

TABLE OF CONTENTS

Accidents.....	4
Athletic Information/Eligibility	4
Attendance	6
Bus Transportation	8
Cafeteria.....	8
Cheating.....	8
Checking Out of School	7
Class Dues.....	9
College Admission	9
College Visits (Absence for).....	6
Counseling Information	10
Discipline/Expectations	11
Discipline Consequences.....	13
Dress Code	15
Early Arrival.....	17
Electronic Devices/Cell Phones	17
Emergency Drills	17
Extracurricular Activities.....	18
Fee and Fines	18
Final Exams/Exemption Policy.....	18
Grade Access (PIV)	19
Grading System	19
Graduation	20
Graduation Coach.....	21
Hall Passes	21
Homework.....	21
Home Schooling.....	21
Honor Roll	22
Hospital Homebound Program.....	22
In-School Suspension	12
Library Media Center.....	23
Lockers.....	22
Lost and Found	22
Make-up Work.....	24
Medical Attention – Clinic.....	24
Parent/Teacher Conferences	10
Parking.....	25
Promotion/Retention	26
Report Cards.....	26
Saturday School.....	12
Schedule Changes.....	26
School Insurance	26
Student Clubs and Organizations	26
Student Identification Cards.....	27
Student Personal Information Changes	27
Tardy Pass Ports.....	27
Tardy to School/Class	7
Teenage Driver Responsibility Act.....	27
Testing Information	27
Textbooks.....	29
Unauthorized Areas	29
Valuables	29
Visitors	29
Withdrawals.....	30
Work Permits.....	30

Allatoona High School

3300 Dallas – Acworth Highway
Acworth, GA 30101

<http://www.cobbk12.org/schools/Allatoona/>

Phone: 770-975-6503

Fax: 770-529-7744



2009-2010 Student Handbook

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____

Phone #: _____

FROM THE ADMINISTRATION

Dear Allatoona Buccaneers,

We would like to take this opportunity to welcome everyone aboard. The launch of this second school year promises to be full of new and exciting adventures. We encourage each and every one of you to take full advantage of the opportunities Allatoona has to offer. Work hard, and enjoy the voyage!

ADMINISTRATION

Mr. Scott Bursmith	Principal
Mr. Samuel Sanford	Assistant Principal
Mr. Benji Morrell	Assistant Principal
Mrs. Candace Wilkes	Assistant Administrator
Mr. Joe Rucker	Assistant Administrator

ABOUT THE HANDBOOK

The Allatoona Student Handbook is designed to be an information source for students and parents. Students are responsible for knowing and following the rules and procedures contained in this handbook. All information contained in this handbook is subject to modification with regard to policy and procedures adopted by the Cobb County Board of Education or the Allatoona High School staff. During the first week of school, students may be given additional Cobb County School System policies and Allatoona High School policies. The information given to students during the first week of school is considered part of this handbook. For additional information on the district policies, please go to <http://www.cobbk12.org>

The Cobb County Public Schools shall maintain their educational programs in compliance with all laws relating to non-discrimination. Procedures shall be established and personnel appointed within the school system to deal with student, parent, and employee concerns relative to requirement of non-discrimination. (Admin Rule JB)

No person shall be discriminated against because of race, creed, national origin, religion, sex, age or disability. Concerns may be directed to the proper authority at the CCSD. Questions concerning policies and practices of an individual school may be addressed to the building principal or to the CCSD, 514 Glover Street, Marietta, GA 30060.

WHEN YOU

- are late to school
- are sick
- are leaving early
- have been absent
- need a transcript
- are withdrawing
- have a question about college
- change your address/telephone
- apply for free/reduced lunch
- have locker problems
- have lost something
- need a visitor's pass
- need Certificate of Attendance
- schedule questions
- work permit

SEE

- Attendance Office
- Clinic in Attendance
- Attendance Office
- Attendance Office
- Counseling Office
- Counseling Office
- Career Center
- Counseling Office
- Manager in Cafeteria
- Mr. Rucker
- Main Office
- Main Office
- Attendance Office
- Your Counselor
- Counseling Office

STUDENT SCHEDULE

Homeroom			
A Day	Class	Teacher	Room
1 st Block			
2 nd Block			
3 rd Block			
4 th Block			
B Day	Class	Teacher	Room
1 st Block			
2 nd Block			
3 rd Block			
4 th Block			

ACCIDENTS

All accidents resulting in an injury to a student on the school campus or at a school-sponsored activity should be reported immediately to an administrator.

ATHLETIC INFORMATION

Athletic Director – Benji Morrell

Athletic Trainer – Kim Armbruster

Fall Sports

Football - Gary Varner

Cheerleading - Wende Kinkella

Cross Country - David Ravenscraft

Volleyball - Amie Howard

Fast Pitch Softball - Troy Pirkle

Winter Sports

Boys Basketball - Marcus Hood

Girls Basketball -Michael Taylor

Wrestling – Tyler Gwynn/Joe Lanier

Swimming – TBA

Spring Sports

Boys Golf – John Heath

Girls Golf – Troy Peterson

Boys Soccer – Erik Fridborg

Girls Soccer -- Bill Perry

Boys Lacrosse – John Hunter

Girls Lacrosse – Julie Speeney

Boys Tennis – Callie Ward

Girls Tennis – Joe Soley

Boys Track – Michael Taylor

Girls Track – David Ravenscraft

Baseball – Keith Hansen

Rifle Team – Kirk Ware

ATHLETIC ELIGIBILITY

To participate in extracurricular activities, students must meet all eligibility requirements and other policies governing participation as set forth by the state and county boards of education, Allatoona High School, and any applicable sanctioning bodies such as the Georgia High School Association.

All academic requirements are based on a minimum passing grade of 70. Approved high school summer school is an extension of the spring semester. Certain non-competitive activities may have individual eligibility requirements. Students should check with the individual club sponsors for eligibility information regarding clubs in which they are interested.

NOTE: Auditing a course may jeopardize a student's eligibility. All students considering this must have administrative approval.

For additional details please reference Policy JJIC Student Activities: Standards for Student Participation in Extracurricular Activities located on the Cobb County School District web site.

GHSA ELIGIBILITY REQUIREMENTS

First Year Students (entered 9th grade in 2009-2010):

1. Are eligible the first semester of 9th grade.
2. Must be enrolled in a minimum of 5 classes or the equivalent of 3 out of 4 block classes toward graduation during the semester of participation.
3. Must pass 5 classes or the equivalent of 3 out of 4 block classes prior to beginning the 2nd semester.

Second Year Students (entered 9th grade in 2008-2009):

1. Must be enrolled in a minimum of 5 classes or the equivalent of 3 out of 4 block classes toward graduation during the semester of participation.
2. Must pass 5 classes or the equivalent of 3 out of 4 block classes the semester immediately preceding participation.
3. Must accrue 5 total units leading toward graduation.
(10 total units by the 3rd yr., 16 total units by the 4th yr.)

Third Year Students (entered 9th grade in 2007-2008):

1. Must be enrolled in a minimum of 5 classes or the equivalent of 3 out of 4 block classes toward graduation during the semester of participation.
2. Must pass 5 classes or the equivalent of 3 out of 4 block classes the semester immediately preceding participation.
3. Must accrue 10 total units leading toward graduation (16 total units by the 4th year)

Fourth Year Students (entered 9th grade in 2006-2007):

1. Must be enrolled in a minimum of 5 classes or the equivalent of 3 out of 4 block classes toward graduation during the semester of participation.
2. Must pass 5 classes or the equivalent of 3 out of 4 block classes the semester immediately preceding participation.
3. Must accrue 16 total units leading toward graduation.

Fifth Year Students

Not Eligible

Age

Students must NOT have attained the 19th birthday prior to May 1st preceding the year of participation.

Residency

Students must reside within this school's designated attendance zone with a custodial parent/guardian and have not previously attended another high school (public or private) while living in this attendance zone.

Medical

Students must satisfy medical clearance procedures including an annual physical exam/medical history, proof of insurance, and consent form.

ATTENDANCE

Attendance is recorded for every class. Students who arrive late to school must report to the attendance office to sign-in. Failure to sign in and out properly through the attendance office will result in an administrative referral. When a student is absent, he/she must bring a written statement from his/her parent or guardian stating the reason he/she was absent. The written statement from the parent should be given to the attendance clerk the first day back at school. A maximum of two additional days will be extended to students to provide written parent and/or doctor statement to the attendance office. Failure to meet this deadline will result in the absence being unexcused.

Note: All missed assignments may be made up for any absence.

REASONS FOR EXCUSED ABSENCES

The Georgia Board of Education states that students may be temporarily excused from school for the following reasons:

1. A student who is personally ill and whose attendance in school would endanger his/her health or the health of others.
2. A student who has a serious illness in his immediate family.
3. A student on special and recognized religious holidays observed by his/her faith.
4. A student under government mandate: armed service pre-induction examination, court order, etc.
5. A student whose attendance at school would be hazardous to his/her health or safety due to weather conditions.
6. A student serving as a Page in the Georgia General Assembly may be legally out of school.

Other reasons for absences must be classified as unexcused.

ABSENCE FOR COLLEGE VISITS

Seniors are allowed two (2) days of unexcused absences and juniors are allowed one (1) day of unexcused absence for college visits; however, students will be allowed to make up work. It is the student's responsibility to inform his/her teachers in advance of these appointments. Students may fill out the "Senior College Visit" form in the Attendance Office when they plan to visit a prospective college or university.

EXCESSIVE ABSENCES (Cobb County Administrative Rule JE)

The following provisions apply to absences during an academic year that are excused or unexcused, consecutive or non-consecutive.

1. After Five Absences, the each teacher will contact the parent or guardian by telephone or parent conference regarding attendance. If contact is unsuccessful, then the teacher will send a postcard.
2. After Seven Unexcused Absences by students 14 years old and older, schools and/or school social workers shall notify students they have only three unexcused absences remaining prior to violating the attendance requirements contained in subsection (a.1) of O.C.G.A. 40-5-22.
3. After Ten Absences, a letter will be sent from a school administrator to the parent or guardian regarding attendance. If the student has ten or more unexcused absences within the current academic year or ten or more days of unexcused absences in the previous academic year and is between 14 and 18 years of age, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted.
4. After Fifteen Absences, a referral shall be made to the School Social Worker using the social work form.

CHECKING OUT OF SCHOOL

Early check-out from school is discouraged. Students and parents should try to arrange medical and other appointments after school hours. A parent or guardian must grant permission to check out in every case. Under non-emergency circumstances, the parent should send a note to school with the student. The request should include:

1. The student's first and last name.
2. The parent's name and signature.
3. The reason for the early dismissal request.
4. A telephone number where the parent can be reached during the school day to verify the check-out request.

If a student is driving or walking, a parent must be contacted. If the parent or guardian cannot be reached, the student may not leave. If a student leaves after we inform him/her that we cannot verify the early dismissal, it will be treated as "leaving campus without permission" and disciplinary action will be taken.

TARDY TO SCHOOL/CLASS

Students who arrive late to school must report to the Attendance Office. Students are expected to be in their classes or homeroom before the tardy bell rings. When the tardy bell rings, teachers should close their doors and not admit students until they get a tardy pass. Students who are tardy to class must go immediately to the nearest **Tardy Pass Port** station, scan their student ID, and receive a tardy pass for class. Tardies to school and class are cumulative each semester, and students receive consequences for excessive tardies. Students who are tardy more than fifteen minutes are considered skipping class and administrative consequences will follow.

BUS TRANSPORTATION

The Cobb County School District provides transportation for all students to their zoned school. Students are on "school property" when they arrive at their bus stop. Students must abide by the CCSD student code of conduct (Admin Rule JICDA-H) while at the bus stop and while riding the bus. Riding the bus is a privilege and can be revoked. Students must show proper respect to the driver at all times and obey all driver instructions.

Riding a bus that is not a student's assigned bus

Students needing to ride a bus that is not their assigned bus must bring a parent note to the Attendance Office **before** homeroom. The note must include the student's name, parent/guardian's name and telephone number where they can be reached during the day. Students must pick up the bus note from the Attendance Office prior to boarding the bus in the afternoon.

CAFETERIA

Lunch is served in the cafeteria during 3rd block. Students have 25 minutes to eat lunch during one of four lunch periods. Classes will not be interrupted to deliver lunch money or food to students. Students may be called to the main office for deliveries **between classes only**.

- Students are expected to pick up after themselves and behave appropriately in the cafeteria.
- Students must be on time to lunch as they would for any other class and avoid disrupting other classes while in the hallways.
- If a student is late to lunch, he/she must go to the nearest Tardy Pass Port and get a tardy pass to be able to enter the cafeteria.
- Throwing food or other items in the cafeteria will not be tolerated and will result in disciplinary consequences which may include out-of-school suspension.
- Students must have a pass from a staff member in advance in order to go to a classroom, the media center, or career center during lunch.

FREE AND REDUCED LUNCHES

Applications for free and reduced priced lunches are accepted any time during the year. Applications are available through the cafeteria manager.

CHEATING

Cheating is defined as any of the following: plagiarism; copying the work of others when the material is graded or is taken up to be graded later; giving or receiving unauthorized information on any graded assignment; communicating during a test or quiz; using, or being in the possession

of, notes or other sources of information during a test or quiz (unless it is an open notes test); giving or taking of information about a test or quiz; asking a question during a test or quiz where the question itself provides information to those taking the test; the keeping of a test or quiz paper for the purpose of passing it to others; storing information for retrieval in any electronic device or transmitting information from one electronic device to another (i.e. cell phone, palm pilot, or similar device) when forbidden to do so by the teacher.

When proof has been established that a student has been involved in cheating, parents are to be notified by the teacher and the student will receive a grade of zero for the test or evaluation material and a grade of "U" in conduct for the term. Additional consequences could range from Saturday School to Out of School Suspension depending on the severity of the infraction.

CLASS DUES

Class dues are \$40.00 - the payment deadline is October 1st. A late fee of \$5.00 will be added to any dues paid after the deadline. Pay your dues to your class sponsor by cash or check payable to Allatoona High School.

Class dues are collected to help defray costs of class tee-shirts and class activities such as dances, homecoming, prom, and assemblies. It is important that dues be paid on time so that planning for these activities can be done. If you have any questions, please see one of the class officers or your home room teacher.

COLLEGE ADMISSION

Admission to any college is based upon several indicators. One of those indicators is your Grade Point Average (GPA) which you begin to build during your freshman year in high school. You should strive to keep your GPA high by enrolling in as many honors and Advanced Placement (AP) courses as you can and doing well in all of your classes. For more information on courses recommended and required by the colleges in Georgia refer to www.qacollege411.org.

In the spring of your junior year and in the fall of your senior year you should take the SAT and/or ACT. To qualify for a National Merit Scholarship, you must take the PSAT during the fall of your junior year. Applications for these tests are in the school counseling office. Check with the college of your choice for entrance exam and achievement tests requirements. The most up to date information can be found online.

Colleges prefer on-line applications! You may submit paper copies which you can obtain through the career center, at college fairs, or online. The school counseling office will send a transcript to the

college(s) of your choice upon request. The cost of each transcript is \$2.00 – the first transcript is free. You can also send your own transcript to colleges through www.gacollege411.org.

Parents and students are encouraged to use the following website for information on colleges, careers, scholarships, and financial aid: www.gacollege411.org

COUNSELING INFORMATION

The Allatoona High School counseling program is designed to help students focus on their academic, personal, and career development. Using the standards of the American School Counselors Association (ASCA), counselors collaborate with educators, parents, and members of the community to help students achieve in high school and develop a plan for post-secondary success. Allatoona counselors provide confidential counseling. Students should feel free to drop by the counseling office at any time.

The school counselors maintain a collection of current information which includes: college catalogs and applications, a career center, financial aid forms, scholarship information, military and civilian career outlook materials, and much more. All of this is available to students, parents, and teachers. School counselors are available to students, parents, and teachers on an as-needed basis. Students and parents may arrange appointments by contacting the school counseling office.

PARENT / TEACHER CONFERENCES

All parent/teacher conferences are scheduled through the school counseling office. Please understand that teachers must be provided at least 48 hours notice prior to a conference. A counselor will be present at and facilitate all parent/teacher conferences. Conferences begin at 7:45 a.m., and teachers should be dismissed at 8:15 a.m.

HOPE SCHOLARSHIP:

The HOPE scholarship offers tuition, HOPE-approved mandatory fees, and a book allowance at any public 2-year college or 4-year university in Georgia (please check www.gsfc.org for information regarding private colleges). Seniors may apply by completing the FAFSA after 1/1/10 at www.fafsa.ed.gov

STUDENTS ENROLLING IN THE 9TH GRADE PRIOR TO 2008-09:

Students who graduate with a CORE GPA of 3.0 on the College Preparatory Track or a CORE GPA of 3.2 on the Career Technical Track will be eligible for the HOPE SCHOLARSHIP. ALL English, Math, Science, Social Studies, and Foreign Language classes are calculated as CORE classes for HOPE calculations (pass or fail). Students must be U.S. Citizens or eligible non-citizens and meet HOPE Georgia's

residency requirements. GSFC calculates Advanced Placement (AP) classes by adding an additional 0.5 weight to the GPA. Honors classes DO NOT add additional weight when calculating HOPE.

STUDENTS ENROLLING IN THE 9TH GRADE IN 2008-09 AND SUBSEQUENT YEARS:

Students who graduate with a CORE GPA of 3.0 will be eligible for the HOPE SCHOLARSHIP. ALL English, Math, Science, Social Studies, and Foreign Language classes are calculated as CORE classes for HOPE calculations (pass or fail). Students must be U.S. Citizens or eligible non-citizens and meet HOPE Georgia's residency requirements. GSFC calculates Advanced Placement (AP) classes by adding an additional 0.5 weight to the GPA. Honors classes DO NOT add additional weight when calculating HOPE.

HOPE GRANT

The HOPE grant covers tuition, HOPE-approved mandatory fees, and a book allowance for students who enroll in a technical certificate or diploma program at an eligible public postsecondary institution in Georgia. This grant is offered to Georgia residents (12 months or longer) regardless of graduation date or grade point average. The HOPE grant will pay for 95 quarter hours of study. Apply by completing the FAFSA after 1/1/10 @ www.fafsa.ed.gov

DISCIPLINE

The Cobb County School District Manual of Administrative Rules will be included in a 2009-2010 Parent Information Guide given to each student along with the student handbook. Students and parents are encouraged to read this information carefully. Further information may be obtained at: www.cobbk12.org

EXPECTATIONS

- Be respectful and treat others the way you want to be treated.
- Profanity, inappropriate displays of affection, and disruptions are not acceptable behaviors on campus or during school activities.
- Be on time to class and to lunch.
- Have your student ID and Student Agenda at all times.
- Take care of your textbooks and other school property. Marking on books, desks, and walls shows a lack of respect for property.
- You are responsible for repairs to any damaged property.
- Get permission when you need to see the counselor, visit the media center, or use the restroom.

TEACHER DETENTION

Teachers assign detention for violations of classroom rules. Teacher detention is served before or after school. It is the student's responsibility to find out when/where the detention must be served.

Failure to serve detention will result in a discipline referral.

SATURDAY SCHOOL

Saturday School is a four-hour detention from 8:00 a.m. – 12:00 p.m. Students are assigned Saturday School for attendance related violations and other minor violations. Students must report to the CAFETERIA by 8 a.m. with work to do during the detention. Students are not allowed to use any electronic devices or sleep during Saturday School. **Failure to attend or late arrive to Saturday School will result in Out-Of-School Suspension.** Students who misbehave or fail to bring work will be asked to leave and will receive OSS. Parents must provide transportation to and from Saturday School.

IN-SCHOOL SUSPENSION (ISS)

Students who are assigned ISS must report directly to the ISS room (Room 2109) by 8:25 a.m. and remain there the entire day. Students will receive their classwork/assignments from their regular teachers while in ISS. **Students are ineligible for extra-curricular activities, athletic practices, and games through the last full day of the ISS assignment.** Students earn demerits for inappropriate behavior in ISS. Students who "demerit out" of ISS are assigned OSS for the remainder of the assigned ISS days plus one additional day.

OUT-OF-SCHOOL SUSPENSION (OSS)

Severe behavior infractions may result in a student being suspended out of school. Certain behaviors always result in out of school suspension as listed in Cobb County Administrative Rule JICDA-H or local school policy.

A suspended student will be allowed to make up any missed work, but **MAY NOT** participate in **ANY** school functions or be on school grounds during the suspension. Suspensions end when the student is readmitted to the classroom. (Example: If a student's last day of suspension is Friday, the student may not participate in any school activities until Monday.)

When Long-Term Suspension (more than 10 days) or Expulsion is recommended by the school, a mandatory discipline hearing will be scheduled within the first ten (10) days of suspension.

INTERVIEWS/SEARCHES (Admin Rule JIH)

The principal or authorized representative is authorized to conduct reasonable interviews of students in order to properly investigate/address misconduct. To ensure students' safety, the Board authorizes reasonable searches of students by authorized school officials. The principal or authorized representative has the authority to conduct inspection of students' school lockers, articles carried upon their persons, and vehicles.

DISCIPLINE CONSEQUENCES BY OFFENSE

Alcohol

- 10 days OSS with recommendation for expulsion

Attendance

- Refer to CCSD Student Code of Conduct

Bus Misconduct

- Refer to CCSD Student Code of Conduct

Class Disturbance

- 1st offense – Removal from class/Saturday School
- 2nd offense – 1-3 days ISS
- 3rd offense – 1-3 days OSS

Display or use any electronic device (cell phone, iPod, PSP, etc.)

- 1st offense – item is confiscated & released only to parent
- 2nd offense – item is confiscated + 3 days ISS
- 3rd offense – item is confiscated + 2 days OSS

Note: Failure to surrender electronic device to the CCSD Employee requesting it will result in OSS!

Disrespect Adult/Staff

- 1st offense – 1-3 days ISS
- 2nd offense – 3-5 days ISS
- 3rd offense – 3+ days OSS

Disruption of School

- Refer to CCSD Student Code of Conduct

Dress Code

- 1st offense – Phone call home/ISS until clothes are changed
- 2nd offense – 2 days ISS
- 3rd offense – 3 days ISS
- 4th offense – 2 days OSS

Drugs (First Offense)

- 10 days OSS with recommendation for expulsion

Drugs (Second and subsequent offenses)

- 10 days OSS with recommendation for permanent expulsion

Excessive Tardies

- 7 Cumulative Tardies- Saturday School
- 10 Cumulative Tardies - Saturday School
- 13 Cumulative Tardies - Saturday School
- 16 Cumulative Tardies - Saturday School
- 19 Cumulative Tardies - Saturday School
- 20+ Cumulative Tardies - 3 days ISS and Parent Conference

Failure to Identify Oneself

- OSS

Failure to Possess Student ID

- 1st – 3rd Offense – Warning
- 4th Offense – Saturday School
- 8th Offense – 3 days ISS

Failure to see an Administrator for Tardy Consequences

- 2 days ISS

- Failure to Serve ISS or Excessive ISS Demerits
 - OSS for the remainder of the assignment + 1 day
- Failure to Serve Saturday School
 - 2 days Out-of-School Suspension (OSS)
- Failure to Serve Teacher Detention
 - Saturday School
- False Information/Forgery
 - 1st offense – Saturday School
 - 2nd offense – 1-3 days ISS
 - 3rd offense – 1-3 days OSS
- Fighting
 - 10 days OSS
- Fighting (which results in a major school disruption)
 - 10 days OSS with recommendation for expulsion
- Gang Related Activity
 - Refer to CCSD Student Code of Conduct
- Horseplay / Rough Housing
 - 1st offense – Saturday School
 - 2nd offense – 1-3 days ISS
 - 3rd offense – 1-3 days OSS
- Inappropriate Display of Affection
 - 1st offense – Administrative Conference/Parent Contact
 - 2nd offense – Saturday School
 - 3rd offense – 1-3 days ISS
- Incendiary Device
 - 2 days OSS
- Insubordination
 - 1st offense – 3-5 days ISS
 - 2nd offense – 1-3 days OSS
 - 3rd offense – 3-5 days OSS
- Leaving Campus Without Permission
 - 1st offense – 3-5 days ISS + loss of 2 weeks parking privilege
 - 2nd offense – 1-3 days OSS + revoke parking privilege
 - 3rd offense – 5 days OSS
- Leaving Class Without Permission
 - 1st offense – 1-3 days ISS
 - 2nd offense – 3-5 days ISS
 - 3rd offense – 1-3 days OSS
- Obscene Materials/Gestures
 - Refer to CCSD Student Code of Conduct
- Physical Altercation
 - 5 days OSS
- Profanity / Ethnically Offensive Language
 - Refer to CCSD Student Code of Conduct
- Sexual Misconduct
 - Refer to CCSD Student Code of Conduct

Skipping Class

- 1st offense – Saturday School
- 2nd offense – 1-3 days ISS
- 3rd offense – 3-5 days ISS

Theft

- Refer to CCSD Student Code of Conduct

Threatening Behavior / Intimidation

- Refer to CCSD Student Code of Conduct

Tobacco

- Refer to CCSD Student Code of Conduct

Unauthorized Area

- 1st offense – Saturday School
- 2nd offense – 1-3 days ISS
- 3rd offense – 1-3 days OSS

Vandalism

- Refer to CCSD Student Code of Conduct

Verbal Altercation

- 5 days OSS

Weapon

- 10 days OSS with recommendation for expulsion

DRESS CODE

The faculty and staff of Allatoona High School support the belief that students who maintain a high standard in appearance are more likely to achieve success. Clothing worn during the school week should reflect a commitment to academic excellence through business casual attire rather than weekend casual dress. All students shall maintain an acceptable standard of dress.

The minimum standard of dress shall be as follows:

- No head coverings will be worn on campus during the school day unless there is a special activity during which they are deemed appropriate by the administration. This includes hats, bandanas, headbands, and scarves.
- Appropriate undergarments must be worn and must not be visible.
- Clothing, accessories, or ornamentation displaying or advertising substances illegal for minors is prohibited.
- Sexually suggestive phrases, designs, markings, or profanities are also prohibited.
- Clothing recognized as gang related, such as bandanas, shirts with gang references, belts of excessive length, etc., are strictly prohibited.
- Pants must be worn at the waist. Undergarments must not be visible. **“Sagging” is strictly prohibited.**

DRESS CODE (Continued)

BOYS

Encouraged

- Khaki or any color slacks or shorts
- Shirts with collars and sleeves (golf type or dress type)
- Blazers, ties, business suits, and sweaters are encouraged for dress-up days or field trips

Not Allowed

- Tank tops or muscle shirts
- Jeans with holes, ripped, frayed, un-hemmed, patched or torn clothing
- Headwear, bedroom shoes, sleepwear, sunglasses, and bandanas
- Athletic shorts or sweat pants except in PE classes (Scrubs may be worn only in the Healthcare Science classroom)

GIRLS

Encouraged

- Tasteful apparel that is attractive and reflects a polished, classy style.
- Dresses, skirts, pants, capris, or bermuda shorts
- Blouses or shirts along with coordinating jackets

Not Allowed

- Midriff shirts or croptops. When raised arms expose your midriff, the top is not appropriate for school. Skin may not show at the waist.
- Strapless garments unless a jacket is worn at all times
- Straps on garments that are less than 2 inches in width unless a jacket is worn at all times
- Low-cut necklines
- Headwear, bedroom shoes, sleepwear, sunglasses, and bandanas
- Jeans with holes, ripped, frayed, un-hemmed, patched or torn clothing
- Spandex shorts, athletic shorts, or sweat pants except in PE classes (Scrubs may be worn only in the Healthcare Science classroom)
- Shorts or skirts greater than 3 inches from the top of the knee even if leggings are worn

* The principal or designee shall be the final judge as to the appropriateness of the apparel, and whether or not the apparel is disruptive, unsafe, or in violation of the dress code.

If in doubt, do not wear the outfit.

EARLY ARRIVAL

The school day officially begins for a student when he/she arrives on campus. The building will be open by 7:30 a.m. for students who need to arrive early. Students must report directly to and remain in the cafeteria or media center until the 8:05 bell rings. If students arrive early to see a teacher (i.e. detention, make-up work, extra help), they must obtain a pass prior to arrival at school for their destination. **Students may not be in the halls until 8:05 a.m. or be in the building after 3:45 p.m. unless they are directly supervised by a faculty member.**

A teacher, coach, or sponsor must always accompany students during any after-hour or weekend event. Students should not attempt to gain access to Allatoona High School after normal school hours or on weekends. The building is protected by a burglar alarm system, and any attempt to gain entry will result in the alarm being activated. Cobb County Police treat unauthorized entry as trespassing.

ELECTRONIC DEVICES

All electronic devices (cell phones, PDA's, iPod's, PSP's, etc) **must be turned off upon arrival at school and remain off until the school day ends. Students may not display or use any electronic device during the school day.** Any device seen or heard during the school day will be confiscated, turned in to the main office, and returned only to the parent or guardian. Repeated violations constitute insubordination resulting in disciplinary consequences.

EMERGENCY DRILLS

FIRE DRILL

- All pupils shall stop work immediately.
- Speed should be subordinate to control and order. There shall be no talking, running, pushing or skipping steps on stairs
- The teacher shall take the Class Attendance Record/ lap-top and proceed with the group to the designated area
- Pupils shall proceed to assigned places on grounds or sidewalks away from buildings.
- Teachers must wait for the "all clear" signal before returning pupils to the building.

SEVERE WEATHER DRILL

- Upon announcement, pupils must move to an inside wall in class or hallway away from windows.
- Squat on the floor or underneath desk with hands over head
- Wait for "all clear" before returning to class or desk

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular activities are offered for students outside the school day. Be aware that grades and behavior may exclude you from competing, participating or attending a school function, activity or club event.

FEES AND FINES

Students who have outstanding financial obligations will not be issued textbooks or other instructional materials until restitution is made. Students who do not pay for instructional resources issued specifically to them shall be denied the privilege of checking out additional materials or equipment until restitution is made. Students who have not made restitution by the tenth day of the semester will be sent to their administrator.

FINAL EXAMS

All classes not possessing an EOCT shall have a final assessment which counts no less than 10% and no more than 20% of the student's final grade. Students shall not be given final examinations in advance of the established testing schedule but may be tested after the scheduled testing period if their attendance is interrupted during the final examination period. It shall be the responsibility of students to make arrangements with the Curriculum Administrator to take final exams which they have missed as a result of absences. Students have ten (10) school days in which to make up missed final exams.

FINAL EXAM EXEMPTIONS

A student may exempt any final exam if the following conditions are met.

1. Students must be enrolled within the first 10 days of school.
2. Students must earn an average of 90 or higher in the class they wish to exempt .
3. Students may not exempt finals in AP classes.
4. Students may not exempt End-of-Course-Tests (EOCT's).
5. An assignment to ISS or OSS voids the exemption privilege.
6. Any cheating incident voids the exemption privilege.
7. Students must have no more than two (2) attendance infractions (any tardy or absence) in a one semester class, or four (4) attendance infractions (any tardy or absence) in a year long class (excused or unexcused).
8. Field trips or school approved absences do not count against this exemption.

Final Exam Exemption forms may be obtained from the main office.

GRADE ACCESS: PINNACLE INTERNET VIEWER

Parents have access to attendance and grades for their child using Pinnacle Internet Viewer (PIV) available through the Cobb County School District. To obtain a PIV access code, a parent must come in person to the school counseling office. Access codes will not be issued by phone, mail, or fax.

GRADING SYSTEM/INCOMPLETE GRADES

High schools in Cobb County use the following grading system:

A = 90 - 100	D = 70 - 73
B = 80 - 89	F = Below 70
C = 74 - 79	I = Incomplete

An **incomplete** may be given when a student has not been able to complete course requirements due to extended excused absences or other hardship. The student may be given up to 10 school days after the beginning of the next semester to satisfy the course requirements. If the work is not made up within 10 days, the incomplete work will be counted as zeros and a grade assigned for the course. Students must take the EOCT associated with certain courses in order to earn credit for the course. Students who do not take a required EOCT course for any reason will receive an "I" for the course until they make-up the EOCT. This may affect eligibility for athletics and or extra curricular programs.

CONDUCT GRADES

Conduct grades are given each grading period. Proper citizenship development of students is as important as the academic training.

The following is a guide to conduct ratings:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

QUALITY POINTS

A student's Grade Point Average (GPA) is based on quality points awarded for each grade earned in each course taken. Refer to CCSD Admin Rule IKA for a list of courses and quality points.

LATE ENROLLMENT

Students who enroll at Allatoona High School after the school year has started who have not previously been enrolled in school OR students who transfer from another school during the school year and enroll in a course not previously taken at the prior school that year shall declare at the time of enrollment whether or not their participation in the course shall be on an audit basis or a credit basis.

(1) The school should make every effort to involve parents/guardians in this declaration of intention at the time of enrollment.

(2) Students enrolling at Allatoona High School for the first time during the school year on a credit basis shall be responsible for the content and objectives for the total year's work and all grade-bearing activities for each class. Teachers shall be responsible for informing students of their obligation for grade-bearing activities, but they shall not be responsible for providing information to students on content that was presented prior to the time of the student's enrollment in school. These students will be assigned grades for credit at the end of the course based upon their declared intention at the time of enrollment.

GRADUATION

Graduation requirements can be found at the Cobb County School District website under administrative rules section I Instruction (Rule IKF). In order to receive a diploma, students must also pass all portions of the GHSGT. Students who are planning to attend a school other than a Georgia public institution should check the specific requirements of the school they wish to attend.

GRADUATION TEST REQUIREMENTS

The Georgia High School Graduation Test (GHSGT) assesses the Quality Core Curriculum (QCC) Objectives and/or the Georgia Performance Standards (GPS) in five content areas: Writing, English/Language Arts, Mathematics, Social Studies, and Science. Students must pass all of these tests to be eligible to graduate and receive a diploma. The GHSGT is administered to students in the eleventh grade. Students who do not pass all areas of the GHSGT are given five additional opportunities to pass.

HONOR GRADUATES

To be an Honor Graduate, a student must have a minimum of a 3.500 GPA at the end of the senior year. Grade point averages will NOT be rounded up to determine Honor Graduates.

VALEDICTORIAN/SALUTATORIAN

- To be eligible, graduating seniors must have attended Allatoona High School for at least 2 full years
- If two or more eligible students earn exact equivalent Grade Point Averages (GPA's), each may be recognized with valedictory honors.
- GPA's will be calculated to the thousandth to determine each student's class rank
- The valedictorian (class rank 1) and salutatorian (class rank 2) will be determined by the GPA at the end of the senior year.

GRADUATION COACH

Each high school in the State of Georgia is assigned a Graduation Coach. The goal of the Graduation Coach is to have a positive effect on attendance rates, GHSGT scores, and classroom performance for a targeted group of students. You may contact our Graduation Coach through the school counseling office.

HALL PASSES

Any student who is out of his/her classroom during a class period must have his/her student handbook with the designated HALL PASS pages at the end of the handbook filled out and signed. The hall pass must include the destination, the date and time student left class, and the teacher's signature. Students found out of class or lunch without a pass will be subject to disciplinary action. **It is the student's responsibility to get a pass before leaving class.** Teachers will refrain from writing passes during instructional time unless absolutely necessary. Unauthorized use of any school pass, form, or document will result in disciplinary action.

HOMEWORK

Homework is an essential part of the learning process. Students are encouraged to use their student handbook to record homework assignments, and parents are encouraged to emphasize the importance of homework by asking about homework daily and checking for completeness. Some assignments are long-range in nature and require planned study or library time. Parents can support students by helping them plan ahead and organize tasks into manageable segments. This type of organization can reduce stress and improve the quality of student work.

PARENT REQUESTS FOR HOMEWORK

If a student is going to be absent for four (4) or more days due to illness or family emergency, a parent may call the counseling office to request their child's homework. Teachers must be given 24-hours notice for requested work. Parents may pick up their child's homework in the counseling office during regular school hours. Homework requests can be made by calling 770-975-6503 x 701008.

HOME SCHOOLING

Cobb County School District recognizes that parents or guardians may teach their children at home in a home study program that meets the requirements of state law and the CCSD Administrative Rule. Please review Administrative Rule IHBG at www.cobbk12.org for details.

Students transferring from a non-accredited school or home study programs will be granted probationary placement based on records from the prior school or home study program.

Once the student successfully completes a probationary course, they will receive credit and the transfer grade as documented by an official transcript from the non-accredited or home study program (*Probationary Course example: American Literature is a probationary course for 10th Literature).

If the course for which a student is attempting to receive credit requires an End-of-Course Test (EOCT), then he/she will be required to take and pass this EOCT before receiving credit. In the event that a student fails the EOCT, he/she will have one re-test opportunity. If the student passes the EOCT, the transferring grade and exam grade will be placed on the student's transcript (they will not be averaged or combined in any way). If the student does not pass the EOCT, then no credit will be awarded. The transferring grade will be placed on the transcript with NC (No Credit) along with a note that this course was not completed due to the non-accreditation and failure of proficiency exam.

HONOR ROLL

Allatoona recognizes academic achievement by recognizing students who qualify for Principal's Honor Roll (All A's) and A/B Honor Roll.

HOSPITAL/HOMEBOUND PROGRAM

Hospital/Homebound refers to those who have a medically diagnosed physical injury or illness that is non-communicable and restricts them to their homes or a hospital for a period of time that will significantly interfere with their education. To be eligible, the student must be physically unable to attend school for a minimum of ten (10) school days, and he/she must be able to receive and profit from home instruction. See your school counselor for more information.

LOCKERS

Students will be issued lockers during the first 10 days of school. Lockers will be issued only to students who return required documents/forms contained in the Cobb County Student Folder. The school reserves the right to enter and search any school locker at any time. Each student is responsible for any item in his/her locker or any defacement of the locker. Students will be charged for the defacement of lockers. Students should not share their locker or locker combination with anyone.

LOST AND FOUND

If you have a lost item, check in the main office. Lost items, including textbooks, should be turned in to the main office. Unclaimed textbooks will be returned to the appropriate department chair.

LIBRARY MEDIA CENTER "The Treasure Chest"

"There is more treasure in books than in all the pirate's loot on Treasure Island."

-- **Walt Disney**

The Allatoona Library Media Center provides a variety of services for students and teachers. Our Library Media Specialists and staff are available to assist students in locating and using print, non-print, computer based and Internet resource materials. The Media Center is open from 7:30 a.m. until 4:00 p.m. Monday through Thursday and from 7:30 to 3:30 on Friday. Students who wish to visit the media center during their lunch time may sign the "lunch list" located at the circulation desk and pick up a "Green Lunch Pass" anytime before 1st Lunch begins that day. Students who visit the library during lunch must stay until the bell rings to end the lunch period. A teacher-issued pass (signed agenda... one agenda per student) is necessary for admittance to the Media Center during any other time of the school day. Students do not need a pass to use the media center before or after school hours (students must arrive in the media center prior to the 3:45 pm bell and are welcome to stay until 4 pm). Students will not be admitted to the library after the 3:45 pm bell.

Computers are available in the Library Media Center for research and/or class assignments. Students whose teachers have signed up classes for research will have first rights to use the computers. Internet access is available for teacher directed assignments. Internet surfing, playing games, and downloading music, software, and other materials protected by copyright is not allowed. Email use associated with a school project is encouraged. All students should abide by all Cobb County/Allatoona High School policies regarding the use of technology. Printing from the computers (black & white) is available for school related assignments, but should be limited to two pages. Students are encouraged to use the Cobb Virtual Library (CVL) resources from the media center or at home. To access CVL from home, simply go to www.cvl.cobbk12.org. The password changes quarterly and can be obtained from the media staff. Please try out our Destiny library catalog. Students may check out up to two reference books after school for overnight use. Current newspapers are available for use in the Media Center. Magazines can be checked out overnight. Students may check out up to 10 books for class work and/or pleasure reading. Please note: only two books per topic and a maximum of two graphic novels may be checked out at a time. The

check out period for regular collection books is three weeks. Please be responsible and return your books when you finish reading them or renew your books if you need them a little longer. Renewals are FREE! Allatoona's Library Media Center houses a production room for student use and is complete with die cuts for cutting letters and symbols, bulletin board paper, scissors, glue and other good stuff. You bring the creativity, some classmates, and brainstorm some ideas to turn your perfectly conceived project into reality. Let us provide the space for your next creative project. Please help us keep our beautiful new library media center a Treasure Chest to share for generations to come.

MAKE-UP WORK POLICY

All missed assignments may be made up for any absence or specific discipline consequences. Teachers will determine the time and place of make-up work and also the design of make-up tests.

It is the student's responsibility to request make-up work from his/her teachers after each absence. At the conclusion of each term, a student has 10 school days to complete any make-up work required for either a change in grade or the removal of an incomplete.

MEDICAL ATTENTION AND CLINIC

The Clinic, located in the Attendance Office, is staffed by a nurse.

- The clinic does not supply medications.
- Limited first aid is administered in accordance with Cobb County School District policy.
- If a student becomes ill after arriving at school, he/she should notify the teacher and get a pass to go to the Clinic where a call will be made to his/her parent or guardian.
- All students must have an emergency card on file with a name and number of an alternate person to be contacted in case a parent or guardian cannot be reached in an emergency. We ask parents and/or guardians when going out of town to provide caretakers with written authorization to make medical decisions and authorize dismissal from school. A copy of this authorization with contact information should be forwarded to the PPO office.

PRESCRIPTION MEDICATION AT SCHOOL (Admin Rule JLCD)

Students may not transport prescription medications to and from school. Prescriptions must be in the original container and must be brought to school by an adult and accompanied by an "Authorization to Give Medication at School" form (JLCD-2). Medication in unlabeled containers or bags and/or without proper authorization will not be accepted or dispensed by school personnel. Questions regarding medication can be directed to the clinic.

OVER-THE-COUNTER (OTC) MEDICINE (Admin Rule JLCD)

High school students may carry OTC medication on their persons for their personal use; however the medication must be in the original manufacturer's container. Students may not share, sell, distribute, or possess with the intent to distribute any medication.

PARKING

Each student who chooses to park a vehicle at a Cobb County high school must purchase a parking permit. Students must sign a parking contract (CCSD Parking Permit Application and Vehicle Registration Form), provide proof of insurance, and receive a parking decal to park on campus. The cost for parking for the 2009-2010 school year is \$50 per semester. An additional decal for a second car may be purchased for \$5.00. Parking decals issued to students are good for that student and that car only. Students may not transfer a decal to another student or another car. Students without a decal or who are illegally parked will be ticketed and towed.

FIRST SEMESTER

PRICE OF DECAL

(Decals Sold Between)

August–September	\$50.00
During October	\$45.00
During November	\$40.00
During December	\$30.00

SECOND SEMESTER

PRICE OF DECAL

(Decals Sold Between)

January–February	\$50.00
During March	\$45.00
During April	\$40.00
During May	\$30.00

Students will lose parking privileges if they violate their parking contract.

The number of available student parking spaces is limited. When demand increases, priority will be given to students on school related work programs, seniors, and juniors respectively. Any additional student parking spaces will be issued on a lottery system by grade level.

Student parking permits for available parking spaces will be issued upon application and payment of parking fees. No refund will be made for any days the student does not attend school in the current semester.

PROMOTION/RETENTION

A student will be retained in a grade level if he/she does not earn enough credits to be on track to advance with the graduating class with whom he/she entered as a ninth grader.

To be promoted, students must meet these requirements:

10th grade – earn 5 or more units including 1 full credit in English, math, and science

11th grade – earn 10 or more units including 2 full credits in English, math, and science

12th grade – earn 16 or more units

REPORT CARDS

Grades are reported to parents at 6 week intervals. Parents can use Pinnacle Internet Viewer (PIV) to view attendance and grades throughout the year. Progress report cards are issued to students through homeroom. The final report card is mailed to parents in May.

SCHEDULE CHANGES

Schedule Changes will be made during the first ten days of the school year for the following reasons only:

- Student does not have proper prerequisites
- A senior must have another course to graduate
- A data entry/computer error was made
- The student has already received credit for the course
- Class size does not meet state requirements

According to Cobb County Policy (IHA), students who drop a course after the 10th day of the semester will receive an “F” for the course.

SCHOOL INSURANCE

School insurance is available to all students. A packet is available for each student on the first day of classes. Purchase of this program is optional. Students must have proof of insurance to participate in extracurricular activities.

STUDENT CLUBS AND ORGANIZATION

Allatoona High School offers a variety of extracurricular activities in which students may participate. A Club Expo will be held in August prior to the first day of school to provide parents and students with information on clubs and activities that are available. Students are encouraged to join clubs and be active in school organizations. Activities may be added or discontinued based on student interest.

STUDENT IDENTIFICATION CARDS

All students will be issued a student identification card which must be carried at all times. Failure to present the ID card when requested will result in disciplinary consequences. Student identification cards may be required for admittance to school activities. Lost identification cards can be replaced for a fee of \$5.00.

STUDENT PERSONAL INFORMATION CHANGES

All students must provide the school with a current address, guardian information, and telephone number. In the event a change needs to be made to this information, the parent must provide proof of the new information to the school counseling office.

TARDY PASS PORTS

Allatoona uses an automated late arrival system for students who are tardy to class. There are three (3) Tardy Pass Ports in the school, each consisting of an ID scanner and pass printer. The stations are located at the bottom of the Grand Staircase, outside Admin 4, and outside the upstairs science workroom. Students must have their student ID to use the Tardy Pass Ports. Students must follow the directions printed on each tardy pass. Warning passes direct students to present the pass to their teacher. Saturday School passes direct students to proceed immediately to the main office for consequences. Students should not tamper with the Tardy Pass Ports, but should report any system that is not working correctly.

TEENAGE & ADULT DRIVER RESPONSIBILITY ACT

Legislation requires that local school systems certify whether or not a student's attendance pattern and discipline record allow him or her to have a Georgia driver's permit or license. Students must obtain a Certificate of Attendance form required by the Department of Public Safety for both driver's licenses and learner's permits from the Attendance Office. Certificates are only good for thirty (30) days. The Dept. of Public Safety will revoke a student's permit or license who:

1. has dropped out of school without graduating and has remained out of school for ten consecutive school days.
2. has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters.
3. has been suspended from school for:
 - a. threatening, striking, or causing bodily harm to a teacher.
 - b. possession or sale of drugs or alcohol on school property.
 - c. possession or use of a weapon on school property.

TESTING INFORMATION

The **2009-2010 Cobb County School District System-Wide Testing Schedule** can be accessed online at www.cobbk12.org by clicking on CALENDARS in Quick Links.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test) October 14

GHSWT (Georgia High School Writing Test) September 30

GHSGT (Georgia High School Graduation Tests) March 2010

Advanced Placement Tests May 2010

END OF COURSE TESTS (State Board of Education)

The Cobb County School District administers the Georgia Department of Education End of Course Tests (EOCT) to provide a fair and accurate measurement of student learning of essential skills and knowledge in selected courses:

Ninth Grade Literature/Composition	Biology
American Literature/Composition	Math I and Math II
Principles of Economics	Algebra I
United States History	Geometry

STANDARDIZED TESTING DATES

SAT College Board Test Dates – www.collegeboard.com

<u>Test Date</u>	<u>Regular Deadline</u>	<u>Late Deadline</u>
October 10, 2009	Sept (TBA), 2009	TBA
November 7, 2009	Oct (TBA), 2009	TBA
December 5, 2009	Nov (TBA), 2009	TBA
January 23, 2010	Dec (TBA), 2009	TBA
March 6, 2010	Feb (TBA), 2010	TBA
May 1, 2010	Mar (TBA), 2010	TBA
June 5, 2010	May (TBA), 2010	TBA
Allatoona High	School Code:	110057

<u>Test Date</u>	<u>Regular Deadline</u>	<u>Late Deadline</u>
September 12, 2009	August 7, 2009	August 21, 2009
October 24, 2009	Sept 18, 2009	October 2, 2009
December 12, 2008	Nov 6, 2009	November 20, 2009
February 6, 2010	January 5, 2010	January 15, 2010
April 10, 2010	March 5, 2010	March 19, 2010
June 12, 2010	May 7, 2010	May 21, 2010
Allatoona High	School Code:	110057

TEXTBOOKS

Students are responsible for protecting textbooks from loss, theft and damage. Students will be charged for texts that have been lost, stolen or damaged. Damage to the book id bar code will be assessed at the full price of the textbook. Damages that render a book unfit for use will be assessed at the full price of the textbook. No texts will be issued to students until payment has been made. In no case shall a student be eligible to participate in graduation ceremonies until all debts are cleared. Transcripts shall not be sent to post-secondary schools until students have paid all debts.

UNAUTHORIZED AREAS

Parking areas, all stadiums, the bus-loading area, and any other areas not directly supervised are off limits to students during the school day. Students found in these areas will face disciplinary consequences.

- The school building is considered unauthorized after 3:45 p.m. unless supervised by a staff member.
- The parking lots are off limits during the school day. Students should leave their cars immediately upon arrival at school.
- Faculty workrooms, restrooms, and faculty dining areas are restricted to faculty use only.
- Students are not to go in the gym or locker rooms unless directly supervised by a coach/staff member.
- Students may go outside on sidewalks to change classes as long as they do not go into parking lots or athletic areas.

Consequences range from Saturday School to out of school suspension.

VALUABLES

Students are expected to bring to school only the items of personal property necessary for participation in class or extra-curricular activities. Items that are considered potentially dangerous or disruptive of school procedures will be confiscated. Students are strongly encouraged not to bring high theft items to school. The school is not responsible for items lost or stolen from lockers, locker rooms, book -bags, classrooms, or other school property .

VISITORS

Students are not to bring visitors with them to campus during the school day. Persons wishing to enter our campus must first report to the Administrative Office to request a visitor's pass from the principal or his designee. Parents are always welcome; however, they must make appointments to see the teachers, administration, or counselors. Instructional time will not be interrupted for conferences.

WITHDRAWALS

Students withdrawing from school for any reason should report to the School Counseling Office for the proper forms. The student must be accompanied by a parent or guardian. Books must be returned and fines paid in order to clear the records; the Counseling Office should be notified 24 hours before the withdrawal date.

WORK PERMITS

A work permit is required for any student under the age of 18 who works outside of school. These may be obtained from the student's employer or from the school counseling Office. Students may also go to the counseling website to link to the Department of Labor website to begin the work permit process. An I.D. is required in order to obtain a permit. Additional information is available at http://www.dol.state.ga.us/em/child_labor.htm