



Dade County High School

Principal, Mr. James Fahrney
Assistant Principal, Brent Cooper
Assistant Principal, Charity Barton

[Click Here for the DCHS Website](#)

706-657-7517

Student Handbook

2017 - 2018

Contact Information



Mr. James Fahrney, Principal

Mr. Brent Cooper, Assistant Principal

Mrs. Charity Barton, Assistant Principal

Dr. Brian Watkins, Director of Alternative School

Dade County High School

300 Tradition Lane

Trenton, Georgia 30752

Phone: 706-657-7517 or 706-657-3638

Fax: 706-657-4854

Dedicated & Committed to Helping Students Graduate...

We are **DCHS!**



Mission:

Dade County High School will ensure that students have the opportunity to become independent, hard-working, life-long learners.

We are **Dedicated** and **Committed** to **Helping Students** graduate and become college and career ready. We are **DCHS!!**

We Believe:

1. Learning is a lifelong process and every individual has the potential to learn.
2. Schools help students develop socially, emotionally, intellectually, vocationally, and physically.
3. Student achievement is the responsibility of the school, student, family and community and it is enhanced through parental and community support.
4. Educators are accountable for providing quality instruction which directly affects the level of learning and is measurable through academic achievement.
5. High expectations yield greater student achievement, which should be recognized and rewarded.
6. Educators teach and model values in their interaction within the school and community and have the responsibility to be positive role models.

Vision



To serve students through quality leadership and educational opportunities that will challenge and inspire them to become lifelong learners who can succeed in a changing society.

Code of Ethics



- To develop moral standards and the courage to live by those standards.
- To regard our education seriously in order to preserve and to strengthen our American way of life.
- To honor our parents, teachers and fellow students by showing respect, consideration and courtesy.
- To develop an attitude of good sportsmanship and fair play in everything we do and to respect the rights of others.
- To be honest with others and ourselves in what we say and do.

Welcome to DCHS!



Visitors

- Parents are **ALWAYS** welcome at DCHS.
- Students are **NOT** to have visitors at school, including during lunch.
- We ask that an appointment be made ahead of time to see a teacher, counselor or administrator.
- **ALL** visitors must report to the front office first to receive a Visitor's Pass that should be worn the entire time the visitor is in the building.
- An administrator may refuse to issue a Visitor's Pass anytime he or she feels it is in the best interest of the school.
- Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities.

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School Information



August 1, 2017 - Flex Day for Teachers (Teachers may work a day 7/17 - 7/31 instead)

August 2, 3, 4, 7, 2017 - In-Service, Teachers Only

August 8, 2017 - First Day of School for Students

September 4, 2017 - Holiday, Labor Day, No School

October 5-6 10, 2017 - Holiday, Fall Break, No School

October 19, 2017 - Parent/Teacher Conference Day (Half-Day School)

November 20-24, 2017 - Holiday, Thanksgiving, No School

December 21, 2017 - January 1, 2018 - Holiday, Christmas, No School



School Information



January 2, 2018 - In-Service, Teachers Only

January 15, 2018 - Holiday, No School

February 15, 2018 - In-Service, Teachers Only

February 16, 19, 2018 - Holiday, No School

March 30, 2018 - In-Service, Teachers Only

April 2 - 6, 2018 - Holiday, Spring Break, No School

May 23, 2018 - Last Day of School

May 24, 25, 2018 - In-Service, Teachers Only

May 28, 2018 - Holiday, No School

1st Quarter: August 8 - October 12

2nd Quarter: October 13 - December 20

3rd Quarter: January 3 - March 13

4th Quarter: March 14 - May 23



Book Bags and Personal Property

Book Bags

Book bags, backpacks, and or athletic bags in the classroom are left up to the teacher's discretion. Students who violate the policy will be assigned detention. **Bags are subject to search at any time.**

Personal Property

The school and school administration are not responsible for items brought to school that are lost or stolen. Thefts and losses should be immediately reported to the SRO. Students are urged not to bring large amounts of cash or expensive items to school. There is no way to ensure recovery of lost or stolen items, particularly cash, which is the hardest to identify.

Distribution of Published Materials or Documents



School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, and murals. All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials from Students

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated the main office as the location for approved nonschool materials to be placed for voluntary viewing by students. The student may appeal the principal's decision in accordance with policy. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.



Distribution of Published Materials or Documents



Nonschool Materials from Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal or designee for specific prior review. The principal or designee will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy.

Prior review will not be required for distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours. Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy.

Posters

No posters, stickers, placards, or notices are to be posted anywhere in the building without the approval of the principal. Under no circumstances should any poster be taped or glued to the building walls.

Field Trips



Field trips are allowed by local and state board policy. Teachers who plan field trips will have the trip approved in advance. The field trip will have a direct value to a CCGPS standard related to the subject matter of the class.

- A student will be given a Field Trip Permission Form by the sponsoring teacher.
- The teacher will generate a list of possible attendees to be sent to an administrator.
- The parent of the student must give approval to attend the trip by signing the form.
- Every student must turn in a completed Field Trip Permission form to the sponsoring teacher as soon as possible after receiving the form.
- Forms must be in three days in advance or the student will not be allowed to attend.

Administrators may disallow student attendance for the following reasons:

1. More than 5 days tardy to any class
2. More than 3 unexcused absences in a semester
3. More than 3 unexcused tardy to school days
4. Any discipline referrals at previous extracurricular activities
5. Failing grades in any subject

Title I, Part A - ESEA Requirement for Approved Flexibility Waiver



In November, 2011, the Georgia Department of Education (GaDOE) submitted to the U.S. Department of Education (US ED) an application requesting flexibility through waivers of ten Elementary and Secondary Education Act of 1965 (ESEA) requirements and their associated, regulatory, administrative, and reporting requirements. The waiver was approved February 9, 2012. Beginning with the 2012-2013 school year, the Georgia Department of Education transitioned from needs improvement distinctions based on adequate yearly progress (AYP) reports to Reward, Priority, Focus, and Alert Schools distinctions based on the new ESEA Flexibility Waiver formulas. In addition, the GaDOE ESEA flexibility waiver outlines Georgia's new Single Statewide Accountability System, The College and Career Readiness Performance Index (CCRPI). The CCRPI will serve as a comprehensive report card for all schools in Georgia.

As a result of the approved waiver, all Dade County Schools have transitioned from AYP to the ESEA flexibility waiver formulas and will be identified as a Reward, Priority, Focus, or Alert school or may receive no designation at all. Such designation will be in effect for a period of three years. Priority and Focus designated schools will be required to implement and develop flexible learning programs (FLP) if they meet one of the criteria set forth in the ESEA waiver. This FLP will provide improvement strategies to move the school out of Priority or Focus status within the three years and use of funds will have to follow regulatory requirements depending on the designation.



Title I, Part A - ESEA Requirement for Approved Flexibility Waiver



Dade County Title I schools - Dade Elementary School and Davis Elementary School – and Dade Middle School, a non-title I school, actually received no designation from the GaDOE accountability review. Dade County High School, also a non-Title I school, is currently designated as a Priority school. Title I funding will continue to be used for supplemental services supporting the regular education program as long as the Title I schools carry no distinction as Reward, Priority, Focus, or Alert. Additional questions or concerns may be directed to the Title I Director for Dade County Schools at 706-657-4361, extension 10025, or to billyhooker@dadecountyschools.org.

Food and Drinks at School



- **Students are not to bring outside fast food or snacks into the cafeteria.**
- **Food for breakfast and lunch brought from home is permitted in the cafeteria.**
- **Students ARE NOT to purchase drinks from machines in the Teacher's Lounges.**
- **Students may NOT have food delivered from local restaurants.**

For Additional Information...



This handbook is meant to give you information on a variety of subjects; however, it may not answer all of your questions. For further information, please see the person or department listed.

Athletics/Eligibility - Bradley Warren, Athletic Director

Attendance/Checking in and out, School/College Days, Lost & Found/Parking Permits - Main Office

Discipline - Mr. Cooper/Mrs. Barton

Security/School Resource Officer - Captain Duvall

Field Trip Info & Forms - Teacher in charge of the field trip

Free/Reduced Lunch - Ms. Phillips

Graduation Requirements - Ms. Clark/Mr. Emmett

Junior/Senior Prom - Mrs. Greene



For Additional Information...



Lockers - Mr. Cooper during Lunch (1st week)

Lost/Damaged Books - Teacher/Department Chair

Media Services - Mrs. Webb

Scholarships - Ms. Clark/Mr. Emmett

Transcripts - Ms. Clark/Mr. Emmett

Driver's Licence Information - Mrs. Cooper/Mrs. Meeks

Work-Based Learning - Mrs. Barton

Yearbook - Mrs. Sigler

Internet Acceptable Use and Safety



The Superintendent shall, with respect to any computers belonging to the Dade County School System and having access to the Internet:

1. insure that a qualifying “technology protection measure,” as that term is defined in section 1730(b)(1) of the Children’s Internet Protection Act of 2000, is installed and in continuous operation; and
2. institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of all users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) “harmful to minors,” as that term is defined in section 1721© of the Children’s Internet Protection Act of 2000; and
3. institute, maintain, and enforce procedures or guidelines designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyberbullying; and how to respond when subjected to cyberbullying.





Internet Acceptable Use and Safety

The Superintendent shall, with respect to access to the Internet by or through computers, networks or other devices belonging to the Dade County School System, institute, maintain and enforce procedures or guidelines which:

1. provide for monitoring the online activities of all users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
2. are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
4. are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000.

The Superintendent shall provide the following guidelines to ensure acceptable Internet use:

1. An Internet Acceptable Use Agreement will be issued that states the privileges and responsibilities associated with using the Internet and provides guidelines for its use. The agreement shall have places for parent, student, and/or employee signatures of acceptance.
2. Faculty members shall provide orientation on the acceptable use agreement, the proper use of the network, and network etiquette.
3. The signature on the agreement is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands its significance.

CIPA Definition of Terms



TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Internet Links for Additional Information CIPA and Internet Safety Policies



Full text of the Children's Internet Protection Act

http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAffaq.asp>

Messages and Deliveries



Because our school secretaries have many jobs, we have trouble when we receive a lot of messages and deliveries for students. Please help by asking your parents, friends and employers to limit their calls. Parents and students should make arrangements for after school pick-up at home, unless an emergency occurs. **Messages to students may not be delivered after 1:00pm due to time constraints during this time of the school day.**

If flowers or other gifts are delivered to the school, we will notify the student. These will be kept in the office until the end of the day so that they do not interfere with class. DCHS is not responsible for these deliveries.

Right to Know Professional Qualifications of Teachers and Paraprofessionals



Date: August 1, 2017 Dear Parents, In compliance with the requirements of the Elementary and Secondary Education Act the Dade County High Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested: 1) Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived; 3) The college major and any graduate certification or degree held by the teacher; 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications. If you wish to request information concerning your child's teacher's qualification, please contact Principal James Fahrney at 706.657.7517 or e-mail at jamesfahrney@dadecs.org.

Parent Notification



- The Dade County School System does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teaching certifications can be found by accessing the Georgia Department of Education Teacher Licensing web site <http://www.gapsc.com/Certification/Lookup.aspx> or by contacting the Central Office 706-657-3548. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Parents must receive notification if a teacher that is not highly qualified is teaching their child for 20 consecutive days or more in a core curriculum subject.
- A sample copy of a non highly qualified letter can be found by clicking the following link ><https://goo.gl/QM0cKy>
- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site <https://gosa.georgia.gov/> at the school and/or the Central Office.
- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. An explanation of what this means, reasons this means, reasons for the identification, academic comparisons with other schools in the district at state, steps being taken to improve achievement, and how the parents can become involved will be addressed.
- Parents will be given the option to transfer their child to another public school or to obtain supplemental education services if the school fails to meet adequate yearly progress.
- Parents will receive academic results for mid-reporting periods, end of reporting periods, and standardized test results in a timely manner as required by local Board Policy and the Georgia Department of Education.



Parent Notification



- Parents can visit the state's web site www.gadoe.org to access a description of the Georgia Curriculum Standards, assessment, and proficiency levels students are expected to meet.
- Parents of secondary school students have the right to request that their child's name address, and telephone number not be released to a military recruiter without their prior written consent.
- Parents of a student identified as limited English proficient (ELL-English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in a ELL program, details of the program, and the right to waive participation.
- Title 1 Schools: A written parental involvement policy will be developed jointly with a distributed to parents of children participating the Title 1 programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office. An annual meeting will be held to inform parents of the school's participation and status in program funded under the No Child left Behind Act.
- Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.
- Students and parents are encouraged to participate in safe and drug free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate.
- Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Dade County School System at 706-657-4361.



Parent Notification



- School health requirements, policies and procedures can be obtained from the Dade County Health Department or the school principal.
- Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.

DCHS Staff Directory 2017-2018



James Farhney, Jr. - Principal

Charity Barton - Assistant Principal

Brent Cooper - Assistant Principal

Brian Watkins - Director of Alternative School

Bradley Warren - Athletic Director

Bill Bankson - Technology Specialist

Chris Greene - Technology Specialist

Carissa Webb - Media Specialist

Amanda Clark - Guidance Counselor

James Emmett - Guidance Counselor

Patti Johnson - Graduate Coach/Credit Recovery

Career and Technical Education

Pam Barton - Chair

Josh Boydston

Jennifer Clark

Tonya Gatlin

Josh Hurst

Savannah Madison

Nick Wilson

English and Foreign Language

Megan Baugh - Chair

Philip Bell

Amanda Wilbanks

Stephen Walden

Alan Morris

Matt Sweat



DCHS Staff Directory 2017-2018



Fine Arts

Gabrielle Haston - Chair

Chris Chance

Heidi Wilson

Jessica Wilson

Health and Physical Education

Travis Branson

David Swader

Mathematics

Wendy Bryant - Chair

Jo Reed Brumley

Matt High

Autumn McMunn

Pam Smith

Meredith Tudor

Social Studies

Jamey McMahan - Chair

Al Barton

Autumn Sigler

Bradley Warren

Science

Lisa Davidson

Douglas Bailor

Syd Morrison

Candria Eddinger

Barry Shrader

ISS Coordinator

Aaron Simmons

Special Programs

Becky Goff - Chair

Brandon Blakeman

Jan Greene

Carrie Morris

Jana Travis

Kendra Belcher



DCHS Staff Directory 2017-2018



Cafeteria

Sharon Phillips - Manager

Margaret Bradford

Sue Ryan

Erika Sims

Sandra Holland

Candy Stevens

Barbara Hartline

Beverly King

Mattie Moore

Clerical Staff

Chasity Cooper

Dianne Meeks

Custodians

Mike Phillips

Jerry Giles

David Thompson

Statement of Non-Discrimination



The Dade County Board of Education prohibits discrimination against any student on the grounds of race, color, religion, national origin, sex, or disability. The Dade County School System seeks to fully comply with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act.

Further, the Board of Education forbids sexual harassment. No member of the Board, employee of the schools, agent of the schools, or student of the schools may harass any employee, person seeking employment of student on the basis of sex.

Students, who believe they have been excluded from, or denied participation in, or refused the benefits of, or otherwise subjected to discrimination in school, should report all incidents to the principal immediately. Staff believing they have been subjected to discrimination should contact the Director of Schools without delay.

Student Lockers



Student locker rental is \$10.00.

Please see Mr. Cooper to rent a locker or report any problems with a locker.

Students may **NOT** share lockers.

Lockers are school property and are subject to be searched.

Academic Programs



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Academic Honors/Awards



STAR ROLL / GOLD CARDS

For Star Roll at the end of each grading period, students who have earned all A's will be listed on the Star Roll. Students who are on the Star Roll and who have had no disciplinary referrals will be awarded a Gold Card in December and May.

HONOR ROLL / MAROON CARDS

For Honor Roll at the end of each grading period, students who have earned all A's and B's will be listed on the Honor Roll. Students who are on the Honor Roll and who has had no disciplinary referrals will be awarded a Maroon Card in December and May.

WOLVERINE CARD

At the beginning of each semester, students who had no F's and no discipline referrals for the previous semester automatically become eligible to become members of the Wolverine Club and earn rewards.

Academic Programs



Academic Letters

Students who consistently demonstrate a high level of academic performance may be eligible for the DCHS academic letter. To receive the first letter, the student must achieve either Star Roll or Honor Roll. Letters are awarded in May each year at the Honors Ceremonies. Since final grades for second term are not available at that time, academic letters/awards are based on the two previous terms. Students who continue to achieve this level after the initial academic letter will receive a gold star for each additional year.

Awards Programs

DCHS holds Awards Ceremonies to honor students who have excelled in individual school subjects as well as overall achievement. The ceremonies are publicized in the local media and winners are pictured in the DCHS yearbook. Students to be recognized at Awards Ceremonies will receive formal invitations to attend this ceremony.

Honor Graduates

The top 10% of seniors who have the highest academic grade point averages will be recognized as DCHS Honor Graduates. They will be awarded special recognition and will be recognized during Class Night and Graduation activities.



Participation in Class Night and Graduation

- No one will be allowed to participate who has not met the graduation requirements.
- Students owing fees will not be allowed to participate in graduation or class night.
- Any Senior student assigned to alternative school by a disciplinary tribunal or waiver of tribunal and serving during the second semester will not participate in either ceremony.



Course Credit/Promotion Retention

- Credits for high school courses will be awarded at the end of each school semester. Students receive one full Carnegie unit for each course taken with a passing grade of 70.
- Each student will register in the spring term with assistance from an advisor/guidance counselor. Each course offered at DCHS is listed on the registration form.
- Dade County High School will operate on a year-long schedule, therefore, Carnegie Units will be awarded for students receiving full credit of successful completion of each course.
- Students will remain in American government and economics for a full academic year, satisfying both the social studies requirement (1/2 unit for each) and earning elective credit (1/2 each).
- The Dade County School System will have the flexibility to award ½ Carnegie Units for students transferring in and/or out of Dade County Schools.
- **Promotion or retention at the highschool level is significant only in that it applies to how students will be identified for grade level classification and whether or not they are "on track" for graduation. Students may fail a subject(s) within a grade level during a school year and still be classified at a higher level for the next school year, provided they have accumulated the minimum number of Carnegie units required for the higher placement.**

On Track



For students entering as ninth graders during the 2015-2016 school year and subsequent years: Students will be considered "on track" and will be classified for homeroom placement as follows:

1. A student must have accumulated a minimum of six (6) Carnegie units leading toward graduation to be classified as a 10th grader the following school year;
2. A student must have accumulated a minimum of eleven (11) Carnegie units leading toward graduation to be classified as an 11th grader the following school year; and
3. A student must have accumulated a minimum of seventeen (17) Carnegie units leading toward graduation to be classified as a 12th grader the following school year.

For students who entered as ninth graders during the 2014-2015 school year:

1. A student must have accumulated a minimum of five (5) Carnegie units leading toward graduation to be classified as a 10th grader.
2. A student must have accumulated a minimum of eleven (11) Carnegie units leading toward graduation to be classified as an 11th grader the following school year; and
3. A student must have accumulated a minimum of seventeen (17) Carnegie units leading toward graduation to be classified as a 12th grader the following school year.



On Track



For students who entered as ninth graders during the 2013-2014 school year:

1. A student must have accumulated a minimum of ten (10) Carnegie units leading toward graduation to be classified as an eleventh grader.
2. A student must have accumulated a minimum of seventeen (17) Carnegie units leading toward graduation to be classified as a twelfth grader the following year.

For students who entered as ninth graders during the 2012-2013 school year:

1. A student must have accumulated a minimum of sixteen (16) Carnegie units leading toward graduation to be classified as a twelfth grader.

End of Year Testing



- Georgia Milestones End of Course (EOC) standardized exams are mandated by the state of Georgia in ten academic areas. DCHS offers eight of these course: Algebra I, Ninth Grade Literature and Composition, American Literature and Composition, Geometry, U.S. History, Economics, Physical Science, and Biology. EOC scores count as 20% of a student's final grade. Credit will not be awarded if the EOC is not taken.
- Classes that are not assessed by Georgia Milestones are required to give Student Learning Objective (SLO) exams. The SLO is given in the fall and in the spring so that growth in the course may be assessed. These exams are considered the final and count for 20% of a student's grade.
- Any classes not assessed by EOCs or SLOs will be assessed by a final exam.
- EOCs and SLOs are mandated by the state and may not be exempted.
- Consequences for cheating/academic dishonesty involving in the EOC or SLO may differ from the academic dishonesty policy found elsewhere in this handbook, as the state department of education will be involved in the decision.

Grading/GPA



The grading scale used for all courses of DCHS is as follows:

90–100 = A (AP & Dual Enrollment completion + 10 points; Honors Course completion + 5 points).

80-89 = B

70-79 = C

Below 70 = F

Grade Point Average (GPA)

- Grade Point Averages (GPA) for DCHS students are calculated via the state computer system.
- Grades earned in required core academic courses as defined by the state of Georgia are included in the GPA.
- If a student fails a course and passes it later, both the passing and failing grades are included in the GPA.
- GPA's at DCHS are calculated as number grades since the entire grading system is numerical.



DCHS Graduation Requirements

NOTES:

- The proposed graduation requirements will be in accordance with the Georgia Department of Education and Local School Board policy.
- Special education students must meet the same requirements as regular education students, except the courses taken must be according to their IEP. The IEP committee shall resolve any questions pertaining to the placement or grade level classification of any special education student.
- All students shall take a normal academic load consisting of eight (8) classes per school year. Students shall be retained for academic failure and/or absenteeism only.





DCHS Graduation Requirements

Areas of Study		Units Required	
I.	English/Language Arts	4	
II.	Mathematics	4	
III.	Science	4	
IV.	Social Studies	3	
V.	CTAW and/or Modern Language and/or Fine Arts		3
VI.	Health and Physical Education	1	
VII.	Electives	8	
TOTAL UNITS (Minimum)		Entered 9th 2015 - 2016	27

**Students that entered ninth grade 2012 – 2013 must have 24 minimum unit.*

***Students that entered ninth grade 2013 – 2014 must have 25 minimum units.*

****Students that entered ninth grade in 2014 – 2015 must have 26 minimum units.*

*****Students that entered ninth grade in 2015 - 2016 and subsequent years must have 27 minimum units.*





DCHS Graduation Requirements

I. English / Language Arts

Four units of English / Language Arts shall be required of all students. A full unit of credit in Ninth-Grade Literature and Composition shall be required. Only core courses will satisfy the remaining units of credit.

II. Mathematics

Four units of credit math credit shall be required of all students, including Coordinate Algebra / Algebra I, Foundations of Algebra, or its equivalent, Analytic Geometry / Geometry or its equivalent, Advanced Algebra / Algebra II or its equivalent. Additional units needed to complete four credits in mathematics must be chosen from the list of state approved mathematics courses.

Students entering 9th Grade in 2015 – 2016 may have two options and credit may be awarded pursuant to State Board of Education Rule 160-5-1-.15.

Option 1: Foundations of Algebra, Algebra I, Geometry, Algebra II

Option 2: Algebra I, Geometry, Algebra II, 4th Math Option





DCHS Graduation Requirements

Students With Disabilities:

SWD who earn credit in Coordinate Algebra or Algebra I or the equivalent, along with associated support course, and Analytic Geometry or Geometry, along with the associated support course, may upon the determination of the Individualized Education Program Team meet the mathematics diploma requirements by completing Advanced Algebra or Algebra II, or the equivalent for a total of 3 mathematics courses.

SWD who were identified prior to enrollment in high school and have a disability affecting mathematics achievement, may follow an alternative course sequence to meet the mathematics course requirements of the graduation rule 160-4-2-48. The alternative course sequences include: (1) students enrolling in a single, advanced mathematics course and receiving instruction over two years, or (2) receiving dispensation from completing Algebra II or its equivalent. The alternative course sequences would allow a **student with disabilities** earning core credit in Algebra I and Geometry or their equivalent courses with two other mathematics courses to satisfy the minimum mathematics requirements for high school graduation.





DCHS Graduation Requirements

III. Science

Four units of credit in science shall be required of all students pursuant to State Board of Education Rule 160-4-2-.48. These courses shall include one full unit of Biology; one unit of either Physical Science or Physics; one unit of Chemistry, Earth Systems, Environmental Science, or an Advanced Placement course, and one additional science unit. The additional unit of science shall be selected from the Georgia Department of Education's "Fourth Science Options" document. Courses on this document are subject to change.

IV. Social Studies

Three units of credit shall be required in Social Studies. One unit of credit shall include United States History, one unit in World History, one-half unit minimum in American Government, one-half unit in Economics.



DCHS Graduation Requirements



V. CTAE / Modern Language / Fine Arts

A total of three units of credit shall be required from the following areas: CTAE and/or Modern Language, and/or Fine Arts. Students are encouraged to select courses in a focused area of interest.

Career, Technical and Agricultural Education (CTAE) Pathways: Students may earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.

Modern Language/Latin: All students are encouraged to earn two units of credit in the same modern language/Latin. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language/Latin. Georgia Department of Technical and Adult Education (DTAE) institutions (Technical College System of Georgia) do not require modern language/Latin for admissions. Students whose native language is not English may be considered to have met the foreign language expectation by exercising the credit in lieu of enrollment option if they are proficient in their native language. A formal examination is not necessary if other evidence of proficiency is available. American Sign Language may be taken to fulfill the modern language requirements.

Fine Arts: Electives may be selected from courses in fine arts.





DCHS Graduation Requirements

VI. Health & Physical Education

Health and Physical Education: One unit of credit in health and physical education is required. Students shall combine one-half or one-third units of credit of Health (17.011), Health and Personal Fitness (36.051), or Advanced Personal Fitness (36.061) to satisfy this requirement. Three (3) units of credit in JROTC (Junior Reserve Officer Training Corps) may be used to satisfy this requirement under the following conditions: 1) JROTC courses must include Comprehensive Health and Physical Education Rule requirements in rule 160-4-2-.12 and 2) the local Board of Education must approve the use of ROTC courses to satisfy the one required unit in health and physical education.

Honors/Advanced Placement/Dual Enrollment Classes



1. Honors level and/or Advanced Placement classes are offered at DCHS in English, Math, Social Studies, and Science. These classes are more academically challenging and are strongly advised for students planning to attend major colleges and universities. If you need more information on Honors classes, see Guidance.

2. Advanced Placement (AP) classes are taught according to guidelines from the College Board, publishers of the SAT. Students in AP classes are expected to take more responsibility for learning, participating in class, and taking additional assessments other than students in regular classes. At the end of the year, AP students take tests in their areas and, with acceptable scores, may use these as a basis for exempting courses in college. Students enrolled in AP courses will be expected to complete the year in the scheduled course. The following AP courses will be offered during the 2015-16 school year:

- 9th Grade - Government
- 10th Grade – World History
- 11th Grade – English Language & U.S. History

3. Dual enrollment classes allow students to earn both high school credit and college credit through Georgia Northwestern Technical college. Currently, DCHS offers Dual Enrollment English and Math.



Hope Program and Zell Miller Scholars

Georgia's HOPE Program

HOPE — Helping Outstanding Pupils Educationally — is Georgia's unique scholarship and grant program that rewards students with financial assistance in degree, diploma, and certificate programs at eligible Georgia public and private colleges and universities, and public technical colleges.

HOPE is funded entirely by the Georgia Lottery for Education, which also funds Georgia's statewide prekindergarten program. Since the HOPE Program began in 1993, over \$4.6 billion in HOPE funds have been awarded to more than 1.2 million students attending Georgia's colleges, universities, and technical colleges. You can benefit from HOPE in several ways.



HOPE Scholarship/HOPE Grant



The **HOPE Scholarship** program is for students that have demonstrated academic achievement and that are seeking a college degree. There are several ways to become eligible for the HOPE Scholarship, either by graduating from high school as a HOPE Scholar or by earning it while in college. For more information, please review the [HOPE Scholarship regulations](#).

The **HOPE Grant** program is for students seeking a technical certification or diploma, regardless of the student's high school grade point average or graduation date. For more information, please review the [HOPE Grant regulations](#).

The Zell Miller Scholarship program is for students who have demonstrated academic achievement and that are seeking a college degree. Generally, to become eligible, a student must graduate from an eligible high school with a 3.70 GPA and a minimum score on the SAT/ACT. For more information, please review the [Zell Miller Scholarship Regulations](#).

The HOPE Scholarship, Zell Miller Scholarship and HOPE Grant pay a certain amount for tuition. The amount of the award depends on the type of school the student is attending, the number of credit hours the student is enrolled in, and the specific rates of the college. To view the Award Amounts, please view the chart found [here](#).





All HOPE Program Requirements

All HOPE programs require students to meet basic requirements. An eligible student must:

1. Be a legal resident of Georgia;
2. Meet academic achievement standards required by the program or the college;
3. Be registered with Selective Service, if required;
4. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
5. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
6. Be in good standing on all student loans or other financial aid programs;
7. Not have exceeded the maximum award limits for any HOPE program; and
8. Meet enrollment requirements.





HOPE Scholarship Requirements

Students must graduate from high school with a 3.0 GPA as calculated by the Georgia Student Finance Commission for a college prep diploma or a 3.2 for a career tech diploma. Students graduating under the single diploma type must have a 3.0 GPA as calculated by GSFC.

- Students must maintain a 3.0 GPA in college.
- If a student falls below a 3.0 GPA in college, they may only regain the HOPE Scholarship one time.
- The HOPE Scholarship will not pay for remedial or developmental courses.
- A student may receive the HOPE Scholarship until the first of these events:
- The student has earned a baccalaureate or first professional degree;
- The student has attempted at any postsecondary institution a total of 190 quarter hours or 127 semester hours;
- The student has received a total of combined payment of 127 semester hours or 190 quarter hours from the HOPE Scholarship, HOPE Grant, and Accel program (Accel payments made beginning with Fall 2011 term are excluded from the 127 hour cap); or
- Beginning with those students receiving HOPE for the first time on or after July 1, 2011, seven years from a student's graduation from high school or the equivalent; provided, however, that for a student that serves on active duty in the military during such seven-year period such active duty service time will be credited back to the seven years.
- The HOPE Scholarship will pay:
- At an eligible public postsecondary institution, for FY2012, a percentage amount of the standard tuition charges from the previous year. In subsequent years, the award amount will be a percentage of the immediately preceding year's HOPE Award Amount.
- At an eligible private postsecondary institution, a percentage amount of the HOPE award amount for private colleges.

Zell Miller Scholar Program



Students are eligible for the Zell Miller Scholar program as an incoming freshman:

- Having graduated from an eligible high school with a grade point average of at least 3.7 as calculated by Georgia Student Finance Commission and having received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT score of at least 26; or
- Having graduated from an eligible high school as the valedictorian or salutatorian; or
- Having completed a home study program meeting the HOPE eligibility requirements, having received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale score of at least 26, and earning a cumulative grade point average of at least 3.3 at eligible postsecondary institution at the end of the quarter or semester in which the student has attempted 45 quarter hours or 30 semester hours, provided that such student shall be eligible to receive a retroactive scholarship for such student's freshman year to be paid at the end of the freshman year.
- A student must maintain a 3.3 grade point average in college to maintain the Zell Miller Scholar program. If the student falls below a 3.3 grade point average, they remain eligible for the regular HOPE Scholarship if the student's GPA is still a 3.0 or above.
- A student meeting the requirements to be a Zell Miller Scholar must also meet all the requirements to be a HOPE Scholar.
- If a student loses eligibility for the Zell Miller Scholar program for any reason, they may regain that eligibility one time.
- The Zell Miller Scholar Program will pay:
 - At an eligible public postsecondary institution, 100% of the standard tuition charges;
 - At an eligible private postsecondary institution, 100% of the HOPE award amount for private colleges.

Media Center



- The Media Center will be open during the school work day.
- Entering ninth graders will receive instruction on using the DCHS Media Center through their English classes.
- Students are expected to take care of borrowed materials from the media center and to return them on time. Regular library books are checked out for two weeks. After the two-week period, a .10 fine per day will be levied by the media center. Students will be expected to pay for any materials/equipment that are lost or damaged.
- If students check out media center materials, they may not lend them to another student. If materials are lost, the student who checked out the materials will be responsible for paying for them.
- Students are encouraged to use the media center to read and study. However, the Media Center is not a place to go to socialize or play games.



Media Center



- A small number of students may go to the media center during the lunch period. In order to do so, each student must have a pass from the teacher/or administrator on duty in the lunchroom.
- Students entering the media center are expected to show a pass and sign in at the front desk.
- There is a copy machine available for limited use in the media center. Copies are .10 each and must be school-related.
- Students may use the media center printer to print final drafts of work that are to be turned in to a teacher. All other print jobs will cost .10 per page.
- Students who are withdrawing from DCHS are expected to have a sign-off by media center personnel before you are officially withdrawn.

Online Learning



In July 2012, two pieces of legislation passed regarding online learning in Georgia. Senate Bill 289 passed allowing students opportunities to take online courses. House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. The following are highlights of both pieces of legislation, a list of district obligations, example strategies and an attached letter you can use in your district to notify parents.

Senate Bill 289



- Districts must notify students and parents of online options beginning in the 2013-2014 school year.
- Districts must allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or for-profit vendor online schools.
- Students attending public schools are provided this option at no cost (if taken as part of their regular school day). Additional tuition fees may apply if a course is taken outside of the regular school day.
- If a district chooses a for-profit virtual online provider, all associated costs and course policies are specific to the for-profit provider.
- Any course taken as part of a student's regular school day through a for-profit online provider will be paid by the local school. Districts should contact the for-profit online provider for course costs and course policies.

House Bill 175



- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.
- The online clearinghouse and information related to the online clearinghouse can be accessed at the following link:
http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx

District Obligations for Online Opportunities and Examples



- Districts must notify students and parents of online learning opportunities beginning in 2013-2014 school year.
 - Use attached sample parent letter.
 - Create unique district or school notification letter.
 - Notify via email and/or district/school webpage.
 - Utilize information about online course providers through the clearinghouse.
- Districts must provide opportunities **within reason* to accommodate students who request online courses as part of their regular school day.
 - Provide access to computer lab staggered throughout school day.
 - Provide access to a computer via media center staggered throughout school day.
 - Provide opportunity to take course off campus at the beginning or end of school day.
 - Provide access through a BYOT (Bring Your Own Technology) initiative.

Student Retesting



Students may retest according to the following guidelines below:

- May retest no more than 3 times over the course of the entire year in each subject area
- The highest grade that can be obtained on a retest is an 80
- Students must complete any teacher assigned remediation assignments before a retest
- Students have 10 school days to complete remediation assignments and retest from the date original test score was issued

Textbooks/Materials



- Books and materials are supplied to students by the school but are paid for by the taxpayers. Students are expected to take care of all materials. Any book or material assigned to students will have the condition written in or on it when you receive it. Books will be checked periodically for damage, writing, etc. If damage is found and it is evident it occurred while the student had the materials, that student will be charged for damage or replacement cost. Full replacement cost will be charged for lost books or books damaged so that they can no longer be used.

Work-Based Learning (WBL)



DCHS offers a Work-Based-Learning program (WBL) for seniors who are in the process of completing their CTAE classes in a chosen pathway and want to work in a paid or unpaid internship in their career field. Students' sign up for WBL like any other class, but are allowed to leave campus to get hands-on-training with businesses in the Tri-State area. To be eligible, students need to apply with the WBL Coordinator, have good attendance and behavior records, and be recommended by a faculty member. Students learn marketable skills, develop good work ethics, and gain occupational knowledge, all while earning class credit. Grades are based on observed performance, performance reviews by supervisors/mentors, ethics, and career portfolios.

***Note: Students who are absent or have an unexcused tardy to school may not participate in Work-Based Learning that day. Unexcused absences and tardiness will be reflected in the grade of Work-Based Learning students.

- Students who are in ISS/OSS are not eligible to receive credit for working on those days.
- Students in ISS will not be released for WBL
- Students placed in Alternative School will be removed from the program.

Student Interns (WBL)



Student interns are requested by a school employee. No area of the building or department is to have more than one intern per class period. Those requesting a student assistant must fill out an educational training plan developed for the Work-Based Learning Program. The plans are to be compiled by Mrs. Barton. All students must have a plan completed within two weeks of the program and turned in to the proper administrator. A student Intern receives a grade and the teacher/employee requesting the student is responsible for completing the training plan and monitoring its implementation. Those requesting an intern need to be able to have meaningful activity in which the aid will be participating during the time they are working for the staff member. Listed below are student intern expectations.

- Follow all school rules
- Be accountable – the staff member you work for needs to know where you are at all times
- Be where you are assigned at the proper time
- Dress appropriately for your assignment
 - Students interns who are to be seen by the public in their position need to dress professionally
 - Grades for being an aid will be lowered if you are out of dress code or are not dressed appropriately for your position.
- Never leave campus without permission from an administrator
- Do not use down time to socialize and roam the building. Use extra time to study, look up college information, etc.

Attendance



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[Attendance Policy](#)

[Excused Absences](#)

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Arrival and Dismissal Procedures

School Day

- Once students arrive at school they are not permitted to leave without appropriate permission.
- The school day is generally 7:50 - 3:05. Do not enter the Hallways or Auditorium early or late without permission.
- Students should arrange to be picked up at school or leave school by 3:30 PM unless specific arrangements have been approved by the Administration.

Early Checkouts

Students with three or more non-returning early checkouts will not be eligible for perfect attendance.

Early Arrivals

The building will be unlocked at 7:10; car riders should not arrive to school before 7:10 if not under the direct supervision of a school employee. Students who arrive at school should stay in the Commons area unless eating breakfast.





Arrival and Dismissal Procedures

Drop-off and Pick-up

Drop-off in the mornings and pick-up in the afternoon should be made in the front drive. Only those students eating breakfast should enter the cafeteria. There should be no loitering in the restrooms.

After School Procedures

Students are not allowed to stay after school if not under direct supervision of a school employee. Students who are not involved in a supervised activity will not be allowed on school grounds after 3:30.

Attendance Policy



When a student is absent, the day he/she returns to school, he/she will need to get a note from the office regardless if they brought a parent or medical note. This will be considered their **UNEXCUSED** admit slip to class. Students will need to have their teacher sign it. Once the student provides the office with the parent or medical documentation, he/she will receive an additional note which will be considered their **EXCUSED** admit slip to class. The student is expected to provide this note to each of his/her teachers and have signed.



Attendance Policy



In responding to student attendance issues, the Dade County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by Dade County's Student Attendance Protocol Committee.

Principals, assistant principals, and counselors may refer a student to either the attendance clerk or social worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student.

After an absence, a student must bring from their parent or guardian a statement indicating the reason for the absence(s), the date of the absence(s), and a parent or guardian phone number. This statement should be provided within five (5) calendar days of the return-to-school date. Parent excuses must include a parent/guardian name and a phone number. Parent or medical statements can be emailed, scanned and emailed, faxed, or delivered to the school. It is the parent or guardian's responsibility to ensure statements/notes are turned into the school. Excuse notes may be e-mailed to diannemeeks@dadecs.org



Attendance Policy



Students with doctor/dental appointments are excused only for the time of the visit and a reasonable time before and after the visit. The remaining portion of the day shall be counted unexcused. Excuses from medical/dental facilities are required to specify *the appointment time* and *the departure time* the student was at the medical/dental facility. It is the parent or guardian's responsibility to ensure statements/notes are turned into the school.

Excuses not received within *five (5) calendar days* of the student's returning to school will not be accepted and the absence will be counted as an unexcused absence. The exception to the five (5) calendar day requirement includes fall break, Thanksgiving break, winter break, spring break and any inclement weather days. It is the parent or guardian's responsibility to ensure statements/notes are turned into the school.

Excused Absences



It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. The Board authorizes high school administrators to allow for eligible students a period of time for registering to vote or voting in a public election.

Students shall be counted present when they are serving as pages of the Georgia General Assembly. Students in foster care shall be counted present when attending court proceedings relating to their foster care.

The principal may, in certain circumstances, require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Grades and Absences



Final course grades of students shall not be penalized because of absences if they following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. All make up work for excused absences was completed satisfactorily.

Policies and Procedures to Reduce Unexcused Absences



1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. At the beginning of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.
3. The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

Unexcused Absences



Listed below are the attendance protocols that will be followed for unexcused absences.

- SchoolCast text notifications will be delivered daily upon each tardy to school or absence. Please make sure the office staff has up-to-date cell phone numbers.
- Upon the 3rd unexcused absence, a letter will be mailed or sent with the student outlining our attendance procedures
- Students with 5 unexcused absences will receive face-to-face communication with Guidance Counselor, Graduation Coach, and/or Administrator.
- After 7 unexcused absences, students names will be submitted to the Truancy Treatment Team for review
- After 9 unexcused absences, students will receive face-to-face contact from an administrator
- After 10 unexcused absences, the student's file will be submitted for Truancy Court & is considered in violation of the state's attendance requirements. All necessary and legal documentation will be submitted to the appropriate personnel.
- After 10 unexcused absences, the Dade County High School Attendance Team will review the student's attendance history. Students with 10 or more unexcused absences are in jeopardy of not receiving course credit. All documentation on file will be reviewed.
- Only 5 parental notes are used to excuse any absence. According to Dade County Policy - JB, all documentation must be submitted within 5 days following an absence.

College/School Visitations



If you plan to continue school after leaving DCHS, you need to begin planning for this early. Seniors in good academic standing (see requirements below) may take one school day to visit colleges or other post-secondary schools at certain times of the year. If all the requirements below have been satisfied and the school administration gives approval, these “College Days” will not count as absences but will be recorded as field trips.

- **To be counted as a school day (not as absences), the college day must be requested and approved at least a week ahead of time. If you go first and then ask, the day will count as an unexcused absence.**
- Additional college visits that need to be scheduled should use one of the 5 parent notes students are allowed to ensure the day is not counted as an unexcused absence.
- Must have senior status (according to credits).
- No more than two students may take a college day together without special permission from an administrator.
- **To be counted as a school day (not as absences), the college day must be requested and approved at least a week ahead of time. If you go first and then ask, the day will count as an unexcused absence.**
- When you have set up your visit, you need to ask in the office for a College Visitation letter by the office which will introduce you at the school you are visiting and describe the purpose of your trip. Have it signed by an official at the institution you are visiting and bring it to the office on the day of your return to school. This will be your “excuse” for the day.



College/School Visitations



- You must spend at least four hours at the school in order for your visit to be accepted.
- No other procedure for making a college/school visit will be accepted.
- Administration approval is required for all college visits.
- Students who have lost student privileges may not go on a college visit during the time their privileges are suspended.
- Administrators may grant an additional college visit. See them for prior approval.

Hall Passes



- Students should sign in and sign out on a sheet of paper when they leave the room for any reason.
- All students must have a pass when they leave the room.
- Students should not be “grabbing” the pass at the beginning of class without asking permission.
- Students only need to leave ONE at a time unless there is a plan in place for medical/safety reasons.
- Best practice would be that no one should be leaving the first or last 30 minutes of class to go to the restroom (or first and last 15 minutes for 8 period days).
- Students should not be leaving the classroom to buy snacks or drinks during instructional time.
- One pass per student...one pass will not work for a group.
- Do not send multiple students to run errands when one student could accomplish the task.

Makeup Work Procedures



The purpose of this policy is to provide the staff and students with a consistent set of rules and procedures to address students making up assignments after an absence. The rules are intended to help ensure the students have the opportunity to succeed in their studies by giving them a structured plan for making up missed work. This procedure will be outlined in the course syllabus.

MAKEUP WORK POLICY: It is the student's responsibility to get make up work from absences. Students have 5 school days to turn in an excuse for an absence(to the office) and any make up work(to the teacher). After these 5 school days the absence will be unexcused and any assignments will receive a grade of zero.

LATE WORK POLICY: All assignments are due on the date specified, any work not turned in on that date will be considered late. ALL late assignments will receive a 20 point penalty. ALL assignments over 10 school days late will receive a zero.

Sign-In Procedures



Students are expected to arrive at school on time daily. Excessive tardiness will result in the assignment of discipline.

1. Sign in at the office if you are late.
2. The front doors will lock at 7:50.
3. Student arriving at or after 7:50 must enter the building through the visitors entrance, and sign in to receive a tardy slip.
4. Bring a note either that day or the next.
5. A student signing in late or out early on a given day is not excused from any tests or assignments due that day.
6. Students arriving late who do not sign in will receive disciplinary action.

Sign-Out Procedures



1. Bring a sign-out note to the Main Office staff as soon as you arrive to school before or by 8:00am. The note must have a parent signature, date and a phone number where the parent, doctor or dentist may be reached to confirm permission and/or appointment. You will be given a sign-out pass to show to your teachers. You will not be called to leave. Sign out in the office before leaving campus. Faxes requesting that a student sign out before noon must be received by 8:00. If students are signing out after 12:00, the front office will need a fax by 11:00am. **Sign outs will not be accepted via phone or e-mail.**
2. Your parent/guardian may come to the Main Office and sign you out anytime (exceptions to this are testing days and holidays in this handbook). By law, you may not be signed out by a friend or relative unless your parent has given us specific permission to let you leave with that person. This must be reflected in Infinite Campus.
3. **Students 18 years of age and older MAY NOT sign themselves out of class unless they are emancipated.** Emancipation of minors is a legal mechanism by which a minor is freed from control by their parents or guardians, and the parents or guardians are freed from any and all responsibility toward the child. Until an emancipation is granted by a court, a minor is still subject to the rules of their parents or guardians
4. We are legally responsible for your safety; therefore, we are unable to allow anyone other than your parent, legal guardian, and/or any other persons listed in Infinite Campus to sign you out unless we have been notified by the parent/guardian ahead of time that we have their permission to do so. If you need to be signed out by someone other than a parent, please bring in a note from your parent giving the name(s) of other persons who will be allowed to sign you out. After we call your parent to confirm the note, we will add the person's name to your computer file in the office.
5. Any person signing a student out must present photo identification.



Other Sign-Out Information



- If you get sick at school, have your teacher send you to the office or call from the classroom. Office personnel will call your parents to get permission for your sign out. This will not be done without administrative approval.
- All sign-outs will be done between classes unless there is an emergency.
- Leaving school without signing out is considered skipping and will have disciplinary action.
- **Students MAY NOT sign out for lunch.** Students leaving campus during lunch are considered to be skipping and appropriate consequences will apply.
- Students may not sign out repeatedly during the last fifteen or twenty minutes before school dismisses. After three such sign-outs, you will be charged with an absence in your last class.
- **Students who have signed out must leave campus immediately. You may not visit classrooms or other areas to talk to other students.**
- **A student who has signed out may NOT return to school unless he/she is returning from a doctor/dentist visit, is accompanied by the parent, or has prior administrative approval. Students must sign in upon arrival.**

Notes/messages to students after 3rd block may not be delivered due to time constraints during this time of the school day.

Tardy Policy



- A student is tardy when they are not inside the classroom when the bell rings. Being to class on time is important, as it helps ensure that class time is used for learning the standards and that all students have the opportunity to be on task for the maximum amount of time.
- A student who is late because of a teacher or administrator will not be counted tardy. It is the responsibility of the student to provide the teacher with documentation. A note or email from another teacher or administrator will result in the student not being counted as a tardy. Students will not be sent back to get a note; they will have one more day to provide the teacher with documentation. When the student presents the documentation, the tardy will be changed to present.

Tardy to School

Students that arrive to school between 7:50 – 8:30 are tardy to their 1st class and tardy to school. Students arriving to school after 8:30 will be considered absent from their 1st class. The attendance team will keep up with unexcused tardiness to school and take the appropriate action according to the tardy policy. Excused tardies are defined the same as excused absences.

Tardy Protocol



1st Unexcused Tardy - Student completes and signs a tardy form. Teacher keeps form on file and tells the student the tardy policy.

2nd Unexcused Tardy - Student will complete a "Take Home Detention" that includes a parent contact form. Students must return the parent contact form along with the detention assignment.

3rd Unexcused Tardy - Teachers will send a referral to an administrator, and the student will be assigned time-out for the class in which the tardies occurred.

4th Unexcused Tardy - Teachers will send a referral to an administrator, and the student will be assigned two time-outs for the class in which the tardies occurred.

5th Unexcused Tardy - Teacher will send a referral to an administrator, and the student will be assigned one day of ISS.



Tardy Protocol



6th Unexcused Tardy - Teacher will send a referral to an administrator, and the student will be assigned two days of ISS.

7th Unexcused Tardy - Teacher will send a referral to an administrator, and the student will be assigned five days of ISS.

8th Unexcused Tardy - Teacher will send a referral to an administrator, and the student will be assigned 6-10 days of ISS.

9th Unexcused Tardy and beyond - The teacher will send a referral, and the student will face possible referral to the alternative school program for willful refusal to follow school rules.



Code of Conduct/School Discipline

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Academic Dishonesty



- Students who cheat, help others cheat, or knowingly allow a student to cheat will be considered to have committed academic dishonesty. **The teacher shall initiate a discipline referral and will contact the parents.** For the first offense, teachers will contact the parents and give the student an opportunity to make up the assignment. Any further incidences of academic dishonesty will result in administrative referral.

Authority of the Principal and Teacher



Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

Teacher Authority

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in §20-2-738 and - 20-2-751.5(d).

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically B.C. §20-2-737-738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

Dade County Schools - Student Conduct Policy



It is the policy of the Dade County Board of Education that each school within this school district shall implement, in an age-appropriate manner, the district's student code of conduct, which is designed to improve the student learning environment and comply with state law and State Board of Education Rules. The code of conduct shall include the following, at a minimum:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;
2. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;



Dade County Schools - Student Conduct Policy



4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment;
5. All other specific requirements as set forth in any existing State Board of Education rule or in Georgia law.

The district shall involve parents in developing and updating the student code of conduct, which shall require disciplinary action for each infraction of the code. A copy of the student code of conduct shall be provided to the board for its approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.



Dade County Schools - Student Conduct Policy



TEACHER REPORTING REQUIREMENT

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in §20-2-738 and - 20-2-751.5(d).

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principals or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. §20-2-737-738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

Bus Conduct



Riding the bus is a privilege. Students who do not follow the rules may have their privilege to ride the bus suspended or revoked. Losing the privilege to ride the bus does not relieve parents/guardians of the responsibility to ensure their student attends school.

Parents/guardians are responsible for supervision until the student boards the bus in the morning and after the student departs from the bus at his/her regularly scheduled bus stop in the afternoon.



Bus Conduct



A student's behavior on the school bus can directly affect their safety and the safety of others; the following regulations apply at all times when students are riding a school bus.

- Students shall follow the instructions and directions of the bus driver at all times.
- Students shall be at the bus stop ten minutes before the time the bus usually arrives. Drivers are not expected to wait or signal by horn for latecomers. Students are to be ready to board the bus in an orderly manner. Students should not be scattered, running around, horse playing or pushing and shoving at the bus stop.
- Students shall not cross the road until the bus driver signals them to cross after coming to a complete stop.
- Students shall enter the bus in an orderly manner and report directly to their assigned seat.
- Students shall sit in their seat assigned by the bus driver or school administration.
- Students shall remain in their seats while the bus is in motion and shall not obstruct the aisles with their legs, feet, or other objects.
- Students shall help keep the inside of the bus clean by placing trash in the trash cans.
- Students shall not hang any part of the body out of the window.
- Students shall not throw any objects in or out of the bus.



Bus Conduct



- Students shall not deface, damage, or tamper with the bus or equipment.
- Students shall not have animals, reptiles, insects, or other creatures on the bus.
- Students shall not have glass containers or inflated balloons on the bus.
- Students shall not have band instruments and/or other large objects which cannot be held in their lap or take the seat of another rider.
- Students shall not possess or use tobacco or any product containing tobacco or nicotine on the bus.
- Students shall not possess, distribute, or use drugs or drug paraphernalia on the bus.
- Students shall not possess weapons, imitation weapons, or dangerous instruments on the bus.
- Students shall not use electronic devices on the bus including but not limited to: CD players, MP3 players, DVD Players, I-PODs, cameras, cell phones, or any other device that could interfere with the communication systems, bus equipment or the driver's ability to safely operate the bus.
- Students shall not distract the driver with loud talking, laughing, yelling, singing, whistling, scuffling, eating, drinking, standing, changing seats, or other behaviors that may distract the driver from safely transporting students.
- Students shall not engage in inappropriate sexual conduct or indecent exposure on the bus.
- Students shall not be permitted to change buses without written approval from the parent and principal. Bus change request must be made at least 2 days in advance.
- All school rules apply on the bus as it is an extension of the school.



Consequences for Bus Misconduct

1st Offense

Warning, Bus Driver contacts Parent or Guardian, & Notifies School Administration

2nd Offense

1 day bus suspension & Parental/Guardian Contact by School Administration

3rd Offense

3 day bus suspension & Parental/Guardian Contact by School Administration

4th Offense

5 day bus suspension & Conference with (Bus Driver, Student, Parent/ Guardian, & School Administration) to create a Bus Behavior Contract.

5th Offense

10 day bus suspension & Conference with (Bus Driver, Student, Parent/ Guardian, & School Administration) to review/adjust Bus Behavior Contract.

6th Offense

20 day bus suspension, Conference with (Bus Driver, Student, Parent/ Guardian, & School Administration), & Notification that further misconduct will result in long term removal from the bus. (Up to the remainder of the school year).

7th Offense

Removal from the bus for the remainder of the semester or school year.





Consequences for Bus Misconduct

School Administration is not limited to the above actions. School Administration may utilize other disciplinary measures to ensure bus safety and proper conduct. All school rules apply on the bus and will be disciplined in accordance to school and board policy. School Administration will take into account the best interest of the student and the school system in considering all disciplinary actions.

Cell Phone Policy



Students may only use electronic devices for instructional purposes with teacher permission.

To combat the misuse of cell phones during class, teachers will hang a provided pocket chart on their wall. Students will then put their phone into the assigned bin at the beginning of EVERY class. If a student chooses not to put the phone in the required pocket and is caught accessing their phone during class, the following progressive consequences should occur.

Students refusing to turn in a device listed above to a school employee will receive a referral for insubordination and will be assigned appropriate consequences.

1. Class Warning
2. Place in pocket chart/bin and pick up at the end of the class
3. Take Home Detention with parent contact
4. Time out - Send write up to Administrator - parent pick up from school
5. ISS for one school day-Send write up to Administrator - parent pick up from school

Progressive Discipline



When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Parents and students must be aware of school policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building or at any school event.

Classroom Expectations for Students



1. Be present and on time to class with necessary materials
2. Follow teacher's directions
3. Complete all assigned tasks
4. Be respectful of staff and other students
5. Accept responsibility for your actions
6. Actively participate in your education
7. Follow all rules in the student handbook

Possible Consequences for Violating Discipline Code



Detention

Teachers have the right to assign and administer detention for minor classroom misbehavior problems. Detention may be held before or after school. The time to be served will be determined by the teacher. The teacher is to inform the parent and student at least one day in advance of an assigned detention.

Students not attending a teacher detention will receive an office referral resulting in ISS.

Time Out: Students report to the ISS room for the only the period in which the infraction occurred



Possible Consequences for Violating Discipline Code



In-School Suspension (ISS)

ISS is used as a means of providing discipline with limited interruption of a student's learning. Students are assigned ISS by an administrator.

- Assigned students may not circulate in the building but must go straight to ISS at the 7:45 bell.
- Refusal to report to or serve ISS will result in OSS.
- Students will turn in his/her cell phone to the ISS teacher and will receive it back at the end of the day.
- All assigned work must be completed during the ISS time.



Possible Consequences for Violating Discipline Code



Out-of-School Suspension (OSS)

- Students cannot be on the school campus even to bring or pick up another student.
- Students cannot participate in any activity before or after school such as athletic practice, a club function, etc.
- Students may not attend any extra-curricular activities sponsored by Dade County Schools.
- OSS is considered an unexcused absence; therefore, students will not receive credit for work missed.



Possible Consequences for Violating Discipline Code



Alternative School

The Dade County School system provides an alternative school program. The school has a two-fold mission.

1. To provide an alternative setting for students who are (but not limited to) persistently disruptive, uncooperative, or create an unsafe learning environment in the regular high school setting, or for students who are in the adjudication process of the criminal justice system.
2. To provide an opportunity for students who got off to a bad academic start in high school to repair their high school records and catch up on some or all of the courses they previously failed.

If placed in Alternative School for disciplinary reasons, a student will forfeit all student privileges. Students placed in alternative school are expected to abide by alternative school rules in addition to what may be found in this handbook. Parent/Guardian of Alternative School students will fill out forms acknowledging receipt and understanding of Alternative School Rules.



Possible Consequences for Violating Discipline Code



Students not following Alternative School Rules will be placed in OSS or referred to a Tribunal.

Tribunal

In a Tribunal, the student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct which will subject the student to disciplinary action.
2. Notice of the specific rule violation by the student and evidence supporting the infraction.
3. Notice of the date of hearing sufficiently in advance to permit preparation of the defense.
4. Notice of the student's procedural rights at the Tribunal hearing.

Administrator Responsibilities



Mrs. Charity Barton is primarily responsible for 9th grade discipline. Mr. Cooper will be primarily responsible for 10th and 11th grade discipline; Mr. Fahrney is primarily responsible for senior discipline.

These administrators are not limited to these grade levels.

Off-Campus Offenses



Discipline for Off-Campus Offenses

Off campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to person or property at the school or which disrupts the educational process may result in discipline including but not limited to ISS, OSS, or Tribunal.

School Grounds/Campus



School Grounds/Campus

There are many references throughout this handbook to “school grounds.” School grounds include not just the building but all the land around it. Once you turn onto Tradition Lane from Highway 136, you are on school property and all school rules apply.

Infractions in these areas such as fighting, smoking, selling or transmitting or taking a controlled substance, etc. will result in the same punishment that would be assigned if they were done in the building.

Unsafe Schools



Unsafe Schools

Major offenses such as drugs and weapons may lead a school to be named as an Unsafe School according to State Board of Education Rule 160-4-8-16.

General Conduct Rules



General Conduct Rules

- No student will be permitted to go to the parking lot without authorization from the office. Students in the parking lot without permission from the administration are subject to disciplinary action.
- Students going to classes before first period must sign in through the office.
- **Students are not to be in the halls without a pass. It is the responsibility of the student to receive a pass before leaving a classroom/counselor/graduation coach/administrator/etc.**
- Students are to be familiar with the discipline matrix listed in the student handbook.
- Any act that is deemed to negatively impact the learning environment is a violation of school rules.



Forged Notes or Official Documents

Dade County High School considers any note that has not been signed by the parent or legal guardian an illegal document. Students need to be aware that forging a signature or altering a note for oneself or for anyone else is a serious offense and will result in a suspension. Any student who is in possession of official school documents without permission will be subject to suspension. Forged documents include any documents altered or signed by any individual other than the person the document is claiming to represent.

Dress Code



Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the educational process or cause a safety hazard. Inappropriate dress will not be allowed

Special Dress Days may be designated by the principal to include but not limited to the following examples: field days, picture days, school spirit days, etc.

If a student cannot comply with this standardized dress code based on religious beliefs or their physical characteristics, his or her parent or guardian may provide written explanation to the principal for possible relief from certain aspects of the code.



Dress Code



- Appropriate clothing at DCHS includes blue jeans (worn at the waist), khaki type pants, shorts, athletic sweats, dresses and/or skirts that are knee length. Any slits in dresses and skirts must be no higher than the knee.
- Tops, blouses and shirts must fit so as not to reveal the torso or undergarments. All upper body clothing **MUST** cover the entire top of the shoulders. Clothing with revealing necklines showing cleavage are **NOT** permitted. Shirts for males must include sleeves.
- Clothing with profanity, vulgar or suggestive captions, alcohol, drugs, tobacco, inappropriate symbols, gang affiliation, or writing not in keeping with the values of the community are prohibited.
- Pants or skirts with large holes above the knees are prohibited.
- Pajamas or pajama style clothing is prohibited.
- Appropriate footwear must be worn at all times.
- No tinted glasses/sunglasses are permitted unless they are doctor prescribed.
- Any kind of clothing, which would be disruptive and/or disturbing to the academic climate or culture of the school is prohibited.
- Dress code violations will be issued a pair of scrubs and/or T-Shirt.

Discipline for Dress Code Violations



Violations will result in the cause of the violation being confiscated. The student will be allowed to get their clothing returned at the end of the day. This is dependent upon them returning scrubs/shirts if they were issued.

Students who refuse to follow teacher or administrator directives concerning the dress code will receive a referral for insubordination.

Scrubs/T-Shirts Issued by the School

Students are issued scrubs/t-shirts by an administrator or designee. The student must turn in the garment to the front office. The student is responsible for making sure their name is noted as having turned in the clothing issued. Students not turning in clothing within 3 days of issue will serve a day of ISS. Students keeping/losing scrubs/t-shirts will be charged \$5 per garment and lose all student privileges until fine is paid.

Student Drug Use/Weapons



Students driving on campus or participating in any extracurricular activity are subject to random drug screenings.

Drug Testing of Students Participating in Athletics, Extracurricular Activities, and Driving a Vehicle on Campus

The Dade County Board of Education firmly believes that the use and abuse of drugs that are not prescribed or used as prescribed are detrimental to the physical, emotional and mental well being of its students. The Board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the Board to authorize the Superintendent and his/her administrative staff to develop and implement drug screening procedures for all students who wish to participate in any interscholastic athletic activity, any interscholastic extracurricular activity, or any student who applies for a parking permit and intends to park a vehicle on school grounds of Dade County Schools.

It shall be the policy of the Board to take positive action through education, counseling, parental involvement, intervention, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, distribution and/or use of behavior affecting substances.



Student Drug Use/Weapons



It shall further be the policy of the Board for all students in the District to be provided age appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and to be provided with information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs that are available to students.

Compliance with the requirements set forth in this policy is mandatory.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JCDAC&Sch=4049&S=4049&RevNo=1.27&C=J&Z=P>

It shall be unlawful for any person to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

Punishment: A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-31.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JCDAE&Sch=4049&S=4049&RevNo=1.36&C=J&Z=P>

Searches



The U.S. Supreme Court has ruled that a student may be searched by a school official when there exists reasonable grounds 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. The school has not relinquished control of locker, desks or school grounds, and reserves the right to inspect or search the lockers, desks or any vehicles on school grounds without prior notice. The purpose (s) of such inspection could be to detect health or safety problems, or violations of school rule. Students who refuse to be searched will be referred to the Board of Education for expulsion. Student cars parked on school grounds are also subject to search.

Guidance/Counseling Dept



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Personnel



Amanda Clark - 9th and 12th Grade Counselor
James Emmett - 10th and 11th Grade Counselor
– Graduation Coach

Guidance/Counseling Dept



Counseling Services

Counselors welcome the opportunity to talk with students and their parents. Counselors will meet periodically with every student to discuss their permanent record, six-year plan, scheduling, and career planning. Students should feel free to request time with the principal, assistant principals or counselors for assistance in educational planning, personal problems, or any other matter that is important to the student.

Academic Guidance

Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek postsecondary academic opportunities.

Career Guidance

Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.

*Please note that the counseling department **does not** provide copies of birth certificates, immunization forms, or social security cards.

Home School



House Bills 39 and 706, passed during the 2012 legislative session and signed by the Governor, move the responsibility of home-school reporting from local school systems to the Georgia Department of Education beginning July 1, 2012. The Georgia Department of Education (GaDOE) developed a web-based system to efficiently comply with the new homes-school requirements. Parents/guardians are strongly encouraged to use the web-based system to submit their home-school Declaration of Intent and attendance records as doing so will save time and resources for both the parent/guardian and the GaDOE. Please be advised that the GaDOE web-based system is not affiliated with any vendor offering services to home-school parents/guardians. The GaDOE web-based system is located on GaDOE's home-school webpage. To find the home-school webpage, go to the GaDOE web page at <http://www.gadoe.org>.

Registration and Scheduling



Pre-Registration and Registration

Pre-registration and registration days will be set aside for the planning and selection of each student's classes. Final decisions for courses to be taken must be determined during the pre-registration days. **Therefore, students should not plan to change their schedule after the school year begins, unless unusual circumstances exist.**

Schedule Changes

Every effort will be made to place students in classes appropriately. Schedule changes for 2017-2018 school year will be closely scrutinized and evaluated for academic necessity. A student who needs or requests a schedule change must pick up a "Schedule Change Request Form" from the Main Office, complete it, obtain the signature of a parent or guardian and return it to the office. Final approval for all changes must come from the administration.

Section 504 Procedures



Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator (Debra Brackett). The school system's Section 504 Coordinator (Debra Brackett) will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator (Debra Brackett) may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Sexual Abuse/Misconduct



- (a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
- (c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.



Sexual Abuse/Misconduct



Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.



Sexual Abuse/Misconduct



“**Sexual misconduct**” includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

- Made sexual comments, jokes, or gestures
- Showed or displayed sexual pictures, photographs, illustrations, or messages.
- Wrote sexual messages/graffiti on notes or the internet
- Spread sexual rumors (i.e. said a student was gay or a lesbian).
- Spied on students as they dressed, showered or used the restroom at school.
- Flashed or “moonied” students.
- Touched, excessively hugged, or grabbed students in a sexual way.
- Forced a student to kiss him/her or do something else of a sexual nature.
- Talked or asked about a student’s developing body, sexuality, dating habits, *etc.*
- Talked repeatedly about sexual activities or sexual fantasies.
- Made fun of your body parts.
- Called students sexual names

Tips for Seniors



Tips for Seniors

- Make certain you have taken the ACT or SAT *** Recommended to take at least by end of Junior Year.
- Compile a personal fact sheet (resume).
- Attend available College and/or Career Fairs.
- Narrow college choices. When evaluating colleges, consider:
 - Admission Requirements
 - Academic Life
 - Student Body
 - Campus Life
- Mail college applications. Applications or addresses of colleges are available in the guidance office and should be mailed before February of students' senior year.
- Students applying for athletic scholarships must submit an application to NCAA Clearinghouse.
- If you need recommendations from the faculty, please notify them well in advance. Make sure you have a resume to provide each teacher when you ask him/her to write a recommendation.
- A student applying for any type of scholarship must fill out the Federal Application for Financial Student Aid (FAFSA). Financial aid forms should be filled out as early as possible after January 1. In order to do this, parents need to complete Federal Tax Returns prior to completion of FAFSA application (www.fafsa.ed.gov). The forms are only available online.
- Report final college choice and scholarships you have received to your counselor.

Transcript Requests



- There is no charge for transcript requests that are received before a student graduates.
- After graduation, and for all previous graduates, there is a \$2.00 charge per request.
- All requests must be written requests; no verbal requests will be honored.
- The \$2.00 fee must accompany all request forms.

Transfer Students



- Transfer students entering DCHS must provide a Georgia certification of immunization before registration can occur. Also, the student who does not reside in Dade County with his/her parents or court appointed guardian must present a current power of attorney and must prove the extenuating circumstances per state law. The necessary power of attorney forms can be obtained from the Courthouse.
- Upon registration, a transfer student may be required to present an official letter from the previous school stating any attendance or disciplinary problems encountered at the last school attended. Dispensation of discipline measures that were not completed at previous school will be completed at DCHS.



Vocational Rehabilitation Services

Vocational Rehabilitation Services provides services to eligible students based on verified physical or educational disabilities. Examples include vision or hearing problems and diabetes, as well as many others. Services available include employment assistance, driver's education training, and financial assistance with college or vocational training.

Extracurricular Activities



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Extracurricular Participants and Attendance



Students must be present the majority of the day in order to play in a GHSA sanctioned event (a game, match, etc). What constitutes a full day? A student must be present 51% of the academic day in order for full day requirements to be fulfilled. Example: A student is absent during first, second, and third period and checks in during fourth period; would that student be counted as being present for a FULL day? Yes

Are there any exceptions to this rule? Yes – A student may be exempt from this rule if they provide a doctor's note, legal excuse, death in the family, or any circumstance deemed an excusable emergency by a Dade County School administrator.

Participation Guidelines Chart



Absent/Iss/Oss	Student May Practice	Student May Play in GHSA Event
Absent 2 or fewer blocks	YES	YES
Absent 3 or fewer blocks	YES *	NO**
ISS 2 or less blocks	YES	YES
ISS 3 or more blocks	NO	NO
OSS	NO	NO

*** May participate with an excused absence**

**** May participate with a doctor's note, legal excuse (ex court), death in the family, or any circumstance deemed an excusable emergency by a Dade County School Administrator.**

Clubs and Organizations



Clubs are an important way for students to get involved in school and meet new people with common interests. Students are encouraged to be involved in clubs at DCHS. Remember – being in a club is a privilege and is contingent upon maintaining proper behavior and attendance. As such, club participation may be revoked or suspended.

- **FCA** – Jamey McMahan
- **HOSA**-Health Occupations Students of America (may be a member if enrolled in a Health Occupations course) – Jennifer Clark
- **Student Council** (must be elected by classmates) – Megan Baugh
- **FCCLA**-Family, Consumer and Career Leaders of America (may be a member if enrolled in Family and Consumer Science classes) – Savannah Madison
- **FBLA**- (may be a member if enrolled in a Business Education course) – Tonya Gatlin
- **Skills USA** (May be a member if enrolled in construction classes) Tommy Wells
- **TSA**—Technology Students of America (may be a member if enrolled in an engineering or audio/video course) Josh Hurst
- **Earthwatch**—Jessie Potts
- **FFA/Farm to School**-Josh Boydston

Equity in Sports



Bradley Warren is the DCHS equity in sports coordinator. Title IX or other sports questions may be directed to him at 706-657-7517.

Junior/Senior Prom Eligibility



Any student of Dade County High who has paid his/her Junior dues and is a Junior or Senior by the beginning of the second semester of the current year is eligible for the Junior/Senior Prom. Prom guests must be 14-20 years old and either be in high school or have attended high school previously. Guest names must be submitted to the Prom Sponsors at least two weeks prior to prom. Each guest must also complete a criminal background report at their expense with the Dade County Sheriff's Department.

It is important to note that prom attendance is a privilege. Students should be aware that they can lose this privilege as a consequence of behavior or attendance issues and dues will not be refunded. For example, students who are assigned ISS or OSS through the date of the prom will not be able to attend and their dues will not be refunded. Each student attending the prom must have all fees cleared prior to purchasing prom tickets.

The administrators of DCHS have the right to deny prom privileges to anyone.

No Pass/No Play in Competitive Activities



Each student who takes part in athletics or any other competitive school activity must qualify as follows: He/she must have passed 2.5 Carnegie units (5 out of 8 classes) during the previous term and be “on-track” according to Georgia High School Association Guidelines. These requirements are not necessarily the same as promotion requirements for Dade County Schools.

School Dances



Attendance at school dances are a student privilege and may be suspended. Many clubs and organizations at DCHS sponsor a dance following home football or basketball games. The following are general rules for our dances:

- **The dances are specifically for current students at DCHS. Middle school students are not invited to the dances.**
- Dances will begin after the football game and will be over at 11:00 PM.
- Students who do not drive should be picked up in front of the school by 11:00PM. Students who remain at school past 11:15 may be transported to the Sheriff's Office at the Justice Building in Trenton and may be picked there by parents. Students who are transported to the Justice Building may not attend future dances at school.
- Students have a responsibility to conduct themselves in an acceptable manner.
- Everyone who attends the dance must meet the school dress code to enter the dance. Acceptable attire is required throughout the event.
- Suggestive dancing will not be allowed.
- Dancing that may cause injury is prohibited.

School Safety



School Security/Drills/Plans
School Resource Officer (SRO)
Operating a Vehicle on Campus

School Security/Drills/Plans



Fire drills will be carried out on a regular basis as required by Board Policy and the State Fire Marshal. A map showing evacuation route for fire drills will be posted in each classroom and teachers will instruct students on proper procedures. Drills will be timed as a means of rating performance on the drills. ANY TIME the drill horn sounds, all students and staff should immediately begin the evacuation procedures.

A tornado drill will be conducted yearly on or near the date designated by federal authorities. Students will be instructed in advance as to proper procedures for tornado preparedness. Participation is required and student cooperation is expected. Other emergency preparedness measures will be carried out as deemed necessary.

School Safety/Emergency Plan

With the assistance of local and state law enforcement and emergency management agencies, Dade County High School has devised a detailed set of school safety/emergency management plans to guide the students, staff and administration in handling a number of potentially dangerous events. These include responses to school intruders, procedures for handling local natural disasters, which may occur during school hours, and management of internal emergencies such as a chemical spill within the school. The school administration and a faculty Safety/Emergency Management Committee have helped devise the plan and will continue to refine and update it in the future according to school and community needs. Fire and weather emergency drills will be practiced monthly or more often to assure that everyone in the building is able to evacuate safely. Teachers will prepare in advance for emergency procedures.

School Resource Officer (SRO)



- The SRO is a qualified deputy with the Dade County Sheriff's Department and has all the powers associated with that position.
- The SRO serves in several capacities throughout the school. He is a licensed instructor for the Alcohol and Drug Awareness Program (ADAP) that is required for students to earn their Georgia driver's licenses. He is also a resource for students and classroom teachers since he has had special training to go into classrooms and provide instruction in specific areas of his expertise such as alcohol and drug information, conflict resolution and law-related topics. In addition, he serves as a police officer at the school when necessary.
- In situations where students bring weapons to school, or involved in fights or other disturbances, or engage in harassment against other students or school personnel, he has the power to make arrests, file charges, etc., as deemed appropriate in cooperation with the high school administration. Finally, the SRO has the major responsibility for supervising students parking and driving anywhere on the DCHS campus and to be sure that school rules and state and federal laws are enforced.

Operating a Vehicle on Campus



- Students who wish to drive to school should first obtain a parking permit application and a temporary parking permit from the front office. The student must present a valid driver's license and proof of insurance to be copied, along with a **non-refundable \$30.00 fee to the school secretary. All parking fees must be paid by 9/6/2017 or parking permits will increase to \$35.**
- Students obtaining a driver's license or vehicle after January 2016 will be charged a fee of \$10.00 for second semester parking privileges.
- **NO PARKING BEHIND THE GYM, GRAVEL PARKING LOT NEAR FIELD HOUSE, OR SMALL LOT NEXT TO FOOTBALL TICKET BOOTH. ALL STUDENTS MUST PARK IN STUDENT PARKING LOT IN FRONT OF C, D, & E HALLWAYS!**
- During school dismissal, ALL students exiting the parking lot MUST make a right turn when leaving. NO Students will make a left turn to move vehicle behind the gym or to field house parking lot until ALL buses have left campus.
- Students will be expected to adhere to the following rules:
- Students must park the vehicle in the assigned area and the parking permit must be visible. Students must have a valid parking permit to park anywhere on campus, including the field house and gym parking lots.
- Students that do not purchase a valid permit by **October 1, 2017** may receive a school issued fine, or lose student privileges.



Operating a Vehicle on Campus



- Students must leave car upon arrival and stay out of cars/parking lot during school hours. Students should not loiter in parking lots and are expected to leave within 15 minutes of school being dismissed. Students are not to be in the parking lot during school hours without administrator approval.
- Students must practice good driving habits at all times; reckless driving or disregard for safety regulations may result in loss of driving and/or student privileges.
- **Students must allow school buses the right-of-way.**
- Students must not lend, sell, or transfer their permit. Permits must be used on the registered vehicle only.
- All students should lock and secure their vehicles. **Dade County High School is not responsible for theft or damage to automobiles or possessions in automobiles that are parked on the campus.**
- Consequences for parking in an unauthorized area, with or without a valid parking permit, are at administrative discretion, and could include (but are not limited to) loss of parking privileges or towing.
- **Remember that a condition of parking on campus is that your vehicle may be searched at any time.**
- Having cigarettes, alcohol, and other prohibited items in your car will result in the same consequences as having them in the building.



Operating a Vehicle on Campus



- **School driving privileges may be lost for any of the following violations:**
 - Tardy to school and class and unexcused absences
 - Speeding and/or reckless driving (including entering and exiting campus)
 - Allowing students to ride on the exterior of vehicle
 - Multiple infractions of parking regulations
 - Refusal to follow school official's directions
 - Allowing another student to borrow permit
 - Parking without a permit
 - Being placed in Alternative School via a Tribunal or Waiver.



Operating a Vehicle on Campus



- The following rules must be obeyed in the parking lots, on Tradition Lane, and onto Highway 136. School personnel will be on duty in the morning and afternoon to monitor students driving/parking. At present, the intersection of Tradition Lane and Highway 136 has no light and will be very dangerous at dismissal time.
- If you have no parking permit, you may not park anywhere on school property, including the graveled areas and the superintendent's office.
- Speed limit in the parking lot and on Tradition Lane is 10mph.
- Placement on your car of inappropriate stickers, emblems, etc., is unacceptable. If in doubt, ask.



Operating a Vehicle on Campus



- The following types of driving behavior will not be tolerated and will result in loss of driving privileges for a period to be determined by the administration:
- Squealing tires
- Erratic steering or other carelessness
- Failing to obey school personnel.
- Students may not ride on car hoods or bumpers on campus, nor in the back of trucks.

Student Health



[Cafeteria Guidelines](#)

[Office Telephone Use](#)

[Student Health](#)

[School Nurse](#)

[Sickness at School](#)

Cafeteria Guidelines



- ALL students should report directly to the lunchroom during the assigned lunch time. If a teacher needs a student during the lunch period, he/she should retrieve the student from the lunchroom.
- Students may visit the media center during lunch ONLY if they have a pass from a classroom teacher explaining the necessity for the visit. When arriving at the media center, students should sign in there, and sign out if they are returning to the cafeteria.
- Students may NOT go to the gym, the band room, the commons area, or other classrooms during lunch.
- Students leaving the cafeteria must sign out and get a pass.
- Students MUST be respectful to all cafeteria workers and custodians.
- Students should take care to be as neat as possible. Chairs should be returned to their original spot and pushed under the tables.

Student Health



All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent, or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epipens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.



Student Health



In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an epipen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an Epipen to a student in such circumstances shall be immune from civil liability.

School Clinic/Nurse



The clinic is located in the Main Office area. The clinic is for short-term care only; students may remain there for only one period or less while waiting to be picked up. Students may not remain there as a means of being counted present at school. Students who are ill are not allowed to stay in the Media Center or in the office. If you are unable to go to class, you must sign out and go home.

Sickness at School



What to do if you are injured or become very ill:

- Report the problem to the nearest teacher.
- Go directly to the main office.
- DO NOT go to a restroom and stay if you are ill or injured.
- DO NOT leave the school grounds or go to the parking lot without approval from one of the principals.
- DO NOT take medication from anyone. Teachers cannot give aspirin or any other any other type of medication. Please do not ask them.
- DO NOT bring prescription drugs or other medication to school. Medication must be brought with proper documentation by parent or guardian and turned in at the front office before school begins.

Office Telephone Use



- Students may use the office counter phone with permission from an administrator or secretary in case of an emergency.
- If you become ill or have a genuine emergency, come to the office. We will help you with the problem.
- Students should not use any phone in the building without permission.
- Teachers have been instructed not to send students to the office during class to use the phone unless the student is obviously sick or has an emergency.