



**2018-2019**  
**Student-Parent Handbook**  
**Decatur High School**

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

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## FOREWORD

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 adjust to our school, and become an integral part of it.

The rules and procedures outlined in this handbook are based on the approved policies of the board of education. Written policies are maintained in the City Schools of Decatur Board Policy Manual that is now an online publication and housed at [www.csdecatur.net](http://www.csdecatur.net).

Always keep in mind that you are Decatur High School. Your actions and attitudes, in large measure, determine the kind of place it is. Your teachers are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in co/extracurricular activities. 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.

## **School District Information**

City Schools of Decatur  
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  
Annie P. Caiola  
C. Garrett Goebel  
Heather Tell

### **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 2018-2019 school year occur generally on the second Tuesday of the month.

## School District Calendar 2018-2019

August 1, Wednesday	First day for all students
September 3, Monday	Labor Day Holiday (Administrative Offices Closed)
September 7, Friday	1 <sup>st</sup> Marking Period Ends
September 17-21	Fall Break
October 26, Friday	2 <sup>nd</sup> Marking Period Ends
November 6, Tuesday	Professional Learning Day
November 19-23	Thanksgiving Break (Administrative Offices Closed)
December 21, Friday	3 <sup>rd</sup> Marking Period/1 <sup>st</sup> Semester Ends
December 24-January 4	Holiday Break
January 4, Friday	Professional Learning Day
January 7, Monday	First Day Second Semester
January 21, Monday	Dr. Martin Luther King, Jr. Holiday
February 15, Friday	4 <sup>th</sup> Marking Period Ends
February 18-22	Winter Break
March 11, Monday	Professional Learning Day
April 12, Friday	5 <sup>th</sup> Marking Period Ends
April 1-5	Spring Break
May 27, Monday	Memorial Day
May 31, Friday	Last day for all students



## **Hours of Operation**

Decatur High School: 8:30 am - 3:30 pm

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**School Principal: Arlethea Williams**

**School Motto: Carpe Diem**

**Mascot: English Bulldog**

**Colors: Navy Blue & Old Gold**

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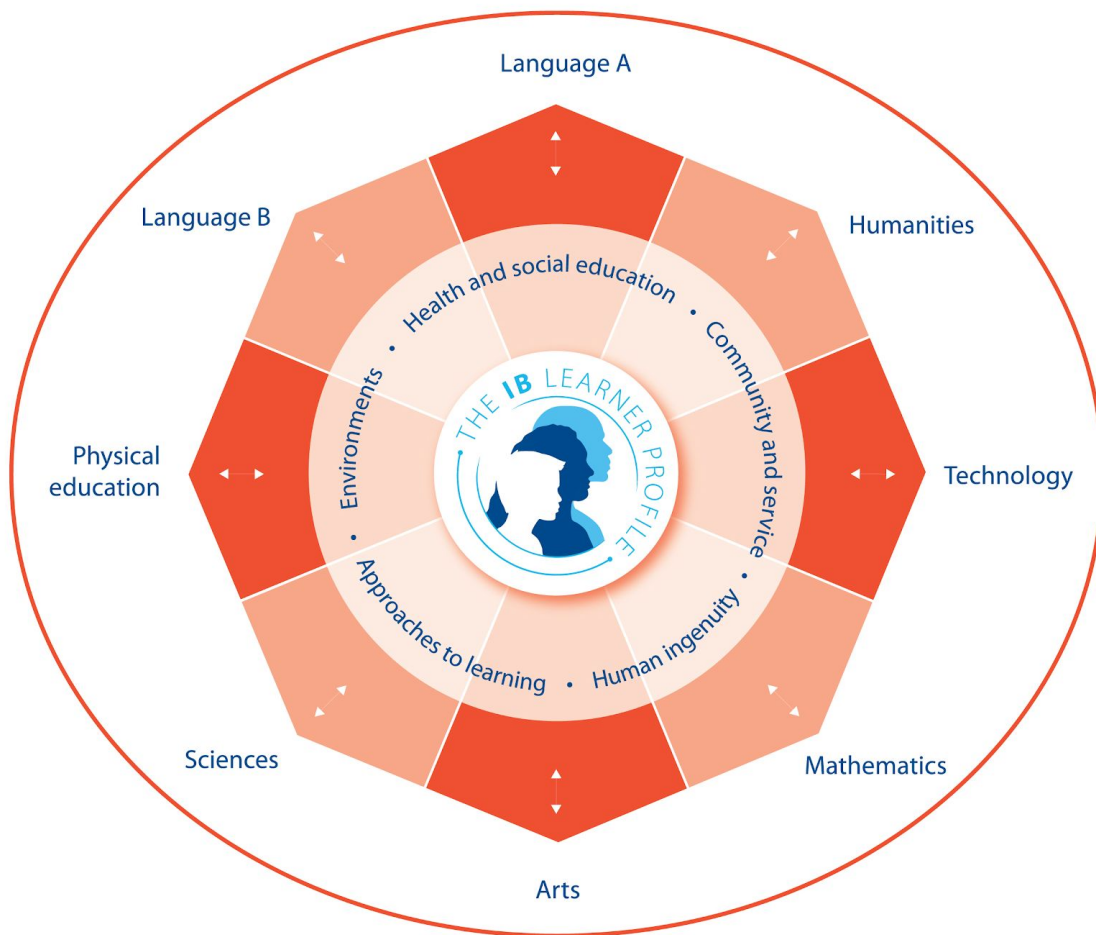
## **Alma Mater**

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!

# Decatur High School International Baccalaureate Mission Statement

At Decatur High School and Renfroe Middle 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.



## STUDENT ASSISTANCE GUIDE

WHEN YOU...	SEE...
• Are tardy	Attendance Officer
• Are leaving early	Attendance Officer
• Are sick	Teacher/Nurse/Attendance Officer
• Have been absent	Attendance Officer/Teachers
• Have locker problems	Main Office/Assistant Principal
• Have lost or found something	Main Office
• Need a Certificate of Attendance/ADAP Card	Registrar
• Change your address or phone number	Registrar
• Need a transcript	Registrar
• Want to withdraw	Registrar
• Want a work permit	Registrar
• Have questions about class schedule or postsecondary plans	Counselor
• Need tutoring	Teacher/Counselor
• Have a personal problem	Teacher/Counselor/Administrator
• Concerned about a friend	Teacher/Counselor/Administrator
• Need info about driving or a parking permit	Assistant Principal
• Have debts	Main Office
• ARE IN DOUBT or LOST	ASK!!

# CALENDAR OF EVENTS

A comprehensive schedule is maintained on the DHS website: [dhs.csdecalur.net](http://dhs.csdecalur.net)

## ATTENDANCE

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/Truancy 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.

#### 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 email 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

A. 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 a written copy of 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)).

**B. 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**

C. 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 parents/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 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:**

A. **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.

B. **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.
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

election.

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).

C. **Unexcused Absences** include:

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.

- D. **Attendance Committee:** A school level team lead by the principal/ 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 –**

The school shall make two (2) reasonable attempts (including, but not limited to, phone calls to the parent or guardian, letters to the parent or guardian, either through U.S. mail or sent home with the student, and home visits) to notify the parent, guardian or other person who has charge or control of the student of the student's absences.

**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:**

1. Unexcused absences:
  - a. The Student Attendance Committee will determine appropriate school level interventions to support students with ten or more unexcused absences.
  - b. The Student Attendance Committee may make a referral to the school social worker.
  - c. 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.
  
2. Excused absences:
  - a. The Student Attendance Committee will determine appropriate school level interventions to support students with ten or more excused absences.
  - b. After 10 or more excused absences in a school year, the parent may be required to provide a doctor's excuse for subsequent absences.
  - c. The Student Attendance Committee will determine if a student with 10 or more excused absences is required to provide doctor's excuse for subsequent absences.
  - d. 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 excused

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)

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

- A. 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.

#### **Procedure after Returning From an Absence**

A student who is absent from school for an entire day or any portion of the day shall 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) may contact the main office to arrange to receive student work. Parents/guardians are to allow teachers one (1) school day to generate assignments to be collected by main 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. The student must arrange a time to make up the work with the teachers.

### **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 school 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 students who are tardy without a pass.**
- **Failure to check in at the Attendance Office may result in a disciplinary consequence.**

### **Tardiness to Class**

- Students are to be inside the classroom **before** the bell rings.
- Teachers should not cause students to be late to their next class.
- Students should not go to other teachers to receive a pass to class.

### **Check-Out 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. **Due to safety issues, all notes must be verified by the attendance office before a student can check out of school.**
- Parents must ensure the names of individuals who can check the student out of school is on file with the registrar. **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 should 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**).

- Georgia law does not permit an open campus; therefore, checking out for lunch is not permitted.
- Due to the large number of transactions before holidays, a student may check out by **note only**. No check out requests will be accepted by phone.

#### **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.

#### **Check In/Out during Exams**

- There will be no check-ins or check-outs **during** the scheduled final exam period.

### **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 interrupt regular classroom activities only when necessary. We ask parents to support our efforts by not requesting that students be summoned from the classroom except in emergency situations.

## **INSTRUCTIONAL PROGRAM**

### **Accelerated Students**

Students who were accelerated in one or more courses at the eighth grade level will not be credited with units earned in the eighth grade toward high school required core courses. All units earned toward graduation must be earned in grades 9-12 (with the exception of Health and Personal Fitness).

### **Classification of Students**

#### **Students entering in 2011-2012 and beyond**

From Grade 9 to 10:           6 credits, including one full credit each of required coursework for graduation in mathematics, science, social studies and English language arts.

From Grade 10 to 11:       12 credits, including two full credits each of required coursework for graduation in mathematics, science, social studies and English language arts, successful completion of the Personal Project.

From Grade 11 to 12:       18 credits, including three full credits each of required coursework for graduation in mathematics, science, social studies and English language arts.

## Counseling/ Academic Advisors

Decatur High School Counseling Services 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 Counselors 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 five 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 Caseload Distribution (according to student's last name)

	Raquel Jones <a href="mailto:rjones@csdecatur.net">rjones@csdecatur.net</a> <i>IB Career Program Lead</i>	Meg Scheid <a href="mailto:mscheid@csdecatur.net">mscheid@csdecatur.net</a> <i>Career Counseling Lead</i>	Tamika Mickens <a href="mailto:tmickens@csdecatur.net">tmickens@csdecatur.net</a> <i>Dual Enrollment Lead</i>	Ken Jackson <a href="mailto:kjackson@csdecatur.net">kjackson@csdecatur.net</a> <i>IB Diploma Program Lead</i>	Kimberly Jones <a href="mailto:kjones@csdecatur.net">kjones@csdecatur.net</a> <i>Department Head</i>
<b>Administrator</b>	Mr. Hatfield	9 <sup>th</sup> /10 <sup>th</sup> : Ms. Johnson 11 <sup>th</sup> /12 <sup>th</sup> Dr. Armour	Ms. Johnson	Ms. Weber	Dr. Armour
<b>Class of 2019 12th Grade</b>	IBCP Independent I-L	Students as assigned (A-Z)	Independent A-H	IBDP	Independent M-Z
<b>Class of 2020 11th Grade</b>	IBCP Independent A-C	Students as assigned (A-Z)	Independent D-M	IBDP	Independent N-Z
<b>Class of 2021 &amp; 2022 10th &amp; 9th Grades</b>	A-D	Students as assigned (A-Z)	E-K	L-R	S-Z

## **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. All involvement is necessary to meet specific educational needs of each student as related to continued study and career plans.

## **Schedule Changes during the Semester**

Students may request schedule changes by the 5th day of the semester:

- 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

**Schedule changes will be made for no other reasons.**

## **College and Career Information**

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.

## **Field Trips**

Educational field trips have a proper place in the school program. School and parent groups jointly sponsor them. Supervision is furnished for students who go on such trips. Each student will be given a field trip permission form to take home and have signed by a parent or guardian. The form must be turned in to the activity sponsor before permission to participate is granted. Students are responsible for any missed assignments from classes not related to the field trip.

## **Final Exams**

In courses with State End-of-Course exams (Literature/Composition 9, American Literature, Coordinate Algebra, Analytic Geometry, U.S. History, Economics, and Biology), the State exam counts as 20% of the grade.

When a student is absent on a day that a final exam is given, the student must present an acceptable excuse to the Principal in order to make up the exam. The exam must be made up by the last day of the semester for students. If a student fails to take an exam, he/she will receive an incomplete in the course until the exam is made up.

## **Graduation Requirements**

Students need to become familiar with graduation requirements for their class by talking with their counselor. A student must be enrolled in Decatur High School for the final semester immediately preceding graduation to be issued a Decatur High School diploma. Students are placed in classes based upon graduation requirements, not classification. Each semester a full-time student must take seven (7) courses. Students must be full time for the first four years of study.

## **Honor Roll**

In order to make Honor Roll a student must have all unweighted As or Bs as their final grades.

## **Dual Enrollment**

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.

## **Online Learning Opportunities**

Elective and required course work can also be completed through Georgia Virtual School <http://www.gavirtualschool.org/> or another state approved online program. Georgia Virtual School serves as the approved online program for City Schools of Decatur. Parents are responsible for the cost of any course not taken at Decatur High School, not including Georgia Virtual School. Decatur High School provides access to computers for students who request an online class as part of their regular school day. If you wish for your child to take a Georgia Virtual School course, please see the counseling office.

## **Honor, Progress Reports, and Grades**

Students are held to the following beliefs:

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 must be honest with our fellow students and our teachers about the sources of the ideas and explanations in the work we submit. We must 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 Code of Conduct.

## **Grading Procedures and Policies**

- Progress reports are available at the 12-week grading period. The reports are available electronically through ManageBac.
- Contact the registrar's office if a printed progress report is preferred.
- To receive credit for a course, a student must earn a C or better.

In addition to reporting academic progress, teachers will report students' effort at least once every six weeks. The corresponding rubric is below.

<b>EFFORT</b>	
Value	Descriptor
1	Student is rarely self-directed, rarely displays initiative in his/her own learning and rarely exhibits accountability for his/her own work.
2	Student is sometimes self-directed, sometimes displays initiative in his/her own learning and sometimes exhibits accountability for his/her own work.
3	Student is usually self-directed, usually displays initiative in his/her own learning and usually exhibits accountability for his/her own work.
4	Student is consistently self-directed, consistently displays initiative in his/her own learning and consistently exhibits accountability for his/her own work.

If a progress report is not received, contact your student's teachers and the Assistant Principal.

### **School Social Worker**

The school social worker:

- advocates for students and families;
- coordinates consultation with parents,
- provides individual and/or small group counseling,
- provides crisis intervention,
- provides preventative education through whole classroom guidance,
- provides service to the student support team
- provides support for the Safe and Drug Free Schools program,
- coordinates and provides conflict resolution,
- provides support for abstinence education, and
- provides support for homeless families.

### **Student Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, gives parents, guardians, and eligible students, as defined by the act, the following rights:

1. The right to be told by the school system of their rights under this act
  
2. The right to prevent disclosure of personally identifiable information without prior written consent except to school official with a legitimate educational interest. School official person is a person employed by the Board as an administrator, supervisor, teacher, instructor, or support staff member (including health and medical staff); a member of the Board, a person or company with whom the Board has contracted to perform a special task, including, but not limited to, an attorney, auditor, educational or other consultant; a

volunteer performing a task or function as directed by a person employed by the Board; or a therapist. Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or student's family.

3. The right to inspect and review educational records
4. The right to challenge the content of any educational record and to have certain hearing rights if administrators deny their challenge
5. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office to which complaints may be made is the following: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605 (Policy JR: Student Records)

### **Student Support**

The counseling department is dedicated to supporting students in their endeavor to be successful. Parents and students are encouraged to contact the Decatur High School Counseling Services for information on how to best meet the student's needs.

### **Teacher Advisors**

Students will be assigned advisors according to their grade classification. Meetings will be scheduled for students with their advisors.

### **Testing and Security**

Decatur High School participates in local and statewide testing programs; results of these tests are reported to parents/guardians. See the school calendar for test dates.

City Schools of Decatur places serious emphasis on the security and integrity of national, state, and local testing. Local test coordinators and examiners are fully trained on the security and integrity procedures found in The Georgia Department of Education's Student Assessment Handbook and the security and testing procedures published in state standardized testing manuals.

### **Textbooks**

Textbooks may be assigned in some classes. Students will be held responsible for damage and/or loss of books issued for their use. Lost books will be charged to the student at the replacement cost.

### **Transcripts**

One transcript will be issued to graduating seniors free of charge. If additional transcripts are required, a fee of \$3.00 for each will be charged.

## **Valedictorian**

In order to qualify as valedictorian, a student must have the highest weighted average in the senior class, have been enrolled at Decatur High School for the entire senior year, and have attended four out of seven classes on campus. A qualifying student who has transferred to Decatur High School prior to the senior year must have transferred from a high school that is fully accredited by a state or regional institution.

## **GENERAL INFORMATION AND PROCEDURES**

### **Accreditation**

All schools in the City Schools of Decatur are accredited by AdvancEd (formerly known as the Southern Association of Colleges and Schools).

### **Administrators**

Students who want to see an administrator should consult the main office secretary for an appointment. This should be done between classes or before or after school.

### **Announcements**

- Daily announcements are made during the beginning of school.
- Students who wish to have an announcement made over the public address system should submit it one day in advance for inclusion in the daily announcements.
- Students submitting announcements must have them approved by the faculty sponsor of the organization.
- Students are to be attentive and silent during the announcements.

### **Assemblies**

- Students will sit in an assigned location with a class and teacher at assemblies. Roll will be taken. Specific instructions, as necessary, will be issued when assemblies are announced.
- Conduct appropriate to the occasion is required. Students' full attention is expected when a speaker or group is presenting a program.

### **Book/Equipment/Sports Bags/Satchels**

- Book/equipment/sports bags and satchels are allowed to and from Decatur High School. However, bags/satchels must be placed in student lockers immediately upon entering the school building. Failure to comply will result in disciplinary action.
- Students are not allowed to carry bags/satchels during the school day.
- Bags/satchels are not allowed in any classroom during school hours.

### **Building Maintenance**

Students are expected to share in the responsibility of keeping the building, restrooms and grounds clean. All trash should be placed in an appropriate receptacle.



## **Cafeteria/School Lunch Program**

Breakfast is served between 7:50 – 8:20 a.m. each day.

- 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. After students have finished eating they should remain in the cafeteria.
- 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 by the day, week or month. Charging of meals is discouraged.

No more than two lunch charges will be allowed per student. If a student exceeds this limit, an alternative meal with plain lowfat milk will be provided to sustain the student for the remainder of the school day.

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.

## **Closed Campus**

Decatur High School is a closed campus school. Students are not permitted to leave campus for lunch. Students must follow the checkout procedures if they leave campus at any time during the school day.

## **Code of Conduct**

All students are subject to the Code of Conduct. The City Schools of Decatur Code of Conduct is available online at [csdecatur.net](http://csdecatur.net).

## **Class, Club, Organization Officers**

Students interested in running for a class, club or organization office must meet the criteria for that particular office. Students should see the activity sponsor for more information.

## **Computers**

Computers are available for student use throughout the school. Computer printers are not to be used for personal printing. All use of school system computers and technology must comply with the school system's Internet Acceptable Use Policy and the Internet Safety Policy, which are printed later in this handbook.

## Conferences

Conferences among parents/guardians, students, counselors, and classroom teachers are encouraged to be scheduled as needed. A parent/guardian or student may request a conference with any teacher, counselor, or administrator.

Parents/guardians should call the school at 404-370-4170 for the staff member's voice mail or email the staff member to make an appointment.

## Decatur Education Foundation

The Decatur Education Foundation is a 501(c)(3) non-profit corporation that was established in 2000. The mission of the foundation is to nurture and support academic achievement and enrichment opportunities for all of the children and youth of Decatur. The foundation raises funds to support Decatur's schools, teachers and students through a number of programs. For more information on the foundation, visit the website at <https://decatureducationfoundation.org/>

## Debts

- The incurring of debts by students is discouraged.
- Any debts incurred by students should be cleared at the end of each semester. All senior debts must be cleared before graduation.
- The student debtor in the athletic program must clear all athletic debts, monies or uniforms, at the conclusion of a sport season.

## Display Cases and Bulletin Boards

Display cases and bulletin boards are reserved for use as approved by school authorities. Individual students and student groups wishing to use these areas should first get approval from the appropriate faculty member and an administrator.

## Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the City Schools of Decatur ("CSD"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow CSD to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs)

receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first Friday of the first week of school. CSD has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Parent/Student Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **Distribution of Materials**

Materials that are not associated with City Schools of Decatur/Decatur High School and/or system/school related activities may not be distributed on campus. Materials should not contain vulgarities, profanities, libelous articles, or lewd inappropriate pictures.

### **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.

**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>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>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 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>
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\*\* See current Student Code of Conduct (version 2017-2018, Rule 19) for state reportable violations.

<b>Common Sense Recommendations</b>
<p>Dress up for in-class or community presentations.</p> <p>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.</p>

<b>Consequences</b>
<p>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.</p> <p>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.</p> <p>** See current Student Code of Conduct (version 2017-2018, Rule 19) for state reportable violations.</p>

## **Electronic Devices**

### **Cell Phones**

The use of electronic communication devices by students may only be allowed at times when specifically instructed by teachers or administrators.

As telephone use is prohibited during school hours, **parents should refrain from calling or texting students during school hours.** Parents may contact students any time by calling the main office.

**City Schools of Decatur and its employees assume no responsibility for student personal property that is lost or stolen.** Students assume responsibility for their own personal property. **The foregoing policies apply to every student at all times during the school day.**

### **Emergency Drills**

In each classroom are posted charts that indicate the exits and safe areas to be used for safety drills. Directions are to be followed quietly and quickly. These drills are necessary for everyone's safety and are to be taken seriously. All schools participate in the statewide tornado drill, and each school has a safety plan for other emergencies with corresponding drills planned throughout the year.

### **Emergency School Closing**

We are in the City Schools of Decatur. We are not a part of the DeKalb County School System. For school closing information you can tune in to the local radio or television stations. Listen for City Schools of Decatur. Often we will go to school when the county does not. Students and parents should have plans in place for arrangements that they will follow in case of emergency school closing during the day.

Parents, if at all possible, please refrain from calling the school during emergency closings so that the telephone lines can remain clear.

### **Equity Information/Grievance Procedures**

City Schools of Decatur is committed to a safe and healthy school environment for students and staff. Intimidation, harassment, persecution, or any other improper form of discrimination is not acceptable. In the event that anyone feels his/her rights have been violated, he/she is entitled to appropriate due process procedures without any form of retaliation. The Board of Education of the City of Decatur does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or student placement. The school system shall not discriminate on the basis of gender in its athletic programs.

The superintendent has designated an Equity Director to handle inquiries/complaints related to nondiscrimination policies according to established procedures. Please visit the district website, [csdecatur.net](http://csdecatur.net), for more information.

### **Fundraising**

Fundraising applications must be submitted to the principal. Prior approval of the principal and superintendent is required before any sales are permitted by student groups. This includes sales on any of the district's school campuses. All funds are to be deposited in the school account. Fundraising activities are for school-sponsored events only. No approval will be given for fund-raising for non-school sponsored activities.

### **Identification Cards**

Upon receiving I.D. badges, students are required to keep the badges with them while at school and any school-related events.

## 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.
- 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.

## Medications

*See School Health Program.*

### Learning Commons (Media Center)

- Library books may be checked out for two weeks and renewed once.
- The Media Center is open before and after school most school days. A schedule is posted on the door and signs are posted when we have to close for meetings.
- Students must have a pass to enter the building before school. No pass is needed to come to the Media Center after school.
- During the school day, students are required to sign in and out of the Media Center.
- Students may come to the Media Center with a library pass signed by a teacher, during that teacher's class time only. They may come to the Media Center to complete assignments or research.
- Students are not allowed to surf the web, check email, or play online games during class time.

## Parent Involvement

Parents are encouraged to be a part of their child's education. Opportunities for involvement may include the parent/teacher/student organization, parent education and support activities, and volunteering when needed or called upon by the school administration. **See Conferences.**

## Parking Regulations

- 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.

## Pets

Students are not permitted to bring pets to school.

## Photo Consent

City Schools of Decatur may from time to time record the likeness of students by photographic, video, audio or other means. City Schools of Decatur may use the likeness of students for purposes of news, advertising, promotion, school and school district websites, yearbooks or any other lawful purpose. No compensation is given for such use of student likenesses, and parents and students are not entitled to any use of said photographs, videos, audio recordings or other student likenesses nor are parents or students entitled to any reproduction of the same. Such reproductions of students' likenesses are the property of the City Schools of Decatur and that City Schools of Decatur has the perpetual right to use, crop, edit, or otherwise treat said reproductions at its sole discretion. Any parent, legal guardian who does not consent to the use of his or her child's likeness must execute the opt-out form made available with this handbook and on school district Web sites and return it to the school within (5) days of the commencement of each school year.

## Posters/Signs

- Before an activity poster can be posted in the school building or on the campus, it must be cleared first with the activity sponsor and the principal.
- Pep signs prepared by the cheerleaders require approval of the cheerleader sponsor only.
- Posters are to be placed on bulletin boards or tile surfaces of the walls in the **corridors only and not on any painted surface.**
- Posters to be placed on classroom doors must be approved by the teacher. Posters and signs must be related to an approved school-sponsored activity.

## Pregnancy

Any pregnant student must present a medical certificate stating the condition of her health and whether or not she is able to participate in the physical education program and other regular school activities. The regular use of the elevator requires the written request of a licensed physician.

A student who is a parent or pregnant may be excused from the regular program of instruction for reasons of the health of the student or of the student's child or unborn child upon the written request of a licensed physician. The student will be required to make up all incomplete work in a satisfactory manner to meet course requirements for completed units.

The student will not hold the board of education or the City of Decatur liable for any accident or miscarriage that may occur while the student is attending the regular school program.



## Residency and Registration

### Change of Address or Telephone Number

If at any time during the school year a change of address and/or telephone number is made, the student should inform the registrar. **As mail is returned, proof of residency will again be requested.**

### Birth Certificate

Georgia law requires that every student in grades K-12 in an Georgia public school have a copy of a birth certificate on file. The birth certificate is required within 10 days of entering school.

### Health Requirement

Each student entering the school system for the first time regardless of grade level must present the following health related documents at registration:

- Documentation of required immunizations on Ga. Department of Human Resources Form 3231 or a completed, and signed notarized Affidavit of Religious Objection to Immunization (DPH Form 2208). Religious Objection form can be downloaded at [csdecaur.net](http://csdecaur.net).
- Documentation of vision, hearing, nutrition, and dental screening on Ga. Department of Human Resources Form 3300.

Consult with your physician or DeKalb County Health Department for assistance to obtain the necessary documents.

**Georgia Code (OCGA 20-2-771)** states “ No child shall be admitted to or attend any school or facility in this state unless state child shall have submitted a certificate of immunization to the responsible official of the school or facility. The official of any school or facility may grant a 30 calendar day waiver of the certification requirement for a justified reason.”

For information related to 30-day waiver, contact the school nurse.

### Residency Requirements

When registering students new to City Schools of Decatur the following documentation is required. See the Enrollment page on the CSD website for the most updated information.

The school system takes the issue of student residency very seriously. Procedures have been put in place to provide consistency among the schools, including a registration process at the Central Administrative Offices at Beacon for new students. Included in these procedures are the requirements that new students provide two acceptable documents to show proof of residency and that all students live within the city limits of Decatur with a parent or legal guardian.

If a Decatur resident has legal guardianship of a student, the student must reside in the resident's home. While the school system reserves the right to verify any information provided at any time, the following residency checks have been put in place: (1) residency checks when students transition from one grade configuration to another; (2) residency checks when concerns have been reported; and (3) random checks of residency. By signing the handbook acknowledgement, I realize that City Schools of Decatur may take steps to verify my address, including, home visits, review of public documents and contacting other government agencies, without further notification.

### **Social Security Numbers**

At the time of student registration, the school system requests a social security number from each student. The number is to be used as a student identification number and for no other reason without written permission from the parent/guardian. (*Policy JBCAA: New Resident Students*)

### **Withdrawal and Transfer**

1. Parent or guardian must make 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.

### **Religious Holidays**

Please notify the attendance office in advance when your student will be absent in observance of religious holidays.

### **Restroom Visits during Class Periods**

Students must have a pass from a teacher to be allowed to visit restrooms during class periods. Students may not use faculty restrooms. If medical conditions exist which require frequent restroom use, please contact the school nurse at 404-370-4170, ext. 2156.

### **School Bus Notes**

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.

### **School Day**

Students are admitted to the building at 8:20 a.m. Students may enter the school building prior to 8:20 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 front doors. 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 or breezeway doors 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 member.

## **School Health Program**

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. The weekly schedule for the assigned nurse is posted in the school office.

Each student should have an updated health information form on file with the nurse in the clinic every school year. Depending on the school your student attends, 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 an 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, name of 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 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.csdecatur.net/domain/140>).

A student who has asthma or a severe allergy may possess and use the indicated medications. The parent/legal guardian should submit a completed parental permission form authorizing the student to self-administer the asthma (inhaler)/allergy (epi-pen) medication. Emergency medications noted above can be carried and self-administered by 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***

Stephanie Brindle  
DHS School Nurse  
404-370-4170, ext. 2156

### **Searches**

Book bags brought to school can be searched at the discretion of the administrators. Lockers and desks are the property of the school system and can be searched at the discretion of the administrators. A search of a student shall be justified when there are reasonable ground for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

### **Sex/AIDS Education**

A comprehensive sex/AIDS education program is part of the curriculum in the City Schools of Decatur. Information explaining this part of the curriculum will be distributed annually. Included in this information will be procedures for reviewing the instructional materials and, if desired, procedures for excusing a student from this instruction. The school system wants to support parents in their role as the primary sex/AIDS educators of their children by providing a comprehensive sex/AIDS education program.

### **Social Events**

Decatur High School social events are authorized primarily for Decatur High School students. Non-Decatur High School students will be admitted to school-sponsored social events upon pre-registration by their Decatur High School student dates. Students may be asked to present I.D. cards to gain admission to school events, including athletic events.

### **Supervision of Students Before and After School**

Students are supervised by faculty/staff between the hours of 7:50 a.m. and 4:00 p.m. Faculty sponsors supervise students who are involved in a designated activity. **Students not participating in school-supervised activities must be picked up or leave the campus by 3:50 p.m. daily.**

### **Technology Use Policies**

The policy for computer and network use is outlined in the Internet Acceptable Use Policy and the Internet Safety policy. Parents or guardians must sign the Acceptable Use and Internet Safety Agreements made available by the schools for students to have access to online and technology resources including the Internet for educational purposes directly related to the instructional program supporting the mission, goals, and objectives of the school system.

Students are responsible for appropriate and lawful use of technology and school computer networks. Any misuse of the equipment or network or inappropriate use of the Internet or other technology resources may result in restricted use or cancellation of those privileges and/or disciplinary action.

The school system reserves the right to monitor, inspect, copy and store at any time and without prior notice any files and information, computer and network usage transmitted or received. All such information and files shall be and remain property of the school system. No one shall have an expectation of privacy regarding these materials, access, or usage.

### **Acceptable Use Policy**

Access to school system telecommunications and technology is intended to provide resources and tools for research, communication, and innovation for our students and staff. Use of these resources must be directly related to the instructional program of the school system, which supports the mission, goals, and objectives of the school system.

With increasing access to information and the complex nature of technology, the City Schools of Decatur will maintain a policy regarding acceptable use of telecommunications and technology by students and staff.

Students must read the acceptable use policy and internet safety policy and guidelines and must sign and return the student acceptable use agreement before the student will be given access to school system online resources, including the Internet, for educational purposes directly related to the instructional program. If a student is under the age of 18, a parent/legal guardian must also sign and return the acceptable use agreement. The school system will not provide access to students under the age of 18 who do not return an acceptable use agreement with parent/legal guardian and student signatures affixed thereto, or to students over the age of 18 who do not sign and submit the acceptable use agreement to the school as directed.

All students and staff are responsible for appropriate and lawful use of technology and school computer networks. Technology is an important teaching tool and resource. Restriction of technology access limits students' ability to access valuable and important information.

Networks are public locations. General school rules of behavior and communications apply. The network is provided for students to conduct research and communicate with others as it relates to the student's instructional program. Network administrators may at any time review or monitor files and communications to insure that users are using the system responsibly and in accordance with any and all applicable school system technology policies. Files stored on school computers and networks are not private and users shall not have any expectation of privacy in said files.

Access to school system telecommunications and technology resources is a privilege, not a right. Failure to comply with all applicable school system technology policies will result in the loss of the privilege to access school system telecommunications and technology resources.

Technology protection measures will be implemented and maintained for all computers with network access in compliance with the Children's Internet Protection Act, as outlined in the Internet Safety Policy.

Staff will provide developmentally appropriate guidance and supervision for students as they use technology and telecommunication resources related to curriculum and instruction to achieve educational goals.

Unacceptable uses that constitute a violation of this policy include but are not necessarily limited to:

1. Uses that violate the law including, but not limited to:
  - a. Transmitting harassing, bullying, threatening, offensive or otherwise illegal communications on blogs, websites, emails, chat groups, instant messages or other electronic formats,
  - b. Viewing, transmitting, or downloading pornographic material,
  - c. Intruding or "hacking" into the network or computers of others,
  - d. Unauthorized downloading of copyrighted materials or violating copyright laws.
2. Uses that cause harm to others or damage to property of others.

Examples include:

Using another person's password or identifier,

Participating in "hacking" or any form of unauthorized access to other computers, networks, or other information systems,

Introducing computer viruses or other harmful forms of programming.

3. Uses that threaten the security of student and staff access, the network, or the Internet.
4. Uses for commercial transactions.

#### Failure to Follow Guidelines

Use of technology resources, the computer network, and the Internet by any user is a privilege, not a right. Inappropriate use of school system technology resources, including the Internet, may result in cancellation of those privileges or disciplinary action. Student users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Administrators may approve the recommendation to close an individual account at any time for actions that violate this or any other school system policy or rule relating to acceptable use or internet safety. Additional disciplinary action may be determined in accordance with the school system's Code of Conduct or other applicable disciplinary requirements.

The user shall abide by generally accepted rules of network etiquette and general school rules for behavior and communication.

#### Privacy

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 use of school system telecommunications or technology resources. All such information and files shall be and remain the

property of the school system. No one shall have an expectation of privacy regarding these materials, access, or usage of school system technology resources.

#### Assurance

The City Schools of Decatur cannot warrant that students will be prevented from accessing inappropriate material or sending or receiving inappropriate communications; however, the Board has adopted an Internet Safety Policy with the objective of keeping students safe when using school system technology resources. The board and school system make no warranties of any kind, whether express or implied, for the service school system is providing nor do they assume responsibility for any damages suffered as a result of or arising out of the use of school technology resources.

#### **Internet Safety Policy**

Access to telecommunications and technology resources, including, but not limited to, the Internet, is intended to provide resources and tools for research, communication, and innovation for our students and staff. Use of these resources must be directly related to the instructional program of the system, which supports the mission, goals, and objectives of the school system.

The City Schools of Decatur will undertake required actions to be in compliance with the requirements of the Children's Internet Protection Act (47 U.S.C. § 254(h) and (l)) and the Protecting Children in the Twenty First Century Act.

#### Technology Protection Measure

In compliance with applicable law, the City Schools of Decatur has acquired filtering software, which is in continuous operation as a required technology protection measure as set forth in the Children's Internet Protection Act for all computers with access to the school network. The filtering software and this Internet Safety policy is intended to protect against access by adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of computers with Internet access by minors, harmful to minors. The filtering software may be disabled for adults engaged in bona fide research or other lawful purposes.

This Internet Safety policy addresses the following areas:

Access by minors to inappropriate matter on the Internet and World Wide Web;

The safety and security of minors when using electronic mail, chat rooms, social networking websites, and other forms of direct electronic communications;

Unauthorized access, including so-called "hacking," cyberbullying, and other unlawful activities by minors online;

Unauthorized disclosure, use, and dissemination of personal information regarding minors; and

Measures designed to restrict minors' access to materials harmful to minors.

To specifically address these areas, the City Schools of Decatur Information Technology Department will take the following specific "technology based" measures:

The City Schools of Decatur Information Technology Department will use filtering or blocking technology that will block "known" sites that have content that is considered inappropriate,

including, but not necessarily limited to, obscene material, child pornography and material that is harmful to minors, all as defined in the Children's Internet Protection Act.

Email access through the school system is filtered through designated software.

Chat room activity and all other forms of communication, such as instant messaging, as well as all online activities of students are monitored by the school system.

The City Schools of Decatur Information Technology Department maintains a firewall and private TCP/IP address scheme. These block all access from the outside Internet to the private internal network that all of the schools access.

All students and faculty use individual usernames and passwords and are required to "log on" to the computers and/or network. These user names are then monitored by use of an authentication and traffic filter for inappropriate activity by each individual user.

Network traffic statistics are collected and periodically reviewed to identify appropriate access or unusual network activity.

All personal information pertaining to students resides on a secure Student Information System server. School system staff as well as parents, middle school students and high school students are given web-based access to the Student Information System. Access to the Student Information System is password protected and all non-school system staff users of the system must log on and are given only limited access to information. The level of access is determined administratively.

The human resource server is not available to students under any circumstances and is only available to staff as established by the administration.

All materials published on the City Schools of Decatur websites are first screened by the designated school staff before being made live for public viewing on the Internet.

The students of City Schools of Decatur are prevented from accessing materials harmful to minors by the use of filtering technology that inspects each website request and blocks sites that are inappropriate to the learning environment.

The students and parents of City Schools of Decatur may elect to sign a Photography/Video/Audio Consent and Release form annually allowing permission and perpetual rights for the school system to use a photograph, video clip, audio clip, or any likeness for news, advertising, promotion, school and school district websites, or for any other lawful purpose.

Administrative based measures to augment the abovementioned measures include:

Staff is given training and is required to teach and supervise students to prevent access to inappropriate matter on the Internet and to teach Internet safety procedures, including, but not limited to, safety of students when using social networking sites, email, chat rooms and other forms of direct electronic communications; how to identify and respond to cyberbullying; and educating students about the unauthorized disclosure or the potential dangers of disclosing personal information through electronic communication.

Resources are provided by the state and local school system to teachers and students with appropriate content.



All students and parents must read and sign an appropriate use agreement based on the Internet Safety and Acceptable Use policies before they are given access to the Internet and network. The agreement is signed on a yearly basis and outlines appropriate and inappropriate use of technology resources.

Access to secure information will be granted by specific request to administrators. Information that can be accessed has been designated by system administration.

### Telephone Use

- Students need to make arrangements for transportation, exchange of house keys, or other necessities prior to coming to school.
- The phones in the offices may be used by students only in emergencies and only with permission from school personnel.
- A student may use the phone in the main office only when he/she brings a pass specifically stating the purpose is for making a phone call.
- We will be glad to deliver messages that are urgent and to assist with handling family emergencies.
- Cellular phones are not to be used during school hours (except where administrative approval has been given) for transmitting, receiving, or text messaging. Parents/guardians are not to call a student on a student's cell phone during school hours.

### Visitors

The board of education 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 register with name, date, and time of visit. When the visit has been completed, the visitor shall register time of 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.

## ACTIVITIES & ATHLETICS

It is evident that those high school students who are involved in co/extracurricular activities receive benefits far above efforts expended. All students are urged to become involved in school-sponsored organizations. Prospective employers and colleges often ask if you were involved in extracurricular activities. **A list of clubs and organizations with the names of the faculty sponsors will be issued early in the school year.**

Athletic/competitive activities are a very important part of any high school program. Students who participate increase their leadership and social skills. They learn success by working in harmony

with others. They help create greater school spirit among the faculty and student body. Every student is encouraged to get involved in an extracurricular activity.

State law does not permit the athletic program to be funded by taxes. It is supported by ticket sales, fundraising, and other contributions. Community support is important in order to have a good athletic program.

### **Bus Transportation for Athletic Games/Contests**

Students who are participants in athletics must board the bus(es) at Decatur High School to be transported to "Away" games/contests.

### **Meetings**

Activities and organized groups will have meetings that are arranged and announced. Meetings may be held either just before the school day begins or just after it ends. All requests for meetings must be cleared with the faculty sponsor.

### **Clubs/Student Organizations**

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, [dhs.csdecaur.net](http://dhs.csdecaur.net).

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.

## **STUDENT ELIGIBILITY REQUIREMENTS**

In order to be eligible to participate in any school activities and athletics a student must meet 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.

### **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 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
<b>Arrest for any Felony Crime</b>	<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>
<b>Arrest for Misdemeanor Crimes Involving Drugs</b>	<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 extracurricular activities for the remainder of his/her high school career.</li> </ol>
<b>Arrest for Misdemeanor Crimes Other than Traffic Violations</b>  (DUI is included in this category as a misdemeanor)	<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>
<b>Arrest for Misdemeanor Crimes Involving Alcohol</b>	<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>
<b>Infractions Not Related to Criminal Offenses</b>	<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

	REQUIREMENT
First Year Students (9 <sup>th</sup> )	<p>First semester: No Requirements, Automatic Eligibility Second semester: Students must be passing five of seven courses to remain eligible.</p>

Second Year Students (10 <sup>th</sup> )	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 (11 <sup>th</sup> )	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 (12 <sup>th</sup> )	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 Board Policy JBCA: Resident Students
Medical	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
Clearance	Name must have been filed with the Georgia High School Association prior to participating in a sport Not permitted to be at practice or participate with the team in any way until declared eligible by Georgia High School Association

## ANNUAL EVENTS

All students are urged to become involved in school-sponsored activities, events, and programs. A calendar of events for the school system is prepared annually. Please consult the newsletter and online calendar for dates.

### Graduation

The commencement program is important in bringing the high school career to a fitting end. It is designed to honor the graduates.

Graduating seniors must attend the graduation rehearsal. All school debts must be cleared before the final commencement rehearsal. If the rehearsal is missed, a medical excuse must be provided or prior permission obtained, otherwise the student may not march in commencement. The diploma can be picked up the next business day at the school office. Violations of the Code of Conduct may also prohibit a student from marching in commencement.

### Homecoming

A Homecoming week is set aside to honor the graduates of Decatur High School. It is a chance to foster school spirit.

### **Homecoming Parade**

This parade is organized by the Student Government Association with the assistance of other school clubs. The parade includes floats from the four classes. Float regulations are publicized prior to the construction period. Float building locations will be determined by the principal. This is one of the fun activities connected with school. However, students who visit float building and are not constructively involved must not become a nuisance to the teachers and workers. Float building will be held in the evening, Monday through Thursday, at designated locations only.

Parades are subject to Decatur City Police control and must be approved by school authorities before they can be scheduled.

### **Junior-Senior Prom**

This traditional dance is organized by the junior class to honor the seniors. This occasion is for dues-paying juniors and seniors.

### **JROTC Ball**

This dance is held in the spring for members of the JROTC and their dates.

### **Orientation (9th Grade/New Students)**

A 9th Grade Open House is held before school begins.

### **Senior Reception/Tea**

Once a year, the senior class holds a tea for its class and the faculty after school. On this day seniors dress up in their "dressy" clothes.

### **Yearbook Presentation**

Yearbook presentation (held at the end of the school year) is especially designed to honor the senior class and its achievements.

## **SENIOR INFORMATION**

### **Calendar**

Early in the fall, senior officers and sponsors meet to determine the calendar for the year. A more detailed calendar will be provided for students and parents.

### **Dues and Fees**

In the fall after the calendar is determined, the amounts for dues and graduation fees will be set. Information will be provided for students and parents.

### **Senior Dues and Fees: Deadline Extension**

All deadlines for dues and/or fees are firm. In all hardship situations, the student and/or parent/guardian shall contact the principal and present his/her request for an extension.

## **Senior Privileges**

At the present time, Senior Exam Exemption privileges are as follows:

- Seniors who have an average of 90 or more in any subject during their senior year, up to the final exam for the semester, will not be required to take the final exam in that subject. This is provided that during their senior year, the senior has fewer than four unexcused tardies to the class, has fewer than four unexcused absences to the class, and has not been suspended (In-School or Out-of-School) at any time during the year.
- Seniors are given first priority to obtain a parking permit.
- Seniors may finish school before the last day of school.

Violations of the Code of Conduct may result in a loss of senior privileges.

## **Skip Day**

"Skip Day" is an unlawful and unexcused absence and is not sanctioned by the school.