:35-1:10 Lunch
1:10-1:55 Elective 1
1:55-2:40 Elective 2
2:40-3:20 Elective 3
3:20-4:40 Academic Block 4