

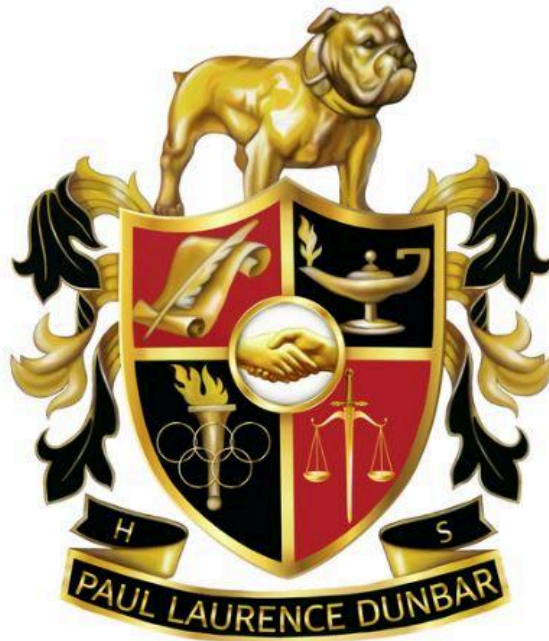
**2024-2025**

**STUDENT HANDBOOK**

Expectations and Responsibilities

for

**Paul Laurence Dunbar High School**



1600 Man O' War Boulevard  
Lexington, Kentucky 40513  
859-444-3546  
[www.pld.fcps.net](http://www.pld.fcps.net)

**SCHOOL COLORS: Red and Black**

**SCHOOL MASCOT: Fighting Bulldog**

**SCHOOL FIGHT SONG**

Hail to the Dunbar Bulldogs  
Hail to our pride and honor  
Hail, Hail, to Red and Black  
Our colors will shine  
Red! Black! White!  
We are the boldest and the best  
We will rise above the rest  
Watch, and you will see  
A Dunbar Victory  
B-U-L-L-D-O-G-S  
Bulldogs, Bulldogs  
Yeah Bulldogs!

**SCHOOL WEBSITE: [www.pld.fcps.net](http://www.pld.fcps.net)**

**Important Notice:** This handbook contains information applicable to students at PLD. A more comprehensive, District Student Code of Conduct is distributed to students on the first day of school. **If you need an additional copy of the District Handbook, please contact our school office.**

***The rules, regulations, and policies in BOTH handbooks apply to students and families.***

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# INTRODUCTION

Welcome to Paul Laurence Dunbar High School! We have one of the largest and finest schools in the state. We have a caring, welcoming environment where we make every effort to communicate and reach out to every student in our building.

Our goal is to guide and help you prepare for your future by providing a rigorous academic curriculum as well as extracurricular activities to help you explore your interests and develop relationships. Get involved in school and be an active participant. Work to your potential and you will be successful.

Important factors for your success are to be serious about your academics, be present and actively engaged, and follow all school rules. This student handbook will give you a quick reference to our policies, procedures, and general information. Your teachers will review the discipline procedures and general information in more detail during the first week of school.

## Phone List

Attendance Office	422-1616
Athletic Office	422-1617
Band Office	422-1624
Cafeteria	422-1623
Guidance Office	422-1618
Law Enforcement	422-1625
Main Office	422-3546
MSTC	422-1621
Registrar's Office	422-1619

## Office Staff

2024-2025

### Administrative Staff

Principal	Scott Loscheider	<a href="mailto:scott.loscheider@fayette.kyschools.us">scott.loscheider@fayette.kyschools.us</a>
Associate Principal (9th, A-K)	Robbie Barnes	<a href="mailto:robbie.barnes@fayette.kyschools.us">robbie.barnes@fayette.kyschools.us</a>
Associate Principal (9th, L-Z)	Paul Richardson	<a href="mailto:paul.richardson@fayette.kyschools.us">paul.richardson@fayette.kyschools.us</a>
Associate Principal (10-12, A-G)	Nancy Hill	<a href="mailto:nancy.hill@fayette.kyschools.us">nancy.hill@fayette.kyschools.us</a>
Associate Principal (10-12, H-O)	Andrea Tinsley	<a href="mailto:andrea.tinsley@fayette.kyschools.us">andrea.tinsley@fayette.kyschools.us</a>
Assistant Principal (10-12, P-Z)	Tonya Merritt	<a href="mailto:tonya.merritt@fayette.kyschools.us">tonya.merritt@fayette.kyschools.us</a>

## Guidance Counseling Staff

Head Guidance Counselor	Kelly Krusich	<a href="mailto:kelly.krusich@fayette.kyschools.us">kelly.krusich@fayette.kyschools.us</a>
Guidance Counselor	Melanie Burch	<a href="mailto:melanie.burch@fayette.kyschools.us">melanie.burch@fayette.kyschools.us</a>
Guidance Counselor	Callie Donovan	<a href="mailto:callie.donovan@fayette.kyschools.us">callie.donovan@fayette.kyschools.us</a>
Guidance Counselor	Elizabeth Brubeck	<a href="mailto:elizabeth.brubeck@fayette.kyschools.us">elizabeth.brubeck@fayette.kyschools.us</a>
Guidance Counselor	Melissa Long	<a href="mailto:melissa.long@fayette.kyschools.us">melissa.long@fayette.kyschools.us</a>
Guidance Counselor	Kameron McDaniel	<a href="mailto:kameron.mcdaniel@fayette.kyschools.us">kameron.mcdaniel@fayette.kyschools.us</a>
School Social Worker	Steve Duerson	<a href="mailto:steve.duerson@fayette.kyschools.us">steve.duerson@fayette.kyschools.us</a>
Mental Health Specialist	Karen Callahan	<a href="mailto:karen.callahan@fayette.kyschools.us">karen.callahan@fayette.kyschools.us</a>
Mental Health Specialist	Dontryse Greer	<a href="mailto:dontryse.greer@fayette.kyschools.us">dontryse.greer@fayette.kyschools.us</a>
School Psychologist	Patrick Ballard	<a href="mailto:patrick.ballard@fayette.kyschools.us">patrick.ballard@fayette.kyschools.us</a>
ACC	Brittany Grose	<a href="mailto:brittany.grose@fayette.kyschools.us">brittany.grose@fayette.kyschools.us</a>
BAC/Title 1	Seth Young	<a href="mailto:seth.young@fayette.kyschools.us">seth.young@fayette.kyschools.us</a>
College and Career	Pam Bates	<a href="mailto:pam.bates@fayette.kyschools.us">pam.bates@fayette.kyschools.us</a>
Behavior Coach	Lyndsey Thurston	<a href="mailto:lyndsey.thurston@fayette.kyschools.us">lyndsey.thurston@fayette.kyschools.us</a>
Youth Service Center	Patricia Shobe	<a href="mailto:patricia.shobe@fayette.kyschools.us">patricia.shobe@fayette.kyschools.us</a>

## Additional Staff

Administrative Asst.to Principal	Lauren Graham	<a href="mailto:lauren.graham@fayette.kyschools.us">lauren.graham@fayette.kyschools.us</a>
Admin Asst. (Main Office)	Earlene Jackson	<a href="mailto:earlene.jackson@fayette.kyschools.us">earlene.jackson@fayette.kyschools.us</a>
Admin Asst. (Main Office)		
Admin Asst. (Guidance)		
Registrar	Greg O'Bryan	<a href="mailto:greg.obryan@fayette.kyschools.us">greg.obryan@fayette.kyschools.us</a>
Attendance	Katrice Mitchell	<a href="mailto:katrice.mitchell@fayette.kyschools.us">katrice.mitchell@fayette.kyschools.us</a>
Bookkeeper	Leslie McFarlan	<a href="mailto:leslie.mcfarlan@fayette.kyschools.us">leslie.mcfarlan@fayette.kyschools.us</a>
Law Enforcement	Sgt. Stanko	<a href="mailto:john.stanko@fayette.kyschools.us">john.stanko@fayette.kyschools.us</a>
Library Media Specialist	Amber Faris	<a href="mailto:amber.faris@fayette.kyschools.us">amber.faris@fayette.kyschools.us</a>
Library Aid	Jim Adams	<a href="mailto:jim.adams@fayette.kyschools.us">jim.adams@fayette.kyschools.us</a>
Cafeteria Manager	Kelly Herriford	<a href="mailto:kelly.herriford@fayette.kyschools.us">kelly.herriford@fayette.kyschools.us</a>
Campus Foreman	Joe Harberson	<a href="mailto:joseph.harberson@fayette.kyschools.us">joseph.harberson@fayette.kyschools.us</a>
Technology Resource Teacher	Brooke Jackson	<a href="mailto:brooke.jackson@fayette.kyschools.us">brooke.jackson@fayette.kyschools.us</a>

## Teaching Staff 2024-2025

	NAME	E-MAIL	DEPARTMENT
	Allen Ben	<a href="mailto:ben.allen@fayette.kyschools.us">ben.allen@fayette.kyschools.us</a>	Social Studies
	Angevine Gaspar	<a href="mailto:gaspar.angevine@fayette.kyschools.us">gaspar.angevine@fayette.kyschools.us</a>	Math
	Aseltyne Paula	<a href="mailto:paula.aseltyne@fayette.kyschools.us">paula.aseltyne@fayette.kyschools.us</a>	Social Studies
	Bailey Kevin	<a href="mailto:kevin.bailey@fayette.kyschools.us">kevin.bailey@fayette.kyschools.us</a>	Science
	Bilkha Katie	<a href="mailto:katie.bilkha@fayette.kyschools.us">katie.bilkha@fayette.kyschools.us</a>	Social Studies
	Blackard Kathryn	<a href="mailto:kathryn.blackard@fayette.kyschools.us">kathryn.blackard@fayette.kyschools.us</a>	CTE FCS
	Bugg Anthony	<a href="mailto:anthony.bugg@fayette.kyschools.us">anthony.bugg@fayette.kyschools.us</a>	Math
	Burns Colleen	<a href="mailto:colleen.burns@fayette.kyschools.us">colleen.burns@fayette.kyschools.us</a>	English
	Burns Rachel	<a href="mailto:rachel.burns@fayette.kyschools.us">rachel.burns@fayette.kyschools.us</a>	Social Studies
	Carter Sean	<a href="mailto:sean.carter@fayette.kyschools.us">sean.carter@fayette.kyschools.us</a>	Math
	Carter Pam	<a href="mailto:pamela.carter@fayette.kyschools.us">pamela.carter@fayette.kyschools.us</a>	English
	Clark Christian	<a href="mailto:christian.clark@fayette.kyschools.us">christian.clark@fayette.kyschools.us</a>	Science
	Coleman Emily	<a href="mailto:emily.coleman@fayette.kyschools.us">emily.coleman@fayette.kyschools.us</a>	Health/PE
	Crawford Ben	<a href="mailto:ben.crawford@fayette.kyschools.us">ben.crawford@fayette.kyschools.us</a>	Math
	Crovo Sharessa	<a href="mailto:sharessa.crovo@fayette.kyschools.us">sharessa.crovo@fayette.kyschools.us</a>	Social Studies
	Crowe Melinda	<a href="mailto:melinda.crowe@fayette.kyschools.us">melinda.crowe@fayette.kyschools.us</a>	CTE Business
	Crump Cathy	<a href="mailto:cathy.crump@fayette.kyschools.us">cathy.crump@fayette.kyschools.us</a>	CTE Business
	Daman Kristina	<a href="mailto:kristina.daman@fayette.kyschools.us">kristina.daman@fayette.kyschools.us</a>	Special Education
	Daniels Erik	<a href="mailto:erik.daniels@fayette.kyschools.us">erik.daniels@fayette.kyschools.us</a>	Special Education
	Dean Donald	<a href="mailto:donald.dean@fayette.kyschools.us">donald.dean@fayette.kyschools.us</a>	EL
	Duncan Jason	<a href="mailto:jason.duncan@fayette.kyschools.us">jason.duncan@fayette.kyschools.us</a>	Health/PE
	Durham Sidney	<a href="mailto:sidney.durham@fayette.kyschools.us">sidney.durham@fayette.kyschools.us</a>	English
	Egan Gary	<a href="mailto:gary.egan@fayette.kyschools.us">gary.egan@fayette.kyschools.us</a>	English
	Egbert Elizabeth	<a href="mailto:elizabeth.egbert@fayette.kyschools.us">elizabeth.egbert@fayette.kyschools.us</a>	Special Education
	Elkins-Gabbard Christi	<a href="mailto:christi.elkins-gabbard@fayette.kyschools.us">christi.elkins-gabbard@fayette.kyschools.us</a>	German
	Faris Amber	<a href="mailto:amber.faris@fayette.kyschools.us">amber.faris@fayette.kyschools.us</a>	Library
	Feddock Kris	<a href="mailto:kris.feddock@fayette.kyschools.us">kris.feddock@fayette.kyschools.us</a>	Science
	Gill Scot	<a href="mailto:scot.gill@fayette.kyschools.us">scot.gill@fayette.kyschools.us</a>	Science
	Gilvin Kayla	<a href="mailto:kayla.gilvin@fayette.kyschools.us">kayla.gilvin@fayette.kyschools.us</a>	Science
	Goff Rebecca	<a href="mailto:rebecca.goff@fayette.kyschools.us">rebecca.goff@fayette.kyschools.us</a>	Fine Arts
	Gonzalez April	<a href="mailto:april.gonzalez@fayette.kyschools.us">april.gonzalez@fayette.kyschools.us</a>	Engineering
	Goodman Timi	<a href="mailto:timi.goodman@fayette.kyschools.us">timi.goodman@fayette.kyschools.us</a>	Art
	Greenwell Kait	<a href="mailto:kait.greenwell@fayette.kyschools.us">kait.greenwell@fayette.kyschools.us</a>	Math
	Guerrero Melba	<a href="mailto:melba.guerrero@fayette.kyschools.us">melba.guerrero@fayette.kyschools.us</a>	EL
	Harris Tiffany	<a href="mailto:tiffany.harris3@fayette.kyschools.us">tiffany.harris3@fayette.kyschools.us</a>	Special Ed.
	Heinss Seth	<a href="mailto:seth.heinss@fayette.kyschools.us">seth.heinss@fayette.kyschools.us</a>	Math
	Henning Alicia	<a href="mailto:alicia.henning@fayette.kyschools.us">alicia.henning@fayette.kyschools.us</a>	English
	Hernandez Alex	<a href="mailto:alex.hernandez@fayette.kyschools.us">alex.hernandez@fayette.kyschools.us</a>	World Language
	Herzog Ben	<a href="mailto:ben.herzog@fayette.kyschools.us">ben.herzog@fayette.kyschools.us</a>	Tech. Ed.
	Hisel Kirby	<a href="mailto:kirby.hisel@fayette.kyschools.us">kirby.hisel@fayette.kyschools.us</a>	Special Education
	Howard Charles		CTE Business
	Howell Jesse	<a href="mailto:jesse.howell@fayette.kyschools.us">jesse.howell@fayette.kyschools.us</a>	Science
	Hughley Mary	<a href="mailto:mary.hughley@fayette.kyschools.us">mary.hughley@fayette.kyschools.us</a>	Health/PE
	Irvine Zach	<a href="mailto:zachary.irvine@fayette.kyschools.us">zachary.irvine@fayette.kyschools.us</a>	Special Education
	Ison Justin	<a href="mailto:justin.ison1@fayette.kyschools.us">justin.ison1@fayette.kyschools.us</a>	Special Education
	Jacks George	<a href="mailto:george.jacks@fayette.kyschools.us">george.jacks@fayette.kyschools.us</a>	Math
	Jackson Brooke	<a href="mailto:brooke.jackson@fayette.kyschools.us">brooke.jackson@fayette.kyschools.us</a>	TRT
	Janbakhsh Daniel	<a href="mailto:daniel.janbakhsh@fayette.kyschools.us">daniel.janbakhsh@fayette.kyschools.us</a>	English
	Jenkins Chet	<a href="mailto:chet.jenkins@fayette.kyschools.us">chet.jenkins@fayette.kyschools.us</a>	CTE Business
	Johnson Wes	<a href="mailto:wesley.johnson2@fayette.kyschools.us">wesley.johnson2@fayette.kyschools.us</a>	English
	Kissner Tyler	<a href="mailto:tyler.kissner@fayette.kyschools.us">tyler.kissner@fayette.kyschools.us</a>	Math

<b>Knapp</b>	Peter	<a href="mailto:peter.knapp@fayette.kyschools.us">peter.knapp@fayette.kyschools.us</a>	Math
<b>Knight</b>	Seth	<a href="mailto:seth.knight@fayette.kyschools.us">seth.knight@fayette.kyschools.us</a>	English
<b>Long</b>	Kari	<a href="mailto:kari.long@fayette.kyschools.us">kari.long@fayette.kyschools.us</a>	English
<b>Lubbe</b>	Sarah	<a href="mailto:sarah.lubbe@fayette.kyschools.us">sarah.lubbe@fayette.kyschools.us</a>	Math
<b>Marsh</b>	Tiffany	<a href="mailto:tiffany.marsh@fayette.kyschools.us">tiffany.marsh@fayette.kyschools.us</a>	Music
<b>Mason</b>	Jennifer	<a href="mailto:jennifer.mason@fayette.kyschools.us">jennifer.mason@fayette.kyschools.us</a>	EL
<b>McNely</b>	Jennifer	<a href="mailto:jennifer.mcnely@fayette.kyschools.us">jennifer.mcnely@fayette.kyschools.us</a>	World Language
<b>Mitchell</b>	Jessica	<a href="mailto:jessica.mitchell@fayette.kyschools.us">jessica.mitchell@fayette.kyschools.us</a>	EL
<b>Moore</b>	Mary	<a href="mailto:mary.moore@fayette.kyschools.us">mary.moore@fayette.kyschools.us</a>	Math
<b>Morgan</b>	Brian	<a href="mailto:brian.morgan@fayette.kyschools.us">brian.morgan@fayette.kyschools.us</a>	Music/Band Dir.
<b>Morgan</b>	Jennifer	<a href="mailto:jennifer.morgan@fayette.kyschools.us">jennifer.morgan@fayette.kyschools.us</a>	Special Education
<b>Mullins</b>	Ashley	<a href="mailto:ashley.mullins@fayette.kyschools.us">ashley.mullins@fayette.kyschools.us</a>	EL
<b>Mullins</b>	Chris	<a href="mailto:chris.mullins@fayette.kyschools.us">chris.mullins@fayette.kyschools.us</a>	Math
<b>Nichols</b>	Karen	<a href="mailto:karen.nichols@fayette.kyschools.us">karen.nichols@fayette.kyschools.us</a>	Special Education
<b>Norris</b>	Sarah	<a href="mailto:sarah.norris@fayette.kyschools.us">sarah.norris@fayette.kyschools.us</a>	Special Education
<b>Norman</b>	Deron	<a href="mailto:deron.norman@fayette.kyschools.us">deron.norman@fayette.kyschools.us</a>	Biology
<b>Palapas</b>	Whilliedell	<a href="mailto:whilliedell.palapas@fayette.kyschools.us">whilliedell.palapas@fayette.kyschools.us</a>	EL
<b>Patton</b>	Jeremy	<a href="mailto:jeremy.patton@fayette.kyschools.us">jeremy.patton@fayette.kyschools.us</a>	Science
<b>Pelphrey</b>	Elizabeth	<a href="mailto:elizabeth.pelphrey2@fayette.kyschools.us">elizabeth.pelphrey2@fayette.kyschools.us</a>	MSTC Coordinator
<b>Pinson</b>	Shawna	<a href="mailto:shawna.pinson@fayette.kyschools.us">shawna.pinson@fayette.kyschools.us</a>	CTE FCS
<b>Powell</b>	Darius	<a href="mailto:darius.powell@fayette.kyschools.us">darius.powell@fayette.kyschools.us</a>	English
<b>Preptit</b>	Jamie	<a href="mailto:jamie.preptit@fayette.kyschools.us">jamie.preptit@fayette.kyschools.us</a>	Art
<b>Pryor</b>	Jonathan	<a href="mailto:jonathan.pryor@fayette.kyschools.us">jonathan.pryor@fayette.kyschools.us</a>	Special Education
<b>Reaquer</b>	Taylor	<a href="mailto:taylor.reaquer@fayette.kyschools.us">taylor.reaquer@fayette.kyschools.us</a>	Math
<b>Scott-Newsome</b>	Keia	<a href="mailto:keia.scott-newsome@fayette.kyschools.us">keia.scott-newsome@fayette.kyschools.us</a>	Science
<b>Sercus</b>	Gertie	<a href="mailto:gertie.sercus@fayette.kyschools.us">gertie.sercus@fayette.kyschools.us</a>	Math
<b>Smith</b>	Andy	<a href="mailto:hugh.smith@fayette.kyschools.us">hugh.smith@fayette.kyschools.us</a>	Social Studies
<b>Snodgrass</b>	Kim	<a href="mailto:kim.snodgrass@fayette.kyschools.us">kim.snodgrass@fayette.kyschools.us</a>	Social Studies
<b>Soult</b>	Megan	<a href="mailto:megan.soult@fayette.kyschools.us">megan.soult@fayette.kyschools.us</a>	World Language
<b>Sovkoplas</b>	Lyndsey	<a href="mailto:lyndsey.sovkoplas@fayette.kyschools.us">lyndsey.sovkoplas@fayette.kyschools.us</a>	English
<b>Stanley</b>	Taylor	<a href="mailto:taylor.stanley@fayette.kyschools.us">taylor.stanley@fayette.kyschools.us</a>	English
<b>Swango</b>	Jason	<a href="mailto:jason.swango@fayette.kyschools.us">jason.swango@fayette.kyschools.us</a>	Science
<b>Tanner</b>	Sarah	<a href="mailto:sarah.tanner@fayette.kyschools.us">sarah.tanner@fayette.kyschools.us</a>	CTE FCS
<b>Tremaine</b>	Trevor	<a href="mailto:trevor.tremaine@fayette.kyschools.us">trevor.tremaine@fayette.kyschools.us</a>	English
<b>Turner</b>	Matt	<a href="mailto:matt.turner@fayette.kyschools.us">matt.turner@fayette.kyschools.us</a>	Science
<b>Turner</b>	Wendy	<a href="mailto:wendy.turner@fayette.kyschools.us">wendy.turner@fayette.kyschools.us</a>	English
<b>Vogler</b>	Nick	<a href="mailto:nicholas.vogler@fayette.kyschools.us">nicholas.vogler@fayette.kyschools.us</a>	PE/Health
<b>Vowels</b>	Angel	<a href="mailto:angel.vowels@fayette.kyschools.us">angel.vowels@fayette.kyschools.us</a>	CTE FCS
<b>Watts</b>	Anna	<a href="mailto:anna.watts@fayette.kyschools.us">anna.watts@fayette.kyschools.us</a>	Music
<b>Watts</b>	Josh	<a href="mailto:joshua.watts@fayette.kyschools.us">joshua.watts@fayette.kyschools.us</a>	Special Ed.
<b>Whitfield</b>	James	<a href="mailto:james.whitfield@fayette.kyschools.us">james.whitfield@fayette.kyschools.us</a>	Science
<b>Wilkinson</b>	Doug	<a href="mailto:doug.wilkinson@fayette.kyschools.us">doug.wilkinson@fayette.kyschools.us</a>	Social Studies
<b>Wilkinson</b>	Tara	<a href="mailto:tara.wilkinson@fayette.kyschools.us">tara.wilkinson@fayette.kyschools.us</a>	English
<b>Williams</b>	Zach	<a href="mailto:zachary.williams@fayette.kyschools.us">zachary.williams@fayette.kyschools.us</a>	Special Ed.
<b>Williams</b>	Michelle	<a href="mailto:michelle.williams@fayette.kyschools.us">michelle.williams@fayette.kyschools.us</a>	Social Studies
<b>Wooley</b>	Michael	<a href="mailto:michael.wooley@fayette.kyschools.us">michael.wooley@fayette.kyschools.us</a>	Music/Band
<b>Young</b>	Seth	<a href="mailto:seth.young@fayette.kyschools.us">seth.young@fayette.kyschools.us</a>	BAC/Title 1
<b>Zimmerman</b>	Ben	<a href="mailto:ben.zimmerman@fayette.kyschools.us">ben.zimmerman@fayette.kyschools.us</a>	World Language



# 2024-25 SCHOOL CALENDAR AND SCHEDULES

## Instructional Calendar

<b>August 14, 2024</b>	First day of school for students
<b>August 23, 2024</b>	No classes for students
<b>September 2, 2024</b>	Labor Day - schools and offices closed
<b>September 30 - October 4, 2024</b>	Fall break
<b>November 5, 2024</b>	Election Day - no school for students
<b>November 27-29, 2024</b>	Thanksgiving Break - schools and offices closed
<b>December 23, 2024 - January 5, 2025</b>	Winter Break
<b>January 6, 2025</b>	No classes for students
<b>January 7, 2025</b>	Students return to school
<b>January 20, 2025</b>	Martin Luther King Jr. Day - schools and offices closed
<b>February 17, 2025</b>	President's Day - schools and offices closed
<b>March 14, 2025</b>	No classes - possible weather make-up day
<b>April 7-11, 2025</b>	Spring Break
<b>May 20, 2025</b>	Election Day - no classes for students
<b>May 26, 2025</b>	Memorial Day - schools and offices closed
<b>May 28, 2025</b>	Last Day of School

# PLD BLOCK ROTATION 2024-2025

## First Semester

Monday	Tuesday	Wednesday	Thursday	Friday
		8/14 A	8/15 B	8/16 A
8/19 B	8/20 A	8/21 B	8/22 A	<b>8/23 NO CLASSES</b>
8/26 B	8/27 A	8/28 B	8/29 A	8/30 B
<b>9/2 NO CLASSES</b>	9/3 A	9/4 B	9/5 A	9/6 B
9/9 A	9/10 B	9/11 A	9/12 B	9/13 A
9/16 B	9/17 A	9/18 B	9/19 A	9/20 B
9/23 A	9/24 B	9/25 A	9/26 B	9/27 A
<b>9/30 FALL BREAK</b>	<b>10/1 FALL BREAK</b>	<b>10/2 FALL BREAK</b>	<b>10/3 FALL BREAK</b>	<b>10/4 FALL BREAK</b>
10/7 B	10/8 A	10/9 B	10/10 A	10/11 B
10/14 A	10/15 B	10/16 A	10/17 B	10/18 A
10/21 B	10/22 A	10/23 B	10/24 A	10/25 B
10/28 A	10/29 B	10/30 A	10/31 B	11/1 A
11/4 B	<b>11/5 ELECTION DAY</b>	11/6 A	11/7 B	11/8 A
11/11 B	11/12 A	11/13 B	11/14 A	11/15 B
11/18 A	11/19 B	11/20 A	11/21 B	11/22 A
11/25 B	11/26 A	<b>11/27 NO CLASSES</b>	<b>11/28 THANKSGIVING</b>	<b>11/29 NO CLASSES</b>
12/2 B	12/3 A	12/4 B	12/5 A	12/6 B
12/9 A	12/10 B	12/11 A	12/12 B	12/13 A
12/16 B	12/17 A	12/18 B	12/19 A	12/20 B

**1<sup>st</sup> SEMESTER TOTALS 41 – A Days 41 – B Days  
(82 Instructional Days)**

### Grade Reporting Schedule – Fall 2024

September 15 End of 1<sup>st</sup> 6-Weeks Grading Period  
 September 22 Mid-term Report Cards given to students  
 October 27 End of 2<sup>nd</sup> 6-Weeks Grading Period  
 November 3 Mid-term Report Cards given to students  
 December 19 End of First Semester  
 January 5 Final Report Cards mailed home

## Second Semester

Monday		Tuesday		Wednesday		Thursday		Friday	
1/6	NO CLASSES	1/7	A	1/8	B	1/9	A	1/10	B
1/13	A	1/14	B	1/15	A	1/16	B	1/17	A
1/20	MLK HOLIDAY	1/21	B	1/22	A	1/23	B	1/24	A
1/27	B	1/28	A	1/29	B	1/30	A	1/31	B
2/3	A	2/4	B	2/5	A	2/6	B	2/7	A
2/10	B	2/11	A	2/12	B	2/13	A	2/14	B
2/17	PRESIDENTS DAY	2/18	A	2/19	B	2/20	A	2/21	B
2/24	A	2/25	B	2/26	A	2/27	B	2/28	A
3/3	B	3/4	A	3/5	B	3/6	A	3/7	B
3/10	A	3/11	B	3/12	A	3/13	B	3/14	NO CLASSES
3/17	A	3/18	B	3/19	A	3/20	B	3/21	A
3/24	B	3/25	A	3/26	B	3/27	A	3/28	B
3/31	A	4/1	B	4/2	A	4/3	B	4/4	A
4/7	SPRING BREAK	4/8	SPRING BREAK	4/9	SPRING BREAK	4/10	SPRING BREAK	4/11	SPRING BREAK
4/14	B	4/15	A	4/16	B	4/17	A	4/18	B
4/21	A	4/22	B	4/23	A	4/24	B	4/25	A
4/28	B	4/29	A	4/30	B	5/1	A	5/2	B
5/5	A	5/6	B	5/7	A	5/8	B	5/9	A
5/12	B	5/13	A	5/14	B	5/15	A	5/16	B
5/19	A	5/20	ELECTION DAY	5/21	B	5/22	A	5/23	B
5/26	MEMORIAL DAY	5/27	A	5/28	B				

**2<sup>nd</sup> SEMESTER TOTALS    46 - A Days    46 - B Days  
(92 Instructional Days)**

**174 Total Instructional Days**

### Grade Reporting Schedule - Spring 2025

February 16	End of 1 <sup>st</sup> 6-Weeks Grading Period
February 23	Mid-term Report Cards given to students
April 8	Ends of 2 <sup>nd</sup> 6-Weeks Grading Period
April 12	Mid-term Report Cards given to students
May 29	Last day of classes for students
June 3	Final Report Cards mailed home

**2024-2025**  
**PAUL LAURENCE DUNBAR DAILY SCHEDULE**

**CLASS SCHEDULE**

0 Hour	7:25 – 8:20
1 <sup>st</sup> Block	8:25 – 9:55
2 <sup>nd</sup> Block	10:00 – 11:30
3 <sup>rd</sup> Block	11:35 – 1:40
4 <sup>th</sup> Block	1:45 – 3:15

**LUNCH SCHEDULE**

<b>1st - Lunch</b> <b><u>11:35 – 12:00</u></b>	<b>2nd - Lunch</b> <b><u>12:00 – 12:25</u></b>	<b>3rd - Lunch</b> <b><u>12:25 – 12:50</u></b>	<b>4th - Lunch</b> <b><u>12:50 -- 1:15</u></b>	<b>5th - Lunch</b> <b><u>1:15 – 1:40</u></b>
Social Studies Off-Campus/Tech Art	Math Health Study Hall/Credit Recovery EL Bio and EL Physics (A) Smith, A/Crovo (A) Java Prog. (A) Aseltyne/ R. Burns(B) Howell, Je. (B)	English Reading Life Skills Credit Rec Science (B) Whitfield, J. (B)	Business World Language Engineering Media Arts Learning Strategies Drama/Humanities (A) MSTC Earth/Space (B) EL (B)	Science EL Chem (A) FCS Music PE
<b>Class Time</b>  12:00 – 1:40	<b>Class Time (Split)</b> 11:35 – 12:00 12:25 – 1:40	<b>Class Time (Split)</b> 11:35 – 12:25 12:50 – 1:40	<b>Class Time (Split)</b> 11:35 – 12:50 1:15 – 1:40	<b>Class Time</b>  11:35 – 1:15

## Block Class Schedule and “Snow Days”

PLD has a 1½-hour block class schedule. Each student is scheduled for (8) classes each semester and will take (4) each day on an A/B alternating day schedule.

If a “snow day” is declared, that day is skipped and the schedule will remain as listed in the calendar for the remainder of the year.

## ATTENDANCE INFORMATION

### Attendance Policy

Students can boost their academic achievement with regular school attendance. When absences are necessary, parents are asked to call the Attendance Office between 8:00a.m. and 8:40a.m. on the day the student will be absent.

**Board Policy requires that all written absence excuses be received within three (3) school days of a student’s return to school.** Excuse notes are to be submitted to the Attendance Office.

An excuse note must be signed by a parent/guardian if the absence is due to illness of the student, family emergency (3 occurrences per year), funeral, or religious event. Otherwise a note must be received from the **agency** responsible for the absence of the student (examples: doctor, dentist, court, attorney, social security office, immigration office, passport office, Department of Motor Vehicles/driver’s license, police report for accident).

If notes are not received within **three days** of the student’s return to school, the absence(s) will be **UNEXCUSED**, and teachers will not be required to assign make-up work.

Please call the Attendance Office with specific questions, and they will assist you.

### Absence Limit

***\*School board policy dictates the number of excused absences and tardies allowed in a school year.*** Once a student has accumulated **(10) excused absences** (full day/parent sick notes) and/or **(10) excused tardies** (parent sick notes to school), a doctor’s note will be required. Otherwise, all absences and tardies after the 10 excused ones will automatically be unexcused. **\*\*Please note:** Partial absence days will be totaled to count as whole-day absences. Please see the FCPS district handbook for official wording of the absence/tardy policies and Driver’s Permit/License information.

### Truancy

Truancy warning letters will be sent to any student who accumulates (3) and (6) unexcused **events** (check in, check out, partial day in, or partial day out). A final notice will be sent to any student who has a total of (9) absences and/or (12) tardies. At (12) absences and/or (15) tardies, a school referral will be made to the district’s Department of Pupil Personnel.

The school will make every effort to help students and parents monitor student attendance, but continued truancy will be reported to the Department of Pupil Personnel. Parents and students can keep track of attendance in Infinite Campus or by calling the attendance office for an update on a student’s record. For further information, see the FCPS Student Code of Conduct.

### Driver’s Permit/License

Students must present verification of enrollment to apply for a driver’s permit/license. Students requesting this form must be attending school regularly and must be making academic progress as defined by the state law. This form can be

requested in the counseling office before 10:00 am to be ready for pickup by the end of the work day. Requests made after 10:00 am will be ready for pick up on the next work day.

The school is required to report any student who has 9 unexcused absences (or dropped out of school) or who is academically deficient to the Kentucky Transportation Cabinet. The Cabinet can revoke any student's permit/license under these circumstances.

## College Visits

In order for a College Visit to be excused, a notification on letterhead from the college must be submitted within **3 days of the student's return to school**; make sure the name and date of the visit are listed. The notification must state that the student was present at the college that day; an invitation to or an agenda of a college visit will not excuse the absence. The notification will only excuse the date of the visit; for any necessary travel associated with the college visit, a note from the parent/guardian must be included along with the notification from the college. A parent note alone will not excuse the absence.

Juniors (11<sup>th</sup>) and Seniors (12<sup>th</sup>) will be excused (coded as a College Visit in Infinite Campus) but must supply a letter from the college as stated above.

Freshmen (9<sup>th</sup>) and Sophomores (10<sup>th</sup>) will be excused (coded as Excused in Infinite Campus) but must supply a letter from the college as stated above.

Only three (3) college visits are allowed per school/academic year.

## EEO – Educational Enhancement Opportunity

To request an absence to attend or participate in an upcoming educational activity, an EEO application form must be completed and submitted to the Attendance office at least five (5) days prior to the absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum. The EEO application will be presented to the Head Principal to recommend/not recommend for approval, and then will be presented to the Director of Pupil Personnel for final approval/denial of excused absence.

A student may be approved for up to ten (10) days of absence per year for this purpose. This kind of absence **cannot** occur during the school's or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.

## Procedure for Early Dismissals

Parents/guardians wanting to pick up students during the school day should go to one of the Attendance clerks and sign the check-out log with the student name and reason for dismissal. The school is responsible for the safety of each student; therefore, **parents/guardians (or any other adult picking up a student) MUST show photo identification** before students may be released AND must be listed on the student information sheet kept on file at the school. These forms will be sent home at the beginning of the school year.

If a former (graduated) student is still listed as a student on the student information sheet, the parent/guardian must email both attendance clerks and give permission for the former student to pick up the current student; the former student must also show photo identification.

Following the steps below can save time for parents, students, and staff members:

1. If a student needs to leave during the school day, the parent/guardian must fax a note or email attendance clerks with the name of the student, dismissal time, method of leaving site (driving/walking/being picked up), and reason for leaving.
  - a. If a student is driving or walking, they must come to Attendance to check out before leaving site. An Attendance Pass (red note) will be delivered OR the attendance clerk will call the room to dismiss the student.
  - b. If a student is being picked up, the parent/guardian/designee must come to the Attendance office and present photo identification in order to check the student out before leaving site. If a student is riding with another student, we must have email/faxed permission from the parent/guardian of EACH student (driver and passenger).
2. All other students must have the parent/guardian/designee come to the Attendance office and present photo identification in order to check the student out.

3. The Attendance office will deliver an attendance pass to the student during the block the student is leaving OR will call the class and inform the teacher to dismiss the student from the classroom.
4. **The student must then come to the Attendance office to officially sign out; if they neglect to do this, the absence will be reflected as skipping class.**

### **Getting Assignments When You Are Absent**

It is the responsibility of each student who misses school to acquire his/her missed assignments from his/her teachers. This should be done upon the student's return to school, even if the missed classes are not meeting that day. If the student misses two or more consecutive A or B days, the parent may call the Counseling Office (381-3554) by 9:30 a.m. to request the student's homework. Due dates will be determined by the teacher. When a student knows of an exam before an absence, he/she should be prepared to take the exam upon returning to school.

### **Illness at School**

#### ***When illness occurs:***

1. Notify your teacher. Obtain a hall pass or note from the teacher to go to the clinic in the main administration office.
2. Go to the clinic – the nurse or parent volunteer is available to help you.
3. The office personnel will telephone your parent/guardian.
4. When permission is received, bring your note from the office to the attendance office to sign out.

**School personnel are NOT permitted to dispense any medicine (including pain relievers) without a doctor's note. Parents should register medications with the office to be dispensed to students.**

***Be sure that any injuries occurring at school are reported to the teacher in charge.***

## **GENERAL INFORMATION**

### **Announcements**

Brief announcements will be made in the morning at 8:25 a.m. WPLD announcements will be shown during 3<sup>rd</sup> block. The daily announcements are also posted on the school website.

### **Building Hours**

The building is usually open in the mornings by 7:25 a.m. and closes at 4:00 p.m. **ALL doors will remain locked during the school day.** A faculty member must supervise any student or group of students remaining in the building after 3:15 p.m. Maintenance personnel are not to assume this responsibility. Students who are not directly supervised by a staff member must leave the building and the school grounds after 3:25 pm.

### **Hall Passes**

Students may be excused from the classrooms during class with a hall pass issued by their teacher. Hall passes may be issued **AFTER the first 10 minutes** of class and **BEFORE the last 10 minutes** of class. Only one student can use each hall pass.

### **Lost and Found and Valuables at School**

Lost articles are often turned into the counseling office, the administration office, or to the law enforcement office. If you should lose an item (or find a lost item), contact one of these offices. **We encourage all students and visitors to leave valuable items at home.** The school is not responsible for locating or replacing lost or stolen property.

### **Valuables**

It is very important that students not bring valuables to school or leave money or other valuables in the lockers. Unfortunately, thefts do occur at school. Cell phones, I-Pods, electronic gaming devices, etc. should never be brought to school. The office will NOT investigate theft of such items. Please leave these items at home.

### **Visitors and Deliveries to Students**

Paul Laurence Dunbar encourages parents to visit the school as often as possible. Each visitor is required to sign in at the Attendance office, go through the metal detector, and wear a Visitor's Name Tag at all times in the building. Teachers

will be notified in advance of any visitors to their classrooms. This registration is absolutely essential for visitors so that the Division of Law Enforcement will be able to identify persons who have authorization to be in the building. **Board policy prohibits us from allowing students from other schools to spend the day with our students.** No exceptions will be made except for foreign exchange students who have been approved well in advance.

**Due to the change in state laws regarding food and nutrition, students are not allowed to bring in fast food or have outside fast food items delivered to them.** Also, items such as balloons and flowers will not be delivered to students during the school day. Students will need to pick up such items at the administrative office at the end of the school day.

## EMERGENCY INFORMATION

The safety of students and staff members is a top priority at Paul Laurence Dunbar. In order to be prepared for the multitude of situations that may occur on campus, the school practices emergency procedures throughout the school year in conjunction with law enforcement and emergency personnel. In addition, emergency information is posted in each classroom. In particular, the emergency evacuations and lock-down drills could inconvenience parents if they come to school during these times. We appreciate the cooperation of parents and other visitors during these practice times.

## SAFETY INFORMATION

It is very important for all students to cooperate with our safety procedures. **Students will be required to wear an ID starting on August 19, 2024.** Starting on August 19, students must have their ID to enter the building, receive a tardy note, pay for lunch, enter the library/counseling office, and receive a hall pass. Students may provide their own lanyard or use the school issued lanyard.

Safety procedures include:

- Students and staff will wear a lanyard with a photo ID (students will be provided an ID on the first day of school)
  - o The student ID will have a barcode that will be scanned when the student enters the building, is tardy, uses a hall pass, checks in to the library, cafeteria, counseling office, etc. **(Students using someone else's ID will result in a discipline referral for both students)**
- All students will be required to walk through a metal detector and have their backpack, and all belongings checked. The first few days of school student drivers and non-bus riders should arrive between 7:45 – 8:10 to get through the metal detectors and determine a routine time to arrive.
  - o Backpacks should be unzipped and phones placed in the backpack.
  - o It is recommended that students use clear containers or clear zip lock bags for small items in the backpack for easy fast checking.
  - o All items in the back pack with a zipper, snap, or buttons will be checked.
  - o Students should only bring what is needed and clean out backpacks regularly.
- All visitors entering the building will buzz in and walk through a metal detector and have belongings checked.
- All students/visitors entering the building will be subject to electronic search.
- Visitors will wear a visitor tag/sticker.
- All students entering after 8:24 will buzz in and will be asked to identify themselves by stating their name and showing their ID.
- All exterior doors will be locked at 8:25 A.M. Students are not permitted to open an exterior door for anyone.
- All classroom doors will be closed and locked during class time. Students entering late will be required to have a tardy note. Students are not permitted to open a classroom door. Teachers will answer the door to their classroom.
- Law Enforcement will be present at school.
- Law Enforcement will walk the perimeter of the building and the parking lot regularly.
- Teachers will be assigned supervision locations during their planning block and during arrival and dismissal times.
- All students will need to leave the building/property no later than 3:45 unless a coach or teacher is supervising them.
- Students need to continue to use the tip line to make anonymous reports.
- Everyone should use social media responsibly.

We will communicate via email, our website, and through the WPLD broadcast regarding any additional safety precautions that will be implemented throughout the school year.

We will be conducting safety drills throughout the year. After each drill, we will communicate via email to all families that we completed a drill.

The communication chain for a real emergency;



- Students/staff will be placed in lockdown. Lockdown means that everyone will be behind locked doors, quiet, and out of view. Students/staff in the hall during a lockdown are to enter the nearest classroom. Students in the restroom are to remain in the restroom and hide. Students in the cafeteria will be given instructions to hide behind/under tables, and/or move to the kitchen area. Everyone will remain in this position until Law Enforcement enters the room/area and releases students/teachers from the lockdown.
- Law Enforcement will be contacted (school LE and LPD)
- After the emergency – students and staff will be addressed via the public address system.
- Parents will be contacted via email.
- A statement will be posted on our website and through the WPLD broadcast.
- The district spokesperson will communicate with the media.

**Threat to harm:** If an expression of intent to harm someone is spoken, written, or gestured, a Threat Assessment will be conducted. The Threat Assessment Protocol involves identifying the threat, behavior or concern, reviewing history of dangerous behavior, recent precipitating events, social history, family history, educational history, legal history, and mental health history. The protocol also includes communicating with Law Enforcement, the High School Chief, Superintendent, Legal Council and the Director of Student Support. The parent of the student will be contacted and the student will be removed from the building until a threat assessment is complete, a meeting is conducted, and evidence is clear that there is no threat of harm. If the threat assessment indicates there is a potential threat to harm, the student will be referred for alternate placement, the authorities will be notified, and resource options provided to the parent. All threats will be taken seriously.

## SCHOOL SERVICES

### Guidance and Counseling

The guidance counselors are here to help you in many ways. Stop by and make an appointment if you need help with:

- Solving problems that you might encounter at school
- Registering and preparing for college entrance exams
- Planning for college and career
- Choosing a college, vocational school, or military training program
- Applying for college and vocational scholarships
- Planning your schedule of classes

### 2024-2025 GUIDANCE COUNSELOR/STUDENT ASSIGNMENTS

ALPHABET/TITLE	COUNSELOR
A-Bal; MSTC	Melanie Burch
Ban-D	Kelly Krusich
E-I	Melissa Long
J-Mon	Callie Donovan
Moo - R	Elizabeth Brubeck
S-Z	Kameron McDaniel
College and Career Social Worker	Pam Bates Steve Duerson
Family Resource Center	Patricia Shobe
Mental Health Specialist	Karen Callahan
Mental Health Specialist	Dontryse Greer
Behavior Specialist/Coach	Lyndsey Thurston
ACC	Brittany Grose
School Psychologist	Patrick Ballard

### Schedule Changes Policy and Procedures

Under the best of circumstances, scheduling for senior high school students is a very complex process. Therefore, consideration of schedule changes will be limited to the following situations:

1. When a student completes a course during the summer.
2. When a senior lacks a requirement for graduation.
3. When a student fails a course required to move to the next level or has an inappropriate phase level.
4. When a change is required due to clerical error (i.e. - course on schedule differs from original request).

- **NO CHANGES TO SCHEDULED AP CLASSES ARE ALLOWED, PER AP SIGNED CONTRACT.**

You will be required to keep the subjects in which you were originally scheduled unless your situation meets the above criteria. The counselor will NOT be allowed to change schedules in situations where you have changed your mind about a subject or prefer a different teacher. Please do not call or make appointments to ask for these changes.

**NOTE:** The only teacher change a counselor may consider will be in cases where a student is repeating a course with the same teacher.

During the first ten days of school, students with schedule errors may obtain a “Request for Schedule Change Form” from the counseling office. After this form has been completed and returned to the counseling office, the student’s counselor will notify the student concerning the status of the change request. **The student is to remain in the original course until the request is approved by the counselor and a new schedule has been delivered to the student.** (NOTE: This may take 3 to 5 days to complete).

## PEER TUTORS

Peer Tutors, Parents/Guardians, and Teachers will be expected to read, review, and sign the Peer Tutor Contract/Rubric (link below) that details the responsibilities and requirements of a Peer Tutor. If there are any concerns or questions about being a Peer Tutor, please discuss with the requested teacher, guidance counselor, or administrator. Failure to meet expectations will result in removal and/or failing the class.

[W 24-25 Paul Laurence Dunbar Peer Tutor Contract.docx](#)

## ESS Program

The Extended School Services Program (ESS) will be available for students needing extra help with course work during the 2021-2022 school year. Announcements will be made regarding sign-ups and transportation.

## Cafeteria

Each day the cafeteria offers a full and balanced meal consisting of a main dish, vegetable, dessert and beverage. In addition, a salad bar and an “a la carte” lunch line is available each day. A la carte items are priced separately. We will offer breakfast from 7:55 – 8:20 a.m. We will also provide a “grab and go” breakfast in the front foyer from 7:55-8:20. **Students who wish to qualify for free or reduced lunch must apply each year, even if they qualified for free/reduced lunch the previous year.**

## Instructional Fees

The instructional fees will be based on individual student schedules. **In some classes, a textbook may not be issued but rather the teacher may choose to use other materials.** Some courses require an extra fee for additional supplies and materials used in the course. PL Dunbar adheres to all Board Approved Instructional Fees. **Students with lost/damaged textbooks or owing fines/fees from the previous school year will not be issued textbooks in August until all debts are paid to the school.** Students eligible for free/reduced lunch are eligible for free textbooks. Paul Laurence Dunbar will conduct periodic checks of textbooks and will not tolerate inappropriate writings and/or drawings such as gang affiliation, ethnic slurs, etc. in textbooks. Appropriate consequences will be assigned to those students who are found misusing school property.

## Bookstore

Students from our business marketing class manage and operate the Booktique. You may purchase school supplies there before school. If there are items you wish to see sold through our store, please notify Ms. Robin Johnson in the Booktique.

## Law Enforcement

Paul Laurence Dunbar’s law enforcement personnel are here to serve our school community. They do have powers of arrest on any Fayette County School property for any violation of the law, including traffic violations. Law Enforcement’s primary responsibility is to keep PL Dunbar safe. They control crime on our campus, including traffic laws and violations. If they ask you to do something, cooperate. One LE office is located in the wing of the Business Department, and the other office is located in the Gym Foyer, across from the Orchestra classroom.

## Telephones

Students needing to use the office telephone during class time must have a pass from their teacher.

## Insurance

School insurance will be available to all students for a nominal fee during September. This insurance will cover students during the school day. (This insurance does not include team-sanctioned sports as recognized by the KHSAA). All athletes are required to have "athletic insurance" before participating in athletic practices or events.

## Locks and Lockers

All lockers are equipped with a lock which must be rented from the school for a \$5.00 fee. You may purchase a locker in the front office. A \$5.00 replacement fee will be charged for lost locks and only school locks may be used on school lockers. Always be sure that your locker is closed tightly and that your lock is secure. Loss of articles from your locker should be reported to Law Enforcement immediately. Due to the school enrollment, some students (starting with freshmen) will share lockers. Students **must** only use the locker registered to them. **Unregistered users may not share a locker with a registered student.**

## Library Media Center

The Maurice Strider Library/Media Center is named for an outstanding educator who taught art at both Dunbar High School and Morehead State University. Dr. Strider retired in 1979 and passed away in 1991. Dr. Strider was described by a former colleague as "A man of courage who fought for his beliefs, both in education and in civil rights."

The vision of the FCPS Library Program is to prepare students to become productive global citizens by ensuring proficiency in an ever-changing technology-based environment. Our mission is to empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users and producers of information.

### Library Media Specialist:

**Hours:** Mon - Fri: 8:00 a.m. to 3:30 p.m.

**Website:** See more information, including our catalog of books, e-books, and equipment, KYVL, and our Gale databases, at our website <https://sites.google.com/fayette.kyschools.us/pldlibrary>.

### Library Media Center Procedures and Expectations:

1. Come in with a library pass signed by a teacher and scan your badge at the circulation desk each time you come to the library.
2. No food is allowed in the library. Drinks must have a lid.
3. Conduct your library business appropriately and remain on task.
4. All library passes are for 30 minutes.
5. 3<sup>rd</sup> block passes are for quick trips only. Students may not hang out for lunch or extended passes during 3<sup>rd</sup> block.
6. Be ethical by citing your sources and not copying the work of others.
7. When you are finished, take all of your belongings with you and clean up your area. Take care of library materials and equipment, and return items on time.

**Computer Use:** You are expected to follow the terms of your Acceptable Use Policy, which means logging on to computers with your own personal account and keeping your password private.

**Circulation:** Students may check out up to 10 items. If we do not have a title you want, we can sometimes get it through Fayette County's ILL system – ask a librarian for help with this. The checkout period is 3 weeks, and you may renew the item. \*Equipment checkout requires a legal form signed by a parent/guardian and the teacher.

**Lost/Damaged Items:** We do NOT charge fines for overdue materials, but students are responsible for lost or damaged library items.

## Parking

Seniors and juniors will be able to apply for parking applications to park on campus early in the fall. (Sophomores cannot park on campus). Students need to listen to the morning announcements for instructions on how to apply for permits. A **\$25.00** application fee and a valid Kentucky driver's license are required to obtain a parking application. Upon completion

of the form, students will return the form with their driver's license, Kentucky vehicle registration and proof of insurance to Law Enforcement office between 7:55 and 8:20 each morning. The application must be returned with all appropriate materials within two weeks or the application will not be accepted. The application fee is non-refundable. Upon approval of the application documents, the student will receive a parking sticker. The sticker must be affixed to the outside of the car.

**Students who park in the designated staff lot may be towed without warning! Students (with or without PLD parking stickers) may NOT park in the visitor spaces, the handicapped spaces, the PTSA spaces and/or the 15-minute spaces. Law enforcement can revoke and remove stickers from cars in violation of any driving or parking regulations.**

**While driving on our campus, please observe a 10 MPH speed limit.**

**SPECIAL NOTE:** Student drivers who are tardy and/or truant to school can have their parking sticker revoked after 8 unexcused tardies. Students must bring a valid note within three days for a tardy to be excused. Parents can only write 10 tardy excuse notes for the entire year. Otherwise, students must have a doctor/dentist note. Students who are caught leaving campus without permission will also have their parking stickers revoked. Students who have off-campus obligations during the school day should be especially mindful of the parking restrictions and the possible consequences for violating them.

## **Transcript Information**

Seniors are entitled to one final transcript of grades to verify graduation. This **free** transcript may be sent to the graduate's college of choice. Additional final transcript request forms should be turned in with a \$1.00 fee plus a stamp (or cash) to cover postage. After graduation, only the graduate may request transcripts. Transcripts must be requested in person or by mail. No telephone requests will be accepted.

## **ACADEMIC GUIDELINES**

### **Grading Procedures (School Board Policy 08.1)**

- A. GENERAL STATEMENTS CONCERNING GRADING IN THE SECONDARY SCHOOLS:
1. The grade mark is an achievement report of the individual student's performance in a course of the student, to his or her parents, and others who are personally or professionally concerned with the student's progress in education.
  2. The grade should present true and precise information about the student's performance in the work of the course. (Teachers shall maintain detailed, systematic records of the achievement of each student.)
  3. At the beginning of the grading period, the teacher is to explain to the students the method of grading in the course as well as the method of determining the student's final grade in the course.
  4. The teacher's evaluation of the student's progress should be continuously available to the student, on an individual basis, and to his or her parents, but such explanations are not to result in classroom interruptions.
  5. The teacher of each class is responsible for evaluating the conduct of each student in the class and assigning the conduct grade to each student at the end of the grading period; however, the student's academic grade shall not be lowered because of unsatisfactory conduct. Students should know the criteria for conduct grades in each class.
  6. Generally, the most serious problems arise in grading where there is a lack of communication with the students and parents. The teacher is encouraged to use every opportunity to maintain communications with students and parents. Conference days are provided during the school year to aid in effective communications.
- B. PROCEDURES FOR GRADING IN THE SECONDARY SCHOOLS:

1. **Each teacher is to state clearly in each class the evaluation procedure for determining student grades.** The teacher's grade-record book/Infinite Campus records are to reflect the recorded data that is used to determine the student's grade in a course.
2. The evaluation procedure used in each class is to become a part of the teacher's grade record book/Infinite Campus records. At the end of each school year, the grade-record book/Infinite Campus records will become a part of the school records in the office of the principal.
3. Any deviation from this policy must be considered by the Principal, the High School Director, IAKSS, and approved by the Board of Education.

## **PLD GRADING POLICY**

### **Rationale**

In order to prepare all students for college and career readiness, teachers, parents, and students must have an accurate understanding of student learning. The goal of our grading policy is to provide consistent, accurate, meaningful, and supportive feedback. Dunbar's grading policy provides a transparent grading system which promotes student ownership and allows teachers to be supportive resources to help all students reach content mastery.

### **To assess a student's knowledge, skill, and/or performance in relation to specific standards-based learning targets:**

- All classes will have a list of standards/learning goals (key learning) that will be taught and assessed.
- All units will be designed with formative assessments focused on learning targets that are aligned with and build toward the summative assessment.
- Teachers will provide scoring guidelines, models, and/or rubrics with clear descriptions of the work at the Mastery of Standard levels for the standards/learning goals being assessed.
- Summative assessments that measure multiple standards/learning goals must report separate grades for each standard/learning goal. (Final exams/final projects may be reported as a cumulative score.)
- Because students' knowledge of standards is being assessed, extra credit will not be available.

### **To provide specific feedback to students which promotes a growth mindset:**

- Learning is an active process. All students are expected to participate in class activities and to do their best on practice, formative, and summative tasks for each class in order to receive accurate and timely feedback on their learning progress.
- Throughout the learning process, students will receive timely feedback from a variety of sources (teacher, self, peer, others) that includes identification of students' current performance levels and specific advice on how to improve learning results. Formative assessment must be completed within a teacher-designated deadline.
- All students will have at least one opportunity to improve their learning results on a summative assessment of a standard after completing unit practice. (Excluding final exams/final projects.)
  - Students must complete all required unit practice satisfactorily before requesting a reassessment on a standard within a teacher-designated deadline.
  - For standards that are repeated within the same semester, teachers may embed the reassessment later rather than offering a stand-alone re-take.

### **To support teachers with data for future instruction and assessment decisions:**

- Teachers will meet with their Professional Learning Community (PLC) regularly. PLCs will use a school-approved protocol to analyze student learning results and to make mid-course adjustments related to curriculum, instruction, and/or assessments based on students' formative assessment results.
- Teachers will routinely include individual, small group, and whole-class interventions and extensions during class time based on student learning results.

**To communicate student learning achievement to relevant stakeholders:**

Degree of mastery for each standard will be evaluated using a five-point scale:

Perf. Level	Pts	General Description
<b>Advanced Mastery</b>	<b>5</b>	The student demonstrates evidence of mastery at a higher level of rigor or complexity than the standard states.
<b>Mastery of Standard</b>	<b>4</b>	The student demonstrates evidence of mastery at the level of rigor that is consistent with the language of the standard.
<b>Approaching Mastery</b>	<b>3</b>	The student demonstrates evidence of mastery of most of the learning goals associated with the standard, but does not demonstrate mastery on the full grade-level standard.
<b>Developing Skills</b>	<b>2</b>	The student demonstrates evidence of minimal competency on the standard.
<b>Not Yet</b>	<b>0.1</b>	The student demonstrates little or no evidence of mastery of the learning goals associated with the standard (typically by failing to demonstrate the knowledge, processes, skills, and/or understandings stated in the standard).
<b>Missing</b>	<b>M</b>	The student does not submit the required work.

**Grading Category Distribution:**

Category	Weight
<b>Formative</b>	15%
<b>Summative</b>	70%
<b>Final</b>	15%

**Final Grade Determination:**

Final Course Average*	Letter Grade*
4.0-5.0	A
3.0-3.99	B
2.0-2.99	C
1.0-1.99	D
0-0.99	F

**Minimal Competency and Final Course Grade Determination:**

The grade book will average student performance on the standards recorded in the summative category and the final exam to arrive at the final grade for the course. If the student has at least met the minimal competency requirement,

\* that grade will appear on the report card and on the transcript. Advanced and AP courses will continue to receive an extra quality point on the weighted GPA.

\*Minimal Competency Requirement: In order to receive a passing grade, students must demonstrate minimal competency for the course by scoring at least a 2 on 50% of the standards assessed summatively during the semester. Students failing to meet this requirement will receive a failing grade on their report card and on the transcript

unless/until the student attains minimal competency.

## **On-Line Grade Program for Parents (Infinite Campus)**

Dunbar parents and students have access to an on-line grade and attendance program called ***Infinite Campus***. The program shows the grades students have earned on assignments and exams as well as attendance information.

Parents must complete a Household Verification Form, which includes an email address, and then return it to the school. IAKSS will send parents a GUID and password via email to log on to Infinite Campus. Parents will need to complete only one Household Verification Form for all of their children and their Infinite Campus account will give them access to all of their children's information at all FCPS schools.

If parents had Infinite Campus access last year, they can use the same information to continue to log on to Infinite Campus this year. If they have forgotten their user ID or password or have difficulties accessing their Infinite Campus account, please email IAKSS for assistance at [parent.portal@fayette.kyschools.us](mailto:parent.portal@fayette.kyschools.us).

## **Graduation Requirements**

English – 4 credits

Math – 4 credits (however, must take math each year)

Science – 3 credits

Social Studies – 3 credits

Health & Physical Education – 1 credit

History and Appreciation of Visual and Performing Arts – 1 credit

Electives – 10 credits

**MINIMUM REQUIRED CREDITS – 26**

## **Honor Roll**

A student must obtain a 3.0 or higher grade point average to qualify for an honor roll.

Honor Roll of Distinction	3.5 or higher
Honor Roll	3.0 – 3.49

## **Withdrawal from School**

Students, who are transferring to another school or withdrawing from school for any reason, should see the registrar as soon as possible. The Registrar office can help you complete the documents you will need to enroll in your new school or program. All books will need to be returned and all fees/fines need to be paid before records can be completed. A parent or guardian should accompany the student on the day of withdrawal.

## **STUDENT BEHAVIOR POLICIES AND EXPECTATIONS**

### **Classroom Expectations**

1. Students are expected to enter the classroom quietly. Students should be in class and seated **before** the designated time for class to begin. An excessive number of tardies will result in referral to the office for disciplinary action. (See tardy policy).
2. Students are expected to bring appropriate supplies to each class period. Generally, this includes textbooks, assignment books, homework, paper, pens, pencils, and notebooks.
3. Students are expected to follow all teacher instructions during class time and remain quiet and respectful during all teacher/student/visitor presentations.

4. Students should complete all assignments to the best of their ability during class time and allow other students the opportunity to do the same by using appropriate classroom behavior.
5. **Class will be dismissed by the teacher, not the clock.** Please be courteous by remaining in your seat until you are dismissed.

## Student Behavior

Most students know and observe proper rules of behavior while at school; however, it requires noting that the following actions are will not be tolerated and will result in disciplinary and/or legal action by the school administration:

**Possession or use of weapon, explosive device, knives or other dangerous items** (Mandatory 10 days out of school suspension (OSS) and possible criminal charges/alternate placement/expulsion).

**False fire alarm/bomb threat** (Mandatory 10 days OSS and possible criminal charges/alternate placement/expulsion).

**Use, possession, or transfer** of alcohol, illegal drugs, drug paraphernalia or illegal substances (Up to 10 days OSS and possible criminal charges/alternate placement/expulsion).

**Fighting** (Recommended 10 days OSS, possible criminal charges for disorderly conduct in a public place, and possible recommendation for expulsion/alternate placement/expulsion.)

**Threat of force or violence directed to staff members or students** (*...it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. KRS161.190.*) **Appropriate criminal charges will be filed.**

**Disrespect, defiance, profanity/obscenity or any behavior that results in disruption to the academic environment.** Examples as defined by FCPS Code of Conduct include excessive communication during class instruction, talking without permission or during instruction, usage of electronic devices, personal attacks toward another student or instructor, or behavior that prevents others from concentrating on classroom instruction.

Infraction	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<b>Profanity</b>	One block – multiple days RESET	One block – multiple days	One block – multiple days	One block – multiple days
<b>Verbal Abuse</b>	2 days RESET	2 days RESET	2 days RESET	2 days RESET
<b>Classroom Disruption/Not Following Directions</b>	up to 1 day RESET	up to 1 day RESET	up to 2 days RESET	up to 2 days RESET
<b>Removal from Class</b>	RESET for up to the remainder of day and possibly the next day, if appropriate.	Same	Same	Same
<b>Hallway/Cafeteria Disruption</b>	RESET for up to 2 days RESET, max. 10 day OSS (Principal discretion).  Riot like behavior (yelling, running, horseplay, throwing objects) = 10 day OSS	Same	Same	Same

## Gang Activity

Gang colors, gang symbols, tattoos, bandanas, markings, drawings, handshakes, anything gang related is not permitted on campus and must be removed or covered. Throwing signs, drawing symbols, talk of gang activities, etc. will result in the following consequences:



Infraction	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<b>Gang Activity, Promoting</b>	Verbal Warning/Call parent or guardian	Up to 2 days RESET or OSS - call to parent or guardian  Refusal will result in up to 2 days Suspension.	up to 5 days RESET or OSS - call to parent or guardian Refusal will result in up to 10 days OSS.	up to 10 days OSS with recommendation for alternate placement.

## Bullying/Harassment

**Harassment:** Intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

**Bullying:** Intentional, repeated, hurtful, acts, words or other behaviors that involve an imbalance of power.

Infraction	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<b>Bullying/Harassment (Includes Social Media)</b>	Warning, remove post, contact parent/guardian	up to 2 days RESET  Refusal will result in up to 4 days RESET..	up to 5 days RESET  Refusal will result in a max of 10 days OSS.	up to 10 days OSS with possible recommendation for alternate placement.

## Skipping School/Skipping Class

In accordance with Fayette County Schools Closed Campus Policy, **students may not leave campus during the school day unless they receive BOTH the permission of the parent AND one of the principals prior to leaving school.** THERE ARE NO EXCEPTIONS to this rule. Failure to properly check out of school through the attendance office once a student has arrived on campus will result in the following consequences.

Infraction	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<b>Skipping School/Skipping Class</b>	<b>Caught</b> – RESET for up to the remainder of the day. <b>After lunch</b> - up to the rest of the day. <b>Reported</b> – up to 1 day RESET <b>Refusal</b> – up to 2 days RESET or Suspension	up to 1 day RESET  Refusal – up to 2 days RESET/Suspension	up to 2 days RESET  Refusal – up to 3 days RESET/Suspension	up to 3 days RESET/parent conf.  Refusal – up to 3 days RESET/Suspension

**SPECIAL NOTE:** Once students enter the building in the morning, they may not leave until 3:15 pm. **Students are not allowed in the parking lot during the school day without principal permission. ANY STUDENT CAUGHT IN THE PARKING LOT/OUTSIDE WITHOUT PERMISSION DURING THE SCHOOL DAY WILL BE SUBJECT TO CONSEQUENCES FOR BEING IN A RESTRICTED AREA, AND POSSIBLY SEARCHED BEFORE RE-ENTERING THE BUILDING.**

Students entering or leaving school for EBCE or Community Service must show their official badge as they enter/exit through the front doors. Students with early dismissal must show their check-out slip from the attendance office as they exit through the front doors.

Students on campus must attend their assigned classes. If a student is unable to attend a class for any reason (including illness), it is the student's responsibility to notify the teacher ahead of time and to obtain documentation to verify their actions. Students not attending an assigned class period will result in the following consequences:

## Inappropriate Sexual Behavior

Guided by the District Code of Conduct

## Tardy Policy

Preparing students for the work/business world is an ongoing staff responsibility at Paul Laurence Dunbar High School. Promptness is valuable in the world of work, and students are strongly encouraged to be in classes, on time, and prepared to work. Excessive tardiness will be addressed as indicated below.

**Consequences will range from a warning to multiple days in RESET. Interventions will also be used to address excessive tardy situations.**

Please note that all tardies are cumulative – i.e., not pertaining to one class but to all classes.

Consequences and procedures for handling tardies will be determined by the student code of conduct and the administration. If a student fails to report to the assigned consequence, an additional number of days will be assigned.

## **Tobacco-Free Policy**

Fayette County Schools has adopted a tobacco-free policy. Smoking (or use of tobacco products in any form) is not permitted on campus. In addition, it is against the law for a minor to be in possession of tobacco products at any time. Tobacco products, including lighters, will be confiscated by school personnel and disposed of.

<b>Infraction</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>
<b>Smoking/Vaping Products</b>	up to 1 day RESET	up to 2 days RESET	up to 2 days RESET	up to 2 days RESET
	Refusal will result in up to 2 days RESET/Suspension.	Refusal will result in up to 2 days RESET/Suspension.	Refusal will result in up to 3 days RESET/Suspension.	Refusal will result in up to 3 days RESET/Suspension.

## **Public Display of Affection**

**Per the FCPS code of conduct:** This Class I violation means touching, hugging, kissing or fondling in public that is beyond casual contact and that creates, or has the potential to create, a disturbance of the setting or school.

Consequences:

- 1<sup>st</sup> offense = warning
- 2<sup>nd</sup> offense = conference, call home
- 3<sup>rd</sup> offense = up to one-day RESET
- 4<sup>th</sup> offense = up to one-day RESET

## **Cheating and Plagiarism Policy**

The faculty and staff of Paul Laurence Dunbar believe that integrity and honesty are essential in all student assignments. It is for this reason that the school has adopted very specific guidelines regarding cheating and/or plagiarism on any school assignment or evaluation. The guidelines are as follows:

### **Level I Cheating/Plagiarism Offenses:**

- Copying minor assignments
- Collaboration on test answers

Disciplinary Responses: (ALL OF THE FOLLOWING)

- No credit for assignment
- Telephone conference with parent by teacher
- Referral to and conference with a principal
- Telephone conference with parent by principal
- Assignment to in-house suspension or detention
- Lowering of class conduct grade will be left to the discretion of the teacher

### **Level II Cheating/Plagiarism Offenses:**

- Any repeat of a Level I offense (copying minor assignments or collaboration on test answers)
- Copying major assignments
- Use of crib notes

Disciplinary Responses: (ALL OF THE FOLLOWING)

- Conduct Grade – “U” (this will be automatic on the second occurrence in the same class)
- No credit for the assignment
- Referral to and conference with the principal
- Telephone conference with parent by teacher
- Telephone conference with parent by principal
- Referral to counselor for individual counseling

- Assignment to in-house suspension or detention
- Eligibility for faculty awards, honors and positions of leadership will be affected

**Level III Cheating/Plagiarism Offenses:**

- Plagiarism (1<sup>st</sup> offense)

**Disciplinary Responses:**

- No credit for assignment
- Telephone conference with parent by teacher
- Referral to and conference with principal
- Telephone conference with parent by principal
- Referral to counselor for individual counseling
- Five (5) days SAFE and a rewrite of assignment for no credit in lieu of five (5) days suspension
- Loss of eligibility for faculty awards, honors and positions of leadership

**Level IV Cheating/Plagiarism Offenses:**

- Theft of academic materials
- Any repeat of Level III offense

**Disciplinary Responses:**

- No credit for assignment
- Telephone Conference with parents by teacher
- Referral to and conference with principal
- Telephone conference with parent by principal
- Out of school suspension – up to 10 days
- Loss of eligibility for faculty awards, honors, and positions of leadership

**Student Dress Code**

Schools are educational institutions and high school students are expected to dress appropriate for learning. A student's appearance or mode of dress will not be allowed to interfere with the educational process or its healthy school climate. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine. Furthermore, it is felt that pride in one's school or oneself is, in part, influenced by appearance. The cooperation of parents and students in adhering to this dress code is both expected and appreciated.

**Dress code violation means dressing in a manner that: 1) Creates a distraction; 2) Creates a disruption; 3) Otherwise violates the school dress code.**

**Acceptable attire includes:**

- Clothing that covers the private areas of the body and undergarments.
- Clothing that covers the back and midsection.

**Unacceptable attire includes:**

- Hoodies attached to a sweatshirt. The hoodie itself is acceptable but not when the hoodie is covering the head. (exceptions for religious, cultural and medical reasons)
- Gang-related clothing, accessories or symbols as identified by local law enforcement agencies
- Sleepwear
- Visible undergarments
- Clothing with vulgar sayings
- Clothing that denigrates race, religion, or group
- Clothing with any references to drugs, alcohol or violence
- Clothing that disrupts the educational day

The dress code will be enforced upon entering the building and will be enforced during the instructional school day only. The following procedures and consequences will be implemented for students violating the dress code policy:  
 First block = Teachers will initiate a dress code check. All students in violation will be given an opportunity to correct. If the correction cannot be done immediately the student will be given a hall pass to report to the front office.

Correction options for students include:

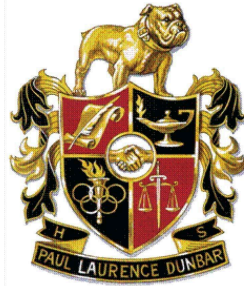
1. Borrow clothes from a friend.
2. Clothing from the office (if available).
3. Call parent to bring a change of clothes.

The student will remain in RESET until the dress code violation is corrected. Refusal to fix the dress code violation will result in RESET for the remainder of the day.

\*\*The administration has the right to make the final decision on any dress code issue not addressed above.

\*\*Teachers uncomfortable with a student's dress have the option to send the student to an administrator.

## Cell Phones and Other Personal Technology Devices Policy



While technology can be a powerful learning tool, research is clear that the presence and use of personal electronic devices distract students from the learning process.

To maintain a productive learning environment, **the classroom teacher will determine when personal devices are to be used in their classroom.** The teacher will notify students of the expectations for the use of devices each class period and will clearly indicate when the use of devices is allowed. **The use of cell phones, headphones/earbuds, Chromebooks, or other electronic devices is not permitted during class unless the teacher specifically authorizes it.**

- During class, personal devices are to be used for instructional purposes only, unless authorized by the teacher. Teachers can monitor and/or lock Chromebook use due to inappropriate use at any time, including during Green Zone.
- Headphones/earbuds **MAY NOT** be used during class unless authorized by a teacher.
- Consequences will be enforced for a student using technology during class when it has not been approved by the teacher.

When the teacher states the expectation of “no cell phone use” and posts the sign to RED **this is the warning and there will be no other warnings. (verbal/visual warning)**

- Students are expected to place the electronic device out of sight.

If a student has their phone in sight or in use **after** the directive by the teacher to put phones away and the sign has been posted:

- The student is violating the student code of conduct under “Failure to Follow Directions”.
- Failure to Follow Directions in the Fayette County Code of Conduct is a Class II Violation and will result in up to 2 days of RESET and/or possible removal of the phone during the school day (the consequence is justified because a verbal/visual warning was provided).

The teacher will....

- Inform the student that a referral (including the reason) will be sent to the administration.
- Make contact with the parent (a phone contact, followed by an email if no contact is made).
- Document the contact in Infinite Campus PLP

The student....

- Will be provided Due Process with an administrator and assigned a consequence.
- Will/May be assigned RESET, and the student will be allowed to work on all assignments/projects. Students will be permitted to make up labs, assignments, formative/summative assignments, and projects missed.

**Personal electronic devices MAY NOT be used to take pictures, videos, or audio recordings of anyone without consent.**

Personal electronic devices MAY be used:

- During transition times between class periods
- In the cafeteria during lunch
- Before school and after school

When students are using/wearing headphones/earbuds in the common areas of the building, they are responsible for hearing all announcements/information given verbally and are responsible for responding appropriately to verbal requests.

The school shall not be responsible for any device that is damaged, lost, or stolen.

## SCHOOL ACTIVITIES

### Athletics

Paul Laurence Dunbar enjoys a full complement of varsity sports, offering interscholastic sports and an intramural program. Athletic events are an important part of high school life and you are encouraged to participate both as an athlete and as a fan. **Please remember that all school rules are in effect for athletic events as well as all other school activities regardless of whether it is a home or an away game.**

SPORT	COACH
Athletic Director	Damon Kelley
Archery	Kathy Cartier
Baseball	Zach Williams
Basketball (Boys)	George Baker
Basketball (Girls)	Erik Daniels
Bowling	Chris Sapp
Cheerleading	Donna G. Martin
Cross Country	Alex Huellenmeier
Dance Team	Teresa Champe
Football	Wes Johnson
Golf (Boys and Girls)	Kevin Smith
Lacrosse (Boys)	Michael Fredlock
Lacrosse (Girls)	Aleshia Sykes
Soccer (Boys)	Jay Wray
Soccer (Girls)	Marcel Simo/Chet Jenkins
Softball	
Swimming (Boys and Girls)	Cole Pleasants
Tennis	Britt Chandler
Track and Field (Boys and Girls)	Grayson Brookshire
Volleyball	Jennifer Morgan
Wrestling	Kevin Case

### Extra-curricular and Co-Curricular Activities

Extra-curricular and co-curricular clubs help make one's high school years enjoyable and memorable. Each student is strongly encouraged to become involved in one or more of the school activities that are offered at Paul Laurence Dunbar. Following is a list of some of the clubs and organizations currently offered at Paul Laurence Dunbar. Watch for announcements and posters about new activities throughout the year.

Students interested in starting a new club or organization must have a faculty sponsor willing to supervise all meetings and activities of the group. The sponsor must present a request to the principal detailing the purpose, procedures, and

guidelines for the organization. Upon FCPS, principal, and SBDM approval, the group may be added to the list of school activities.

<b>ACTIVITY</b>	<b>NAME</b>
Anime Club	Gary Egan
Art Club	Jamie Preptit
Astronomy Club	Scot Gill
Barks and Recreation	Kayla Gilvin
Beta Club	Sidney Durham
Boys Volleyball Club	Jenni Morgan
Bulldog Buddies	Kirby Hisel
Cardistry Club	Alex Hernandez
Community Service Club	Keia Scott-Newsome
Content Creators Club	Sidney Durham
DECA	Melinda Crowe
Drama Club	Alicia Henning/Brooke Jackson
Dunbar Cultural Society	Michelle Williams/Paula Asetlyne
Ed Rising	Shawna Pinson/Angel Vowels
Family, Career and Community Leaders of America	Angel Vowels/Katherine Blackard
Fellowship of Christian Athletes	Jessica Mitchell
French Club/FHS	Jennifer McNely
Gay Straight Alliance (GSA)	Amber Faris
German Club/NHS	Christi Elkins-Gabbard
Girls in STEM	Keia Scott-Newsome
HOSA	Elizabeth Pelphrey
Junior Class	Lyndsey Thurston/Melanie Burch
Kick Dance Club	Teresa Champe
Latino Outreach	Sharessa Crovo
Leaders in the Making	Earlene Jackson
LSTEAM	Jessica Mitchell
Majorette Hip Hop Dance	Dontryse Greer
Math Club	Peter Knapp
Medical Society	Elizabeth Pelphrey
Mock Trial	Tara Wilkinson
MSTC Element	Elizabeth Pelphrey
National Art Honor Society	Jamie Preptit
National Green Schools Society	Katie Bilkha
National Honor Society	Melissa Long/Pam Bates/Jamie Preptit
Pearl Girls	Kim Snodgrass
Period/HeForShe Club	Sidney Durham
Puzzle Club	Sarah Lubbe
Quill and Scroll Honor Society	Wendy Turner
Recycling Club	Elizabeth Pelphrey
Robotics	April Gonzalez
Science National Honor Society	Elizabeth Pelphrey
Science Olympiad	Keia Scott-Newsome
Senior Executive Board	Sarah Lubbe
Spanish Honors Society	Alex Hernandez
Speech and Debate	Katie Bilkha
STLP	Jim Adams
Student Council	Sarah Lubbe
Student Voice Team	Wendy Turner
Super Smash Bros Club	Trevor Tremaine
Technology Student Association (TSA)	Ben Herzog
WPLD/Lamplighter	Wendy Turner

Writing Club	Gary Egan/Tara Wilkinson
Yearbook	Paula Aseltyne
Young Democrats	Jennifer McNely
Young Republicans	Chet Jenkins

## Junior-Senior Prom

Traditionally, the Junior-Senior Prom is the biggest and perhaps the most elaborate social function of the year in high school.

**In order to maintain the dignity and safety of the affair, all students attending the prom will be required to submit their vehicles (upon entering campus) and themselves to a search conducted by school and law enforcement officials. Students will be searched again upon entering the door of the prom.** Any student in or driving a vehicle found to be in possession of alcohol or illegal drugs will serve ten (10) days in our Alternative to Suspension program, with possible additional consequences. Students determined to be “under the influence” of alcohol and/or drugs will receive the same consequences.

In order for a guest to attend prom, the PLD student is responsible for filling out an application, available in the front office and on the website one month prior to Prom. All guests must be 20 years of age or younger and must accompany the PLD student who filled out the paperwork.

**Please note: Any consequences students receive, during the school year, such as fighting, drug offenses, or alcohol intoxication/possession, may result in no extra-curricular activities for the remainder of the school year. In addition, students may not be able to attend prom, senior dinner dance, and could jeopardize walking at our graduation ceremony.**

## Involvement in Student Offices:

Holding a student office provides opportunities for students to demonstrate leadership and responsibility in a working democratic organization. Students are encouraged to run for student offices as involvement enhances the general welfare of Paul Laurence Dunbar’s student body.

Each school year, students may campaign for offices in an open election format. Students running for student offices must adhere to specific requirements and guidelines described in this document. Teacher sponsors may have additional guidelines for particular student offices. Students not adhering to the details in this document will be unable to participate in student office campaigns and elections.

## Requirements & Guidelines to run for a Student Office:

1. Students must obtain a nomination paper from the teacher sponsor.
2. Students must be passing at least six classes to be eligible to run for office, and carry a 3.0 weighted GPA.
3. Students must be good, responsible citizens, as evidenced by following the PLD attendance policies and discipline guidelines.
4. Students must recognize that holding a student office requires continuing good academic performance, good school citizenship and dedication to performing the job requirements of the elected office, including attending mandatory meetings. Elected student officers can be removed from office if they are not behaving according to the stated guidelines.
5. Campaigning
  - Campaign signs, which must be approved in advance by the teacher sponsor, may be no larger than standard poster-board.

- Posters and speeches must reflect appropriate content and judgment. Offensive or inappropriate remarks in posters and speeches will not be tolerated.
- No campaign giveaways are allowed.
- Campaign messages on WPLD are not permitted.

6. Write-in ballots will not be allowed in any student election.