

SCHOOL YEAR 2015-2016

Student Name:	
Locker #:	
Class Advisor:	
Counselor:	

Mission Statement

The mission of Dayton Public Schools is to equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.



DUNBAR EARLY COLLEGE HIGH SCHOOL STUDENT HANDBOOK

1400 Albritton Drive

Dayton, Ohio 45417

Phone (937)542-6760

Fax (937) 542-6761

www.daytondunbar.org

Paul Laurence Dunbar High School

Dunbar High School is named for Dayton Ohio's most famous poet, Paul Laurence Dunbar. He was born in 1872 and wrote his first poetry at the age of seven. Dunbar graduated from Steele High School in 1891 and died in 1906. His home on South Paul Laurence Dunbar Street is on the National Register of Historic Homes.

In memorializing the spirit of Paul Laurence Dunbar, Dunbar High School is dedicated to promoting the best potential of Dayton young people.

Paul Laurence Dunbar High School originally opened as a Junior High School on what used to be South Summit Street (now South Paul Laurence Dunbar Street), in 1933 with 850 students. Classes were immediately added until it became a Senior High School.

The building at 2222 Richley Ave. opened for classes in 1962 with 1800 students in attendance. It closed in January 2009 with the completion of the current building.

WOLVERINE WAY

1. We respect ourselves and others!
2. We are on time for school and class!
3. We are prepared!
4. We are committed!
5. We are career and college ready!

2015-2016 ACADEMIC CALENDAR

First Quarter – Aug. 13, 2015-Oct. 15, 2015

Thurs. Aug. 13 School Begins
Mon. Sept. 7 Labor Day Holiday-No School
Wed. Sept. 23 No School
Thurs. Oct. 15 End of First Quarter
Fri. Oct. 16 Fall Break / No School

Second Quarter – Oct. 19, 2015-Dec. 17, 2015

Mon. Oct. 19 Begin Second Quarter
Wed. Oct. 21 No School
Wed. Nov. 11 2-Hour Early Dismissal
Nov. 16-19 – Parent/Teacher Conferences (actual day TBD)

NOV. 25 – NOV. 27, 2015 – Thanksgiving Break

Thurs. Dec. 17 End of Second Quarter
Fri. Dec. 18 No School

DEC. 21, 2015 – JAN.1, 2016 – WINTER BREAK

Third Quarter – Jan. 4, 2016 – March 11, 2016

Mon. Jan 4 Begin Third Quarter
Mon. Jan. 18 Martin Luther King, Jr. Day - No School
Wed. Jan. 27 2-Hour Early Dismissal
Wed. Feb. 10 2-Hour Early Dismissal
Mon. Feb. 15 No School / President's Day Holiday
Fri. Mar. 11 End of Third Quarter

Fourth Quarter – March 14, 2016 – May 25, 2016

Mon. Mar. 14 Begin Fourth Quarter
Fri. Mar. 25 Good Friday Holiday – No School
MAR. 28 – APR. 1, 2016 – SPRING BREAK
Mon. Apr. 4 Students return to school
Mon. May 25 Last Day for School – End of Fourth Quarter
Last Day for Staff & Students
(2 hour Early Dismissal)
Mon. May 30 District Closed / Memorial Day Holiday
May 26 – June 2 are reserved for Calamity Days

BELL SCHEDULE

First Warning Bell	8:50
Warning Bell	8:55
1 st Period	9:00 – 10:30
2 nd Period	10:35 – 12:05
3 rd Period	12:10 – 2:10
A Lunch: 12:10 – 12:40 A Class: 12:45 – 2:10	
B Class: 12:10 – 12:55 / 1:30 – 2:10 B Lunch: 12:55 – 1:25	
C Class: 12:10 – 1:40 C Lunch: 1:40 – 2:10	
4 th Period	2:15 – 3:45

Dunbar High School Alma Mater

To Thee Dunbar, we pledge our hearts
With spirit loyal and true
We'll do our best despite the test
To make a name for you.
When time shall come and we shall meet
To part forever more.
Long may we sing of Dunbar High,
The school we all adore.

CHORUS

Hail, hail dear old Alma Mater,
Pride of our land.
We greet thee; we praise thee,
Above them all we stand.
True to our colors, we unfurl them,
Blue and white as the skies.
Loud in chorus, now we sing,
For our Dunbar, Oh Dunbar High!

ATTENDANCE

542-6766

School begins at 9:00 a.m. Students are expected to be in school and in class on time every day. Regular school attendance is important not only because it is required by Ohio Law, but also because students who are in school each day will gain more from their educational experience. Students develop good work habits by accepting responsibility for being on time to school and classes.

It is the parent's responsibility to see that students attend school regularly. Parents must notify the school Attendance Office at 542-6766 when a student is going to be absent. You may leave a voice message if necessary. The student must provide a written excuse for the absence upon returning to school. If no excuse is submitted, the absence will be unexcused and the student will not be allowed to make up missed work. Failure to provide a written excuse can also affect the student's graduation.

Every student has the personal responsibility to attend school regularly and on time, to present a written excuse to their first period teacher, and to make arrangements with teachers to make up missed work.

Home and school cooperation are critical to help students progress academically. Plan ahead. Arrange all appointments, whenever possible, for after school or weekends. Parents of students who will be out of school six weeks or longer should contact the school nurse for information on Home Instruction.

The attendance goal for Dunbar High School is 95%. Please help us reach that goal. The State of Ohio recognizes the following as approved excused absences:

- Personal illness
- Religious holiday
- Emergency
- Home quarantine
- Family illness
- Death in family

Frequently repeated absences will be referred to Student Services/Tuancy. District policy states that if a student is absent for 105 consecutive hours (16 days) they will be withdrawn.

USEFUL CONTACTS

Dunbar Early College High School
1400 Albritton Drive Dayton, Ohio 45417
937-542-6760 (Phone)
937-542-6761 (Fax)

Principal	542-6760	Crystal Phillips
Asst. Principal	542-6760	Tiffany Bozeman
Asst. Principal	542-6791	Lolita Stevenson
Athletic Director	542-6803	Peter Pullen
Attendance	542-6766	Gay Sidberry
Business Manager	542-6821	Marsha Russ
Counselors	542-6820 542-6819	Lindsey Scarbro (10 th & 11 th) (9 th & 12 th)
Data Tech	542-6764	Rebecca Shrout
Library	542-6770	
Nurse	542-6768	Tara Boone
Psychologist	542-6773	Debra Gillespie
Speech Therapist	542-6769	Sheila Heflin
TTW Coordinator	542-6769	Lesli Combs
Dayton Board of Education	542-3000	
Office for Exceptional Children	542-3353	
Student Assignment	542-5555	

2015 – 2016 ACT TEST DATES

Test Date	Registration Deadline	(Late Fee Required)
September 12, 2015	August 7, 2015	August 8–21, 2015
October 24, 2015	September 18, 2015	September 19– October 2, 2015
December 12, 2015	November 6, 2015	November 7–20, 2015
February 6, 2016	January 8, 2016	January 9–15, 2016
April 9, 2016	March 4, 2016	March 5–18, 2016
June 11, 2016	May 6, 2016	May 7–20, 2016

TARDY

Students are considered tardy when they are not in the classroom before the bell rings or when they report to school after the morning tardy bell.

Students late to school must report directly to the Attendance Office to sign in and receive a tardy slip. Hall sweeps are held regularly. Students who are not in class on time during hall sweep will receive disciplinary action. Teachers track students who are tardy to class. After two tardies, the teacher will notify the parent/guardian.

EARLY DISMISSAL

Students must have permission to leave school. To receive permission, students must bring a note signed by their parent/guardian. The note must include a telephone number to call for verification.

Early dismissals may not be permitted during certain times of the school year such as semester, final exams, OGT Testing state end of year exams.

Students age 18 or older are not permitted to sign themselves out without permission from a parent or guardian unless they can provide verification that they are emancipated.

ATHLETICS

542-6803

All students must meet academic requirements before participating in any extracurricular activity, including sports. Students are required to maintain a 2.0 GPA to be eligible for athletics.

BEHAVIOR

Every person has the right to be treated fairly and courteously. Anyone who infringes on someone else's rights can expect to be disciplined. Show the same consideration for your school, your classmates and your teachers that you expect them to have for you and your property.

School policies/regulations clarify expected behavior so everyone conducts themselves to minimize disruptions and maximize learning. Take care of school property and take pride in your school by keeping it clean and neat.

Treat your textbooks and supplies with care. Behave as Dunbar's best representative; whenever you attend an event, you represent your school.

CELL PHONES, I-PODS, I-PAD, ETC

Dayton Board of Education policy prohibits students from possessing and using electronic devices of any kind while in school. If a student is observed using any electronic device, the device will be confiscated. Refusal to hand over a cell phone and /or repeated offenses will result in suspension.

Dunbar High School and Dayton Public Schools will not be held responsible or liable for any lost, stolen, damaged or confiscated cell phone or any other electronic device.

ALCOHOL & DRUGS

Possession and/or use of alcohol or drugs are explicitly prohibited. Students caught with either will automatically be suspended for at least 10 days with a recommendation for expulsion. This policy also applies to extra-curricular activities and to look-alike substances.

DISCIPLINE

The staff of Dunbar High School feels that students should be prepared to cope in the outside world. Every student is held accountable for their behavior. School discipline is essential for effective learning to take place.

Discipline includes, but is not limited to, counseling, parent conference, detention, work detail, suspension, emergency removal or expulsion.

The principal, assistant principal or superintendent may remove a student from school or extracurricular activities if the student's presence:

- Poses a continuing danger to persons or property; or
- An ongoing threat of disrupting the academic process takes place within a classroom or on school premises.

Health screening is done for students in preschool, kindergarten, first, third, fifth, seventh and ninth grades. For most grades this includes vision, hearing, and dental. Scoliosis screening is done in sixth grade. If you do not want your child to participate in the health screenings, you must send a written note to the school nurse. Parents will be informed in writing if their child needs to have a medical evaluation for a possible problem. Students who are suspected of having a contagious disease will be excluded by the school nurse. Please do not hesitate to contact the school nurse for question or concerns.

Are we able to reach you in case of emergency? Please be sure the school has your most current phone numbers and correct contact information.

STUDENT ID'S

All Dunbar High School students are required to wear picture ID's while in the building. One ID is provided free of charge. Students will be charged \$5.00 to replace a lost ID. Incoming students will have their ID's made at Freshman Orientation.

TEXTBOOKS

Students are responsible for the textbooks they are issued in class. Dunbar High School must be reimbursed for any lost or damaged textbooks/library books before a student receives his/her diploma. If students withdraw with outstanding debts, they are still obligated to pay and records will not be sent to the receiving school until paid.

VISITORS

Parents and guardians are always welcome to visit our school. Upon entering, all visitors are asked to report to the Main Office to receive a Visitor's Pass.

NURSE

542-6768

The school nurse, Tara Boone, is at Dunbar on Thursdays and Fridays. She should be advised of any medical problems.

Students requesting to see the nurse must have a proper pass from the classroom teacher. Should she determine a student needs to be sent home, the nurse will contact the parent and advise of the reason the student needs to go home.

Student Health Guidelines

Every day counts toward academic success. Students should rarely miss school. If your child has a chronic health condition, please contact the school nurse. The nurse may be able to provide help and resources so that your child can attend school regularly.

Please complete an Emergency Medical Authorization form each year.

Your child's immunizations must be kept up-to-date according to the requirements of the Ohio Department of Health. Provide the school nurse with an updated immunization record whenever your child receives immunizations. Children whose immunization records are not "complete" will receive an exclusion notice and have two weeks to comply.

Unless a routine medication is time-specific, it usually can be given at home. We must have orders from your child's healthcare provider for any medication to be given at school. This includes over-the-counter medication. Students are not allowed to self-carry medication without a healthcare provider order.

Minor injuries will be treated in the health office and the student will return to class. Parents or designated adults will be contacted for more serious injuries and illnesses. It is best practice for a parent or designated adult to pick up their child if the school determines that the student should not remain at school due to illness or injury. 911 (and the parent/guardian) will be called for emergency situations.

A detailed list of reasons for suspension and expulsion is available in the *Dayton Public Schools Guide to Student Code of Conduct* given to each student at the beginning of the school year. If a student is suspended, the principal or assistant principal contacts the parent/guardian and provides a written notice of suspension, the reason for it and its duration. Students who are suspended cannot be on school premises or attend any school function for any reason during the duration of the suspension. Repeated violations may result in expulsion.

Progressive Discipline Action Steps	
First Level One Infraction	
Re-teach the behavioral expectations Parent Conference Loss of privileges Review preventative strategies with staff	Student Conference Reflective activity Written reflection Time-out
Second Level One or first Level Two Infraction (actions listed below are in addition to strategies outline above)	
Restitution Require the student to complete a community service task/special assignment Provide behavioral PD for staff Detention Office referral	Provide a mentor Student/Peer mediation Check-in/Check-out (self-management) Behavioral contract or daily log Participation in age-appropriate intervention group Have the student choose a method of apologizing or making amends to those impacted by the behavior
Third Level One or second Level Two Infraction (in addition to strategies listed above)	
Office referral Referral for counseling Complete a Functional Behavioral Assessment/Intervention Plan Restricted/excluded from activities Enroll staff in additional PD sessions	Implement restorative practices Referral to building team Develop and implement a school-wide behavioral contract with the student and parent Enroll student in a targeted intervention
Third Level Two and/or first Level Three Infraction (in addition to strategies listed above)	
In-school suspension Possible out-of-school suspension (minimal days) Enroll student in an intensive intervention	Referral to mental health agency Referral to Intervention Assistance Team Possible Recommendation for expulsion Provide staff with specific behavioral management PD
Fourth Level Two and/or second Level Three Infraction (in addition to strategies listed above)	
Out-of-school suspension (minimal days) Recommended Expulsion	Placement in the alternative school Referral to outside agency/law enforcement
Five or more Level Two and/or three or more Level Three Infractions (in addition to strategies listed above)	
Removal from school-suspension or expulsion (days appropriate for offense and offenders developmental age)	

The steps outlines above do not include an exhaustive list of strategies. The items in each stop also are not listed in chronological/progressive order. However, strategies should also be administered in the least restrictive manner possible.

DRESS CODE

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation, which requires the student to use good judgment. Students are expected to wear the required uniform. Research has shown a correlation between appearance and behavior, especially in the school setting.

1. Parents and students maintain responsibility for following the student dress code.
2. The administrators, with the assistance of the staff, have the final responsibility of enforcing the student dress code.
3. When any dress or grooming interferes with the cleanliness, health, welfare, safety of students, or disrupts the educational process, it is prohibited.
4. Sponsors and teachers of elective programs or elective activities may require stricter standards regarding dress and personal appearance for participants in their program or activity. The administration and/or athletic director must approve clothing for student participants in school-sponsored extracurricular activities.

UNIFORM POLICY

The students at Dunbar Early College High School are required to be in uniform while attending school unless prior **written** notice is given. Students inappropriately dressed (out of uniform) will not be permitted to attend class until uniform dress is obtained. Students will first be required to call home so that a uniform can be brought to the school. **School administrators and/or designee will handle chronic offenders.** The school will not provide uniforms for students who repeatedly, consistently come out of uniform.

- Hoodies are **NOT** permitted. If a hoodie is worn in place of a sweater or jacket, it must be removed during school hours.
- Coats and jackets are not to be worn in the classroom.
- Sweat pants and jeans are **NOT** permitted.

LOCKERS

\$3.00 Fee (per student)

Lockers **ARE REQUIRED** for each student for the safekeeping of school and personal items. Students are to keep their lockers secured at all times. Lockers are not to be shared.

Lockers are school property and, as such, are subject to random searches at any time by school personnel and/or law enforcement officers. Dunbar High School is not responsible for lost or stolen items.

LOST AND FOUND

All found articles should be turned into the Main Office. Unclaimed articles are given to charitable organizations at the end of each school year. Students are required to pay for lost textbooks. Transcripts and official grades will be withheld until lost book obligations and fees are met.

LUNCH

Dunbar High School observes a closed lunch. Students are **NOT** permitted to leave the building during their lunch period. Food brought from outside **WILL NOT** be delivered to students. Students are expected to take pride in their building and to deposit all trash in the proper places.

NATIONAL HONOR SOCIETY

Membership to the Booker T. Washington Chapter of the National Honor Society is open to sophomores, juniors and seniors who meet specific requirements. Criteria for selection include scholarship, service, character and leadership.

Students who meet the 3.0 GPA requirement will be invited to apply for membership. Academics alone, however, will not guarantee selection. Students must provide verification of community service, along with teacher and character recommendations to be considered.

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OHIO GRADUATION TEST

Students must pass the Ohio Graduation Tests in writing, reading, social studies, mathematics and science. The Ohio Graduation Tests are administered twice during the school year and once during the summer. Students must retake tests in areas that have not been passed.

TESTING DATES

Fall – October 26-30, 2015

Spring – March 14-18, 2016

Summer – June 13-17, 2016

According to the Ohio Revised Code Section 3313.615 (A), students may graduate and receive diplomas without passing all five parts of the OGT if they meet **all** of the following requirements:

- Pass four of the five tests and have missed the fifth test by no more than 10 points;
- Have had a 97% attendance rate through all four years of high school with no expulsions;
- Have a grade point average of 2.5 out of 4.0 in the subject area missed and have completed the curriculum requirements in the subject area missed;
- Obtain letters of recommendation from each teacher in the subject area not yet passed, as well as the high school principal.

Tops (all grades)

White, Black, Navy or Royal Blue (short or long sleeves/polo or button down) this includes the monogrammed Dunbar shirts

Bottoms (all grades)

Khaki or Navy Blue pants, shorts or skirts (must be at least knee length or longer)

Personal Items

All book bags must be stored in the student's locker prior to the beginning of the instructional day. Purses of reasonable size are permitted. Hats, head coverings, bandanas, and sunglasses are **NOT** to be worn in the school and must be stored in a locker or specified area prior to the beginning of the instructional day.

Enforcement

Staff members are expected to uniformly and consistently enforce the dress code. Violation of the dress code may result in removal from class until the violation can be resolved and/or disciplinary action taken. If a student is referred to the administration, the staff member observing the violation will record the exact nature of the problem on a disciplinary form and send the form along with the student at the time of referral.

Clothing

Clothing, jewelry, tattoos, or other personal items which specifically or generally contain, promote, glorify, or refer to alcohol, drugs, tobacco, sexual innuendo or sexually suggestive contents, profane, vulgar, or lewd symbols or slogans, gangs or cults, antisocial or harassing behavior, hate, violence, death, suicide, gore, and/or blood shall not be worn or displayed. Tattoos, which do not conform to the requirement of this paragraph, must be covered. Clothing must be worn in a manner that does not expose the shoulder, torso, midriff (half-shirts), chest, cleavage, back, buttocks or undergarments. Clothing with rips, tears, or holes, above mid- thigh, that exposes skin or undergarments, may not be worn.

Lower garments will stay, unassisted, with or without a belt, at the top of the hipbone or above. Lower garments must be no shorter than mid-thigh and will not expose undergarments. Formfitting Lycra or spandex may only be worn under another garment. Pajama and house slippers are **not permitted**.

Outerwear

Trench coats, bubble jackets, parkas or any other heavy winter coats may not be carried between or worn in class. Students must place these jackets and/or coats in their lockers, or specified area, prior to the beginning of the instructional day.

Shoes

Students must wear shoes to school that are safe and appropriate for the school environment, which includes stairs and emergency drills. Skate shoes, and house slippers are prohibited.

Hair, Make-up & Piercings/Jewelry

Excessive or extreme make-up or hairstyle is prohibited. Extreme and/or excessive piercings are prohibited. Spiked or studded jewelry and/or heavy chains are not to be worn or carried. No jewelry that could be dangerous to persons or destructive to school property is permitted.

FIRE DRILLS

Fire drill procedures are posted in each classroom. Fire drills are held monthly. Students are to quickly exit the building when the fire drill sounds and are to take all personal possessions with them.

GRADUATION REQUIREMENTS

Graduation requirements at Dunbar High School are established by the Dayton Board of Education and meet the minimum standards set by the Ohio Department of Education and the North Central Association of Colleges & Secondary Schools.

REQUIREMENTS ARE:

21 units of credit that include:

4 units of English

4 units of Mathematics

3 units of Science, including one in Physical Science and one Biological Science

3 units of Social Studies, including one unit in both American History and American Government

½ unit each of Physical Education and Health

1 credit of Business/Technology, Foreign Language, or Fine Arts

Beginning with the **Class of 2018** students will need to complete the above requirements in addition to taking the end-of-course exams:

Algebra I and geometry or integrated math I and II

Physical science

English I and English II

American history and American government

GUIDANCE OFFICE

Guidance services are available to every student. The counselor assists students with career and educational information as well as course decisions and scheduling. Conversations with the guidance counselor are kept confidential except when students are considered harmful to themselves or others. Students who wish to see the counselor must sign up for an appointment.

SCHEDULE CHANGES

All schedules must be followed until an official change is made by the counselor. Reasons for requesting a change of schedule are:

- The course was already taken and passed during the regular school year.
- The course was taken and passed during summer school.
- The schedule does not include a required course for graduation that must be taken during the current school year.
- The schedule includes an error made by the school (either human or computer.)
- Students/parents may request a schedule change within the **first 5 (FIVE)** calendar days of the course.
- Teachers may request a schedule change within the **first 10 (TEN)** calendar days of the course.
- After 10 (TEN) calendar days, All schedule changes must be approved by administration.