



# Downtown College Prep

## School Values and Policies

**Desire** We work hard to reach our goals

**Community** We make our communities strong and healthy

**Pride** We do our best

### Attendance Policy

We have set the goal of no more than 5 absences per year for each student. When a student is absent, parents/guardians must call the school by 9 a.m. each day of a student's absence. If an absence is not verified by a parent within 24 hours, the absence will be considered an unexcused absence, and a truancy report may be generated for the student. In case of illness, a doctor's note is required for an absence of 3 days or more.

### Tardy Policy

A student who is not in his/her seat in the assigned classroom when the period begins is considered tardy. Being habitually tardy can harm a student's ability to reach his or her full academic potential. It is unacceptable for a college prep student to be consistently late to class. Students will face both academic and disciplinary consequences as a result of tardies.

### Cell Phone Policy

Students are allowed to possess cell phones while at School. Students who choose to bring cell phone always do so at their own risk. The School does not take responsibility for any lost or stolen personal items. In addition, there are specific limits on how cell phones can be used appropriately. The following guidelines must be followed: Calls can be placed only before or after school. During school hours, the phone must be powered off and placed out of sight. Students may use the phone for camera/video only if given permission by a staff member. Cell phones are not to be charged at school.

### Confiscation Policy

Anything that disrupts the learning environment, violates school rules, or is otherwise distracting or inappropriate in a school setting may be confiscated and returned to a parent. Students may not use any electronic device such as portable music players, cameras, and cellular phones on campus without a staff member's permission. Consequences for bringing items that are inappropriate or distracting will be as follows. *First Time:* Item held in office. Parent is contacted. Item can be picked up at end of day. *Second Time:* Item held in office. Parent is contacted. Item held for one week. *Third Time:* Item held in office. Parent is contacted. Lunch detention. Item held indefinitely pending signed behavior contract. A parent/guardian may designate another adult to pick up the confiscated item.

### Dress Code Policy

Our dress code is intended to help create a safe, productive learning environment that focuses on preparing students for college. Students must be in uniform every day. If a student is not in uniform, parents will be contacted and s/he will be held in the office until a uniform is brought to the school. Students may earn free dress days. Students will receive a pass or a letter to show parents when this occurs.

**Shoes:** Closed toe and closed heel. No sandals or slippers. No red or blue anywhere on the shoe. No Nike Cortez shoes. No High heels

**Pants, Shorts, Skirts:** All pants, shorts and skirts must be khaki or black. No blue jeans. No cut-offs or ripped—pants; skirts, shorts must be hemmed • No leggings, sweats, or exercise pants or shorts • Skirts and shorts must reach at least 2 inches above the knee • Pants, long shorts, skirts, capris must be size appropriate • Pants may not be tied with rubber bands • Nothing excessively loose or tight fitting

**Shirts:** DCP Polo shirt or other approved DCP shirt (e.g.: Lobo of the Week) must be worn every day. Shirts that are proper fitting. Shirts may not be tied with rubber bands or scrunchies. No bare midriff

**Sweatshirts, Jackets, Backpacks:** DCP hoodies and jackets are required (with a DCP logo) and must be black, grey, orange, purple or white (DCP colors only). All non-approved jackets, hoodies, or outerwear must be removed on campus. Sweatshirts or jackets worn in class must have the DCP logo. Backpacks cannot be solid blue or red. Must not display obscene words, pictures, slurs, or references to drugs/alcohol/tobacco.

**Physical Education:** DCP PE T-Shirt. DCP PE shorts or plain, black shorts. Solid black or gray sweatpants. Students must have shoes that allow them to participate fully in all physical education activities

**Accessories:** No spikes or anything that may be harmful to others. No hats, caps or other head coverings may be worn on campus except for religious reasons. No red or blue nail polish. No distracting or excessive makeup or jewelry. Must not display obscene words, pictures, slurs, or references to drugs/alcohol/tobacco. No solid red or blue item of clothing, accessories or other objects that is for the purposes of claiming gang interest/affiliation.

dcp.org

