

DeKalb International Student Center Student Handbook



"Making My Community Home"!



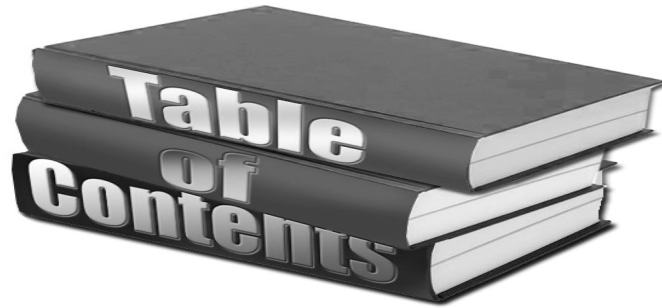
MISSION STATEMENT

The mission of the DeKalb International Student Center is to teach English to non English Speaking Students.

The DeKalb International Student Center

3318 Midway Road
Decatur, Georgia 30032

Main Office:	678/676-0902
Counseling:	678/676-0914 or 0917
Registration:	678/676-0906



Principal's Message

DeKalb County School District Calendar

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Welcome to The DeKalb International Student Center !

As we begin a new school year filled with exciting learning opportunities, I encourage our students to come to school every day prepared to perform to the very best of their abilities. The teachers and staff of the DeKalb International Student Center are here to assist and support you.

As your principal, I pledge to encourage our students and celebrate all of their successes, while providing the optimal learning environment. By forging a strong partnership with our families and community stakeholders, I will ensure that our students receive the best possible education.

Our staff pledges to provide excellent instruction and support to our students while maintaining open lines of communication with our parents / guardians.

At the DeKalb International Student Center, we encourage our students to:

- **Attend school and their classes on time every day.**
- **Set high expectations for their performance.**
- **Come to school prepared to learn each day.**
- **Complete all of their assignments.**
- **Ask questions if they do not understand.**
- **Follow all classroom, school, and school system rules.**
- **Treat everyone with kindness and respect.**
- **Review the Student Handbook and the Student Code of Conduct (discipline brochure) with their parents.**

At the DeKalb International Student Center, we believe in our students !

CAFETERIA



POLICIES AND PROCEDURES

School lunches may be purchased for \$2.75 (reduced .40 cents); breakfast may be purchased for \$1.60 (reduced .30 cents). Meals may be purchased by the day, week, or month. Each student is expected to...

- ♦ **Pay for the lunch; or**
- ♦ **Present a P.I.N. number for prepaid, free, or reduced meals. Absolutely no credit is allowed. See the Cafeteria Manager if you have questions.**
- ♦ **Stand in line quietly and wait your turn.**
- ♦ **Eat at the designated table.**
- ♦ **Use good table manners while eating. Throwing food items will not be allowed and will result in severe consequences.**
- ♦ **Maintain an inside voice.**
- ♦ **Put chairs in place before leaving the cafeteria.**
- ♦ **Remain in the cafeteria until the teacher escorts your class into the hall.**

Commercial foods are not to be brought into the school building (McDonald's, etc.) Students do not have permission to leave the campus during the lunch periods.

APPROPRIATE DRESS STANDARDS

Dress styles should be consistent with good judgment and self-respect. Student dress standards include, but are not limited to, the following:

- ♦ **Shoes must be worn at all times. Bedroom shoes are not acceptable.**
- ♦ **Hats, scarves, hoods, combs, wraps, or picks shall be removed from the head before entering the building. Cultural/religious wear will be respected.**
- ♦ **Sunglasses, removable gold, silver, or platinum teeth shall be removed before entering the building.**
- ♦ **Spaghetti straps, T-strap shirts or dresses are not allowed.**
- ♦ **The length of shorts and skirts must be below the fingertips.**
- ♦ **Halter tops, midriff tops, cut-off tops, see-through tops and similar clothing are not permitted.**
- ♦ **Exposed underwear, sagging pants, and pants missing required belts are not permitted.**
- ♦ **Articles of clothing advertising territories, drugs, controversial characters, or obscene and offensive language will not be allowed.**
- ♦ **When wearing leggings/tights, the over-garment must be below the fingertips.**

Consequences for inappropriate dress will follow the Student Code of Conduct.

LOST AND FOUND



Any article or textbook found should be taken to the Main Office. Although the school maintains a Lost and Found service, students must assume responsibility for personal belongings, textbooks, and other property.

RESTRICTED ITEMS

Students may not bring to school any item that does not directly enhance academic advancement. Teachers and administrators may confiscate these items and return them only to a parent upon request. Without parental request, confiscated items will be disposed of at the end of the school year. Restricted items include, but are not limited to:

- ◆ **MP3 player, PSP's, CD, Walkman, radio, iPods, tape players**
- ◆ **Cameras, Camcorders, game cartridges**
- ◆ **Sports/playing cards, electronic games**
- ◆ **Water pistols, toy guns, belt buckles**
- ◆ **Chains (Including fashionable Chains that hang from the belt loop)**
- ◆ **Car ornaments, squeeze bottles, skateboards**
- ◆ **Dolls, pacifiers, beepers, stuffed animals**
- ◆ **Solid or liquid food products (except for lunch), tobacco products**

- **Cell phones must not be visible and must be off during school hours. Phones may be confiscated if they are seen, heard, and/or interfere with instruction. Text messaging may not be allowed during school hours.**
- **Phones may be returned to a parent/guardian or to a student at the discretion of the administration.**

Instructional time will not be interrupted to return cell phones or other electronic devices.

Restricted and illegal items are prohibited and include, but are not limited to –

- **Weapons of any kind (including guns, knives, chains, brass knuckles, and handcuffs), drugs, alcoholic beverages, explosives, including fireworks and firecrackers etc...**
- **Notify any adult if you see a student with any of these items.**

The DeKalb International Student Center is not responsible for lost or stolen cell phones or electronic devices, family jewelry, or other items that students may bring to school.

RESTRICTED ITEMS...

Balloons, flowers, and stuffed animals (distractions during instruction) delivered to school for a student must remain in the front office until the end of the school day.

Students are not to sell any consumable or non-consumable items on school property without the permission of the principal. Unauthorized items and the proceeds may be confiscated.

Students should not use the telephone in the classroom without the permission of the teacher. **Teachers will not allow students to use the phone to make personal calls.** If a student is ill, the

teacher will make parent contact or notify the office (security or an administrator). In emergency situations, students will be allowed to use the phone in the main office or Counseling Center.

Messages from home to students will only be delivered in case of an emergency.

SCHOOL PROPERTY

School property includes textbooks, instruments, equipment, walls, bathroom doors, and any other items necessary for smooth operation of the DeKalb International Student Center. Abuse of school property requires restitution for replacement or repair.



Textbooks

Textbooks should not be abused nor lost. Lost or damaged textbooks require restitution or payment.

**DeKalb International Student Center
Daily Bell Schedule
2018 – 2019**

8:15 a.m.		Staff Sign In	
8:15 – 8:50	Buses arrive		
8:50 a.m. – 9:40 a.m.		1st Period	Instructional Time
9:45 a.m. – 10:35 a.m.		2nd Period	Instructional Time
10:40 a.m. – 11:30 a.m.		3rd Period	Instructional Time
11:35 a.m. – 1:05 p.m.		4th Period	Instruct Time / Lunch / Instruct Time
1:10 p.m. – 2:00 p.m.		5th Period	Lunch / Instruct Time
2:05 p.m. – 2:55 p.m.		6th Period	Instructional Time
3:00 p.m. – 3:50 p.m.		7th Period	Instructional Time
4:00 p.m.	Buses depart		

STUDENT DISCIPLINE

Students are expected to exhibit good behavior at all times. It is the expectation at the DeKalb International Student Center staff that all students will carry themselves as model citizens both in and outside of school. We expect all students to abide by the DeKalb County School System's Student Code of Conduct and our school/classroom rules. Consequences for inappropriate behavior will be administered in accordance with the school system's guidelines. Each student will receive a copy of the Code of Conduct on the first day of school. School staff will review the Code of Conduct with students the first week of school or during their intake process; students will complete the Code of Conduct test. Parents are encouraged to review the Student Code of Conduct with their student and ensure that he/she fully understands the content with special attention to the following items:

- Bullying
- Respect for Diversity / "No Place for Hate"
- Weapons
- Gang Related Activity
- Sexual Harassment
- Drugs
- Loitering
- Refusal to Follow Directions.

SCHOOL-WIDE DISCIPLINE PLAN

The purpose of our school-wide discipline plan is to provide a safe environment that is conducive to effective learning. This plan will strengthen positive behaviors while fostering respect, honesty and responsibility. At the DeKalb International Student Center, we are dedicated to providing an instructional environment free of disruption, disrespect, and irresponsible behaviors.

FIVE STEP DISCIPLINE PLAN (minor infractions):

1st step = warning,

2nd step = writing assignment and call parent(s),

3rd step = call parent(s),

4th step = written referral to counselor

Optional collaboration with Committee of Peers – requires Parent Permission

5th step = written referral to the administrator.

We respect the fact that the foundation for discipline begins at home. We will collaboratively work with our parents to guide students towards acceptable behavior. This handbook provides an overview of school policies/procedures. Please note that the administrators, as deemed appropriate, may include additional expectations.

Committee of Peers

This is an opportunity for students who are making bad choices to learn from others' experience and to discuss their behavior with students who have demonstrated better decision-making. Students on the Committee of Peers are trained in Conflict Resolution and Peer Mediation. They can speak the language of the student who is struggling to perform up to expectations, and help that student make the adjustments that are necessary to be successful. This is an optional opportunity that parents may choose for their child. Confidentiality laws (FERPA) require that we not discuss behavior problems with anyone other than parents unless parents can see some benefit in having student to student interaction. The Committee of Peers would only be utilized with written parent permission.



VISITORS

The DeKalb International Student Center welcomes interested parents and community members who may wish to visit. To protect all our students, as well as the instructional time from unnecessary interruptions, visitors are required to:

- **Identify themselves to the campus supervisor and staff members.**
- **Check in at the Security Desk to secure a Visitor's Badge.**
- **Show ID to check a student out of school or to visit a student.**

If a parent/guardian wishes to have a conference with a teacher or staff member:

- **Kindly call the Counselor in advance to make an appointment at (678) 676-0902.**
- **Ask to see the teacher by name and/or course to ensure that you will meet with the correct individual(s).**
- **Please do not expect a teacher to have a conference with you unless you have a prearranged appointment.**

If your visit is to observe a class, you must also have an appointment.

- **Sign in.**
- **Secure a Visitor's Badge at the Security Desk.**
- **You may NOT disrupt classroom instruction.**

NOTE:

Visitor Permits will not be issued on:

- **Final exam days.**
- **The last day before winter or spring holidays.**
- **The last day of school.**

EMERGENCY DRILLS



Periodically, fire, tornado, and intruder alert drills will be held. During these drills, students must realize the importance of obeying rules and regulations, remaining calm, and taking the drills seriously. In each classroom, teachers will give careful attention to specific instructions. Diagrams of the various exits and routes are posted so that students may become familiar with them.

INCLEMENT WEATHER



**Radio Stations WSB, WGST, etc.
TV channels 2, 5, 11, etc.**

Schools may be closed due to inclement weather. The television and radio stations will carry this information as soon as the decision is made by the Superintendent.

Questions ?

If you have any questions, please call (678-676-0902) or come by the school office and ask to speak to a counselor or social worker. We want you to have the information you need to make your child's educational experience the best it can possibly be. We look forward to working with you.