

Southwest DeKalb High School

Student Handbook
2011 - 2012



Mrs. Angela T. Bethea, Principal

2863 Kelley Chapel Road
Decatur, Georgia 30034
678-874-1902 Main
678-874-1910 Fax

www.dekalb.k12.ga.us/swdekalb

Welcome to the 2011-2012 school year at Southwest DeKalb High School. As you begin your year with us, I want to communicate some extremely important expectations to you.

- I expect you to set the highest goals for yourself at all times.
- I expect you to demand others to have great requirements of you.
- I expect you to come to school each day fully prepared to learn at a maximum.
- I expect that academic achievement will be your chief focus each day when you come to school.
- I expect you to extend yourself beyond the normal school day and involve yourself in extracurricular activities, clubs, or organizations, which will be secondary to your academic achievement.
- I expect you to obey all rules and to deal with conflict in a positive way.
- I expect you to exemplify dignity and respect to yourself and others.
- I expect you to work hard to keep a positive relationship with all faculty and staff.
- I expect you to dream the impossible dream and make it a reality.
- I expect you to be successful.
- I expect you to take full advantage of all tutorial programs offered.

Let this be the very best year of your life!

Mrs. Angela T. Bethea
Principal



DEKALB COUNTY SCHOOL SYSTEM

MISSION STATEMENT

The mission of the DeKalb County School System is to form a collaborative effort between home and school that maximizes students' social and academic potential preparing them to compete in a global society.

Goals for 2011-2012

1. To narrow the achievement gap and improve the graduation rate by creating a culture of high performance in all schools and sites
2. To increase rigor and academic achievement in Reading/Language Arts, Mathematics, Science and Social Studies in PreK-12
3. To ensure quality personnel in all positions
4. To ensure fiscal responsibility in order to maintain safe and healthy learning environments that support academic programs, resources and services

Southwest DeKalb High School

Vision

The vision of Southwest DeKalb High School is to exceed the standard for excellence through our commitment to student achievement, academic excellence, and community involvement.

Mission Statement

The mission of Southwest DeKalb High School is to form a collaborative effort between the home and school that is conducive to learning, promotes respect for all people and empowers our students academically to reach their personal and professional goals in this technological age.

Philosophy

The purpose of education is to help people gain knowledge, assist them in acquiring the academic and technical skills necessary to lead a productive and satisfying life, and provide them with positive experiences which will enhance daily living and promote success in future endeavors. We also believe that all students can learn and that our program must be structured so that every student is provided with challenging learning experiences which offer optimal opportunities for success.

In addition, the school program should be designed so that we help students acquire the skills necessary for effective functioning as useful citizens in a self-governing society through a comprehensive curriculum administered with fairness, competence, and understanding, thus ensuring that the needs of all youths and those of the community are served.

Furthermore, cultural diversity enhances our society and must be prepared through gaining knowledge of and respect for the cultures of all people. It is our job to foster pride in one's background and heritage and to help students maintain cultural identity while acquiring skills necessary to work effectively with all segments of society.

Goals

Southwest DeKalb High School recognizes its responsibility to:

1. Develop, strengthen, and reinforce those skills necessary to succeed, such as listening, speaking, reading, writing, and technological skills.
2. Promote critical thinking skills and problem-solving techniques to help students succeed in everyday life activities.
3. Encourage the development of behaviors and habits that promote and enhance self-realization, self-motivation, and self-discipline.
4. Offer course work to facilitate students' acceptance into post-secondary programs and the work force.
5. Provide students with the knowledge necessary to make intelligent decisions for their physical and mental health.
6. Assist all students to discover, realize, and extend their interests and abilities as they progress through life.
7. Foster and enhance students' leadership abilities and interpersonal skills through participation in student government, co-curricular activities, interscholastic competition, athletic teams, and volunteerism, thereby serving the school and community.
8. Encourage among students, faculty, and community a respect for and sensitivity to people with differences and/or special needs.
9. Foster in students, faculty, and community a respect for and understanding of differences resulting from cultural diversity.
10. Encourage the involvement of students in a continuing assessment of the school's philosophy and objectives and their implementation.
11. Encourage student involvement in Career Academies as a means of preparing them for future careers.

ALMA MATER

On the county's southern border,
Reared against the sky,
Proudly stands our Alma Mater
As the years go by.

"Forward ever," be our motto
"Conquer and prevail,"
Hail to thee, our Alma Mater,

Southwest DeKalb
All Hail!



Southwest DeKalb High School

Student Name : _____

Address : _____

City/State _____ Zip Code _____

Telephone (_____) _____ - _____

HR # _____ HR Location: Room # _____

<i>Pd.</i>	<i>Course Title</i>	<i>Rm #</i>	<i>Teacher</i>
Fall Semester			
1			
2			
3			
4			
Spring Semester			
1			
2			
3			
4			

Southwest DeKalb High School

Telephone Directory

School Telephone Number (8:00 a.m. - 4:00 p.m.)	(678) 874-1902
School Fax Number	(678) 874-1910
Media Center (7:45 a.m. - 4:15 p.m.)	(678) 874-1935
Counselor's Office (7:45 a.m. – 3:45 p.m.)	(678) 874-1932
Counseling Center Fax #	(678) 874-1945
9 th Grade Office (8:00 a.m. - 4:00 p.m.)	(678) 874-1923
Instruction Office (8:00 a.m. – 4:00 p.m.)	(678) 874-1902
10 th Grade (8:00 a.m. - 4:00 p.m.)	(678) 874-1920
Attendance Office (8:00 a.m. - 4:00 p.m.)	(678) 874-1919
11 th and 12 th Grade Office (8:00 a.m. - 4:00 p.m.)	(678) 874-1912
Registrar (8:00 a.m. - 4:00 p.m.)	(678) 874-1906

Administrative Staff

Mrs. Angela T. Bethea, Principal
Dr. Tarristine Simmons, Assistant Principal of Instruction
Mr. Eric Kemp, Assistant Principal of Attendance
Dr. Samuel Wilder, Assistant Principal of 11th & 12th Grade
Mr. Ozzie Harrell, Assistant Principal of 10th Grade
Dr. Terry McMullen, Assistant Principal of 9th Grade

Counseling Staff

Mr. Christopher Little, Head Counselor
Ms. NeGenne Hall, Counselor
Mrs. Lolita Saxon, Counselor
Mrs. Melanie Davis-Calloway, Counselor
Mrs. Tara Boddie, Counselor
Ms. Deltrice Roberts, Social Worker
Mrs. Bettina Coleman, Administrative Assistant
Mrs. Cynthia Thompson, Registrar

Character Education

Character Education is the process by which positive personality traits are developed, encouraged, and reinforced through example, study and practice. Here at Southwest DeKalb High School we have had many activities that promote character such as Motivational Speakers, Honor Roll Assemblies, Award Day Assemblies, Mentoring Program, Student Dress Code, Food Drives, etc.

Character Education will continue to be fully implemented into our curriculum. A character word of the month will be read at the beginning of each week during the morning announcements. Also, each morning during the announcements, an inspirational quote will be read. Seniors will be required to complete a community service project as part of their curriculum. Advisement teachers will teach a character education lesson once a month. Famous quotes that encourage good character will be posted throughout the school.

Monthly Character Traits 2011-2012

AUGUST	School Pride
SEPTEMBER	Respect for Others
OCTOBER	Fairness
NOVEMBER	Citizenship
DECEMBER	Compassion
JANUARY	Perseverance
FEBRUARY	Courage
MARCH	Self-control
APRIL	Honesty
MAY	Self-respect
JUNE	Cooperation
JULY	Courtesy

"Character isn't inherited. One builds it daily by the way one thinks and acts, thought by thought, action by action." Helen G. Douglas



Regular Bell Schedule

First Bell	7:55	<i>Warning Bell</i>	8:03
First Period	8:10 – 9:40	<i>Warning Bell</i>	9:44
Second Period	9:47 – 11:17	<i>Warning Bell</i>	11:21
Third Period	11:24 – 1:33		
♦ A Lunch	11:17 – 11:47	Tardy Bell	11:54
♦ B Lunch	11:52 – 12:22	Tardy Bell	12:29
♦ C Lunch	12:27 – 12:57	Tardy Bell	1:04
♦ D Lunch	1:02 – 1:33	<i>Warning Bell</i>	1:37
Fourth Period	1:40 – 3:10		



Advisement Bell Schedule

Every Wednesday

First Bell	7:55	<i>Warning Bell</i>	8:03
First Period	8:10 – 9:22	<i>Warning Bell</i>	9:26
■ Advisement	9:29 – 9:59	<i>Warning Bell</i>	10:03
Second Period	10:06 – 11:17	<i>Warning Bell</i>	11:21
Third Period	11:24 - 1:33		
♦ A Lunch	11:17 – 11:47	Tardy Bell	11:54
♦ B Lunch	11:52 – 12:22	Tardy Bell	12:29
♦ C Lunch	12:27 – 12:57	Tardy Bell	1:04
♦ D Lunch	1:02 - 1:33	<i>Warning Bell</i>	1:37
Fourth Period	1:40 – 3:10		

Academic Credit

The school year is divided into two semesters. Semester I and Semester II. Classes will meet one period per day for 90 minutes on the regular bell schedule.

The DeKalb County Board of Education has adopted the following grading scale. All courses are calculated for Grade Point Average (GPA) beginning in the 9th grade.

<u>Scale & Range</u>	<u>Point Value</u>	<u>AP Point Value</u>
A----100-90	4 pts.	5 pts
B----89-80	3 pts.	4 pts
C----79-71	2 pts.	3 pts.
D----70	1 pt.	2 pts.
F----Below 70	0 pts.	0 pts.

Promotion Requirements

The promotion policy for students is listed below:

- To **10th Grade** 6 Units (90 hours), three (3) of which must be core courses and three (3) elective courses*
- To **11th Grade** 12 Units (180 hours), six (6) of which must be core courses and six (6) elective courses*
- To **12th Grade**, 18 Units (270 hours), nine (9) core courses and nine (9) elective courses*

***Core Courses: English, Mathematics, Science, Social Studies, World Languages**

Graduation Requirements

The DeKalb County Board of Education establishes graduation requirements for all students in the DeKalb County School System. All students must successfully pass the Georgia High School Graduation Test in Math, Science, Social Studies, English, and Writing.

Graduation Requirements -- Classes of 2008 and Beyond

All students in the Class of 2008 (and beyond) must earn a minimum of 24 Carnegie Units (including 4 units in each of the core areas of Math, English, Science and Social Studies), and must also pass all five (5) portions of the Georgia High School Graduation Test to earn a diploma.

College Preparatory Basic Diploma – Classes of 2008 and Beyond

Students pursuing the Basic College Preparatory diploma must pass the specified program of classes in the core areas (English, Math, Science, Social Studies), along with Health/Phy. Ed. 9, one additional unit of Physical education, two years of World Languages, one fine arts/WL/Tech Prep elective, one Career Tech elective and two general electives. Students in classes of 2008 and beyond must earn 24 Carnegie units.

Technology/Career Basic Diploma – Classes of 2008 and Beyond

Students pursuing the Basic Technology/Career Preparatory diploma must pass the specified program of classes in the core areas (English, Math, Science, Social Studies), along with Health/Phy. Ed. 9, one additional unit of Physical Education, one year of World Language, one fine arts/WL/Tech Prep elective, and four Career Tech electives. Students in classes of 2008 and beyond must earn 24 Carnegie units.

College Preparatory Diploma with Specialization – Classes of 2008 and Beyond

Students pursuing the College Preparatory Diploma with Specialization have a choice of specializing in the following areas: Math/Science, Humanities, or Technology/Career Prep. They must pass the specified program of classes in the core areas (English, Math, Science, Social Studies), along with Health/Phy. Ed. 9, one additional unit of Physical Education, two units of World Language, one fine arts/WL/Tech Prep elective, and three units of Career Tech electives. Students in classes of 2008 and beyond must earn 24 Carnegie units.

Diploma with Honors/Distinction – Classes of 2008 and Beyond

Students pursuing the Diploma with Honors/Distinction must pass the specified program of classes in the core areas (English, Math, Science, Social Studies), along with Health/Phy. Ed. 9, one additional unit of Physical Education, three units of World Language, one fine arts/WL/Tech Prep elective, one Career Tech elective, and one general elective. This diploma type requires a 3.5 cumulative grade point average and a 3.0 core grade point average.

Transition Diploma

Student must satisfy the requirements of the student's Individual Education Plan.

Certificate of Performance

A Certificate of Performance, not a diploma, will be issued to any student who completes all coursework requirements without passing all five parts of the High School Graduation Test. If the student does not wish to continue taking the test after graduation, he or she may pursue a GED instead.

Carnegie Units Needed to Graduate

Graduation credits will be measured and displayed in Carnegie units. Each semester course will earn one Carnegie unit, with the possibility to earn eight (8) totals during a school year. In compliance with DeKalb County Board of Education policy, students entering the ninth grade will be required to earn 24 Carnegie units to graduate.

Student Identification Cards

All students must have an identification card. The cards must be presented as the student purchases lunch and when the student checks out materials from the Media Center. Students must carry their I.D. cards at all times. It may be requested for entrance into school related activities. Students are not to loan their I.D. card for any reason. If the I.D. card is lost, a replacement card can be obtained at the cost of \$3. New cards and re-takes for replacement cards are handled during lunch in the Media Center.

Students upon withdrawal from school must turn in their I.D. card. Upon graduation, seniors will turn in their I.D. card. They will be assessed a \$3 charge if they do not return the card.

Before and After-School Policies and Procedures

Students Arriving Early

All students arriving prior to 7:30 a.m. will report to the gym or cafeteria. Students may not enter any other areas of the building without a note from a teacher. To ensure safety of all students and to minimize hall traffic, students are expected to conduct themselves appropriately in gym or the cafeteria. Standing or loitering in hallways, stairwells, breezeways, or at any entrance or exit doorway is absolutely prohibited.

Students Remaining After School

Any students remaining in the building or on campus after 3:10 p.m. **must be under the supervision of a teacher.** Any club or student activity after school or on a non-school day **must be supervised by a teacher or an authorized adult.** All students not involved in a school-sponsored activity **must clear the building and campus by 3:30 p.m. Loitering on campus without adult supervision may result in disciplinary consequences.**

After-School Pick-Ups

Parents picking up their children after school are asked to do so in the NORTH parking lot (front of building). No students are to be picked up in the SOUTH parking lot (back of the school building), as this area is reserved for buses. Students will not be allowed to loiter in or around the building or campus after school.

Student Parking

Students will be charged \$20.00 per semester to park on Southwest DeKalb High School's campus. A designated campus security officer will collect parking fees. Students will receive a receipt and a parking decal for each semester. The decal must be displayed on the lower left hand corner of the rear passenger window.

Students must park in the designated parking areas:

- front of the new band area
- south parking lot behind row 300

The following areas are OFF LIMITS:

- the church parking area across Kelley Chapel Road
- the curb along Rainbow Drive

Student vehicles parked in restricted areas are subject to being ticketed and/or towed.

During the school day (8:10 a.m. – 3:10 p.m.), students are not allowed in the student parking lot without permission from an administrator. At the end of the school day, student drivers are to exit the parking lot and be off campus by 3:30 p.m. While exiting, cars are not to circle the parking lots or drive in the bus lanes. Violators of parking rules or violators of school policies are subject to disciplinary actions will be denied parking privileges, and/or their car may be towed. **Cars parked on campus are subject to be searched by school officials without the student's consent.** **Student drivers that leave campus without authorization or take unauthorized students off campus will have their parking privilege revoked and are subject to administrative action. Money paid for parking decals will not be returned due to loss of parking privileges.**

Morning DeKalb High School of Technology students are to report directly to the DeKalb High School of Technology bus and afternoon DeKalb High School of Technology students **must report to and remain in the cafeteria upon return to campus.** Driver Education students should report directly to the media center. Students who miss the driver's education or DeKalb High School of Technology bus should report directly to their grade level administrator's office. DeKalb High School of Technology students may not enter the student parking lot before leaving for or upon returning from DeKalb High School of Technology until the school day ends at 3:10 p.m. Failure to adhere to school procedures will subject the student to disciplinary actions and revocation of parking privileges.

Students who are dismissed prior to the end of school because of the work program or for any other reason must leave campus by 1:00 p.m. Students must have their work program pass on them at **all** times. Failure to adhere to school procedures will subject the student to disciplinary actions and revocation of parking privileges.

Teenage and Adult Driver Responsibility Act (TAADRA)

As of July 1, 2004 all applicants for a Georgia license who are under the age of 18 must be enrolled in a public or private school or an approved home school program and have an attendance in good standing or have received their diploma or GED to apply or keep an instructional permit or driver's license. Students over 16 years of age must have written permission from their parent/guardian to drop out of school.

If a student under the age of 18 drops out of school without graduating and has remained out of school for 10 consecutive days, or has more than 10 school days of unexcused absences in any semester, notice will be given by the DeKalb County School System to the Department of Motor Vehicle Safety, as required by O.C.G.A. 40-5-22. The student's instructional permit or driver's license will be suspended for one full year or until the student reaches the age of 18.

A student's instructional permit or driver's license will be suspended for one year if the student is suspended from school for any of the following offenses:

- ♦ **Threatening, striking or causing bodily harm to a teacher another school personnel or causing substantial physical injury to another person or student;**
- ♦ **Possession or sale of drugs or alcohol on school grounds;**
- ♦ **Possession or use of a weapon on school ground; and/or**
- ♦ **Sexual offenses an enumerated in Chapter 6 of Title 16 O.C.G.A.**

There is no longer a provision to reinstate an instructional permit or driver's license if the student returns to school. A suspended student may apply for a hardship permit within 10 days of the suspension. The DMVS will consider each circumstance on a case-by-case basis and make a determination within 30 days.

Georgia Driver's Education--Joshua's Law

Called Joshua's Law states that if you are 16 years old, you must complete a driver education course approved by the Department of Driver Services in order to receive a Class D License. Those individuals who do not complete an approved driver education course must wait until age 17 to become licensed.

Because without Driver's Education,



**IT'S NO CLASS D IN
GEORGIA**

**Instructions
for
Completing the 40 Hour Parent/Teen Driving Guide
(Parent Supervised On the Road Program)**

All sixteen (16) year olds must complete an approved driver training program in order to obtain a Class D license or wait until age seventeen (17).

The 40 Hour Parent/Teen Driving Guide is a comprehensive program that can be used in conjunction with a 30 hour virtual program or 30 hour classroom program to meet the requirements for completion of an approved driver training program.

All sessions must be completed prior to a student taking the driving test. The proper pages must be submitted to the Department of Driver's Services along with your application. Students with incomplete information will not be tested.

Six (6) hours of the training must be after sunset.

Remember, documents must be signed and submitted with your application and the 40-Hour Driving Log must be signed and notarized.

If you have any specific questions pertaining to the 40-Hour Parent/Teen Driving Guide visit the DDS website at www.dds.state.ga.gov or visit www.ga.teendriveducation.com and submit your questions through "Ask Teen Driver".

Attendance Policy and Procedures

The DeKalb County Board will adhere to the attendance laws as set forth by (O.G.G.A. 20-2-690.1[a]). Every parent, guardian, or other person residing in Georgia is required either to enroll and send children in their care between the ages of seven and 15 to a public or private school or to provide a home study program for these children which meets the requirements set forth in law, unless the child is specifically exempt.

The State law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.G.G.A. 20-2-690.1[a]) shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater

than \$100.00, 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 (O.G.G.A. 20-2-690.1[b]).

Attendance and Arrival to School

Students are expected to attend school and be on time for all classes each day. If a student comes on campus, but does not go to class during the designated time, he/she is considered truant.

The DeKalb County School System attendance policy requires that a student must live in the attendance area where he/she attends school with a parent or legal guardian. Exceptions to this rule are magnet students, students on special permission, and special education students.

Students that reside outside of the Southwest DeKalb High School attendance area that are disruptive by action and/or attendance/tardiness will be withdrawn and sent to their home school. This includes students who are here on special permission and magnet students.

Arrival to School: School starts at 8:10 a.m. and ends at 3:10 p.m. If students arrive before 7:55 a.m., they are to report to the cafeteria or the gym. Students should not be in the halls or at their lockers before 7:55 a.m.

Academic Advisement

This program is an opportunity for students to develop a supportive relationship with a teacher/mentor in the building. Students will report to their Academic Advisement class every Wednesday from 9:29 a.m. until 9:59 a.m. Official attendance will be taken in this class. Skipping or excessive tardiness to Academic Advisement class will result in disciplinary actions.

Absences

Excused Absences: Students are allowed and must receive make-up work (including quizzes and tests for each day absent). Teachers are to give the assignments to the students within (24) hours of the request. If it is a graded assignment, the work must be graded and posted.

The following are excusable absences, according to the DeKalb County School System:

- Personal Illness
- Death in Immediate Family
- Religious Holiday
- Weather Conditions, which render attendance impossible
- Service as a Page in the Legislature

➤ In-School and Out-of-School Suspensions

Unexcused Absences: Teachers will use discretion on whether or not the student makes up the work missed. Alternative assignments are permissible.

# of Unexcused Absences/Truancy	School Action Per Occurrence
1-2	The student is warned, the school notifies the parent of absences, and a plan of intervention is developed.
3-5	The school notifies the parent of absence and refers student to the counselor who will then meet with the student and/or parent for the purposes of discussing the reasons for absences and signing an attendance contract.
6-7	A letter will be sent home informing the student and parent of the number of absences. A referral will be sent to the school social worker.
8 +	A referral will be made to the school social worker that will make contact and provide formal feedback to the assistant principal for attendance. A Certificate of Non-Compliance will be sent to the GA Department of Motor Vehicle Safety for all students between ages of 15 and 18. In addition, the assistant principal for attendance will advise the social worker to make a referral to the Juvenile Court. A Local Formal Hearing will be held and/or the student faces the possibility of withdrawal.

When a student is under the age of 16, the compulsory attendance law applies and there may be the possibility of court intervention.

Upon return from an absence, all students **must** immediately bring a note to the attendance office by 8:20 a.m. All notes must include:

- **Child's First & Last Name**
- **Date of Absence(s)**
- **Reason for the Absence(s)**
- **Parent/Guardian's signature**
- **Immediate contact number during the day i.e. (home, work, or cell phone numbers so that notes can be verified).**

All students will be issued an unexcused admit from an absence **unless** they provide a doctor's or parental note for the absence. All students must submit an official pass from the attendance office to each teacher after returning from an absence. ***No student should be allowed to enter class from an absence without an official pass from the attendance office. Each teacher is to sign the official pass and the fourth period teacher will return the pass to the Attendance Office at the end of the day.***

Parents must contact the attendance office immediately at **(678) 874-1919**, if a child will be absent from school for more than (3) consecutive days. The attendance office will then inform the counseling center of the absences. The counseling center will then contact the teacher to request all work.

Make-up of missed work

Students with excused absences are permitted to make up any work or tests that are missed. It is the responsibility of the student to obtain missed assignments, complete the work, and return it promptly, in compliance with deadlines set by the classroom teacher. Barring extenuating circumstances and in compliance with DCSS guidelines, the deadline for making up work will be from one to five days after the student returns to school. Students who are absent from classes because of participation in school-sponsored activities are expected to obtain assignments PRIOR to missing classes.

Make-up work for long-term (more than 3 days) absences due to illness

A student who will be absent more than three days but less than two weeks may obtain assignments by having a parent call the Counseling Center to request homework. Twenty-four hours should be allowed to accumulate this work. The parent, guardian, or designee is responsible for picking up the materials from the Counseling Center.

Check-In and Check-Out

1. Students arriving to school after 8:10 a.m. are tardy to school. Students who arrive between 8:10-8:45 a.m. must report directly to their Grade Level Administrator's Office. Students that are accompanied by a parent to the Grade Level Office will receive an excused pass to class. Students arriving after 8:45 a.m. must be accompanied by a parent directly to the attendance office. Any students arriving after 8:45 a.m. without a parent will receive a discipline referral for skipping and receive consequences.
2. Once a student reports to school, he/she may not leave campus during the instructional school day without permission from school administrators. All students must complete proper check-out procedures through the attendance office to officially leave campus during the instructional school day. There will be consequences for students who leave campus during the day without permission from school administrators and parents/or guardians.
3. All students should be checked-in and checked-out at the Attendance Office. Only parents or guardians are permitted to check out 9th, 10th, and 11th grade

students. Students will not be allowed to leave class or campus during the instructional school day. The legal parent or guardian must be present to sign the student out. **Parents or guardians will be asked to provide a state photo ID. Office personnel will contact the classroom teacher to retrieve the student. Final check-out for all students is 2:45 p.m.**

4. A senior with notes from parents giving them permission to check-out, will take those notes directly to the Attendance Office before 8:10 a.m. for verification.
5. Seniors must submit a written statement to the Attendance Office between 8:10 a.m. and 8:35 a.m. on the day the student is to check out, stating the reason and providing an immediate parent telephone number. **If the parent is unable to be contacted, the student will not be permitted to check-out.**
6. All students must be counted present for at least (two) periods to participate in after-school extra-curricular activities or athletic contests, cheerleading, prom, etc.
7. If a student is suspended (in-school or out-of-school), he/she cannot participate in any extra-curricular activity until the suspension is lifted.
8. **With academics being our primary focus, students who are failing will not be allowed to leave the building for field trips. They cannot afford to lose valuable classroom instruction!**

For Illness Check-Outs

The teacher will issue a hall pass for the student to report to the Attendance Office. Students should report directly to the office. They are not allowed to go to the restroom, locker, or any other area. A parent/guardian will be contacted and must come to the school to sign the student out from the Attendance Office. Students must leave campus with a parent/guardian.

Parents should not check students out of school solely for lunch.

Truancy

Truancy is defined as an absence from school without parent/guardian knowledge or consent. A student who is found truant will be referred to the Attendance Office. Penalties may result in in-school/out-school suspension to a formal hearing and a referral to the Juvenile Court System. Students leaving campus without prior approval (proper check-out procedures) will be suspended pending a **mandatory parent** conference for re-admittance.

SKIPPING CLASS AFTER A STUDENT HAS ARRIVED TO SCHOOL

Students must attend all assigned classes on time each day. Permission to miss a class must be approved by an administrator.

CONSEQUENCES FOR SKIPPING

1 st Offense	Verbal Reprimand; Parent Contact
2 nd Offense	1 Days ISS
3 rd Offense	2 Days ISS; Student Behavior Contract
4 th Offense	Saturday School Work Program
5 th Offense	1 Day OSS; Parent Conference, Referral to Social Worker and Counselor
6 th Offense	2 Days OSS; Refusal to Follow Instructions, Repeated Violations & Local Formal Hearing

****Subsequent offenses of skipping may result in a formal hearing and an in-school suspension of up to 10 days.**

CONSEQUENCES FOR TARDINESS

1 st Offense	Verbal Reprimand
2 nd Offense	Detention/Parent Contact
3 rd Offense	Saturday School Work Program
4 th Offense	2 Day ISS
5 th Offense	1 Day OSS with Parent Conference
6 th Offense	1 Day OSS with Local Formal Hearing

Students that are more than 10 minutes late to class are considered skipping and are to report to the Attendance Office for consequences.

***CONFERENCE AND/OR PARENT CONTACT MAY BE FACE-TO-FACE, BY TELEPHONE, MAIL, OR E-MAIL. STUDENTS WHO ARE SUSPECTED OF SKIPPING SCHOOL AND/OR CLASS SHOULD BE REFERRED TO THE ATTENDANCE OFFICE. CHRONIC ABSENTEES SHOULD BE REPORTED TO THE ATTENDANCE OFFICE.**

Hall Sweeps

There will be periodic unannounced hall sweeps throughout the semester. During hall sweeps, teachers will be asked to close and lock their rooms after the final tardy bell. Any student remaining in the halls after the tardy bell without a hall pass will be directed by school officials to report to one central location. At this time, students will receive disciplinary consequences.

**** STUDENTS FAILING TO ACCEPT AND SERVE ANY DISCIPLINARY ACTION WILL BE SUBJECT TO SUSPENSION PENDING A PARENT CONFERENCE.**

College Visitations

The senior must bring notification (parent letter or an official letter from the college/university) to attendance office BEFORE the visitation. The student must also provide the phone number of a parent or guardian. Upon return from the visit, the senior must present documentation FROM THE SCHOOL verifying the official college visit. If the notification does not occur before and after the visit, the absence will be unexcused.

Visitors during the School Day

Students may not bring visitors to Southwest DeKalb High School. School-age students from other schools may not visit SWD students or accompany them to their classes. Small children or babies are not allowed to visit the school during the school day. Former SWD students, parents, or guests should report to the main office, sign in and receive a visitor's pass. In order for parents to visit classes, the parent must check in to an administrator's office. Visitors, including parents, may NOT go to classrooms during the school day without being accompanied by an administrator or administrator's designee. Recruiters should not visit students or coaches before 3:10 p.m.

Change of Address or Phone Number

If at any time during the school year, it becomes necessary for parents to change their home or mailing address or telephone number, students are asked to report this change to the counselor or registrar as soon as possible. This information is needed so that school records can be kept in order and up-to-date and in case of emergencies. If a student refuses to provide the requested information, the student may be subject to suspension pending parent conference.

Certificate of Attendance

Students may obtain a Certificate of Attendance from their Grade Level Administrator's Office. Students will complete and return the Certificate of Attendance form by Wednesday of that week. Certificates will only be issued on Thursday. If the form is submitted after Wednesday, your form will be ready the following Thursday. There is a \$2.00 processing fee payable at the time of request for all certificates. A receipt will be given to each student.

Student Services

Media Center

General Policies and Procedures

The Media Center is open from 7:45 a.m. - 4:15 p.m., Monday - Friday.

Students will be charged a fine of \$.10 per school day. If the book is returned without the blue date-due card an additional charge of \$.50 will be added.

Students with overdue materials may not check out additional materials until those materials are returned and the financial obligation cleared.

Students who lose or damage media materials are required to make restitution by the end of the semester which they were checked out.

Student Use of the Library

Individual Passes

- Students may visit the library before school and after school without a library or hall pass.
- During class and lunch time students must have a library pass. Students wishing to visit the library instead of going to the cafeteria must sign and receive a library pass from the administrator on duty in the cafeteria. Students are to remain in the library for their entire lunch period and leave when the bell rings for the next lunch period.
- Library passes are to be filled out completely--giving the departure time, the purpose of the student's visit, and the teacher's signature.
- Students may return to the classroom whenever their work is finished and their pass is signed by the media staff with the time they are leaving the library.

Medical Needs

Southwest DeKalb High School will not dispense any medication, including aspirin. Teachers are to issue a pass to an administrator's office for any student who needs to take prescribed medication. Students must bring all medications to their grade level

administrator's office for storage. Students are to go to their administrator's office to take the medication and are not allowed to keep medications in their possession, except for asthma inhalers and bee sting kits. Parents of students who take prescribed medication must complete a medication information form to be placed on file in the grade level administrators office.

Lost and Found

Students who find lost articles should take them to the main office. Items may be claimed before or after school. Lost textbooks should be returned to the bookroom, registrar, or an administrative office.

Telephones

The office telephones are for school business and may not be used by students except in case of an emergency. Permission to use phones during the school day must be authorized by an administrator.

Lockers, Desks, and Tables

Lockers, when available, are provided to students for proper use, as are student desks and tables. The advisement teacher or grade level administrator will assign each student a single locker. **Students are not to share lockers.** Items brought to school or those stored in lockers or placed in desks or on tables are not insured for reimbursement by the school system. The school will not be responsible for lost materials stolen from unsecured lockers. It is the student's responsibility to see that the locker is kept locked at all times. Students should not leave **money or valuables in a locker**, nor place slips, stickers or writing on lockers. Any problem regarding lockers should be reported to grade level administrators. School lockers, desks, and tables are the property of the DeKalb County School System. At no time does the school system relinquish its exclusive control of lockers, desk, and tables provided for student use. The student to whom the locker is assigned assumes responsibility for all contents of lockers. ***School officials, without notice and student or parent consent, may conduct periodic inspection of lockers, desks, or tables.***

Students are allowed to go to their lockers at the beginning and end of each class period. Tardiness to class for reasons such as going to lockers will be considered unexcused. Therefore, students are strongly encouraged to limit visitation to their lockers and carry textbooks and supplies for more than one class. **Students are not to visit their lockers during their assigned lunch period. They should make sure they have all books and materials needed for class.**

Cafeteria

The cafeteria provides a breakfast program as well as a lunch program. Students interested in free or reduced price lunches will receive an application from the advisement teacher during the first week of school, then from the Cafeteria Manager.

Applications are to be submitted to the Cafeteria Manager. **If you completed an application last year 2010-11, the application will expire on August 19, 2011.** A new application must be filed by October 1. Students who have not filled out an application by this date must pay full price for meals. See below:

- | | |
|--------------------------|----------------------------|
| ✧ Student Lunch - \$2.00 | Student Breakfast - \$1.20 |
| ✧ Adult Lunch - \$2.75 | Adult Breakfast - \$2.75 |
| ✧ Milk - \$.50 | |

Lunch Policies/Procedures

- Any student purchasing a second lunch will pay the adult price for the second lunch.
- Students are not to break in the lunch lines or save places in line.
- Students are not to throw food items or objects of any kind in the cafeteria. Any violations will result in immediate disciplinary actions and/or possible arrest.
- No tea or cups of ice will be issued to students. Students who cannot drink the milk available for students must purchase a drink or water.
- During the lunch period, students are not to be in the halls or halls in the modules, except when moving directly from the classroom to the cafeteria at the designated time.
- **Students must remain in the cafeteria or designated area during their assigned lunch period.**
- **Students are not allowed to go outside (including the South and North Parking Lots) during their lunch period for the 2011-2012 school year.**
- **Students are not allowed to leave the campus for lunch. Violators will immediately receive a disciplinary consequence.**
- Students should clean their tables of all trash and debris.
- No commercial food can be consumed in the cafeteria.
- Students will not be allowed to return to class after lunch until the bell rings to end that lunch period.

Students in violation of any policy or procedure will be subject to penalties ranging from work detail to suspension, depending on the violation and the student record.

Tutorial Service

Tutorial service is available Monday, Tuesday, and Thursday (see individual teachers for schedules). Students not involved in practices or athletic contests for extracurricular activities may not remain on campus after school on Wednesdays or Fridays.

Junior/Senior Dues

- Juniors will not be allowed to attend the prom unless class dues have been paid.
- Seniors that did not pay their junior dues will not be allowed to attend the prom until the previous year's prom dues have been paid.
- Seniors that have not paid their class dues will not be allowed to participate in senior class activities until their dues have been paid.

Lost/Damaged Textbooks

According to the New DeKalb County Board Policy, all ***"Students who do not pay for a lost, destroyed, or damaged textbook shall not be issued another textbook in that content area. Students who have failed to make restitution to the DeKalb County Board of Education for lost, destroyed, or damaged textbooks will be allowed to use a copy of that textbook in the classroom only but not allowed to take the textbook from the classroom."***

For example, if a student owes for a science textbook he used this year or in years past, he will not be given a science textbook next year or next semester until the payment is received or the book is returned. Students may bring payments to the Registrar **in the form of cash (exact change) or money order only**. No checks will be accepted for payment. If students locate the missing textbooks, they should bring them to the Registrar's Office to clear their records.

SERVICES DIRECTORY

Accident Insurance Claim Form	Mrs. Patricia Wingard – Bookkeeper
Activity Approval	Mrs. Angela T. Bethea – Principal
Address Change	Mrs. Cynthia Thompkins – Registrar
Admit to Class (from Absence)	Attendance Office
Announcements	Front Office
Athletic Information	Mr. Fred Dawston/Athletic Liaison
Audio-Visual Aids	Mrs. Ayesha Epps & Mrs. Dorisene Frazier Media Specialists
Band and Choral Information	Mr. James Seda – Mr. Jimmy Owens
Certificate of Attendance	Each Grade Level Administrator
Discipline Information	Each Grade Level Administrator
Drug Awareness Card	Health & P.E. Dept Chair
ID Card	Media Center

Lockers	Each Grade Level Administrator
Lost and Found	Main Office & Each Grade Level Office
Medical Attention	Attendance Office
Parking Information	Mr. Eric Kemp – Attendance Administrator
Reduced Lunch Application	Mr. Lester Yapsing – Cafeteria Manager
Schedule Change	Counseling Center
Scholarship/College Information	Counseling Center
Textbooks – Lost or Payment	Mrs. Cynthia Thompkins – Registrar
Withdrawal from School	Mrs. Cynthia Thompkins – Registrar

Student Behavior

DeKalb County Student Code of Conduct

For any violation not mentioned in this student handbook, please refer to the DeKalb County Students Rights and Responsibilities Handbook. All students are required to know and adhere to all portions of the DeKalb County Students' Rights and Responsibilities Handbook.

Student Dress/Appearance Information

Dress Code Procedures



STUDENT DRESS CODE

The atmosphere of a school must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school. Students must adhere to DeKalb School System dress code requirements. Students who fail to comply with the DeKalb School System dress code requirements, as enumerated below, may be charged with Offense

#25 –Student Dress Code Violation (see page 24):

- 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 or jewelry that disrupts the educational process or endangers the health or safety of other students, staff or visitors is 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 which shows offensive and/or vulgar words, pictures, 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, bare midriffs, halter tops/tank tops, tops/blouses revealing cleavage, short shorts, net/see through garments, flip-flops, between-the-toe shoes without heels, bedroom shoes, or other footwear that interferes with freedom of movement and dresses, pants, or skirts with high splits is prohibited. Note: Students/Parents are urged to review local school handbooks for any additional requirements related to student dress.

25. STUDENT DRESS CODE VIOLATION

All students are expected to adhere to the expectations of appropriate dress as indicated on page 6 of this handbook and any additional requirements listed in local school regulations.

The following applies to all student dress code violations:

Number of Offenses	Actions of the School
First Offense	Verbal Reprimand, Contact Parent and In-School Suspension (ISS) until End of Day or Correction of the Violation
Second Offense	Required Parent Conference and two (2) Days ISS
Third Offense	Contact Parent, three (3) Days ISS and Local Formal Hearing, which may result in up to ten (10) days ISS, Local Probation and/or parent attend classes with student in lieu of ISS. Chronic violation of this expectation will result in the charge of #19a – Repeated Violation of School Rules and a possible referral to an alternative setting upon a finding of guilty by the Student Evidentiary Hearing Committee.

School-Wide Discipline Plan

Procedures for Addressing Level 1 and Level 2 Infractions

(A) There will be a layered School-wide Discipline Plan to address **Level 1** (less serious) and **Level 2** (serious) infractions.

Level 1 infraction is those infractions that are less serious and can be addressed by a teacher according to the order of consequences given for a Level 1 violation. Some examples include but are not limited to: *violation of class rule/s, rude behavior, failure to follow instructions, etc...*

Level 2 infractions are those infractions that must be addressed by an administrator. **Please contact security or an administrator for level 2 infractions. Teachers are asked not to place students out of the classroom.** Some examples include but are not limited to: *fighting, weapons, profanity towards adult, verbal threat to life, etc...*

(B) Students will have a school-wide discipline plan that includes rules and expectations to be followed. The plan will also include consequences for students in violation of the rules and expectations. The plan will require teachers to have made immediate and current parental contact prior to a student being referred to the discipline office for Level 1 or less serious infractions. Parents will also receive a letter detailing the specific procedures of how our discipline plan works.

Level 1 consequences are:

1. Warning
2. Parent Contact/Teacher Consequences
3. Teacher Consequence
4. Referral to Grade Level Administrator

***Teachers who refer students to the discipline office (for level 1 infractions) should send an email to their grade level administrator detailing the nature of the infraction/s. Teachers must also attach to the email, a behavior compilation form that shows the use of the four consequences in the discipline plan. Note: Level 1 infractions referred to the administrator's office without a discipline compilation attached to the email, will be redirected to the teacher for further clarification.**

(C) If the student behavior improves in the same month before a fourth discipline consequence is assigned by a teacher, the discipline plan will start over at the beginning of the next month. This practice will ensure that parents will have been notified of their child's behavior on a more frequent basis

Electronic Communication Devices and Other Banned Materials

Students may not use cell phones nor may they be displayed during the instructional day (7:45 a.m. – 3:10 p.m.) or on school buses. Radios, MP3/CD players, walkie-talkies, cellular phones, blue tooth devices, dice, water guns, squeeze bottles, tapes/CDs, etc. with explicit language and other items deemed inappropriate are not allowed on the campus. Students not adhering to this policy will have the items confiscated may be suspended and placed on a behavior plan. Parents may come to the school and request the return of the item.



Cell Phone Policy

Although cell phones are permitted for use before or after school, they may not be used or displayed throughout the instructional day.

As a result, cell phones must be off and not seen from the start of the instructional day until the end of the instructional day (7:45 a.m. – 3:10 p.m.). Cell phones seen throughout the school day will be confiscated and returned as noted below;

1st Violation – the cell phone will be submitted to the grade level administrator and returned at the end of the day.

2nd Violation - the cell phone will be submitted to the grade level administrator and returned to the parent only.

For additional violations the cell phone will be held for parent pick up and the student will receive an additional consequence.

NOTE: If a student refuses to submit the cell phone upon request, the student will be charged with refusal to follow instructions and directed to the administrator for **suspension.**

Please see an administrator if there are any questions or concerns.

Valuables

It is very important that students keep their valuable items at home. If valuables are lost, administrators will not disrupt the educational process to find them, especially prohibited items. Expensive clothing, shoes, and equipment should be identified with your name. Cell phones are not to be used or displayed during the school day. The educational process will not be stopped to search for missing phones.

Book Bags

Book bags are not allowed in the classroom and should be placed in the student's secured locker before classes begin. The school is not responsible for book bags left unsecured outside the classroom.

Campus Sales/Distribution of Propaganda

Students are not permitted to sell any items, consumable or non-consumable when at school or on school property without approval from the principal. If you are found with goods in possession, the goods will be confiscated. ***Authorized groups may sell items after school only. Students may not distribute flyers, advertisements, etc. on school grounds without permission from the principal.***

Offense

1st Offense:	Notification of parent and Confiscation of Items
2nd Offense:	Parent Conference, Behavior Contract, and Confiscation. Items will not be returned to the student or the parent.
3rd Offense:	In School Suspension and Confiscation of Items
4th Offense:	Suspension and Confiscation of Items
Subsequent Offenses:	Local Formal Hearing

Deliveries to Students

School personnel will not accept deliveries for students. Delivery personnel will be advised to return items to the proprietor. We urge parents, students, and friends not to bring or send such items as balloons, flowers, telegrams, cards and/or gifts to the school. Flowers or balloons brought to school for a social occasion must remain in an administrator's office until the end of the day.

Gambling

Placing bets on card games, dice games, the outcome of games or activities and/or possession of gambling materials, including any type of playing cards or other paraphernalia are not permitted. Penalty may range from a detention to a short-term suspension. (Refer to #18 of the Student Code of Conduct)

Signs/Posters

All signs must be approved by the administration. Any signs displayed without prior approval of the administration will be removed by custodial personnel. Sponsors and club officers should check signs for appropriateness and spelling. After an event, sponsors and club officers must make sure that signs are removed.

Conduct at Sporting Events

Students are encouraged to display appropriate school behavior and sportsmanship while in attendance at any sporting or school activity held on campus or away. We expect our students to exhibit a positive attitude toward our hosts, guests, and officials. Students should not engage in stomping of the feet and booing at these activities. **ALL SCHOOL REGULATIONS ARE IN EFFECT AT THESE ACTIVITIES. If the behavior is deemed inappropriate, students may be asked to leave the activity. When this occurs, there will be NO refund of any money.** No radios, MP3/CD players, or food items are allowed in the gym. **No hats and/or headgear of any kind are to be worn in the gym.**

Students are not to return to the Southwest DeKalb campus with the team after athletic events. Loitering in the parking lot to await the arrival of the returning team will not be permitted. Only parents who are waiting to pick up their children will be allowed to wait at the school.

Dances

To make our dances more enjoyable to our students, the following rules have been adopted:

- ✓ All dances are for Southwest DeKalb students. Students must present their I.D. card to be admitted.
- ✓ Students are required to be inside the dance area and not loitering in the halls.
- ✓ Food items and beverages sold during the dance may not be taken out of the cafeteria or gym lobby.
- ✓ Students who leave the dance will not be permitted to return.
- ✓ **All students attending a dance should be off campus no later than thirty (30) minutes after the dance ends.**
- ✓ All school rules and regulations are in effect at the dance.

- ✓ One parent chaperone is required for every ten (10) students in attendance.

Assembly Conduct

All rules of school conduct apply to all school activities including assemblies, pep rallies, basketball games, football games, graduation exercises, etc. Regardless of the nature of the program, courtesy demands that the student body be respectful and appreciative. Whenever someone approaches the microphone to speak, students are expected to become quiet and give their full attention. Talking, whispering, stomping of feet, throwing paper, and booing are discourteous and will not be tolerated. Any student who misbehaves at any school event is subject to disciplinary action as noted in the Code of Student Conduct.

A regular part of an assembly program is Presentation of Colors by the NJROTC cadets. During this time, students should stand and must remain quiet until the colors are retired.

School-Wide Disturbances

Any student involved in an altercation that causes a school disturbance is subject to arrest.

Cheating/ Providing False Information

Students who are caught falsifying school records, forging signatures, making false statements, cheating on exams, providing questions/answers to other students, using an unauthorized computer user ID or password, or inappropriately using the Internet. Penalty may range from a detention to a short-term suspension, and may be denied credit for the assignment. Internet privileges will be revoked for student's misuse.

Student Identification Card Violation

All DeKalb County High School students must carry identification cards while on school property and any school event. A suspended or non-student with no identification card will be asked to leave the school grounds, with police assistance if needed. Student I.D.'s are made in the media center during lunch. A replacement identification card is \$3.00.

Sexual Harassment

Sexual harassment is defined as sexual misconduct between or among students on school property or at any school activity or event, including, but not limited to, sexual contact, sexual assault, unwelcome sexual advances or comments, requests for sexual favors, indecent exposure, insulting comments about sexual orientation, etc. Penalties may range from a Local Formal Hearing, which may result in suspension, a referral to the Student Evidentiary Hearing Committee, which may result in additional days of suspension, a referral to an alternative school, or expulsion. (Refer to #23 in the Student Code of Conduct)

Bus Conduct

Riding a bus is a privilege, which students receive, unless their behavior endangers the safety of other students. No unacceptable, irresponsible, or disruptive behavior will be permitted. Disorderly conduct or refusal to carry out the rules of the driver will result in a referral to an administrator and/or suspension from the bus.

Special permission to ride another bus

Students wishing to ride another bus should adhere to the following:

- A written request should be submitted to the grade level administrator's office prior to the beginning of 3rd period. The request should include a phone number of a parent or guardian.
- If parent contact cannot be made the request will be denied.
- At the beginning of fourth period students should report to the grade level administrator's office to learn the status of their request.

Fighting

Students who engage and are found guilty of fighting will be suspended from school for up to ten (10) days. Physical violence and hostility have no place at Southwest DeKalb High School or its functions. Students are strongly advised to rely on the administration, counselors, teachers, and parents to help them resolve conflict before resorting to physical or violent measures. Students are advised to keep their hands and bodies to themselves rather than run the risk of inciting others. The DeKalb County School System will take into consideration self-defense as a factor in a decision to suspend or expel a student. The argument of self-defense is no longer acceptable when fighting continues after staff intervenes.

Theft

Students found guilty of theft, attempted theft, and possession of stolen items will be disciplined according to Code of Student Conduct and face possible arrest.

Blatant Disrespect

Penalties may range from a verbal reprimand to a short-term suspension for students found guilty of disrespect to any adult at Southwest DeKalb High School or school activities.

Fire Alarms/Extinguishers

The unauthorized pulling of fire alarms and removal and/or discharge of fire extinguishers will result in severe disciplinary action.

Teacher Detention

Teachers may require students to remain after school for misconduct. Failure to attend detention will result in parental notification, conference, and/or referral to the student's grade level administrator.

Administrative Detention

Administrative detention is assigned by an administrator for tardiness and general misconduct. Administrative detention is thirty minutes and held on every morning and every afternoon, except Wednesday. Students must report at 7:25 – 7:55 a.m. or 3:20 – 3:50 p.m. and must be on time. Failure to attend will result in parental notification, conference, and/or suspension. Parents must provide transportation, and will be given 24-hour notice.

Work-Detail

A student may be assigned work detail for inappropriate behavior. The assignment may be held from 3:20 p.m. to 4:00 p.m. Students are to report to the 5200 hall administrator's office.

In-School Suspension

Students will be permitted to remain at school for certain offenses. Students should bring textbooks with them to ISS. **In the mornings, students will complete character education activities. In the afternoons, students will complete assignments sent by their teachers.** After completion of assignments, the ISS instructor will place the assignments in the teacher's mailbox. Students will not be permitted to attend any after-school activities or practices while assigned to ISS. A student, who is suspended on a Friday, is on suspension during the weekend. Participation may resume after 3:10 p.m. on the last day of the suspension. If the last day of the suspension is Friday, the student is able to participate in after school activities beginning at 3:10 p.m. on that day.

Saturday School Work Program (SSWP)

Students assigned to the Saturday School Work Program will be given this disciplinary action in lieu of an Out-of-School Suspension. The SSWP will consist of three components: Community Service, Character Development, and Mentorship.

Community Service

Students will participate in helping to ensure a clean and orderly campus by providing manual efforts in and around the building.

Character Development

Students will participate in an interactive session that allows the students to discuss various topics that will further allow the student to make wise decisions for a successful future.

Mentorship

Students will hear from a chosen community leader who can testify to the value of an education, study habits, the advantages of wise decision making, and the topic of that day's character development.

Students failing to show for the Saturday School Work Program will be given one day OSS for failure to accept disciplinary actions.

Out-of-School Suspension

An out of school suspension is a disciplinary action that removes a from the school campus and from all school-sponsored activities. While a student is on suspension, he/she is not permitted on the school grounds, to be in the school building, to attend any school-sponsored functions for any reason, to be found on any DeKalb County facility, or engaged in any school activity affiliated with any DeKalb County School. A student, who is suspended on a Friday, is on suspension during the weekend. Participation in school-sponsored activities may resume after 3:10 p.m. on the last day of the suspension. If the last day of the suspension is Friday, the student is able to participate in after school activities beginning at 3:10 p.m. on that day.

Violation of this rule may result in further disciplinary action and a charge of trespassing. Make-up work for classes missed while the student is under out-of-school suspension must be completed as required by each teacher. For a suspension of more than three (3) days, the parent should request the student's make-up assignments through the Counseling Office. Assignments should be available for pickup within (48) hours.

Extra-Curricular Activities

Organizations and clubs, which take place after class hours, play an important part in the student's experience. Students who involve themselves in extra-curricular activities tend to be, according to research, more successful in school. Southwest DeKalb High School has many extra-curricular activities to enhance the success of students.

Southwest DeKalb High School 2011 – 2012 Extracurricular Activities & Sponsors

<u>Clubs/Organizations</u>	<u>Sponsors</u>
4-H Club	Mrs. Debra Jones
Art Club	Ms. Vivian Guevara
BOLD/LOD	Mr. Michael Hairston/Ms. Wanda Only
Chorus	Mr. Jimmy Owens
Debate Team	Ms. Kristina Parrish
Drama Club (FACES)	Mrs. Wanda Only
Family Consumer Sciences of America (FCCLA)	Ms. Ora Walker
French Club/National French Honor Society	Mr. James Phillips
Future Business Leaders of America (FBLA)	Dr. Kenyatta Arnette
Future Health Care Professionals	Mrs. Mary Taylor-Lewis
Inspirational Voices	Mr. Jimmy Owens
Mock Trial	Ms. Kristina Parrish
Mu Alpha Theta	Ms. Sparkle Thomas
National Beta 10 th Grade	Ms. Marcia Parrish
National Beta Club 11 th & 12 th Grade	Mrs. Wanda Only
National Honor Society (NHS)	Dr. George Cozens
NJROTC	TBA /Ferguson/McNeal
No Place for Hate	Michael Hairston, Jr.
Paw Print-Literary Magazine	Ms. Kristina Parrish
SAKA Bible Club	Mr. Jermaine Aaron
SIA (Sisters in Action)	Mrs. Adrienne Lewis
Spanish Club	Ms. Sonia Johnson
Student Advisory Council	Mr. Christopher Little
Student Govt. Association	Mrs. Shemeka Walton
The Panther-YEARBOOK	Ms. Erica Pitts
The Prowler-NEWSPAPER	Dr. Vernitria Rice
Youth in Charge	Ms. Opal Nixon
<u>Athletic Teams</u>	<u>Sponsor/Coach</u>
Baseball (Jr. Varsity)	Mr. Mark Barnes
Baseball (Varsity)	Mr. Tyrus Taylor & TBA
Basketball Boys (Jr. Varsity)	Mr. Jarek Swain
Basketball Boys (Varsity)	Mr. Dwayne McKinney
Basketball Girls (Jr. Varsity)	Ms. Terri Montgomery
Basketball Girls (Varsity)	Mrs. Kathleen Richey-Walton

Cross Country	Ms. Nicole Anderson
Football (Jr. Varsity)	Mr. Fred Jones
Football (Varsity)	Mr. William "Buck" Godfrey
Golf	Mr. Fred Dawston
Gymnastics	Mrs. Bernice Foreman
Soccer-Boys (Jr. Varsity)	Mr. Oscar Narvaez
Soccer-Boys (Varsity)	Mr. Marvin Ellis
Soccer-Girls (Jr. Varsity)	Ms. Nekosha Fambro
Soccer-Girls (Varsity)	Mr. George Smith
Softball (Jr. Varsity)	Mr. Jerry White/ Mrs. Bernice Foreman
Softball (Varsity)	Mrs. Bernice Foreman
Swimming-Boys	Mr. William "Buck" Godfrey
Swimming-Girls	Ms. Racquel Brown
Tennis - Boys	Mr. Lance Davenport
Tennis – Girls	Mrs. Roxlyn Walker
Track- Boys (Varsity)	Mr. Napoleon Cobb, Sr.
Track-Boys (Jr. Varsity)	Mr. John Marshall
Track-Girls (Jr. Varsity)	Ms. Nicole Anderson/ Erika Knight
Track-Girls (Varsity)	Ms. Antoinette Tyrell
Volleyball (Jr. Varsity)	Ms. Kristina Parrish
Volleyball (Varsity)	Ms. Antoinette Tyrell
Wrestling	Mr. Keith Johnson
<u>Auxiliary Groups</u>	<u>Sponsor</u>
Basketball Cheerleaders (Jr. Varsity)	Ms. Tiana Clark
Basketball Cheerleaders (Varsity)	Ms. Robyn Terry
Concert Band	Mr. James Seda
Dancing Divas (Dance Team)	Ms. Lauren Douglass
Football Cheerleaders (Jr. Varsity)	Ms. Robyn Terry
Football Cheerleaders (Varsity)	Ms. Tiana Clark
Jazz Band	Mr. James Seda/ Mr. Steven Cooper
Marching Band	Mr. James Seda/ Mr. Steven Cooper
Strings/Orchestra	Ms. Melanie Driver
Inspirational Voices/Chorus	Mr. Jimmy Owens
<u>Grade Level</u>	<u>Sponsor</u>
9 th Grade	Mrs. Carla Jordan & Yolanda Thedford
10 th Grade	Mrs. Linda Buck
11 th Grade	Ms. Kristina Parrish
12 th Grade	Mrs. Tara Boddie & Dr. Charlene Spurlock

