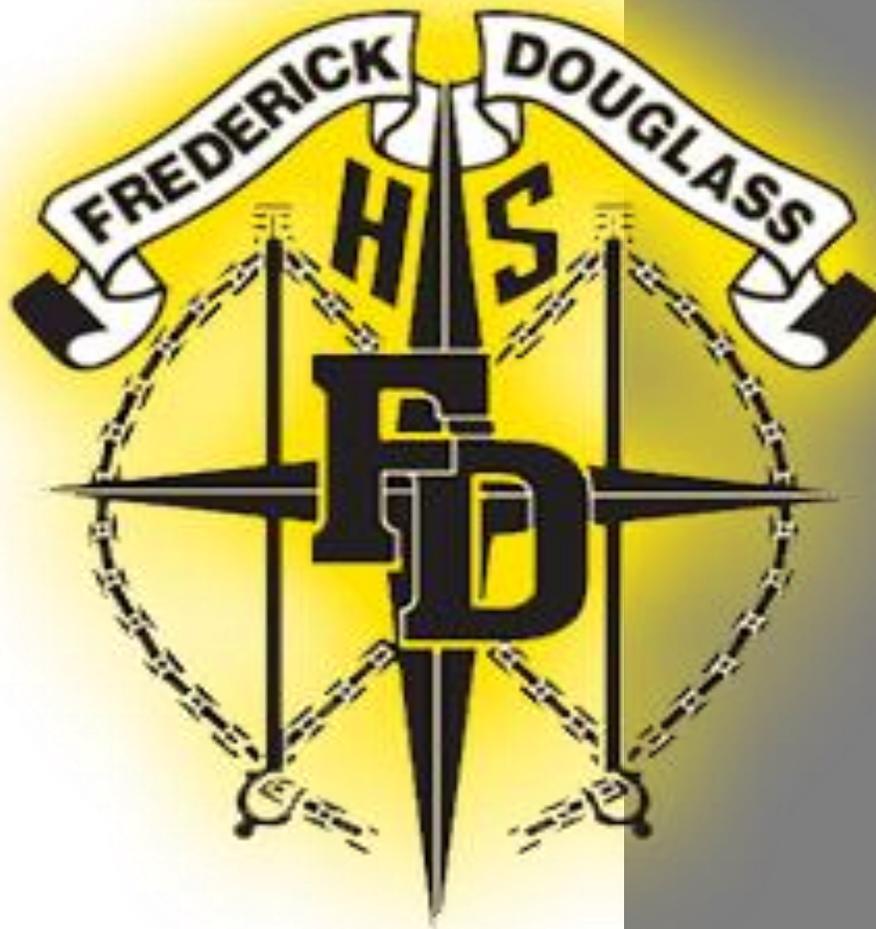


2021-2022

STUDENT HANDBOOK



Frederick Douglass High School
225 Hamilton E. Holmes Drive, NW
Atlanta, GA 30318
Phone: 404.802.3100
Fax: 404.802.5191

<https://www.atlantapublicschools.us/douglass>

Mr. Artesza Portee, Principal



Student Handbook

Frederick Douglass High School

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Sustaining the Legacy: Re-Imagining Our Douglass

Mission Statement

*With a caring **culture of trust** and **collaboration**, every student will graduate ready for **college, career, and life**.*

Vision Statement

A high-performing environment where students love to learn, educators inspire, families engage, and the community trusts the school.

Our Beliefs

1. Each student is a valued and unique individual.
2. Each student can learn.
3. Each student has the right to learn in a clean, safe, disciplined, and intellectually stimulating environment.
4. Families and schools work together to provide the best atmosphere for student achievement.
5. Each student is accountable and responsible for his or her own behavior and choices.
6. Diversity, equal opportunity, and access to technology are the cornerstones of innovation.
7. Exposure to and participation in fine arts, hands-on sciences, humanities, problem-solving and physical training are key to producing self-reliant students with depth and humanity.
8. All students should graduate with a well-informed plan of action for meeting their academic and personal career goals.

Douglass High School Administrative Team

Administrators

Name	Position
Artesza Portee	Principal
LaShawn Dixon	Assistant Principal, Cohort 2023 – 11 th Grade
Shermaine Jennings	Assistant Principal, Cohort 2025 – 9 th Grade
Kartia Louis-Jean	Assistant Principal, Cohort 2025 – 9 th Grade
Segena Ponder	Assistant Principal, Cohort 2022 – 12 th Grade
Derwin Purnell	Assistant Principal, Cohort 2024 – 10 th Grade

Grade Level Contact Information

Cohort 2025– 9 th Grade		
Name/Position	Phone Number	Email Address
Mr. Jennings Assistant Principal	404-802-3181	sljennings@atlanta.k12.ga.us
Mr. Kartia Louis-Jean	404-802-3139	kartia.louisjean@atlanta.k12.ga.us
Ms. McDonald Counselor	404-802-3148	scmcdonald@atlanta.k12.ga.us
Ms. Smith Graduation Coach	404-802-3125	lottrenise.smith@atlanta.k12.ga.us
Ms. Edwards Special Education Lead Teacher	404-802-3120	taneika.edwards@atlanta.k12.ga.us
Ms. Brown-Mack School Social Worker	404-802-3113	kimberly.brownmac@atlanta.k12.ga.us
Class Sponsor	NA	

Cohort 2024– 10 th Grade		
Name/Position	Phone Number	Email Address
Mr. Purnell Assistant Principal	404-802-3118	Derwin.purnell@atlanta.k12.ga.us
Mr. Coleman Evans Counselor	404-802-3163 or 770-847-0655	coleman.evans@atlanta.k12.ga.us
Ms. Smith Graduation Coach	404-802-3125	lottrenise.smith@atlanta.k12.ga.us
Ms. Edwards Special Education Lead Teacher	404-802-3120	taneika.edwards@atlanta.k12.ga.us
Dr. Morris School Social Worker	404-802-3178	eddie.morris@atlanta.k12.ga.us
Class Sponsor	NA	

Cohort 2023 – 11 th Grade		
Name/Position	Phone Number	Email Address
Mr. Dixon Assistant Principal	404-802-3136	lashawn.dixon@atlanta.k12.ga.us
Dr. Neely Counselor	404-802-3124 or 404-585-8887	sneely@atlanta.k12.ga.us
Ms. King Graduation Coach	404-802-3156	Lauren.king@atlanta.k12.ga.us
Ms. Nunnally Special Education Lead Teacher	404-802-3109	jinya.nunnally@atlanta.k12.ga.us

Cohort 2023 – 11 th Grade		
Dr. Morris School Social Worker	404-802-3178	eddie.morris@atlanta.k12.ga.us
Class Sponsor		

Cohort 2021 – 12 th Grade		
Name/Position	Phone Number	Email Address
Ms. Ponder Assistant Principal	404-802-3138	Segena.ponder@atlanta.k12.ga.us
Ms. Morton Counselor	404-802-3172 or 404-565-4612	monita.morton@atlanta.k1.ga.us
Mr. Lee GRASP Counselor	404-802-3136	ellee@atlanta.k12.ga.us
Ms. King Graduation Coach	404-802-3156	Lauren.king@atlanta.k12.ga.us
Ms. Nunnally Special Education Lead Teacher	404-802-3109	jinya.nunnally@atlanta.k12.ga.us
Ms. Brown-Mack School Social Worker	404-802-3113	kimberly.brownmac@atlanta.k12.ga.us
Class Sponsor		
Ms. Karr, Ms. Smith & Mr. Shabazz-Smith College & Career Advisors	NA	wshabazzsmith@atlanta.k12.ga.us

Support Services

Position	Name	Phone Number	Email Address
Athletic Director	Alana Allen	404-802-3182	aaallen@atlanta.k12.ga.us
Attendance Specialist	Mr. Ellis	404-802-3100	keith.ellis1@atlanta.k12.ga.us
Behavior Specialist	Leyana Lloyd	404-802-3117	lloyd@atlanta.k12.ga.us
ESOL	Ms. Walker	404-802-3100	itwalker@atlanta.k12.ga.us
Gifted Coordinator	TBD	NA	
Graduation Coach	Ms. Smith	404-802-3125	lottrenise.smith@atlanta.k12.ga.us
GRASP Counselor	Mr. Lee	404-802-3136	ellee@atlanta.k12.ga.us
Media Specialist	Dr. Ponder	404-802-3100	rponder@atlanta.k12.ga.us
Nurse	Nurse Ikpayyang	404-802-3100	nikpayyang@atlanta.k12.ga.us
Parent Liaison		404-802-3111	
Records Secretary	Mr. Perrino	404-802-3132	lperrino@atlanta.k12.ga.us
Registrar	Ms. Weaver	404-802-3159	loretta.smith@atlanta.k12.ga.us
School Project Manager	Ms. Parkmon	404-802-3122	mdparkmon@atlanta.k12.ga.us
Social Worker, Grades 9 & 12	Ms. Brown-Mack	404-802-3113	kimberly.brownmac@atlanta.k12.ga.us
Social Worker, Grades 10 & 11	Dr. Morris	404-802-3178	eddie.morris@atlanta.k12.ga.us
Special Education Lead Teacher, Grades 9 & 10	Ms. Edwards	404-802-3120	taneika.edwards@atlanta.k12.ga.us
Special Education Lead Teacher, Grades 11 & 12	Ms. Nunnally	404-802-3120	jinya.nunnally@atlanta.k12.ga.us
Intervention Specialist	Mr. Landsman	404-802-3174	casey.landsman@atlanta.k12.ga.us

Academics

Our primary function is to challenge each student, teacher and parent with the high expectations of a rigorous curriculum. Each student has the right to a high quality education and the responsibility to actively participate in learning. Douglass High School provides a learning environment that encourages students to acquire a sense of responsibility and to cultivate a respect for cultural diversity.



Semester System

Douglass High School operates on the semester system with 8 different classes from August to May. Semester 1 starts in August and ends in December. Semester 2 begins in January and ends in May.

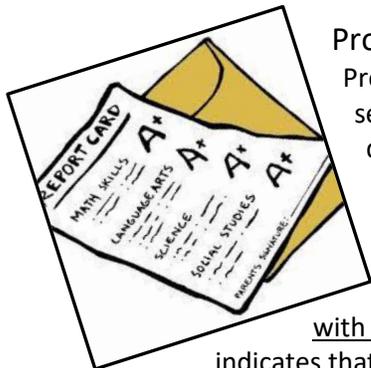
Core course, English, mathematics, world language, history, and science, cover an entire year from August through May. Courses like economics, physical education and American Government are semester-only courses and only last for 18 weeks of the year, either Semester 1 or Semester 2.

Atlanta Public Schools' Course Requirements for Graduation

	Credits		Credits
English/Language Arts	4	Health/PE, Additional Physical Education	1 ½
9 th Grade Literature/Composition	1	World Languages	
American Literature or AP Language	1	Two years of the same language	2
2 units ELA, including AP/IB Courses	2	Fine Arts and/or Career/Technology and/or World Language	1
Mathematics	4	Community Service	½
Algebra I	1	Electives	4
Algebra II or Equivalent	1	TOTAL	24
Geometry	1		
1 unit Math Core, including AP/IB Course	1		
Science	4		
Biology	1		
Physical Science or Physics	1		
Chemistry or Environmental Science or an AP/IB Course	1		
1 unit Science Core, including AP/IB Course	1		
Social Studies	3		
World History	1		
American History	1		
American Government/Civics	½		
Economics	½		

Incompletes

A student receiving an approved “incomplete” at the end of the semester is allowed 10 school days into the next term to complete the course. The Principal may grant more time if circumstances warrant, but to exceed ten school days may affect a student's eligibility to participate in sports under the Georgia High School Athletic Association and Georgia State Board of Education no pass/no play guidelines.



Progress Reports and Report Cards

Progress reports will be available for viewing on the Parent Portal at 9 weeks of each semester. Semester report cards are viewable within the first 10-day period following each quarter.

Seniors: Four weeks prior to the end of 1st and 2nd semester, each teacher will provide the administration a list of all seniors who are failing or in danger of failing and the progress report will be sent home via certified mail. In addition to the certified mailing, teachers will establish personal contact through conferences, phone calls, or email communication with the parents/guardians of any senior whose performance at the end of each semester indicates that the student may not be eligible to graduate. Teachers are required to enter grades on a weekly basis in Infinite Campus to assure accurate reflection of a student’s grade.

Student Records

With the exception of the student directory, it is the policy of Douglass High School to protect the confidentiality of personal identifiable information in student records from all persons except those with a need to know in normal operation of the school or school system, or when a specifically authorized release is granted in writing by the parent, eligible student, pursuant to subpoena, a judicial order, or as otherwise specified by federal or state laws. Further, the parent/guardian or eligible student shall have the right of access and right of hearing to challenge the contents of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

Grade Level Placement

A student entering Douglass High School will be assigned a graduation year. The graduation requirements in effect at the time of entrance will apply for the student's entire high school career. The number of credits earned by the student will determine assignments beyond the freshman year. That is, a student will remain a freshman until such time that he/she earns 6 credits to be a sophomore, 12 credits to be a junior and 18 credits to be a senior. Promotion to the next grade level will be determined by total credits earned at the end of each semester. A student must complete all graduation requirements before he or she may receive a Georgia High School Diploma.

Make-Up Work Policy

Students and parents have unlimited access to the work assigned by teachers through Google Classroom and are encouraged to make-up work for any excused or unexcused absence. Communicating with teachers directly is the most effective way to keep teachers informed of a student’s academic needs, as well as to solicit further assistance as needed.

There will be opportunities for students to submit missing assignments during Douglass High School’s ZAP periods, which will be at least once each month.



Curriculum

Frederick Douglass High School is proud to offer an array of courses that support our cluster's signature program, Science, Technology, Engineering, Arts, and Math (S.T.E.A.M.).

FREDERICK DOUGLASS HIGH SCHOOL SY22 CURRICULUM DESIGN

	FDHS Course Requirements	Grade 9		Grade 10		Grade 11	Grade 12
1	English 4	9 th Lit/Comp		World Lit		Am Lit/Comp	Multicultural Lit
		9 th Lit/Comp Honors		World Lit Honors		AP Language	AP Lit Dual Enrollment English
2	Math 4	Algebra I		Geometry		Algebra II	Adv. Math Decision Making Pre-Calculus
		Algebra I H		Geometry H	Algebra II H	Pre-Calculus H	Dual Enrollment Math
		Geometry		Algebra II		Pre-Calculus	AP Calculus
3	Science 4	Environmental Science		Biology		Physical Science Chemistry	Forensics Human Anatomy AP Environmental Science
	STEAM Science	Biology Honors AP Biology		Chemistry Honors		Physics Physics H	AP Chemistry AP Physics
4	Social Studies 4	American Government	High School Transition	World History		US History	Personal Finance Economics
				AP World History		AP US History	African Studies (Ethnic Studies)
							Individual & the Law
5	World Language 2	French/Spanish I		French/Spanish I French/Spanish II/H		French/Spanish II French/Spanish III H	French/Spanish III H French/Spanish IV H
6	Health & Physical Education 1.5	Health	Personal Fitness	Recreational Games	Lifetime Sports	OPEN	OPEN
7	3DE STEAM Pathway	Found. of Engineering Into to Digital Tech Beg. Music Technology Modern Dance I Beginning Chorus		Engineering Concepts AP Comp Sci. Principles Int. Music Tech Modern Dance II Intermediate Chorus		Engineering Applications AP Comp Sci. A Adv. Music Tech Modern Dance III Adv. Chorus I	Engineering WBL Mastery Music Tech Modern Dance IV Adv. Chorus II
	CTAE Pathways	AVT & Film I Intro to Business Tech Marketing Principles		AVT & Film II HRT Essentials		AVT & Film III HRT Management	ACCA WBL
	Leadership Pathway	JROTC I		JROTC II		JROTC III	JROTC IV
8	Fine Arts Pathways	Visual Arts I Beginning Band Theatre Arts I		Art/Draw/Paint I Int. Band Theatre Arts II		Art/Draw/Paint II Adv. Band I Theatre Arts III	Art/Draw/Paint III Adv. Band II Theatre Arts IV
	Remediation/Enrichment	Foundations of Algebra		Algebra II Support Journalism I		Geometry Support Journalism II Test Prep	Journalism III STEAM Capstone College Success

Grading

Atlanta Public Schools' Grading Scale



Letter Grade	Numerical Grade
A	90 and above
B	80 – 89
C	70 – 79
F	Below 70
W	Withdrew
NG	No Grade (on roll less than 20 days and no transfer grade)
INC	Incomplete <i>*Dual Enrollment/postsecondary options include approved courses at both college and technical schools and may utilize their own grading scale.</i>

Determination of Grades at Douglass High School

It is the responsibility of all teachers to personally enter grades, maintain accurate records, and post grades while adhering to all due dates in regards to posting of grades and communicating student progress.

Teachers must assign a minimum of two (2) grades per week for each class. Infinite Campus Gradebooks must be updated by Monday, 4pm of each week.

All Courses	
Category	Weight
Homework	5%
Summative Assessments	20%
Classwork/Quizzes	30%
Performance Tasks	25%
Cumulative Final Exam/EOC	20%

Administrators will monitor weekly grade book entries using the Gradebook Monitoring dashboard in APSGRAPHS OR Infinite Campus and communicate with teachers accordingly.

Grade Reporting

- A minimum of two grades will be entered into Infinite Campus weekly.
- In an effort to keep students, parents, and staff abreast of students' performance, it is vital that teachers enter grades within 48 hours of the students' submission/completion of the work.
- As a reminder, students should not receive a grade of **zero (0)** for behavioral reasons such as failure to complete or hand in assignments. Students will receive an **Incomplete (I)** for any missing assignments. *APS Board Policy IHA-R(1)*

Providing Direct Instruction

- Teachers will use Google Classroom to share daily class expectations, assignments, announcements and any other pertinent instructional materials. The grades earned and posted from assignments given in Google Classroom will be entered into the Infinite Campus grade book.

- At this time, in-person instruction will be used as the primary mode for teaching and learning in APS. If virtual instruction becomes necessary, teachers will use Zoom to conduct daily class sessions. Each Zoom session will be recorded and posted in the teacher's Google Classroom so students can access instruction at any time.
- Students are expected to attend each class during the assigned periods as they appear on their schedules.
- Students and parents will be able to request assistance or contact teachers via email found on each teacher's webpage.

Astro Daily Schedule

Astro Bell Schedule			
2021-2022			
Period	Begin	End	Length
Breakfast	8:15	8:45	30 min
Advisory	8:45	9:05	20 min
Transition	9:05	9:12	7 min
1st Block	9:12	10:36	84 min
Transition	10:36	10:43	7 min
2nd Block	10:43	12:07	84 min
Transition	12:07	12:14	7 min
3rd Block	12:14	2:14	120 min
A Lunch	12:14	12:44	30 min
B Lunch	12:44	1:14	30 min
C Lunch	1:14	1:44	30 min
D Lunch	1:44	2:14	30 min
Transition	2:14	2:21	7 min
4th Block	2:21	3:45	84 min
Dismissal	3:45		

APS Digital Resources

MyBackpack is a 21st century learning portal for every student "one-stop-shopping" portal for all your frequently used school files and apps!



All Atlanta Public Schools students and staff can access their favorite websites and school applications from any device anywhere.

Once logged in, myBackpack acts as a single sign-on so you do not have to remember all the different web addresses and passwords for your favorite school resources.

To Access myBackpack

- Through an internet connection navigate to <http://mybackpack.apsk12.org>.
- Enter the APS student username (username) and lunch id (password)
- The myBackpack screen will load with your username and password

Student Services

College & Career Center

Achieve Atlanta and Georgia State University partner with Atlanta Public Schools to assist our seniors in navigating the application processes for post-secondary institutions. There are three young, energetic college graduates who work closely with the senior teachers and administration to meet with each twelfth grader to assess their post-secondary interests and assist them in securing financial aid, selecting an institution that best fits their interests and exposing them to post-secondary recruiters.

Counselor Appointments

Each Douglass High School Counselor has his/her own Google Classroom to communicate with the students on their caseloads regularly. Counselors will also meet with students and their families using Zoom.

Parent Portal

Directions for creating a Parent Portal account can be found at <https://www.atlantapublicschools.us/Page/63713>

Douglass High School personnel is permitted to issue Parent Portal activation keys or information required to get the activation key if parents/guardians can provide the following information:

1. The name and email address of the caller who can verify that the person is on the student's IC relationships tab as a Parent/Guardian
2. Answer 3 of the following questions:
 - a. Student's Date of Birth(*If caller get the Date of Birth incorrect, please verify that what is in IC matches the Birth Certificate on Record)
 - b. Student's Middle Name
 - c. Student's Current address
 - d. Lunch ID of the student

New Enrollments

Students who are new to APS, new to Douglass High School and all rising 9th graders must enroll using the district's Online Registration (OLR) process. Click on the following [HERE](#) link to access the platform:

On the district's website, families should be prepared to upload the following documents:

- A current Georgia Power Bill
- A lease or deed
- A Declaration of Residency
- Parent/Guardian Identification

Withdrawals

The withdrawal process for Atlanta Public Schools has now transitioned to being fully virtual. An online form, located below, will be completed by the enrolling parent/guardian. Simply click [HERE](#) to select your student's current school of attendance and complete the form with the information requested.

Attendance

Teachers will take attendance each period Infinite Campus. To be considered present a student must attend school for at least two periods of the day. Further absences will result in the following:

- 5 days absent – 1st Notice Letter
- 10 days absent – 2nd Notice Letter
- 15 days absent – 3rd Notice Letter and Social Worker Referral

Technology Support

- Families should call the APS IT Service Desk at 404.802.1000 if a device needs repair or for technical support. If students need more specific assistance, Douglass is an IT HUB. Please call 404.802.3100 to alert the staff of the estimated arrival to our school.
- Our school will replace broken devices; call 404.802.3100.

- Develop a plan to complete assignments by the deadlines.
- Work independently and be responsible to complete assignments.
- Login and spend approximately 1 hour per class, preferably on a daily basis, reading and completing assignments.
- Take care of Douglass High School equipment, i.e., computer or Chromebook.
- Ask questions often; your teachers are here to help and support you.
- Check your progress online and meet course deadlines.
- Abide by school rules, policies, and procedures.
- Practice academic integrity and honesty.

Parent/Guardian Expectations

- Log into the online program with your child so that you can learn the system together.
- Help your child organize and prepare for virtual learning. Make sure that you have reliable high speed internet.
- Help your child create a calendar to plan for upcoming assignments and due dates.
- Read email or other forms of communication from instructors, monitor your child's progress and check grades.
- Monitor and maintain academic integrity.

Astro Behavioral Expectations

	Classroom	Cafeteria	Hallways	Restroom	Technology
Safety	<ul style="list-style-type: none"> • Maintain personal space • Use materials properly • Report unsafe or harmful activities • Pay attention during emergency drills 	<ul style="list-style-type: none"> • Walk in cafeteria • Maintain personal space • Report unsafe or harmful activities • Use eating utensils correctly 	<ul style="list-style-type: none"> • Walk • Maintain personal space • Report unsafe or harmful activities • Maintain straight line 	<ul style="list-style-type: none"> • Maintain personal space • Report unsafe or harmful activities 	<ul style="list-style-type: none"> • Keep your passwords and personal information private • Report abusive or harmful content • Surf safely
Responsibility	<ul style="list-style-type: none"> • Be on time (in your seat when the bell rings), prepared, and attentive • Complete all assignments • Keep personal space clean • Follow expectations for each area • All personal electronic devices silenced and out of sight 	<ul style="list-style-type: none"> • Keep your area clean • Know and follow cafeteria rules • Put trash in the trashcans • Sit and eat at the lunch table • Line-up on 1st call • All personal electronic devices silenced and out of sight 	<ul style="list-style-type: none"> • Bring all materials to class • Keep track of personal belongings • Take ownership for your actions • Always keep locker clean 	<ul style="list-style-type: none"> • Observe time limit (be quick) • Put trash in trashcans • Refrain from socializing • Do not leave the classroom without having a pass 	<ul style="list-style-type: none"> • Think before you post • Carry your technology with care • Make sure technology is charged and ready for learning • Use camera/video tools appropriately and with permission
Be Astro Ready	<ul style="list-style-type: none"> • Listen • Treat property with respect • Show respect to staff members and classmates • Follow directions • Actively and appropriately participate in classwork and discussions • Dress appropriately for the school setting • Use appropriate volume, language, and tone 	<ul style="list-style-type: none"> • Use good table manners • Use appropriate volume, language, and tone • Respect others' place in line • Say "please" and "thank you" to cafeteria staff • Clean up after yourself • Listen to all adults 	<ul style="list-style-type: none"> • Use appropriate volume, language, and tone • Be considerate of others needing to use their locker • Show respect to all classmates and staff members 	<ul style="list-style-type: none"> • Respect others' privacy • Use appropriate volume, language, and tone • Keep floor and walls clean • Knock on office/teacher's doors before entering 	<ul style="list-style-type: none"> • Use technology during appropriate times • Keep posted comments meaningful and respectful • Cooperate with adults when asked for technology
Citizenship	<ul style="list-style-type: none"> • Take pride in your classrooms • Share materials • Work cooperatively • Fill bins (trash/recycling) • Have concern for others 	<ul style="list-style-type: none"> • Take pride in cleanliness • Fill bins (trash/recycling) • Have concern for others 	<ul style="list-style-type: none"> • Take pride in your school • Fill bins (trash/recycling) • Have concern for others 	<ul style="list-style-type: none"> • Take pride in cleanliness • Report any vandalism • Have concern for others 	<ul style="list-style-type: none"> • Stand up to cyber bullying • Offer to assist others
Mindfulness	<ul style="list-style-type: none"> • Enter and exit in an orderly manner • Volunteer to help or assist others • Respect peers' differences 	<ul style="list-style-type: none"> • Make everyone feel welcome to sit/stand/participate in your group • Treat others as you would like to be treated 	<ul style="list-style-type: none"> • Encourage others to behave appropriately • Be aware of others • Pick up trash in your area • Respect others differences 	<ul style="list-style-type: none"> • Respect others' personal space 	<ul style="list-style-type: none"> • Use technology appropriately and for intended goal • Ask for permission to use equipment

Student Dress Code

- No tank tops, halter tops, tops with spaghetti straps, tops that show midribs/stomachs, backs, or cleavage/chest
- No caps, hats, head wraps, bandanas, hoods or head coverings except for religious purposes
- No ripped, see-through or holes in clothing 3" above the knee or in areas that expose the back, midriff/stomach or cleavage/chest
- No sagging shorts or pants or baggy oversized clothing
- No clothing that is too tight or revealing
- No mini-skirts, mini-shorts or bike shorts (3" of leg is all that may be uncovered above the knee)
- No flip-flops, slides, slippers; shoes must have a back strap
- No undergarments visible at any time
- No clothing or jewelry with obscene or inappropriate messages or pictures that are offensive, insulting, embarrassing, sexually suggestive, obscene, gang related or promote illegal activity
- No clothing or jewelry containing any advertisement or display of words or symbols associated with alcohol, illegal drugs or tobacco products
- No unfastened belts may be worn

Please access Atlanta Public Schools Student Handbook here: [2021-22 Student Handbook](#)

