

DOUGLAS COUNTY HIGH SCHOOL ADMINISTRATION

Mrs. Kenja Parks, Principal

Mrs. Amanda Burross, Assistant Principal (CTAE/ Testing)

Mr. JaQuan Carter, Assistant Principal (Freshman Academy/MTSS)

Dr. Grant Fossum, Assistant Principal (Curriculum/IB)

Dr. Kevin Jefferson, Assistant Principal (Operations)

Mr. James Richards, Assistant Principal (Athletic Director)



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Douglasville, GA 30134
Phone: 770-651-6500
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<http://dchs.dcssga.org>

Policies contained in this handbook are subject to change and revision.

Every effort will be made to communicate changes to all stakeholders in a timely manner. School stakeholders are encouraged to check the school's website, Facebook page (*@douglascountyGAtigers*), and Instagram page (*dchs_tigers*).

Mission – Our Mission here at Douglas County High School is to provide a rigorous academic and character building education for all students in a safe and supportive environment.

Vision – Our Vision here at Douglas County High School is to build a community of lifelong learners who become responsible, productive citizens and independent thinkers who **WILL EXCEL** in the global marketplace.

Motto - 5G Ready! ; GOALS, GRADES, GRIND, GROWTH & GRADUATION!

Theme: Keep Moving Forward!

CONTACTS

Main Office (7:30-4:00)	770-651-6500	
Main Office Fax	770-920-4456	
Attendance Office	770-651-6511	<i>Ms. Lowney</i>
Bookkeeper	770-651-6507	<i>Ms. Pereyra</i>
Cafeteria	770-651-6543	<i>Ms. Lackey</i>
CTAE Secretary	770-651-6509	Ms. Salas
IB Office	770-651-6626	<i>Ms. Ellis</i>
Office Manager	770-651-6527	<i>Ms. Verdell</i>
Progress Reports/Report Cards	770-651-6515	<i>Ms. Quick</i>
Records/Registrar	770-651-6513	<i>Ms. Wells-Bowen</i>
Records Fax	770-947-3811	
Social Worker	770-651-3318	Ms. Strachan
Counselors		
Jacqueline Williams, A-D	770-651-6582	
Jari Christmas, E-K		
Chris Mason, L-Rh	770-651-6634	
Genobia Babalola, Ri-Z	770-651-6533	
LaRosa Johnson, Dual Enrollment, CCI, PLC	770-651-6535	
Suzanne Helms, IB Academic Advisor	770-651-6668	
Media Center		
Mrs. Almond	770-651-6539	
School Resource Officers		
Jada Williams	770-651-6549	
Jerome Wilson	770-651-6667	

ACADEMICS: GRADING GUIDELINES

Grades

All grades taken on assignments, tests, and/or projects shall be recorded in the *Student Information System* (electronic grade book).

Grading Scale

Grades shall be calculated on assignments, tests, and/or projects in the following method:

A	=	90 to 100
B	=	80 to 89
C	=	71 to 79
D	=	70
F	=	Below 70

Weight of Grades

All grades can be categorized into two groups, summative and formative. All grades should be academic and relevant to the course. Extra credit work should be academic. The following defines the differences between these two groups:

Summative Grades

- Summative grades will comprise approximately 50% of the 36 week average in all high school credit courses*
- Summative categories or grades could include but are not limited to: Examinations/Tests, Projects, Labs, Term Papers, Compositions, Benchmarks, Common District Assessments, Quizzes, midterms, and other similar assignments

Formative Grades

- Formative grades will comprise approximately 30% of the 36 week average in all high school credit courses*
- Formative grades could include but are not limited to: Class Work, Notebooks, Labs, Quizzes, Homework, and other similar assignments

EOC/Final Exam

- End of Course will count 20% of the 36 week average in all high school courses.*
- *Non EOC courses can use culminating projects or finals which also count 20%.

Minimum Number of Grades

Building level administrators will monitor at school level. A minimum of nine (9) grades per eighteen (18) weeks is expected. Grades will be updated in the Parent Portal every 2 weeks.

Incomplete Grades

Incompletes are awarded to students who did not complete their End of Course Exam (EOC) upon finishing the course, did not complete their final exam, and/or have major grades missing due to an unexpected absence or illness. For EOCs, incompletes will be converted to a numeric grade once the EOC is completed by the student or the student is given numerous opportunities to take the test and a zero is awarded for the EOC score. For missing exams or major grades, students have ten days or at the discretion of the building principal to complete the missing items.

Transfer Students' Averages

Teachers should assign each grade in the grade book with the students' transfer average.

Late Work

Late work is classified as work not turned in on time, but not due to excused or unexcused absence. The penalties, determined by the classroom teacher, for late work apply to students not turning work in on time. The acceptance of late work is left to the discretion of the building level administrator. It is encouraged for teachers to use an approach of mastery of the curriculum standards.

Make Up Work (Excused)

Students will be given 1 day for each day absent to complete and turn in make up work, unless the building level administrator has established a building policy. Students shall be expected to contact his or her teachers to obtain make up assignments. Students shall receive a zero for any assignment or test not made up in the allotted time. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher and building level administrator according to individual circumstances.

Make Up Work (Unexcused)

The acceptance of make up work for unexcused absences is left to the discretion of the teacher and building level administrator according to individual circumstances.

Extra Credit

Extra Credit opportunities will be provided consistently across subject areas at the discretion of the principal and must be academic in nature.

APPEALS

*A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.

ACADEMICS: INTEGRITY

Douglas County High School is dedicated to the development of a community of lifelong learners for all students. We believe in promoting academic integrity as a foundation for the academic process. Any student who cheats, plagiarizes, collusion, fabrication, duplication of work, uses unauthorized assistance or sources in their completion of classwork, homework, essays, quizzes, tests, and/or projects will be considered to not be using academic integrity. Academic integrity can result in a grade of a zero on an assignment and/or disciplinary action being taken on a student as well.

The International Baccalaureate program also holds its students to the utmost academic integrity. Any type of academic dishonesty could ultimately result in removal from the program. An academic honesty committee has been established to oversee and determine academic dishonesty cases in IB.

<http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>

ACADEMICS: PROGRESS REPORTS AND REPORT CARDS

Progress reports will be distributed to students every 4 1/2 weeks. Final report cards are mailed within 10 days of the last day of school. All students will receive their report card unless they are on the hold list for fees, fines, or books. Seniors: At the 27 Week progress report, each teacher will provide the administration a list of all seniors who are failing or in danger of failing. In addition, teachers will establish personal contact through conference, phone calls, or email communication with the parents/guardians of any senior whose performance at the end of each semester indicates that the student may not be eligible to graduate. Teachers are required to enter grades every 10 days to assure accurate reflection of a student's grade.

ACADEMICS: AB HONOR ROLL

Students who achieve As and Bs **only** in a semester, have no ISS or OSS for the semester, will be named to the AB Honor Roll. Each semester the AB Honor Roll is posted in the Great Hall.

ACADEMICS: A HONOR ROLL

Students who achieve **ALL** As in a semester, have no ISS or OSS for the semester, will be named to the ALL A Honor Roll. Each semester the A Honor Roll is posted in the Great Hall.

ACADEMICS: TRANSCRIPT REQUEST

Students can request an official transcript through the College/Career Center for a charge of \$3.

Star Student: The senior having the highest SAT score of all graduates will be named the Star Student. Scores received for any one SAT taken prior to and including the November test date of the senior year will be considered.

Faculty Cup: The Faculty Cup recipient is selected by the entire DCHS Faculty. The student chosen to receive the Faculty Cup has demonstrated social and academic growth while contributing positively to the school climate. This award is presented only to a graduating senior.

Atlanta Journal Cup: The most coveted award, the Journal Cup is presented at graduation to the student selected by the entire faculty as the best all-around member of the senior class. Sponsored by the Atlanta Journal-Constitution, recipients are featured in this publication.

Principal's Leadership Award: This award is chosen by the entire faculty; is awarded to the Senior demonstrating consistent peer leadership contributing to a positive school atmosphere.

Salutatorian: This title is bestowed upon the student who is academically ranked as the number two student based on a numerical formula.

Valedictorian: This title is bestowed upon the student who is academically ranked as the number one student based on a numerical formula.

Honor Graduates: It is especially important for 11th graders to be aware of Honor Graduate requirements prior to registering for their 12th grade year. In order for a student to graduate with "Honor Graduate" status, that student must meet all of the following requirements:

1. 3.75 Cumulative Overall GPA.
2. Must earn maximum units of credit with no "F's" throughout four years of high school.
3. During the sr. year, must take a minimum of (4) courses from the areas of math, science, social studies, English, or foreign language.
4. Students must also take **one extra academic core class** above the requirements.

Board Scholars: It is especially important for 11th graders to be aware of Board Scholar requirements prior to registering for their 12th grade year. In order for a student to graduate with "Board Scholar" status, that student must meet all of the following requirements:

1. 3.5 cumulative average.
2. Must earn maximum units of credit with no "F's" throughout four years of high school.
3. During the sr. year, must take a minimum of (4) courses from the areas of math, science, social studies, English, or foreign language.
4. Students must also take **one extra academic core class** above the requirements.

Academic Honor Nights - There will be various school wide based academic honor nights throughout the Spring Semester.

Underclassmen Awards Night - 9th - 11th Grade Students

Senior Awards Night - 12th Grade Students

Scholarship Breakfast - 12th Grade Students

ATTENDANCE

ATTENDANCE: ABSENCES

Students absent from school must submit to the attendance clerk an original note (faxes are accepted) from a parent/guardian stating the reason for the absence and a telephone number for parental verification. Emails of student absences may not be accepted, due to the failure to test the validity of the author of the email.

The attendance office will code the absence as excused (E) or unexcused (U) according to the note submitted. This permits the student to arrange for make-up work accordingly.

If a student returns to school without a note from the parent/guardian, the absence is marked unexcused. The absence will be changed to excused, if the student presents a note from a parent/guardian to the attendance clerk within three school days after the absence has occurred. Notes should not be submitted directly to the teachers. Attendance notes WILL NOT be accepted after one month and the absence will remain unexcused.

It is not necessary for the student to bring a note from a parent/guardian for absences which occur due to school-sponsored activities or approved pre-arranged absences for which the parent/guardian has already been given written permission.

Every teacher will take attendance each period.

ATTENDANCE: ABSENCES (PRE APPROVED)

In situations where it is known in advance that a student will be absent from school, the student is encouraged to request his/her assignments to be missed and have the absence approved before the absence occurs.

Pre-approved absences may be granted by the principal or his/her designee. Assignments missed during the absence should be turned in upon the student's return.

ATTENDANCE: CHECK OUTS

All requests to check out must be given to the attendance clerk before school and must include the reason for the check out and a parent or guardian's home or work number for parental verification. The attendance clerk will verify all checkouts. Any emergency exception must be approved by an administrator. If the student returns to school before the end of the day, the student must check in through the attendance office. Students who are 18 will not be able to check themselves out of school, just because of their age.

ALL CHECKOUTS MUST BE VERIFIED BY THE ATTENDANCE CLERK BEFORE THE STUDENT WILL BE PERMITTED TO CHECK OUT AND LEAVE CAMPUS.

***Students are discouraged from checking out of school after 2:30 PM.

ATTENDANCE: CLASS CUTS

A class cut occurs when a student is absent from class for more than 10 minutes without having permission from the teacher or authorization from the office to do so. Abuse of hall pass privileges will be considered a class cut. Class cut referrals will receive a punishment of, but not limited to, In School Suspension and/or Out of School Suspension.

ATTENDANCE: WBL/INTERNSHIPS

Students participating in business/medical service internships and/or Work Based Learning, that require early dismissal from school must report to class, sign out with their teacher each period, and leave campus IMMEDIATELY. Students must present an official pass to the Resource Officer upon leaving the as set forth by each program may result in removal from that program or appropriate discipline consequences.

ATTENDANCE PROCEDURES: TARDIES TO SCHOOL

Students are expected to be on time to school. Students who arrive late to school must report directly to the Attendance Office after 8:45a. If parents provide a note describing circumstances outlined as an “excused tardy,” the student will be given an excused tardy pass to class. Students arriving at school between classes must check in at the attendance office. Any student arriving at school without checking in through the attendance clerk will receive additional consequences. Tardies are cumulative across all classes per semester (1st - 2nd Period). Consequences for excessive tardies will range from Saturday School, ISS, and OSS.

ATTENDANCE: TARDIES TO CLASS

Students are expected to be in class and ready to begin work when the bell stops ringing. There is a warning bell. Students who are not in class when the bell stops ringing will be tardy to class. Tardies are cumulative to each block per semester (2nd – 4th Block). Consequences for excessive tardies will range from Lunch Detention, Saturday School, ISS, and/or OSS. Students who are tardy to class will need to go to a Student Conductor Tardy Station to receive their computer generated pass to class. The receipt will have their warning or punishment on the slip and the receipt will be the student’s pass to class.

ATTENDANCE: LEAVING CAMPUS

Once students arrive on campus, they may not leave prior to dismissal at the end of the day without checking out through the attendance office. This includes students who are on campus prior to the start of school but must leave before reporting to class. If students are unable to be in school for the full day and come on campus for any reason they must check in and check out through the attendance clerk.

AFTERSCHOOL ACTIVITIES

Students are allowed to stay after school for the purpose of tutoring, work in the media center, CHAMPS ASP, extracurricular club and organization meetings, club and organizational practice, and athletic practices. Any student who stays after school for one of the above mentioned activities, should be with the sponsor or coach by 3: 30 pm. All students who are after school without sponsor/coach supervision, must be outside in front of the school. The administration will make adjustments for students to stay inside based on weather conditions.

CAFETERIA

Students must report to the cafeteria or designated areas during their assigned lunch. Students are responsible for keeping the cafeteria and designated areas clean. Students may not be in the hallways, gymnasium, or any unauthorized area during lunch. Students are not allowed to leave campus during lunch or any other time during the school day without checking out. Students must dispose of all trash before going to class. For purposes of school safety, students are not allowed to leave the cafeteria to obtain food from parents or friends. Lunches and other items for students should be dropped off in the front office. Parents are welcome to eat lunch with their students. However, parents must receive prior permission from an administrator (please provide us 24 hours notice) and sign in at the front office.

CELL PHONES//ELECTRONIC DEVICES // EARBUDS

Cell phones and other electronic devices may not be used, displayed, or turned on during class time unless directed by a teacher specifically for instructional purposes. **Cell phones should also be off and away on school system operated vehicles and during an emergency drill/ evacuation.** Earbuds may not be used during class time unless directed by a teacher specifically for instructional purposes. DCHS teachers will use a Schoolwide Cell Phone Policy to let students know when it is appropriate in class to use phones or electronic devices. A red light will mean NO ELECTRONIC DEVICES ALLOWED. A yellow light means students must receive permission from the teacher to use their electronic device. A green light will mean students are allowed to use their electronic device.

COUNSELORS

The counselors are normally at school between the hours of 8:00 a.m. and 3:50 p.m. The counselors can provide assistance in a number of areas including, but not limited to, course selection, graduation requirements, career guidance, and personal problems. Unless there is an immediate emergency, students should always get a pass from a teacher to go to the Counseling Office.

The high school counseling program includes personal and group counseling, career counseling, credit verification, course planning, interpretation of test results, consultation with parents and teachers, group work, and classroom guidance. The counseling program coordinates and/or facilitates the Individual Advisement System and financial aid programs and homebound program.

Courtney Johnson, A-D, Jacqueline Williams, E-La, LaRosa Johnson, Le-Ri, Genobia Babalola, Ro-Z, Suzanne Helms, International Baccalaureate, Chris Mason, Alternative Programs/Dual Enrollment, Pinky Quick, College and Career Center Clerk, Adena Lewis, Registrar

DELIVERIES

Items for students may be dropped off in the front office. Students will be able to retrieve those items from the Student Assistance office. A student will not be called out of class to retrieve any items. DCHS is not responsible for any items dropped off at school. All items need to be collected by the end of the school day. We do not have a way to secure items not retrieved by the end of the school day.

HALL PASSES

During school hours a student must have a hall pass in the hallway. Passes should include student name, time, date, destination, and teacher's signature. Students who misuse pass privileges can lose them.

HEALTH SERVICES: MEDICATION

All prescription medications are required to be stored in the clinic, unless students have permission to carry medication via a district-approved parental authorization form. Prescription medication must be in the original pharmacy container. Students are permitted to carry a prescription inhaler, EpiPen, insulin or other approved medication during the school day, on field trips or other school-related activities if parent permission is provided in advance on the district-approved form. All non-prescription medication must be in the original, labeled container or package.

LOCKERS

Lockers are available for student convenience for \$5.00 per year. For security and liability reasons students cannot share lockers with another student. Students should report any problem with their locker to the main office. School authorities may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Searches of specific lockers or locker areas may be conducted as needed. Searches may include the use of drug dogs and are conducted as needed or randomly throughout the school year.

MEDIA CENTER

Students are encouraged to use the Media Center resources for the purpose of study, research, and recreational reading. Computer databases are available for curriculum related assignments including research, word processing, and creating presentations. The Internet is available exclusively for school assignments. Students who wish to use the Internet must have an Internet Permission Form on file in the Media Center.

Rules –

1. Any student using the Media Center during the school day must have a media center specific pass filled out in ink stating the purpose of his or her visit, the date and time the classroom was left, the student's name and the teacher's name.
2. No open food or drink is allowed in the Media Center.

3. Students are responsible for any items lost or damaged which are checked out by the student.. Fines are incurred for overdue items.
4. Internet use is for school assignments only.

Hours - The Media Center is open from 8:00 a.m. to 4:00 p.m. daily. Extended hours will be posted.

Student Passes - No pass is required before or after school. At all other times, **INCLUDING LUNCH**, students must have a library pass.

Overdue Notices - Students will receive an overdue notice on materials that are late. Regular items accrue a fine of \$0.10 per day, and the fine for overdue reference or reserve items is \$0.25 per hour or \$1.00 per day.

Lost Items - Replacement cost is charged for lost items.

Damaged Items - Students are responsible for any items checked out to them. Fees for damage will be assessed in proportion to the damage. The media specialist will determine the fee.

Any item taken out of the Media Center, must first go through the check-out procedure.

PERSONAL PROPERTY AT SCHOOL

Students are responsible for their own property, including textbooks, clothes, book bags, band instruments , electronic devices, and other articles of value. All personal property should be labeled and locked in student lockers or kept with students at all times. The school is not responsible for lost or stolen property. A Lost & Found is located in the Main Office but unclaimed items are donated to charity at the end of the school year. Textbooks that are damaged or not returned must be paid for by the student to whom they were issued. Please do not bring valuable items or large amounts of cash to school.

STUDENT DISCIPLINE

The DCHS Administrative team has developed consistent discipline policies for the 2018-2019 school year. It is the belief of the leadership at DCHS that the main goal is to provide a safe and orderly learning environment so teachers can teach, but mainly so students can learn. The administrative staff will use the DCSS Discipline policy as a guide as students are given punishments.

Student Dress Code Non-Negotiables

1. No hats, doorags, hoods, and/or bandanas.
2. Shorts, skirts, and dresses must follow the fingertip rule.
3. No holes above the knee that show skin.
4. Pants must be worn at the waist.
5. All shirts must meet the three finger rule and cover the stomach and no low cut shirts.
6. Girls can wear tights/yoga pants, but their hips must be covered.

STUDENT ORGANIZATIONS & ACTIVITIES

ACDC CLUB	KEY CLUB
AFRICAN STUDENT ASSOCIATION	LITERARY COMPETITION
AMERICAN SIGN LANGUAGE CLUB	MARCHING BAND, CONCERT BAND, & AUXILIARY
ANIME CLUB	MAKERS CLUB
ANCHOR CLUB	MOCK TRIAL
ART CLUB	MODEL UN
BETA CLUB	MU ALPHA THETA
BOOK CLUB	NATIONAL ART HONOR SOCIETY
CHAMPS AFTERSCHOOL PROGRAM	NATIONAL ENGLISH HONOR SOCIETY
CHESS CLUB	NATIONAL HONOR SOCIETY
CHICK FIL A LEADERSHIP ACADEMY	NATIONAL TECHNICAL SOCIETY
CHORUS	ONE ACT
CREATIVE WRITING CLUB	P-7 BIBLE CLUB
DECA	PHOTOGRAPHY CLUB
DOCOHAN YEARBOOK	POETRY OUT LOUD
DOUGLAS COUNTY DEMOCRATS OF TOMORROW	ROBOTICS
DRAMA CLUB / GEORGIA THESPIAN SOCIETY	SADD
EXPRESSIVE POETS	SCIENCE NATIONAL HONOR SOCIETY
FASHION CLUB	SOCIEDAD HONORARIA HISPANICA
FBLA	STUDENT GOVERNMENT ASSOCIATION
FCCLA	SCHOLAR BOWL
FCA	SENIOR CLASS
FILM APPRECIATION CLUB	SPANISH NATIONAL HONOR SOCIETY
FOR LADIES ONLY	STUDENT GOVERNMENT ASSOCIATION
FRENCH NATIONAL HONOR SOCIETY	TIGERETTES
FUTURES CLUB	TOME SOCIETY
GUITAR CLUB	ULTIMATE FRISBEE CLUB
HOSA	UNICEF
INTERACT	WISE
INTERNATIONAL CLUB	YEARBOOK
INTERNATIONAL THESPIAN SOCIETY	YOGACLUB
JROTC	

ATHLETICS

FALL SPORTS

CROSS COUNTRY
FOOTBALL
SOFTBALL
VOLLEYBALL

WINTER SPORTS

BASKETBALL
FLAG FOOTBALL
RIFLE TEAM
SWIMMING
WRESTLING

SPRING SPORTS

BASEBALL
GOLF
SOCCER
TENNIS
TRACK

TEXTBOOKS & OTHER SCHOOL PROPERTY

Textbooks and other materials are supplied by the county school system and are paid for by tax dollars. They are issued to students as borrowed property; consequently, students will be held responsible for damage and/or loss of books issued to them. After the year ends, collection is handled by the Bookkeeper's office. If a lost book is found during the current school year, a refund will be

made to the parent. Other school property such as uniforms and athletic equipment must be turned in at the end of a season to the appropriate coach or sponsor. Charges for damages or loss will be assessed in the same manner as for textbooks.

Regular Bell Schedule

8:00	Release from cafeteria to classrooms
8:20	Warning Bell
8:25 – 10:00	1st Block
10:05	Warning Bell
10:06 – 11:36	2nd Block
11:41	Warning Bell
11:42 – 1:49	3rd Block
1st Lunch	11:42 – 12:05
2 nd Lunch	12:08 – 12:31
3 rd Lunch	12:34 – 12:57
4 th Lunch	1:00 – 1:23
5 th Lunch	1:26 - 1:49
1:54	Warning Bell
1:55 - 3:25	4th Block Announcements 3:20
3:25	Dismissal for All
3:45	All students out of building or with teacher

Advisement Bell Schedule

8:00	Release from cafeteria to classrooms
8:20	Warning Bell
8:25 – 9:55	1st Block
10:00	Warning Bell
10:01-10:31	Advisement
10:36	Warning Bell
10:37-11:52	2nd Block
11:57	Warning Bell
11:58-2:01	3rd Block
1st Lunch	12:00 - 12:20
2 nd Lunch	12:23 - 12:43
3 rd Lunch	12:46 - 1:06
4 th Lunch	1:09 - 1:34
5 th Lunch	1:35 - 1:54
1:59	Warning Bell
2:00-3:25	4th Block
3:25	Dismissal for All
3:45	All students out of building or with teacher

Afternoon Activity Bell Schedule

8:00	Release from cafeteria to classrooms
8:20	Warning Bell
8:25 – 9:55	1st Block
10:00	Warning Bell
10:01 – 11:26	2nd Block
11:31	Warning Bell
11:32-1:51	3rd Block
1st Lunch	11:35 – 11:55
2 nd Lunch	11:58 – 12:18
3 rd Lunch	12:21 - 12:41
4 th Lunch	12:44 - 1:04
5 th Lunch	1:07 – 1:27
1:32	Warning Bell
1:33 - 2:55	4th Block
2:55 - 3:25	Activity & Release
3:25	Dismissal for All
3:45	All students out of building or with teacher