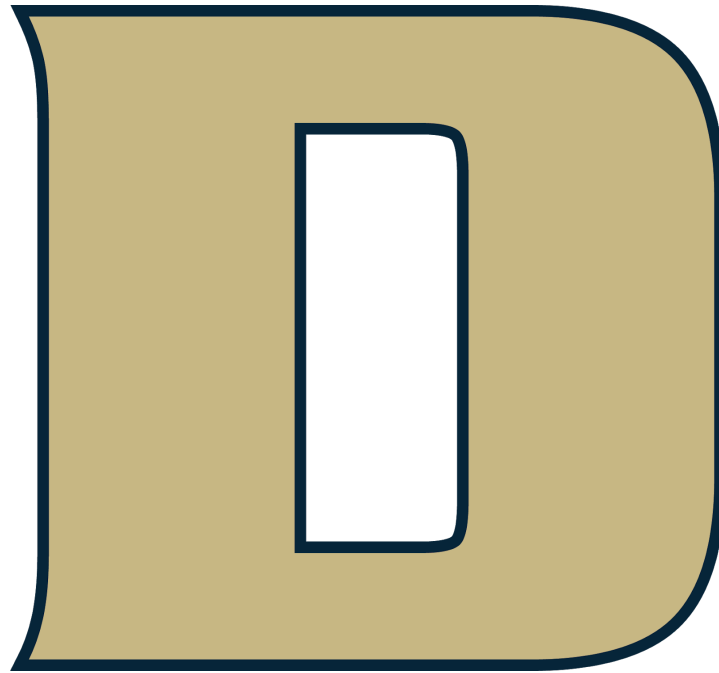


# **Decatur High School**



**2019-2020  
Students and Parents Handbook**

**[dhs.csdecatur.net](http://dhs.csdecatur.net)**

## **Table of Contents**

<b>Forward</b>	<b>3</b>
<b>About DHS</b>	<b>4</b>
Mission/Vision   Administration   Other Instructional Leaders	
Hours of Operation   School Motto   Mascot   Colors   Alma Mater	
Bell Schedule   Calendar   Whom Do I Contact	
<b>Quick Contact List</b>	<b>9</b>
Administration   Instructional Support Staff   Counseling/Administrator	
Caseload Distribution   Office Staff   Other Staff	
<b>Building Information</b>	<b>13</b>
Hours of Operation   Lost and Found   Lockers   Learning Commons (Media Center)   Cafeteria/School Lunch Program   Lunch Passes	
<b>School Health Program</b>	<b>17</b>
Clinic Student Information   Clinic Policy   Medications   Health Program Personnel	
<b>Campus Safety</b>	<b>19</b>
School Resource Office   Before School   After School   Parking Lot	
Personal Property   Visitors   Deliveries for Students	
Title IX: Sexual Harassment/Assault, and discrimination based on sex	
<b>Attendance/Tuancy Protocol</b>	<b>23</b>
Full Day Attendance   Purpose   Parent and Student Notification	
Definitions   Excused Absences   Unexcused Absences	
Consecutive Absences Withdrawal   Attendance Committee	
Reporting/Investigating Absences   Tardy Protocol   Early Checkouts	
Check Out Procedures   Consequences for Tardies   Returning From an Absence   Sickness at School   Class Interruption	
<b>Counseling</b>	<b>31</b>
Counseling Caseload Distribution   Course Registration	
Schedule Changes During the Semester   Post-Secondary and Career Information	
<b>Decatur Student Center</b>	<b>34</b>

<b>Student Records</b>	<b>35</b>
Parents Rights Under FERPA   Release of Records	
Proofs of Residency   Change of Address/Phone   Driver's License Certificates   Withdrawal and/or Transfer   Residency and Registration	
<b>Student Conduct</b>	<b>42</b>
Code of Conduct   Dress Code   Acceptable Use Policy	
Cyber Safety Notice for Families   Communication	
<b>Transportation</b>	<b>53</b>
Bus Route Information   Ride-Sharing Services   Parking Regulations	
<b>Instructional Program</b>	<b>55</b>
International Baccalaureate Programs   IB Middle Years Programme	
Student Scheduling   Promotion Requirements   Graduation	
Requirements   Communicating with Outside Tutors   Academic Honesty Assessment Policy   Grading   Effort Grades   Make-Up Policy   Gifted   Service for Students with Disabilities   Inclusion Policy	
<b>College Level Coursework</b>	<b>65</b>
IB Diploma Programme   IB Career-related Programme	
IB Course Candidate   Dual Enrollment   Advanced Placement (AP)	
DHS Beliefs or Guiding Principles Regarding Course Registration	
Governor's Honors	
<b>Decatur Career Academy</b>	<b>69</b>
DCA Pathways   Work-based Learning	
<b>Fine Arts</b>	<b>73</b>
Band Chorus   Musical Theatre   Drama	
<b>Athletics</b>	<b>76</b>
General Information   Student Eligibility/Juvenile Code	
<b>Altruism</b>	<b>80</b>
Clubs and Student Organizations	
<b>Community Support</b>	<b>81</b>
Decatur Education Foundation   Parent, Teacher, Student Association	
School Leadership Team   Booster Clubs and Fundraising	
<b>City Schools of Decatur Information</b>	<b>83</b>
Address and Phone   Board of Education Members   Mission	
Board of Education Meeting Schedule	

## **FORWARD**

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year at Decatur High School. This information has been carefully prepared so that it will help you be successful in our school, and become an integral part of it.

The rules and procedures outlined in this handbook are based on the approved Administrative Regulations of the Board of Education. The City Schools of Decatur Administrative Regulations are an online publication housed at [www.csdecatur.net](http://www.csdecatur.net) [<https://www.csdecatur.net/Page/3520>].

Always keep in mind that you are Decatur High School. Your actions and attitudes, in large measure, determine the kind of place it is. The teachers, administration and staff are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in activities outside of the school day. The activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts. It is within your power to make a favorable contribution to the school.

## **ABOUT DHS**

### **Mission/Vision**

#### Decatur High School International Baccalaureate Mission Statement

At Decatur High School we believe that intercultural understanding provides the foundation for a peaceful world. By providing a safe, compassionate school community where students and staff value diversity and demonstrate respect for themselves and others, we strive to create caring, service-oriented individuals who contribute meaningfully to the larger global community.

To this end, we work together to develop curious, self-directed learners who engage in a rigorous and purposeful interdisciplinary curriculum. By participating in inquiry, collaboration, the passionate exchange of ideas, and self-reflection, we grow into responsible and productive citizens of the world.

### **Administration**

Mr. Wesley Hatfield, Interim Principal  
Dr. Taylor Cross, Assistant Principal  
Mr. George Greene, Assistant Principal  
Ms. Jeannie Johnson, Assistant Principal  
Ms. Jessica Sturm, Assistant Principal  
Mr. Rodney Thomas, Athletic and Activities Director  
Mr. Duane Sprull, Career and Technical Education Director

### **Other Instructional Leaders**

Dr. Cheryl Nahmias, Instructional Coach  
Ms. Debra LeDoux, Instructional Coach  
Ms. Kara Vona, MTSS Coordinator  
Ms. Kelly Wren, Gifted Coordinator

### **Hours of Operation**

8:30pm-3:30pm

### **School Motto:**

Carpe Diem

### **Mascot:**

English Bulldog

### **Colors:**

Navy Blue & Old Gold

**ALMA MATER**

In the heart of old Decatur,  
With its skies of blue,  
Stands our noble Alma Mater,  
Glorious to view.  
Lift the chorus, speed it onward, Loud  
her praises cry,  
Hail to thee, our Alma Mater!  
Hail, Decatur High!  
Walls of knowledge, hope, and courage In  
tradition bound,  
Reared against the arch of heaven,  
Looks she proudly down,  
Lift the chorus, speed it onward, Loud  
her praises cry.  
Hail to thee, our Alma Mater!  
Hail, Decatur High!

## **BELL SCHEDULE**

<b>7-Period Schedule (Monday, Tuesday &amp; Friday)</b>			
Students Enter	8:20		
1	8:30-9:25 (55 minutes)		
2	9:30-10:20 (50)		
3	10:25-11:15 (50)		
4	Lunch (25)		Class
	1st	11:20-11:45	11:50-12:45 (55)
	2nd	11:50-12:15	11:20-11:50 (30) 12:20-12:45 (25)
	3rd	12:20-12:45	11:20-12:20 (60)
5	12:50-1:40 (50)		
6	1:45-2:35 (50)		
7	2:40-3:30 (50)		

<b>Block Schedule - Odd Periods (Wednesday)</b>			
Students Enter	8:20		
1	8:30-10:06 (96 minutes)		
3	10:11-11:44 (93)		
5	Lunch (25)		Class
	1st	11:49-12:14	12:19-1:52 (93)
	2nd	12:36-1:01	11:49-12:36 (47) 1:06-1:52 (46)
	3rd	1:27-1:52	11:49-1:27 (98)
7	1:57-3:30 (93)		

<b>Block Schedule - Even Periods (with Learning Connection &amp; Advisement) (Thursday)</b>			
Students Enter	8:20		
2	8:30-10:06 (96 minutes)		
Advisement	10:11-10:41 (30)		
Learning Connection	10:46-11:46 (60)		
4	Lunch (25)		Class
	1st	11:51-12:16	12:21-1:53 (92)
	2nd	12:37-1:02	11:51-12:37 (46) 1:07-1:53 (46)
	3rd	1:28-1:53	11:51-1:28 (97)
6	1:58-3:30 (92)		

# CALENDAR

City Schools of Decatur		ACADEMIC CALENDAR		2019-20		
<b>JUL</b>		<b>JULY</b>	<b>JANUARY</b>	<b>JAN</b>		
1-5	No School (offices closed)	Su: 1, 2, 3, 4, 5, 6	Su: 1, 2, 3, 4	1-6	No School (Holiday Break cont.)	
8-31	No School (offices open)	7-13, 14-20, 21-27, 28-31	5-11, 12-18, 19-25, 26-31	6	Professional learning/work day	
				7-17, 21-31	4th term (28 days)	
				20	No School (MLK Day, offices closed)	
<b>AUG</b>		<b>AUGUST</b>	<b>FEBRUARY</b>	<b>FEB</b>		
1	FIRST DAY OF SCHOOL	Su: 1, 2, 3	Su: 1	3-14	4th term (cont.)	
1-30	1st term (31 days)	4-10, 11-17, 18-24, 25-31	2-8, 9-15, 16-22, 23-29	17-21	No School (Winter Break)	
				24-28	5th term (29 days)	
<b>SEP</b>		<b>SEPTEMBER</b>	<b>MARCH</b>	<b>MAR</b>		
2	No School (Labor Day, offices closed)	Su: 1, 2, 3, 4, 5, 6, 7	Su: 1, 2, 3, 4, 5, 6, 7	2-13, 17-31	5th term (cont.)	
3-13	1st term (cont.)	8-14, 15-21, 22-28, 29-30	8-14, 15-21, 22-28, 29-31	9-13	New student registration week	
16-20, 30	2nd term (29 days)			16	No School (POTENTIAL MAKE-UP DAY)	
23-27	No School (Fall Break)			16	Professional learning/work day	
<b>OCT</b>		<b>OCTOBER</b>	<b>APRIL</b>	<b>APR</b>		
1-11, 15-31	2nd term (cont.)	Su: 1, 2, 3, 4, 5	Su: 1, 2, 3, 4	1-3	5th term (cont.)	
14	No School (POTENTIAL MAKE-UP DAY)	6-12, 13-19, 20-26, 27-31	5-11, 12-18, 19-25, 26-30	6-10	No School (Spring Break, offices closed)	
14	Professional learning/work day			13-30	6th term (37 days)	
<b>NOV</b>		<b>NOVEMBER</b>	<b>MAY</b>	<b>MAY</b>		
1	2nd term (cont.)	Su: 1, 2	Su: 1, 2	1-22, 26-29	6th term (cont.)	
4, 6-22	3rd term (29 days)	3-9, 10-16, 17-23, 24-30	3-9, 10-16, 17-23, 24-30, 31	25	No School (Memorial Day, offices closed)	
5	No School (POTENTIAL MAKE-UP DAY)					
5	Professional learning/work day					
25-29	No School (Thanksgiving Break, offices closed)					
<b>DEC</b>		<b>DECEMBER</b>	<b>JUNE</b>	<b>JUN</b>		
2-20	3rd term (cont.)	Su: 1, 2, 3, 4, 5, 6, 7	Su: 1, 2, 3, 4, 5, 6	1-2	6th term (cont.)	
23-31	No School (Holiday Break)	8-14, 15-21, 22-28, 29-31	7-13, 14-20, 21-27, 28-30	3-4	No School (POTENTIAL MAKE-UP DAYS)	
				5-19	No School (offices open)	
				22-30	No School (offices closed)	
Days	Time period	1st term	4th term	No School (offices closed)	Days	Time period
31	1st term	2nd term	5th term	No School (offices open)	28	4th term
29	2nd term	3rd term	6th term	No School (offices open, PL/work day)	29	5th term
29	3rd term	Potential school make-up day	Weekdays without school		36	6th term
89	1st semester				93	2nd semester

Board Approved 8/14/2018

www.csdecatur.net

Subject to change by Board action.

Early Release: 11:55am June 1-2, 2020 (Final Exams)



**Whom Do I Contact...**  
**Student Assistance Guide**

<b>WHEN YOU...</b>	<b>SEE...</b>
Are tardy	Attendance Officer in person
Are leaving early	Attendance Officer in person
Are sick	Nurse in person
Have been absent	Attendance officer in person
Have questions about attendance policies	Assistant Principal responsible for attendance
Have locker problems	Main office in person
Have lost or found something	Decatur Student Center in person
Need a Certificate of Attendance/ADAP Card	Counseling Administrative Assistant in person
Change your address or phone number	Registrar email/in person/phone
Need a transcript	Registrar email/in person/phone
Want to withdraw	Registrar email/in person/phone
Want a work permit	Counseling Administrative Assistant in person
Have questions about class schedule or postsecondary plans	Counselor email/in person/phone
Need tutoring	Teacher
Have a personal problem	Counselor/Administrator/Teacher
Concerned about a friend	Counselor/Administrator/Teacher
Need info about driving or a parking permit	Assistant Principal responsible for parking
Have debts	Bookkeeper
Have questions about gifted education	Gifted Specialist email/in person/phone
Have questions about IB programs and instruction	Instructional Coaches email/in person/phone
ARE IN DOUBT or LOST	ASK!!

**QUICK CONTACT LIST**

<b>Administration</b>		
<b>Name</b>	<b>Departmental Supervision</b>	<b>Other Responsibilities</b>
Wes Hatfield Principal <a href="mailto:whatfield@csdecatur.net">whatfield@csdecatur.net</a> 404-370-4170 x2112	Counseling, Online learning, Assistant Principals, Clerical Staff	Title IX, Graduation
Rodeny Thomas Athletics and Activities Director <a href="mailto:rthomas@csdecatur.net">rthomas@csdecatur.net</a> 404-370-4170 x	Health and Physical Education	PAC facilities, Athletic and Activity Event Planning, Title IX GHSA Eligibility
Jeannie Johnson Assistant Principal <a href="mailto:jjohnson@csdecatur.net">jjohnson@csdecatur.net</a> 470-445-3187	English, Custodial Staff, ESOL	Maintenance, Custodial Needs Restorative Practices/PBIS, EOC/GMAS Testing
George Greene Assistant Principal <a href="mailto:ggreene@csdecatur.net">ggreene@csdecatur.net</a> 678-215-6747	Mathematics, Fine Arts, World Languages	AP Registration, Scheduling, Lockers Enrollment, Campus Safety Advisement, PSAT/AP Testing
Jessica Sturm Assistant Principal <a href="mailto:jsturm@csdecatur.net">jsturm@csdecatur.net</a> 404-977-9625	Special Education, Paraprofessionals	Scheduling, Parking, Senior Project, Testing Accommodations for PSAT, AP, IB, GMAS
Dr. Taylor Cross Assistant Principal <a href="mailto:taycross@csdecatur.net">taycross@csdecatur.net</a> 404-977-9400	Social Studies, Science	IB Registration, Attendance Grade Reporting, Bell Schedules, Campus Safety
Duane Sprull CTE Director <a href="mailto:dsprull@csdecatur.net">dsprull@csdecatur.net</a> 404-606-4046	Decatur Career Academy	IB Career Program, Work-based learning, Field Trips, Dual Enrollment

<b>Instructional Support Staff</b>	
Bill Roberts Graduation Coach <a href="mailto:broberts@csdecatur.net">broberts@csdecatur.net</a>	Dr. Cheryl Nahmias Instructional Coach <a href="mailto:cnhmias@csdecatur.net">cnhmias@csdecatur.net</a>
Jennifer Young, Student Engagement Coach <a href="mailto:jeyoung@csdecatur.net">jeyoung@csdecatur.net</a>	Debra LeDoux Instructional Coach <a href="mailto:dledoux@csdecatur.net">dledoux@csdecatur.net</a>
Kelly Wren Gifted Coordinated <a href="mailto:kwren@csdecatur.net">kwren@csdecatur.net</a>	Kari Vona MTSS Coordinator <a href="mailto:kvona@csdecatur.net">kvona@csdecatur.net</a>
Ifeude Hill Media Specialist <a href="mailto:ihill@csdecatur.net">ihill@csdecatur.net</a>	

### Counseling/Administrator Caseload Distribution

	<b>Raquel Jones</b> ( <a href="mailto:rjones@csdecatatur.net">rjones@csdecatatur.net</a> ) <i>IB Career Program Lead</i>	<b>Tequila Morgan</b> ( <a href="mailto:tmorgan1@csdecatatur.net">tmorgan1@csdecatatur.net</a> ) <i>Dual Enrollment Program Lead</i>	<b>Ken Jackson</b> ( <a href="mailto:kjackson@csdecatatur.net">kjackson@csdecatatur.net</a> ) <i>IB Diploma Program Lead</i>	<b>Kimberly Jones</b> ( <a href="mailto:kjones@csdecatatur.net">kjones@csdecatatur.net</a> ) <i>Department Head</i>
<b>Administrator</b>	Taylor Cross	Jeannie Johnson	George Greene	Jessica Sturm
<b>Class of 2020</b> 12th Grade	IBCP Independent A-C	Independent D-M	IBDP	Independent N-Z
<b>Class of 2021</b> 11th Grade	IBCP Independent A-D	Independent E-L	IBDP	Independent M-Z
<b>Class of 2022</b> 10th Grade	A - F	G - M	N - R	S - Z
<b>Class of 2023</b> 9th Grade	A - E	F - K	L - N	O - Z
Dianne Acuña Thompson, Student Success Coordinator <a href="mailto:dthompson@csdecatatur.net">dthompson@csdecatatur.net</a> 404-370-4170 x2147				
Erica Craig, Student Center Counselor <a href="mailto:ecraig@csdecatatur.net">ecraig@csdecatatur.net</a> 404-370-4170 x2147				

<b>Office Staff</b>	
Mary McCrary Admin. Assistant Counseling <a href="mailto:mccrary@csdecatur.net">mccrary@csdecatur.net</a> 404-370-4170 x2165	Katrina Goins Admin. Assistant for the Principal <a href="mailto:kgoins@csdecatur.net">kgoins@csdecatur.net</a> 404-370-2133 x2112
Davida Atwood, Registrar <a href="mailto:datwood@csdecatur.net">datwood@csdecatur.net</a> 404-370-4170 x2117	Saadia Foy, Bookkeeper <a href="mailto:sfoy@csdecatur.net">sfoy@csdecatur.net</a> 404-370-4170 x2133
Gary Anderson Attendance Clerk <a href="mailto:ganderson@csdecatur.net">ganderson@csdecatur.net</a> (Please email the attendance office)	Susan Riley Learning Commons Clerk <a href="mailto:sriley@csdecatur.net">sriley@csdecatur.net</a> 404.370.4170 x2119
Kelli Aaron Administrative Assistant Athletics <a href="mailto:kaaron@csdecatur.net">kaaron@csdecatur.net</a>	Catherine Jackson Administrative Assistant Main Office <a href="mailto:cjackson@csdecatur.net">cjackson@csdecatur.net</a> 404-370-4170

<b>Other Staff</b>	
Derba Kahn, Cultural Arts & Special Events Coordinator <a href="mailto:dkahn@csdecatur.net">dkahn@csdecatur.net</a> 404-370-4178	Patricia Davis Cafeteria Manager <a href="mailto:pdavis@csdecatur.net">pdavis@csdecatur.net</a> 404-370-4178 x2200
Joe Lee, Jobs for Georgia Graduates Coordinator <a href="mailto:jlee@csdecatur.net">jlee@csdecatur.net</a> 404-373-6787	

## **BUILDING INFORMATION**

### **Hours of Operation**

Students are admitted to the building at 8:20 a.m. Students may enter the school building at 8:00 a.m. with a pass from a teacher. Students may eat breakfast or study in the cafeteria starting at 8:00 a.m. and should enter the building through the learning common doors off Commerce Dr. Students are expected to be in class by 8:30 a.m. The last class ends at 3:30 p.m.

At the end of the day, students should exit the building through the front doors (attendance office), learning commons doors or breezeway doors (Decatur Career Academy) leading to the faculty/student parking lots. Students are not to remain after school unless they are participating in an activity supervised by a faculty/staff member. Students not participating in school-supervised activities must be picked up or leave the campus by 3:50 p.m. daily.

### **Lost and Found**

Students who find lost articles are asked to take them to the Decatur Student Center located in the Decatur Career Academy room C207.

### **Lockers**

All students will be assigned lockers with permanent combinations at no cost to the student. The sharing of a locker by two or more students is not permitted, as students are responsible for all of the contents in the lockers assigned to them. The school is not responsible for lost or stolen items.

Students must keep all book bags in their lockers. These items are not to be brought into classrooms. Lockers are the property of the school system and can be searched at the discretion of the school administration. Lockers containing personal locks may be cut, if necessary, during a search, in which case the school will not be held liable for replacement of the personal lock.

If a student is having trouble with their locker, they should come to the main office and ask for a custodian to clear the jam. If a student is in need of a new locker please contact the assistant principal in charge lockers in the administration duties section of the handbook.

### **Learning Commons (Media Center)**

Books may be checked out for two weeks and renewed once. The Learning Commons is open before and after school most school days. A schedule is posted on the door and signs are posted when the Learning Commons is closed for meetings. Students must have a pass to enter the Learning Commons during the school day. No pass is needed to come to the Learning Commons before or after school. During the school day, students are

required to sign in and out of the Learning Commons. Students may come to the Learning Commons with a pass signed by a teacher, during that teacher's class time only. They may come to the Learning Commons to complete assignments or research. Students are not allowed to surf the web, check email, or play online games during class time.

### **Cafeteria/School Lunch Program**

Breakfast is served between 8:00 a.m. – 8:20 a.m. each day and students eat lunch during their fourth period classes on 7-period and even days and with their 5th period on odd days.

Students must report to either the lunchroom or the Learning Commons (Media Center) within 5 minutes after the lunch period begins. Students must eat in either the cafeteria or the courtyard. After students have finished eating they should remain in the cafeteria until the bell rings to report to class. Students are not permitted to go to their cars during the lunch period. Decatur High School is a closed campus school. Students are not permitted to leave campus for lunch.

Parents are notified of current school meal prices at the beginning of each school year. Students may pay for meals at the register or parents can log into the Parent Portal (<https://www.csdecatur.net/parentportal>) and submit funds electronically. Charging of meals is discouraged.

Free and reduced meal applications are available in the main at the beginning of each school year. Parents are asked to fill out applications and return them to the main office. Only one application needs to be filled out for all members of a family. Applications must be turned in each year. The school system nutrition office approves applications based on need and guidelines set by the federal government.

No student may cut, or allow others to cut, in cafeteria lines. In order to efficiently serve those buying lunches, students not purchasing food should wait for their friends at a table and not stand in or in front of the serving lines. Students are expected to be respectful to all cafeteria personnel and must adhere to any and all posted instructions. Students are reminded that they must pay for any items that they take.

## What's my Lunch Period?

7 Period and Even Days	Odd Days
<p><b>1ST LUNCH</b> Science, World Languages</p> <p><b>2ND LUNCH</b> Math, Language, Social Studies</p> <p><b>3RD LUNCH</b> Career Academy, Physical Education, Fine Arts, Study Skills</p>	<p><b>1ST LUNCH</b> Language, World Languages</p> <p><b>2ND LUNCH</b> Math, Social Studies</p> <p><b>3RD LUNCH</b> Career Academy, Physical Education, Fine Arts, Study Skills, Science</p>

Students will be assigned a lunch period based upon their schedule, with a student's 4th period class determining whether they have Lunch 1st-3rd. 1st lunch students will go to lunch immediately after third period. A NOTE: Although infrequent, lunch periods may shift at various points during the year (e.g. Testing). In the event of a building-wide deviation from the standard lunch schedule, such changes to the lunch schedule will be communicated out to students and as needed will be posted around the building as a reminder. ...in academics, arts, and athletics.

Parents or food delivery companies are to refrain from bringing food into the building during school hours for consumption by students. Any parents delivering or dropping off items for students (e.g. lunches, textbooks, gym bags, etc.) must sign in at the Attendance Office and bring the items labeled with the student's full name to the main office for the student to pick up between classes or at the end of the day. Students are not permitted to leave the building or wait outside or in the foyer to pick up items, including during their lunch period. Parents are not allowed to eat lunch with their students in the DHS cafeteria.

### Lunch Passes

To ensure student safety and campus security, students are not permitted in any other areas of the campus from the time lunch begins until the bell rings to return to class without a signed pass from a staff member. Students may leave the cafeteria to visit the nurse's clinic for emergencies or to take prescribed medications. In the event that a student needs to leave the cafeteria for any reason, the student must obtain permission from an administrator on duty.

### Cleanliness

Students are reminded that everyone is expected to pick up his or her own trash in the cafeteria and courtyard (this includes the floor and/or the ground). There are no personnel available to "bus" tables! Failure to fulfill this responsibility is considered as a disciplinary infraction. Students seated at tables that continually are found to be left with trash on or below them will be asked to remain in the cafeteria to assist with cleaning and those student groups may also be split up.



Students are reminded that everyone is expected to:

- Pickup up and throw away all trash in your area
- Use your inside voice to communicate
- Be respectful of cafeteria staff
- Not cut line
- Move in an orderly fashion
- Remain in the cafeteria until the dismissal unless approved by an administrator

## **SCHOOL HEALTH PROGRAM**

### **Clinic Student Information**

For the safety and well-being of students, it is imperative that every student has updated information online. Please make sure the following information is up-to-date, current address and phone number, medical conditions, emergency numbers, and a parent contact information. If changes occur during the year, parents should notify the clinic at 404-370-4170, ext. 2156.

### **Clinic Policy**

The school nurse is present in Decatur High School to act as a liaison between home and school regarding health concerns. Prompt arrival of the parent/legal guardian upon notification of your child's illness is extremely important. By working together and keeping contagious illnesses contained at home, we can strive to ensure the health and well-being of every student so that he/she can benefit from the educational program. Please remember to make sure the school knows how to reach you during the day. Parents of students who visit the nurse on a regular basis without prior notice will be asked to come in for a face to face conference.

The School Health Program supports the belief that healthy children are successful learners. The school nurse has a multi-faceted role in the school setting, a role that supports the physical, mental, emotional, and social health of students and their success in the learning process. Registered nurses provide health related services for the students at each school.

Each student should have an updated health information form on file with the nurse in the clinic every school year. The health form will be received with the summer mailing from the school or will come home with your student during the first week of school.

For significant conditions (ex: asthma, diabetes, life threatening allergies, seizures etc.), please contact the nurse immediately to discuss your child's health needs at school. Your child will also need a specific medical care plan filled out and signed by a physician, and co-signed by parent/guardian. The medical care plan will detail the day-to-day care your student requires at school. The health information form as well as the medical care plans can be downloaded and printed from the district website (<https://www.csdecatur.net/domain/140>). Throughout the school year contact your child's school nurse to report any new medication or changes in your child's health.

**Medications**

Medications, including over the counter medications, can be administered to students only if the parents/guardians have given permission. All medication should be taken directly to the office/clinic by the parent. Prescription medications must be brought to school in the original container labeled with the student's name, date, name of medication, the name of the prescribing physician, dosage, time(s) the medication is to be given, and name of pharmacy filling the prescription. OTC medications must be brought to school in a new, original sealed manufacturer's container. The manufacturer's label must include the name of medication (brand or generic), strength of medication, instructions for use, and name of student written legibly. The parental permission form can be downloaded and printed from the School Health webpage (<https://www.csdecatour.net/domain/140>) under Medical Forms - Medication Authorization Form.

A student who has asthma or a severe allergy may possess and use the indicated medications. The parent/legal guardian should submit a Medication Authorization Form permitting the student to self-administer asthma (inhaler)/allergy (epi-pen) medication. Emergency medications noted above can be carried and self-administered by the student:

- a. while in school;
- b. at a school sponsored activity;
- c. while under the supervision of school personnel; or
- d. while in before-school or after-school care on school operated property.

***Decatur High School Health Program Personnel***

Holly Fletcher, School Nurse  
hfletcher@csdecatour.net  
404-370-4170, ext. 2156

## **CAMPUS SAFETY**

### **School Resource Officer**

Decatur High School and City Schools of Decatur prioritize ensuring a safe and secure campus for our students, faculty and staff. City of Decatur Police Officers serve as school resource officers at Decatur High School. They are on duty full-time during the school day and also provide supervision at various extracurricular events.

### **Before School**

When students arrive at school between 8:00 and 8:20 a.m. in the mornings, students may proceed to the cafeteria or the library. Additionally, the Learning Commons may be open for students from 7:30 to 8 a.m. on a regular basis. We will post and communicate that schedule once it is created. Decatur High School is not responsible for students dropped off on campus before students are allowed to enter the building.

Students must be in possession of a pass to see a teacher but are welcomed to the Learning Commons on the days it is open before school. If students are not arriving early to meet with a specific teacher, students should proceed to the Learning Commons or cafeteria if they would like to be inside the building. Students are welcome to stand outside the building on the McDonough Street side, outside the Decatur Career Academy or at the rear of the building near the learning commons. Students who arrive to campus after the 8:30 a.m. tardy bell must check in at the Attendance Office via the entrance on the McDonough Street side of the building. After 8:30 a.m., students must enter through the front doors off of North McDonough Street.

### **After School**

Buses leave campus promptly at 3:40 p.m. each day. Students are dismissed when the bell rings at 3:30 p.m., students should exit the building either via the front doors, the Learning Commons doors or the Decatur Career Academy doors. Unless a student is supervised by a faculty or staff member (e.g. practices, club meetings, etc.), students should leave campus no later than 3:50 p.m. Students waiting for parent pick up should exit the building and wait for pickup in the traffic circle off Commerce Dr outside the learning commons. In the event of an evening activity (such as a football game, etc.) students are not permitted to remain on campus between the end of school and the opening of the event venue. Parents and students should make arrangements ahead of time to provide transportation to and from campus for extracurricular activities or for students who miss their buses.

**Parking Lot**

Permission to drive and/or park an automobile on Decatur High Schools campus is a privilege and not a right for students. In consideration of such privilege, the student consents to any searches of the above-described vehicle or any other vehicles driven by applicant by administrators of the City Schools of Decatur for any reason at any time while said vehicle(s) is on school property. Students are not permitted to leave the building during the school day and go to the parking lot to retrieve items from their vehicle without a pass from an administrator. For more information, view the Parking subsection under Transportation.

**Personal Property**

Students should only bring to school items of personal property necessary for class participation and extracurricular activities. Items considered potentially dangerous or disruptive of school procedures will be confiscated. Student theft will be dealt with as outlined in the City Schools of Decatur Code of Conduct by the administration. Students are especially encouraged not to bring valuables and large sums of money to school. Students who participate in physical education should lock their assigned gym locker to insure security of personal property. Valuable items should not be left unattended.

*Do not bring any personal valuables to school. Loss or theft of personal items deemed unnecessary for an instructional day (cell phones, headphones, gaming systems) will not be routinely investigated. Bring personal valuables at your own risk.*

**Visitors**

Students may not have visitors at school without prior permission from the principal or designee.

The City Schools of Decatur recognizes the importance of a safe environment for students and staff. Parents and other visitors are welcome in the schools at the discretion of the principal. Upon entering school property, each visitor shall give reason for visit and complete the process to acquire a visitor's pass in the Attendance Office. When the visit has been completed, the visitor shall return and sign out with the Attendance Office before their departure.

According to state law it shall be unlawful for any person to disrupt or interfere with the operation of any public school, and any person violating this code shall be guilty of a misdemeanor. In implementing this policy, the principal may use discretion during special school functions.

### **Deliveries for Students**

At Decatur High School, we believe that students should manage their needs as young adults. Except in emergencies, please refrain from delivering items to students at DHS during the school day. You might consider delivering medications and urgently needed assignments. We ask that you not deliver lunches (except in cases of significant dietary restrictions), gym bags, textbooks, and notebooks. Any parents delivering or dropping off items for students must sign in at the Attendance Office and bring the items labeled with the student's full name to the main office for the student to pick up between classes or at the end of the day. Students are not permitted to leave the building or wait outside or in the foyer to pick up items, including during their lunch period. Additionally, students are not permitted to order items for delivery to the school (example: lunch deliveries). Any deliveries for students from outside vendors will be refused, and the food will be confiscated without a refund. Although we love to celebrate our students, please know that for safety and security reasons, no flowers or balloon deliveries will be accepted for Decatur High School students. No balloons may be carried in the school building.

### **Title IX: Sexual Harassment, Sexual Assault, and discrimination based on sex**

The Education Amendments Act of 1972, prohibits sex discrimination in any federally funded educational program. This applies to all institutions receiving federal financial support and includes all educational experiences—academics, athletics, and extracurricular activities. The U.S. Department of Education's Office for Civil Rights (OCR) provides guidance and enforcement of the law with regard to sex discrimination, which includes sexual harassment and sexual assault.

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance. (Title IX of the Education Amendments of 1972)*

For step by step instructions related to Title IX Grievance Policies & Procedures visit the website at: <https://www.csdecatur.net/Page/2998>

### **Sexual Harassment**

Students, faculty and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples that may constitute sexual harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, pictures, or videos
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**Title IX Liaisons** - School principals serve as local Title IX liaisons for each school. You can report sexual harassment or discrimination based on sex to the school principal, any staff member, or to the district's Title IX Compliance Officer, listed above. You also have the right to file a complaint. For additional information visit: <https://www.csdecatur.net/Page/2998>

## **ATTENDANCE/TRUANCY PROTOCOL**

The compulsory attendance law dictates that students attend school until age 16. **It is the parent's responsibility to notify the registrar's office of a new telephone number or change of address and to provide proof of residence for the new address.**

Attendance is an essential component to a student's academic success. When students are absent or arrive late, they lose important opportunities to learn. Excessive tardies and absences can prevent children from succeeding academically and socially.

### **Full Day Attendance**

The official day for Decatur High School students begins at 8:30 a.m. and ends at 3:30 p.m.

- Students are permitted to enter the building at to eat breakfast from 8:00 a.m. to 8:20 a.m.
- Students shall be discouraged from arriving at school earlier than 8:00 a.m. unless they have a pass from a teacher/staff member for a designated activity with a teacher/staff member.
- **Students should be in school every day possible and remain in school the entire day.**
- **Requests for early dismissal should be made only when an emergency exists.**
- **Any student who leaves the school campus other than for work-based learning or dual enrollment before the end of the school day must check out in the attendance office.**
- All students are expected to be in the building by 8:20 a.m. and to be seated in class by 8:30 a.m. If a student enters the building after 8:30 a.m., he/she should report immediately to the attendance office to get a late pass.
- **Teachers are not authorized to admit tardy students without a pass.**
- **Failure to check in at the Attendance Office may result in a disciplinary consequence.**

### **Purpose**

The purpose of the attendance/truancy protocol is to increase academic achievement and reduce truancy among students in the school system in compliance with the mandates of (O.C.G.A. § 20-2-690-2). Schools will keep a daily record of each student's presence, absence, tardiness, and early departure. An absence, tardy, or early departure will be entered as "excused" or "unexcused" along with the stated reason. A copy of the appropriate documentation will remain on file at the school for verification, if needed, for at least two years. Parents must provide written documentation



including handwritten notes or appropriate medical documentation (i.e. doctor's excuse, dental excuse, discharge papers, etc.) for all absences from school within 3 school days of the student's return to school. If no written documentation or appropriate medical documentation (i.e. doctor's excuse, dental excuse, discharge papers, etc.) is received, then these absences, tardies, early departures will remain unexcused and appropriate attendance procedures will be followed.

### **Parent and Student Notification**

City School of Decatur will provide each student as well as his/her parent, guardian or other person who has control or charge of the student, with access to the City Schools of Decatur Attendance Protocol and a written summary of the possible consequences and penalties for non-compliance at the beginning of each school year (O.C.G.A. § 20-2-690.1 (c)).

By September 1 of each school year or within 30 school days of a student's enrollment in the City Schools of Decatur, both parent/guardian and student, age ten or older, must sign a statement indicating receipt of the code of conduct which includes the attendance/truancy policy and protocol (O.C.G.A. § 20-2-690.1). If a signed copy is not returned within thirty (30) days, schools will send a copy of the written statement of possible consequences via certified mail, return receipt requested, or First-Class mail to the parent. O.C.G.A. § 20-2-690.1 (c). Attendance Protocol for Schools

The principal of each school will be responsible for ensuring that attendance is taken in a timely manner and that accurate records are kept. Attendance will be taken daily in every class period. All attendance will be maintained daily by the principal's designee. Principal's designee will notify parent/guardian if a student is absent for the school day. Absences due to out-of-school suspensions or expulsions shall not count as unexcused day for the purpose of determining student truancy (State Board Rule 160-5-1.10). The principal/designee may require medical documentation (i.e. doctor's excuse, dental excuse, discharge papers, etc.) after receiving 10 emails or hand written notes from parent for student illness.

### **Definitions**

**Truant** A student is subject to the compulsory attendance laws when during the year he/she has more than ten days of unexcused absences. School days missed as a result of an out-of school suspension shall not count as unexcused days for the purpose of determining student truancy.

### **Excused Absences**

Absences for the following reasons are excused upon presentation of documentation from parent(s) in accordance with the City Schools of Decatur published attendance policy:

1. Personal illness of the student or when attendance in school would endanger the health of the student or the health of others when, upon the student's return to school, a parent note is presented within three (3) school days of the student's return to school or appropriate medical documentation (i.e. doctor's excuse, dental excuse, discharge papers, etc.). See O.C.G.A. § 20-2-693(Serious illness or death in student's immediate family necessitating the absence. In case of serious illness in a student's immediate family, the student is required to present appropriate medical documentation regarding family member within three school days of the students return to school. See O.C.G.A. § 20-2-262.2(b).
2. Court order by a government agency mandating the student's absence from school, including pre-induction physical examination for service in the armed forces.
3. Observation of religious holidays necessitates absence from school. Please notify the attendance office in advance when your student will be absent in observance of religious holidays.
4. Conditions rendering attendance impossible or potentially dangerous to the student's health or safety as determined by the local school system.
5. An absence not to exceed one day for registering to vote or to vote in public elections.
6. Students are counted present at school when they are serving as Pages of the Georgia General Assembly. Visiting with a parent or legal guardian prior to overseas deployment to a combat zone or combat support posting or during leave from such deployment member of the armed forces of the United States or National Guard (maximum of five school days a year. See O.C.G.A. § 2-20-692.1(b).

### **Unexcused Absences**

1. Student is absent from school for no acceptable reason (unlawful).
  - A. Parental Neglect
  - B. Illegal Employment
  - C. Truancy
2. Failure to attend school, with or without the knowledge of the parent or guardian, for reasons other than those specifically outlined as excused absences.
3. School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy or compulsory attendance.
4. Any undocumented absence that would otherwise be excused with the proper documentation.

### **Consecutive Absences-Withdrawal**

Decatur High School will automatically withdraw any student who has not attended school for ten consecutive school days. For the purposes of automatic withdrawal, a day is defined as at least 50% of the school day. In order to be counted as present, a student must attend their classes. A student's presence on campus at some point during a period of consecutive absences does not constitute attendance at school.

### **Attendance Committee**

A school level team lead by the principal/designee to address student absenteeism. The committee at minimum shall consist of a principal or assistant principal, attendance secretary/designee, and school counselor. The committee is responsible for review of attendance data and attendance interventions as outlined in the attendance protocol.

### **Reporting /Investigating Absences**

Decatur High School uses an automated call system to reach out when a student is absent from school without prior excuse. Families will receive automated calls when a student has been absent for over half of the school day.

#### **After three unexcused absences:**

1. The principal/designee shall send written notice of student absences to parent/guardian.

#### **After five unexcused absences:**

1. The principal/designee shall send written notice of student absences to parent/guardian and notifying parent/guardian of the possible consequences and penalties for truancy.
2. A member(s) of the attendance committee may contact the parent/guardian to complete an attendance contract.
3. If unable to communicate with parent/guardian regarding the student's attendance; the school shall send correspondence regarding student's attendance certified mail, return receipt requested or First-Class mail. The school shall retain signed copies of the notice and return receipts for the time period specified in State and Federal law as it applies to school attendance records. See O.C.G.A 20-2-690.1 (c).

#### **After Ten Absences:**

##### **Unexcused absences:**

1. The Attendance Committee will determine appropriate school level interventions to support students with ten or more unexcused absences.
2. The Attendance Committee may make a referral to the school social worker.

3. The district's school social worker may file a petition with the Dekalb County Juvenile Court (6-12) or Solicitor General's Office (K-5) for violation of the Georgia Compulsory School Attendance Law.

**Excused absences:**

1. The Attendance Committee will determine appropriate school level interventions to support students with ten or more excused absences.
2. After 10 or more excused absences in a school year, the parent may be required to provide a doctor's excuse for subsequent absences.
3. The Attendance Committee will determine if a student with 10 or more excused absences is required to provide doctor's excuse for subsequent absences.
4. The notification letter to parent/guardian requiring a doctor's excuse for subsequent absences will be sent by the principal or principal's designee.

**Tardy Protocol**

Attendance is an essential component to a student's academic success. When students are absent or arrive late, they lose important opportunities to learn. Excessive tardies and absences can prevent children from succeeding academically and socially.

**Tardy:** A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the beginning of the class period.

**Excused:** Late arrival to school or class which is a result of reasons defined herein as excuse absences or as a result of events physically out of one's control such as inclement weather, health related emergencies, doctor's appointments, compliances with court order, etc.

**Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian, as a result of events within one's control, such as oversleeping, parent errands, etc. unless it is an excused tardy.

**Early Checkouts**

Leaving school prior to the end of the instructional day time or the end of the school day by a parent or legal guardian. Parents and legal guardians are encouraged to schedule all appointments following dismissal if at all feasible. Early checkouts must follow the individual schools checkout procedures.

1. To be considered "in attendance" on a school day for truancy purposes, a student must be present for at least one half of the school day, excluding the lunch period.
2. A parent or legal guardian must bring appropriate documentation (i.e.

doctor's excuse, dental excuse, discharge papers, etc.) showing the necessity of an early checkout in accordance with the City Schools of Decatur published attendance policy.

Tardies /Early Check-Out: (Tardies are considered part of the Code of Conduct)

### **Checkout Procedures**

A student who needs to leave campus during the school day should bring a note to the Attendance Office, **prior to 8:30 a.m.**, signed by the parent/guardian for approval. The note must have the student's full name, the reason for dismissal, the time of departure, and a telephone number where the parent/guardian can be contacted. We cannot allow students to be checked out after 3:15pm due to the busy nature of wrapping up the school day and ensuring staff is available for their duty posts. **Due to safety issues, all notes must be verified by the attendance office before a student can check out of school.**

Parents/guardians will be asked to present identification during the checkout process. Parents must ensure the names of individuals who can check the student out of school is on file in Infinite Campus. **Students are not permitted to check themselves out.** When any student leaves the campus before the end of the school day, he/she must sign out in the school attendance office.

Students who check out during the school day are required to leave the school property immediately.

Students must be picked up from the attendance office by parents.

Once a student has arrived on campus, he/she may not leave campus without following checkout procedures (**even if it is before classes have begun**).

Due to the large number of checkouts before holidays, a student may check out by **note only**. No check out requests will be accepted by phone.

### **Consequences for Tardies Unexcused Tardies/Early Checkouts**

Each school will develop school-level guidance for reducing tardiness and early checkouts in conjunction with their school attendance committee. A progressive system should be incorporated in each school whereby appropriate consequences increase based on the number of tardies and early checkouts.

*Tardy One (if less than 10 minutes late to class according to pass)*

- The student will receive a warning.

*Tardy Two (if less than 10 minutes late to class according to pass)*

- The parent/guardian will be contacted.

*Tardy Three (or first tardy of 10 or more minutes to class)*

- The student will serve detention and parent/guardian will be contacted.

*Tardy Four (or second tardy of 10 or more minutes to class)*

- The student will serve detention and parent/guardian will be contacted.

*Tardy Five or More*

- Student will be referred to administration and parent/guardian will be contacted.

### **Returning From an Absence**

A student who is absent from school for an entire day or any portion of the day must bring an **absence note to the attendance office before the beginning of the first class period**. The note (note from parent/guardian, medical excuse, or legal document) must contain the date, student's name, reason for absence, daytime phone number and parent/guardian's signature. **Absences not validated by an appropriate written document within three days of the absence will be considered unexcused.**

**Absences due to Recurring Illness**—Students who have a recurring medical condition/problem must have a doctor's note on file in order for absences related to this condition/problem to be excused.

**Absences due to Extended Illness**—Parents/guardians of students absent from school for an extended period of time (at least four days) should contact their student's counselor to request student work. Parents/guardians are to allow teachers one (1) school day to generate assignments to be collected by counseling office staff.

**Prearranged Absence**—If a student is aware of an absence in advance, a note from the parent or legal guardian should be brought to the attendance office. The absence will be classified as approved or unapproved according to the guidelines outlined above. The note needs to include the student's full name, parent's/guardian's name, and daytime phone number.

**Absences due to Suspension**—Students who are absent from school due to a suspension may make up work upon readmission to school. Teachers will be notified of suspension and will email assignments to both the student, parent and copy the administrator.

**Special Testing Calendars**-DHS administration will create special testing calendars during certain times of the year that will excuse some student

groups from attendance. This may include AP testing, IB testing, PSAT testing, and Milestone testing.

### **Sickness at School**

- A student who becomes ill in class should ask the teacher for a hall pass to go to the clinic.
- A student who becomes ill between classes should report first to his/her next class and get a pass from that teacher to go to the clinic.
- The nurse will assess the student's condition and contact his/her parent/guardian, if necessary.
- If a student is sent home (with the recommendation of the nurse and permission of the parent/guardian), the student is to check out in the attendance office.
- The school nurse may be contacted at 404-370-4170, ext. 2156.

### **Class Interruption**

The Georgia Board of Education requires that students receive instruction for a set number of hours during the year. However, it also provides that a student may be absent from class ten (10) days per year for school-sponsored, non-instructional activities. For this reason and because Decatur High School wants to have students involved in instructional activity to the maximum, we minimize interruptions of regular classroom activities. . We ask parents to support our efforts by not requesting that students be summoned from the classroom except in emergency situations.

## **COUNSELING**

The Decatur High School Counseling Department is staffed by professional school counselors who advocate, collaborate and facilitate individual and system change to ensure every student has the knowledge and skills necessary for academic success and personal growth. School counselors strive to empower students to succeed and to achieve their personal and academic aspirations. School counselors deliver prevention and intervention services that support the academic, career, personal, interpersonal and healthy development of all students.

It is not the role of professional school counselor to provide long-term therapy. The counselors offer developmentally appropriate individual and group counseling services in the areas of academic, career, and personal/social development.

**Confidentiality Statement:** Confidentiality is a key component for working with students and parents. Every effort will be made to maintain that confidentiality. Confidentiality is the counselor's commitment to respect the students' privacy by not divulging anything shared in a counseling session except under certain limited conditions. These conditions include mandated reporting requirements, safety issues (to prevent serious and foreseeable harm to self and/or others), legal issues, and professional responsibilities (see the ASCA Ethical Standards for School Counselors at [www.schoolcounselor.org](http://www.schoolcounselor.org) and the GAPSC code of ethics).

Decatur High School has four full-time counselors. The school counselors are the primary academic advisors in the school. Counselors and grade-level advisors meet with students during the school year to assist them in planning their academic programs. The counselors help students select the most appropriate program of study to ensure success in high school and to plan for the years after graduation. Should parents wish to opt out of such services, they should contact the student's counselor.



Counseling Department Web Page:  
<https://sites.google.com/csdecatour.net/counseling/home>

### Counseling/Administrator Caseload Distribution

	<b>Raquel Jones</b> ( <a href="mailto:rjones@csdecatour.net">rjones@csdecatour.net</a> ) <i>IB Career Program Lead</i>	<b>Tequila Morgan</b> ( <a href="mailto:tmorgan1@csdecatour.net">tmorgan1@csdecatour.net</a> ) <i>Dual Enrollment Program Lead</i>	<b>Ken Jackson</b> ( <a href="mailto:kjackson@csdecatour.net">kjackson@csdecatour.net</a> ) <i>IB Diploma Program Lead</i>	<b>Kimberly Jones</b> ( <a href="mailto:kjones@csdecatour.net">kjones@csdecatour.net</a> ) <i>Department Head</i>
<b>Administrator</b>	Taylor Cross	Jeannie Johnson	George Greene	Jessica Sturm
<b>Class of 2020</b> 12th Grade	IBCP Independent A-C	Independent D-M	IBDP	Independent N-Z
<b>Class of 2021</b> 11th Grade	IBCP Independent A-D	Independent E-L	IBDP	Independent M-Z
<b>Class of 2022</b> 10th Grade	A - F	G - M	N - R	S - Z
<b>Class of 2023</b> 9th Grade	A - E	F - K	L - N	O - Z

### Counseling Caseload Distribution (according to student's last name)

#### Course Registration

Advisors, teachers, counselors and parents/guardians are involved in the proper selection of levels of coursework and choice of the student's electives. Registration for the next school year occurs between November and January. Students and parents will receive communication about specific deadlines related to course registration.

#### Schedule Changes During the Year

Schedule changes often take tremendous time and resources of school counselors, especially at the start of the year. At Decatur High School we spend significant time and energy working to select appropriate courses for each student. For this reason, student course requests should be accurate at the time the schedule was created. Schedule changes will only be considered during the first ten days of school for the following reasons:

- a. to make adjustments for failing grades of summer school work

- b. to correct clerical or administrative errors
- c. if student has already received credit for the course
- d. if the student has not met the course prerequisite
- e. if a student has been assigned the wrong course level

Schedule changes will not be considered for any other reason. Schedule changes will only be considered after ten days if the change is recommended by school administration or counselor.

### **Post-Secondary and Career Information: Life beyond High School**

Online information regarding college, career information, SAT preparation materials, financial aid information for colleges, etc., is available in the DHS Counseling webpage. You are encouraged to use these resources from your freshman year on. Consult the counselors' offices for an appointment or schedule an appointment online.

**Decatur Student Center**

The Decatur Student Center (DSC) provides wrap around services beyond the scope of the school counseling program. Students can receive individual and small group counseling as well as support for career and post-secondary planning. Programming needs are determined through surveys, data review and student voice. The DSC provides services through contracts with outside therapists and organizations, as well as through collaborative programs with Georgia State University's Community Mental Health Program. For more information about the Decatur Student Center and the programs/services offered please visit <https://www.csdecatur.net/domain/571>.

## **STUDENT RECORDS**

### **Parental Rights Under the Family Educational Rights Privacy Act and Georgia Student Data Privacy, Accessibility, and Transparency Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day City Schools of Decatur receives a request for access.  
Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the City Schools of Decatur to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or

school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the City Schools of Decatur to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

In accordance with the Family Educational Rights and Privacy Act, the following information is classified as "directory" information, which may be released to the public without written permission of parents: Student's name, address, telephone number, date and place of birth, participation in clubs and sports, height and weight if students are involved in athletics, grade level, parent email address, school name, dates of attendance, parent/guardian email address, and awards received; video, film,

photographs and recording. The form to opt out of disclosing this information is available at <https://www.csdcatgur.net/forms>.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
11. Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs

authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

The Georgia Student Data Privacy, Accessibility, and Transparency Act afford parents and students who are 18 years of age or older (“eligible students”) the right to file a complaint with their local school system regarding a possible violation of rights under O.C.G.A. 20-2-667 or under other federal or state student data privacy and security laws. Parents and eligible students who wish to file a complaint must use the privacy complaint form provided at <https://www.csdecatur.net/forms> and submit their complaint in writing to

City Schools of Decatur  
Executive Director of Information Services  
125 Electric Ave  
Decatur, GA 30030

### **Release of Records**

In accordance with the Family Education Rights and Privacy Act (FERPA), school records to a third party may be released only with written permission from a custodial parent if the student is under 18 years of age except in cases where the records are required by an educational agency in which the student seeks to enroll. If the student is 18 or older, he/she may grant permission for the release. All financial and/or equipment obligations should be cleared before requesting student records be sent.

### **Proofs of Residency**

To classify as a resident, a student shall be required to reside with his/her parent, legal custodian or legal guardian within the city limits of the City of Decatur. For purposes of this policy, a resident is defined as an individual who is legally domiciled within the city limits of the City of Decatur and who, on any given school day, is likely to be at their stated address when not at work or school. Where custody of a child is shared by two or more persons, that person who has the majority of time in physical custody shall be the parent or legal custodian whose residency shall be used for determining domicile and enrollment. A person who owns property in the City of Decatur, but does not reside in the city, is not considered a resident for purposes of enrollment. Proof of residency is required when a student initially enrolls in a school and whenever a change of residence occurs. For additional information related to proof of residency please visit <https://www.csdecatur.net/Page/1742>.



**Change of Address or Phone Number**

Parents should contact the DHS Registrar (Davida Atwood, 404-370-4170 ext 2116 [datwood@csdecalur.net](mailto:datwood@csdecalur.net)) in Counseling Suite room 2541 if there are any changes to student or family contact information (Home Phone, Cell phone, Email Address, etc.). When changing address of residence, the parent must complete an Affidavit of Residence form and present two pieces of approved documentation. This is essential in order for school information and grade reports to reach the student's home in a timely manner. Failure to provide current phone numbers could create a situation for the student in the event emergency medical treatment is needed. It is very important that a current parent email address be provided to the school as well.

**Driver's License Certificate**

Students may secure the Certificate of Attendance and ADAP forms required for a driver's license and permit in the Counseling Suite room 2541. The signed and notarized form may be picked up in the Counseling Suite the following Wednesday after the request is submitted. NOTE: If an ADAP Certificate is needed, please indicate this on the form when you request your Certificate of Attendance.

**Withdrawal**

Parent/Guardian's must notify the school 24 hours in advance) for withdrawal requests. Parents/guardians should contact the DHS Registrar (Davida Atwood, 404-370-4170 ext 2116 [datwood@csdecalur.net](mailto:datwood@csdecalur.net)) Counseling Suite room 2541 to begin the withdrawal process to ensure that all necessary records are brought up to date before the student leaves school. Students withdrawing from school should have a parent/guardian contact the student's counselor prior to the withdrawal. No student, regardless of age, will be withdrawn until parental contact is made. A parent signature is required for all students under the age of 18. The student will circulate a withdrawal form among his/her teachers as well as other school personnel on the last full day of attendance. Each teacher will sign, indicating a current course grade and if any money or property is owed to the school. Make sure that all financial obligations are cleared. The completed withdrawal form should be returned to the registrar in the Counseling Suite. The student will receive a copy of the withdrawal form and an unofficial transcript to take to his/her new school. Students withdrawn by the school for non-attendance are expected to return all school property and clear all financial obligations (cash or money order only) before requesting records to be released.

**Steps to complete Withdrawal and/or Transfer**

1. Parent or guardian must make an official request for withdrawal of student.
2. Obtain appropriate forms from counseling office.
3. Have the withdrawal form filled out by each of your teachers.
4. Return all schoolbooks and property. Pay all fees owed.
5. Get appropriate signatures for final clearance.
6. All fees and textbook fines must be paid before your records can be released.

**Residency and Registration**

The initial steps of new student registration and residency determination for the City Schools of Decatur is completed at the M. Elizabeth Wilson School Support Center located at 125 Elective Ave. Please visit <https://www.csdecaturnet/enrollment> for complete information about how to enroll a student in the City Schools of Decatur.

## **STUDENT CONDUCT**

### **Code of Conduct**

All students are subject to the Code of Conduct. The City Schools of Decatur Code of Conduct is available online at <https://www.csdecatour.net//site/default.aspx?PageID=1269>.

### **Dress Code**

#### **Purpose**

The City Schools of Decatur Dress Code helps students develop cultural skills and values consistent with our vision- *We will build the foundation for all children to be their best, achieve their dreams, and make the world a better place.* These skills and values guide students to make thoughtful choices to dress appropriately for school activities and to embody empathy when perceiving how others dress. The **guiding principles** help us pursue these goals. Families and faculty are partners in the educational process. The **Dos and Don'ts** provide specific guidance for parents, guardians, students, and staff to support students in dressing appropriately for safety, learning, and social-emotional development and understanding compliance and consequences.

#### **Guiding Principles Curricular**

How we dress is a form of social communication and part of becoming college and career ready. By learning this form of communication, students develop personal identity and responsibility, as well as awareness of their impact on, and interdependence with, the larger community. While CSD acknowledges the right of students to express themselves through their fashion style, the need to maintain a safe and orderly learning environment necessitates placing certain parameters around this expression. Dress Code missteps are treated as teachable moments rather than disciplinary offenses (see \*\* in the chart for exception and also consequences section for information dealing with students making repeated dress code missteps).

#### **Developmentally Appropriate**

Students, depending on their age and grade level, have different academic, physical, and social-emotional needs. The Dress Code recognizes this by adjusting expectations as students grow.

#### **Equitable**

In keeping with CSD's mission to foster safe and inviting schools, the Dress Code strives to be equitable for students across gender identity, race-ethnicity, body type, religion, and socioeconomic status. No aspect of the Dress Code should infringe on a student's physical, cultural or religious needs. Anyone feeling an aspect of the Dress Code is not equitable is

welcome to share this with the school administration.

### **Manageable & Current**

While the Dress Code is curricular, it takes a backseat to the academic curriculum. Thus, it should be as easy as possible for students to execute and faculty to monitor consistently. In order to ensure this, as well as reflect what is available and affordable to families (noting some “fashionable” styles will not be appropriate for school), the Dress Code is regularly reviewed by the faculty and stakeholders.

### **When Principles Collide**

In instances when guiding principles are at odds with each other, CSD seeks to balance the principles as best it can. Ultimately, the school administrator or designee must be respected in making an appropriate judgment on such matters. A student found to be out of Dress Code will be directed to change clothes. Students are encouraged to have a change of clothing available.

Decatur High School acknowledges that appropriate and personal attire positively affects student achievement and conduct. The dress code for Decatur High School is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus.

**Dress Code Violations:** Instruction is interrupted when a student has to be seen by an administrator because of inappropriate dress. If in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing. There may be additional disciplinary consequences as well. Decatur High School’s administration and staff would like the cooperation of the students and parents in reviewing the student’s dress to insure it meets the following dress code guidelines before the student comes to school.

1. Headgear is prohibited and must be kept out of sight in classrooms and hallways. This includes, but is not limited to, caps, hats, hoods, hoodies, bandanas, wave caps, sweatbands, headbands, sunglasses, or any other head covering. No combs, rakes, curlers, picks may be worn in the building. *Exceptions for religious or medical reasons may be granted by the principal.*
2. *Shirts/Blouses/Tops/T-shirts* – Blouses/shirts should be constructed so the tops of the shoulders are covered (no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips, cleavage or midriff are not allowed. (If you raise your arms to shoulder level and your stomach shows, the top is unacceptable.) Other blouses/shirts that

are not appropriate for school include, but are not limited to, low-cut, see through, backless, lingerie-like, or tube tops. Rips or holes are not allowed in shirts/tops. Boys are not to wear sleeveless shirts, except in P.E. Boys must wear shirts in P.E.

3. *Shorts/Skirts/Pants* – All shorts and skirts must extend beyond the reach of the fingertips. Slits in skirts cannot be above mid-thigh. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing. There should be no rips or holes above mid-thigh.
4. *Trench Coats/Long Coats* – Students may not wear trench coats or other long coats that resemble the style of a trench coat to school. Students may not wear blankets, capes or cloaks to school. All coats must be properly worn.
5. *Shoes* – Health regulations and safety factors require that shoes be worn at all times at school. Bedroom shoes are not allowed.
6. *Undergarments* – Undergarments should not be visible.
7. *Pajamas/Sleepwear* – No pajamas or sleepwear of any kind are allowed to be worn to school except on specific spirit days.
8. *Outer Garments* – Stretch lycra, spandex or nylon tights, leotards, biker pants or underwear worn as an outer garment are strictly prohibited, except in dance class or P.E.
9. *Overalls* – Overalls must fit and be fastened appropriately. A shirt of proper length and style must be worn under the overalls at all times.
10. *Display of Words or Symbols* – No student's clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity express or implied. No student's clothing or accessories shall be disruptive or have caused past disruption to the school environment.
11. *Jewelry and Accessories* – Jewelry and accessories that may be used as weapons are not allowed to be worn at school. This includes, but is not limited to, wallet chains, jewelry such as spiked rings, spiked bracelets, two or three finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on clothing or book bags. Removable teeth grills or caps are not permitted.
12. *Gang Related Clothing or Symbols* – Students are not allowed to display

clothing or symbols that have been identified by the City of Decatur Police as being commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates gang affiliation. Gang related attire includes, but is not limited to, the following: students rolling up one pant leg, long bulky chains and necklaces, gang-styled belt buckles or other clothing (which have Olde English script letters and symbols), large oversized pendants on necklace and chains, bandanas, altering clothing from its original form to change the names and/or intended marking on the clothing, sweatbands and/or headbands, and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive. The DHS website should be consulted frequently in order to keep informed about additions or changes to this rule.

13. *Belts* – All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.
14. *Distracting Dress/Appearance* – Any student's dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" which instills dignity and pride. A student wearing clothing or accessories not described in these rules but which become distracting to the learning environment or identified as gang attire will receive disciplinary action.
15. *Exceptions* – Exceptions to the DecaturHigh School dress code may be made by the principal or his/her designee for specific reason

## Do's and Don'ts

Do	Don't
<p>Show your bright, beautiful face.</p> <p>Dress comfortably for learning and varying temperatures.</p> <p>Dress safely for navigating the halls, stairs, physical education, career tech and science classes (see specific class safety contracts; e.g. Science Lab Safety Contract).</p> <p>Dress in clothing that is culturally or religiously appropriate and/or medically necessary.</p> <p>How we dress is a form of social communication and part of becoming college and career ready. Therefore, dress to cover your waist, torso, midriff, chest, and undergarments.</p> <p>Do comply with any school, classroom or event specific guidelines.</p>	<p>CSD needs to be able to identify students. Therefore, hats, hoods, and bandanas are not permitted.</p> <p>CSD needs everyone to actively listen and be aware of their surroundings. Therefore, earbuds/headphones are permitted only for instructional purposes.</p> <p>CSD needs to maintain a safe and orderly environment promoting respect and care for self and others. Therefore:</p> <ul style="list-style-type: none"> <li>● Attire which advertises, depicts or refers to use or possession of tobacco, alcohol, drugs or other illegal substances, gang activity, and weapons or includes profanity, ethnic, racial, sexual, religious slurs or obscene language, actions or gestures are not permitted.**</li> <li>● Garments designed to be worn as under layers such as long underwear, tights, and leggings should not be worn as an outer layer.</li> </ul>

### Common Sense Recommendations

Dress up for in-class or community presentations.

Avoid crocs, flip flops or other loose fitting footwear that jeopardizes safety and freedom of movement for emergency situations, recess, field work, active classroom experiences, and Physical Education classes.

### Consequences

A student whose attire does not comply with the guiding principles and Dos and Don'ts will be expected to change, cover or otherwise adjust their attire. ▼

While Dress Code missteps are treated as teachable moments rather than disciplinary offenses, students who make repeated "missteps" may be assigned an age-appropriate consequence. For example, a student may be required to attend detention, at which time they would complete a pre-planned lesson related to the guiding principles. It is developmentally appropriate that students think in concrete terms and employ literal interpretations, so the lesson might include specific examples and images -- with care taken to demonstrate cultural competence.

## **CSD Acceptable Use Policy (AUP)**

The information systems and internet access available through City Schools of Decatur (CSD) are available to support learning, enhance instruction, and support school system business practices. CSD information systems are operated for the mutual benefit of all users. The use of the CSD network is a privilege, not a right. Users shall not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of students or work of CSD employees.

All access to the CSD network shall be preapproved by the principal or program manager, or their designee. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. Other disciplinary action may be imposed as stated in the City Schools of Decatur Code of Conduct and Restorative Practices Handbook.

CSD implements internet filtering in accordance with the federal Children's Internet Protection Act. Schools will continue to educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources. CSD cannot warrant that students will be prevented from accessing inappropriate material or sending or receiving inappropriate communications; however, the district has an Internet Safety administrative regulation with the objective of keeping students safe when using school system technology resources.

The school system reserves the right to monitor, inspect, copy, and store at any time and without prior notice any computer or network file(s) and information, computer and network usage data, or any information transmitted or received in any form through the CSD network and/or with CSD equipment. All such information and files shall be and remain the property of the school system.

This AUP applies to all students who have access to CSD resources, including during e.g. school breaks, holidays, placement in alternative settings, and study-abroad opportunities.

### **Respect for Others**

Users should respect the rights of others using the CSD network by:

- Using assigned devices as directed by the teacher.
- Being considerate when using scarce resources.
- Always logging off equipment after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.



- Leaving equipment and room in good condition for the next user or class.
- Not accessing, changing, sharing, or deleting files belonging to others.

### **Ethical Conduct for Users**

It is the responsibility of the user to:

- Use only their assigned account or password. It is a violation to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Use CSD computing resources in a manner that is consistent with the mission of the school system.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed. This includes the use of CSD network and resources to illicitly access, tamper with, or experiment with systems outside CSD.
- Not use offensive, obscene, and/or harassing language when using the CSD network and resources.

### **Respect for Property**

The only software, other than teacher-assigned student projects that yield a software program, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with the terms of an authorized license agreement will not be tolerated. Modifying copyrighted software or borrowing software is not permitted.

- Do not modify or rearrange device configurations, configuration files or settings, keyboards, individual keycaps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher or program manager.
- Leave workstations and peripherals in their designated places.

### **Internet Safety and Security**

- Information may not be posted if it violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, and/or is not approved by the principal or program manager.
- Real-time messaging and online chat may only be used with the permission of the teacher or program manager.

- Students are not to reveal personal information (e.g. last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the internet as an educational resource shall accept the responsibility for all material they seek.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing internet content that is inconsistent with the educational mission of CSD.
- All student-produced web pages are subject to approval and ongoing review by supervising teachers and/or principals. All web pages shall reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students are prohibited from downloading inappropriate or illegal material on CSD computers.
- Students are prohibited from bypassing or attempting to bypass the internet content filter.

### **Personally Owned Computing/Network Devices (BYLD)**

To enhance learning, CSD students may participate in a Bring Your Learning Device (BYLD) program by bringing their own learning technology to designated CSD sites. Currently, only Decatur High School offers a BYLD program

*BYLD technology* means personally-owned, internet-accessible, wirelessly connected, and portable equipment used for instructional purposes. BYLD technology must allow access to the internet through a web browser and be capable of accessing the BYLD network.

Students using personally owned electronic devices must follow the policy stated in this document while on school property, attending school-sponsored activities, or using the CSD network.

- A user provides their own BYLD technology, and CSD is not responsible for the setup, power needs, or support of such devices.
- Students are not required to bring BYLD technology to school.
- BYLD technology may connect only to the designated BYLD wireless network, and users must use only the individual passcode specifically assigned to them. Students are only permitted to connect to the CSD Wi-Fi network (not private cellular service) while on CSD premises.
- The school's internet content filters will be applied to the CSD BYLD network and students are prohibited from circumventing them. Users

are prohibited from using any unauthorized mechanism that has the intent or effect of bypassing the internet content filter.

- When applicable, appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the CSD network.
- Users are prohibited from accessing or attempting to access, probing, or scanning information systems or other devices residing on any CSD network. Users are prohibited from accessing or attempting to access devices or resources to which they have no explicit, legitimate right granted by CSD. No device placed on the CSD network can have software that monitors, analyzes, or may cause disruption to the CSD network.
- CSD is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair as a result of a student participating in the BYOD initiative.
- CSD staff will not be responsible to store, support, or troubleshoot a student owned device.
- Students will take full responsibility for any personally owned device and will appropriately secure all devices when not in use.
- Students are not to record electronically instructional programs or any conversation involving a school official, without the official's advance permission to do so.
- Activities on the CSD network may be subject to discovery under the Freedom of Information Act (FOIA). CSD reserves the right to monitor and investigate all devices and activities on the CSD network. The device may also be confiscated by school authorities in accordance with the Code of Conduct.
- CSD reserves the right and authority to retrieve and inspect BYLD technology if there is a reasonable suspicion the BYLD technology was involved in a violation of this AUP and/or the Code of Conduct.

## **Cybersafety Notice for Families**

City Schools of Decatur, as a recipient of E-Rate funds, is required to have in place a versatile cybersafety system.

### **CSD will:**

- Enhance learning through the safe use of technology, and do its best to keep the students and their data safe online. This includes working to restrict access to inappropriate, illegal, or harmful material when students use, on- or off-campus, CSD-owned equipment/devices and/or CSD-issued service credentials (e.g. CSD G Suite for Education). Additional information is available at <https://www.csdecatur.net/Page/3524>.
- Work with children and their families to develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement. Some useful information for families is available at <https://www.csdecatur.net/technologyathome>.
- Provide children with cybersafety strategies.
- Respond to any breaches in an appropriate manner.
- Welcome inquiries from students and families about cybersafety or privacy issues.

### **Parent/guardian responsibilities:**

- Read this cybersafety use agreement document.
- Discuss the information with my child and explain why it is important.
- Support the school's cybersafety program by encouraging my child to follow the cybersafety rules, and to always ask the teacher any questions about technology use.
- Contact the school to discuss any questions I might have about cybersafety and/or this use agreement.

### **Student responsibilities:**

- Review this cybersafety agreement with a parent/guardian.
- Follow the cybersafety rules and instructions whenever using the school's technology.
- Follow the cybersafety rules whenever using privately-owned technology on the school site or at any school-related activity, regardless of its location.

- Avoid any involvement with material or activities that could put at risk the safety or privacy of any student, school, or other members of the school community.
- Take proper care of school technology, with an understanding that being involved in the damage, loss, or theft of CSD-owned equipment/devices can lead to the student/family being responsible for the cost of repairs or replacement.
- Ask a teacher if they have any questions about this agreement.

#### Additional information

- [Cybersafety from the Georgia Department of Education](https://www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Cybersafety.aspx)
  - <https://www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Cybersafety.aspx>
- [CIPA consumer guide from the FCC.pdf](https://transition.fcc.gov/cgb/consumerfacts/cipa.pdf)
  - <https://transition.fcc.gov/cgb/consumerfacts/cipa.pdf>

## **TRANSPORTATION**

### **Bus Route Information**

Students are expected to conduct themselves properly while riding a school bus. The bus driver has the same authority as a teacher in a classroom. Students referred to the office for discipline violations that occur on a bus are subject to losing the privilege of bus transportation in addition to appropriate disciplinary actions. Students riding a school bus that arrives after 8:30 am due to traffic or mechanical failure will be admitted to class without penalty. For further information, contact the Transportation Department at 470-237-0368 or visit [www.csdecatur.net/Page/596](http://www.csdecatur.net/Page/596) to view bus routes.

Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the principal or designee for approval. All bus notes must be brought to the attendance office by 8:30 a.m. **All notes must be verified and approved by an administrator.** The note should contain the student's name, bus number, parent signature, and parent's phone number(s) for verification. The note should be picked up from the attendance officer at the end of the school day and given to the bus driver upon loading the bus in the afternoon.

Please be reminded that students should be at the bus stop at least five (5) minutes before the scheduled bus arrival time. The PM Stop time may vary slightly depending upon actual bus dismissal from the school. Thank you for your patience during the first weeks of school, where buses may be late to stops due to heavier traffic and delays with loading and unloading students.

Students are reminded that their conduct on buses and in the school parking lot should show respect for others' person and property in their conduct and actions. In the event that there is an issue, students should notify the bus driver and an administrator, as soon as possible.

### **Ride Sharing Services**

Parents should be aware that, pursuant to the policies and procedures of most ride-sharing services (e.g. Uber, Lyft, etc.) regarding the use of such services to transport unaccompanied minors, students are not permitted to make use of ride-sharing services in travelling to or from the Decatur High School campus or other school-sponsored events.

### **Parking Regulations**

Students parking is a privilege at Decatur High School. Students are expected to follow all laws as it relates to vehicle operation while on the

school campus. Students may be allowed to park on campus as space allows. Students parking on campus are required to purchase a current parking decal that will allow a student's vehicle to be identified. **Seniors will have first priority for parking, followed by juniors if space is available.** Students parking in the school parking lot(s) park at their own risk, as the school, school board, or city authorities does not assume any responsibility for loss, damage, or liability that may be incurred in the student parking area. Parking on campus without a permit will subject a student to a loss of parking privileges, as will parking in any faculty/staff, reserved or undesignated parking space in the upper or lower lots, or along the alley between the lots. We will communicate a process for parking in the first few days of school.

Students **must not** park on campus until they have submitted a parking application and have been given a hang tag for 19-20. For safety and security, we have to document students parking on campus and we appreciate your patience as we process parking applications during the first few days of school. If you are a junior or senior who needs to leave campus for academic reasons during the school day during the first few days of school, please reach out to:

- Work-based learning students
  - Ms. Jessica Sturm (jsturm@csdecatour.net) **and** Ms. Terra Smiley (tsmiley@csdecatour.net)
- Dual Enrollment students
  - Ms. Jessica Sturm (jsturm@csdecatour.net) **and** Mr. Duane Sprull (dsprull@csdecatour.net)

## **INSTRUCTIONAL PROGRAM**

### **International Baccalaureate Programs**

Decatur High is an authorized International Baccalaureate World School and as such, we offer comprehensive options for students to participate in the IB Middle Years Programme (MYP), IB Diploma Programme (DP), IB Career-Related Programme (CP) and IB coursework. The options for participation in the programs are outlined below.

### **IB Middle Years Programme**

All ninth and tenth grade students at DHS participate in the Middle Years Programme (MYP). Ninth and tenth grade courses are designed using the MYP framework, and students are assessed against MYP objectives as well as the state or national standards upon which their courses are based. As a capstone to their MYP Program, all tenth graders complete a Personal Project, which is assessed on the IB criteria for the project and is a promotion requirement.

### **Student Scheduling**

The school day consists of seven academic periods and a lunch period. School hours are 8:30 a.m. to 3:30 p.m. Students are also assigned an advisement class that meets weekly. The school year consists of two semesters. Students earn one unit of credit for each course per year. The school day is defined for specific disciplinary purposes as up to one hour before school begins and any time afterschool where the student is on school grounds or attending a school function.

### **Promotion Requirements**

Students must earn at least 6 credits each year to be promoted to the next grade level. 1 credit each of Math, Science, English/Language Arts, and Humanities/Social Studies must be included as 4 of the 6 credits.

Promotion from 9th to 10th = 6 credits [including 1 credit each of Math, Science, English/Language Arts, and Humanities/Social Studies]

Promotion from 10th to 11th = 12 credits [including 2 credits each of Math, Science, English/Language Arts, and Humanities/Social Studies] and successful completion of an MYP Sophomore Personal Project

Promotion from 11th to 12th = 18 credits [including 3 credits each of Math, Science, English/Language Arts, and Humanities/Social Studies]



## **Graduation Requirements**

Class of 2018 and beyond

Graduation = A student has earned 25 credits [See above] and successfully completed a Senior Capstone Project

Decatur High School students need to earn **25 units of credit** in the following specific content areas to earn a diploma:

- 4.0 English/Language Arts
- 4.0 Humanities/Social Studies
- 4.0 Mathematics
- 4.0 Science
- 2.0 World Language
- 3.0 Career Technical/Fine Arts/Additional World Language
- 3.0 Elective
- 0.5 Health
- 0.5 Personal Fitness

\*\*Each summer there is a review of credits earned and final transcripts to ensure that (a) all credits are accurately recorded to DHS transcripts, (b) students are scheduled into the appropriate classes for promotion/graduation/program eligibility, and (c) students are taking advantage of opportunities for career exploration.

\*\*Students coming in mid-year – counselors evaluate transcripts from former schools and create an appropriate plan for meeting graduation requirements and preparing for post-secondary goals

### **Communicating with Outside Tutors**

Teachers will communicate directly with parents about student progress and allow parents to communicate with tutors. Parents may invite a tutor to a scheduled conference with the teacher; however, the parent should notify the teacher if a tutor will be attending the conference. **IMPORTANT NOTE:** As a tutor is not a legal guardian, teachers cannot communicate student records or information directly to tutors. Tutors cannot attend conferences in lieu of parent or guardian.

## **Academic Honesty**

### **Decatur High School Academic Integrity Policy**

### **DHS Honor Code**

All students and teachers are expected to abide by the Decatur High School Honor Code below.

When we engage in scholarly activities, we strive to demonstrate our understandings and skills, to generate new ideas and explanations, and to build on the work of others. To act honorably, we pledge to be honest with our fellow students and our teachers about the sources of the ideas and explanations in the work we submit. We pledge to credit sources properly, give or receive assistance only when appropriate, and, above all, complete all work with integrity in accordance with the spirit and intent of the assignment. We recognize that ignorance is no defense for dishonest behavior. We pledge to familiarize ourselves with the Decatur High School Honor Code and to inquire about the code when we are uncertain. We believe that when we violate the Decatur High School Honor Code we should be held accountable to the penalties established therein.

In support of students' development as principled learners, Advisement and 9th grade Language and Literature classes will include explicit lessons on academic honesty and the Honor Code. See below for a sample Advisement lesson.

Additional instruction, especially related to acknowledging and citing the work of others, will be an important component of all research related learning experiences. All teachers will clearly communicate how a student might unintentionally violate the Honor Code on summative assessments.

Research indicates people are less likely to engage in dishonest behavior if they assert their intention to be honest **before** they complete a task.

One of the following statement will appear on every summative assessment given to students:

"On my honor, I will not cheat or plagiarize this work. I will not allow others to use my work to cheat or plagiarize."

\_\_\_\_\_ (*student signature*)

OR

"On my honor, I have not cheated or plagiarized this work. I have not allowed others to use my work to cheat or plagiarize."

\_\_\_\_\_ (*student signature*)

## **Consequences of Academic Misconduct**

If a student commits an academic integrity infraction, the teacher should:

1. Talk to student.
2. Contact parent and document in PLP.
3. Initiate appropriate make-up work.
4. Complete behavior referral in Swis..

### ***Academic misconduct includes:***

- plagiarism—the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment that includes, at a minimum, the name of the author, date of publication, title of source, and page numbers, as applicable.
- collusion—supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another
- duplication of work—the presentation of the same work for different assessment components
- any other behaviour that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

*(From Principles Into Practice, 2015)*

### ***Cell Phones***

Any use or display of a cell phone or other unapproved electronic device (tablet, unauthorized calculator, etc) by a student during a test will be considered cheating and result in a referral, regardless of evidence found on the phone.

Teachers must offer students the opportunity to store their phones during all major in-class assessments and warn them that any sighting of a cell phone will be treated as an academic honesty violation.

### ***Penalties for Academic Dishonesty***

Any act of cheating will be handled with a behavior referral and will be subject to behavior consequences and notation on a student’s permanent record. When a student cheats, the student should still be assessed against the standards via an alternate assessment. A guilty student should be given a reasonable, but firm, timeline to submit a new out-of-class assessments. Alternate assessments should be of equivalent difficulty and assess the same standards as the original assessment. Alternate formats are allowed as long as they meet these requirements. The grade book should show the lowest possible grade for the affected assignment until the alternate assessment is

graded.

*City Schools of Student Code of Conduct*

**Rule 18: Academic Dishonesty**

Acts such as, but not limited to, looking at another person's paper during a testing situation, bringing unauthorized notes to a testing situation, plagiarizing another's work, or engaging in or permitting any other unauthorized access of information during a test or other graded assignment are considered cheating and will not be tolerated.

18a. General violation

18b. Plagiarism or cheating on a minor classroom assignment or project

18c. Cheating on College Board, IB, and statewide assessments, or major project

## **Decatur High School Assessment Policy**

### **We, the faculty and administration at Decatur High School, believe:**

- Frequent and rigorous assessment is central to designing quality instruction.
- Clearly defined assessment criteria help students, parents, and teachers understand classroom expectations.
- Summative assessments provide the evidence for determining grades.
- Students should be allowed multiple opportunities to demonstrate growth and mastery of learning targets.
- New evidence of learning should be considered more accurate than old evidence.
- Academic effort is important and should be reported.

### **To practically implement these beliefs we agree to:**

- Openly discuss assessment with students, helping them understand the purpose of assessments and how each assessment informs their overall grade.
- Use measures other than a simple average to determine a student's level of achievement. These might include median, mode, and an examination of student growth.
- Use summative assessments and measures of student growth and achievement exclusively to determine a student's course grade.
- Report effort using the Effort Rubric.
- Use MYP assessment criteria in MYP classes and clear assessment criteria in DP and non-IB classes.

## **Grading at Decatur High School**

### **Progress Reports and Final Grades**

Students receive progress reports every six weeks, with the first progress report at six weeks reflecting only effort grades. However, parents can follow student progress in Managebac which is updated on a regular basis. Progress reports at twelve, eighteen, twenty-four, and thirty weeks include both in-progress grades and effort grades. Teachers include comments for many students, including for all students who have scored below a 3 either on a summative assessment or have a progress report grade below a 3 or an effort grade below a 3 in any course. The final grade report at thirty-six weeks reports course grades and effort grades for the school year.

### **MYP Courses**

A student's grade in an MYP class is determined by his or her overall achievement in each of the four grading categories for the class as calculated by the sum of the four scores, each given on a scale of 1 to 7. In Language

and Literature, for example, the criteria are: A - Analyzing, B - Organizing, C - Producing Text, and D - Using Language.

The table below shows grade and the corresponding total scores ranges for each grade. Letter grades are also included because letter grades are used to calculate class rank, grade point average, and qualification for state of Georgia academic scholarships. Course grades below a 3 or C are not passing and do not earn course credit.

Final Grade	Letter Grade	Descriptor
7	A+	The total of scores in criteria A,B,C, and D is 28-32.
6	A	The total of scores in criteria A,B,C, and D is 24-27.
5	B+	The total of scores in criteria A,B,C, and D is 19-23.
4	B	The total of scores in criteria A,B,C, and D is 15-18.
3	C	The total of scores in criteria A,B,C, and D is 10-14.
2	F	The total of scores in criteria A,B,C, and D is 6-9.
1	F	The total of scores in criteria A,B,C, and D is 0-5.

### **DP Courses and Non-IB Courses**

Teachers of 11th and 12th grade courses work together as collaborative planning teams to create logical assignment categories organized around either units or different areas for assessment. Categories such as tests, quizzes, and essays are not used. Gradebooks include a category for

formative assessments that has no weight, so teachers can report progress and achievement on formative work without that work being used to determine the overall progress or course grades.

A student's grade in DP or non-IB is given on a scale of 1 to 7. The table below shows the final course grades and the corresponding letter grades. Letter grades are used to calculate class rank, grade point average, and qualification for state of Georgia academic scholarships. Course grades below a 3 or C are not passing and do not earn course credit.

Final Grade	Letter Grade
7	A+
6	A
5	B+
4	B
3	C
2	F
1	F

### **End-of-Course Milestone Assessments**

Per Georgia Department of Education regulations, End-of-Course Milestone Assessments will comprise 20% of a student's course grades for all courses that have a End-of-Course Milestone Assessments.

### Effort Grades

Effort grades are assigned on a scale from 1-4 based on the descriptions below.

Effort Grade	Descriptor
4	Student is consistently self-directed, consistently displays initiative in his/her own learning and consistently exhibits accountability for his/her own work.
3	Student usually displays initiative in his or her own learning, usually exhibits accountability for his or her own work, and is usually self- directed.
2	Student sometimes displays initiative in his or her own learning, sometimes exhibits accountability for his or her own work, and is sometimes self-directed.
1	Student rarely displays initiative in his or her own learning, rarely exhibits accountability for his or her own work, and is rarely self- directed.

### Make-Up Policy

All courses at DHS follow the school-wide make-up work policy. All summative assessments (essays, projects, tests, etc.) are **due or take place on the date published in ManageBac**. If a student fails to submit/take an assessment on or by the assigned due date, the following will occur:

1. In the case of a project or other take-home assessment, the student will automatically be assigned to an after-school session **on the day the assignment is due**. The student will work on the missing assessment for the length of the after-school session, and whatever work is completed during that session will be submitted for a grade.
2. In the case of in-class exams or essays, absent students will be assigned to an after-school makeup **on the day following their absence**, unless otherwise informed by the teacher. Failure to attend the after-school make-up session will result in a "zero" for the assessment, a note to parents, and a referral for academic support.
3. For absences of several days or more, the absence length and nature of the missed work will determine the amount of time allowed to make up work.



**Gifted**

The Georgia Board of Education defines a gifted student as "a student who demonstrates a high degree of intellectual, creative, and/or artistic ability(ies), possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

**Services for Students with Disabilities**

The Department of Special Education (DSE) facilitates the provision of a Free Appropriate Public Education (FAPE) in accordance with federal, state, and local regulations to students with disabilities (SWDs) ages 3-21 that reside in the City of Decatur. This is accomplished by partnering with students, families, schools, and the community. Special Education program and services are provided on a continuum ranging from consultative to full special education services. This continuum is designed to ensure that programs are available to students with disabilities and that the least restrictive environment is determined based on unique student needs.

The mission of the Special Education Program is to individualize the instruction and support of special education students based on specific identified needs in order for them to achieve at their highest level.

**We believe...**

- The focus of special education instruction is to create individualized education plans that drive our services.
- Inclusion is a philosophy where all students are members of the general education classroom as a community.
- A spectrum of services offered both within and outside of the general education classroom will help bridge the learning gaps for special education students.
- Behavioral, emotional, and social learning are critical components for students with deficits in these areas.

**Inclusion Policy**

At DHS, we believe that fostering environments of inclusivity—both in terms of access and accessibility--benefits all students and is a cornerstone of a free and public education.

## **COLLEGE LEVEL COURSEWORK**

### **IB Diploma Programme**

Students who wish to pursue the IB Diploma Programme take a minimum of six IB DP courses in their eleventh and twelfth grade years. All IB DP courses are two-year courses, and when students enroll, they are committing to two years of the course. In addition, Diploma candidates complete the DP core, which consists of 1) the Theory of Knowledge (TOK) course, 2) the Extended Essay (EE), and 3) the Creativity, Activity and Service (CAS) requirements. In addition to exams (papers) that students sit for at the end of each two-year course, students must also complete internal assessments for each course. Students who complete all required core elements and earn high enough marks on their papers are awarded the IB Diploma.

### **IB Career-Related Programme**

The IB Career-related Programme (CP) is designed for students interested in pursuing a career-related education in the final two years at Decatur High School. It provides students with an excellent foundation to support their further studies, as well as ensure their preparedness for success in the workforce. Students who wish to pursue the IB Career Program take a minimum of two IB courses in their eleventh and twelfth grade years. All IB courses are two-year courses, and when students enroll, they are committing to two years of the course. In addition, Career candidates complete a Career and Technical Education Pathway (three course sequence) and the CP core, which consists of 1) the Personal and Professional Skills Course (50 hours), 2) the Service Learning (50 hours) requirement, 3) Language Development (50 hours), and 4) a Reflective Project that focuses on their pathway. In addition to exams (papers) that students sit for at the end of each two-year course, students must also complete internal assessments for each course. Students who complete all required core elements and earn high enough marks on their papers are awarded the IB Career Certificate.

### **IB Course Candidate**

Students may also choose to take stand-alone IB *courses* without participating in one of our two IB *programs*. All IB courses are two-year courses, and when students enroll, they are committing to two years of the course. In addition to exams (papers) that students sit for at the end of each two-year course, students must also complete internal assessments for each course.

### **Dual Enrollment**

The program provides opportunities for Georgia high school students to take college-level courses and earn college credits toward a high school diploma. A student who has been accepted by a participating postsecondary

institution can take approved courses, full-time or part-time, at colleges, universities, or technical colleges. The student may also receive state funding, postsecondary credit hours, and high school Carnegie units. Contact the counselor's office.

### **Advanced Placement (AP)**

Decatur High School offers Advanced Placement courses in English, Math, Social Studies, and Computer Science Principles. You can access AP course information on the Academic Development page of the Counseling Section of the DHS website for the most recent listing of Advanced Placement and International Baccalaureate course offerings. In order to be evaluated for course eligibility, a student must request the desired AP or IB courses in the campus portal during the course request period which will be detailed in advisement and communicated to parents via email. Once accepted, students must commit to the course in order to get scheduled into the course. The course request process takes place in October/November each year for the following school year. When the time comes, the list of AP and IB course options will be made available online.

### **DHS Beliefs or Guiding Principles regarding Course registration**

#### *Opportunity*

Students have the opportunity to pursue any courses of study. Students have full access to all elements of the school curriculum and assessment policy.

#### *Equity*

Students have equity of opportunity both in terms of access to courses and accessibility of course content. Students are to be supported so that they can meet the learning expectations of their courses through both classroom-originated (e.g. differentiation) or support staff-originated (e.g. IEP, 504, etc.) approaches.

#### *Partnerships*

At DHS, we recognize that learning does not occur in a vacuum and that successful learning requires the support and participation of students, teachers, parents, administrators and support staff. We desire for all students to feel welcome and recognize that students gain knowledge and skills at different rates and through different means. We also recognize that students are lifelong learners with different education and learning needs, abilities, and goals. As a school community, we endeavor to partner together to ensure that students have the maximum opportunity to be successful and to demonstrate their growth and learning.

**Students will...**

- Take responsibility for their learning by engaging with their subjects inside and outside of the classroom, by exercising personal responsibility in the process of learning course concepts and by developing respectful communication regarding their academic growth and learning
- Determine which optional supports are needed and make requests of teachers in advance of deadlines
- Work to identify areas of personal learning and growth where additional support might be needed and develop self-advocacy skills

**Teachers will...**

- Recognize that students are lifelong learners and that all students are unique and capable
- Support all students by understanding individualized needs and implementing necessary accommodations
- Create accessible classrooms that allow students to participate in regular or advanced programming by providing support and assistance when needed
- Develop classroom culture of inclusiveness and model an attitude of positivity and encouragement
- Be attentive to the learning needs of students and work with students to help develop confidence in self-advocating
- Follow all requirements for support and accommodation as documented in IEP or 504
- Follow all national, state, and local laws regarding special education
- Provide Students and parents with a course syllabus that clearly explains all course requirements, expectations, grading etc...(and include here the etc specifics)

**Parents will...**

- Support and reinforce teacher expectations of student learning to promote positive collaboration between school and home
- Engage with the learning process by communicating respectfully and positively with questions about student progress
- Help students to make informed decisions about courses to help maintain balance and overall well-being
- Participate in the learning process by communicating with students about problem solving and making wise choices
- Engage with the content being learned in class to further engage student learning beyond the school building

**Administrators and Supporting Staff will...**

- Provide support to teachers by protecting collaborative time and encouraging teacher reflection on student assessments

- Provide instruction, training, and support to teachers in the implementation of student supports

**Governor's Honors**

The Georgia Governor's Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising eleventh and twelfth grade students during the program. The program offers instruction that is significantly different from the typical high school classroom and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders. Students are nominated by their teachers and compete at the county and state levels. Selected students pursue academic interest areas during the summer while residing on a college campus.

## **DECATUR CAREER ACADEMY**

The Decatur Career Academy (DCA) offers pathways related to in-demand career fields. The training will prepare students for college and/or entry-level employment in a competitive market. Each classroom focuses on hands-on tasks and student-centered learning. The DCA provides students the training to excel in the workforce. An emphasis is placed on employability (soft) skills to prepare students to participate in work-based learning as a senior in high school.

### **Georgia's Career, Technical and Agricultural Education (CTAE) Career Pathways**

Georgia's Department of Education provides students in the Career, Technical and Agricultural Education (CTAE) area the ability to complete pathways: A Pathway is a series of three or four specified courses in a specific subject area. It will take multiple years to complete any pathway because the goal is to provide a deep knowledge base in a particular career area. Towards the end of the final course, students sit for an End of Pathway Assessment to determine student readiness. With the completion of these pathways students are ready for both entry-level career opportunities and to transition to college.

**Architecture, Drawing and Design** Students apply and learn skills related to technical drawing, computer-aided design (CAD), 2-D drafting, and 3-D modeling. Emphasis is placed on developing design ideas for the built environment and representing those ideas through technical sketches, perspective sketching, computer modeling, and physical model building. This pathway prepares students for careers and post-secondary education in the architectural, engineering, and construction industries.

**Army - JROTC** The mission of the United States Army Junior Reserve Officer Training Corps program is to motivate young people to be better citizens. Program objectives are to: provide and encourage citizenship; promote high school completion; develop leadership potential; strengthen self-esteem; improve wellness and physical fitness; provide incentives to live drug-free, and enhance life skills.

**Career and Technical Instruction** Our goals are to provide support services to students with disabilities enrolled in a Career, Technical and Agricultural Educational (CTAE) classes in order to enable students to acquire entry-level job skills. Supports are put in place for these students with job-entry skills at the completion of the CTAE experience. The role of the career technical instruction coordinator is to provide resource assistance to students with disabilities served under the Individuals with Disabilities Act

(IDEA) and to coordinate the services needed for the student to acquire his/her goals.

**Convergence Media/Audio-Visual Technology Film** This pathway prepares students for employment or entry into a postsecondary education program in the Broadcast/Video Production career field. Instruction covers technical terminology, safety, basic equipment, reporting, script writing, production teams, production and programming, set production, lighting, editing, studio production, and professional ethics. Students participate in both the Georgia Scholastic Press Association and Student Television Network for leadership training and to reinforce specific career and technical skills. Students work cooperatively in all phases of broadcast/video production to produce a regular show called "The Dec." Students in the Convergence Media Pathway produce our award-winning school publication the Carpe Diem several times each year.

**Culinary Arts** The Culinary Arts pathway creates an awareness of opportunities within the vast areas of the foodservice industry. This pathway incorporates developments in the areas of institutional food, fine dining, and basic baking principles. Pathway completers will have a strong foundation in the basics of food preparation, safety, nutrition, and restaurant operating procedures.

**Early Childhood Education** Students in this pathway are introduced to teaching in a diverse and inclusive environment, including homes, schools, and other community settings, which serve children from birth to age 8 and their families. Child-centered and culturally sensitive practices are emphasized throughout the pathway, focusing on the need for multiple methods of instruction to accommodate a broad range of learners.

**Electronics** The Electronics Pathway is a three-course sequence located within the STEM Career Cluster. This pathway is designed for students who are interested in careers related to the design, production, analysis, repair, and operation of devices that use electronics. Students will study and apply using project-based learning activities the fundamentals of electricity and electronic systems including the theory and operation of how the basic components function, how a variety circuits are connected, and how to design these circuits.

**Fine Furniture & Cabinet Making** At the introductory level, students will focus on safety in the lab and be exposed to the basic use of the machinery available in the lab. Students learn by engaging in projects which combine the use of basic hand tools, power tools, and heavy machinery, and Computer Numeric Controlled equipment. As students progress through the pathway Computer Aided Design (CAD) drawings technology will be

introduced into the course. Students will learn the business side of the profession related to the design, plan of procedure, and finishing of projects.

**Graphic Design** This pathway will enable students to develop basic commercial art skills. Students will use basic typography, layout, and design techniques to create images and products that reflect knowledge of the elements of art and principles of design to attract and influence consumers.

**IB Design Technology SL** This course aims to develop internally-minded people whose enhanced understanding of design and the technological world can facilitate our shared guardianship of the planet and create a better world. Topics covered include Human Factors and Ergonomics, Resource Management and Sustainability, Modeling, Final Production, Innovation and Design, and Classic Design. This course is a two-year sequence beginning at DHS in the junior year.

**Jobs for Georgia Graduates** The Jobs for Georgia Graduates (JGG) program is a partnership of local schools, businesses, communities, and the Georgia Department of Labor. JGG is a school-to-work transition program designed to provide high school students with pre-employment training, work skills, motivational activities, and job development. JGG provides follow-up services to increase the graduation rate and encourage a successful transition from school to work.

**Teaching as a Profession** This pathway includes broad introductory coverage of teaching as a profession, public school organization, planning and delivery of instruction, creation and maintenance of learning environment, standards, teaching and learning in multicultural settings, mainstream education of students with exceptionalities, "at risk" students, family and community partnerships, school law, and educational philosophies.

**Web and Digital Design** This pathway exposes students to the skills needed to develop and maintain web servers and the hosted web pages at one or a group of websites, and to function as designated webmasters. Includes instruction in computer systems and networks; web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

### **Work-Based Learning**

The internship offers students the ability to work as a paid or unpaid intern in a career field of interest. Prior work or educational experience is required for students to be accepted into the program. Students must apply for the



internship, find an internship placement position (with assistance from the Work-Based Learning coordinator) and adhere to internship requirements throughout the year. Each intern is required to work a minimum of five hours per week per high school credit.

## **FINE ARTS**

Fine Arts is filled with amazing music, artwork, and performances. Students are asked to be respectful of the artwork, equipment, and facilities. To ensure the safety of our students and the cleanliness of our building, it is closed during lunches and immediately after school unless there is a scheduled event. Whether attending class, enjoying a performance, or just passing through to see some amazing artwork, all students are expected to uphold appropriate behavior and abide by the Code of Conduct. Please be respectful of the facility and artwork—whether on display or being performed. Fine Arts students, in particular, are asked to represent DHS well by being productive participants in their classes or groups.

### **Band**

<https://decaturband.membershiptoolkit.com/>

Band Director: Mr. Robert Truan

Percussion Instructor: Mr. Mark Little

Colorguard Instructor: Mr. Corian Ellisor

**Wind Ensemble** is the highest-level instrumental ensemble at Decatur High School. Membership is based on their Band Placement Audition in March of the previous year. Wind Ensemble plays a combination of Grade V and VI – with VI being the most difficult - music throughout the year based on the Georgia Music Educator’s Association rubric of difficulty. Students must audition into Wind Ensemble as a prerequisite to take IB Music. The objectives of the class is to develop a greater appreciation of music, to develop individual performance growth specific to each instrument, to develop ensemble performance awareness of such musical elements, to develop an understanding of music history and its many periods, and to develop extrinsic qualities such as discipline, responsibility and teamwork. The Wind Ensemble performs at least 5 concerts a year: Fall, Winter, Large Group Performance Evaluation, Spring and Graduation.

**Symphonic Band** is the second highest-level instrumental ensemble at Decatur High School. Membership is based on their Band Placement Audition in March of the previous year. Symphonic Band plays a combination of Grade IV and V music throughout the year based on the Georgia Music Educators’ Association rubric of difficulty. The objectives of the class is to develop a greater appreciation of music, to develop individual performance growth specific to each instrument, to develop ensemble performance awareness of such musical elements, to develop an understanding of music history and its many periods, and to develop extrinsic qualities such as discipline, responsibility and teamwork. The Symphonic Band performs at least 5 concerts a year: Fall, Winter, Large Group Performance Evaluation, Spring and Graduation.

**Concert Band** is an intermediate instrumental ensemble at Decatur High School. Brass and Woodwind players do not have to audition to be placed in Concert Band. Concert Band plays a combination of Grade III and IV music throughout the year based on the Georgia Music Educators' Association rubric of difficulty. The objectives of the class is to develop a greater appreciation of music, to develop individual performance growth specific to each instrument, to develop ensemble performance awareness of such musical elements, to develop an understanding of music history and its many periods, and to develop extrinsic qualities such as discipline, responsibility and teamwork. The Concert Band performs at least 4 concerts a year: Winter, Large Group Performance Evaluation, Spring and Graduation.

**Percussion Ensemble** is an intermediate instrumental ensemble at Decatur High School. Percussion players do not have to audition to be placed in Percussion Ensemble. The main focus of this class is to build upon fundamentals for membranophones and idiophones. The percussion ensemble performs at least 3 times a year: Fall, Winter, and Spring.

**Marching Band** is a co-curricular activity in the Fall. The marching band supports the football team as well as other athletic events. We also compete against other marching bands in the Southeast. Students learn around 90 pages of drill and 10 minutes worth of music. You must take a band course in order to participate in marching band with the exclusion of Color Guard. The Marching Band promotes school spirit and camaraderie within the scholastic environment.

**IB Music SL** is a 2-year college level course. On top of playing in the Wind Ensemble, students will study music theory, music history, compositional techniques and formal structures. Students should be able to listen to a piece of music and know what time period it was written as well as describe harmonic functions within the music. HL is more in depth by studying more music and vocabulary. By year 2, students will choose two pieces and write a paper comparing a piece from the Western Hemisphere and a piece not rooted in Western culture. These papers are meant to relate the intrinsic nature of music among very different cultures and influences in an attempt to make the world more connected.

**Jazz Band** is an extracurricular activity. You must take a band course in order to participate. Students study a wide variety of style: bossa nova, swing, be-bop, samba, etc... Jazz band will start after marching band season is over in November or December.

### **Chorus Musical Theatre Drama**

<https://decaturlperforms.org/our-directors/>

Directors: Dr. Elise Eskew & Ms. Amy Rawlins

The DHS Performing Arts Association (DHSPAA) is a 501(c)(3) non-profit parent volunteer organization that promotes and supports performing arts education in Decatur High School, particularly through chorus and musical theater classroom activities and extracurricular activities.

Our mission is to support the Decatur High School chorus, drama, and musical theater programs through raising funds and promoting parental involvement. DHSPAA funds supplement funds from the City Schools of Decatur and are used solely to support DHS performing arts.

We aim to provide a supportive and enriching experience for students, including opportunities to perform in professional-level performances. Our activities include:

- Coordinating, promoting and staffing musical theater performances
- Purchasing equipment and supplies
- Funding supplemental classroom instruction and clinics
- Coordinating and staffing choral performances and competitions such as All-State Choir

## **ATHLETICS**

### General Information

Athletic Director: Mr. Rodney Thomas

Assistant Athletic Director: Mr. David Harbin

Athletics Administrative Assistant: Ms. Kelli Aaron

### **Alma Mater**

In the heart of old Decatur,  
With its skies of blue,  
Stands our noble Alma Mater,  
Glorious to view.  
Lift the chorus, speed it onward, Loud  
her praises cry,  
Hail to thee, our Alma Mater!  
Hail, Decatur High!  
Walls of knowledge, hope, and courage In  
tradition bound,  
Reared against the arch of heaven,  
Looks she proudly down,  
Lift the chorus, speed it onward, Loud  
her praises cry.  
Hail to thee, our Alma Mater!  
Hail, Decatur High!



### **DHS Sports**

<https://decaturbulldogsathletics.com/>

#### **Fall**

Softball • Volleyball • Cross Country • Football

#### **Winter**

Basketball • Basketball • Wrestling • Swimming

#### **Spring**

Soccer • Lacrosse • Golf • Tennis • Track

## Student Eligibility

In order to be eligible to participate in any school activities and athletics a student must meet the requirements of any or all of the following bodies: Georgia High School Association, State Board of Education, and the City Schools of Decatur Board of Education. Any student who fails 3 or more classes during a semester is not eligible for extracurriculars.

### Decatur High School - Student Eligibility

Participation in athletics, clubs, and/or extracurricular activities at Decatur High School is a privilege, not a property right. Participants in athletics, clubs, and/or extracurricular activities are to be mindful that they are representative of the school community and should continually seek to uphold high ethical and moral standards.

- I. Any arrests and/or infractions referenced in this handbook include those that occur on campus, off campus, during school hours and after school hours.
- II. The administration of Decatur High School reserves the right to remove a student from an elected or appointed position of honor or office.

### Eligibility Violations and Consequences

Violation	Consequence
<p><b>Arrest for any Felony Crime</b></p>	<p>The student is immediately suspended from all extracurricular participation until the conclusion of any pending investigations. After the investigations are complete, the student will be:</p> <ol style="list-style-type: none"> <li>1. Immediately eligible to participate in extracurricular activities if he/she is cleared of the charges.</li> <li>2. Suspended from participation in or attending any and all extracurricular activities for the remainder of his/her high school career if he/she is found guilty.</li> </ol>
<p><b>Arrest for Misdemeanor Crimes Involving Drugs</b></p>	<p>The student is immediately suspended from all extracurricular participation until the conclusion of any pending investigations. After the investigations are complete, the student will be:</p> <ol style="list-style-type: none"> <li>1. Immediately eligible to participate in extracurricular activities if he/she is cleared of the charges.</li> <li>2. Suspended from participating in or attending any and all extracurricular activities for one calendar year if he/she is found guilty (from the date of offense).</li> <li>3. Second offense: Student will be suspended from participating in or attending any and all</li> </ol>

	extracurricular activities for the remainder of his/her high school career.
<p><b>Arrest for Misdemeanor Crimes Other than Traffic Violations</b></p> <p>(DUI is included in this category as a misdemeanor)</p>	<p>The student is immediately suspended from all extracurricular participation until the conclusion of any pending investigations. After the investigations are complete, the student will be:</p> <ol style="list-style-type: none"> <li>1. Immediately eligible to participate in extracurricular activities if he/she is cleared of the charges.</li> <li>2. Suspended from participating in or attending any and all extracurricular activities for 20 school days if he/she is found guilty.</li> <li>3. Second offense: Student will be suspended from participating in or attending any and all extracurricular activities for one calendar year (from the date of offense).</li> </ol>
<p><b>Arrest for Misdemeanor Crimes Involving Alcohol</b></p>	<p>The student is immediately suspended from all extracurricular participation until the conclusion of any pending investigations. After the investigations are complete, the student will be:</p> <ol style="list-style-type: none"> <li>1. Immediately eligible to participate in extracurricular activities if he/she is cleared of the charges.</li> <li>2. Suspended from participating in or attending any and all extracurricular activities for 20 school days if he/she is found guilty.</li> <li>3. Second offense: Student will be suspended from participating in or attending any and all extracurricular activities for one calendar year (from the date of offense).</li> </ol>
<p><b>Infractions Not Related to Criminal Offenses</b></p>	<p>The student is immediately suspended from all extracurricular participation, i.e., Jr/Sr Prom, athletic events, homecoming parade, etc., in the duration period of an In-School Suspension (ISS) or Out-of-School Suspension (OSS) discipline.</p> <ul style="list-style-type: none"> <li>• Example: A football game is Saturday, Sep. 5, and ISS discipline is scheduled for Sept. 4, 7, and 8. The student is ineligible to participate in the school activity until after school ends on Sep. 8.</li> <li>• OSS discipline carries over to the next school day. Example: if a student is assigned OSS for Sept. 4, 7, 8, then he/she could not participate until Sep. 9.</li> </ul>

**JUVENILE CODE 15-11-82--Subsection C8**

**Authorization for school administrators to get information from local law officials about crimes committed by students.**

### Georgia High School Association - Student Eligibility

	REQUIREMENTS
First Year Students (9th)	First semester: No Requirements, Automatic Eligibility Second semester: Students must be passing five of seven courses to remain eligible.
Second Year Students (10th)	First time tenth graders must have accumulated at least five Carnegie units in the first year of enrollment and must be passing five of seven courses at the end of first semester to remain eligible.
Third Year Students (11th)	First time eleventh graders must have accumulated at least eleven Carnegie units in the first and second years of enrollment and must be passing five of seven courses at the end of the first semester to remain eligible.
Fourth Year Students (12th)	First time twelfth graders must have accumulated at least seventeen Carnegie units in the first three years of enrollment and must be passing five of seven courses at the end of first semester to remain eligible.
Fifth Year Students	Not eligible, maximum four years of eligibility in a given sport
Age	Must NOT have attained the 19 <sup>th</sup> birthday prior to May 1 <sup>st</sup> preceding the year of participation.
Enrollment	Meet the City Schools of Decatur residency requirements
Physical Exam/Insurance	Must have current medical clearance procedures including an annual physical exam/medical history signed by a physician, proof of insurance, consent form as required for certain GHSA activities on file in the principal's office prior to the first day of practice for any sport. All Medical and Insurance forms should be completed through the DragonFly Database located on the High School website under Athletics.
Clearance	Name must have been filed with the Georgia High School Association prior to participating in a sport. Students are not permitted to participate in practices or games in any way until declared eligible by Georgia High School Association.



## **ALTRUISM**

### **Clubs and Student Organizations**

By participating in a school activity, students play an important role in establishing traditions and events that will benefit our community for many years. Decatur's academic, social, service, and performing organizations coupled with a full sports program will offer something for everyone. Furthermore, students who get involved in school activities realize greater academic success than those who are not involved. Clubs and student organizations are a privilege at Decatur High School. Decatur High School reserves the right to remove students from clubs and student organizations for violations of the City Schools of Decatur Code of Conduct.

The many organizations listed on the school's website provides students with an opportunity to personally fulfill our motto, "Carpe Diem." Additional information, including a complete list of clubs and student organizations that meet at DHS, can be found on the school website under the "Students" tab > "Clubs". If students are interested in forming a club, information can be found here or through contacting the principal.

In accordance with state law, a list of clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school should be available for parent review. The DHS clubs and activities can be found on the school website, <https://www.csdecaturnet.net/domain/231>.

Competitive interscholastic activities or events do not fall within the definition of "clubs and organizations" under the state law. If you do not want your child to participate in any of the clubs listed below, you must sign an opt-out form provided by the school system during the first week of school and return the form to the principal.

## **COMMUNITY SUPPORT**

### **Decatur Education Foundation**

<https://decatureducationfoundation.org/about/>

The Decatur Education Foundation helps Decatur youth realize their full potential by removing obstacles to learning, fueling personal effort, and supporting teacher innovation.

DEF is a true community venture. Individuals and organizations contribute ideas, time, dollars and expertise to support a wide range of activities that strengthen teaching and learning across Decatur.

The foundation is an independent nonprofit that works in close partnership with City Schools of Decatur.

More specifically, DEF works to:

- Help individuals or organizations implement select ideas to support youth
- Fund special initiatives from City Schools of Decatur
- Host and manage scholarships and other funds for designated purposes
- Connect people and ideas with others to benefit Decatur youth
- Create or join collaborations to address needs and support programs

The Foundation itself grew out of Decatur's neighborhoods. In the late 1990s, a group of citizens from across the city united around the idea that Decatur youth would benefit from a community organization that contributes to making local education the best it can be.

The Decatur Education Foundation was incorporated in 2002 and in the early years it was administered out of the City Schools of Decatur offices. In 2009, the Foundation hired its first paid staff member. Today, it operates with a small staff and a large volunteer base.

### **Parent, Teacher, Student Association**

<https://www.decaturnhighptsa.org/>

Decatur High School is fortunate to have an outstanding unit of the National PTSA to provide support for our school programs and student activities. Prior Grants provided by the PTSA have facilitated, among other items, the purchase of Chromebooks and Brain Models for the Social Studies Department, equipment for the Culinary Arts Department, instruments for the Band, and a Theatrical Projector for the Drama/Musical Theatre Program. These grants have also provided support for numerous clubs and co-curricular activities. We strongly encourage every family to join DHS PTSA fundraising body as it seeks to proactively make each student's and

educator's experience with our school engaging, relevant, empowering, challenging and, ultimately, life-changing.

### **School Leadership Team (SLT)**

<https://www.csdecatur.net/domain/177>

The Decatur High School Leadership Team (SLT) is an elected committee consisting of Decatur parents/guardians, staff members and other personnel. The SLT is focused on school governance, student achievement, and family engagement. Some of the responsibilities of this team are to:

- Develop and approve the School Improvement Plan (SIP) and monitor the continuous school improvement planning process
- Determine the allocation of the school's instructional and technology budget
- Review student achievement data
- Recommend and support school needs to the CSD Board of Education during the annual budget process
- Help with the interview process of potential GL employees

The SLT would like to hear from DHS parents and community members with concerns, suggestions, and ideas to make Decatur a great place to learn for all of our students.

### **Booster Clubs and Fundraising**

<https://decaturbulldogboosters.org/>

The Decatur Bulldog Athletic Booster Club (DBB) is a 501(c)3 nonprofit organization of interested parents and supporters who voluntarily assist to advance interscholastic athletics and to promote gender equity and diversity in the athletic program as an integral part of the educational process at Decatur High School and Renfroe Middle School.

The Decatur Bulldog Boosters have provided many opportunities for our students through fundraising events, such as: Oktoberfest, Bulldog Bash, Run with the Dogs 5k, Golf Tournament, Concessions, Spirit Wear, and Mini Grants.

## **City Schools of Decatur Information**

### **City Schools of Decatur M. Elizabeth Wilson School Support Center**

125 Electric Avenue  
Decatur, GA 30030  
(404) 371-3601  
Dr. David Dude, Superintendent

### **The Board of Education**

Dr. David Dude, Superintendent  
Lewis B. Jones, Chair  
Tasha White, Vice Chair  
C. Garrett Goebel  
Heather Tell  
Marc Wisniewski

### **Mission**

City Schools of Decatur will build the foundation for all children to be their best, achieve their dreams, and make the world a better place.

### **Board of Education Meeting Schedule**

Decatur Board of Education meetings start at 6:30 p.m. at the Central Administrative Offices at Beacon, 125 Electric Avenue, Decatur, GA 30030 and regular monthly board meetings include community input. Meeting dates are subject to change, therefore, the public should always confirm dates via postings at schools or the CSD website.

Regular Monthly Meetings for the 2019-2020 school year occur generally on the second Tuesday of the month.