### Contents

FROM THE PRINCIPAL .......................................................... 5  
MISSION STATEMENT .......................................................... 5  
TELEPHONE NUMBERS .......................................................... 5  
2014-2015 SCHOOL CALENDAR ................................................. 7  
BLOCK SCHEDULE ................................................................... 1  
CLASS SCHEDULE .................................................................... 1  
GRADE AND REPORTING POLICY .............................................. 1  
GRADE POINT AVERAGES ......................................................... 1  
INCOMPLETE GRADES ............................................................. 2  
FINAL EXAMS ........................................................................... 2  
PROGRESS REPORTS ............................................................... 2  
  Progress Reports and Teacher Meetings* .................................. 2  
GRADUATION REQUIREMENTS ................................................. 2  
SCHOOL POLICIES AND PROCEDURES .................................... 3  
TITLE IX .................................................................................. 3  
ENROLLMENT ......................................................................... 3  
  ENROLLMENT IN CLASSES ................................................. 3  
  WITHDRAWAL PROCEDURES ............................................... 3  
  SCHEDULE CHANGES .......................................................... 4  
  CHANGE OF ADDRESS/PHONE NUMBER ................................ 4  
TELEPHONE POLICY ............................................................... 4  
TEXTBOOKS ............................................................................ 4  
HALL PASSES ......................................................................... 4  
MEDICATION ............................................................................ 5  
LOCKERS ................................................................................ 5  
LOST AND FOUND ................................................................. 6
VISITORS ........................................................................................................... 6
LIBRARY MEDIA CENTER (LMC) ...................................................................... 6
Druid Hills High School LMC Collection ......................................................... 6
Hours .................................................................................................................. 7
Visiting the Library Media Center ................................................................... 7
Internet Use ...................................................................................................... 7
Checkout and Returns ...................................................................................... 7
Fees and Fines ................................................................................................... 7
EXTRACURRICULAR ACTIVITIES ................................................................... 8
LUNCH PERIOD AND CAFETERIA ................................................................. 8
DHHS STUDENT ID NUMBERS AND THE SCHOOL LUNCH PROGRAM .............. 9
STUDENT DRIVING AND PARKING PRIVILEGES ...................................... 9
UNAUTHORIZED AREAS .................................................................................. 10
SCHOOL BUSES ............................................................................................... 10
FIRE DRILLS ..................................................................................................... 10
CONDUCT IN THE ADMINISTRATOR’S OFFICE ........................................ 11
SELLING FOOD AND OTHER ITEMS ON SCHOOL PROPERTY ......................... 11
CONSUMING FOOD IN THE SCHOOL BUILDING .................................... 11
GAMES/TOYS/ELECTRONICS/EQUIPMENT/BOOKBAGS ...................... 11
SCHOOL SUPERVISION ................................................................................... 12
DETENTION ...................................................................................................... 12
SUSPENSIONS ................................................................................................. 12
STUDENT DRESS CODE ................................................................................. 13
STUDENT DRESS CODE VIOLATION ............................................................... 14
CLASS ATTENDANCE ..................................................................................... 15
TARDINESS TO SCHOOL AND SKIPPING ...................................................... 15
FROM THE PRINCIPAL

Dear Students,

Welcome to Druid Hills High School. We look forward to assisting you in fulfilling your educational goals. Druid Hills has a long history of academic excellence. We expect you to reach the school’s educational goals, to maintain academic traditions, and to foster positive changes. You can benefit from everything Druid Hills has to offer by being actively involved in your school. We are committed to your academic success as you proceed through your high school career.

Brittany Cunningham
Principal

MISSION STATEMENT

QUALITY TEACHING. QUALITY LEARNING.

TELEPHONE NUMBERS

Druid Hills High School Main Office (678) 874-6302
Administrative Assistant, Sheila Huffman (678) 874-6303
Bookkeeper, Ingrid Austin (678) 874-6305

COUNSELING DEPARTMENT

Administrative Assistant, Susan Buchanan (678) 874-6332
Registrar - Main, Michelle Swanson (678) 874-6306
Maura Pannier, Head Counselor (678) 874-6327
Nelsonya, McAdoo, Counselor (678) 874-6324
Hanna Hopkins, Counselor (678) 874-6330
Darryl Robinson, Counselor (678) 874-6328

INSTRUCTION

Assistant Principal (AP), Chana Jackson (678) 874-6314
AP Testing, Larrando Alexander (678) 874-6315

ATTENDANCE

Administrative Assistant, Quency Standifer (678) 874-6319
Assistant Principal, Raft Ingram (678) 874-6313
DISCIPLINE
Administrative Assistant, Vicki Woodward  (678) 874-6320
Assistant Principal, Mark Joyner  (678) 874-0459

LIBRARY MEDIA CENTER
Media Clerk, Marlene Aronoff  (678) 874-6335
Library Media Specialist, Zoe Rascoe  (678) 874-6333

WORK-BASED LEARNING PROGRAMS
Internship Coordinator, Ethel Powers  (678) 874-6395

OTHER
International Baccalaureate, Martha Donovan  (678) 874-6346
Social Worker, Mary Ann Howard  (678) 874-6334
# 2014-2015 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu Aug 7</td>
<td>Back To School Red Devil Day  4:00-6:30pm</td>
</tr>
<tr>
<td>Thu Aug 7</td>
<td>Freshmen and New Student Orientation  2-4pm</td>
</tr>
<tr>
<td>Aug 8-22</td>
<td>EOCT Retest</td>
</tr>
<tr>
<td>Mon Aug 11</td>
<td>First day of school</td>
</tr>
<tr>
<td>Tue Aug 12</td>
<td>PTSA General Mtg &amp; Ask the Principal, 6.30pm</td>
</tr>
<tr>
<td>Wed Aug 20</td>
<td>Picture Day 9th, 10th, 11th graders</td>
</tr>
<tr>
<td>Tue Aug 26</td>
<td>Parent-to-Parent College Info Mtg, 6:30pm (Media Center)</td>
</tr>
<tr>
<td><strong>Mon Sep 1</strong></td>
<td><strong>Holiday - Labor Day (School closed)</strong></td>
</tr>
<tr>
<td>Sep 5-6</td>
<td>Senior Portraits (Thu-Fri 11.25am-5pm, Sat 10am-4pm)</td>
</tr>
<tr>
<td>Sep 8-12</td>
<td>GHSGT Retest</td>
</tr>
<tr>
<td>Wed Sep 10</td>
<td>Advisory Council Meeting 8:30am</td>
</tr>
<tr>
<td>Mon Sep 15</td>
<td>Progress Reports Distributed</td>
</tr>
<tr>
<td>Sep 15-25</td>
<td>EOCT Retest</td>
</tr>
<tr>
<td>Wed Sept 17</td>
<td>Curriculum Night 6:00 – 7:30pm</td>
</tr>
<tr>
<td>Tue Sep 23</td>
<td>PTSA – All Grades College Prep, 6:30pm</td>
</tr>
<tr>
<td>Wed Sep 24-25</td>
<td>GHSWT Main Administration</td>
</tr>
<tr>
<td>Oct 9-16</td>
<td>Float Building!</td>
</tr>
<tr>
<td><strong>Mon Oct 13</strong></td>
<td><strong>Holiday -Columbus Day (No school – Staff Development Day)</strong></td>
</tr>
<tr>
<td>Oct 14-17</td>
<td>EOCT Retest</td>
</tr>
<tr>
<td>Tue Oct 14</td>
<td>PTSA – J. Tom Morgan “Ignorance is No Defense”</td>
</tr>
<tr>
<td>Wed Oct 15</td>
<td>PSAT Test</td>
</tr>
<tr>
<td>Thu Oct 16</td>
<td>Progress Reports Distributed</td>
</tr>
<tr>
<td>Fri Oct 17</td>
<td>Homecoming Parade, 2:30pm</td>
</tr>
<tr>
<td>Fri Oct 17</td>
<td>Homecoming Game, 7:30pm</td>
</tr>
<tr>
<td>Sat Oct 18</td>
<td>Homecoming Dance</td>
</tr>
<tr>
<td>Thu Oct 23</td>
<td>Parent Teacher Conferences 4:00-6:00pm</td>
</tr>
<tr>
<td>Sat Oct TBA</td>
<td>Athletic Foundation Fall Fundraiser</td>
</tr>
<tr>
<td>Nov 3-Dec 19</td>
<td>CTAE End of Pathway Exams</td>
</tr>
<tr>
<td>Nov 10-14</td>
<td>GHSGT Retest</td>
</tr>
<tr>
<td>Wed Nov 12</td>
<td>Advisory Council Meeting 8:30am</td>
</tr>
<tr>
<td>Mon Nov 17</td>
<td>Progress Reports Distributed</td>
</tr>
<tr>
<td>Thu Nov 20</td>
<td>Parent Teacher Conferences 4:00-6:00pm</td>
</tr>
<tr>
<td>Mon Nov 24-28</td>
<td>Holiday – Thanksgiving (School closed))</td>
</tr>
<tr>
<td>Nov 28-Dec 24</td>
<td>Holiday Tree Fundraiser begins</td>
</tr>
<tr>
<td>Dec 8-Jan 23</td>
<td>EOCT/GA Milestone Main Administration</td>
</tr>
<tr>
<td>Fri Dec 19</td>
<td>Last day of school, first semester</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Mon Jan 5</td>
<td>Teacher Planning Day</td>
</tr>
<tr>
<td>Tue Jan 6</td>
<td>First day of school, 2nd semester</td>
</tr>
<tr>
<td><strong>Mon Jan 12</strong></td>
<td><strong>Report Cards Distributed</strong></td>
</tr>
<tr>
<td><strong>Wed Jan 14</strong></td>
<td><strong>Advisory Council Meeting 8:30am</strong></td>
</tr>
<tr>
<td><strong>Mon Jan 19</strong></td>
<td><strong>Holiday – Martin Luther King, Jr. Day (School closed)</strong></td>
</tr>
<tr>
<td>Jan 20-Mar 3</td>
<td>ACCESS Testing</td>
</tr>
<tr>
<td>Wed Jan 21</td>
<td>Curriculum Night 6:00 – 7:30pm</td>
</tr>
<tr>
<td>Thu Jan 29 &amp; Sat Jan 31</td>
<td>Stunt Night, Uhry Theater, 7pm</td>
</tr>
<tr>
<td>Sat Feb 7</td>
<td><strong>DHHS Party with a Purpose</strong></td>
</tr>
<tr>
<td>Mon Feb 9</td>
<td>Progress Reports Distributed</td>
</tr>
<tr>
<td>Feb 9-13</td>
<td>EOCT/GA Milestone Retest</td>
</tr>
<tr>
<td>Thu Feb 12</td>
<td>Parent Teacher Conferences 4:00-6:00pm</td>
</tr>
<tr>
<td>Mon Feb 16</td>
<td>Holiday – Presidents’ Day (School closed)</td>
</tr>
<tr>
<td>Tue Feb 17</td>
<td>PTSA – General Meeting</td>
</tr>
<tr>
<td>Feb 25-26</td>
<td>GHSWT Retest</td>
</tr>
<tr>
<td>Sat Mar TBA</td>
<td>Red Devil Dash</td>
</tr>
<tr>
<td>Mar 9-13</td>
<td>EOCT/GA Milestone Retest</td>
</tr>
<tr>
<td>Tue Mar 10</td>
<td>PTSA Mtg, College Info for Jr’s. 6.30pm</td>
</tr>
<tr>
<td>Wed Mar 11</td>
<td>Advisory Council Meeting 8:30am</td>
</tr>
<tr>
<td>Mar 16-20</td>
<td>GHSGT Main Administration</td>
</tr>
<tr>
<td>Thu Mar 19</td>
<td>Progress Reports Distributed</td>
</tr>
<tr>
<td>Thu Mar 26</td>
<td>Parent Teacher Conferences 4:00-6:00pm</td>
</tr>
<tr>
<td>Apr 6-10</td>
<td>Holiday - Spring Break (School closed)</td>
</tr>
<tr>
<td>Apr 20-May 19</td>
<td>CTAE End of Pathway Exams</td>
</tr>
<tr>
<td>Tue Apr 21</td>
<td>PTSA Mtg, Election of Officers</td>
</tr>
<tr>
<td>Thu Apr 23</td>
<td>Progress Reports Distributed</td>
</tr>
<tr>
<td>Fri Apr 24</td>
<td>Junior / Senior Prom</td>
</tr>
<tr>
<td>Apr 29-May 26</td>
<td>IB Exams</td>
</tr>
<tr>
<td>May 4-15</td>
<td>AP Exams</td>
</tr>
<tr>
<td>May 4-Jun 5</td>
<td>EOCT/GA Milestone Main Administration</td>
</tr>
<tr>
<td>Wed May 13</td>
<td>Advisory Council Meeting 8:30am</td>
</tr>
<tr>
<td>Fri May 22</td>
<td>Last day of school</td>
</tr>
<tr>
<td>TBA</td>
<td>Graduation</td>
</tr>
<tr>
<td>Fri May 25</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>May 26-27</td>
<td>Teacher-Post-Planning</td>
</tr>
<tr>
<td>Fri May 29</td>
<td>Report Cards Mailed</td>
</tr>
<tr>
<td>Jun 15-Jul 17</td>
<td>EOCT/GA Milestone Summer Administration</td>
</tr>
<tr>
<td>Wed Jun 17</td>
<td>GHSWT Retest</td>
</tr>
</tbody>
</table>
BLOCK SCHEDULE

Druid Hills High School follows a 4 X 4 block class schedule. Students take four classes per semester. Each class consists of ninety-minute blocks of instructional time.

CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>First Bell</td>
</tr>
<tr>
<td>8:05</td>
<td>Second Bell</td>
</tr>
<tr>
<td>8:10-9:40</td>
<td>First Period</td>
</tr>
<tr>
<td>9:46-11:21</td>
<td>Second Period</td>
</tr>
<tr>
<td>11:27-1:32</td>
<td>Third Period</td>
</tr>
<tr>
<td>1:38-3:10</td>
<td>Fourth Period</td>
</tr>
</tbody>
</table>

GRADE AND REPORTING POLICY

Students receive reports cards at the end of each semester. Numerical grades are awarded. The grading scale in DeKalb County is as follows:

A  90-100
B  80- 89
C  71- 79
D  70
F  Below 70

GRADE POINT AVERAGES

The DeKalb County School District (DCSS) computes Grade Point Averages on a 4.0 scale. The DCSS computes AP and IB Diploma Programme courses on a 5.0 scale.

<table>
<thead>
<tr>
<th>4.0 Scale</th>
<th>5.0 Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4</td>
<td>A = 5</td>
</tr>
<tr>
<td>B = 3</td>
<td>B = 4</td>
</tr>
<tr>
<td>C = 2</td>
<td>C = 3</td>
</tr>
<tr>
<td>D = 1</td>
<td>D = 2</td>
</tr>
<tr>
<td>F = 0</td>
<td>F = 0</td>
</tr>
</tbody>
</table>
INCOMPLETE GRADES

Incomplete grades may be awarded in special cases, but the incomplete grade must be changed to a numerical grade within 14 calendar days of the next semester. The Assistant Principal for Instruction must give prior approval for incomplete grades.

FINAL EXAMS

Final exams are not an option nor are they to be exempted. Seniors may be exempted from final exams according to DeKalb County Board of Education Policy. The exam schedule is published each semester. Two exams are scheduled daily.

PROGRESS REPORTS

Progress reports are distributed every 4.5 weeks of each semester. Please refer to the PTSA newsletter for specific dates of distribution.

Progress Reports and Teacher Meetings*

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Night</td>
<td>Sept 17</td>
<td>Jan. 21</td>
</tr>
<tr>
<td>Week 4.5 Progress Report</td>
<td>Sept. 15</td>
<td>Feb. 9</td>
</tr>
<tr>
<td>Week 9 Progress Report</td>
<td>Oct. 16</td>
<td>Mar. 19</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td>Oct 23</td>
<td>Feb 12</td>
</tr>
<tr>
<td>Week 13.5 Progress Report</td>
<td>Nov. 17</td>
<td>Apr. 23</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td>Nov. 20</td>
<td>Mar 23</td>
</tr>
<tr>
<td>Report Card</td>
<td>Jan. 12</td>
<td>May 29</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS

Druid Hills High School adheres to local school, DeKalb County Board of Education, and state policies regarding promotion, retention, and graduation requirements.

Students must successfully complete all required course work, the GHSWT (Writing Test), the GHSGT (Graduation Test) or the corresponding EOCT (End of Course Test).
SCHOOL POLICIES AND PROCEDURES

It is important that all students know, understand, and follow the policies, procedures, and regulations of Druid Hills as well as responsibilities outlined in the district-wide discipline brochure.

TITLE IX

No person, on the basis of sex, shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

ENROLLMENT

Only those students who live in the Druid Hills High attendance area may attend Druid Hills High School, with the following exceptions: students who receive special services and students who receive special permission.

ENROLLMENT IN CLASSES

Students in grades 9 through 12 must enroll in and attend four classes per semester. Exceptions are those students who are cross enrolled at another school such as Cross Keys, Fernbank Science Center or participate in the Joint Enrollment Program (where the student must attend academic classes at the high school and classes at an approved college).

WITHDRAWAL PROCEDURES

A student who wishes to withdraw from school should contact his/her counselor. The counselors must receive notification and permission from the parent/guardian before the process begins. The registrar will issue the student a withdrawal form, which must be completed by the student’s teachers, the media specialist, the principal and the registrar. The withdrawal form is to be returned to the registrar by the student. In accordance with DeKalb County
Board of Education Policy, students must return all textbooks and library materials prior to withdrawing.

**SCHEDULE CHANGES**

Schedule changes are ONLY considered for the following reasons—
(1) Student has already taken and passed the course listed;
(2) Student has not met the prerequisite(s) for the course listed;
(3) Senior who needs a specific class in order to graduate;
(4) All cores scheduled in the same semester (includes foreign language); (5) Courses in same subject were scheduled in one semester (i.e. ROTC I, ROTC II)

Schedule changes will **NOT** be considered for students who have changed their minds about taking a course, or students who request specific teachers, rooms, periods, etc.

**CHANGE OF ADDRESS/PHONE NUMBER**

Please notify the registrar immediately of any change in your address, home phone or parent’s work numbers. Proof of residency will be required.

**TELEPHONE POLICY**

The office phones are for business use and are used by students only in the event of an emergency. Teachers may allow students to use classroom telephones for emergencies as determined by the individual teacher. The use of cell phones is regulated between the hours of 8:10 a.m. and 3:10 p.m.

**TEXTBOOKS**

Textbooks issued in class are on loan and each student is responsible for the proper care and use of his/her textbooks. In case of loss or abuse, the student must pay for the books.

**HALL PASSES**
Any student out of class must have a regulation hall pass. Students are not allowed out of class the first or last 15 minutes of the class period.

**MEDICATION**

No medication, including aspirin, is to be administered to students by school personnel. Students who are required to take legally prescribed medication must report this to an administrator in the attendance and discipline office for arrangements to take medication according to the policies of the Board of Education. **All medication, exclusive of asthma inhalers, must be brought to the Counseling Office upon arrival to school.**

**LOCKERS**

Lockers are available to students at no cost and will be distributed at Back to School Red Devil Day on August 7, 2014 and the first week of school during all lunches. Broken or damaged lockers should be reported to an administrative assistant in the Discipline Office. Jammed lockers will be opened by an administrator only. P.E. lockers are also available and will be issued by the P.E. teacher. These lockers must be secured with a school issued lock.

Students should store their book bags in their lockers during the school day.

***NOTE*** **STUDENTS ARE HELD RESPONSIBLE FOR THE CONTENTS OF THEIR LOCKERS.** Students should not give out their combination to another student. School administrators or their designee, have the authority to search lockers if there is a reasonable suspicion of the student violating of an offense covered in the Code of Student Conduct, if a search is appropriate to that offense.
LOST AND FOUND

Found articles should be turned in to the Discipline Office. These items are will be donated to charity is not claimed by the end of each month.

VISITORS

ALL visitors are required to check in through the Main Office. Student visitors are not allowed on campus or in class with Druid Hills High School students.

LIBRARY MEDIA CENTER (LMC)

Mission Statement
The mission statement of Druid Hills High School is as follows: Druid Hills High School, in cooperation with all stakeholders, will provide a variety of educational opportunities in a safe, supportive learning environment where all students can acquire the knowledge, skills, and values to become self-assured, responsible citizens in an ever-changing global society.

The Druid Hills High School LMC supports this goal by:

- providing students and staff with resources, both print and electronic, to support the school's curriculum
- collaborating with teachers and administrators
- teaching information literacy skills to students and staff
- encouraging reading
- making the library accessible and attractive
- providing a school Website that disseminates information to parents, students, staff, and the community

Druid Hills High School LMC Collection

The DHHS LMC collection includes over 15,000 books. There are subscriptions to over 15 periodicals, and to the Atlanta Journal Constitution. Computers and a printer are also available for student use in the LMC.
The media staff encourages all students to take advantage of these wonderful resources. The following policies and procedures exist to assure accessibility of both the media staff and of media resources.

**Hours**
The Library Media Center is open at 7:45 before school and closes at 3:30 after school each day for students. The LMC operates on a flexible schedule during the school day.

**Visiting the Library Media Center**
- Passes are not required when students visit the LMC with their teacher and class.
- With teacher permission, students may visit the media center individually or with a small group. A pass is **required** anytime during the school day, including lunch, to ensure the student is not missing class.
- A pass is required to use the library before school.
- An official school pass is required and must include the student’s name, the time, and the purpose of his/her visit.

**Internet Use**
- Internet use is restricted to school-related projects, because of the limited number of computers available for student use in the LMC, (36 computers for a student body exceeding 1500.)

**Checkout and Returns**
- General Collection books may be checked out for two-week intervals and may be renewed unless requested by another patron.
- Reference books are checked out overnight only. Reference materials must be returned to the LMC before 1st Period of the next school day.
- Items being returned to the LMC should be placed in the Book Return Slot at the circulation desk, otherwise they may not be checked in properly.

**Fees and Fines**
- A copy machine is available as a service to students. Copies are $.15 each.
• General collection overdue fines for students are $.10 a day for each school day.
• The fine for overdue Reference books, however, is $.10 per hour. Reference books are due back to the LMC before 1st Period of the next school day.
• Student overdue notices will be issued regularly. Fines should be cleared at the end of each semester.
• Students are also responsible for replacement costs of lost or damaged LMC materials. The replacement cost includes the current purchase price plus $1.00 for processing.

EXTRACURRICULAR ACTIVITIES

All students who participate in activities that require after-school time must meet the Georgia High School Association’s eligibility requirements. This means that they must pass at least three (3) classes per semester and they must be on track for graduation.

No student will participate in any school-sponsored extracurricular activity unless he/she attends at least one-half of the school day. The student must checkout after 11:31 a.m. or check-in by 11:31 a.m. to count as a half day. Extracurricular activities include any sport or athletic event, cheerleaders, band or chorus, drill team, any school sponsored club or club activity, and school sponsored dances, including the prom.

LUNCH PERIOD AND CAFETERIA

Meal Prices: Breakfast $1.25 / Lunch $2.00 / Adult Lunch $2.80

Students are allowed in the cafeteria during the time they are assigned to have lunch. In the cafeteria, students generally choose the table at which they eat and may enjoy this privilege as long as they maintain good cafeteria conduct. Monitors reserve the right to move students who are in violation of the established rules. All paper waste disposable trays, disposable dishes, plastic utensils, trays, and uneaten food is to be deposited in the proper containers.
Throwing of waste or food will never be tolerated. Serious consequences will result for infractions. Discipline for cafeteria violations may range from detention to suspension.

**Students are NOT allowed to leave campus or order pizza/other food items during lunch.** Before going to lunch the first day, teachers will instruct students on proper procedures during the lunch period. Students are to leave the classroom and report to the cafeteria when the bell rings and return to the classroom when the bell rings. Seniors may eat in the picnic area. During the lunch period, students must use the restrooms located in the cafeteria. Students are not permitted to leave the cafeteria without a pass.

**DHHS STUDENT ID NUMBERS AND THE SCHOOL LUNCH PROGRAM**

If a student is caught using another student’s ID number, he/she will be subject to disciplinary action. The penalty may range from detention to expulsion.

**STUDENT DRIVING AND PARKING PRIVILEGES**

Students who wish to drive to school and park on campus must submit their name for the parking lottery. Permits will be sold based on the following considerations; **seniors** who have joint enrollment, students attending Fernbank or work-based learning. The student and parent must agree to and sign a parking contract and complete the vehicle registration form. Details regarding parking, including the contract may be secured from Mr. Joyner.

Students are responsible for their vehicle contents; **parking a car on campus subjects it to search upon reasonable suspicion of a violation of any offense covered in the DeKalb County School District Disciplinary Brochure.** Driving/parking a car on campus is considered a privilege and driving/parking will be revoked if the student is found to be driving recklessly or using the vehicle in any manner that is dangerous to others.
Students are NOT to park in faculty or staff parking areas, on the grass, or on the yellow curb. ONLY teachers are allowed to park in the church parking lot.

**UNAUTHORIZED AREAS**

The student parking lot is off limits and restricted during the school day as is the church and Emory’s parking lots and grounds. Other unauthorized areas include the railroad tracks behind the athletic field, the gym during lunch and the band practice field located by the tennis courts. Before 7:55 a.m., students MUST REPORT directly to either the cafeteria or the gym. Students are NOT allowed to eat or drink in the gym. These guidelines will be strictly enforced; violations of these guidelines will result in disciplinary action. Students are free to go to their lockers between 7:55 and 8:10 a.m. Emory University is off limits to Druid Hills High School students during regular school hours except for joint enrollment students. Students going on the college campus during the school day without special permission will be subject to disciplinary action by Druid Hills. Emory University may also issue trespass citations, and the fines are substantial.

**SCHOOL BUSES**

Buses load and unload in front of the Main Building. Students are to remain in the bus loading area in front of the Main Building. Students may not cross the street or leave campus and return to ride the bus. Violation of this rule will result in disciplinary action. Students are reminded that misbehavior on the school bus is a punishable offense and will result in appropriate disciplinary action, which might result in suspension from the bus. This applies when being transported to or from school and/or school sponsored activities and events.

**FIRE DRILLS**

State law requires monthly fire drills. Emergency procedures for exiting the building are posted in each classroom. Students should
leave the building quickly and in an orderly manner to provide safety for the entire group.

**CONDUCT IN THE ADMINISTRATOR’S OFFICE**

Any student sent to an administrator’s office for disciplinary reasons should report directly to that office, be seated and talk to no one except the adult person in charge of that office.

**SELLING FOOD AND OTHER ITEMS ON SCHOOL PROPERTY**

Students, clubs, and organizations are not allowed to sell any food items or any other items at school during the day. Clubs and organizations that wish to sell candy and other consumable items must schedule time with the principal for after school hours. Students who violate this policy will be disciplined.

**CONSUMING FOOD IN THE SCHOOL BUILDING**

No food or drink is to be consumed in the halls or classrooms in the morning, during school, or after school, unless specifically designated in a teacher’s lesson plan. Bottled water is the one exception to this policy. **Students are not allowed to order pizza or any other food items during the school day.** The first offense will result in the loss of food items. The second and subsequent offenses will result in disciplinary action. All before-school food consumption must be confined to the cafeteria or designated picnic areas. No food or drink is to be consumed inside the gym.

**GAMES/TOYS/ELECTRONICS/EQUIPMENT/BOOKBAGS**

Computer games and playing cards are not allowed on campus. Students are not allowed to use cell phones, electronic communication devices, walkman radios, CD players, IPODs, MP3 players, headsets/earphones in the classroom without teacher consent. Students who violate this rule will be subject to disciplinary action.
SCHOOL SUPERVISION

Students are not allowed in the building after 3:30 p.m. unless supervised by a teacher or other authorized adult. Before 7:55 a.m., all students must report to the cafeteria or gym. Students must have a morning pass to go to the Library Media Center, tutorial with a teacher, etc.

DETENTION

A teacher or administrator may assign a student detention. Teacher detentions are served with the assigning teacher for a period of fifteen (15) to thirty (30) minutes before or after school. Students/parents must be given 24 hour notice of the detention. If a detention assigned by a teacher is not served within 24 hours after the parents have been contacted, the student will be referred to an administrator for disciplinary action.

SUSPENSIONS

There are two types of suspensions in effect at Druid Hills High School - in school and out of school. Students disciplined for certain offenses will be assigned to in-school suspension. Any student assigned in-school suspension must enter into a contractual agreement with parents or guardians and Druid Hills High School which states that the student will attend in-school suspension on the days assigned or face formal suspension from school. Participation is prohibited in any school-sponsored activities during the time a student is assigned to ISS. Students may not attend in-school suspension more than three times per semester. The fourth suspension will result in out-of-school suspension.

Removing a student from the school campus and excluding him/her from all school-sponsored activities are necessary disciplinary actions when students do not meet accepted standards of behavior. While a student is on an out-of-school suspension, he/she is not allowed to come in the school building, on school grounds or attend any school-sponsored function for any reason. Violations of this rule may result in further disciplinary action. Make-up work for
classes missed while on suspension must be completed within the same number of days as the suspension.

**STUDENT DRESS CODE**

The atmosphere of a school must be conducive to learning. A student’s appearance can positively or negatively impact the climate of a school. Students must adhere to DeKalb School District dress code requirements. Students, who fail to comply with the DeKalb School District dress code requirements, as enumerated below, may be charged with Offense #25 –Student Dress Code Violation (see below):

- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Skirts, dresses and shorts should be three inches above the knee and cannot have high splits or significantly limit freedom of movement. Tights or jackets cannot be worn to hide inappropriate clothing.
- Jeans or trousers having holes in them above the knee and “pajama” style clothing are prohibited.
- Yoga pants, bicycle shorts and leggings are not permitted.
- Sleeveless tops must be a minimum of 3 inches in width at the shoulder and cannot be revealing.
- The following head gear are not permitted: head scarves (unless for religious reasons), wave caps, wrap caps, hats, rollers, sunglasses/shades, curlers, do rags, picks, combs.
- Clothing or jewelry that disrupts the educational process or endangers the health or safety of other students, staff or visitors is prohibited.
- Spiked, studded, pointed, or sharpened bracelets, rings, necklaces or similar jewelry is prohibited. Chains and canes are prohibited.
- The wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote gangs, the use of controlled substances, drugs, alcohol, or tobacco is prohibited.
• The wearing of clothing which shows offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that are derogatory regarding a person’s ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.

• The wearing of pants below the waist line, bare midriffs, tops/blouses revealing cleavage, net/see through garments is prohibited.

• Towels worn around the neck and blankets are not permitted.

• Bedroom/mesh slippers are not permitted.

STUDENT DRESS CODE VIOLATION

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

The following applies to all student dress code violations:

<table>
<thead>
<tr>
<th>Number of Offenses</th>
<th>Actions of the School</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Verbal Reprimand, contact parent and In-School Suspension (ISS) until end of day or correction of the violation</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Required parent conference and two (2) Days ISS</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Contact parent, up to 10 days of 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 being found in violation by a preponderance of evidence at the District due process hearing.</td>
</tr>
</tbody>
</table>

ATTENDANCE PROCEDURES

The following guidelines will be used to determine the course of action to be used when students do not meet the accepted standards of behavior as related to academics and/or contact. These guidelines will be followed throughout the school year. Students may see any faculty or staff member for clarification of any regulation.
Students are expected to be punctual and attend every class. Students who are absent for the day are not permitted on campus for any reason without first checking in through the Attendance Office in the Science Building. Any student who is on campus, but not in class will be considered skipping. NO EXCEPTIONS!

CLASS ATTENDANCE

Students are more academically successful when they attend school regularly. All students must report to the assigned classes. In order to improve student attendance, we will follow the established attendance policy. Any student in the hall during classes must have a pass from a teacher, counselor, or an administrator. Tardy students must report to the tardy table located outside of the attendance office for a pass prior to entering their 2nd and 4th period classes. Students out of class without a pass will be considered skipping. A student who skips class will receive a zero for all work missed and is subject to disciplinary action from the administrator

TARDINESS TO SCHOOL AND SKIPPING

Students are expected to be at school and in class on time and to attend all classes and school activities unless they have followed the school’s attendance procedures for exceptions. Excessive tardiness will result in further disciplinary action.

Chronic tardiness to school (unexcused: traffic, oversleeping, missed bus, running late) will not be permitted. The administrator will assign disciplinary action for violations of the tardy policy.

DHHS TARDY POLICY

<table>
<thead>
<tr>
<th>CONSEQUENCES</th>
<th>TIME</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARNING</td>
<td>After 1st tardy note</td>
<td>Recorded in student file</td>
</tr>
<tr>
<td>DHHS Tardy Letter Attendance Contract (Parental contact is made)</td>
<td>After 2nd tardy note</td>
<td>Hand delivered; kept in file</td>
</tr>
</tbody>
</table>
### Breakfast/Lunch Detail
- (Process where students assist in cafeteria clean-up for 15 minutes)
- 1 - 2 sessions within 48 hrs

<table>
<thead>
<tr>
<th></th>
<th>After 3rd tardy note</th>
<th>Cafeteria</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Administrative Detention</th>
<th>After 4th tardy note</th>
<th>Attendance office Monday - Friday Ms. Standifer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning 7:30 – 7:55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Detention</th>
<th>After 5th and 6th tardy notes</th>
<th>Cafeteria Thursday after-school Ms. Radcliff</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-school 90 minutes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Out-of-School/In-School Suspension (OSS/ISS) | After 7th tardy note Tardies 7 - 10 | Off Campus/110B |
| Parent must return w/student for a conference. Student will be placed on probation. If conference is held, student is placed in ISS. Otherwise, OSS is served. | | |

<table>
<thead>
<tr>
<th>Required Parent Conference/Community School Service Hours Alternative school placement</th>
<th>After 11th tardy note</th>
<th>Attendance Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TARDINESS WILL NOT BE TOLERATED AT DRUID HILLS HIGH SCHOOL. FAILURE TO COMPLETE ANY OF THE ABOVE CONSEQUENCES WILL RESULT IN FURTHER DISCIPLINARY ACTION. CHRONIC TARDINESS BECOMES A PART OF THE STUDENT’S PERMANENT RECORD.

*Tardy Policy is subject to change throughout the school year*

### CHECKING IN

The first period tardy bell rings at 8:10 a.m. Arrivals after 8:10 a.m. must check in through the attendance office. Students must present a note/excuse signed by a parent or guardian or have them come into the Office to sign in the student before 9:30 a.m. After 9:30 a.m., students must be accompanied by a parent/guardian or have a note from the doctor, dentist or court in order to check in. Written excuses must contain the date, the reason for the tardiness (legally acceptable), and a phone number where the parent or guardian can be reached for verification. Students who are tardy and have no legal excuse will be subject to disciplinary action. Chronic tardiness will result disciplinary action.
CHECKING OUT

Students who need to leave school at any time before the end of the day must check out through the attendance office. A parent or guardian must report to the Attendance Office to sign out freshmen or sophomore students. Junior and senior students may check out only if a parent or guardian can be reached for verification. Parent/guardian must fax (678-874-6310) a copy of their driver’s license and a statement giving permission for their child to be released from school. In this situation, we still require parents to provide a signed excuse that specifies a legitimate purpose for leaving school, the date, and the contact telephone number. If the parent is unavailable, the student will not be permitted to leave school until the end of the school day. All check-out requests must be brought to the Attendance Office before 8:10 am, and no student may be checked out after 2:30pm.

CHECKING OUT – ILLNESS

Students who become ill are to obtain a pass from the classroom teacher and report DIRECTLY to the attendance office. Parents/guardians of ill students will be called from the Attendance Office. A parent MUST be present to check out a student. Students who leave school without properly checking out will be considered truant and will receive disciplinary action.

ABSENCES

A student who has been absent from school must, upon return to school, bring a note from his/her parent/guardian and present it to an attendance office designee. Email messages will not be accepted.

The note should include the following: date of absence, reason for absence, parent/guardian signature, and include a daytime phone number where the parent/guardian can be reached. State approved absences are: personal illness, death or illness in the immediate family, religious holidays, serving as a page for the Georgia Assembly and instances which attendance could be hazardous.
as determined by the DeKalb County School District. Exceptions are those absences due to suspension and those which have been pre-arranged and authorized by an administrator. Students who do not have a note will be given an “unexcused” pass and allowed two days to bring a note and have the unexcused absence changed to an excused absence. After two days, this absence becomes a permanent unexcused absence.

HONOR CODE

PHILOSOPHY

Personal integrity is essential to a quality education and a healthy academic environment. The pursuit of excellence in education at Druid Hills High School requires an atmosphere of academic honesty, as does the nature of our community. In our goal to help develop the student’s character and intellect, we strive to teach by example the importance of truth in curricular, co-curricular and extracurricular activities. In order to create and maintain a strong sense of personal honor and integrity in the Druid Hills High School community, every member of the Druid Hills “family” should respect and support the philosophy and guidelines of the honor code. The essence of that code is embodied in the following statement:

I will not lie, cheat or steal nor tolerate others who do. I will respect others and myself.

GUIDELINES

Recognition of the Honor Code will also be reinforced with the following Honor Pledge to be written and signed by students in grades 9 – 12 on all submitted written work and on all quizzes, tests and other assignments designated by teachers:

I have neither given nor received unauthorized help on this assignment.

- All tests, quizzes, and examinations must be pledged.
A teacher may choose to make other assignments subject to the pledge.

Each teacher will establish rules concerning homework in his or her class and will post those rules in the classroom.

A copy of classroom policy for each teacher must be on file in the Instructional Assistant Principal’s (IAP) office.

In order to provide students and their parents with a better understanding of the behaviors to which the Honor Code applies, the following general information is provided. It must be noted, however, that this list is not all-inclusive and there are many other behaviors that can be reasonably interpreted as Honor Code infractions.

1. **Lying** – A person lying or purposely misrepresenting the truth violates the Honor Code. Forging the signature of any person is a violation. Violations of this policy will result in disciplinary action as warranted by the offense.

2. **Stealing** – A person taking another’s property without permission violates the Honor Code. Suspension and/or expulsion will result from violations of this policy.

3. **Academic Dishonesty** – Academic dishonesty is defined as knowingly giving or receiving information or assistance on any graded work that is understood to be an example of individual effort and/or a work requiring the Honor Pledge.

Academic Dishonesty includes, but is not limited to, the following:

- Copying, or allowing another student to copy the following homework, vocabulary lessons, worksheets, essays, research papers, test answers, or lab reports that will be graded and/or require the Honor Pledge (We acknowledge that teachers may give permission to work cooperatively on some assignments).

- Having in your immediate possession unauthorized materials that could be of assistance during testing or another form of evaluation. It is the student’s responsibility to remove all such material from close proximity to him/her during a test or another form of evaluation.
• Having material written on skin or clothing that is considered to be of assistance in completing a graded assignment.
• Plagiarizing encompasses, but is not limited to, the following:
  - Presenting as one’s own, the works or the opinions of someone else without proper acknowledgement.
  - Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
  - Some examples are: having a parent or another person write an essay or do a project which is then submitted as one’s own work: using the Internet to locate prepared essays or papers to submit as original work AND/OR failing to use proper documentation and bibliography.
• The use of calculators or electronic devices to procure answers during an examination or quiz (Teachers may specifically give permission to use such items for some assignments).

The following policy will be in effect upon the confirmation of incidents of dishonesty:

• First Offense: The student who knowingly violates the academic dishonesty policy will receive a grade of zero for the graded work involved. The incident will be documented and kept on file. Parents will be notified. Action appropriate under the DCSS Discipline Brochure will be taken.

• Second Offense: The student who knowingly violates the academic dishonesty policy A SECOND TIME will receive the same punishment as above, with added disciplinary action as warranted by the infraction. Suspension from any and all such extracurricular activities as the student may then be engaged in is required for a period of one week or two contests or performances, whichever is greater.

• Third Offense: A THIRD OFFENSE will result in disciplinary proceedings as required by the DCSS Disciplinary Brochure AND DISMISSAL from any/all extracurricular activities such as the student may then be engaged for a period of ONE
CALENDAR YEAR from the date of the offense. Coaches and/or sponsors of extracurricular activities may use their discretion regarding participation of these students after the period of dismissal has expired.

CLASS OFFICERS, SPONSORS AND DUES
Each graduating class elects four class officers: President, Vice President, Secretary and Treasurer. The class officers work together with the class sponsors to complete specific job duties based on their title. They are responsible for but not limited to the following school activities:

- Homecoming Court and Float Building (recruiting class members to assist with the float)
- Stunt Night
- Spring Elections
- Class-specific Projects (such as Juniors organizing the Prom)

Class sponsors serve as advisors to and work with their individual classes. Their duties include collecting class dues, chaperoning float building and stunt night, and coordinating class officer elections and class specific events.

<table>
<thead>
<tr>
<th>Class</th>
<th>Grade</th>
<th>Sponsor</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>12</td>
<td>Ms. Mosses/Ms. Ross</td>
<td>$300</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>Mr. Thompson</td>
<td>$150</td>
</tr>
<tr>
<td>2017</td>
<td>10</td>
<td>Ms. Allen</td>
<td>$50</td>
</tr>
<tr>
<td>2018</td>
<td>9</td>
<td>Mr. Hardnett</td>
<td>$50</td>
</tr>
</tbody>
</table>

Class dues must be paid to participate in school activities, including Homecoming, Stunt Night, Prom and Graduation. Class sponsors are responsible for overseeing these events. *Class dues for 11th & 12th grade include the cost of the yearbook.*

DHHS STUDENT COUNCIL
The Student Council is comprised of class presidents, senators and committee chairs. Freshman and sophomores elect a class
president and four senators; juniors and seniors elect a class president and seven senators. Elections for officers and senators are held in April or May. Candidates must complete eligibility forms showing they meet grade and discipline requirements and submit teacher recommendations. Sponsors for 2014-2015 are Ms. Steffen, Ms. Roode, and Ms. Johnston.

There are four committee chairs who may or may not be senators. Committee chairs are not elected but are chosen using interviews held after the Student Senate election in May. These candidates must also complete eligibility forms showing they meet grade and discipline requirements and submit teacher recommendations. Officers and sponsors chose the committee chairs. The Committees are:

- **Homecoming Dance**: Organizes homecoming dance (gets chaperones, organizes ticket sales, DJ, procures security officers for dance, decorates and cleans up)
- **Homecoming Parade**: Organizes homecoming parade (takes up applications for participants, secures parade permit, determines parade route, organizes class night, makes rue classes are informed about rules for float building, secures judges for the parade, determines order of cars and floats in parade)
- **Powder-puff Game/Coronation**: Organizes the powder-puff game and the coronation (reserves field for powder-puff game, meets with classes about rules for powder-puff game, organizes applications/election of homecoming queen, works with band for coronation ceremony at halftime of homecoming game, contacts past king/queen for participation in coronation)
- **Blood Drives**: Coordinates with Red Cross to secure dates for three blood drives throughout the year (organizes a schedule for students to give blood, issues passes for students)

**HOMECOMING – OCTOBER 18, 2014**

Elections for homecoming court will take place during October of 2014. Nominees must complete a Homecoming Court form and satisfy the following conduct requirements:

- Have a passing grade in all four classes
• Have satisfactory conduct in all four classes
• Have no Out of School Suspensions
• Have three or fewer In School Suspensions
• Show participation in 3 school activities (1 for 9th graders)
• Have class dues paid in full

**FLOAT BUILDING**

Float Building is a time-honored tradition at Druid Hills High School. It takes place during the week before Homecoming after regular school hours, and the resulting floats are displayed during the Homecoming Parade (October 17 at 2:30 pm) and at the Homecoming football game. All interested students and parents should attend a meeting in the Urhy Theater to be announced in August. Students must have paid their class dues in order to participate.

**STUNT NIGHT – JANUARY 29 AND 31, 2015**

Stunt Night is an annual, friendly competition between the classes. Each grade level uses a common theme to write, produce, and perform an original skit. Alumni from DHHS judge the competition and present awards for Best Stunt overall and for Best Actor at each grade level. Evening performances allow parents to see the results.

Interested students and parents should attend the organization meeting (date to be announced in November) and have class dues paid. During December and January, students write the scripts and songs, cast the parts, choreograph the dances, paint the background, called “flats,” and rehearse. Some rehearsals at the school are mandatory. Dress rehearsal is Wednesday, Jan 28, 2015 in the Urhy Theater at Druid Hills. The Stunt Night sponsors, Ms. Donovan and Ms. Pannier, and class sponsors must be present at all meetings held at DHHS. Please contact class sponsors for questions specific about a particular grade.

**SAGA, THE YEARBOOK**

SAGA is the Druid Hills High School yearbook. Yearbook is taken as a class and applications for the following year are done in
late winter/early spring. The staff arranges the layout and formatting of the yearbook. Sponsor: Virginia Stephenson

**SPOTLIGHT, THE NEWSPAPER**

*The Spotlight* is Druid Hills High School’s student-run and operated newspaper. *The Spotlight* is produced and distributed monthly during the school year. The Spotlight staff meets everyday as a class. Students learn many aspects of journalism, including interviewing, writing articles and using Page Maker® to layout a newspaper. Students apply in the late winter/early spring for the following school year. Sponsor: Melissa King-Rogers