

ARABIA MOUNTAIN HIGH SCHOOL

Student/Parent Handbook

Home of the Rams

6610 Browns Mill Road

Lithonia, Georgia 30038

678-875-3602

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



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Mission

The mission for Arabia Mountain High School is to engage students in active learning and service through collaborative instruction using the school and community as context for developing understanding of human and environmental interactions while preparing students for involved citizenship in a changing world.

Guiding Principles

Our learning community will foster clear environmental awareness of, and concern about, mathematical, historical, economic, social, political and economic interdependence at local, regional, national and international/global levels;

Our learning community will provide every person with opportunities to acquire the knowledge, values, attitudes, commitment and skills needed to protect and improve the environment;

Our learning community will develop and reinforce new patterns of environmentally sensitive behavior among individuals, groups and society as a whole for a sustainable environment.

Goals

Academic Achievement-to promote the use of environmental education to improve academic achievement and stewardship.

Research- to promote research and evaluation of sustainability efforts assessing value and impact.

Awareness - to help social groups and individuals acquire awareness and sensitivity towards the environment as a whole, and issues, questions and problems related to environment and development.

Knowledge - to help individuals, groups and societies gain a variety of experience in, and acquire a basic understanding of what is required to create and maintain a sustainable environment.

Attitudes - to help individuals, groups and societies acquire a set of values and feelings of concern for the environment, and the motivation to actively participate in protection of the environment.

Skills - to help individuals, groups and societies acquire the skills for: identifying, anticipating, preventing, and solving environmental problems.

Participation - to provide individuals, groups and societies with an opportunity and the motivation to be actively involved at all levels in creating a sustainable environment.

Career Development-to promote and encourage environmental careers.

ACADEMIC SUCCESS

ACADEMIC PROTOCOL

Satisfactory academic performance at Arabia Mountain High School is necessary for continuation in the program. Parental involvement is expected of all parents with students enrolled in Arabia Mountain High School.

PERFORMANCE EXPECTATIONS

Students must maintain a 2.5 grade point average each semester. Students in the Magnet Programs must maintain a 3.0 grade point average. Subjects used to determine the grade point average are math, science, social studies, language arts, foreign language, and career pathway classes. Students must meet the promotion criteria each school year. If a student does not satisfy the promotion requirements, the student will be withdrawn from the program. The student will then be enrolled in his/her home school. Students must complete 20 hours of service learning each year to remain enrolled in Arabia Mountain High School. Students must remain active in at least one extra-curricular or co-curricular program. Participation in an athletic program will meet this criteria. Participation in an annual orientation to review expectations is also required.

PROBATION/CONTINUATION OF PROCEDURES

When a student has not attained the above requirements...

1. The student will be placed on academic probation for one semester.
2. The parent(s) will be notified in writing and a parent conference will be scheduled.
3. The progress of the student will be reviewed at mid-semester by the Student Support Committee, and the parent(s) will be notified concerning the status of his/her student.
4. The student will be withdrawn from the program if he/she does not attain the required grade point average after two consecutive semesters. The student must satisfy the promotion requirement each year.
5. Students who fail to meet the service learning requirement, attend orientation, or enroll in an after-school activity will be withdrawn at the end of the school year.

ACADEMIC DISHONESTY

Statement of Principle: Academic dishonesty subverts the goals of Arabia Mountain High School and is inimical to education for the following reasons:

- A. It disheartens and frustrates students.
- B. It invalidates course grades, credits, and transcripts.
- C. It destroys a respect for learning and its value.
- D. It undermines one's academic foundation.
- E. It reduces self-confidence and self-respect.
- F. It instills deceptiveness at the expense of integrity.

An important aim of every teacher is to instill a sense of personal honesty in students. By emphasizing the value of academic honesty and by refusing to tolerate academic dishonesty, teachers may help to instill in students a principle of honesty, which they may carry far beyond high school.

Definition: Academic dishonesty's intention is to subvert evaluation of learning. Academic dishonesty may include (but need not be limited to) any of the following actions:

- A. Giving or receiving information during a test;
- B. Using prohibited materials or aids during a test or for an assignment;
- C. Acquiring or dispensing prohibited information or materials before a test;
- D. Submitting work paraphrased or copied in part or whole as if it were original work.

Consequences for Dishonesty: Should a teacher observe an infraction of established testing rules or any form of academic dishonesty, any of the following approaches may be used at the teacher's discretion, as may other appropriate approaches. The most desirable approach would be instructive as well as punitive.

- A. A conference with the student;
- B. A telephone conference with parents, possibly including the student;
- C. A conference with the student's parents and others deemed necessary;
- D. Assignment of an alternative assessment;
- E. A reduced grade (particularly for minor infraction of testing rules) when the occurrences of an infraction have been determined;
- F. Referral to an administrator.

ADDRESS CHANGES

It is vital that the school be notified as soon as possible when any change in address or family status occurs. Custody papers must be on file in the school office if the contents of the decree impact your expectations for school employees. Please update changes in contact information to assist school personnel with communication.

AFTER SCHOOL ACTIVITIES

All students are allowed to participate in extra-curricular activities as long as they maintain the appropriate discipline and respect for the teacher advisor and meet the necessary guidelines for participation. It is the responsibility of the student to join any activity he/she desires to participate in. All students involved in athletics must have a physical examination conducted by a medical doctor within the past year; current insurance or waiver; and parental consent prior to trying out, practicing or participating in any organized athletic activity.

ALL STUDENTS WHO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES MUST ACHIEVE THE FOLLOWING:

All eligible activities are regulated under the Constitution and ByLaws of the GHSA and the policies and procedures of the DeKalb County School System. To be eligible to participate in any extra-curricular activity, students MUST schedule at least six classes; pass at least five during the semester of participation as well as the preceding semester; and be on track for graduation. The application of these rules and procedures promote competition on a fair and equal basis. Coaches and sponsors should be contacted for specific information regarding eligibility.

ATTENDANCE PROCEDURES

Students are expected to be in class, punctual, and prepared to participate in the learning process every day. Regular attendance and punctuality are essential if students are to make use of the educational opportunities in high school.

EXCUSED ABSENCES

To excuse an absence a student's parent/guardian must provide a note to the attendance office personnel within 48 hours of the student's absence with an acceptable reason. An absence may be considered excused for the following reasons.

- | | |
|--|--|
| 1. Personal illness | 7. Suspension from school |
| 2. Pre-approved excused family travel/college visits | 8. Approved school-sponsored or school related activities |
| 3. Death of a family member or close friend | 9. Emergency child care |
| 4. Verified medical or dental appointments | 10. Exceptional or unexpected transportation difficulties |
| 5. Verified legal proceedings | 11. Observance of a religious holiday |
| 6. Emergency removal for administrative reasons | 12. Other activities approved by school the Administration |

On the first day of attendance after an absence (no later than the second day), the student must bring a written excuse from a parent/guardian stating the specific reason for the absence. The excuse must be presented to the attendance personnel before the absence becomes excused. The parental excuse must state

Date

Parent/guardian signature and telephone number

Full name of the student

Reason for absence

Date(s) of absence

Students checking in after first period should show absentee notes to the attendance office personnel at the time of check-in to obtain an admit slip to class. Requests from parents/guardians for an anticipated absence must be presented in advance to the Assistant Principal for Attendance. Students with no excuse for an absence will be counted as having an unexcused absence. Unexcused absences due to truancy or class cutting will result in disciplinary action. In addition, students will receive a zero for all work missed.

ABSENCE FROM SCHOOL FOR MORE THAN HALF A DAY

Any student absent from school for more than one-half of the school day may not participate in any extracurricular activity on the day of the absence. Extracurricular activities include all clubs and athletic competitions. A student must attend four classes in order to be eligible for extracurricular activities.

ADDITIONAL NOTES

- The grade level administrator must pre-approve absences for family travel/college visits to allow for make-up privileges. Families are expected to completely fill out a “Request for Extended Absence” form and turn it in at the grade level office in advance. Once an extended absence is approved, the student has the responsibility to make the appropriate arrangements with his/her teachers.
- When leaving during your scheduled school hours, students must check out at the attendance office.
- Parents/guardians may not excuse students from class in order to remain in school to study for a test, go to the media center, complete make-up work, or attend some other in-school activity.

EXCUSED ABSENCE PROCEDURE

When calling in an absence, please be prepared to leave the following information:

- | | | |
|------------------|----------------------------------|--------------------------------|
| • Student’s name | • Grade Level | • Reason for absence |
| • I.D. Number | • Date(s) and time(s) of absence | • Your relationship to student |

UNEXCUSED ABSENCES

Unexcused absences are those absences where the student fails to attend class and the parent or guardian has not notified the school in accordance with the required attendance procedures. Students may not make up work (including tests) for credit due to unexcused absences.

MAKE-UP WORK

Teachers must allow students to make up work due to excused absences. Two days will be granted for the make-up of one day’s excused absence. Students are expected to take the initiative in asking teachers for make up work. Any work that is not made-up in accordance with these procedures will receive no credit following additional efforts through Tutorials.

TARDY (EXCUSED AND UNEXCUSED)

Students have a responsibility to arrive on time. An unexcused tardy occurs when a student arrives after the bell rings without an acceptable excuse. Consequences for unexcused tardiness will be in accordance with the provisions of the DeKalb County Student Code of Conduct and Local School Rules.

ALTERNATIVE INSTRUCTION

Alternative instruction (AI) is In-School Suspension (ISS). It is a method used to remove students from the regular classroom in order to modify student behavior to meet teacher or school goals. AI is also designed to alleviate the undesirable behavior of students who do not respond to normal techniques of classroom management. The corrective measure is social isolation; however, students will

- not lose attendance days from school while in alternative instruction although teachers will mark the student absent from the class.
- be required to complete their regular academic assignments under close supervision and will receive grades according to the quality of work submitted.

BEHAVIOR

Students are expected to adhere to the student code of conduct and classroom expectations established by each teacher. Expectations are posted throughout the school to help students with protocols. All parents are asked to review the DeKalb County School System's Student Rights and Responsibilities handbook with their student. Any students placed on probation failing to follow Arabia Mountain's Discipline Protocol will be returned to their home school.

BELL SCHEDULE

A-WEEK

Students Arrive	7:28 a.m.
Release to Class	7:45 a.m.
Warning Bell	7:55 a.m.
First Period	8:00 a.m. ~ 08:55 a.m.
Second Period	9:01 a.m. ~ 09:56 a.m.
Third Period	9:57 a.m. ~ 10:47 a.m.
Fourth Period	10:53 a.m. ~ 11:43 p.m.
Fifth Period	11:43 p.m. ~ 1:26 p.m.
A LUNCH	11:43 p.m. ~ 12:08 p.m.
B LUNCH	12:08 p.m. ~ 12:33 p.m.
C LUNCH	12:33 p.m. ~ 1:01 p.m.
D LUNCH	1:01 p.m. ~ 1:26 p.m.
Sixth Period	1:31 p.m. ~ 2:24 p.m.
Seventh Period	2:30 p.m. ~ 3:20 p.m.

B-WEEK

Students Arrive	7:28 a.m.
Release to Class	7:45 a.m.
Warning Bell	7:55 a.m.
First/Second	8:00 a.m. ~ 9:32 a.m.
Third/EIC/FLT	9:38 a.m. ~ 11:10 a.m.
Fourth/Fifth	11:38 a.m. ~ 1:41 p.m.
A LUNCH	11:38 a.m. ~ 12:05 p.m.
B LUNCH	12:10 p.m. ~ 12:37 p.m.
C Lunch	12:42 p.m. ~ 1:09 p.m.
D LUNCH	1:14 p.m. ~ 1:41 p.m.
Sixth/Seventh	1:47 p.m. ~ 3:20 p.m.

BOOKBAGS

In order to avoid accidents and maximize space, we ask that rolling bookbags not be used. Mesh or clear bookbags may be used throughout the day by students. Other types of bookbags must remain in the student's locker. Purses that are large enough to hold a textbook must remain in lockers.

BREAKFAST

We are proud of our full breakfast and lunch program. Students have access to a full breakfast provided they arrive before 7:45 a.m. Breakfast prices are listed. Free or reduced lunch forms are available in the cafeteria or front office after August 3.

Breakfast is served between 7:20 a.m. until 7:50 a.m.

Student full pay	\$1.00
Student reduced pay	\$0.30
Free Breakfast	No Charge

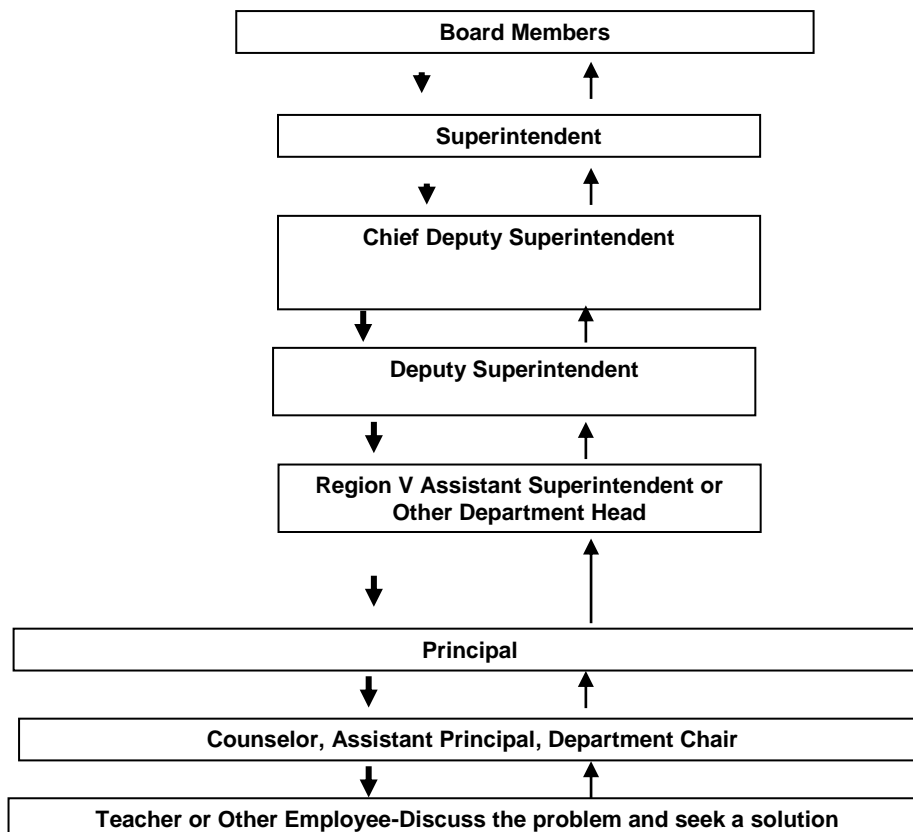
CERTIFICATES OF ATTENDANCE, ADAP CARDS, AND WORK PERMITS

These documents may be secured only from the counseling office. A fee of \$2.00 is assessed for each Certificate of Attendance and Work Permit request. ADAP cards are issued at no cost to the student. These documents require a two day processing time.

COMMUNICATION

Effective communication serves as a basis for good decision making. Accuracy and efficiency in communicating during a crisis is critical to our success. School communication items will be placed on the web site daily. Calling post messages and email messages will be provided weekly.

COMMUNICATION PROTOCOL ~ Maintain a Partnership



Parents should expect return calls from all administrators, faculty, and staff within 24-48 hours of leaving a message.

CELL PHONE USAGE

See Electronic Devices

CLEANLINESS IN THE SCHOOL

Maintaining cleanliness in the classrooms, restrooms, gymnasium, corridors, cafeteria, and on the field is a responsibility of everyone. Students are expected to cooperate in this effort by exercising proper care in the use of school furniture, books, and equipment. Chewing gum, drinks other than water, chips, candy, and other snacks create maintenance problems; therefore, they are prohibited on buses and classrooms.

CLINIC

The clinic will be available to students who get hurt at school or feel ill during the day. Please do not allow your student to attend school if he/she is ill. It is imperative that parental contact information be accurate. During the school day all medication must be maintained in the clinic unless the student has permission to carry the medication to class, i.e., an inhaler. For medications given on a long-term basis, a special form must be signed by the physician and filed in the clinic. If your child has special medical challenges, please alert your student's counselor. Our clinic will be staffed by our nurse. Please share confidential information ONLY with your student's counselor.

COMPUTER USE

Students are issued the Acceptable Use Policy during the first week of school. Please take time to review expectations for computer use at home and school.

Students are to use the internet for school related projects and research. No social networking websites (such as MySpace.com), personal e-mail, personal browsing, or gaming is allowed at any time. Students may lose their internet privilege for violations.

Use of the DeKalb County School System wide area network (WAN), school and district office networks and all connections internally shall be for the exchange of information in order to promote and support educational excellence in the school system. All students must read the Internet Acceptable Use Agreement as designated in the Student Rights and Responsibilities Manual and shall indicate acceptance of the agreement by their signature for the Student Rights and Responsibilities Manual.

The goal in providing Internet service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Along with access to computers and people all over the world is the possibility of material that may not be considered to be of educational value in the school setting. On a global network it is impossible to control all materials and a user may accidentally or purposely discover controversial information. It is the user's responsibility to avoid initiating access to such material. The DeKalb County School System firmly believes that the valuable information and interaction on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school system.

Internet access is coordinated through a complex association of government agencies, regional networks, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, efficient, ethical, and legal utilization of the network resources is required.

INTERNET – TERMS AND CONDITIONS

Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Any student user not complying with the DeKalb County School System Internet Acceptable Use Agreement shall lose Internet privileges for a period of not less than one week. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft as defined under the Student Rights & Responsibilities: Code of Student Conduct for the DeKalb County School System.

Before using the Internet, each student will participate in an orientation conducted by a faculty member. The orientation will be on the DeKalb County School System Acceptable Use Agreement, the proper use of the network, and network etiquette. Based upon the acceptable use guidelines in this document, the DeKalb County School System administrator for the Internet node and the local school system administrator will deem what is inappropriate use and their decision is final. Also, the system administrators may deny access at any time. The administration, faculty, and staff members of DeKalb County School System may request that a system administrator deny, revoke, or suspend specific user privileges.

Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette.

Disclaimer - DeKalb County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. DeKalb County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security - Security on any computer system is a high priority, especially when the system involves many users. A user identifying a security problem must notify the supervising classroom teacher or the local school system administrator. The security problem is not to be demonstrated to any other user. Users must never divulge or allow others to use their passwords. Use of another individual's account is prohibited without express written permission of the account holder. Account holders are ultimately responsible for all activities under their account. Attempting to logon as a system administrator is prohibited. Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet.

Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, equipment, or software.

The signature(s) on the Student Rights and Responsibilities Manual is (are) legally binding and indicate(s) that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

CONFERENCES: PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are the most effective means of communication. The parent, teacher, counselor, or administrator may initiate conferences. A parent may initiate a parent conference at a time. While parents are encouraged to arrange a conference with teachers, counselors, or administrators as needed, conference times have been scheduled for September 20, November 15, February 14, and April 18 from 4:00-6:00. Please make an appointment with your student's teachers if you want to meet with him/her on those designated conference days. Conferences are fifteen (15) minutes in duration. Parents will be reminded of dates via newsletters, announcements, the marquee, telephone calls, and telephone system.

COUNSELING (ARABIA MOUNTAIN HIGH SCHOOL GUIDANCE COUNSELING)

COUNSELORS

The function of counselors is to assist the students, their parents, and the faculty in every way possible. This includes providing counseling, testing and educational information. The counseling staff shall provide adequate files of information.

PLACEMENT

Counselors will meet with students in planning their program of studies. Subject teachers will recommend placement. The teacher will consult with the student's counselor, if he desires additional information relative to qualifications or limitations of the student. The Counselors will make assignments to classes during the Spring of each school year. Parents will have several opportunities to have input in the student's final schedule.

TEACHER OR PARENT REFERRALS

When the parent becomes aware that a student is having difficulty or unusual needs in school, please speak with the assigned counselor concerning the student. Unusual health problems, a death in the student's family, and other similar concerns should be reported to the counselor for appropriate action or referral. Our counselors want to be available to assist students developing skills to meet the varying challenges facing our students today.

HOMEWORK REQUESTS

If a student is absent for an extended period of time, please make a request through the counseling office for class work or homework during the student's absence.

SCHEDULE CHANGES

Schedules may be changed for the following reasons only:

- a. Summer school attendance
- b. Clerical or administrative errors
- c. Level of difficulty problems with the appropriate documentation
- d. Failures

No other changes will be approved. The instructional assistant will only make schedule changes, along with the principal.

TRANSCRIPTS

Students may secure a copy of their transcript from their grade level guidance counselor. Students should allow at least two days for the request to be processed.

TRANSFER REQUESTS/WITHDRAWALS

Parents should meet with the Registrar to enact transfers or withdrawals from Arabia Mountain High School. The Registrar will insure that students and parents have all documentation required to enroll in another school. Parents may not withdraw or transfer students over the telephone.

DEFICIENCY REPORTS

The teacher will provide students who are at risk of failing a course a detailed plan for remediation. This plan will address low transfer grades, missing assignments due to absenteeism, a need for basic skills tutoring, and any other academic issues the student has. The teacher will provide a timeline for the plan as well as documentation of parental involvement in the process. A copy will be given to the parent, and a copy kept in the school's student file.

DISCIPLINE

School-wide violence prevention program designed to increase positive school climate by reducing discipline problems and bullying. A well thought out classroom management plan supports instruction.

CLASSROOM DISCIPLINE PLAN POSTED IN ALL CLASSROOMS

Level 1

Infractions	Strategies	Consequences
Minor Interruptions	Document each incident as an individual infraction	Conference with student outside of instructional time
Consistent talking	Consult the counseling office	Contact parent (verbal, email, letter)
Passive-off task behavior	Consult Mrs. Bryant	Give written warning (contract)
Sleeping in class	concerning special education students about IEP plan	Use buddy system (1 time)
Forging parental signature	Consult about students on 504 plan	30-minute detention (fill out form)
Bullying		Level 2 infraction (continuous disruptive behavior)

Level 2

Infractions	Strategies	Range of Consequences
Profanity not directed at teacher (including gestures)	Contact parent (verbal, email or letter)	Administrative detention
Bringing distracting items to school	Consult with counseling office	Parent conference
Continuous and disruptive behavior	Confer with other student's other teachers to find strategies that work	Behavioral contract
Damage or destruction less than \$100 (Personal or school property)	Consult with administrator for alternative strategies suggestions	Modified Internal suspension
Theft/Attempt less than \$100	Refer student to guidance counselor	Restitution
Verbal assault targeting other students	Develop a student behavior contract with student and parent	1-2 Days External suspension
Defiance of Authority	Refer student to administrator	
Gambling	DOCUMENTATION	

Level 3

Infractions	Strategies	Consequences
Weapons	See all above strategies for level 1 and 2	3 Day External suspension with a local formal hearing. If found guilty
Drugs/Alcohol	DOCUMENTATION -provide accurate and detailed account of situation. Any other documentation related to the situation should be included.	10 day suspension and referral to Student Evidentiary Hearing Committee. Hearing may result in suspension, referral to an alternative school, or expulsion
Inappropriate physical contact including fighting	DO NOT include emotions, just FACTS!	
Repeated violations (Administrative)		
Damage of property over \$100 (Personal or school property)		
Theft/Attempt over \$100		
Trespassing		
Sexual harassment		
Bullying (3rd incident)		
Verbal assault toward an adult		
Major disruptions that stop instructional time for significant period of time		
Gang related activity		

DISMISSAL

All students who are not remaining after school for a supervised activity must be picked up from campus by 4:00 p.m. Early dismissal using the proper checkout procedures must occur before 3:00 p.m. Check-out after 3:00 p.m is not allowed. Parents or guardians will be required to wait until the official end of the school day if the request for dismissal does not occur before 3:00 p.m. All students leaving school before 3:20 p.m. must go through the attendance office located in the front of the school. No one may checkout a student without a pictured ID to prove they are listed on the student's registration form. No student is allowed to check him/herself out, walk home, or leave the campus with a friend or relative without confirmed parental permission.

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 the Arabia Mountain High School uniform dress code requirements. Students, who fail to comply with the Arabia Mountain High School uniform dress code requirements, may be charged with Offense #25 –Student Dress Code Violation.

The following applies to all student dress code violations:

Number of Offenses	Action 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.

ELECTRONIC DEVICES

Students should not bring electronic devices or cell phones to school. Should they elect to bring these items to school, they are not to be used during the school day. If electronic devices and cell phones are confiscated during school hours, parents may secure items in the main office between 3:30-5:00 daily. The school cannot assume responsibility if these items are stolen or lost.

1st Offense – Phone is collected. Parent may pick up the phone from the front office from 3:30 to 5:00 p.m.-Warning

2nd Offense - Phone is collected. Parent may pick up the phone from the front office from 3:30 to 5:00 p.m.-Student Detention

3rd Offense - Phone is collected. Parent may pick up the phone from the front office from 3:30 to 5:00 p.m. Parent Conference with Administrator-Saturday School

4th Offense - Phone is collected. Parent may pick up the phone from the front office from 3:30 to 5:00 p.m. In-School Suspension

5th Offense - Phone is collected. Parent may pick up the phone from the front office from 3:30 to 5:00 p.m. Out-of-School Suspension

EMERGENCY PROCEDURES

Fire, tornado and disaster drills are held throughout the school year. While no such events are expected, students and staff must be prepared. If you are visiting with us during the time of a drill, please follow the same instructions provided to students. The school superintendent makes the final decision for closing schools. He is in contact overnight with DeKalb security specialists (the National Weather Service, the DeKalb Police Department, Emergency Management, the Georgia State Patrol and others) who monitor reports of existing weather hazards. DeKalb's transportation personnel are on scene between 4:00 and 5:00 a.m. to assess weather conditions. The decision is made prior to 5:00 a.m. and sent to the public information officer who contacts the news media regarding school system closing. This information is normally broadcast on local radio and television stations by 6:15 a.m. It is the parent's responsibility to monitor local news reports or to contact the local school to inquire whether the school system has closed in the event of severe weather.

FIELD TRIPS

Educational field trips have a proper place in the instructional program. Due to the nature of several of the investigative units supporting our environmental theme, field trips will be used to teach an objective that cannot otherwise be taught in the classroom setting. Participation in all off-campus field trips requires written permission. A blanket permission slip will be issued during Open House that provides teachers permission to take students on field experiences on pre-determined dates. The administration reserves the right to deny participation in field trips to students experiencing difficulty in conduct and/or attitude. A fee will be assessed at the beginning of each school year to cover the expense of field trips required for participation in the environmental studies program.

FINANCIAL OBLIGATIONS

The administration of Arabia Mountain High School will create a general obligations list at the close of each school year and circulate it to all faculty and staff of Arabia Mountain High School. No staff member will be able to collect funds for new expenses incurred by a student for the current school year unless all of that student's previous financial obligations (textbooks, student fees, trip fees, class fees, library fines, fundraiser debt, etc.) have been cleared from the financial obligation list or unless the principal approves a waiver or alternative payment options for the financial obligations. These waivers or alternative payment options may be given on a case-by-case basis as determined by the principal or administrative designee of Arabia Mountain High School.

GRADING

To assess students, teachers use the Quality Core Curriculum Standards or Georgia Performance Standards. Parents are welcome to visit their student's classes. Please check in at the Main Office to secure a visitor's badge and arrive at the beginning of the class period. Grade reports reflect each student's progress as indicated below.

A=90 or above	Excellent
B=80-89	Above Average
C=71-79	Average
D=70	Below Average
F=69 or below	Unsatisfactory

All DeKalb County middle and high schools have Parent Access (eSIS) via the Internet, which allows registered parents/guardians to monitor grades, attendance and homework. Parent Access via the Internet is another avenue in pursuit of the continual goal of collaboration and communication between teacher, administrators, and parents. Parents are encouraged to use eSIS to monitor their student's progress daily.

GRADE CHANGE POLICY

Once a grade has been submitted, the teacher may change grades with the permission of the principal. Grade changes will be considered within two (2) weeks of the date the grade was reported.

GRADE REBUTTAL POLICY

In order to ensure students share and discuss report grades with parents in a timely manner, the following policy is for the purpose of addressing grade discrepancies.

Parents and/or students must file a *Discrepancy of Grade Appeal* form within seven school days from the first day of school. Only grades from that marking period will be considered.

The process will be as follows: The principal or designee will review the *Discrepancy of Grade Appeal* form. This information will then be communicated to the teacher. The teacher will prepare student record of grades for the time period in question and submit all documentation to administration. Administration will review teacher documentation with teacher and parents, and a decision will be determined.

HALL TRANSITION EXPECTATIONS

Consistent expectations for positive student behavior during transition support order and eliminate disruptiveness of the school environment.

1. Students must use a quiet and respectful tone in the hallway.
2. Students will report to the commons before school for breakfast. If students are not participating in the breakfast program, they must report to the gym to be seated by grade level.
3. Students must stay on the school grounds during the entire school day unless using the official checkout procedures for emergencies, work-based studies, or dual enrollment.
4. Students must report to the school bus or to a supervised after-school activity by 3:20 p.m. each day. All others must report to the front canopy where they may remain until 4:00 p.m. After 4:00 p.m., all students must leave campus or contact a parent with an administrator.
5. Students may not eat in the hallways. Snacks and lunches must be eaten in the commons. All garbage should be deposited in the appropriate receptacles.
6. Students are not allowed use of electronic devices in hallways during instructional time.
7. During class change, students must proceed quickly to classes without stopping at the lockers of other students.
8. Students are not allowed to use lockers which are not assigned by the homeroom teacher. DO NOT SHARE LOCKERS.

HOMEWORK

Homework is an extension of the classroom learning process. It is one method to help students establish self-discipline and study skills. Parents can help by encouraging students to establish effective study habits and by reviewing homework expectations. If a student appears to be lacking homework assignments, contact the classroom teacher immediately. Also, check eSIS for completion grades. Finally, encourage your students to be ready for class by being prepared daily.

Should a student consistently fail to complete homework, the student will be assigned to Saturday School. It will be the responsibility of the parent to provide transportation. Once an assignment for Saturday School is scheduled by the administrator, the date will not be rescheduled. The student will receive a zero for work that is not completed.

HOPE SCHOLARSHIP

To be eligible for the HOPE scholarship as a first-year college student in Georgia, a student must

- be a legal resident of Georgia;
- be a 1993 or later graduate of an accredited high school;
- earn a B average in high school (a 3.0 cumulative grade point average on a 4.0 scale and meet the college preparatory track). If a student earned a technical diploma, he/she must have a 3.2 cumulative grade point average on a 4.0 scale and meet curriculum requirements.

Students who graduated in 2000 or later will be required to earn a “B” average in their core subjects and to meet the course requirements for their program of study.

The HOPE Program has established certain eligibility checkpoints. At these checkpoints, a student must have a 3.0 cumulative grade point average to renew the HOPE scholarship. The HOPE Scholarship includes tuition, HOPE-approved mandatory fees, and a book allowance of up to \$150 per semester. Full-time enrollment is not required.

HOPE GRANT

Georgia residents meeting HOPE’s citizenship requirements and attending a Georgia public technical college or public college or university and enrolled in a certificate or diploma program are eligible for HOPE assistance regardless of high school graduation dates or grade point averages. Full-time enrollment is not required. A student must be making Satisfactory Academic Progress according to the college’s policy to maintain eligibility, but a 3.0 cumulative grade point average is NOT required.

A student may receive the HOPE Grant for up to 63 semester hours (95 quarter hours) of study. Certificate programs offered through Continuing Education Departments do not qualify for HOPE assistance.

For more information on HOPE scholarship and Grant Program, call toll-free (770)-724-9000 or go online to www.Gacollege411.org.

INSURANCE

Accident insurance is available on an optional basis to all students. Insurance coverage is REQUIRED for each student who participates in athletics, band, or cheerleading. If a student is covered under a parent/guardian’s personal insurance plan, a waiver may be signed and turned into the coach/sponsor of the activity in lieu of purchasing student insurance. It is highly recommended that students in PE, career pathways, and labs be insured. Application forms are available in homeroom during the first week of school.

LATE ARRIVAL TO SCHOOL

Parents must sign in students who are late to school for any reason by reporting to the attendance office. Students are not allowed to enter late without a parent or guardian. If a student is a driver and arrives late to school, the parent must be contacted before the student is allowed to check in to school for the day. If a parent cannot be reached, the student will report to his/her administrator. Medical and dental appointments, etc., are considered excused tardies. All other tardies such as oversleeping, car trouble, traffic, etc. are considered unexcused tardies. Students must obtain a pass at the attendance office before being admitted to class late. Excessive tardies will be submitted to an administrator.

LOCKER ACCESS

Lockers are assigned in areas that are supervised by administrators, teachers, and campus security at a ratio of 15 to 1. Students must use their time wisely and schedule locker use to maximize time between classes. Students may not access lockers after 4:00 p.m.

LOST AND FOUND

Due to the uniform nature of the clothing and bags at Arabia Mountain High School, parents are encouraged to label such items. Any article of clothing, books, bookbags, etc. found on the school grounds or bus, will be placed in the storage area by the clinic. You may reclaim lost property by identifying it to the office staff. All items left unclaimed by June 15 of each school year will be donated to the local Goodwill.

LUNCH

All students pre-pay or pay for their meals at the time the meal is served. There is no procedure to provide credit for meals. The only free meals are for students who qualify for free or reduced lunch. All students are encouraged to eat lunch daily. The menu for Arabia Mountain High School is posted on our web site monthly.

Middle and High School:

Breakfast:	\$1.00
Lunch	\$1.75

Parents are permitted to provide lunch for students from outside vendors provided the lunch arrives during the student's lunch period. Students will not be called out of their classes to secure lunch purchased from outside vendors. Birthday celebrations must be contained to the cafeteria during the student's lunch period.

MASCOT

The official mascot for Arabia Mountain High School is the Ram.

MEDIA CENTER

The Arabia Mountain Media Center is open to students for school related support. Hours are 7:00 a.m.-4:00 p.m. Parents and students are urged to take proper care of all materials issued through the media center. Student losing materials will be responsible for the cost of replacing them.

MEDICATION

Medication will not be administered to students (this includes aspirin). Students who must take legally prescribed medication must complete the appropriate form. If a student is to take legally prescribed medication, the parent or guardian must bring the medication to the school in its original container and store it in the Clinic for dispensing to the student at the specified times.

MESSAGES

Only messages of an emergency nature can be delivered to students. Students may not leave class to receive telephone calls or to secure items delivered to them. Such items must be obtained from the attendance office at the end of a class period or during the student's lunch period. Please remember that students must have a learning environment free of interruptions.

OBSERVING CLASSES

Parents who would like to observe a class must arrive prior to the start of the class. Parents or visitors who arrive after the tardy bell will not be allowed to interrupt classes to observe.

GUIDELINES FOR CLASSROOM OBSERVATIONS

1. To maintain an optimal learning environment, parents should arrive at least 20 minutes before the class begins.
2. Parents must sign in at the main office security desk.
3. While visiting in classrooms, parents should avoid activity which would distract students, such as walking around the room, bringing younger children, talking to the students, and talking to the students during instruction.

GUIDELINES FOR CLASSROOM OBSERVATIONS (Continued)

4. The rights of all students to privacy and to a proper learning environment must be strictly observed.
5. If, at any time during a visit, the principal considers the parent's activities to be other than in the best interest of the students being served, he/she may terminate the visit.

PARENT CENTER

The parent center is located near the attendance office. The parent center serves to house resource materials for all parents. Volunteer opportunities are posted in the parent center. Also, two networked computers are accessible for parent use. The computers should be used for support and access to student grades. The computers may not be used for games or access on inappropriate sites.

PARENTAL INVOLVEMENT

Parental involvement is required. Parents will be involved in reviewing policies concerning guidelines for the parent volunteer program. Each family is expected to volunteer for a minimum of 10 hours annually. Parents are required to "clock in" at the main office reception desk to receive an assignment and credit for services. A volunteer badge is required to be worn by all volunteers to identify their purpose in the building. Volunteer services may include but are not limited to attending meetings, tutoring, campus beautification, office or clerical support, PTSA involvement, field trips, guest speaking, bus duty, cafeteria monitoring, or support of the many booster clubs. Failure to meet your 10 hour (per family) commitment will result in your student not being able to return the following year.

PARKING PROCEDURES

The student parking lot is located on the south side of the school near the front entrance. Each student who parks a vehicle on the school campus must complete a parking application and return it to the attendance office. The parking fee is \$40.00 per year. Parking fees for second semester will be \$20.00. Parking fees must be paid to the school's registrar. Parking applications may be submitted during the school's Open House on August 2. A student parking without a valid parking decal will be subject to disciplinary action and is subject to having the vehicle towed at his/her own expense. Students will be allowed to park on campus the first week of school without a parking decal. Priority parking will be given to seniors during the next school year. Parking for juniors will be based on availability. All parking privileges may be revoked if the student accumulates excessive absences, tardies, and discipline referrals.

PERMANENT FOLDERS AND RECORDS

The permanent records of students may only be disclosed with the written consent of the parent(s) or guardian(s), with the following exceptions: DCSS school officials or teachers with legitimate educational interest in the records. FERPA, the Family Educational Rights and Privacy Act, is a federal law regarding the privacy of student records and the access provided to these records. Unless the parent(s) or guardian(s) has provided written authorization specifically identifying what information may be released such as grades or test scores, records should not be released. Information from records may only be

shared with educational professionals who have educational interest in the student. All records are maintained in fire proof "Records" room at all times.

PERSONAL PROPERTY RESTRICTIONS

Personal property such as electronic games, tapes, cameras, I-pods, PSPs, Mp3's are not allowed at school. If this property is brought to school, it will be confiscated from students and returned only to parents. The school is not responsible for personal property of this nature that is stolen or lost. Students should clearly label all musical instruments.

PHYSICAL EDUCATION

Physical Education or Personal Fitness is a course generally offered to ninth grade students. All students are required to pass the Personal Fitness course in high school to graduate with a diploma. A second year of Physical Education is required for all students in DeKalb County. A waiver for these courses must be supported by documentation from a physician.

PTSA

The Parent-Teacher-Student Association (PTSA) is an essential part of our school community. It represents the partnership between the school and home on behalf of students. All staff and parents are expected to join the PTSA by the end of the first month of each school year.

TUTORING

Students attending tutorial sessions after school must be in the tutorial classroom by 3:35 p.m. They will not be admitted after 3:35 p.m. All teachers offer tutorial sessions and students must sign in. The dates and times for each teacher are posted on the individual teachers' webpage.

SCHOOL HOURS

The school day for students starts at 8:00 a.m. and ends at 3:20 p.m.

SCHOOL CLOSING

When severe weather creates hazardous conditions in DeKalb County, regular school scheduling may be suspended. It is the parent/guardians' responsibility to monitor local news reports. If, in a parent's judgment, weather conditions represent a threat to the student's safety, the parent shall keep the student at home. Parents are responsible for their students if school is dismissed due to inclement weather. Alternate arrangements must be made by parents to house a student in case parents cannot be reached at home/work. All after school activities will be canceled when school closes due to inclement weather.

SENIOR EXAM EXEMPTIONS GUIDELINES (2018-2019)

To be considered for exemption, seniors must meet the following criteria:

1. Student's average is ninety (90) or above in EACH subject for which exemption is to be considered.
2. Student has missed three (3) or fewer days in each class for which exemption is to be considered. ALL absences are counted except religious holidays, school related field trips, and approved college visitations. For senior exemption purposes, three unexcused tardies shall constitute one unexcused absence.
3. Student has not been suspended (either in-school or out-of-school).

SENIOR EXAM EXEMPTIONS GUIDELINES (2018-2019)-Continued

4. Student must not have an ‘N’ or ‘U’ in conduct in the subject for which exemption is to be considered.
5. Student must return textbooks prior to exam day. Lost books must be paid for prior to the exam.
6. All obligations to the media center must be cleared as well.
7. Student must have exemption permission forms on file by the assigned due date. Late forms will not be accepted.
8. Exemptions may be revoked at any time if a student does not continue to meet criteria for exemption.

SPORTS ELIGIBILITY “No Pass, No Play” Rules

The State Board of Education has mandated that no student may participate in athletic/extra-curricular activities unless he/she meets certain academic standards. Before a student can try out, practice or compete, he/she must have passed five (5) out of six (6) classes the previous semester. In addition a student must be on track to graduate with his/her class. All 9th grade students are eligible to participate in sports during their first semester. Students must be present at least half the school day in order to participate or attend any extra-curricular activity, practice, or rehearsal that afternoon or evening.

There are many opportunities for students to become involved in extra curricular activities at AMHS.

STUDENT ID CARDS

All students will be provided one free picture ID card. This card **MUST** be carried by the student at all times while at school. This card is used to

1. enter the Media Center and check out books and materials;
2. attend dances, athletic games, and other school functions;
3. verify student status when purchasing a student meal; and
4. confirm status as an Arabia Mountain High School student when requested by a school official.

Students who lose their ID card must pay \$2.00 for a replacement card. They are to see Ms. Hamilton for a replacement. Students who allow other students to use their ID cards will be referred to the Assistant Principal for Discipline.

SYLLABUS

All teachers maintain a syllabus for all courses. These syllabi are posted on the individual teacher’s webpage. All students and parents are expected to be aware of the expectations outlined in the syllabus for each class.

TARDIES

See “Late Arrivals.”

TEST REQUIREMENTS

GEORGIA MILESTONES END-OF-COURSE TESTS

Students are required to take state-mandated End of Course Tests (EOCT) in the areas of Algebra I, American Literature, Analytic Geometry, Biology, Coordinate Algebra, Economics, Geometry, Ninth Grade Literature, Physical Science, U.S. History. Each test will count 20% of the student’s final semester grade in that course. Students must take the EOCT in order to receive Carnegie Units for the courses requiring the EOCT.

TEXTBOOKS

The school district provides textbooks for all students. Every student is obligated to take good care of the materials in his/her care. Students must pay for lost or damaged textbooks according to replacement value. Students are encouraged to identify their books by writing their names in the appropriate spaces. At the end of the school year, students are provided the "Yellow Textbook" card to receipt all returned books. Please keep these yellow cards for documentation. No disputes will be researched without evidence of the yellow card that receipts the return of textbooks.

TRANSPORATION

For questions or concerns, parents should call 678-875-3614 for regular education transportation and 678-874-2408 for special education transportation. Dr. Anthony Rutledge, Assistant Principal, is the local school contact for Arabia Mountain High School.

Satellite and Shuttle Procedure

Satellite Procedure

1. Buses will be available at the satellite location 30 minutes prior to departure for students to be dropped off and to board the bus.
2. Transportation personnel will direct parents to the designated student drop-off and pickup area.
3. Transportation personnel will direct students to the correct bus. Parent should not approach the bus or driver during drop-off. Questions and concerns should be addressed by calling the satellite supervisor.
4. Students must be on the bus and seated five (5) minutes before the bus is scheduled to depart.
5. Standard bus rules fro the students will apply.
6. Parents must escort students from bus, once buses arrive at satellite.

Shuttle Procedures

1. A holding bus will be available at the shuttle locations at 6:00 am each morning. This bus is designated for parents to drop students off earlier than their designated time.
2. Transportation personnel will direct parents to the designated student drop-off and pickup area.
3. Transportation personnel will direct students to the correct bus. Parent should not approach the bus or driver during drop-off. Questions and concerns should be addressed by calling the satellite supervisor.
4. Students must be on the bus and seated five (5) minutes before the bus is scheduled to depart.
5. Standard bus rules fro the students will apply.
6. Parents must escort students from bus, once buses arrive at satellite.

Please Note

Parents must pick up students on time every evening. On time means that students are picked up from the satellite or shuttle within 30 minutes of the scheduled arrival time of the bus to the satellite or shuttle. Students that are picked up thirty minutes or more after the scheduled arrival of the bus to the shuttle or satellite will be considered late. Students that are consistently late will receive the following consequences:

1st Infraction Warning Letter

2nd Infraction 3 days suspension from the satellite and/or shuttle

3rd Infraction 5 days suspension from the satellite and/or shuttle

4th Infraction Suspension from the bus for the remainder of the year.

DeKalb County School District
David Guillory
Transportation District Manager
678-676-1333 Office
David_Guillory@dekalbschoolsga.org

VISITATION

We welcome parents and visitors to our school. To protect our instructional time, all visitors are expected to check in at the main office security desk to sign in as a visitor. Visitors may not bring non-students to visit classes or volunteer. Parents bringing forgotten books or materials should leave them in the attendance office. The students will be contacted at the end of the class period before transitioning to the next class period. Parents who would like to observe a class must arrive prior to the start of the class. Parents or visitors who arrive after the tardy bell will not be allowed to interrupt classes to observe.

UNIFORMS

See Dress Code

Ten Keys to Success in High School

Good Attendance. Be prepared each day-have all supplies for each class.

Stay organized-write everything down, especially homework assignments.

Use an agenda book or calendar to keep up with important dates and assignments. Check it everyday.

Turn in all homework and daily work complete and on time. Make sure it is as correct as you can make it.

When absent – secure make-up work from your teachers, complete it, and turn it in within the deadline.

Ask questions if you do not understand!! Ask for help if you need it.

Review your work from each class everyday, even if you have no specific assignment to complete.

Keep all your work from each class together in a folder or notebook and date all of your work. (Use one notebook with subject dividers or a separate notebook for each class).

Study for every test and quiz.

Get involved.