

**Dunwoody High School  
Student Expectations  
2018 - 2019**

Our aim is to provide our students with a safe, orderly environment in which to study and to learn. Certain local school policies, in addition to the system-wide discipline rules, are necessary.

It is important that each student be familiar with these local policies, as well as those stated in the 2018 - 2019 *Code of Student Conduct: Student Rights and Responsibilities*.

[www.dunwoodyhs.dekalb.k12.ga.us/StudentExpectations.aspx](http://www.dunwoodyhs.dekalb.k12.ga.us/StudentExpectations.aspx)

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

Main Office  
678-874-8502  
Attendance Office  
678-874-8520  
Counseling Office  
678-874-8532  
Discipline office  
678-874-8522  
Registrar's Office  
678-874-8506

**MISSION STATEMENT**

The mission of Dunwoody High School is to ensure the success of all students, to enable them to become lifelong learners, and to be productive members of an increasingly diverse society.

**THIS SCHOOL AGENDA BOOK BELONGS TO:**

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Address: \_\_\_\_\_ Homeroom: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

## OFFICE OF INSTRUCTION

### CHEATING POLICY

The DeKalb County School District's Code of Student Conduct addresses cheating as an offense.

#### **Definition of Cheating, Academic Dishonesty, and Plagiarism:**

Dunwoody High School defines cheating, academic dishonesty, and plagiarism in the following manner:

Use, possession, giving or receiving of unauthorized materials in a testing situation.

Giving or sharing information on an assignment, paper, project or assessment.

Copying another student's work of any kind and turning it in as one's own work.

Passing on definite answers to questions on an assessment to someone who has not taken the assessment, as well as the receiving of definite answers to an assessment.

This includes the use of an electronic device to transmit or receive such information.

Turning in work for credit that is not one's own. This includes, but is not limited to, information from the internet.

Plagiarism of any sort. Plagiarism is defined as the act of turning in the work of another person/author as one's own work without giving the original author credit, presenting the ideas of another person as one's own without giving the original person credit, or claiming credit of another person's work as one's own in any other manner.

Sharing or copying information from another student's electronic storage device.

Having an electronic device in one's possession or belongings in the classroom or other testing setting during the administration of an assessment, when the teacher/examiner has asked for those devices to be surrendered to them temporarily for the administration of the assessment.

#### **The following procedure will be followed when a student is caught cheating, plagiarizing, or otherwise committing an act of academic dishonesty:**

- The teacher will notify the student's parents of the incident and the details.
- The teacher will electronically submit a referral to the Assistant Principal of Instruction in Infinite Campus with the details of the incident. This is part of the student's permanent electronic school record.
- Upon investigation by the Assistant Principal of Instruction or other school administrator, if the student is found to be guilty of the allegation, then the following consequences will be followed:
  - For the first and any subsequent offenses, the student will receive a zero on the assignment, paper, project or assessment involved. The student may receive an N in Conduct on the next progress report or report card issued.
  - For the second offense in any course, the student will receive a U in Conduct for the semester.

A senior who has been found to be guilty of academic dishonesty during the course of a semester will be ineligible to exempt any final exams for that semester.

Note that referrals for cheating, academic dishonesty, and/or plagiarism, like referrals for other disciplinary infractions may negatively impact the selection process, admission process, and membership in honor societies.

### COUNSELOR APPOINTMENTS

Each student is encouraged to work closely with his/her counselor. When a student wishes to see his/her counselor, the student should sign up in the Counseling Office before school, after school, or during lunch only. The Counseling Office is open from 7:30 AM until 3:30 PM.

### **MEDIA CENTER**

The Media Center is open from 7:45 a.m. to 3:45 p.m. Monday, Tuesday, Thursday, and Friday. On Wednesday, the Media Center is open from 7:45 a.m. to 3:20 p.m. Hours are subject to change.

Books may be checked out for two weeks with unlimited renewals, unless the book has been requested by someone else. Generally, only five books may be checked out at a time. A student must show his/her Student ID to check out a book.

Overdue fines are 10¢ per school day, not to exceed \$3 per book per semester. Reference materials and periodicals, which may be checked out overnight, carry a 25¢ per hour late fee. All fines should be cleared before the end of the semester.

If a student loses materials such as library books or videos, he/she is responsible for paying the replacement cost plus a \$1 processing fee.

### **PROGRESS REPORTS AND DEFICIENCY REPORTS WITH PLANS FOR REMEDIATION**

School system issued *Progress Reports* will be issued at 4.5-week intervals. Parent-teacher conferences are encouraged, especially if the progress of a student is unsatisfactory, and may be requested by parents, guardians, or teachers. Teachers will prepare a *Deficiency Report* with a *Plan for Remediation* for each student possessing a grade of 75 or below. *Report Cards* will be mailed to the parent/guardian of the student at the home address on record at the school after each semester.

### **COURSE REQUESTS AND SCHEDULING PROCESS**

High school registration and scheduling will be conducted on an annual basis in the following manner:

- Class meetings will be held during the months of November and December to provide parents, guardians and students information about the course request process and course request forms. Deadlines in late December and early January will be set for each grade level to turn in their course request forms.
- Each student's course requests will be entered into Infinite Campus in late January and early February. Students will then be given a verification form to indicate changes or corrections to their course requests for the next school year. There will be a deadline by which these forms must be returned, if there are any changes or corrections to be made.
- In February and early March, the Assistant Principal of Instruction will tally the number of requests for each course to determine the number of sections of the courses being offered for the next school year. If there are not enough requests for a course to properly fund a single section of the course, that course may not be offered.
- In March, the Assistant Principal of Instruction will begin building the master schedule for the following school year.
- Adjustments will be made following the conclusion of Spring Semester, based upon failures.
- Once final adjustments are made to the master schedule, the students' course requests will be loaded into the master schedule, creating each student's individual schedule.

### **STUDENT SCHEDULES AND SCHEDULE CHANGE REQUESTS**

- Students will receive schedules for the upcoming semester on Registration Day preceding the start of school for Fall Semester. They will receive Spring Semester schedules in Homeroom on the first day of Spring Semester.
- **Students may request schedule changes by the fifth day of the Fall semester and the third day of Spring semester for the following reasons only:**
  - ✓ **Make adjustments for failing grades or summer school work**
  - ✓ **Correct clerical or administrative errors**
  - ✓ **Correct incomplete schedules**
- Schedule changes for the approved reasons above will depend upon seat availability in classes.
- Other changes in student schedules will be made at the discretion of the Assistant Principal of Instruction, in order to balance classes and/or distribute teacher loads.
- Requests for teacher changes will not be honored.
- It is important for students and parents to give careful consideration to the course selection process, as the staffing needs for the school are based upon these requests.

### **TEXTBOOKS and CHROMEBOOKS**

Textbooks and/or Chromebooks are instructional materials/devices issued to students; however, remain school property. Students are responsible for keeping these resources in good condition and returning them at the end of each semester/year or upon withdrawal. Any resource that is damaged, lost, or stolen must be paid for by the student to whom it was issued. All fees and replacement costs for damaged, lost, or stolen items must be paid by the end of the school year. Failure to do so will result in report cards, transcripts, and diplomas being held until fees and/or replacement costs are paid.

## OFFICE OF ATTENDANCE

Please refer to the *Code of Student Conduct: Student Rights and Responsibilities and Character Development Handbook* for complete DCSD attendance procedures and protocol.

**While students are held accountable and responsible for their absences, parents must also be aware and involved in the attendance process. Parents/guardians are urged to establish accounts to access the Infinite Campus Student Information System to assist with monitoring attendance.**

### GEORGIA COMPULSORY ATTENDANCE LAW

A student absent from school without a legal excuse is in violation of the Compulsory School Attendance Laws of the State of Georgia. If a student between the ages of six and sixteen accrues an excessive amount of unexcused absences, the school social worker becomes involved, and it is possible that a truancy petition can be filed in juvenile court to address the excessive absences. Students who accrue 10 or more consecutive, unexcused absences will be withdrawn due to lack of attendance.

### ATTENDANCE POLICY

All students are expected to be at school on time, every day. Failure to attend school may result in the suspension of driver's license for students and/or legal sanctions against the parent/guardian of the student.

To be considered "in attendance" for a school day, a student must be present for at least one half of the school day, excluding the lunch period. Students leaving school before 11:30am will be considered absent for the day and will not be allowed to participate in any school-sponsored activities that day.

### MORNING ACTIVITIES

- Students arriving at school are required to report to the cafeteria until the first bell rings at 7:50 AM.
- Students may also participate in early morning activities that are scheduled and supervised by a teacher.
- **Students must have a pass from their teacher to attend morning activities.**

### AFTERNOON ACTIVITIES

- Students are encouraged to become involved in supervised after-school activities.
- **Any student participating in an approved after-school activity must be supervised by an adult at all times.**
- All students must be off campus by 3:45pm unless they are participating in an after-school supervised activity.
- Students remaining after school without a pass and not participating in an after-school activity may receive a disciplinary action for loitering.

**CHECK-IN/OUT**

Please keep in mind that Dunwoody High School is not an open campus. Students are NOT allowed to leave campus (including lunch time) without checking out in the attendance office. If a student will be driving off campus, the parent/guardian must include that information on the check-out note. If a parent is planning on checking out student, he/she must come into the building and sign them out in person. A state-issued **ID is required for check-outs**. Please arrange check-outs prior to 2:50pm.

**SKIPPING**

Students who fail to check in, check out, or roam the halls without a pass will face consequences for skipping.

<b>Number of Skips</b>	<b>School Action Per Occurrence*</b> <b>*The Attendance Protocol/Consequences are subject to change at any time.</b>
<b>1 - 2</b>	Student receives a warning. Teacher is responsible for contacting the parent(s).
<b>3 - 6</b>	Student receives 1 day detention or comparable consequence assigned by teacher. Referred to the counselor who is responsible for contacting the parent(s).
<b>7 - 10</b>	Student receives a discipline referral and 1 day in-school suspension (ISS) or comparable consequence assigned by an administrator. School to schedule a student/parent conference for the purpose of signing an attendance contract.
<b>11+</b>	Student receives a discipline referral and ISS or comparable consequence. Parent contacted and referral to counselor and social worker. Student is given choice of ten (10) days ISS, alternative school/program placement, or comparable consequence.

**TARDINESS**

Students are expected to be in their seat and ready to learn by 8:10am. Students who arrive at school between 8:10-8:30am, should report to class, where a tardy mark will be issued by the teacher. Students who arrive at school after 8:30am or during class exchange, should check in through the attendance office.

<b>Number of Tardies</b>	<b>School Action Per Occurrence*</b> <b>*The Attendance Protocol/Consequences are subject to change at any time.</b>
<b>1 - 2</b>	Student receives a warning. Teacher is responsible for contacting the parent(s).
<b>3 - 6</b>	Student receives 1 day detention or comparable consequence assigned by teacher. Student may also be referred to the counselor who is responsible for contacting the parent(s).
<b>7 - 10</b>	Student receives a discipline referral and 1 day in-school suspension (ISS) or comparable consequence assigned by an administrator. School to schedule a student/parent conference for the purpose of signing an attendance contract.
<b>11+</b>	Student receives a discipline referral and ISS or comparable consequence. Parent contacted and 2nd discipline and counselor referral completed. Student is given choice of ten (10) days ISS, alternative school/program placement, or comparable consequence.

**DOCUMENTATION**

Documentation for excused absences must be turned in to Ms. Nash ([dunwoodyhighattendance@gmail.com](mailto:dunwoodyhighattendance@gmail.com)) or Ms. Stephanie Davis, in person, in the attendance office within five business days of the absence.

Pre-arranged check-outs for that day must be submitted by email to the attendance office at [dunwoodyhighattendance@gmail.com](mailto:dunwoodyhighattendance@gmail.com) or with a written note by 8:30am. Please include a number where Ms. Nash or Ms. Davis can contact parent/guardian for verification purposes.

### **EXCUSED ABSENCES**

In order for a student's absence/tardy to be considered excused, they must fall under the following categories AND bring in documentation as proof:

- personal illness; (medical documentation)
- serious illness or death in the family; (parent note)
- religious holiday; (parent note)
- instances in which attendance could be hazardous as determined by the DeKalb County School District;
- registering to vote/voting in a public election;
- tests and physical exams for military service and the National Guard; (medical documentation)
- other such absences as provided for by law or by the local Board of Education.

\*If a student/parent forgets to bring in documentation upon return, the absence/tardy will be coded as unexcused until documentation is provided.

Excused absences will result in the student being allowed to make up any missed assignments in accordance to the course syllabus. Teachers are not required to accept assignments missed due to an unexcused absence.

### **INCORRECT ATTENDANCE**

When a student/parent monitors the attendance via Infinite Campus and there is a discrepancy, the student should touch base with the teacher. The teacher will notify the attendance office of any changes that need to be made.

We, at Dunwoody High School, believe that regular school attendance is directly correlated to academic success and establishes regular habits that will prepare students for life after high school.

### **ATTENDANCE AREA**

The DeKalb County School District attendance policy requires that a student must live in the attendance area with a parent or guardian. Exceptions are given to students granted special permission to attend DHS. If a question arises concerning whether or not a student lives in the Dunwoody attendance area, proof of residence will be required. Proof of residence is a current mortgage/lease or a current utility bill. Cable bills, phone bills, or other bills are not accepted as proof of residence.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER ... IMPORTANT!**

If at any time during the school year you have a change of address or telephone number, the student/parent **MUST** inform the Registrar of the change(s) so that accurate, current records can be maintained. Also, be sure to update the EMERGENCY CONTACT FORM in the Attendance Office. The information on this card is used to call parents if a need or an emergency arises. Report cards and important school information are mailed to the address of record. **All students are required to have an emergency number.** For a change of address, please bring a current utility bill or mortgage/lease to the Registrar to satisfy proof of residence requirements.

### **EMERGENCIES**

*A student who must leave school during the school day because of illness or other emergencies must complete all check-out procedures in the Attendance Office.* If the parent (or someone on the approved check out list) cannot be contacted, the student will be made as comfortable as possible until contact is made. In an extreme emergency, paramedics will be called. Any medical emergencies must be brought to the attention of an administrator or a faculty member.

### **LATE BUSES**

Students arriving on late buses will be given a pass when their bus arrives.

### **STUDENTS TAKING OFF-CAMPUS CLASSES**

- GA State University-Perimeter College (Post-Secondary Option) – Students will sign in or out at the security desk in the front foyer.
- Fernbank (STT) – Upon returning to school, Fernbank students must sign in at the security desk in the front foyer, report to the assigned area, and remain there until the end of the period.

**STUDENTS ARE EXPECTED TO BE ON TIME FOR ALL CLASSES,** including homeroom. **Chronic tardiness is a disciplinary issue and will be dealt with accordingly.**

### **CERTIFICATES OF ENROLLMENT**

Students must obtain a Certificate of Enrollment from the Attendance Office prior to applying for a Driver's Permit (Learner's) or Driver's License. **There is a \$3 notary fee for each Certificate of Enrollment. The turnaround time is usually 24 hours.** Students applying for a driver's license also need an ADAP certificate showing a passing grade on the Alcohol and Drug Awareness test given in 9<sup>th</sup> grade health class. The Attendance Office can reprint this certificate if you took the class at Dunwoody High School.

## OFFICE OF DISCIPLINE

### ATHLETICS / SPORTSMANSHIP

Good sportsmanship and positive behavior at all athletic events, school assemblies, pep rallies, and programs are an expectation of all students. Refer to the *Code of Student Conduct: Student Rights and Responsibilities* handbook for further information regarding the policy. ***Inappropriate behavior at any school event will result in disciplinary action.***

### CAFETERIA PROCEDURES

- Students may eat lunch ONLY in the cafeteria or picnic area (as weather permits). Students will be allowed to eat lunch in the picnic area as long as they show responsibility for keeping this area clean and placing their trash in the containers provided.
- After completing their meal, students are expected to dispose of their lunch trays in the appropriate areas or trash receptacles.
- Students may not horseplay or throw items in the cafeteria. **Food fights will result in suspension from school.**
- Breaking in line will result in disciplinary action.
- **Students are not allowed to have any food delivered including via Uber or other food delivery phone apps.**
- During the assigned lunch period, students must report to the cafeteria before the late bell rings.
- Students may opt to report to the Media Center during the lunch period to study and/or work on assignments. **Students may not eat or drink in the Media Center.**
- **Once a student decides on a particular location for lunch, the student must remain in that location. Going back and forth will not be permitted and students cannot leave campus during lunch for any reason.** An authorized adult always has to check the student out in the Attendance Office or give written authorization for student to drive off campus, in order for the student to leave campus.
- Prepaid lunches are available. These may be purchased from the cafeteria manager on Mondays. **Prices are subject to change.** Students may not charge lunches.

### BOOK BAGS

Book bags, backpacks, athletic/sport bags, drawstring bags, and large purses (greater than 12' diagonally) are NOT allowed in classrooms and are subject to be searched at any time. During the 2018-19 school year bags must be stored in assigned lockers during the school day.

### DETENTION:

#### DETENTION WITH TEACHERS

A student may be assigned detention by a teacher for minor rule violations; the teacher will contact the parent(s). Failure to serve this detention will result in being referred to the Assistant Principal of Discipline.

### **ADMINISTRATIVE DETENTION**

Students may be assigned detention by the administration for more serious infractions. Detention will be held on Tuesdays and Thursdays from 3:15 until 4:00 PM. **Students will not be allowed to enter the room after 3:20 p.m.** Students that do not serve assigned Administrative Detention are subject to more severe consequences.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension (ISS) hours are from 8:10 a.m. to 3:10 p.m. daily. Students will receive a thirty-minute lunch break. The ISS teacher will give the students their classroom assignments in order to keep them on track with the classroom instruction. Students should see teachers before or after school for clarification on assignments prior to ISS. **Students will NOT be allowed to use cell phones, head phones, or ear buds in ISS. Students will NOT be allowed to put their heads down on their desks or sleep in ISS.**

### **DRESS CODE / APPEARANCE**

**Appropriate dress, neatness, and cleanliness are expected of all students.** Clothing that draws undue attention, interferes with instruction and the educational process, or threatens health and safety is neither appropriate nor acceptable. To ensure consistent enforcement of the dress code, clothing or attire deemed unacceptable or questionable by staff will be referred to an Assistant Principal who will be the final authority. Students who fail to comply with the DeKalb County School District's dress code requirements and local school expectations, as enumerated below, may be charged with offense #25-Dress Code Violation.

**We do not supply clothing to students to correct dress code violations.**

### **IMPORTANT:**

- All students receiving their first dress code infraction will receive parent notification, a discipline referral for after school detention **and must remain in ISS until the infraction is corrected.**
- Students who receive a second infraction will receive one day of In School Suspension (ISS).
- A third infraction will result in one day of Out of School Suspension (OSS).
- A fourth infraction will result in two days of ISS.
- A fifth infraction will result in two days OSS.
- A sixth infraction will result in three days OSS with a Local Formal Hearing.

### **TO BE IN COMPLIANCE WITH DRESS CODE REQUIREMENTS:**

- All students are required to wear shoes. **Flip flops (plastic or rubber soles), house shoes, shower shoes, & slippers are NOT permitted for safety reasons.**
- Wearing 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 the ethnic background, color, race, national origin, religious belief, sexual orientation, or disability of a person is prohibited.
- Clothing and/or jewelry that are decorated with obscene phrases, inappropriate symbols/facsimiles promoting or depicting gangs, weapons, tobacco, drugs, alcohol, violence, or any language that may be interpreted as abusive or vulgar, will not be allowed on campus.
- Halter tops, tank tops, tube tops, spaghetti straps, extremely low cut tops, or

tops revealing undergarments are unacceptable attire. All shirts must have at least a cap-sleeve and midriffs must be covered.

- Shorts, skirts, and slits in skirts must be longer than 3-½ inches above the knee. NO EXCEPTIONS.
- Sunglasses, hats, caps, bandanas, combs, head scarves, or any kind of headwear (except those worn for religious purposes) CANNOT be worn in the building. These items should remain in the student's locker until school ends. **Warnings will not be given and items will be confiscated.**
- The wearing of pants below the waistline is prohibited. Belts must be worn with pants that have belt loops in an effort to decrease sagging.
- Wearing of pajama pants is NOT permitted.
- **Wearing leggings as pants is allowed ONLY IF the clothing worn over the tights or leggings completely covers the hips.** Sheer panels in leggings above the knee are prohibited.
- Jeans or pants with holes above the knee are prohibited. (No skin must be shown.)

*Our Student Dress Code is a generous policy and all students are expected to comply. The administration considers dress code violations to be a flagrant display of insubordination and a disregard for school policy. Appropriate dress is expected from student arrival until student dismissal (Door-to-Door). **Please note that students who correct dress code infractions after they get into the building will still have the consequence designated above.***

## GENERAL INFORMATION

### ELEVATOR

Dunwoody High School is equipped with two elevators. The purpose of the elevators is to assist individuals with special needs **only**. Students must have prior permission to use the elevator.

### INSURANCE

Accident insurance is available on an optional basis to all students. **Insurance is required** for each student who participates in athletics, band, cheerleading, or drill team. If a student is covered under a parent's personal insurance plan, a waiver must be signed and turned in to the coach/sponsor of the activity. **It is highly recommended that students in lab courses and PE classes also be insured.**

### LOCKERS

Each student will be assigned a locker. **Any student using a locker other than the one assigned to him/her will receive disciplinary action. Students should not give their locker combination to anyone.** All students are reminded that the unauthorized removal of any contents such as books, lunches, clothing, etc. from the locker of another student is theft and will be dealt with as such by the Administration. **Any locker problems should be reported to the Administration.** Students are reminded that lockers are the property of the school and may be searched at any time.

### LOST AND FOUND

Items that are found should be turned in to the Front Office.

**MEDICATION – See Registrar for forms and/or more information.**

DeKalb County School District employees may not provide or administer medication to a student, except as authorized by parent/guardian in accordance with a set procedure that has been prescribed by a physician. If a student must take medication, prescribed or over the counter, the parent and physician must complete the forms for administration of medications. **Medication should not be carried by students during the school day, except as authorized by parent/guardian in accordance with a set procedure that has been prescribed by a physician.** Students should never exchange any type of medication with other students.

**PARKING REGULATIONS**

**Due to limited parking spaces, ONLY Seniors will be able to purchase a parking permit to park on campus. Students without a Dunwoody High School parking permit are not allowed to park on campus; these students can purchase a parking pass for Saint Luke’s Presbyterian Church for \$30 annually.**

Students must purchase a parking permit consisting of a parking decal and hang tag which must be hung from the rearview mirror inside the car. Cost of the DHS parking permit is \$45 annually and only one decal per family is allowed. Replacement decals will be \$5. No refunds will be given. A parking application must be completed for each car driven. The student and parent must also sign a Parking Rules & Regulations form. In cases where students must temporarily drive another car, the circumstances must be immediately approved by the Campus Supervisor.

**Depending on the number of parking violations, parents will be contacted and/or the parking permit will be revoked.**

Parking violations and traffic violations will include the following:

- Giving false information and/or falsely registering a vehicle.
- Speeding on campus or driving recklessly. Speed limit is 15 MPH.
- Parking an automobile on campus without a parking permit.
- Parking anywhere other than the space assigned.
- Selling and/or sharing an assigned space with another student.
- Parking in restricted areas such as entrances, exits, fire lanes, bus zones, yellow curbs, and in front of fire hydrants.
- Using an illegal parking permit.
- Violating county, state, or federal laws.
- Parking on campus without permission.
- Loudly playing music.
- Leaving campus without permission or improper check out.

Parking in restricted areas such as entrances, exits, fire lanes, bus zones, yellow curbs, and in front of fire hydrants **WILL RESULT IN THE VEHICLE BEING TOWED.**

A student cannot supply, possess, handle, use, threaten to use, or transmit any weapon or any tool or instrument capable of inflicting bodily injury on his person or in his vehicle. The student cannot transport alcohol, drugs, or any illegal substance in his vehicle or on his person.

All students assigned a parking space will have their attendance, discipline, and academic records monitored. **A student who violates school policy will have his/her parking permit revoked.** Any car driven to school and/or parked on campus is subject to being searched.

### **PHOTO IDENTIFICATION CARD**

The DeKalb County Board of Education has deemed that every high school student must have a photo identification card. The school will make the first ID free of charge. Cards should be carried at all times. The cards will be used for identification at sporting events, for Media Center checking out of books, etc. ID cards must be presented to any school official upon demand.

### **CELLULAR PHONES, I-PODS, CD PLAYERS, MP3s, ELECTRONIC GAMES, CELLULAR DEVICES and/or other ELECTRONIC DEVICES**

**Students may not use electronic communication devices during instructional time or on school buses.** (DCSD Board of Education JCDAF.) Students are not allowed to bring such items to school for use during the school day. **Students should refrain from cell phone usage upon arrival to school through the end of the school day (*Door-to-Door*).** Phones are available for student emergencies in the attendance, discipline, and front offices. **Headphones and ear buds are not to be worn or visible upon during the instructional day (8:10 – 3:10).** Electronic items that distract/disrupt/interfere with the educational process, **or that are visible during the school day** will be confiscated without warning. All confiscated electronic devices will be held in the Discipline Office until the end of the day. *Please refer to the DCSS Code of Conduct Brochure for further details regarding electronic devices.*

### **RESTRICTED AREAS**

**Students are expected to be in their assigned classes during the time the class meets each period of the school day.**

- Students are not allowed in the woods behind the athletic field.
- Students must remain in the picnic area, cafeteria, or Media Center during their designated lunch period.
- Students are not permitted to sit in parked cars before, during, or after school hours.
- Students must receive permission from an administrator or security personnel to return to their cars during the school day.
- Students should not loiter in locker rooms, stairwells, or outside the building.
- Students should leave the building immediately after school unless they are participating in a supervised school activity.

### **SCHOOL BUSES**

Riding a school bus is a privilege and proper behavior is expected while riding, loading, and unloading. Students should adhere to all written bus procedures, rules, and expectations (local and county). Violation of any of the rules or regulations may result in bus and/or school suspension.

### **SELLING ITEMS ON CAMPUS**

The sale of any item in the school by students is expressly prohibited by the DeKalb County Board of Education. Students are not allowed to sell any items on the school campus at any time without permission from the Principal. The Principal will approve all fundraising projects by classes and clubs. Students may not sell any items while riding the bus.

### **VISITORS**

Prior notification should be requested through the Front Office before bringing a visitor into the building. **Social visits during the school day will not be allowed.** ALL visitors must report to the main office, sign in, and obtain an identification tag.

Parents wishing to contact their student in case of an emergency, or check out their student, should by-pass the Front Office and report to the Attendance Office for assistance.

**To protect instructional time, classes will only be interrupted in case of an emergency.**

## General Rules

1. Certain forms of student misconduct or disobedience at school or school-sponsored activities warrant disciplinary action.
2. State law (O.C.G.A 20-2-145) and DCSD prohibits bullying (verbal, threatening, fighting, or intimidating students with or without actual physical contact).
3. **Students may not leave class for any reason without a written pass.** Passes should include the name of the student, date, time, destination, and signature of faculty/staff member.
4. Students who are assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS) may not participate in extracurricular activities (e.g., sports or club activities) until the suspension has been served. **This is consistent with Georgia High School Association (GHSA) policy and can be found in their constitution and by-laws manual.**
5. Dunwoody High School is a **closed** campus. **Once students have arrived at school, they may not leave the campus during the day for any reason without checking out through the Attendance Office. Leaving campus any other way is considered skipping/cutting class and will result in disciplinary action.**
6. Public display of affection is in poor taste and shows disrespect for self and others. Therefore, it is not allowed on school property.
7. Students may not horseplay or run in the hallways.
8. No student, staff member, or school visitor is permitted to use any tobacco products (including electronic cigarettes) at any time on any School District owned/leased property or at any school event, including during non-school hours. This applies 24 hours a day, 7 days a week (Board Policy JCDAA).
9. Students will not possess, use, or be under the influence of alcohol, drugs, or substances represented or believed by the student to be drugs.
10. **Teenage And Adult Driver Responsibility Act (TAADRA):**  
Under Georgia law, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. If a student under the age of 18 drops out of school without graduating and has remained out of school for 10 consecutive days, notice will be given by the DeKalb County School District to the Department of Driver Services, as required by O.C.G.A. 40-5-22. To get a *Certificate of Enrollment*, the student must comply with the following: (1) Is enrolled in and not under expulsion from a public or private school; (2) Is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program; (3) Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion; (4) Has terminated his/her secondary education and is enrolled in a postsecondary school or is pursuing a general educational development (GED) diploma.

**DUNWOODY HIGH SCHOOL  
BELL SCHEDULE  
2018 - 2019**

<b>Homeroom</b>	<b>A Lunch</b>	<b>B Lunch</b>	<b>C Lunch</b>	<b>D Lunch</b>
<b>1<sup>st</sup> Period 8:10 – 9:40</b>	<b>*Bell @ 8:05  1<sup>st</sup> Period 8:10 – 9:40</b>	<b>* Bell @ 8:05  1<sup>st</sup> Period 8:10 – 9:40</b>	<b>*Bell @ 8:05  1<sup>st</sup> Period 8:10 – 9:40</b>	<b>*Bell @ 8:05  1<sup>st</sup> Period 8:10 – 9:40</b>
<b>2<sup>nd</sup> Period 9:46 – 11:23</b>	<b>2<sup>nd</sup> Period Announcements @9:46 – 9:53 Instruction 9:53 – 11:23</b>	<b>2<sup>nd</sup> Period Announcements @9:46 – 9:53 Instruction 9:53 – 11:23</b>	<b>2<sup>nd</sup> Period Announcements @9:46 – 9:53 Instruction 9:53 – 11:23</b>	<b>2<sup>nd</sup> Period Announcements @9:46 – 9:53 Instruction 9:53 – 11:23</b>
<b>11:29-1:34  Follow the 3<sup>rd</sup> period class A, B, C, &amp; D lunch schedules</b>	<b>3<sup>rd</sup> Period  Lunch 11:29-11:59  Warning Bell @ 11:59  Class 12:04 -1:34</b>	<b>3<sup>rd</sup> Period  Class 11:29-11:59  Lunch 11:59-12:29  Warning Bell @ 12:29  Class 12:34 -1:34</b>	<b>3<sup>rd</sup> Period  Class 11:29-12:34  Lunch 12:34-1:04  Warning Bell @ 1:04  Class 1:09 -1:34</b>	<b>3<sup>rd</sup> Period  Class 11:29-1:04  Lunch 1:04-1:34  Warning Bell @ 1:34</b>
<b>4<sup>th</sup> Period 1:40-3:10</b>	<b>4<sup>th</sup> Period 1:40-3:10</b>	<b>4<sup>th</sup> Period 1:40-3:10</b>	<b>4<sup>th</sup> Period 1:40-3:10</b>	<b>4<sup>th</sup> Period 1:40-3:10</b>