

Ronald E. McNair High School

A DeKalb County School

Student/Parent Handbook



We **CAN** and we **WILL**, because we **MUST!**

MUSTANGS

2013 - 2014



**1804 Bouldercrest Rd.
Atlanta, GA 30316**

DeKalb County School District

Ronald E. McNair High School

1804 Bouldercrest Rd.

Atlanta, GA 30316

Phone: 678.874.4902 Fax: 678-874-4910

<http://www.dekalb.k12.ga.us/mcnairhs>

Administration

Ms. Loukisha Walker – Principal

Dr. Barbara Long – Assistant Principal, Attendance Office

Mr. Jerome Stevenson – Assistant Principal, Discipline Office

Dr. S. Carol Thedford – Assistant Principal, Curriculum/Instruction Office

Dear Parents/Guardians,

As it is our responsibility to provide the best learning environment possible, we encourage students to take full advantage of the educational opportunities at Ronald E. McNair High School (REMHS) and in the DeKalb County School District (DCSD).

Enrollment at REMHS does not in itself ensure success for your son or daughter. With the support of school personnel, students must accept responsibility for their own learning and development. They must want to learn and be willing to cooperate and work diligently. Your love, concern and support are critical factors in your student's success at REMHS. We welcome your input and will do everything possible to support you and your student during your time at REMHS.

We recognize that, at times, parents may not agree with school policy. However, it is our expectation that parents/guardians will support all school rules and policies while their student(s) attend REMHS. We aim to provide fair and equitable service to all students.

Thank you in advance for your support!

REMHS Administration



GENERAL INFORMATION

DESCRIPTION:

Dr. Ronald E. McNair High School is a DeKalb County School consisting of grades 9, 10, 11, and 12. The school serves Decatur and the part of the city of Atlanta that is in DeKalb County. REMHS is a Title I/RT3 Priority School that operates on a two-semester system - 180 days. McNair offers a variety of courses with accelerated classes in nearly every discipline. Instruction begins promptly at 8:10am and ends at 3:40pm. Our projected enrollment is 1000 students and we currently have a faculty and staff of 100.

School Office Hours: 7:30 am - 3:45 pm

The school day begins at 8:10 am and ends at 3:40 pm

Telephones

Main Office: 678-874-4902

Attendance Office: 678-874-4919

Counseling Center: 678-874-4932

Main Office Fax: 678-874-4910

Cafeteria Office: 678-874-4936

Counseling Office Fax: 678-874-4947

Clerical Support Staff

Ashunté Raymond – Administrative Secretary
Amina Bradshaw – Bookkeeper
Adrienne Creecy – Attendance Secretary
Jean Evans – Discipline Secretary
Ronetta Jones – Registrar
Janice Dallon – Counseling Secretary

Security Staff

Officer Gregory Wray – School Resource Officer
Michael Hoke – Campus Supervisor
Gregory Smith – Campus Supervisor
Edward Waters – Campus Supervisor

Food Service

Brenda Simmons - Cafeteria Manager

Media Services

Paulette Calhoun – Media Specialist

Facility

Vinson Bailey– Plant Engineer
Anthony Duhart – Head Custodian

CTSS

Larry “Chip” Hooks – Career Technical Support Specialist

Counselors

George Trawick (Head Counselor) George_Trawick@fc.dekalb.k12.ga.us 678-874-4929

Deandrea Goree Deandrea_M_Goree@fc.dekalb.k12.ga.us 678-874-4928



“HELP IN A HURRY DIRECTORY”

www.dekalb.k12.ga.us/mcnairhs/

For assistance with 

please call 678-874-4902

Absences/Attendance Concerns	Attendance Office
Academic/Grade Concerns	Teacher/Counselor
Academic Letter	Counselor
Address/Telephone Change	Registrar
Announcements	Main Office
Athletic Activities	Coach or Main Office
Calendar (Activities, Sports, Events)	Main Office
Certificate of Attendance for Drivers Permits	Attendance Office
Check-In/Check-Out	Attendance Office
Career/College Information	Counseling Center
Class Dues	Class Officer/Sponsors
Clubs/Extracurricular Activities	Club/Activity Sponsor
Community Service Hours	Counseling Center
Discipline Concerns	Discipline Office
Dress and Appearance	Attendance Office
ID Cards (Student)	Yearbook Sponsor/Discipline Office
Locker Problems	Assistant Principal Office
Lost and Found	Attendance Office
Lunch (Free/Reduced-Price Applications)	Cafeteria Manager/Attendance Office
Make-up Work	Teacher/Counseling Center
Medication	Attendance Office
Mentoring Program	Counseling Center
Messages	Attendance Office
PTSA Information	PTSA President
Parent-Teacher Conferences	Curriculum & Instruction Office
Parking Permits	Campus Supervisor
Prom	Junior Class Sponsor
SAT/PSAT/ACT	Counseling Center
Scholarships	Counseling Center
Student Government	Student Council Sponsor
Study Table	Athletic Director
Tardiness	Attendance Office
Textbooks	Textbook Coordinator
Transcripts	Counseling Center
Tutoring	Teacher/Counseling Center
Visitors	Main Office
Volunteer Opportunities	Main Office
Work Permits	Counseling Center



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SAT/ACT Test Dates and DeKalb County School District Test Dates

2013-2014 SAT National Test Dates

Test Dates	Registration Deadlines	Late Registration
October 5, 6	September 6	September 20
November 2, 3	October 3	October 18
December 7, 8	November 8	November 22
January 25, 26	December 27	January 10
March 8, 9	February 7	February 21
May 3, 4	April 4	April 18
June 7, 8	May 9	May 23

Sunday test dates usually immediately follow each Saturday test date for students who cannot test on Saturday because of religious observance.

2013-2014 ACT National Test Dates

Test Dates	Registration Deadlines	Late Registration
September 21	August 23	August 24–September 6
October 26	September 27	September 28–October 11
December 14	November 8	November 9–22
February 8*	January 10	January 11–24
April 12	March 7	March 8–21
June 14	May 9	May 10–23

2013-2014 DCSD Assessment Calendar

Test Dates	Test Name	Test Group
August 19-23	EOCT Mid-Month	Grades 9-12
September 9-13	GHS GT Re-Test	Grades 11-12
September 16-20	EOCT Mid-Month	Grades 9-12
September 25-26	GHS WT Main	Grade 11
October 15-18	EOCT Mid-Month	Grades 9-12
October 16	PSAT	Grades 9-11
November 11-15	GHS GT Re-Test	Grades 11-12
November 18-22	EOCT Mid-Month	Grades 9-12
December 9-16	EOCT Winter	Grades 9-12
January 21-March 4	ACCESS (ELLs)	Grades 9-12
January 21-March 4	EOCT Mid-Month	Grades 9-12
January 21-24	EOCT Mid-Month	Grades 9-12
February 10-14	EOCT Mid-Month/Re-Test	Grades 9-12
February 26-27	GHS WT Re-Test	Grade 11
March 10-14	EOCT Mid-Month	Grades 9-12
March 17-21	GHS GT Main	Grades 11-12
May 5-12	EOCT Spring	Grades 9-12
May 5-16	Advanced Placement	AP Students
June 23-24	EOCT Summer/Re-Test	Grades 9-12
July 14-18	GHS GT Re-Test	Grades 11-12



Section I – ACADEMICS

The mission of Ronald E. McNair High School (REMHS) is to foster excellence by promoting the intellectual, social, moral, and physical growth of every student. REMHS strives to prepare its students for their future, assisting each student to reach his or her potential. At REMHS, “personal best” performance is expected of every student.

Statement of Beliefs

REMHS believes that:

- All students can learn.
- School safety is everyone’s responsibility. Students learn best in a safe, orderly environment.
- Students learn best when they are presented with a variety of learning opportunities. Student success is our business.
- Students have the responsibility to invest sufficient study time to maximize their academic potential.
- Active participation in the community and service to others help foster moral growth, civic pride and good citizenship.
- Parents are our partners. Mutual respect among students, parents, staff and members of the community increases the effectiveness of the educational process. Every member in our community is important and accountable.

General Instructional Expectations

While in the classroom, students are expected to:

1. Apply themselves attentively and constructively to all instructional activities.
2. Respect the rights of others in the classroom to listen and to participate without being disrupted.
3. Express disagreement in a courteous, respectful, and constructive manner.
4. Listen with an open mind without ridicule to the ideas and opinions of others.
5. Bring the necessary books and materials to class each day.
6. Be on time to class.



Bell Schedules



REMHS operates on a four-block day for all grades with a period for Increased Learning Time (ILT). The ILT period will earn students a Carnegie Unit which counts toward graduation. The bell schedules are as follows:

Regular Bell Schedule	
Warning Bell - 8:05am	
1 st Block	8:10 – 9:40
ILT	9:45 – 10:30
2 nd Block	10:35 – 12:05
3 rd Block	12:10 – 2:10
Lunch	A—Lunch – 12:10 – 12:40 Class 12:40 – 2:10 B—Lunch – 12:40 – 1:10 Class 12:10 – 12:40; 1:10 – 2:10 C—Lunch – 1:10 – 1:40 Class 12:10 – 1:10; 1:40 – 2:10
4 th Block	2:10 – 3:40
Homeroom Bell Schedule	
Warning Bell - 8:05am	
1 st Block	8:10 – 9:40
ILT/Homeroom	9:45 – 10:30
2 nd Block	10:35 – 12:05
3 rd Block	12:10 – 2:10
Lunch	*Same as Above*
4 th Block	2:10 – 3:40
Pep Rally Bell Schedule	
Warning Bell - 8:05am	
1 st Block	8:10 – 9:40
ILT	9:45 – 10:30
2 nd Block	10:35 – 12:05
3 rd Block	12:10 – 2:10
Lunch	*Same as Above*
4 th Block	2:10 – 3:10
Pep Rally	3:10 – 3:40

Note:

Students will be dismissed from the cafeteria two (2) minutes prior to the end of each lunch period to ensure on time arrival to their 3rd period class in order to receive the full ninety (90) minutes of instructional time.



Grading System

All final grades are recorded numerically:

A	90 – 100	Excellent
B	80 – 89	Good
C	71 – 79	Fair
D	70	Passing
F	69 and below	Failing

Grade Point Average (GPA)

A student's grade point average (GPA) is important! A student's GPA often determines college admission as well as scholarship opportunities. SAT and ACT minimum scores are also required. For more information on the Georgia HOPE Scholarship Program requirement, refer to www.gacollege411.org.

According to the Georgia High School Association (GHSAA), participation in athletic and extracurricular activities depends upon passing five classes each semester and being on track for graduation. Also, many parents have found that a 3.0 or higher GPA can make a big difference in their automobile insurance rates when their student begins to drive.

Grade point averages in the DeKalb County School District are computed on a 4.0 scale. Advanced Placement® courses are computed on a 5.0 scale:

4.0 Scale	5.0 Scale
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

Academic Programs

Special Education Program: REMHS will identify students for the Special Education Program through the Student Support Team referral process. Students, who move into the attendance area with an active Individual Education Plan (IEP), are also served through the Special Education Program. All students in the Special Education Program will be served according to the dictates of their IEP as mandated by federal law.

Ninth Grade Academy: The Ninth Grade Academy offers an opportunity to assist ninth grade student's transition into high school. In addition, the Academy will strive to teach students study skills and appropriate behavior.

Work-Based Learning Program (WBL): WBL is structured educational experiences that integrate classroom learning (school based) and productive, structured work experience (work based). Through work-based learning, students are able to earn wages while learning from skilled professionals, experience the connection between education and real-life work skills, and experience potential careers in the workplace. Work-based learning provides an opportunity for juniors and seniors to start preparing for a career while still in high school. Individual programs of study in the freshman and sophomore years prepare students for a successful work-based learning experience.

Joint Enrollment/Post-Secondary Options (PSO) Enrollment: Eligible high school students who qualify may enroll in an accredited post-secondary institution and earn both high school Carnegie units and post-secondary credit. To participate in post-secondary options, the student must be at least 16 years of age and be classified as a junior (with a minimum of 10 units of credit) or a senior (with a minimum of 16 units of credit). Interested students should seek additional information from their counselor (DCSD Board Policy/Descriptor Code: IDCH).



Move On When Ready (MOWR): MOWR is another option for early college. This program is an opportunity for qualifying eleventh and twelfth grade students to be enrolled at REMHS and take a full-time course load of college level courses at a college or university. To qualify, a student must have spent the past 2 consecutive years enrolled in a Georgia high school and be approved by his/her high school counselor. Funding options are available through the Georgia Department of Education for qualified students. See your counselor for additional criteria for MOWR candidates.

Advanced Placement (AP) Program: Through AP's college-level courses and exams, students may potentially earn college credit while attending high school. See your counselor to find out how to participate in AP coursework. Additional information may be found at collegeboard.org.

Gifted Program: The Georgia Department of Education defines a gifted education student as "one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his/her ability(ies)." Gifted students are taught at least one period per day in a content-based program by a certified teacher of the gifted. Gifted students may also participate in Advanced Placement (AP), directed-study courses, and mentorship. Although the procedures for identifying and placing students in the Gifted Program are governed by the Georgia Department of Education Office (www.gadoe.org), program eligibility for the DeKalb County School District is handled at the district level.

End-of-Semester Exams (Final Exams)

The last 1-2 days of each semester are scheduled as final exam days. Final exams are comprehensive, covering the entire semester, for both general and advanced level courses. Two to three exams are given each day. Teachers are not authorized to administer early exams. Students are strongly encouraged to be present for each exam day. Any exam not taken during the scheduled final exam dates will result in a zero. The zero will remain until the student makes up the final exam. Requests to take exams after the scheduled dates must be submitted in writing and approved by the Principal prior to the absence.

Final exams should not count less than 10% but not more than 20% of the semester's final grade.

End-of-Course Tests and Georgia High School Graduation Test

End-of-Course Tests (EOCT) will be administered and scored according to requirements outlined by the Georgia Department of Education. Per the State Board of Education (www.gadoe.org), students entering ninth grade on or after July 1, 2011 no longer must take or pass the Georgia High School Graduation Test (GHS GT) to receive a high school diploma. Students must pass all required courses, including those courses with EOCTs. The EOCTs will count as 20% of the student's final grade.

Students who entered ninth grade between July 1, 2008 and June 30, 2011 have the flexibility to meet graduation requirements by either passing the GHS GT or at least one of the two equivalent EOCTs in each corresponding content area. The EOCTs for these students will count as 15% of the student's final grade.

Every student must continue to complete all applicable course requirements as well as taking and passing the Georgia High School Graduation Writing Test (GHS WT).

Progress Reports/Deficiency Reports/Report Cards

Progress Reports: DeKalb County School District (DCSD) requires the issuance of progress reports. Progress reports are issued upon completion of 4.5, 9, and 13.5 weeks of each semester. Students are expected to deliver their progress reports to their parent/guardian. Parents are strongly encouraged to take advantage of Parent Assistant-the electronic gradebook. Login information may be located at <http://www.dekalb.k12.ga.us/parent-portal>.



Deficiency Reports: Students/parents will received DCSD generated grade reports. Teachers may prepare a deficiency report and/or progress report for any student who is failing that will indicate a specific plan for remediation and must be signed by the parent and returned to the teacher. DCSD generated grade reports will constitute official notification. Any grade discrepancies must be reported within two weeks after each grade report.

Report Cards: Final grades will be issued via a report card. Report cards are generated and mailed at the end of each semester.

ParentPortal

The Electronic Student Information System (eSIS) Parent Assistant is a secure web-based application that provides information on a student's attendance, grades, and demographic information. Users can access and view only that information for which they are authorized. Parent Assistant is also an avenue to receive school messages and email teachers.

To begin the process of establishing an ePortal account, parents/guardians and/or students may log on to the DeKalb County School District's website at www.dekalb.k12.ga.us – click Community; click ePortal/Pass.

Parent/Teacher Conferences

Assisting students to reach their full potential requires a committed partnership between parents and REMHS. An important means of maintaining communication is through parent-teacher conferences. Parents who wish to have a face-to-face meeting with their student's teacher(s) or who wish to talk with the teacher(s) by telephone may call the Counseling Office at 678-874-4932 during regular office hours. In order for the secretary to schedule a conference without conflicts, allow 24 hours. Parents may also contact teachers via emails. Email addresses for teachers may be found on the school website – www/dekalb.k12.ga.us/mcnairhs/.

Additionally, four (4) parent-teacher conference opportunities are planned throughout the school year. Conferences will begin at 4:00pm and end at 6:00pm to conference with your student's teacher(s) on the parent-teacher conference dates, call the Counseling Office at 678-874-4932 to schedule conferences.

Parent Classroom Observations and Non-Student Visitors

Parents who wish to observe a classroom should call the Assistant Principal of Instruction at least 24 hours beforehand to schedule an observation. Parent classroom observations are not permitted on final exam days.

Unless authorized by the Principal, non-students are not permitted to visit or observe classes during the instructional day. Unauthorized non-student visitors or observers found loitering on campus or in the building will be asked to leave immediately. Failure to comply could result in disciplinary and/or criminal charges.

Grade Appeal Process

The parent/guardian should provide a written statement (emails are acceptable), detailing the reason(s) for the grade appeal, to the Assistant Principal of Instruction. The written statement should include the following:

1. Specific reason(s) for the grade appeal
2. Title of the assignment(s) and assignment dates which are being appealed
3. Relevant documents such as email correspondence with the teacher(s)
4. Preferred outcome of the appeal

Upon receipt of all pertinent information and documentation, the appeal will be investigated. Upon conclusion of the investigation, the person who filed the appeal will receive notice of the findings. If in disagreement with the decision of the Assistant Principal of Instruction, the parent/guardian making the appeal will have the right to appeal the final decision to the Principal.



Graduation Requirements for Classes 2013 and Subsequent Years

For students who enter ninth grade in the 2008-2009 school year and thereafter, a minimum of 24 units, consisting of designated required courses, in grades nine through twelve must be completed satisfactorily in order to meet the requirements for graduation (DCSD Board Policy/Descriptor Code: IHF(6)). REMHS students completing the required 24 units will be considered a “graduating senior” and are deemed eligible to graduate from REMHS. A representative of the DeKalb County Board of Education or school administration will be present to release the diplomas to the principal for distribution to members of the graduating class.

Graduating seniors may participate in activities and events planned for the senior class as well as the commencement exercise. Students not completing the required 24 units will not be allowed to participate in the commencement ceremony. The Principal reserves the right to deny participation in activities and events planned for the senior class and related to the commencement ceremony.

The National Collegiate Athletic Association (NCAA) Eligibility

The National Collegiate Athletic Association (NCAA) is a nonprofit organization. Its members are a diverse group and are located all over the country—including more than 1,200 colleges and universities, conferences and other organizations. The NCAA Eligibility Center works to ensure that all athletes looking to compete at the Division I and Division II levels have complied with the rules of the NCAA and are held to the same standards as all college student-athletes. The NCAA Eligibility Center looks at a student’s academic records, including high school transcripts, core courses, and SAT/ACT scores, and athletic history to determine whether they will become eligible to compete in college. The Eligibility Center also determines an athlete’s amateur status.

Quick Facts about the Eligibility Center

- The eligibility center clears you to play college sports (you are not eligible until cleared by the NCAA Eligibility Center)
- You should register at the beginning of your Junior year in high school (Only Division I and II schools require registration)
- College coaches need to have your NCAA Eligibility Center profile/ID # put on an Institutional Request List (IRL) in order to start the process of getting cleared
- Getting cleared does not guarantee a scholarship. Get in touch with college coaches for the best opportunity to find a school
- The Eligibility Center determines an athlete’s amateur status

NCAA Division I requires 16 core courses. NCAA Division II requires 14 core courses. Division II will require 16 core courses for students enrolling on or after August 1, 2013. Credit recovery courses through DeKalb Online Academy (DOLA) and/or Georgia Virtual School do not meet NCAA requirements, and will impact students' ability to receive athletic scholarships. For the above information, more information about NCAA eligibility, and to verify Ronald E. McNair High School’s list of NCAA courses log on to the Eligibility Center's website (www.eligibilitycenter.org).

Senior Exam Exemption

Seniors may exempt the final exam each semester in each subject in which the following criteria are met:

1. Student’s grade must be 90 or above.
2. Student has missed no more than three (3) class days. Any unexcused absences and ISS/OSS assignments will disqualify student from exemption. (Field trips and college visits are not counted as absences for this purpose.)
3. Student has no referrals or excessive tardies.
4. Student must have satisfactory conduct.
5. Student must have cleared all financial obligations (i.e., library fines, textbook fees, uniform fees, etc.)



NOTE:

*Teachers reserve the right to require an exam.

*A 504-Plan does not protect absences.

Honors Programs

REMHS hosts honors programs late in the spring to recognize students and their accomplishments in academics, attendance, and service. Students and parents are welcome to attend all honors programs.

Mustang Service Hours/Community Service

Students are encouraged to volunteer at school and in the community. Mustang Service Hours are for awards. There is no graduation requirement for volunteer work. To earn a Mustang Service Award, all students must verify twenty (20) hours of community service per year. Student's name, title of activity, brief description of community service, date, and number of hours should be submitted on 8 ½ X 11 inch paper (letter size) with an adult verifying signature or on the Mustang Service Hours Reporting Form. Completed forms and letter-size documentation should be submitted to the student's counselor before spring break. Service hours from previous school years may not be reported and will not be credited towards the Mustang Service Hours Award. No late submissions will be accepted. All students who turn in the appropriate number of service hours will receive their awards at the respective honors programs in the spring. Although students will be recognized at the respective honors programs, they will not receive individual notification or individual invitations to the awards programs.

Section II - STUDENT EXPECTATIONS and RULES

Discipline Brochure

The DeKalb County Board of Education follows a district wide approach to the administration of disciplinary procedures. Every year each student receives a copy of the *Code of Student Conduct-Student Rights and Responsibilities and Character Development Handbook*. This handbook provides information regarding inappropriate behavior. Specific offenses and their consequences are clearly described in this handbook. Also this handbook includes important information related to student records, the Family Educational Rights and Privacy Act (FERPA), and other rights and responsibilities.

Each student is responsible for reviewing the Student Rights and Responsibilities Booklet each year. Parents/guardians and students should read the *Code of Student Conduct-Student Rights and Responsibilities and Character Development Handbook* and discuss its contents together. A signed acknowledgement of receipt is required from each student and parent/guardian. During the first week of the school year, this booklet will be discussed in class and students will be tested on its content. Student's test scores are recorded.

Students who enroll during the school year will receive a *Code of Student Conduct-Student Rights and Responsibilities and Character Development Handbook* upon completion of enrollment.

Academic Honesty

At Ronald E. McNair High School, students are expected to practice academic honesty. Every student is honor bound not to lie, cheat, or steal. Academic dishonesty can take many forms. At REMHS, the following terms may be used to describe academic dishonesty:

1. **Lying** is the student's intentional falsification or denial of facts or the creation of a false impression.
2. **Cheating** is:
 - giving, receiving, or attempting to give or to receive unauthorized assistance.



- representing another's work as being one's own. Examples include: giving or sharing information on a test, quiz, homework, or project; copying another student's work of any kind; providing or receiving of answers to test or quiz questions to someone who has not taken the test or quiz; turning in work for credit that is not one's own.

3. **Stealing** is the taking or receiving of anything without the consent of the owner.

4. **Plagiarism** is the use and passing off as one's own ideas or writings of another and claiming them as one's own.

***Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedures (<http://library.duke.edu/research/plagiarism/>).*

Plagiarism charges can be brought against you for the following offenses:

- Copying, quoting, paraphrasing, or summarizing from any source without adequate documentation
- Purchasing a pre-written paper (either by mail or electronically)
- Letting someone else write a paper for you
- Paying someone else to write a paper for you
- Submitting as your own someone else's unpublished work, either with or without permission

Consequences of Academic Dishonesty

Student(s) involved in any academic dishonesty will:

Receive a grade of **zero**, and that student will be **required** to write an essay which must contain no fewer than 500 words and the teacher may set up and conduct a conference with the student and the parent(s) discussing the seriousness of the offense. The parent/guardian of the student should review the essay before it is submitted to the teacher. The parent/guardian, teacher, and student will discuss the offense and the essay during the meeting.

Dress and Appearance

The atmosphere of a school must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school; therefore, students must adhere to local and district-wide dress code requirements. Students who fail to comply with the local and/or district-wide dress code requirements, as enumerated below, may be charged with the **Code of Student Conduct-Student Rights and Responsibilities and Character Development Handbook** Offense #25 – Student Dress Code Violation and/or Offense #19a – Repeated Violation of School Rules.

- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Clothing, jewelry, tattoos, piercings or other body ornaments that disrupt the educational process or endanger the health or safety of other students, staff, or visitors are prohibited.
- The wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote gangs, the use of controlled substances, drugs, alcohol, or tobacco is prohibited.
- The wearing of clothing, tattoos or other adornments which show offensive and/or vulgar words, pictures, innuendos, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.
- The wearing of pants below the waist line, torn, ripped, or frayed jeans, off-the-shoulder shirts, bare midriffs, halter tops/tank tops, tops/blouses revealing cleavage, short skirts, short shorts, pajamas,



net/see-through garments, flip-flops, bedroom shoes, or other footwear that interferes with freedom of movement and dresses, pants, or skirts with high splits are prohibited.

In addition to the above dress code requirements, students are expected to adhere to the following local rules:

1. Shirts must have a collar or a crew neck. No tank tops, tube tops, muscle shirts, spaghetti straps (shoulder straps must exceed the width of individual's four fingers), v necks or low cut tops.
2. Shorts, skirts and dresses must be fingertip length. The outer garment worn over form-fitting bottoms must be fingertip length.
3. Shirts and bottoms must meet -- no bare midriffs.
4. No pajamas or clothing that can be viewed as pajamas can be worn.
5. The appropriateness or inappropriateness of writing on the "seat of pants" will be determined by an administrator.
6. Students must wear shoes at all times.
7. No head gear (hats, scarves, do-rags, or sweatbands, etc.) unless worn for religious reasons. Physical Education teachers may approve of appropriate headgear during outside activity.
8. No bandannas may be worn or seen hanging from pockets.
9. Jewelry that is "multi-finger" is not acceptable.
10. No sunglasses.
11. Dog chains, clothing, jewelry or accessories with flat and/or pointed studs are prohibited at REMHS.
12. No picks or combs will be worn in hair. No metal picks shall be allowed on campus.
13. Students are not allowed to braid hair on campus.
14. No teeth grills or removable teeth caps may be worn.

***The principal or the principal's designee's decision on individual student dress issues will be final.**

Attendance

The school day begins at 8:10am and ends at 3:40pm. Students are expected to attend all class sessions. There is a direct correlation between a student's grades and his/her attendance. Daily attendance at school is necessary to achieve success in course work. Therefore, punctual and regular attendance is essential.

Once a student arrives at school, he/she is expected to remain until 3:40pm. Students who must leave school during the day must check out through the Attendance Office. Students who leave campus without properly checking out will receive disciplinary consequences. Students who 'check out' must leave campus.

Absences

Per the ***Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook***, excused absences are defined by Georgia law as follows: personal illness, serious illness or death in the family, religious holiday, instances which attendance could be hazardous as determined by the DeKalb County School District, registering to vote/voting in a public election, tests and physical exams for military service and the National Guard, and other such absences as provided for by law or by the local Board of Education. Georgia law also provides for special treatment of absences in the following circumstances:

- Georgia law provides up to 5 days of excused absences for students whose parents are in the armed forces and who are called to duty or home on leave from overseas deployment in combat zone.
- Students serving as Pages of the Georgia General Assembly will be counted as present for days missed from school for such service.
- Students volunteering to work as poll officers in the Student Teen Election Program (STEP) will be counted present for up to two (2) days of service in that program.
- Foster care students attending court proceedings related to their foster care shall be credited as present for any day(s) or portion of a day missed from school for that purpose.



When students return to school after an absence, they must present a written statement from the parent or guardian giving the reason for the absence. The note should state the reason for the absence, have the signature of parent/guardian, the date(s) of absence, and a phone number where a parent can be reached and the student ID #. **The student should present this note to the Attendance Office within 24-48 hours of absence. Otherwise, absence will remain unexcused.**

Any student missing 15 days excused or unexcused days may not receive credit for that semester. Parents may appeal this decision in cases of extenuating circumstances.

Students who have unexcused absences cannot make-up the work missed and will receive zeros for daily work, tests, and homework, which will be averaged in with their other grades.

Seniors are allowed three college/university visits. Appropriate documentation must be provided, such as an email from a college representative from the college/university visited, a college invitation, and/or a letter of attendance on college/university letterhead must be provided to justify college/university visit for the absence to be excused. **“Senior Skip Day” is not authorized and participants will have a discipline referral.**

All documentation for verification of absences should be made within 2 days of the absence. If an attendance error has been made on a student’s record, notification must be received prior to the end current marking period or within one week. Once an absence has been recorded as unexcused, it cannot be changed at the local level outside of this window. All questions and concerns pertaining to absences should be directed to the Attendance Office prior to the absences.

Check-In

Any student arriving after 8:10am must report to the Attendance Office and sign in. Parents who cannot accompany their student to school for check-in purposes must notify the Attendance Office of the reason the student is late and the expected time of check-in. The Attendance Office staff will issue a pass for legitimate reasons. Students arriving late to school for reasons other than doctor’s appointment, illness or a late DeKalb County School District school bus are unexcused.

Check-Out

Taking students out of school during the day is strongly discouraged. Medical, dental, and legal appointments should be made outside of school hours if at all possible. If a student must leave school during the day due to illness or other reasons, the student must check-out through the Attendance Office.

Written notification from a parent/guardian, with a copy of their parent/guardian’s driver’s license, must be submitted to Attendance Office staff if someone other than the parent/guardian will be checking out a student. An Attendance Office staff member will verify notification prior to allowing a student to check out. For students who drive and need to check out, written documentation and direct parental contact must be made before the student will be allowed to checkout. Students who ‘check out’ must leave campus.

Students are not allowed to leave campus unless they are properly checked out. Students who leave campus without properly checking out will receive disciplinary consequences. Students who drive off campus without properly checking out may be suspended and may lose their privilege to drive on campus. Once a student arrives campus they cannot leave unless authorized to do so by an administrator. Students are not permitted to leave campus for breakfast or lunch.

Campus Departure for Joint Enrollment/PSO/Dual Enrollment Students

Students participating in the post-secondary option/dual enrollment/ACCEL programs are allowed to leave campus according to their approved schedules. These students must report to the Attendance Office to sign out prior to departing campus and to sign in after reporting to campus. After reporting to the Attendance Office, students arriving early on campus before their scheduled class time must report to the Media Center until their scheduled class



begins. Students are not allowed to roam the halls or loiter on campus upon checking out. Students in violation of this policy are subject to disciplinary actions.

Campus Departure for Work-Based Learning Program Students

Students participating in the Work-Based Learning Program must report to the Work-Based Learning Coordinator at the beginning of the class period. Work-Based Learning students who are scheduled to work will be released to go to the Attendance Office to sign out prior to departing campus. Work-Based Learning students, who are not scheduled to work, must remain in class for the duration of the school day. Failure to follow the outlined Work-Based Learning procedures will result in disciplinary consequences and possible removal from the program.

Unexcused Absences and/or Truancy

The following will apply to all unexcused absences:

# of Unexcused Absences	School Action Per Occurrence
1 - 2	Teacher notifies the parent of absence.
3 - 4	Attendance Office notifies the parent of absence and refers student to the Counselor who will meet with student.
5	Assistant Principal for Attendance meets with the student and parent for the purpose of discussing the reasons for absences and signing an attendance contract.
6 - 7	Letter sent to parent/guardian informing him/her of the student's absences and the administrative and legal consequences of continued absence.
8+	Referral to Social Workers to conference with the parent/guardian and student for assessment and/or possible referral to Juvenile Court, Solicitor General's Office, DFACS, or other agency.

***State law provides that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A § 20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense.

Skipping Class or Required Activities

Students who are not in their assigned places at the assigned times are considered skipping. If students do not report to class/required school activity or leave school or school property without permission from an administrator they are in violation of the ***Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook*** Offense #10 – Skipping Class or Required Activities. In addition, students loitering or hanging out after the tardy bell will be considered skipping.

Consequences and intervention levels for skipping class or required activities will be assigned according to the ***Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook***.

Certificate of Non-Compliance

Due to TAADRA (Teenage and Adult Driver Responsibility Act), students who accumulate ten (10) unexcused absences at any time within a year will receive a Certificate of Non-Compliance, which is reported to the Department of Driver Services (DDS). **Students 15-17 years of age are reminded that the state of Georgia will suspend their driver's license/permit or not allow them to get one if they have 10 or more unexcused absences in a school year or drop out.**



Perfect Attendance

Students who receive the Perfect Attendance recognition will be recorded as present every day of the school year on the official student record. Students must attend at least three blocks out of four in order for the day to count. Students who receive a referral for attendance-related violations will not be considered.

Homework/Make-Up Assignments

Homework and make-up assignments may be obtained from student's teacher, provided your absences are excused. If you have an excused absence of more than three days and/or if assignments are not available electronically, contact the student's counselor to make arrangements to pick up missed work. Allow 24 hours to collect assignments.

Illness at School

Students who become ill during the day should immediately tell a classroom teacher or another responsible adult. Ill students should be sent to the Attendance Office with a pass from their teacher. Parents will be notified and asked to pick up the student at school as soon as possible. It is very important that emergency information with the current home and work telephone numbers (and cell numbers if available) be on file in the Attendance Office.

Students should not go to the restroom for any period of time if they are ill, without notifying the teacher first. "Sick and in the restroom" is not an acceptable reason for missing class and will be considered skipping. Any student who leaves school without properly checking out will be considered skipping and appropriate disciplinary action will be taken.

Tardiness

Tardies

Students arriving to school after 8:10am will check in at the Attendance Office to receive an excused or unexcused pass. No student should be admitted to class without an authorized pass from an Administrator or an Administrator's designee. Each pass that the student receives will reflect total number of tardies and consequences.

The following will apply to all tardies:

# of Tardies	Consequences Per Occurrence
1 - 2	Student receives warning. Teacher is responsible for contacting the parent(s). Student receives administrative warning.
3 - 6	Student receives 1 day detention or comparable consequence. Referral to Counselor. Attendance Office will notify parent(s).
7 - 10	Student receives 1 day In-School Suspension (ISS) or comparable consequence. Student-parent conference scheduled for purpose of signing an attendance contract. *Implementation of the Attendance Intervention Plan as determined by an Administrator.
11+	Student is given choice of 10 days ISS, alternative school/program placement, or comparable consequence. Parent is contacted. Referral to Counselor and Social Worker.

***Attendance Intervention Plan**

Students who consistently arrive to class late will be redirected through the Attendance Intervention Plan. Various strategies will be utilized to correct the behavior. Parents will be asked to assist the school in the success of his/her students. The following is a list of consequences that may be utilized during the process:

Student Conference	Parent/Administrative/Security Escort	Cafeteria Duty/Lunch Detention
Administrative Detention	In-School Suspension	Parent Contact/Parent Conference
Counselor Referral	Social Worker Referral	Locker Plan/Locker Reassignment
Loss of Privileges (parking permit, library, pep rallies, extracurricular participation, or other administrator assigned details)		



Behavior

At REMHS, the right of each student to learn and each teacher to teach is a priority. This is our reason for existence. Any behavior that interferes with these rights will be subject to disciplinary actions.

REMHS students are expected to:

1. Treat each other and school personnel with respect.
2. Help keep REMHS clean and free of litter and graffiti.
3. Refrain from using offensive words and vulgar language.
4. Express disagreement in a positive, constructive, and democratic way.
5. Care for school property and equipment.
6. Refrain from bullying, harassing behavior, and fighting.
7. Eat and drink only in the cafeteria. Food will be confiscated if this rule is not followed.
8. Move quietly and purposefully through the halls.
9. Refrain from spreading rumors or making threatening comments.
10. Report to a teacher or administrator any comments or actions which may be considered threatening.
11. Refrain from inappropriate displays of affection.

In addition, students are expected to follow all behavioral expectations outlined in the **Code of Student Conduct- Students Rights and Responsibilities and Character Development Handbook**.

An Administrator may assign various disciplinary interventions to aid in the modification of student behavior. Such interventions may include:

Counseling Referral	Parent/Administrative/Security Escort	Cafeteria Duty
Behavior Contract	Administrative Detention	Lunch Detention
Alternate Schedule	In-School Suspension	Teacher Buddy Room
Loss of Privileges (parking permit, library, pep rallies, extracurricular participation or other administrator assigned details)		

Detention

Teacher-Assigned Detention

A teacher-assigned detention is a detention assigned by a teacher. Some teachers' schedules allow them to give only a morning or afternoon detention. The decision is the teacher's and students are expected to report for teacher's detention as assigned. The student will be given one day's notice in order to arrange for transportation. Teachers are expected to notify parents/guardians of a teacher-assigned detention. A student who does not report for teacher-assigned detention will be referred to an administrator.

Administrative Detention

An administrative detention is a detention assigned by an administrator. Students serving afternoon detention must leave campus after detention or report to a designated waiting area or afternoon activity. Students assigned to Administrative Detention are expected to report promptly to the assigned room, with proper study materials, and take a seat without communicating to anyone except the coordinator. Failure to report to Administrative Detention will result in ISS (In-School Suspension). Administrators are expected to notify parents/guardians of an administrator-assigned detention.

In-School Suspension Programs

The In-School Suspension Program (ISS) is used as a means of modifying student behavior and to meet school's goals. The program is also designed to alleviate the undesirable behavior of the students who do not respond to normal techniques of classroom management. In the ISS program, students will be required to complete academic assignments and/or behavior modification assignments under close supervision of the ISS coordinator. Only an Administrator may assign a student to ISS (usually as a result of a discipline referral). Administrators are expected to notify parents/guardians of program assignments.



ISS means the removal of a student from regular classes and assigned to an “in-school suspension” setting at the school. The student’s teachers send class assignments to ISS. Failure to serve an ISS assignment may result in additional ISS assignments and/or Out-of-School Suspension (OSS). Students may be assigned to ISS for periods varying from one to ten days. They are required to report to the ISS room at 8:10 am with all of their books and no bags. Students assigned to ISS will be required to store all bags in assigned lockers. Students must complete all their assignments given by their teachers. Students may not talk, interact with other students, sleep, eat, drink, or have any electronic devices and/or accessories related to electronics. They may bring their own lunch. Students are responsible for arranging transportation and must exit the building at the end of the school day. **Students may not attend or participate in extracurricular activities while assigned to ISS. Students may resume participation in extracurricular activities the day following the completion of his/her ISS assignment.**

After-School Student Expectations and Parent/Guardian Pick-up

Parents/guardians are strongly encouraged to pick-up their student(s) promptly at the conclusion of each school day or extracurricular activity. A designated study area will be available for all students who are on campus after 3:50pm. All students in “waiting status” must report to the designated area and not “loiter” on campus. Students who have completed teacher tutorials must report to the designated study area until his/her ride arrives. Students in violation of this local school rule will be charged with the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook* Offense #8b – Refusal to Follow Instructions of Faculty or Staff Member/Insubordination and/or Offense #21 – Loitering.

Out-of-School Suspension

“Short-term suspension” means the removal of a student from school (or school bus) for one to ten school days, as imposed by an Administrator. School work missed during the 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 days, parents/guardians may request school work and pick up the school work during school hours.

“Long-term suspension” means the removal of a student from school (or school bus) for more than ten school days but not beyond the current school semester. Only the Due Process Facilitator or the Board of Education may impose long-term suspension. A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Due Process Facilitator, Superintendent/Designee or the Board of Education. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

Violations Leading to Request for Long-Term Suspensions

All illegal drugs, alcohol, weapons and tobacco are prohibited on the REMHS campus at any time. Possession of illegal drugs, alcohol, or a weapon will result in immediate suspension. Parents, law enforcement agencies, health services, and counseling agencies will be called immediately. The use and/or possession of tobacco, alcohol, illegal drugs or weapons -- in any form -- are prohibited throughout REMHS in the building, on the campus, and/or at REMHS-sponsored functions. This rule is applicable to students, parents, school personnel, and visitors. Students found guilty of any of the following offenses are subject to arrest and prosecution:

Property theft	School disturbances	Misconduct outside of school hours or away from school
Fighting	Criminal trespassing	Improper use of school materials and/or equipment
Weapons	Sexual offenses	Assault on teacher/staff/student
Alcohol	Bullying/threatening behavior	Drugs and drug paraphernalia
Gambling		

Electronic Devices (Including Cell Phones)

Electronic devices (with or without headphones) must be turned off and out of sight before entering the building. In addition, all accessories related to electronic devices must be out of sight before entering the building and throughout the instructional day. These items can only be used after the bell sounds to end the school day. Electronic devices and related accessories will be collected and returned to the parent/guardian of the student who violated the policy before



or after school. REMHS is not responsible for lost or stolen electronic devices. Students who fail to comply with rules related to electronic devices will be charged and assigned consequences according to the Student Code of Conduct.

Cell phones seen or heard during the instructional day will be taken from students. Cell phones that vibrate or sound in classrooms are classroom disturbances and students will receive disciplinary referrals. **Cell phones are not allowed in testing environment.** All questions and concerns pertaining to confiscated items should be directed to the Discipline Office.

School Bus Behavior

Riding a school bus is a privilege, not a right. Proper behavior is expected while waiting, loading, riding, and unloading. Students are expected to arrive at least 5 to 7 minutes prior to the designated departure time of their bus. The school bus is an extension of the REMHS campus and all school rules apply while a student is being transported to-and-from school or to-and-from school-sponsored activities. Bus drivers at the beginning of the school year will distribute rules governing students riding the school buses. Drivers may also assign students seats on the bus. Students engaging in inappropriate bus behavior will be charged with the **Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook** – Offense #16 – Bus Misbehavior and will receive disciplinary consequences accordingly.

When students arrive at school, they must stay on campus.

A note signed by the parent and an administrator is required before a student can ride another bus. The note must be submitted to the Attendance Office by 8:05am.

Section III - ATHLETIC & EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in at least one of many extracurricular activities. A list may be retrieved from the main office or the counselor's office.

At Ronald E. McNair High School, all "eligibility activities," including athletics, debate and literary contests, are regulated under the Constitution and By-Laws of the Georgia High School Association (GHSA) and by the policies and procedures of the DeKalb County School District. For more information, visit www.ghsa.net/. To be eligible to participate in any GHSA-regulated extracurricular activity, students must pass at least three classes the preceding semester. The student must also be "on track" for graduation. A Study Table Program is available to students to assist them in maintaining academic eligibility and the required grade point average. REMHS coaches and activity sponsors are committed to the integrity of the REMHS academic program and fully support the requirement for students to maintain their academic eligibility.

According to the Georgia High School Association (GHSA), participation in athletic and extracurricular activities depends upon passing three classes each semester and being on track for graduation.

Before trying out, practicing for, or participating in any athletic activity, students should contact the appropriate coach or sponsor for specific information regarding eligibility, migratory status, study table, etc. All students must have:

1. a physical examination conducted by a medical doctor
2. school insurance or insurance waiver
3. a completed and signed registration form
4. a media release form indicating approval or disapproval of media coverage



School Attendance/Assigned Disciplinary Consequences

School attendance is required on the day of extracurricular activity participation or competition. Students assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS) may not participate in extracurricular activities or academic competition until the day following the completion of the ISS or OSS assignment.

Athletic Uniforms/Equipment

Students who are issued athletic uniforms and/or other related athletic equipment are responsible for the upkeep and maintenance of those items. Uniforms and/or other related athletic equipment issued must be returned to the designated coach at the end of the team's season.

The National Collegiate Athletic Association (NCAA) Eligibility

The National Collegiate Athletic Association (NCAA) is a nonprofit organization. Its members are a diverse group and are located all over the country—including more than 1,200 colleges and universities, conferences and other organizations. The NCAA Eligibility Center works to ensure that all athletes looking to compete at the Division I and Division II levels have complied with the rules of the NCAA and are held to the same standards as all college student-athletes. The NCAA Eligibility Center looks at a student's academic records, including high school transcripts, core courses, and SAT/ACT scores, and athletic history to determine whether they will become eligible to compete in college. The Eligibility Center also determines an athlete's amateur status. See Section I of this handbook for more information.

Section IV - GENERAL INFORMATION

Address and Phone Number Changes

To update school records (address change, name change, phone number, etc.) during the school year, the student or his/her parent(s)/guardian must notify the Registrar. In the event of an emergency, attendance or disciplinary situations, it is very important that all contact information is accurate and current.

Assemblies/Pep Rallies

Assemblies are for special programs of interest to the student body. Pep rallies are scheduled to promote school spirit and to motivate students. All students and staff are required to attend pep rallies and designated assemblies. Students are expected to behave appropriately at assemblies and pep rallies. Visitors are frequently present during these assemblies -- either as participants in the assembly and/or as guests in our school. The appearance and behavior of REMHS students reflect directly on the school and on the DeKalb County School District. All local and district-level rules are applicable during assemblies and pep rallies. Inappropriate dress and unacceptable behavior will not be tolerated.

Textbooks/Instructional Resources

Textbooks or other instructional resources are issued to each student by REMHS and are the property of the DeKalb County School District. Books and other instructional resources that are lost, damaged, or stolen must be paid for by the student to whom they were assigned. Fees for lost or damaged books or other instructional resources must be paid before report cards and/or certificates of promotion/diplomas are released.

Students are responsible for:

1. Having their textbooks and/or other instructional resources available for class work at all times.
2. Keeping the books and/or other instructional resources in good condition.
3. Returning the books and/or other instructional resources at the end of the semester or school year (depending upon the class) or at the time of withdrawal from REMHS.
4. Scantron barcodes must remain on all texts. Removal of a barcode will result in the book showing as lost and students will have to pay full price.
5. A torn barcode may be replaced for \$5.00.



Bags/Book Bags

Students will be issued lockers during the first week of school. They will be expected to keep their book bags and other bags stored in the locker for the duration of the instructional day. Student-athletes will be expected to store athletic bags and gear in areas designated by their team coach.

Students will not be allowed to bring bags and/or book bags to school during the last week of school. All bags and/or book bags, with the exception of bags or book bags not exceeding 6 X 12 inches, will be confiscated at the door and secured during the school day. Students will be allowed to pick up their bag(s) and/or book bag(s) at the end of the school day.

Checks

Checks will be accepted from students or parents, through the week prior to Spring Break, for payment of most fees and purchases. Checks must be imprinted with the account-holder's name, address (not a P.O. Box), and telephone number (starter checks will not be accepted). Checks returned due to insufficient funds in the account must be redeemed with cash, money order, or certified funds for the amount of the check plus a \$20 return check. After returning from Spring Break, only cash or money orders will be accepted.

PLEASE NOTE: Check-acceptance privileges at REMHS may be permanently eliminated for anyone who gives REMHS a bad check. Under those circumstances, all subsequent financial transactions must be made in cash or certified funds only.

Emergency Procedures

Fire Drills: When the fire alarm sounds, students must respond according to the emergency evacuation plan for fire drills. Teachers are expected to review procedures for fire drills on a regular basis. Fire drills are held monthly.

Intruder Alerts/Lockdown Procedures: Intruder alerts are a means to assure student safety and secure the school to include instructional units (trailers). Teachers are expected to review procedures for intruder alerts or "lock downs" on a regular basis. All intruder alert drills are treated like the real thing. Therefore, no student, staff, parents, or visitors are permitted to leave their secured areas or to enter the school or instructional units until the alert is cancelled.

Tornado Drills: An announcement over the intercom will indicate a tornado drill and/or the possibility of an actual tornado. When this occurs, students are to proceed to the nearest inside hall on the lower level of the school, following the established Tornado Drill Plan posted in each classroom. Because the offices are also evacuated, office telephones are not answered during this time. REMHS participates in the statewide tornado drill every spring.

Forgotten Items/Messages

Delivery of forgotten items (i.e., books, reports, projects, PE clothes and/or lunch) interrupts instructional time and is strongly discouraged. Any items or messages that must be delivered to a student during the school day should be taken to the Attendance Office prior to 3:00 pm

1. Students are not to be removed from the classroom to take phone calls.
2. Emergency phone messages will be delivered to the student by a staff member. **Phone messages for students must be restricted to emergencies. These messages will only be accepted from a parent/guardian.**
3. Parents bringing a forgotten lunch to students are requested to bring a "brown bag" lunch not a commercially prepared fast food.
4. Parents bringing items for their student(s) must sign the "Delivery/Message" log when leaving items.

Fundraising/Solicitation

All fundraising conducted by REMHS personnel, students, or booster clubs must be approved in writing by the Principal.



Student Passes

Any student out of class during instructional time must have a proper pass from his/her classroom teacher, an administrator or other resource personnel. Students without a proper pass may be charged with skipping.

Leaving Campus

After arriving at REMHS, students are not to leave the campus for any reason, unless they have been properly checked out by their parent(s). If students leave school or school property without permission from an administrator they are in violation of the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook* Offense #10 – Skipping Class or Required Activities. When the school day ends or school is otherwise dismissed, and students leave campus, they are not to return to the campus. To assure building security and student safety, students may not “hang out” anywhere on the REMHS campus after the close of the school day. “Hanging out” after the school day is a violation of the *Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook* – Offense #21 – Loitering. Students receive disciplinary referrals for loitering. Students engaged in after school activities are expected to stay with their coach or sponsor until their transportation arrives.

Lockers

Lockers will be issued to all students the first week of school pending availability. Lockers in the Physical Education Department are available for students while they are in their Physical Education (PE) class. Students are expected to secure their PE lockers during class time. In addition, students are expected to remove their items from the PE locker daily in order that students in each PE class will have lockers to secure their personal items.

Sharing lockers is prohibited and is subject to disciplinary action. Students are cautioned not to give their locker combination to anyone. If any contraband or other prohibited items are found in a locker, the student who is assigned that locker will bear any disciplinary actions.

In an emergency, lockers may be accessed by appropriate school personnel. Locker cleanouts and unannounced locker checks may be conducted several times during the school year. Food or beverages may NOT be stored in a locker after lunch or overnight. Lockers must be emptied on or before the last day of the school year as directed by the administration.

Lost and Found

All items of clothing, purses, books, keys, calculators, and other valuables will be held in the Attendance Office. Lost and found may be checked before or after school. Any unclaimed items are donated to a charitable collection agency at the end of each semester.

Students are encouraged to keep their books, purses, jackets, and other personal items in their lockers or with them at all times. Students are asked to not bring excessive amounts of money and/or wear expensive or irreplaceable jewelry, watches, jackets, shoes or other valuable items to school. REMHS is not responsible for these items. Names written on personal belongings enable school personnel to return items to students when found. REMHS is not responsible for lost or stolen items.

Reporting Process for Lost and Stolen Items

To report lost or stolen items, students must complete a Lost/Stolen Item Form (located in the Discipline Office) and submit to personnel in the Discipline Office. Upon receipt, the Assistant Principal for Discipline will meet with student to determine the need to investigate and/or assign disciplinary consequences.

Medical Situations

The term “medication” shall mean all legal substances including but not limited to prescription drugs, over-the-counter (OTC) drugs, inhalants, pills, tablets, capsules, liquids, “natural remedies”, herbs, vitamins, dietary supplements, homeopathic medicines, and all other legal drugs. Any students required to take medication while at school will follow the procedures of **DCSD Board Policy/Descriptor Code: JGCD and the accompanying regulation, JGCD-R**, as well as any procedure designated by the relevant school administrator.



REMHS personnel cannot provide medications (including over-the-counter medication) to students. All medications (prescription and over-the-counter) must be kept in the Attendance Office with the appropriate form signed by the parent and the physician. Medicines may not be carried with the student or kept in the student's locker. Students who fail to comply with this rule may be charged with the ***Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook*** Offense #5 – Alcohol/Drugs/Substances. Students who are required by a physician to keep inhalers with them at all times must have written documentation on file in the Attendance Office.

Motor Vehicles

Parking spaces will be assigned according to availability and only to students who have a valid driver's license. As spaces become available, a current and valid parking sticker may be obtained from a Campus Supervisor. Students should park only in the space assigned to them. Students may not loiter in an automobile or around parking spaces/lots. Should a student need to return to a vehicle during class time, a written pass must be obtained from an administrator. Students are expected to observe all traffic laws, signs, curb markings, and courtesies while operating a vehicle on the REMHS campus. Operating a vehicle in an objectionable or reckless manner may result in losing driving and/or parking privileges or possible arrest.

Student Drop-off/Pick-up

Morning drop-off is located in the lane nearest Bouldercrest Road. However, afternoon pick-up is in the Academy parking lot. Parents/guardians are expected to pick up their student(s) promptly after the completion of their student's activity – preferably, no more than twenty minutes later. All drivers are expected to observe all traffic laws, signs, curb markings, and courtesies while operating a vehicle on campus. Parents/guardians are expected to comply with directions provided by officers directing traffic and/or signage that may be posted.

Photo Identification Card

Per the *Code of Student Conduct-Student Rights and Responsibility and Character Development Handbook #24 – Student Identification Card*, all students must carry identification cards while on school property and at any school event. **Students are expected to have their identification cards on their person at all times** and will be required to present them for various reasons throughout the school day and at school activities. Students who are not in possession of their identification cards are in violation and may be asked to leave the school grounds and may receive disciplinary consequences. The first identification card is free. Students must pay for replacement identification cards.

Severe Weather Procedures

Severe weather may require the unexpected closing of school. When this happens, an announcement will be made on radio and/or television, usually beginning at 6:00am. Check local radio/television stations for school closings.

Occasionally, due to the unexpected onset of severe weather, school may have to be closed after the school day has begun. If at all possible, buses will transport those students who normally ride the bus to their regular bus stop. Students who walk to school and students who drive to school will also be dismissed to go home. Parents should be certain that their students know what to do if there is early dismissal.

Telephones

Students who need to call parents about extracurricular activities may use a phone in the Attendance Office. Students who are ill may call parents from the Attendance Office. Cell phones can only be used after 3:40pm.

Visitors

REMHS welcomes all visitors who have a legitimate reason to visit the campus. All visitors must first sign in at the Main Office, state their business, and receive a visitor's pass. Under no circumstances will visitors be allowed to enter or interrupt class unless accompanied by a REMHS administrator.

Parents who wish to observe a classroom should call the Assistant Principal for Instruction at least 24 hours beforehand to schedule an observation.



Parents wishing to have lunch with their student should inform the student ahead of time to meet them in the Main Office, follow the sign-in procedures and obtain a visitor's pass. An administrator will designate tables inside the building or outside the building for lunch.

Non-students found loitering on the REMHS campus or in the building will be asked to leave immediately. Students from other schools may not visit during the school day. On semester exam days, no visitations will be approved.

Section V - STUDENT SERVICES

Counseling Services

The Counseling Center at REMHS provides support services for the entire school community. Counselors serve on the Student Support Team (SST). They refer students, when appropriate, to other services in the DeKalb County School District such as special education, psychological services, social services, homebound instruction, and medical situations.

REMHS counselors work with parents and students as they make decisions concerning educational and career goals. REMHS counselors assist students by conducting an annual conference with each student to assess his/her progress, to discuss the student's educational and career goals, and to plan a continuing program of study, which will meet graduation requirements.

College-Bound Students

The REMHS Counseling Center assists juniors and seniors with their college applications. Students may set appointments with their individual counselors to discuss collegiate opportunities. A Scholarship Notebook is housed in the Counseling Center. We encourage students to frequently review the Scholarship Notebook and to apply for all scholarships that they may be eligible for.

College representative visits are posted outside the Counseling Center. Seniors and Juniors interested in visiting with a college representative must obtain written permission from their teacher(s) (according to class period and time of visit) and must secure a pass from the staff in the Counseling Center at least three (3) days prior to the college representative's visit. Most college representative visits will be held in a designated location.

"Support" Programs

The REMHS Counseling Center provides assistance in mentoring and tutoring. Other "Support" programs available at or through REMHS include the Summer Georgia High School Graduation Test Program and SAT Seminars.

Schedule Changes

Academic class schedules may change during the semester for the following reasons:

- Balancing class sizes
- Missing course pre-requisites
- Correction of clerical or administrative errors
- Completion of on-line or summer school coursework

Students should complete a schedule change form by the fifth (5th) day of the semester and return it to his or her counselor with required parent signature. They will be notified when the schedule has been adjusted. Students are responsible for returning issued textbooks/materials to their teacher.

Level changes, based on difficulty, during the semester will be considered after a parent/teacher conference with administrative approval. These changes must occur prior to the fifteenth (15th) day of the semester to minimize disruption in the student's schedule and class size. Changes after the 4.5-week grading period may affect course credit due to required seat time.



Meals (Breakfast/Lunch) Program

Breakfast is served daily from 7:15am until 8:00am for \$1.30. School lunches, which include one half-pint of milk, are available for \$2.15 each. Extra half-pints of milk are available for \$0.65 each. Students may bring their own food and drink for lunch packaged in a non-commercial container. Students may pay in advance for their breakfasts and/or lunches -- by the week or by the month. Charging a meal is not allowed. Additionally, parents/guardians may establish a lunch account for their student(s) with a credit card or debit card by logging onto www.MyLunchMoney.com. Personal and payment card information is protected by advanced Internet security. Once establishing the account, parents/guardians can add money and check balances. For more information, call the Food Service Manager at 678-874-4936.

For families who qualify, free or reduced-price breakfasts and lunches are available. Families who think they may be eligible are encouraged to investigate this possibility. Application forms are available during Open House and throughout the school year from the REMHS Food Service Manager or the Attendance Office. Please visit <http://www.dekalb.k12.ga.us/school-nutrition> for more information.

Lunch Procedures

Once trays have been picked up from the lunch line, students are expected to immediately take a seat and remain seated for the duration of the lunch, unless emptying a tray. Absolutely no standing in the café or against the wall during lunch time will be permitted. When students leave a cafeteria table, they are expected to:

- Clear the table of litter, disposing all trash into the proper receptacles.
- Make sure the tabletop is clean.
- Push their chair under the table.

Students are allowed only in the following areas during their assigned lunch:

- Cafeteria
- Media Center (with an appropriate pass) – NO food or drinks allowed in the Media Center.

Students must remain in the café during their lunch time unless you have a pass to the Media Center. No student may be in the front/side entrance, any hallway, the Fine Arts building, the Academy, the gym lobby, gym, or the PE locker rooms during lunch period.

Media Center (Library)

The Media Center is fully automated. Circulation is computer controlled. Books and student ID cards are scanned at the checkout desk. Computer terminals enable students to perform key word searches to develop a focused bibliography on their topic.

**The REMHS Media Center Hours:
7:45 am – 3:45 pm (Monday - Friday)**

Services and Materials

The REMHS media center has thousands books for student checkout. All books, audiovisual materials, and other library materials are listed in DESTINY, the online catalog located at each of the computer stations in the library. We also have e-books available on DESTINY for student and faculty use. Please see a media specialist for the password.

Audiovisual materials and equipment are available for use in the media center upon request. The media center subscribes to popular print magazines and newspapers. Current magazines are located on the magazine rack and back issues are on the shelves behind the circulation desk.



Library Passes

During Class Time:

Students must have a pass to visit the library during class time. Students without passes will be returned to class. Passes are not required before school 7:45am - 8:05am or after school. Students may get a pass from a teacher or a media specialist.

During Lunch Time:

Students must be in the library before the late bell rings and will not be allowed to leave the library before the end of the lunch period. Students must use a teacher written pass to come to the library during their lunch period.

Check-Out Procedures/Fines

Students are permitted to check out books for two weeks. A fine per school day will be charged for each overdue book. A book may be renewed if another student has not reserved it. The student number is used to check out materials. Students must present their ID card in order to check out books. Students are responsible for anything checked out in their name so it is recommended that they **do not check out books for friends**.

Students should return all books to the book drop just inside the media center entrance. Students are not to entrust the responsibility of returning books to anyone else. **Students are not to leave books on the circulation desk or carts.**

Students who visit inappropriate websites may lose media center and/or computer privileges or face other disciplinary actions.

Lost or Damaged Materials

Restitution must be made for lost or damaged books and/or other instructional resources. If the book and/or other instructional resources are found later, the money will be refunded.

Computer Use

The REMHS media center has approximately 25 computer workstations with Microsoft Office software including PowerPoint and Word. Students are encouraged to be careful about saving their work and are encouraged to use FirstClass and/or USB drives (thumb drives) for document management. The media center also provides Internet access for research purposes. In accordance with DeKalb County's *Internet Acceptable Use Agreement*, all students wishing to use the Internet must know the terms and conditions of the IAUA. This information is included in the ***Code of Student Conduct-Students Rights and Responsibilities and Character Development Handbook***. Please be aware that a violation of the *Acceptable Use Agreement* may result in the suspension of Internet privileges and may result in further disciplinary actions.

Internet Use Violations

Computers are strictly for schoolwork. Reading personal e-mail, playing games, accessing personal networking sites (Twitter, Facebook, Instagram, etc.) shopping or listening to music etc. are prohibited. Violations will result in the loss of computer privileges.

For repeated or serious offenses including downloading obscene material and vandalism, the media specialist will contact the administration immediately and disciplinary action will follow.

DESTINY (<http://destiny.dekalb.k12.ga.us>)

Our web-based, automated catalog and circulation system allows students to search for books and websites or check their accounts for overdue books and fines. The *Destiny* homepage also has links to research pathfinders, databases, reading lists, and other student resources. Students log into to *Destiny* with their FirstClass user ID and the password *mydestiny*. It is the student's responsibility to check his account and take care of any overdue obligations. Students may also renew materials online one time.



FirstClass Student Email Accounts (<http://cnet.dekalb.k12.ga.us>)

This email service is provided to all DeKalb County students and teachers. Each student has an individual *user ID* and *password*. The user ID is “S” + the student’s 7 digit ID #. The password is exactly the same.

Example: username S1234567

Password S1234567

FirstClass accounts provide 10 megabytes of space for document management and email. Students can save, retrieve and e-mail assignments and other documents to their teachers, classmates and/or themselves. FirstClass can be accessed from any Internet computer and can also be downloaded to home computers. Instructions are available in the media center. *We highly encourage students to use this program to manage their work and communicate with their teachers.* The Media Specialist(s) are available to assist students with login problems.

REMHS Book Club

Book Club members will read various titles in preparation for the Helen Ruffin Reading Bowl. The titles are available on the DESTINY homepage under Student Resources. All interested may join.

The DeKalb County Public Library (DCPL)

As residents of DeKalb County, students at REMHS are eligible for a DeKalb County Public Library card. Cardholders have access to a wide range of print and online resources free of charge. Students are encouraged to obtain DCPL cards.

Databases Available for Student Use

GALILEO- <http://www.galileo.usg.edu> - GALILEO is the Georgia Online Virtual Library. This resource contains thousands of full-text journal and newspaper articles, images, and primary source documents on topics across the curriculum. The password changes quarterly. Ask Media Specialist(s) for the current password.

NetTrekker - <http://www.nettrekker.com> - a subscription search engine that helps students and teachers locate the best websites on the Internet for their particular research.

USA Test Prep - <http://www.usatestprep.com> - GHSGT and EOCT practice tests in all subject areas.

CollegeBoard Online SAT – <http://www.collegeboard.com/satonlinecourseschool>

Online SAT is access to interactive SAT lessons and practice tests. The SAT and the ACT login code for REMHS is 110247. Students should see their counselor for more information.

** Passwords for programs relating to the Media Center are available upon request. Students should see a media specialist for more information.

****Students will not be allowed to consume food or drinks in the Media Center. Cell phones and other electronic devices and related accessories are not allowed. Loud talking or socializing will not be tolerated. Students are expected to observe the school dress code. Students are expected to use the Internet appropriately. The library is for reading, studying and research.**

Parent Involvement

It is most important that parents support their child's education. This support fosters increased student achievement. In an effort to bring continuity to parental involvement, the School Improvement has made one of its primary goals that of ensuring that strategies are in place to build a cohesive and effective partnership with all stakeholders to support academic achievement.



To accomplish and foster this goal, continuous parenting classes are offered to the parents through each of the district's parent resource centers <http://www.dekalb.k12.ga.us/parent-resource-centers>. Moreover, to build the bridge of partnership between home and community, a parent resource center advisory council has been established. Annual, title I county-wide parental involvement conferences and college financial aid workshops are held in the fall and spring of every school year.

Title I Parent Involvement Plan

The Board of Education believes that the public schools belong to the people who create them by consent and taxation and are only as strong as the informed and knowledgeable support of DeKalb County residents and the school system's staff. This support is based upon their knowledge and understanding of and participation in the development of the goals and objectives of the public schools, the district, and school level parental involvement policy.

We, therefore, affirm and assure the right of parents of children participating in activities funded by Title I, the Elementary and Secondary Education Act (ESEA), to opportunities (including but not limited to action teams, strategic planning committees, community meetings, parent workshops, surveys, and questionnaires) to collaboratively participate in:

- the design and implementation and evaluation of the DeKalb County School District plan including parental involvement activities as stipulated under section 1112 of ESEA
- the development and revision of parental involvement policy at the district and school level to insure the implementation of activities that are beneficial to all parents as stipulated under section 1112 of ESEA
- the decisions regarding how funds from the minimum 1 percent reservation are allotted for parental involvement activities as mandated in section 1116 of ESEA

The DeKalb County School District insures that the expectation of parents set at the local school are clearly established and distributed to parents of participating students when they are enrolled in Title I funded activities. The DeKalb County School District Title I office assists in coordination of and provides technical assistance to each Title I eligible school as needed to ensure the effective planning and implementation of parental involvement coordinator, other Title I staff members, and other appropriate support personnel within and outside the DeKalb County School District.

Since Title I focus on building a greater capacity for parental involvement, the DeKalb County School District will maintain the following principles that should build both school and parent capacity for parental involvement. These principles will be accomplished through training and instruction of both parents and educators. Provisions for such training and instruction for each of these principles may occur via community meetings, parent workshops, brochures, and other media or avenue of learning that is appropriate for the information to be conveyed.

1. The DeKalb County School District understands that we as educators bear the responsibility of helping parents understand federal and state policies and objectives concerning their children's education. DeKalb County School District Title I and the local school parental involvement programs assist participating parents in acquiring an understanding of the following national education goals to the extent applicable or feasible:
 1. state Title I content standards and student performance standards
 2. school improvement and corrective action process
 3. components of a schoolwide program
 4. components of a targeted assistance program
 5. state and local assessments
 6. requirements for Title I "Part A"



7. ways parents can monitor their children's progress and work with educators to improve the performance of their children
8. ways parents can participate in decisions relating to the education of their children
2. The DeKalb County School District and local school parent involvement programs, to the extent feasible and applicable, provide materials and training such as, but not limited to, the coordination of literacy training from other sources to help parents work with their children to improve their children's achievement and direct training in the areas outlined in the previous item.
3. DeKalb County School District Title I program educates teachers, pupil service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in ways to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school. Opportunities in this area will not be limited to local workshops but may include attendance to state, regional, and national parent conferences and other appropriate avenues of learning.
4. To the extent feasible and appropriate, the DeKalb County School District Title I program collaboratively coordinates and integrates parent involvement with the state funded preK program, kindergarten, prevention intervention, exceptional education, professional development, parent advisory council, and technical resources.
5. Additionally, to the extent feasible, appropriate roles for community-based organizations and businesses in parent involvement are collaboratively developed with the Partners in Education department, to include, but not limited to, the provision of opportunities for organizations and businesses to work with parents and schools and encouraging the formation of partnerships between elementary schools, middle schools, secondary schools, and local businesses that include a role for parents and other opportunities such as life skills training, family crisis intervention, and community education opportunities.
6. The DeKalb County School District, to the extent appropriate and feasible, maintains systemwide opportunities for parents to learn about child development and child rearing beginning at birth that are designed to help parents to become full partners in the education of their children. The opportunities include, but are not limited to, parent resource centers, Systematic Training for Effective Parenting program, Parents Assuring Student Success (PassPort), parent cluster meetings, and instructional fairs. Local schools are encouraged to implement activities that are appropriate, needed, and/or of interest to their participating parents.
7. Because of the number of international families within the school system and their increasing participation in Title I activities, the DeKalb County School District Title I program ensures to the extent possible to provide information related to schools, parent programs, and meeting and other activities of participating children in the language used in the home. Full opportunities for the participation of international parents who have limited English proficiency and parents with disabilities are ensured including but not limited to providing information and school profiles in a language, and form such parents understand to the extent feasible and appropriate.
8. The development of training activities of teachers, principals, and other educators may involve Title I parents when feasible to improve the instruction and services to Title I students.
9. DeKalb County School District Title I may provide literacy training for parents if all other reasonably available funding sources for literacy activities have been exhausted.
10. DeKalb County School District Title I office or schools may pay reasonable and necessary expenses that parents incur by participating in school-related meetings and training sessions where appropriate and allowable, such as transportation and childcare.
11. DeKalb County School District Title I, where appropriate and feasible, train and support parents to enhance the involvement of other parents.
12. Meetings involving parents will be arranged at a variety of times, such as morning and evenings, to maximize opportunities for parents to participate in school related activities.
13. Teachers and other educators who work directly with participating children may arrange in-home conferences, where appropriate and feasible, with parents who are unable to attend conferences scheduled at school.



14. The DeKalb County School District, where appropriate and feasible, may adopt and implement model approaches to improving parental involvement activities, such as Even Start and Parents as Teachers.
15. The DeKalb County School District will provide other reasonable, appropriate, and feasible support for parental involvement activities, if parents request it.

The Parent Involvement policy of the DeKalb County School District and each participating school is evaluated annually as to the effectiveness in increasing parent participation and identifying barriers to parent participation such as low income, disabilities, limited literacy, language, or other cultural or ethnic considerations. The findings of the annual evaluation are used to design strategies for school improvement or to redesign the parent policies. All non-satisfactory parent comments regarding parent involvement and system plan are collected and attached to the plan when submitted to the state Title I office.

