

# DRUID HILLS MIDDLE SCHOOL

An International Baccalaureate World School

Ignite. Empower. Achieve



Where Teaching Fuels Learning

## Student Handbook

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## I. SPECIAL NOTE OF THANKS

Thank you to Druid Hills Middle's PTSA and School Council for their concern and care for the students at Druid Hills Middle School.

## II. STUDENT CODE OF ETHICS

Guidelines for Student Behavior

1. I will be honest in my statements and actions.
2. I will respect school staff, fellow students, and myself.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus, and all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will promote school cleanliness and the upkeep of school property.
8. I will make substitute teachers and visitors feel welcome.
9. I will support school activities.

## III. PROGRAM OF STUDIES - DESCRIPTION

Druid Hills Middle School is a DeKalb County School that houses grades six, seven, and eight. Our school operates on two eighteen-week semesters. Classes are in session from 8:50 A.M. to 3:55 P.M. daily with five hours of instruction in language arts, mathematics, science, and social studies and project-based learning. Students also experience connections and/or elective classes each day.

## IV. SUPERVISION OF STUDENTS

Upon arrival each day, students wishing to eat breakfast will report to the cafeteria. All other students will report to the gym. Students are not to be in any other part of the building before school without permission and supervision from a teacher or administrator.

When released from the cafeteria and gym, students may enter the main hallways, go to their lockers, and report immediately to their first period classes. Once students arrive at school, they may not leave the school without properly checking out through the attendance office.

Students are supervised after school hours only for school-sponsored meetings and activities. Parents should be prompt in picking up their children from school activities. Parents assume full responsibility for supervision of their children beyond a fifteen-minute period after the closing of any school event.

## V. SCHOOL AND PARENT COMMUNICATION

Druid Hills Middle communicates with parents through many different methods. The best and first line of communication is

through direct contact with your child's teacher and/or team. Teachers are available during their planning periods or before and after school. You may call and leave a message and number where you can be reached, or you may directly e-mail the party you wish to contact. Faculty and staff e-mail addresses may be found on the school's web site [www.dekalb.k12.ga.us/-DruidHillsMiddle/](http://www.dekalb.k12.ga.us/-DruidHillsMiddle/). The school makes every effort to keep accurate student data, but if you have an address or telephone change, please let us know by calling the counseling office at 678-874-7632.

## VI. GRADING SYSTEM

A report card will be prepared for each student each semester of the school year with the progress in each course designated. The grading scale for the DeKalb School System is as follows:

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

### CONDUCT:

S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

GRADE POINT AVERAGES: Grade point averages will be computed on a 4.0 scale:

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

### Identifying Honor Roll Students

First Semester: Honor Roll status is determined by final grades on first semester report card.

Second Semester: Grades appearing on the 13.5 weeks progress report are used to identify Honor Roll status. No subsequent grades can be used in determining Honor Roll status.

All recognition for first and second semester Honor Roll students will be included in the May awards programs.

## VII. GUIDELINES FOR MAKE-UP WORK

1. In the case of missed assignments due to excused absences, the teacher may allow two to five days for completion. In making this determination, the teacher will consider the student's needs and the overall course objectives.

2. In the case of missed tests or quizzes, make-up arrangements will be determined by the teacher. Tests missed because of unexcused absences may receive grades of zero. Tests missed are to be made up before or after school at a time set by the teacher. Failure to be present for the scheduled make-up test will normally result in a grade of zero. Afternoon conflicts such as sports or extracurricular activities do not constitute an exception to this rule.
3. The teacher, in conjunction with the parent/guardian, counselor, and administrator, will handle cases of extended absences.
4. Teachers will establish specific guidelines for making up long-term assignments such as research papers or projects.
5. Students missing fewer than three days will receive their schoolwork upon their return to school. Student will have 3 opportunities to submit late homework, projects, labs, and special projects. Students who fail to submit their homework assignment(s) on the date delineated by the individual instructor will receive a deduction as follows:
  - **Late Day 1** Eleven (11) points will be deducted and an 89 is the maximum possible point value a student may earn
  - **Late Day 2** Twenty-two (22) points will be deducted and a 78 is the maximum possible point value a student may earn
  - **Late Day 3** Thirty (30) points will be deducted and a 70 is the maximum possible point value a student may earn

**Teachers will determine the date the student must submit the missing assignment(s).**

*\* Please note that some assignments may be excluded from this policy at the teacher's discretion*

### VIII. ACCOUNTABILITY FOR TEXTBOOKS/ CHROMEBOOKS/ SCHOOL PROPERTY

The DeKalb County Textbook Policy states: *Students shall be responsible for careful stewardship of school property. Students who lose or destroy school property shall be required to reimburse the DeKalb County School Board of Education for the current replacement value of the item(s). Students who return school property which exhibits wear more than that which could be attributed to normal use shall be assessed for damages.*

Immediate written notice shall be sent to parents/guardians when a student needs to make restitution for lost, destroyed, or damaged school property. If restitution is not forthcoming in a timely manner, appropriate disciplinary action shall be taken to facilitate restitution.

Students who owe for lost, destroyed, or damaged property shall be denied the privilege of checking out additional materials until the DeKalb County Board of Education is compensated. Students may continue to use the school's learning resources or equipment within the confines of the school or media center.

Students who have failed to make restitution to the DeKalb

County Board of Education for lost, destroyed, or damaged school property shall have their report cards withheld. Students who are immediately unable to pay for lost or damaged school property shall be allowed to pay incrementally. The payments will be based on a payment schedule developed by the school. These students will not be issued another textbook in that content area until complete restitution is made.

### IX. PROGRESS REPORTS & PARENT CONFERENCE NIGHTS

Throughout a semester, a student and his/her parents/guardians will be informed about his/her progress. Formal progress reports will be issued every 4.5 weeks. It is the student's responsibility to give the reports to their parents. If the report is unsatisfactory, parents and teachers are encouraged to meet to establish a plan of remediation that will enhance the probability of the student's success. It is the parent's responsibility to be informed of the dates when these reports are issued. When established, those dates will be posted on the school's website and listed in the school's newsletter, and the PTSA newsletter, DRAGONNEWS.

Druid Hills Middle School will host four parent/teacher conference evenings, two each semester. Conference meeting times are 4:30-6:30 P.M. They can be schedule though the team teachers.

### X. ACADEMIC HONESTY

The expectation at Druid Hills Middle School is that students will not be academically dishonest, which includes both giving and accepting help on quizzes, tests, and exams, as well as plagiarism. If cheating occurs, the teacher will inform the student's parent/guardian. The student will receive a zero on the assignment and/or be referred to the grade-level administrator.

The following actions are academically dishonest:

1. Using unauthorized materials on an assignment, quiz, or test.
2. Receiving unauthorized information on an assignment, quiz, or test.
3. Knowingly giving information on an assignment, quiz, or test.
4. Providing specific information, questions, or answers to a student who has not yet completed or taken the assignment, quiz, or test.
5. Turning in someone else's work to receive credit.
6. Plagiarizing the work of another writer.

### XI. COUNSELING CENTER

The counseling department acts as a support service for the entire school community. Counselors are constantly involved with parents and students to assist them in the areas of

academics, careers, and personal/social skills.

Students who wish to speak with a counselor during class time must have a pass from their teacher. Counselors are also available both before and after school. Helping students achieve academic success is the counselor's top priority.

**XII. MEDIA CENTER**

The Druid Hills Middle library/media center is open from 8:10 A.M. until 4:10 P.M. each day. Students may come to the library before school without a pass. During the school day students may come to the library at any time with a pass from a teacher. The library is available for reading, research, studying, and tinkering in our Creative Space. The library sponsors many student book clubs and a maker club. Students may also apply to be library assistants. The library staff is available to help students with academic and technology issues.

DHMS students have access to a collection of over 12,000 books and DVDs, as well as online databases available on the library's website. Library books may be checked out for three weeks and DVDs and magazines may be checked out for one week. Materials may be renewed for additional weeks unless they have been placed on hold. Late returns are subject to 5 cents per school day fine. Students must pay full replacement cost of any media center materials or equipment that are lost or damaged while in their care. Printing costs 5 cents per page for black and white and 25 cents per page for color printing.

**XIII. FOOD SERVICE PRICES**

Druid Hills Middle School offers both a nutritious breakfast and lunch program. Applications for Free and Reduced Meals will be distributed during the first week of school. These applications must be renewed yearly. If your child participated in the free and reduced program last year, that application expires August 17, 2018. Please submit a new application as soon as possible. However, if the need arises during the school year, applications can be processed at any time.

Meal prices are as follows:

	BREAKFAST	LUNCH
Full Price	\$1.80	\$3.00
Reduced Price	\$.30	\$.40

All students have an active cafeteria account. It is very beneficial to your child to keep a balance on that account. *There is no charging for meals at the middle school level.* If your child has no money for lunch, s/he will be provided a cold sandwich and milk one time only. Please note that children tend to buy ice cream and extra items off their accounts. Therefore, be ever mindful that funds may deplete faster than initially calculated.

Payments for accounts may be made in cash, check, or by going to [mylunchmoney.com](http://mylunchmoney.com).

If your child has a food allergy, please advise the food service staff by providing a note from your child's doctor stating the allergy and the substitutions required. The cafeteria staff will assist in any way necessary to ensure your child receives a nutritious meal.

**XIV. STUDENT LOCKERS**

Students may go to their lockers before first period and then as determined by their team teachers. The following guidelines have been established for procuring and using student lockers.

1. **IMPORTANT NOTICE:** Lockers are not the private property of the students. Lockers are issued to students as a service and for their convenience. Students are responsible for the contents of their lockers. Lockers may be searched at any time by the administration without the student's consent. Lockers will be inspected at the end of each semester for vandalism. Students are responsible for the lockers vandalized with graffiti, obscenities, painting, and/or other alterations.
2. Homeroom teachers will issue lockers.
3. Unauthorized locks will be removed from the lockers.
4. Unauthorized entry or attempted entry of another student's locker is considered to be theft or intended theft and will be treated as such.
5. Students are not to share lockers with other students. Sharing lockers entails divulging combinations, thereby making it impossible to trace any sort of unauthorized entry into the lockers.
6. The school is not responsible for losses from student lockers; therefore, students are urged not to place valuables in their lockers.
7. If you have problems with your locker, speak with your homeroom teacher and/or grade level administrator.

**XV. DISCIPLINE**

The administration wants all students to take advantage of the instructional and extracurricular activities offered at Druid Hills Middle School. Appropriate disciplinary action will be taken against any student who violates DeKalb County school rules that are set forth in the system's *Student Code of Conduct*. Additionally, students must comply with the classroom policies set forth by their teachers. The *Student Code of Conduct* student handbook and the individual teacher's classroom policies will be thoroughly discussed in all classes by the classroom teachers. The Student Handbook and the Student Code of Conduct are posted on the school's webpage <https://druidhillsms.dekalb.k12.ga.us/>. Parents and students

may request printed copies.

Students suspended from school - either in-school or out of school - may not attend or participate in extracurricular activities during the suspension period.

## XVI. DRESS GUIDELINES

The primary responsibility for a student's attire resides with the students and their parents/guardians. The school district and individual schools are responsible for seeing that a student's attire does not contribute to a hostile or intimidating atmosphere or interfere with the health and safety of any student. All students who attend DHMS are expected to show respect to the school community by dressing appropriately for an educational environment. To that end, school attire should facilitate participation in learning and the health and safety of students and adults that supervise them. Druid Hills Middle School respects students' rights to express themselves in the way they dress. The following policy is intended to promote a healthy and safe environment that does not interfere with the educational process. The Dress Code is enforced at all school district sponsored events. As reasonable accommodation, exceptions for religious reasons, medical conditions, disabilities, or other extraordinary reasons may be granted on a case-by-case basis. The principal must approve exceptions. This is not an exhaustive list of dress wear.

### All Students Must

- Wear suitable clothing that maintains a safe and orderly environment promoting respect, care for self, and others.
- Wear a shirt of opaque (non-see through) fabric that covers all undergarments and including during any movement while sitting or standing. The midriff should be covered with non-see-through fabric.
- Wear bottoms of opaque (non-see through) fabric that covers all undergarments including during any movement while sitting or standing. Rips or tears in clothing higher than mid-thigh or the length of the students' arms with a clenched fist must not reveal skin.
- Wear clothing that corresponds with the demands and purpose of the activity in which the student participates.
- Wear protective clothing, headgear, eyewear, etc. required for specific programs, classes, or activities.
- Wear shoes always. Footwear that interferes with freedom, movement, or safety are prohibited. Sandals, other than flip-flops are acceptable.
- See-through or mesh garments may only be worn if there is appropriate coverage underneath that meet the minimum requirements of the dress code.
- Clothing must cover undergarments.
- Bottoms should be worn at the waist. No undergarments should be seen.
- Pajamas are not worn at any time unless given as a special occasion approved by administration.

### All Students Must Not

- Wear pajamas, pajama shirts, bottoms, or sleepwear of any kind.
- Wear house shoes, bedroom slippers of any kind, or footwear that interferes with freedom, movement, or safety. Athletic slides are not recommended for everyday school wear.
- Wear headgear of any kind (religious practices, medical conditions, disabilities, specific school activities are excluded).
- Wear clothing, jewelry, tattoos, piercings, or other body ornaments that disrupt the educational process or endanger the health or safety of other students, staff, or visitors.
- Wear clothing, insignia, symbols, tattoos, piercings, jewelry, or adornments worn or carried on or about a student which promote gangs or the use of controlled substances, drugs, alcohol, or tobacco.
- Wear clothing, tattoos, or other adornments which show offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, politically/socially controversial words or graphics or words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability.

We ask that all parents/guardians help us to ensure that students are dressed appropriately for learning.

## XVII. BUS TRANSPORTATION

Any student may walk to his/her designated bus stop and ride to school. Information on bus schedules will be available on the DeKalb School District's web site, Registration Day, and in the counseling office during the school year. Students are permitted to ride only on their assigned buses. Students wishing to ride home with other students must have written permission from their parents and approval from the principal. The written permission note should be given to the front office secretary before the beginning of 1<sup>st</sup> period. When verified and approved, the student will be given a school issued bus pass to ride on an alternate bus. The same rules of conduct that apply in school will also be expected on the buses.

## XVIII. PARTICIPATION IN ATHLETICS

Sixth, seventh and eighth-grade students may try out and, if selected, participate on Druid Hills Middle's football, basketball, track, and field teams.

Beyond these five athletic groups, eighth-grade students, if selected, may participate in Druid Hills High School's athletic programs at the JV-team level.

## **XIX. ATTENDANCE PROCEDURES ABSENCES**

Attendance at the middle school is taken by each period *and by* the day. Upon returning to school after an absence, the student must present a written statement from his or her parent or guardian stating the reason for the absence. Any absences that are longer than three (3) consecutive days require a physician statement to excuse the absence period. The student must give the note to the attendance office secretary before 1<sup>st</sup> period on the day that the student returns to school. The note will be verified as excused or unexcused, recorded, and kept on file in the attendance office for the remainder of the school year.

Lawful (excused) absences are defined by Georgia Law as follows: *a) Illness; b) Death in immediate family; c) Religious Holiday; d) Instances in which attendance could be hazardous as determined by the DeKalb County School System; e) Service as a page in the General Assembly; f) Visiting with a parent on military leave from active duty (please ask for details). Academic work missed due to lawful absences can be made up when the student returns to school. Students are responsible for arranging to make up the work they have missed during their absence.*

An unexcused absence from school or from any given class is a serious offense and will be dealt with following the necessary disciplinary procedures. Students who miss six (6) days of school without an excuse will be given a DCSS generated letter that should be signed by a parent/guardian and returned to the attendance office. This letter details the DCSS and state of Georgia attendance expectations.

## **XX. CHECKING-IN PROCEDURE**

The school day at Druid Hills Middle begins at 8:50 AM. All students are expected to be in their classrooms at that time. Any student who is not in their classroom will be considered tardy and must check in with the attendance office. A parent/guardian must accompany all students when checking in late, or they must have a signed note from the parent/guardian or a doctor stating the reason for the tardiness. This note will be verified by a telephone call to the parent/guardian. Any student arriving to school tardy (after the start of 1<sup>st</sup> period) must wait in the front school lobby and sign the tardy log. The attendance secretary will verify the tardy excuse and either give the student an excused or unexcused tardy pass to class, based on the guidelines listed below. Excused reasons for tardiness are the same as for absences: a) Illness (for tardies, this includes physician and dental appointments); b) Death in the immediate family; c) Religious Holiday; d) Service as a Page in the General Assembly; e) Instances in which attendance could be hazardous as determined by the Dekalb County School System; f) Visiting with a parent on military leave from active duty (please ask for details). Chronic tardiness will not be tolerated for any reason.

## **XXI. CHECKING-OUT PROCEDURE**

For a student to be checked out, an authorized contact must come to the attendance office and present a government issued I.D. If the student's records do not list this person as an authorized contact, they will not be allowed to check the student out. Authorizations over the phone will not be accepted. No students will be checked out after 3:30 PM.

## **XXII. MEDICATION**

The clinic is in the Attendance Office. If your child has a medical condition that requires them to take medications during the school day, a Dekalb County physician statement must be filled out by the student's physician. The statement and medication must be brought to the school by the parent. All medications are stored in a secure lock box. Students will report to the nurse's office at the time specified to take their medications. The Student Code of Conduct clearly defines that that no medication, whether prescribed or over the counter, may be in the possession of a student unless the guidelines and procedures have been followed. If a student has allergies (including food allergies) that could result in a life-or-death situation, documentation must be on file with the nurse. If you need any additional information, please contact the front office at 678-874-7701.

## **XXIII. GETTING ALONG**

A few things to remember for a successful year

1. Always do your best - do not settle for anything less!
2. Be sure to show respect to teachers and other adults around the school.
3. Make it a point to always be in the right place at the right time!
4. Use reasonable volume when talking. Yelling disturbs others.
5. Walk - do not run - through the halls and on school grounds. Always stay to your right when moving through the halls.
7. Realize that every student has a right not to be abused - physically or verbally.
8. Use proper and appropriate language on school property.
9. Do your part to keep the school buildings and grounds neat and clean.
10. Use school property correctly. Remember that it is shared by all students and is the property of county taxpayers.
11. Leave items that do not belong at school at home.

## **XXIV. IMPORTANT REMINDERS**

1. **INJURED STUDENTS ON CAMPUS:** Students are to

report any injuries to a teacher or administrator. The parent will be contacted, and a decision will be made as to what further assistance is needed.

2. **MP3 PLAYERS, IPODS, CD PLAYERS, ELECTRONIC GAMES, HANDHELD GAMES, HEADPHONES, BEEPERS, LASER POINTERS, ETC.:** These items are not allowed on the school campus and will be taken from the student. The school will not be responsible for the above items.
  3. **LOST/FOUND ITEMS:** Students should notify a teacher or administrator immediately if items are lost or found. Found items will be kept in the front office. Our campus supervisors will make every effort to locate lost items and return them to the student.
  4. **VISITORS:** All visitors must report to the front office immediately upon entering the building. Parents wishing to observe in their child's class(es) must meet with the grade-level administrator first. Visitors other than a parent/guardian are not allowed to attend school with students. To protect the instructional time and environment, we ask that visitors limit their classroom observation to 20 minutes.
  5. **CELL PHONES:** Cell phones are not to be used for personal use during instructional times. Cell phones should be turned off and out of sight during instructional and transitional times. Cell phones should not be operated during breakfast or lunch. Ear buds should be out of sight unless used inside the classroom for instructional purposes. Parents, please do not call or text your child during the school day. If a student violates this schoolwide policy, then:
    - (1st Offense) The teacher may confiscate the phone and give it back at the end of the day / the Connections teachers may give the phone back at the end of the class.
    - (2nd Offense and Subsequent Offenses): Cell phone will be confiscated. Parents will need to pick up the cell phone from front office
    - If a student repeatedly violates the cell phone policy, the student will be subject to disciplinary action.
- Students will be permitted to use the school's phones in the event of illness or injury. Students will not be called from class for phone messages unless there is an emergency from a parent. Please call the front office at 678-874-7602 if you have an emergency and need to reach a student. Students may possess cell phones on campus but may not display or use them during the school day unless for instructional purposes. Please note if gifts, flowers, balloons, food etc., are delivered to the school they will be held in the main office until the end of the school day at which time the student may pick them up. Parents/guardians may drop off lunch for the student in the front office.
6. **AFTER SCHOOL ACTIVITIES:** All students are asked

to leave school after being properly dismissed. Students who remain after school must either be under the supervision of a coach/sponsor or a teacher. If a student is to remain after school for any reason, prior transportation arrangements need to be made. **Students must be picked up by 5:00 pm.**

7. **SELLING OF ITEMS:** Students may not sell items at school or on their way to or from school for personal profit or for fund-raising purposes (such as church, athletic, civic). Financial disposition between students and his/her fundraising organization will not be the school's responsibility.
8. **BOOK BAGS:** Book bags may be used to carry books to and from school. However, once a student arrives at DHMS, all book bags are to be stored in the students' assigned lockers. Book bags may not be taken to class, to lunch, to physical education, or carried in the hallways.
9. **OUTSIDE FOOD:** Students may not have commercial restaurant food delivered to the cafeteria.
10. **VALUABLES:** Students are not to bring valuables, expensive jewelry, or large sums of money to school.
11. **GAMBLING or BETTING:** Gambling, betting, or related activities are not permitted on the school campus or at any school function.
12. **MEDICATIONS:** If a student needs prescription medication during the school day, he/she should take the medicine to the counseling office. Parents must complete an authorized release form. Asthma inhalers may be kept by students on their person with a doctor's prescription on file in the counseling office. **NO NONPRESCRIPTION MEDICINE MAY BE KEPT AT SCHOOL FOR ANY REASON.**
13. **HALL PASSES:** During class time, a student may not be in the hall without an official school hall pass from the teacher.
14. **PEP RALLIES AND ASSEMBLIES:** All pep rallies and assemblies are part of the school's educational program. Students are expected to attend and to participate in these activities. Appropriate respect and behavior are required.
15. **THREATENING BEHAVIOR:** No student is permitted to make any kind of threatening statement or gesture toward any student, faculty, or staff member of Druid Hills Middle School. All threats will be considered serious and dealt with in accordance with DeKalb's *Student Code of Conduct*.
16. **RUNNING IN THE BUILDING:** At no time are students permitted to run in the building. This will be dealt with as a school disturbance with serious disciplinary consequences.
17. **BUSINESS TRANSACTIONS:** All business transactions of a monetary nature must be receipted through school funds, other than those dealing with the cafeteria.

## **The IB Learner Profile**

### **IB learners strive to be:**

**Inquirers** - You can develop your natural curiosity. You conduct inquiry and research and show independence in learning. You actively enjoy learning.

**Knowledgeable** - You explore concepts, ideas and issues that have local and global significance. You acquire in-depth knowledge across a broad range of disciplines.

**Thinkers** - You exercise initiative in applying thinking skills critically and creatively to approach complex problems and make reasoned and ethical decisions.

**Communicators** - You understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. You also collaborate with others.

**Principled** - You act with integrity and honesty, with a sense of fairness, justice and respect for individuals, groups, and communities. You take responsibility for your own actions.

**Open-minded** - You understand and appreciate your own culture and personal history, you're open to the values and traditions of others. You seek and evaluate a range of points of view.

**Caring** - You show empathy, compassion and respect towards the needs and feelings of others. You can make a positive difference to the lives of others and to the environment.

**Risk-takers** - You approach unfamiliar situations with courage, and you have the independence of spirit to explore new roles, ideas and strategies. You are brave and articulate in defending your beliefs.

**Balanced** - You understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for yourself and others.

**Reflective** - You consider your own learning and experience. You can assess and understand your strengths and limitations in order to support your learning.

**What kind of learner are you?**