

DEKALB ALTERNATIVE SCHOOL

STUDENT/PARENT HANDBOOK

2016-2017 School Year



Margie M. Smith, Principal
5855 Memorial Drive
Stone Mountain, Georgia 30083
678-676-2302



DeKalb Alternative School
5855 Memorial Drive
Stone Mountain, GA 30083
678-676-2302

July 28, 2016

Dear Parents and Students:

Welcome Back! It's hard to believe but it's that time of the year again - the beginning of a **New School Year**. DeKalb Alternative School (DAS) Registration and Enrollment for all students will be held in the DAS Cafeteria August 2nd or August 3rd at 1:00p.m. DAS Open House will begin at 2:00pm.until 4:00pm on August 3, 2016. **All students must register (new and returning)**; there will be a plethora of important information for all to receive. Returning students will receive their placement assignments or class and bus schedule during registration. The first day of school is Monday, August 8, 2016, please mark calendars.

There is a lot of excitement ahead of us, including new instructors to meet, new books to read, and new skills to master. I look forward to you sharing in those exciting times. As your **Instructional Leader** with 37 years of experience, I understand the challenges we have before us; however, while you are not part of the instructional staff, **YOU** are just as important to your child's education as we are. Your child will receive the best education when you and our dedicated instructors work as a **TEAM**.

It is a parents' enthusiasm, support and involvement that inspires children to do their best; and their instructors' ability to teach what they need to learn. Together we can achieve at all levels as we work toward meeting and/or exceeding all expectations.

All students are REQUIRED to wear UNIFORMS, NO EXCEPTIONS. Middle School Students Grades 6th-8th are to wear; Hunter Green Polo Shirts and Khaki Pants or Skirts (Females Only). High School Students Grades 9th-12th are to wear White Polo Shirts and Khaki Pants or Skirts (Females Only). ALL Students MUST TUCK shirts, NO OVERSIZED CLOTHING will be allowed. All students MUST wear belts, NO SAGGING!!! No red or blue shoes or belts allowed. NO EXCEPTIONS!!!! No Colored Hair. NO EXCEPTIONS!!

In closing, I encourage you to fully embrace the moment and urge you to take the time from your busy schedule to become familiar with our school, as well as create a homework-friendly environment at home that will allow your child to excel.

Thank you for your commitment to your child's education and I look forward to your return or meeting you for the first time.

Sincerely,

Margie M. Smith

Margie M. Smith, Principal

DEKALB ALTERNATIVE SCHOOL
Margie M. Smith, Principal

Table of Contents

Letter to Students and Parents2
Mission Statement4
Bell Schedule.....5
Grading Scale6
Transportation7
DeKalb Alternative School Dress Code8
Required and Acceptable Supplies9

Student Expectations, Rules, & Procedures.....10-12
How to Receive Assistance & Guidance..... 13
Tips for a Successful Experience at DAS.....14
Attendance.....15-19
Counseling & Social Work Support.....20-21
Media Center..... 22
Parent/Guardian Notice.....23
Answers to Frequently asked Questions.....24
Discipline Probation Contract25

“THE SCHOOL CANNOT LIVE APART FROM THE COMMUNITY”

Mission Statement

The mission of

DeKalb Alternative School

is to

provide students an

opportunity to develop their individual

potentials and become contributing global citizens as

they work toward academic achievement in

a non-traditional educational setting.

Daily Bell Schedule

Breakfast/Tutorial: 7:20 AM

Block 10-20: 7:50 AM – 9:30 AM

- Transition: 9:30 AM - 9:35AM

Block 30-40: 9:35 AM – 11:05 AM

- Transition: 11:05 AM —11:10 AM

Block 50-60: 11:10 AM - 1:05 PM

- A Lunch: 10:30 AM – 10:55 AM
- B Lunch: 11:00 AM – 11:25 AM
- C Lunch: 11:30 AM – 11:55 AM
- D Lunch: 12:05 PM – 12:25 PM
- Transition: 1:05 PM – 1:10 PM

Block 70-80: 1:10 PM – 2:30 PM

Dismissal

It is imperative that we provide quality customer service to all families and guests of DeKalb Alternative School. In an effort to provide you with the most updated and relevant information, we developed an online “Family Engagement Forum” available on our school website. When applicable, we have identified the staff member responsible for meeting your needs and their contact information (hyperlinked email address and office location). You will also find Parent and Community Stakeholder information of upcoming events and/or programs in DeKalb County School District (DCSD).

Additionally, you may find the following phone number helpful:

School Main Phone Number – 678-676-2302

ACADEMICS

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 100-90 Excellent

B 89-80 Good

C 79-71 Fair

D 70 Poor

F Below 70 Failing

SCHEDULE CHANGES

The DeKalb Alternative School make schedule changes to in order to ensure students are in the required classes for graduation, to balance class sizes, and to accommodate changes in the teaching staff. Students finding an error in their schedules may request a schedule change the first 5 days of enrollment through the schedule change process.

Transportation

- √ Students should arrive between 7:15 and 7:50 a.m. and picked up at 2:30 p.m.
- √ Only a parent may transport students who do not ride a bus.
- √ Students are NOT permitted to drive to school.
- √ Travel arrangements must be made before the school day begins.
- √ Students are to leave the school campus by 3:00 p.m. If students are not picked up in a timely manner they be accompanied to the DeKalb County School District Police Headquarters where the DeKalb County Department of Child Protective Services will be contacted.

Marta

- √ Students who ride MARTA should be at the Kensington Station at 7:00 a.m. to meet the Tripper Service MARTA bus which will leave the station by 7:15 a.m.
- √ The same bus will be at our school to pick up the student and transport them back to the Kensington station at the end of school.
- √ Misbehavior on the MARTA / school bus can result in criminal arrest and/or school discipline.
- √ Major problems on MARTA bus will result in the student being removed from riding the bus and the parent providing transportation to/from school.
- √ After arriving at school, students are to immediately report inside school and not loiter around the grounds of the campus.
- √ MARTA cards are not to be shared with other students, by passing them off the bus via book, windows, etc.
- √ Students are to report directly to the MARTA bus after school dismissal.

STUDENT DRESS CODE

Student Dress Code is mandatory and non-negotiable. Students must wear appropriate uniforms specific to High and Middle school.

As a general expectation, modesty and decency of dress are stressed at DeKalb Alternative School. Students are expected to dress and groom themselves in a manner that demonstrates respect for fellow students, staff, and guests to our school. Clothing that is deemed disruptive to the learning environment is unacceptable. Students must contact parents(s) immediately to correct the unacceptable. Failure could result in no admission to the Instructional Environment.

All Students:

1. No head coverings, hats, bandannas, or headbands in the school building. Items are subject to immediate confiscation and will be only returned to the student's parent/guardian
2. No house/bedroom slippers or flip-flop shoes
3. No sleepwear/pajama-type garments or spandex shorts under khakis
4. No garments with holes/rips (pants, shirts, blouses, etc.)
5. Clothing or tattoos that promote alcohol, drugs, tobacco, gang affiliation, nudity or profanity is prohibited. **NO EXCEPTIONS**
6. No skin may show at the waist. Shirts must be large enough to be tucked into pants.
7. No tights, leggings, or shorts may be worn under pants. Opaque tights must be worn under skirts (black or white)
8. No Tongue, nose, or body piercing/jewelry is allowed. **NO EXCPETIONS**

Girls:

1. No skin tight pants (**Khakis only**)
2. No "fitted shirts". Females must wear collared polo shirts, color must represent academic grade level.
3. No colored undergarments that are shown through shirts or pants (**black, white, and beige only**)
4. **No Colored Hair- NO EXCPETIONS!!**

Boys:

1. No color tee shirts; white only- **NO EXCPETIONS!!**
2. No shorts under your khaki pants- **NO EXCPETIONS!!**

Students who are in violation of the dress code will be given the option to contact a parent to bring a change of clothes. No admission without proper dress.

NO EXCPETIONS!!

Required and Acceptable Supplies

Required

3-ring binder or 5-subject Notebooks

Notebook Paper

Blue and Black Pens

Pencils

Zip Drive

Acceptable

Calculator

Computer Discs

Unacceptable

Book bags

Purses larger than 12 inches

Refer to section on Student Expectations for more information.

STUDENT EXPECTATIONS, RULES & PROCEDURES

It is the responsibility of each student to become familiar with and follow the regulations outlined in the brochure entitled DeKalb County School District Student Code of Conduct.

Student Expectations

- √ Students should arrive between 7:15 a.m. and 7:30 a.m., prepared to learn.
- √ Personal items and school materials will be searched upon entrance to the school.
- √ Items that could be dangerous according to any school official will be confiscated and not returned.
- √ Pagers, radios, tape/CD/DVD players, and recorders will be confiscated if brought to school, and returned only to a parent / guardian.
- √ Students are not allowed to bring cell phones to school. If a child is caught with their phone it will be confiscated and returned to a parent after first offense. The second time the phone will be taken for the remainder of the semester and donated to the Battered Women's Shelter.
- √ Glass containers are not allowed in the building.
- √ No food or drinks are allowed from the outside.
- √ Students are to report to the cafeteria or FLP Tutorial subsequent to inspection at the metal detectors.
- √ Students who are tardy must be signed into school by their parents. Repeated tardiness will result in disciplinary action.
- √ Students are not allowed to have guests during the school day.
- √ Borrowing / panhandling or taking property from faculty or student is not allowed.
- √ Demonstrated good behavior at all times.
- √ Bullying or sexual harassment is prohibited! There is zero tolerance.
- √ Respect self and others.
- √ Physical contact between students is prohibited.

- √ Fighting is not tolerated at DAS. Students who engage in fighting will be arrested and charged accordingly.
- √ Students are not allowed in off-limit areas (all parking lots, staff lounge, front office areas, custodial area, and supply rooms, kitchen area) at any time.

DETENTION

Teachers may assign their own detention for rule violations or misconduct. The amount of time to be served is left to the discretion of the teacher making the assignment. The student will be given one day's notice to arrange transportation to school if needed. Failure to report to any assigned detention may result in more severe disciplinary action including suspension if necessary.

Students may be assigned administrative detention as a consequence. Students who do not show for administrative detention will be subjected to more severe disciplinary action.

HALL PASSES

Students should not be in the hallway without an official DAS hall pass. Forged passes will be confiscated and the student will be subjected to disciplinary action.

LOITERING ON CAMPUS

Students are not permitted to remain on the school campus after the regular school day unless they are participating in a scheduled activity that is under the direct supervision of a teacher or staff member. Students who violate this policy may be subject to appropriate disciplinary action that may include suspension.

LUNCH PERIOD

Students are allowed in the cafeteria during the time that they are assigned to have lunch. Students are not allowed to order food items to be delivered by restaurants or parents during lunch. Food from outside venue is prohibited. Students are escorted to the cafeteria by classroom teacher. During the lunch period, students must remain in the cafeteria. Students are not permitted to roam the school building or visit teachers during lunch period.

VISITORS

All visitors are to report to the Security Desk for admission. Students may not bring visitors to DeKalb Alternative School during the school day.

PROHIBITED ITEMS

Students are not to bring dice, playing cards, party flyers, basketballs, footballs, skateboards or any other recreational items or equipment to school. Students who bring such items to school should expect to have them confiscated. They will be returned to the parent or guardian.

SUSPENDED STUDENTS

Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any DeKalb County school campus without permission. Students who are on campus during their suspension may receive additional consequences.

SKIPPING

Students are expected to attend school and be on time for all classes daily. Any student who comes on campus, but does not report to class during the designated time, is considered skipping. Students who are identified as skipping class will receive disciplinary consequences. No student will be permitted on campus not in uniform.

TRUANCY

Truancy is defined as not reporting to school. Students are expected to attend school and be on time for all classes daily. Students who are truant to school will be disciplined as outlined in the student code of conduct. Students who are brought back to school by DeKalb County Police Department will be subjected to disciplinary actions.

LEAVING SCHOOL WITHOUT PERMISSION

Students are not allowed to leave school at any time after arriving on campus unless they have been checked out by a parent/guardian through the attendance office. Students who leave school without permission will receive strong disciplinary consequences.

How to Receive Assistance and Guidance

Principal	Principal Smith
Instructional Assistant Principal	Dr. Morris
Middle School Assistant Principal	Mr. Williams
High School Assistant Principal.....	Dr. Johnson
High School Counselor	Dr. Dawson
Middle School Counselor	Dr. Lyle
Social Worker	Dr. Jenkins
Registrar	Mrs. Andrews
School Resource Officer	Officer Davis
School Probation Officer	Ms. Burt

The safety of our school community is a priority of everyone at DeKalb Alternative School. Please do not hesitate to inform any member of our staff about activities that may jeopardize the health or safety of anyone at our school.

Tips for Success at DAS

- √ Do not carry belongings for other students.
- √ Adhere to the Dress Code and Student Expectations.
- √ Always observe the one-way hall policy (Always walk on the right side of the hall.)
- √ Use the restroom during class changes only.
- √ Go to class on time and prepared.
- √ Eat breakfast each morning.
- √ Attend school daily.
- √ No horse playing, fighting, joking, or uses of profane language.
- √ No running in hallways.
- √ No eating/drinking on bus...cooperate with bus driver.
- √ Ask for help when in need.

ATTENDANCE POLICIES AND PROCEDURES

Daily attendance and active participation in each class are critical parts of the learning process. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. It can be difficult to make-up missed class work in a 90-minute class, since there is no substitute for the actual participation in daily classroom instructional activities, discussions, and assignments. Every effort should be made to promote regular school attendance and punctuality. **Please allow 24 - 48 hours to update student attendance records from the attendance office.** If there is standardized testing occurring we may need additional time to accurately update those records. Your patience is truly appreciated. DeKalb Alternative School also has the authority to extend the placement of students if they incur absences without proper and appropriate documentation.

ATTENDANCE POLICY

The DeKalb County Board will adhere to the attendance laws as set forth by the which reads: Every parent, guardian, or other person residing in Georgia is required either to enroll and send children in their care and charge between the ages of 6 and 16 to a public or private school or to provide a home study program for these children which meets the requirements set forth in law, unless the child is specifically exempt.

The Plan of Action:

1. Students with 6 unexcused absences will receive a letter and will be placed on local school probation.
2. At the 8th unlawful absence, a referral will be made to the school social worker that will make contact and provide formal feedback to the assistant principal for attendance. Continued absences will result in legal consequences as prescribed by the student code of conduct. A Certificate of Non-Compliance will be sent to the Georgia Department of Motor Vehicle Safety for all students between the ages of 15 and 18 who have accumulated 10 unlawful absences. .

When a student is under the age of 16, the compulsory attendance law applies and there may be the possibility of court intervention.

STATE LAW

State law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. 20-2-690.1[a]) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20-2-690.1[b]).

EXCUSED ABSENCES

In compliance with state regulations, the following reasons are excused absences:

1. Personal illness
2. Death or serious illness in the immediate family (with proper documentation)
3. Doctor's/Dentist appointment
4. Juvenile Justice Probation Agreement
5. Juvenile Justice Court Appointment
6. Tests and physical exams for military service and the National Guard
7. For additional excuses refer to your Code of Student Conduct-Student Rights and Responsibilities and Character Development Handbook

It is the student's responsibility to bring a written excuse from the courts, probation, office, doctor's office, parent or guardian to the attendance office within 48 hours of the absence. The excuse must include the following:

1. Name and grade of student
2. Date(s) of absence(s)
3. Reason for absence(s)
4. Phone number where parent or guardian can be reached
5. Signature of parent or guardian

UNEXCUSED ABSENCES

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence (see Excused Absences) or if a signed note is not submitted by the parent or guardian to the attendance office within two days of the absence.

HOMEWORK REQUEST POLICY

When students are going to be absent for four (4) or more days, requests for homework may be made through the counseling office. When students are absent one to three days, make-up work is arranged with the teachers upon their return.

TARDY CONSEQUENCES

Students who arrive late to school may be subject to the following consequences:

Cumulative Tardies (Per Semester) Consequence

1-3 Tardies Warning

4-6 Tardies After-school detention

7-9 Tardies ISS

10+ Tardies Report to ISS for remainder of period; ISS/OSS which includes five unexcused absences. Please note that three unexcused tardies equals one absence.

Students should contact the teacher no more than two days after an assignment has been received by the student concerning recovery opportunities after receiving a printout from the teacher. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. **All recovery work must be directly related to course standards and objectives; must be completed 5 school days prior to the exit conference at the discretion of the teacher.**

**** Teachers will determine when and how students with extenuating circumstances may improve their grades. ****

SUSPENDED STUDENTS

Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any DeKalb County school campus without permission. Students who are on campus during their suspension may receive additional consequences.

SKIPPING

Students are expected to attend school and be on time for all classes daily. Any student who comes on campus, but does not report to class during the designated time, is considered skipping. Students who are identified as skipping class will receive disciplinary consequences. No student will be permitted on campus not in uniform.

TRUANCY

Truancy is defined as not reporting to school. Students are expected to attend school and be on time for all classes daily. Students who are truant to school will be disciplined as outlined in the student code of conduct. Students who are brought back to school by DeKalb County Police Department will be subjected to disciplinary actions.

LEAVING SCHOOL WITHOUT PERMISSION

Students are not allowed to leave school at any time after arriving on campus unless they have been checked out through the attendance office. Students who leave school without permission will receive strong disciplinary consequences.

CHECKING-IN

Students arriving at school after the tardy bell must check-in at the attendance office. Car trouble, oversleeping, missing the bus, and other personal reasons are unexcused. Students who arrive with a parent/guardian escort do not automatically warrant an excused tardy. Admission will be at the discretion of the principal.

CHECKING-OUT

If a student must check out, the parent or guardian must pick-up student from attendance office. **NO EXCEPTIONS.** The parent or guardian must identify themselves with proper picture ID to check out the student. There are no Check-outs after 1:45 PM, unless approved by the Principal. **NO EXCEPTIONS!!**

MAKE-UP WORK

Make-up work is allowed for excused absences and suspensions. It is the student's responsibility to arrange for any make-up work. Make-up work should be requested on the day the student returns. Failure to request work within the written guidelines could forfeit your opportunity to make-up the work.

EXCUSED TARDY TO SCHOOL

Students classified as excused tardy to school must check-in at the attendance office. Excused tardies are documented the same as excused absences. Cumulative tardies to school may result in discipline consequences.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)

Required O.C.G.A. §40-5-22 Students between the ages of 15-17 who miss 10 consecutive days or have 10 or more unexcused absences may have their Driver's Licenses/Permits or ability to acquire them suspended for one year.

INSTRUCTIONAL PERMIT OR DRIVER'S LICENSE

1. As of July 1, 2004 all applicants for a Georgia license who are under the age of 18 must be enrolled in a public or private school or an approved home school program and have attendance in good standing or have received their diploma or GED to apply or keep an instructional permit or driver's license.
2. Parents may no longer sign an affidavit giving his/her permission for the applicant to drop out of school.
3. If a student under the age of 18 drops out of school and has remained out of school for 10 consecutive days, or has more than 10 school days of unexcused absences in any semester, notice will be given by the DeKalb County School District to the Department of Motor Vehicle Safety, as required by O.C.G.A. 40-5-22. The student's instructional permit or driver's license will be suspended for one full year or until the student reaches the age of 18.
4. A student's instructional permit or driver's license will be suspended for one year if the student is suspended from school for any of the following offenses:
 - Threatening, striking or causing bodily harm to a teacher another school personnel or causing substantial physically injury to another person or student;
 - Possession or sale of drugs or alcohol on school grounds;
 - Possession or use of a weapon on school ground; and/or
 - Sexual offenses an enumerated in Chapter 6 of Title 16 O.C.G.A.

CERTIFICATE OF ATTENDANCE

A Certificate of Attendance for driver's permits or licenses is available from the Attendance Office if the student qualifies based on his/her attendance and discipline record. Requests for this certificate can be made between the hours of 7:35-7:55 AM **ONLY**.

**** Students attending DeKalb Alternative School are not allowed to drive to and from school. A violation of this rule could lead to suspension of your license/ permit. ****

COUNSELING SERVICES

HOURS

The counseling center is open each day from 8:00AM to 4:00 PM. Additional access will be provided before/after school hours by request for students and families.

OFFICE PROCEDURES

Students may sign up in the main office to see their counselor. Students should sign up before school, during their lunch, and after school until 2:45 PM. Students must be escorted by counselor to visit the counseling department during class time. Teachers are not to send students to the Counseling Office.

COLLEGE AND CAREER CENTER

Students may use the computer and the references in the Media Center for post-secondary research. Counselors will guide students through information about colleges, careers, scholarships, and other material related to post-secondary options for all students.

CHANGE OF ADDRESS AND PHONE NUMBERS

It is the responsibility of all parents and guardians to keep the school informed and updated on any changes in home addresses and phone numbers. The school must be able to reach you at all times in the event of an emergency. Please report any changes to the main office.

WORK PERMITS

A work permit is required for any student under 18 years of age who works outside of school. An application for a permit may be secured from the Main Office receptionist between 7:30 AM and 2:30 PM.

Counseling and Social Work Support

- * Individual Counseling
- * Group Counseling
- * Career Counseling
- * Classroom Guidance
- * Guidance for Teen Women
- * Guidance for Teen Men
- * Parent Conferences
- * Mentoring Program
- * Coordination of Support Services
- * Social Worker Services
- * Psychological Services
- * Career Center Resources
- * Off Campus Visits to Colleges
- * ASVAB Occupational
- * Testing & Interpretation
- * College Scholarship Assistance
- * Work Permits Processed (issued before or after school only in Counseling Center by Ms. Andrews, Registrar)

MEDIA CENTER

HOURS

The media center is open each day from 7:45 AM to 3:30 PM. Additional access will be provided by written request to the Media Specialist – please refer to posted schedule on the DAS website.

BEHAVIOR

Disruptive behavior can lead to Suspension of Media privileges. “No food or drink” will be permitted in the Media Center at any time. An atmosphere that is conducive to research, study, and quiet reading will be maintained.

TESTING

During assessments there will be NO ADMISSION-NO EXCEPTIONS.

VERY IMPORTANT!!

Parent/Guardian:

Please be sure to notify the school registrar of any changes to your address and/or telephone numbers during the semester as well as through one month following the end of the semester, even if your child is withdrawn before the last official day of the semester. DeKalb Alternative School waives all responsibility for your failure to receive critical information due to incorrect contact information on record at the school.

PARENTS/GUARDIANS

Answers to Frequently Asked Questions

How Do I Report an Absence? Contact the Attendance Office (678 676-2314 for the school Attendance. A letter to document the reason for the absence (illness, court appointment, funeral, other) should be submitted to the attendance office upon your child's return to school.

How Do I Sign Out My Child for an Early Dismissal? Dismissals are cleared through the Attendance Office. Requests for Dismissal must be approved by the Principal or designee.

How Do I Obtain a Copy of My Child's Progress Report? Progress Reports are issued to parents during 4.5wk, 9wk, 13.5wk and 18wk of the semester. If you do not receive a copy of the report you are advised to contact the Counseling office to obtain the report. If you have questions about the issue date, contact the Registrar at 678 676-2306. You are urged to monitor your child's progress on the DCSD Parent Portal.

How Do I Arrange a Time to Visit My Child's Classes if I Wish to Do So? You are welcomed to visit your child's classes during the school hours to observe your child's performance in class. Prior to your visit you are asked to notify the Administration in the front office (678-676-2303) to confirm that there is not a conflict with the day you plan to visit the school. You will be issued a visitor's badge.

How Do I Contact My Child's Teachers? The names of your child's teachers appear on his/her schedule which is issued on his/her start date. You may be connected to the voice mail of your child's teachers through the Front Office (678 676-2302). You are urged to maintain contact with your child's teacher to monitor progress throughout the semester.

How Do I Obtain a Copy of My Child's Report Card at the End of the Semester? Report Cards are available approximately 2 weeks after the close of the semester. They are not mailed to the home as may be the procedure at the home schools. You may receive the Report Card via mail by providing the registrar a self-addressed stamped envelope or you may report to the counseling office to pick it up.

Who Do I Contact if My Child is Having Problems with another Student in the Form of Threats? Discipline matters should be referred to your child's assistant principal. The telephone number for the Assistant Principals, Mr. Williams, is **678 676-2312** (Middle School) and Dr. Johnson is **678-676-2307** (High School).

How Does My Child Obtain a Work Permit? Work permits are issued by the school registrar before and after school. Students should not request to see the registrar during the school day.

DeKalb Alternative School

Probationary and Behavior Remediation Contract

Student's Name _____ Probationary Type _____

To attend DeKalb Alternative School (DAS), I acknowledge and agree to the following rules and expectations. These rules and expectations are a part of my probationary period this school year. This contract is valid for the _____ school year. Progress will be evaluated at the end of the school year to determine if probationary status should be removed.

Student Expectations:

- The student will attend all classes and have a hall pass any time he/she leaves the classroom.
- The student will arrive to school and class on time.
- The student will remain on campus throughout the school day, unless checked out by a parent through the Main Office.
- The student will follow all directions given by any adult at DAS
- The student will demonstrate respect for self, peers, and adults of DAS
- The student will accept all disciplinary action given.
- The student will avoid confrontations with other students and will inform an adult if there is a problem.
- The student will avoid fighting or physical contact and settle problems by talking about them with a mediator.
- The student will respect classmates and adults personal space and avoid unnecessary physical contact with anyone else.
- The student will use proper language when speaking to others and avoid the use of profanity, racial slurs, and /or vulgarity.
- The student will remain in control of his/her behavior in all classes so the teachers can teach and students can learn.
- The student will complete all assignments in a timely manner

Parent's Expectations:

- The parent will reinforce the plan to insure the success of the child.
- The parent will provide academic and behavioral support daily for the student.
- The parent will visit the classroom for at least one observation period during the next two weeks.
- The parent will communicate with the child's teachers on a regular basis.

Possible Consequences:

- The student may be referred to the school's counselor/social worker for additional support.
- The student may be referred to the SST Process for alternative methods of modifying behavior.
- The student may be suspended from school for up to three (3) days with a parent conference.
- The student may be suspended for up to ten (10) days with a formal hearing and or referral to the Student Evidentiary Hearing Committee.
- The police may be contacted, which will lead to an arrest and/or issuance of a criminal citation.

Parental/Administrator's Recommendations:
