

STUDENT/PARENT HANDBOOK

DeKalb County School District

Clarkston High School
618 North Indian Creek Drive
Clarkston, Georgia 30021

(678) 676-5302 Main Office

(678) 676-5310 Fax

(678) 676-5313 Attendance Office

(678) 676-5314 9th Grade Academy

(678) 676-5312 Discipline Office 10th-12th

(678) 676-5315 Instructional Office

(678) 676-5326 Counseling Office



2016 - 2017

**THE GOLD STANDARD
of
Excellence**

Respect, Responsibility, Relationships, Results

Dr. Michelle E. Jones, Principal

Emmerson Allen, Assistant Principal

Pattie Lemelle, Assistant Principal

Angel Rivers, Assistant Principal

Eric Robinson, Assistant Principal

Always **N**otice **G**reatness **O**nly **R**est **A**fter **S**uccess

As of 8/8/2016

Visit our website at www.dekalb.k12.ga.us/clarkston

MISSION STATEMENT

DCSD Vision: To inspire our community of learners to achieve educational excellence.

DCSD Mission: To ensure students success, leading to higher education, work, and life-long learning.

DCSD Motto: Inspire - Achieve - Excel

CHS Vision: The GOLD STANDARD of Excellence Respect, Responsibility, Relationships, Results

CHS Mission: The mission of Clarkston High School is to educate all students to become lifelong learners in a diverse society.

CHS Pledge: **ANGORAS** Always Notice Greatness Only Rest After Success

Clarkston High School is a part of the **DeKalb County School District** consisting of grades **9, 10, 11, and 12**. The school serves the city of Clarkston and parts of Stone Mountain located in DeKalb County. Clarkston High School is a Title I/Priority School that operates on a two-semester system – **180** days. Clarkston offers a variety of courses with accelerated classes in nearly every discipline. Instruction begins promptly at **7:55** a.m. and ends at **3:15** p.m. Our projected enrollment is approximately 1550 and we currently have approximately 145 faculty members and 50 support staff. Our teachers are highly qualified.

The Parent Resource Room

The Parent Resource Room will serve as a resource that will allow parents to effectively assist in their children's academic and social growth. Parents will be able to have assistance with resumes, career searches as well as many other opportunities. The Parent Resource Room will provide the following resources: Infinite Campus Portal, Training, and Workshops. It is located in the Media Center. Hours of operation are **8:00 a.m. – 4:00 p.m.** The Parent Support Liaison is **Ms. Tracie Harden** at 678-676-5478 or tracie_harden@dekalbschoolsga.org.

Parent Portal/Infinite Campus : <https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp>

COUNSELING OFFICE

The Counseling Office is committed to meeting the needs of students, parents, faculty, staff, and the community in many ways: providing information, interpreting test results, assisting with academic placement and educational planning, addressing academic problems and concerns, working with crisis situations, and promoting personal and social development. Even though the Counseling Office maintains an open door policy, students' needs are best met with scheduled appointments. The counselors offer unique programs such as Mentoring, Peer Mediation, Morehouse College Educational Talent Search and Upward Bound. The Counseling Office is open from 7:30 a.m. to 4:30 p.m. Counselors are also available before/after school and during lunch. Students are assigned to a counselor based on grade level:

	<u>Counselor</u>	<u>Phone</u>
12 th Grade Counselor	Ms. Ware	678-676-5327
11 th Grade Counselor & Head Counselor	Mrs. McNair	678-676-5328
10 th Grade	Mrs. Barnett	678-676-5329
9 th Grade Counselor	Mr. Colbert	678-676-5346

Alma Mater

***In DeKalb is Dear Old Clarkston
Where the Green & Gold Waves
Triumphant Over Students
High its Standards Hold.***

***Hail to Clarkston
Alma Mater Praise be to Thee
We Will Ever Loyally Serve Her
Staunch Patrons Be.***

MEDIA CENTER cont.

Student computer workstations are available for use throughout the day. When using the computers, students and parents are expected to abide by the guidelines for appropriate internet and technical use that is found on pages 63 & 64 of DeKalb County School District Code of Student Conduct Student Rights and Responsibilities and Character Development Handbook.

CAFETERIA

The cafeteria offers hot and cold breakfast and lunch. Each student is given a PIN number for use in the cafeteria. Unauthorized use of a PIN number is prohibited and closely monitored. They **All food and drink stay in the cafeteria.** All paper waste, eating utensils, and trays are to be placed in trash containers. All Clarkston students eat free this school year. **Students may not bring fast food products on campus or have fast food items brought to them on campus.** Any violation of cafeteria rules may result in discipline consequences.

INFORMATION DESK

All parents and visitors entering **Clarkston High School** must check in at the Information Desk located at the front of the building. All visitors and parents must have a visitor's pass while visiting in the building.

DROP-OFF/PICK-UP

The location for student drop off in the morning is at the bottom parking lot and the pick-up location in the afternoon is at the top parking lot.

LOST & FOUND

Lost items may be claimed in the Front Office before school and after school.

STUDENT I.D. CARDS

The yearbook company will furnish the first I.D. card each year. There are no replacements for lost I.D. cards. For additional information please see **Mrs. Brazas**, the Yearbook Coordinator. Students will take pictures at the time of enrollment for identification purposes only.

AFTERSCHOOL EXPECTATION

Report to after school activities promptly at 3:30 p.m. Bring assignments and questions to work on. Be focused to maximize time. Plan for pick up immediately following afternoon activities. Loitering is not allowed. Students staying afterschool to support Clarkston events or athletic competitions should have parent permission and arrange for pickup immediately following the event.

INTERVENTION

WHAT ARE POSTIVE INTERVENTIONS AND SUPPORTS?

Positive behavior interventions and supports focus on understanding why behaviors occur and implementing strategies to teach students more appropriate behaviors. Overall, positive interventions focus on changing student behavior. A positive approach to addressing behavior occurs on a school-wide level. Intervention occurs within classrooms or with individual students to increase academic performance and safety, while decreasing problem behavior to establish a positive school culture.

PARENT CONFERENCES

Student progress and parent conferences are held twice a semester to allow parents teachers, and students to meet for the purpose of discussing students' progress. In the event parents wish to observe classes or meet with a counselor they should make an appointment with the counselor or administrator 24 hours prior to the visit. Advisement conferences are held annually to discuss course requirements and graduate status. Parents are encouraged to attend. Interpreters are available upon request.

GRADING POLICY

Grades

A – 90-100 Excellent
B – 80-89 Good
C – 71-79 Fair
D – 70 Passing
F –0-69 Failing

Conduct

S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

DISCIPLINE

All students in the DeKalb County School District are governed by the rules outlined in the Code of Student Conduct~Student Rights and Responsibilities and Character Development Handbook. All students are expected to behave in a respectful and orderly manner while at school, on the bus, and at all school sponsored activities. When the administrative team issues consequences for students who need to be redirected, several factors are considered such as the nature of the violation, the severity of the offense, and prior discipline history. Providing the student with a quality learning environment is essential and alternative measures will be employed to modify student behavior. This may include, but is not limited to, the following: conferences, cross teaming, cafeteria duty, reflective essays, parent shadowing, restricted participation in events, work detail, and detention. To ensure the academic integrity of this institution, students are not allowed to return to extra-curricular activities after suspension until they have completed one day of instruction. Students returning from suspension should make sure all work is completed prior to returning to any extra-curricular activity. While a student is suspended out of school, he/she may not be on any DeKalb County school campus for any reason. Bullying is unwanted aggressive behavior and should be reported to school officials immediately.

ATTENDANCE

The instructional day begins at 7:50 a.m. and ends at 3:15 p.m. Students are considered late after 8:00 a.m. Please check in electronically at the information desk. According to Georgia law, parents/guardians are to make sure their child attends school regularly. When students have been absent and return to school, they must bring a written excuse from their parent/guardian containing the date of absence(s), parent/guardian/doctor's signature, phone number where they can be reached during the day for verification, and the reason for the absence. A doctor's statement is required for students with chronic or prolonged absences. The following are excused absences in compliance with Georgia law: (1) Personal Illness (2) Death in Immediate Family (3) Religious Holidays (4) Service as a Page for the General Assembly (5) Military Deployment of a parent. Students returning to school from being absent should report to the information desk from 7:30 a.m. to 7:55 a.m. to obtain an admit pass to class. Students who continue to report to school/class chronically late will receive consequences.

DRESS CODE POLICY

2016—2017 Clarkston High School Uniform Information

Follow SUIT

STUDENTS IN UNIFORM RECEIVING INSTRUCTIONAL TOOLS

This year our Mighty Angoras will follow S.U.I.T with the following uniform policies:

Headwear

The only headwear allowed will be Hijabs. They are to be SOLID colors in navy, black, yellow, khaki or white. No other headwear is permissible.

Tops

Solid white, kelly green, or yellow oxford or polo style shirts will be worn. No t-shirts and no visible logos other than Clarkston High School logo.

Bottoms

Knee length or longer skirts/shorts (navy, khaki, or black)

Solid uniform dress slacks/pants (navy, khaki, or black), black denim

Jeans, bermuda shorts, sweat pants, capris, cargo, and nylon pants are **NOT** allowed.

Belts

Brown or black belts must be worn at all times.

Shoes/Socks

Solid brown, black, or white shoes must be worn at all times. Socks are to be yellow, white, black, navy, or brown.

Outerwear

If outerwear is worn inside of the building, such as a jacket, hoodie, or sweater they must be solid gray, navy blue or white.

Other/Accessories

If a student would like to wear a blazer, it must be navy blue, black, or green. Any vest, necktie or bowtie worn must be plaid #55.

P.E. Uniform

All P.E. Uniforms will consist of a solid gray shirt and kelly green bottoms. They can be purchased from the coaches office on the P.E. hall. 9th and 10th grade students are required to take P.E.

It is mandatory that students follow the uniform dress code policy. Students are expected to dress appropriately for school. All students must refrain from wearing excessively baggy or sagging clothing, pants must be pulled up on the waist, and shirts must be tucked in. Shorts, skirts, dresses, and splits must be knee length. Midriffs can not be exposed. Muscle shirts, tank tops, net or see through clothing, tank undershirts, spaghetti straps, any article of clothing with inappropriate offensive writing or pictures are not allowed. The following are not permitted **hats, beanies, headbands, scarves, bandanas, head wraps, sunglasses, holes in (pants, skirts, dresses, or shirts), flip flops, thong flat sandals without a back strap, bedroom slippers, slides, or pajamas.**

Tight or revealing clothing (form-fitting stretch pants, leggings, biking shorts, and sheer tops) are prohibited. No shirt should be worn that cannot be tucked in your pants. Low cut tops exposing the chest area or back are not permitted. Students who refuse to follow the dress code policy will be subject to consequences outlined in the student code of conduct handbook. Clarkston High School would like for parents/guardians to partner with us to ensure all students wear the school uniform daily.

STUDENT CHECK-IN/CHECK-OUT

Students who arrive to school after the tardy bell must check in electronically at the Information Desk. Parents/guardians must be present and should report to the Information Desk to check in/out their child. Students should not leave class without an official document. Please note that only parents/guardians listed in the school records are authorized to check a student in/out. **Check in or out by telephone is not permitted.** This policy helps to ensure the safety of our students.

STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS DURING THE LUNCH PERIOD. Students must either be in the cafeteria or have written permission to be in the Media Center during lunch.

CELL PHONES / ELECTRONICS

The administration discourages bringing to school any items of value. Students may possess cell phones, but they must be kept invisible and turned off at all times. Students are not permitted to use cell phones during instructional time for personal use. Students should not use outlets or equipment to charge electronic devices. The school will not be held financially responsible for lost, stolen, or misplaced electronic devices. Please review DeKalb County School District Code of Student Conduct Student Rights and Responsibilities and Character Development Handbook. Electronic and communication devices are prohibited. Beats, oversized headphones, and earphones should be kept in the locker.

LOCKERS

Lockers are assigned to all students. **STUDENTS ARE HELD RESPONSIBLE FOR THE CONTENTS OF THEIR LOCKERS.** Locker combinations should be kept confidential at all times. Unauthorized locks will be removed and discarded. **Sharing school lockers is not permitted.** Book bags must be kept in the lockers for the entire school day. School personnel have the authority to search student lockers or belongings, if needed. Students should lock their belongings during health/P. E. classes. Locks are available from the P.E. office

TEXTBOOKS

The district encourages the use of on-line resources and supplemental information to textbooks. When textbooks are issued, students are responsible for keeping and maintaining the textbook. The replacement cost of lost or damaged textbooks is the current purchase price. Students who fail to clear their textbook responsibilities from previous school years will not be issued textbooks. Seniors must clear all obligations, including textbooks, before leaving Clarkston High School.

MEDIA CENTER

The Media Center offers a wide variety of books, periodical subscriptions, electronic and audiovisual resources. The Media Center is open from **7:45 a.m. to 3:45 p.m.** daily with some extended days. Students must have a pass to the media center for use after **3:15 p.m.**

Books are checked out for two-week intervals and may be renewed unless requested by someone else. Students are responsible for replacement cost of lost or damaged Media Center materials. The replacement cost is the current purchase price.