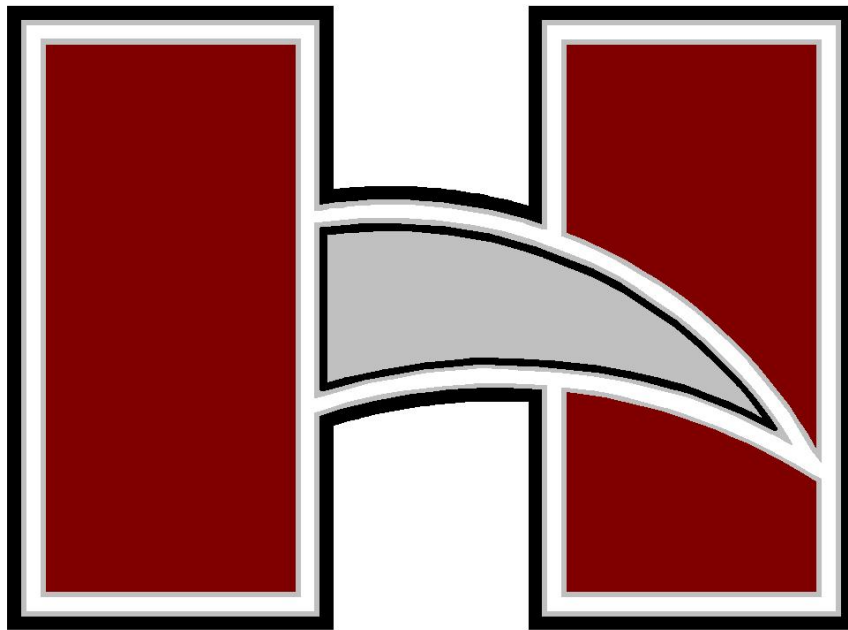


HILLGROVE HIGH SCHOOL



2009 – 2010
Student Handbook
HILLGROVE HIGH SCHOOL

4165 Luther Ward Road
Powder Springs, Georgia 30127
Telephone - 678.331.3961
Fax - 678.331.8128
www.cobbk12.org/schools/hillgrove

Message from the Principal

Dear Hillgrove High School Parents and Students:

As the new principal, I would like to welcome you to Hillgrove High School for the 2009-2010 school year!

Whether you are a new student or a returning Hawk, I encourage you to read the student handbook and become familiar with the policies and procedures of Hillgrove High School. The handbook will provide you with the information you need to take advantage of all that Hillgrove has to offer. I also encourage you to explore the wealth of information available on the Hillgrove website at <http://www.cobbk12.org/schools/hillgrove/>.

This is an exciting time to be a Hillgrove Hawk! Despite only entering the fourth year of Hillgrove's existence, the students, teachers, administrators, and parents have built a reputation for excellence in everything the school does. I am proud to be a part of this tradition.

Most importantly, I hope that all Hillgrove students will find a way to become involved in the school. While academic excellence is at the heart of what we do, I hope all students will find a sport, club, or activity that they enjoy.

The vision statement of Hillgrove High School is to *prepare students with knowledge and values to become productive citizens*. This statement challenges all Hillgrove students, teachers, and staff to do the best we can every day to provide students the opportunities to learn and grow in a safe and supportive environment. I hope you will allow us to help you become the best you can be!

Again, welcome to the 2009-2010 school year at Hillgrove High School. Please feel free to let me know if there is anything we can do to assist you in any way.

Go Hawks!

Robert Shaw
Principal
Hillgrove High School

Mission Statement

The mission of Hillgrove High School is to provide each student a quality education, which promotes integrity, self-discipline, personal initiative, and academic excellence in a safe, supportive environment.

Beliefs

1. All students should have an opportunity to learn in a safe, supportive and respectful environment.
2. The responsibility for learning is a partnership among student, teachers, parents, and community members.
3. Critical thinking skills enable all students to become effective and efficient decision makers.
4. All students can achieve excellence in academics, co-curricular activities, and citizenship.
5. Data-driven instruction is important to improving student achievement.
6. Student achievement is enhanced through the use of technology.
7. All students can acquire skills necessary to become responsible and productive citizens.

This Agenda Belongs to:

Name:

Grade:

Advisor:

Class Schedule

Fall Semester

	Course Teacher	Room
--	---------------------------	-------------

1st	_____	_____
-----------------------	-------	-------

2nd	_____	_____
-----------------------	-------	-------

3rd	_____	_____
-----------------------	-------	-------

4th	_____	_____
-----------------------	-------	-------

Spring Semester

1st	_____	_____
-----------------------	-------	-------

2nd	_____	_____
-----------------------	-------	-------

3rd	_____	_____
-----------------------	-------	-------

4th	_____	_____
-----------------------	-------	-------

About This Handbook...

The Hillgrove High School Handbook is designed to be an information source for students and parents. The handbook contains information regarding academic policies, schedules, student behavior expectations and consequences, and extracurricular activities. Students are responsible for knowing the contents of this handbook. All information contained in the handbook is subject to change or modification with regard to policy and procedures adopted by the Cobb County School District or the Hillgrove High School staff. During the first week of school students will be given revised Cobb County School District policies. Students are also responsible for any additional information related to local school or district policies throughout the school year and for communicating this information to their parents or guardians. For additional information on Cobb County School District policies, please go to <http://www.cobbk12.org>.

The Cobb County School District shall maintain their educational programs in

compliance with all laws relating to non – discrimination. Procedures shall be established and personnel shall be appointed within the school district to deal with student, parent, and employee concerns relative to the requirement of non – discrimination. (Policy JAA)

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 Cobb County School District. Questions concerning policies and practices of an individual school may be addressed to the building principal or to the Cobb County School District, 514 Glover Street, Marietta, GA 30060.

ADMINISTRATIVE TEAM

Robert T. Shaw, Principal

Charles Amica, Jr., Assistant Principal

Gayle Johnson, Assistant Principal

Brian Newhall, Assistant Principal

Dana Roberts, Assistant Administrator

Joyce Thompson, Assistant Principal

GUIDANCE COUNSELORS

Lisa McCormick, Department Chairperson

Heather Boyle

Sonya Cook

Lisa McCormick

Jason Evans

Peggy Hurst

GRADUATION SPECIALIST

Dr. Julie Novak

DEPARTMENT CHAIRPERSONS

William Lundy, English

Kathleen Towner, Mathematics

Dr. Ehsan Kattoula, Science

Ida Dixon, Social Studies

Suzanne Willis, Business/Career Technical

David Doke, Fine Arts

Liz Bouis, Modern/Classical Languages

Phil Ironside, Physical Education

Annette Tucker, Special Education

MEDIA SPECIALIST

Heather Kindschy

Jane Roberts

SCHOOL NURSE

Jamie Hobbs

SOCIAL WORKER

TBA

CLERICAL SUPPORT STAFF

Beckham Sawyer, School Secretary

Natalie Feller, Front Office Clerk

Debra Suddreth, Bookkeeper

Margaret Warren, Pupil Personnel Clerk

Jean Barry, Guidance Clerk

Carol Hughes, Guidance Clerk

Carol Mehlberg, Pupil Discipline Clerk

2009 – 2010 School Calendar

AUGUST:

10 Monday FIRST DAY OF SCHOOL

SEPTEMBER:

7 Monday Labor Day Holiday-Schools Closed

25 Friday 6-Week Report Card Distribution

OCTOBER:

21 Wednesday Early Release Day

NOVEMBER:

3 Tuesday Student Holiday

9 Monday 12-Week Report Card Distribution

21-29 Thanksgiving Holidays

DECEMBER:

16-18 Final Exams

18 Friday End of 1st semester (88 days)

20-31 Winter Holidays

JANUARY:

1-3 Inclusive Winter Holidays-Student/Teacher Holidays

4 Monday Student Holiday; Teacher Workday³

5 Tuesday First Day of Second Semester

8 Friday Fall Semester Report Card Distribution

18 Monday MLK, Jr. Holiday-Schools Closed

FEBRUARY:

15 Monday Student Holiday

22 Monday 6-Week Report Card Distribution

MARCH:

10 Wednesday Early Release Day

APRIL:

3-11 Spring Holidays

16 Friday 12-Week Report Card Distribution

MAY:

19-21 Wednesday-Friday Final Exams

21 Friday Last day of school

21 Friday – Graduations/Last Day of School

Early Release Days – Students dismissed two (2) hours early

For all Cobb County School District calendars visit

<http://www.cobbk12.org>

Bell Schedules

Regular Bell Schedule

Period 1	Warning Bell 8:25 – 10:02 A. M.	8:23 A.M. 1 hr. 37 min.
Period 2	Warning Bell 10:08 – 11:38 A.M.	10:07 A.M. 1 hr. 30 min.
Period 3	Warning Bell 11:44 – 1:44 P.M.	11:43 A.M. 2 hours
	Lunch A – 11:44 – 12:14 Lunch B - 12:14 - 12:44	Lunch C – 12:44 – 1:14 Lunch D - 1:14 – 1:44
Period 4	Warning Bell 1:50 – 3:25 P.M.	1:49 P.M. 1 hr. 35 min.

Homeroom Schedule (Wednesday)

Period 1	Warning Bell 8:25 – 9:52 A.M.	8:23 A.M. 1 hr. 27 min.
	HOMEROOM 9:58 – 10:14 A.M.	9:57 A.M. 16 min.
Period 2	Warning Bell 10:20 – 11:46	10:19 A.M. 1 hr. 26 min.
Period 3	Warning Bell 11:52 – 1:52 P.M.	11:51 A.M. 2 hours
	Lunch A – 11:52 – 12:22 Lunch B – 12:22 – 12:52	Lunch C – 12:52 – 1:22 Lunch D - 1:22 – 1:52
Period 4	Warning Bell 1:58 – 3:25 P.M.	1:57 P.M. 1 hr. 27 min.

Bell schedules (Continued)

ASSEMBLY/PEP RALLY BELL SCHEDULE

Period 1	Warning Bell 8:25 – 9:40 A.M.	8:23 A.M.	1 hr. 15 min.
	ASSEMBLY	9:40 – 10:40 A. M.	1 hour
Period 2	Warning Bell 10:40 – 11:51 A.M.	10:40 A.M.	1 hr. 11 min.
Period 3	Warning Bell 11:57 – 1:57 P.M.	11:56 A.M.	2 hours
	Lunch A – 11:57 – 12:27 Lunch B – 12:27 – 12:57	Lunch C – 12:57 – 1:27 Lunch D – 1:27 – 1:57	
Period 4	Warning Bell 2:03 – 3:25 P.M.	2:02 P.M.	1 hr. 22 min.

EARLY RELEASE BELL SCHEDULE

Period 1	Warning Bell 8:25 – 9:22 A.M.	8:23 A.M.	57 min.
Period 2	Warning Bell 9:28 – 10:20 A.M.	9:27 A. M.	52 min.
Period 3	Warning Bell 10:26 – 12:26 P.M.	10:25 A.M.	2 hours
	Lunch A – 10:26 – 10:56 Lunch B – 10:56 – 11:26	Lunch C – 11:26 – 11:56 Lunch D – 11:56 – 12:26	
Period 4	Warning Bell 12:32 – 1:25 P.M.	12:31 P.M.	53 min.

Table of Contents

Academics and Student Learning

Advisement /Homeroom	17
Block Scheduling	17
Grading Scale	17
Report Cards/Progress Reports	18
Grade Level Promotion	19
Graduation Requirements/Early Graduates	19-21
Homework	22
Registration	22
Senior Minimum Day	22
Student Mentorship Class	23
Testing	23-24
➤ Advanced Placement Testing	23
➤ End of Course Tests	24
➤ Final Exams	24
➤ Exam Exemption Program	24
Tutorial Program	25
Quality Points	25-26

School Counseling Department

Counseling Department Information	27
College Application Procedures	27
College Entrance Exams	27
Course Registration/Drop-Add	28
Early Graduates	28
Financial Aid	28
HOPE Scholarship	28
School Social Worker	29
Transcripts	29
Work Permits	29

Attendance Procedures

Attendance Office	29
Attendance Rule/Instructional School Day/Block Schedule	29
Attendance Certificate/Teenage and Adult Driver Responsibility Act (TAADRA)	30
Attendance Notes	30
Late Arrivals	31

Check-Out Policy	31
Excused Absences/Unexcused Absence	32
College Visit Procedures	32
Extended Absences	33
Make-Up Work	33
Notification of Excessive Absences	34
Tardies to Class	34
Withdrawals	34
Re-Admission Policy	35

School Clinic

Accidents	35
First Aid and other Medical Assistance	35
Medications	36
Questions/Answers /Health Care	36-40

Media Center

Media Center Hours	40
Checkout Procedures	40-41
Online Media Center Information	41
Technology Use	41

Home School Communication

EduLink	42
School Website	42
Communication (Home/School)	42

School Procedures

Bus Conduct/Transportation	43
Cafeteria/Lunch Period	44
Electronic Communication Devices	44
Emergency Drills	45
Fees and Fines	45
Field Trips/Personal Field Trips	45-46
Hall Passes	46
Lockers	46
Lost and Found	47
Parking/Automobiles – Fees and Policies	47-48

Textbooks	49
Vending Machines	49
Visitors	49

Student Activities

Athletic/Extracurricular Activities	50
Conduct at Athletic Events	50
Eligibility	50
Participation in Extracurricular Activities	51
CCSD JHEA Academic Standards	51-52
Drug/Alcohol Policy	52
Fundraising and Social Functions	53
Insurance	53
Student Events	53
Student Recognition	53-54
➤ Beta Club	53
➤ National Honor Society	54
➤ Who's Who	54
Yearbook Sales	54

Student Behavior Expectations

Expectations for Behavior	55
➤ Behavior in Classroom	55
➤ Behavior in Cafeteria (see page 44)	
➤ Behavior in Assemblies/Pep Rallies	56
Cheating Policy	56-57
Dress Code	57-58
Discipline Procedures	58
Discipline Measures/General Misconduct	59
Disciplinary Options	59-60
➤ Teacher Detention	59
➤ Administrative Detention	59
➤ Saturday School	59
➤ In-School Suspension	60
➤ Out-Of-School Suspension	60
Student Searches	60-61

Inappropriate Behavior Consequences/Infraction Guidelines	61-64
Compliance with Federal/State Non-Discrimination Policies	65
Interscholastic/Extracurricular Activities Code of Conduct (CCSD)	66-68

ACADEMICS and STUDENT LEARNING

ADVISEMENT/HOMEROOM

All students are assigned to advisement/homeroom groups which meet on Wednesday of each week. This weekly scheduled homeroom is a time for information sharing.

The advisement process that takes place in the fall (11th grade students) and spring (9th grade students) includes students, parents, counselors, and teachers. This team makes decisions regarding a student's academic progress and outlines a recommended course of action for future study. Classroom/Group counseling lessons for each grade level on academic, personal/social and career development are also part of the advisement process. School counselors are also available by individual appointment to discuss a student's progress.

BLOCK SCHEDULING

The school calendar and instructional time are based on a four-by-four block schedule. Each day is organized into four blocks, or four periods, of instructional time. Most students are enrolled in four (4) classes per semester.

GRADING SCALE

The Cobb County School District observes the following grade scale:

A - 90 – 100	B - 80 – 89	C - 74 –79
D - 70 – 73	F - Below 70	

Students should work with their teachers to complete all assignments missed.

Any work not made up within ten (10) calendar days will receive a zero. Incomplete grades that are not made up within ten calendar days from the end of the semester will be considered failing grades. Failing grades will influence a student's eligibility for participation in extracurricular activities.

Additionally, conduct grades will be given. Proper citizenship development for students is as important as academic training. The following is a guide to conduct grading:

Satisfactory – Needs no correction
Needs Improvement – Needs some correction
Unsatisfactory – Needs repeated correction

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every six weeks. At three week intervals, students will also receive a teacher progress report that indicates the student's class average. Only the 18-week grades are recorded on the student's academic transcript. Report cards are delivered in the following manner each of the two semesters:

1st Semester

6 th Week of the Semester through homeroom	Provided to student
12 th Week of the Semester through homeroom	Provided to student
18 th Week of the semester through homeroom	Provided to student

2nd Semester

6 th Week of the Semester through homeroom	Provided to student
12 th Week of the Semester through homeroom	Provided to student
18 th Week of the semester home address	Mailed to student's

GRADE LEVEL PROMOTION

Class of 2010/2011

Promotion to the next grade level is based on number of credits/units a student has earned. The following units are required for promotion:

To 10th grade: 5 units

To 11th grade: 10 units

To 12th grade: 16 units

Class of 2012 and beyond

To 10th grade: 5 units including one unit each of required English/Language Arts, Math, and Science

To 11th grade: 10 units including two units each of required English/Language Arts, Math, and Science

To 12th grade: 16 units

GRADUATION REQUIREMENTS (Class of 2010 and 2011)

The State Board of Education offers four diplomas: College Preparatory, College Preparatory with Distinction, Technology/Career and Technology/Career With Distinction. (Courses listed below in the programs meet the entrance requirements for public post-secondary institutions in Georgia. Students planning to attend a school other than a Georgia public institution should check the specific requirements of the school they wish to attend.) In order to receive a diploma, students also must pass all portions of the Georgia High School Graduation Test.

To receive a Diploma with Distinction, students must also pass the graduation exit exam requirement and obtain a grade point average in core courses of 3.0 or above on a four point scale as well as take 2 additional core/fine arts courses., for a total of at least 24 units.

SUBJECT	Technology/Career Diploma	College Prep Diploma
English	4 units, including ½ unit American Lit.	4 units, including ½ unit American Lit
Mathematics	3 units, or 2 units Algebra 1: Parts I/II, or 2 units Integrated Math, 1 unit Geometry or Money Management	4 units, including 2 units Algebra I: Parts I/II, 1 unit Geometry, 1 unit Algebra II, 1 unit Algebra III, Adv. Alg./Trig., or Analysis
Science	3 units, including: 1 unit Life Science, 1 unit Physical Science, and 1 additional Science unit	3 units: choose 1 plan: 1 unit Biology, 1 unit Chemistry, 1 unit Physics,
Social Studies	3 units including: 1 unit World Studies (World Geo., or World History), 1 unit U.S. History, ½ unit American Gov. ½ unit Principles of Economics	3 units including: 1 unit World History, 1 unit U. S. History, ½ unit American Government, ½ unit Principles of Economics
Health/Physical Education	½ unit Health ½ unit Personal Fitness	½ unit Health ½ unit Personal Fitness
Technology, Fine Arts, Career/Tech,	1 unit	1 unit
World Language	No requirement	2 units in same language
Technology/ Career Education	4 units, including 3 units in one of the following: Business Education, Family/Consumer Science, Any on Career/Tech program, ROTC	No requirement
Local Electives	3 units	4 units
TOTAL UNITS	22 UNITS (Minimum) 24 (distinction)	22 UNITS (Minimum) 24 (distinction)

GRADUATION REQUIREMENTS (Class of 2012 and beyond)

The State Board of Education offers a common set of graduation requirements for all incoming 9th grade students in the 2008-09 school year. The new graduation rule IHF(6): Rule 160-4-2.48 can be accessed by going to www.gadoe.org and click on “state board rules” and select IHF(6). In order to receive a diploma, students also must pass all portions of the Georgia High School Graduation Test.

SUBJECT	REQUIREMENTS
English	4 units , must include: 1 unit of 9 th grade Literature and 1 unit of American Literature or AP Language (Am Lit)
Mathematics	4 units : Math 1, Math 2, Math 3, and Math 4 or its equivalent.
Science	4 units :, must include: 1 unit Biology, 1 unit of Physics/Physical Science, 1 unit of Chemistry, Earth Systems, Environmental Science or an AP Course, and 1 unit of a 4 th science.
Social Studies	3 units , must include: 1 unit World History, 1 unit U. S. History, ½ unit American Government, ½ unit Principles of Economics
Health/Physical Education	½ unit Health ½ unit Personal Fitness
Career, Technical, and Agricultural Ed <u>and/or</u> Fine Arts <u>and/or</u> World Language)	3 units (any combination, although 3 CTAE units are required for a career pathway, and at least 2 units of the same foreign language is required for college admission)
Electives	4 units
TOTAL UNITS	23 UNITS (Minimum)

HOMEWORK

Students are encouraged to use the student handbook to record homework assignments and then to refer to the handbook each evening. Parents can emphasize the importance of homework by asking about daily homework 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 dividing tasks into manageable parts. This type of involvement can improve the quality of work a student produces.

REGISTRATION

It is important that students be present on registration days. Equally important is the task of carefully selecting courses and returning completed forms. Every effort will be made to accommodate the selections indicated on the student's registration form.

SENIOR MINIMUM DAY

Students classified as seniors and carrying sufficient hours to provide for one unit above the total needed for high school graduation may schedule a minimum of three blocks (in consecutive order). Students must have taken and passed all High school Graduation Tests in order to participate in the minimum day program. Students participating in the mentoring program may not take minimum day. These seniors must have passed or be enrolled in all specified courses for graduation with the exception of courses limited to seniors. Seniors who choose minimum day must be off campus no later than five minutes after their last class or be under the direct supervision of a faculty member. Failure to comply will result in administrative action.

Seniors considering the minimum day option should take into account their grades and course qualifications for post secondary education. Ask yourself: "Have I taken

challenging courses to prepare me for the colleges where I applied? Does my transcript include all coursework and grades expected by colleges?" Most students could benefit by choosing to take additional academic courses to better prepare for their post secondary goals.

STUDENT MENTORSHIP CLASS

Career technical mentorship is a class offered for juniors and seniors on track for graduation. Students must have a 2.5 minimum GPA, good attendance, minimum tardiness and must not have had Saturday School, ISS, or OSS the previous semester. Students may only mentor twice in their high school career. The credits do not count for the technical diploma. Mentoring is a privilege. Those students who take this class should be dedicated to the office in which they serve and represent Hillgrove well.

TESTING

Testing Days

A student should have no more than two (2) major tests on one day. If a student has three exams in one day, he/she may postpone the exam that was scheduled last. It is the student's responsibility to discuss conflicts with each teacher before the tests. Forms requesting postponements for major tests are available in the main office and must be signed by the three teachers and an administrator one day in advance of the scheduled tests.

Advanced Placement Exam Schedule for 2009 -2010

AP Exams are administered each May, and are graded on a 1-5 point scale. Generally, students who take an AP Course

in high school take the AP Exam in that subject. Students who score well on an AP exam may be able to earn college credit or accelerate in a college course. Check with the individual college to see their AP Exam Credit Procedures. For more information, go to www.apcentral.collegeboard.com.

End-of-Course Tests

Students enrolled in Algebra I, Geometry, Ninth Literature, American Literature, Economics, US History, Biology, and Physical Science take state-mandated End-of-Course Tests. These tests account for 15% of the final course grade. The final exam in these courses will count 5%. End-of-Course test scores are posted on the students' transcripts.

Final Exams

Comprehensive final exams are given at the end of each course in every class and are calculated as 10% - 20% of the final course grade. Students may not be given a final exam early. In case of illness, students may be tested after the scheduled exam period. It is the responsibility of the student to make arrangements with teachers to make up final exams.

Exam Exemption Program

Having the opportunity to exempt one final exam, at the end of each semester, rewards students with excellent attendance and superior grades. Students must have a grade of at least 80 by the cut off date. In addition, the following criteria must be met:

Enrollment at Hillgrove for the entire semester.

No assigned Saturday School, ISS, or suspension during the semester.

No more than five (5) total unexcused tardies during the semester.

No academic dishonesty offenses during the semester.

No more than three absences in a course during the semester.

Complete a form with parent signature and approval of the teacher in the course of the exempted exam.

TUTORIAL PROGRAM

Hillgrove High School offers an extensive After School Tutorial Program. Students needing academic assistance in English, Mathematics, Science, and Social Studies who wish to participate in the tutorial program must register. Registration forms are located in the main office. The tutorial program meets on Tuesday and Thursday each week from 3:35 – 5:00 PM in the cafeteria. Students must be on time and must bring the required materials needed for the tutorial session(s). Three (3) consecutive unexcused absences will result in the student being dropped from the program during a given semester. If a student is dropped from the program due to attendance the student may not enroll again until the next semester. Once a student enrolls in the program he/she will remain in the program until a parent/guardian requests in writing that the student be removed. No transportation will be provided for students participating in the After School tutorial Program. Parents should arrange transportation for tutorial students and these students should leave campus at 5:00 PM.

WEIGHTED CLASSES/QUALITY POINTS for ACCELERATED /HONOR CLASSES

The following Advanced Placement courses are weighted and given one extra quality point. (A=5, B=4, C=3 ...)

Analysis

Advanced Placement Physics

Advanced Placement Biology

Advanced Placement Spanish

Advanced Placement Calculus

Advanced Placement Statistics

Advanced Placement Chemistry

Advanced Placement Economics

Advanced Placement Studio Art

Any 4th/5th year World Language

Advanced Placement World History

DNA/Genetics
Advanced Placement United States History
Advanced Placement French
Advanced Placement Government
Advanced Placement Language/Composition
Advanced Placement Latin
Advanced Placement Literature
Advanced Placement Music Theory
Multivariable Calculus

* The following 10th, 11th, and 12th grade **Honors Courses** receives 0.5 quality point:

World Literature
American Literature
English Literature
Euclidean Geometry
Anatomy & Physiology
Calculus
US History
Government
3/French 3/Latin 3
Accelerated Math 2
Accelerated Math 3

Biology
Physics
Chemistry
Human

World History
Economics
Spanish

Algebra 2

SCHOOL COUNSELING DEPARTMENT

THE COUNSELING OFFICE

The Counseling Office is located in the front of the building, across from the main office. Counselors facilitate individual, group, and classroom guidance as it relates to success in students' academic, personal/social and career potential. Primary focus is on postsecondary planning and career counseling. Information concerning work permits, testing, tutors, school registration, and advisement may be also obtained in the Counseling Office. You may stop in the Counseling Office to schedule an appointment with your counselor for specific concerns

COLLEGE APPLICATION PROCEDURES

A packet outlining these procedures is available on the Hillgrove Counseling Blog, or in the counseling office. A counselor is available to assist you as you complete this process. Plan early!!

COLLEGE ENTRANCE EXAMS

All CCSD sophomores will be administered the PSAT. Juniors seeking to qualify for National Merit Scholar must take this test.

The SAT (Scholastic Aptitude Test) – www.collegeboard.org) and the ACT (American College Testing Assessment – www.act.org) are college entrance exams accepted by most colleges and universities. Students should consider taking both the ACT and the SAT to expand their options for post secondary study. Students should consult the admissions office of the college of their choice to determine requirements. SAT and ACT registration information, study guides, and prep opportunities are

available in the counseling office. These tests are given approximately seven times each year between September and June. Information on registration fees, deadlines, and testing dates and locations are available in the counseling office.

COURSE REGISTRATION/DROP-ADD

If a course is dropped after the first ten days of the semester, a grade of 10 will be given for that course, and no credit will be awarded. The failing grade (F) becomes a part of the student's grade point average.

EARLY GRADUATES

Seniors desiring to graduate at the end of the first semester should schedule an appointment with their counselor prior to the end of the semester.

FINANCIAL AID

Information concerning scholarships, grants, and loans is available through the counseling office. Information is updated regularly on our Counseling Blog under "Scholarships". A financial aid meeting, held in January, offers insight for students and parents on the completion of financial aid forms.

HOPE SCHOLARSHIP

Georgia residents who graduate from high school and meet specific grade point average (G.P.A.) requirements are eligible for the HOPE scholarship at a state public college, university or state vocational/technical schools. Students should see their counselor and GACollege411.org for additional information.

SCHOOL SOCIAL WORKER

Hillgrove's school social worker is housed in the guidance suite. The social worker addresses issues that include, but are not limited to the following issues: attendance problems, depression, drug abuse, and teen pregnancy. The school social worker works in conjunction with community agencies, the home, and the school to service the best interest of the student.

TRANSCRIPTS

Transcripts of a student's academic record can be obtained by signing a request card in the guidance office. Transcripts are not released without a student's written consent.

An unofficial transcript is free; each additional copy is \$2.00. Official transcripts must be sealed by the guidance office.

The main reasons for providing transcripts are as follows: college entrance, scholarship applications, financial aid requests, and prospective employment. No transcripts will be mailed until all fines/fees are cleared.

WORK PERMITS

Students who are of legal age and want a work permit may obtain a permit from the guidance office.

ATTENDANCE PROCEDURES

ATTENDANCE OFFICE

The Attendance Office is located in the front lobby of the school next to the Main Office (Administration I).

ATTENDANCE RULE/ INSTRUCTIONAL SCHOOL DAY/BLOCK SCHEDULE

Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for one – half of the instructional day. In

order for a student to be considered present for the school day he/she must remain on campus until 12 noon. In order for a student to be counted present for a class period/block he/she must be present in the class for one – half of the class period/block.

ATTENDANCE CERTIFICATES/TEENAGE AND 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. Certificates are issued through the attendance office with a 48-hour turn around. There is a \$2.00 processing fee per the Department of Motor Vehicles. Certificates will not be issued to those students with 10 unexcused absences in either the current academic year or previous academic year.

For the purpose of reporting, a non-compliant student is one who:

1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days.
2. Has ten school days of unexcused absences in either the current academic year or the previous academic year.
3. Has been suspended from school for threatening, striking or causing bodily harm to a teacher or other school personnel, possession or sale of drugs or alcohol on school property, or possession or use of a weapon on school property.

ATTENDANCE NOTES

When a student is absent, he/she must bring a written statement from his parent or guardian stating the reason for the absence. This statement should be brought to the attendance office the day the student returns to school. This statement will be exchanged for an "absence slip" which is to be shown to all the student's teachers. If a written statement is not provided, or if the absence is unexcused, a grade of zero will be assigned for all school

work missed. The student has three school days to clear an unexcused absence.

Hillgrove strongly encourages students to attend school daily. Although make-up work may be completed if the absence is excused, there is no substitute for actual classroom instruction. The Department of Driver Services revokes all driving privileges for students with 10 unexcused absences per current academic year or previous academic year. Suspension from school is considered an unexcused absence.

LATE ARRIVALS

Students should avoid being late to school. If arrival at school is between 8:25 - 8:35 A M, students should obtain a detention/pass in the halls and report to first period class. If arrival is after 8:35 A M, the student should report to the attendance office to sign in and receive an admit slip. Students have three school days to bring a note of excuse. After the three days, the tardy or absence is marked unexcused. Continual tardiness will result in disciplinary action. Students with an unexcused tardy will be assigned a detention. On the 6th unexcused tardy to school, parking privileges will be revoked.

CHECK - OUT POLICY

A written parental note must be submitted to the Attendance Office prior to the start of school before permission will be given to leave school early. All notes will be verified. The parents (or their designee) must come to the attendance office to pick up students. Anyone picking up a student must be on the student's emergency contact list, and the person must show a photo ID. If a student returns to school, he/she must sign in again through the attendance office.

Doctor's appointments should be made after school hours when possible. Students must be present at least half of the day to be eligible to participate in extracurricular activities. To be counted present, a student must check in before 12:00 Noon, or may not check out until 12:00 Noon.

Early dismissal notes should be taken to the Attendance Office before first block on the day of dismissal or before the day of dismissal. The note must include a phone number where a parent or guardian can be reached. If the parent or guardian cannot be reached, the student may not leave. The early dismissal request will be exchanged for a dismissal pass showing the time to report back to the attendance office for dismissal. Students may then pick up their pass between classes from the attendance office. If a student leaves without a dismissal pass, disciplinary action (failure to check-out properly) will be taken. Students with dismissal passes will be allowed to leave class at the designated time to sign out in the Attendance Office. Students who do not turn in a dismissal note will not be allowed to leave class until the parent arrives in the attendance office. In order to release a student, Hillgrove High School requires a written note from a parent; phone calls to release students will not be accepted.

Note: If a student is present in school for any part of a day and a long term assignment is due in any class that day, the assignment must be given to the teacher in person before the student checks out. A grade of zero may be given if this procedure is not followed.

Note: On special occasions, it may be necessary for the administration to require parents/guardians to check out their students in person. Students will be notified in advance if this policy should be necessary.

EXCUSED ABSENCES/UNEXCUSED ABSENCES

The Georgia State Board of Education states that students may be temporarily excused from school for the following reasons: (1) personal illness (2) death or serious illness in the immediate family (3) recognized religious holidays observed by the student's faith (4) absences mandated by order of government agencies, and (5) conditions, which render school attendance impossible or hazardous to the student's health or safety.

COLLEGE VISIT PROCEDURES

Over the next few months, you and your student may be planning to visit colleges and universities as you plan the

future after high school graduation. Please be aware of the following guidelines with regard to absences as a result of these visits:

- I. A parent note which outlines the destination and dates the student will be absent needs to be turned in to the Attendance Office AT LEAST 5 school days prior to the absence.
- II. In order for these absences to be considered excused, official documentation from the institution including dates and times of tours, appointments with admissions counselors, etc. MUST be turned in to the Attendance Office when the student returns to school. Brochures and campus maps will not qualify as appropriate and sufficient documentation of a college visit.
- III. There will be a limit of TWO (2) days per academic year which will excused for these types of visits for a senior student, and ONE (1) day per academic year for a junior student.

EXTENDED ABSENCES

After a student has missed four (4) consecutive days due to illness, the parent or guardian should contact the guidance office to request make up work. Work may be picked up 24 hours after making the request. Long-term absences may require a homebound teacher. (Please see the counseling department about hospital/homebound procedures.) Requests for consideration of extended absences due to family trips/activities must be submitted in writing to the attendance office clerk, prior to the absences. If approved, the absences will be considered unexcused, but the opportunity for make-up work will be available.

MAKE-UP WORK

Students are expected to make up all work missed during an excused absence. It is the student's responsibility to find out what work was missed and to turn it in to his/her teachers. Students will be allowed one day for each day

absent plus one additional day to make up work missed during excused absences. For example, if a student is absent for two days, he/she will be allowed three days to make up work that was missed. Work not made up within this time frame could receive a zero. Students should check with individual teachers for policies regarding make-up tests. Work missed for an unexcused absence may not be made up for credit.

NOTIFICATION OF EXCESSIVE ABSENCES

When a student has been absent five (5) days in a particular class, the classroom teacher will contact the parent/guardian. When a student has been absent for ten (10) days of school and again at fifteen (15) days, a letter will be mailed home regarding the absences. After twenty (20) days of absences, the student will be required to provide a doctor's note to excuse any further absences, including early dismissals. If no note is provided, the absences will be unexcused. The ten, fifteen, and twenty – day absence rule is cumulative for the school year.

TARDIES TO CLASS

Tardiness to class is a disruption to instructional time. Any student who is tardy to class will given a tardy pass and will be assigned an administrative detention. Failure to serve the detention will result in more serious consequences.

WITHDRAWALS

Students withdrawing from school for any reason should report to the attendance clerk to complete the proper forms. The student must be accompanied by a parent or guardian or bring a signed note stating the reason for withdrawal, the new home address, and/or the new school's address. This should be done the day before the last day the student will be in school. All books must be returned and fines or fees paid in order to clear the records.

RE-ADMISSION POLICY

Any student who officially withdraws from school will not be considered for readmission during the same semester in which he left, unless unusual circumstances prevail. This policy also applies to seniors who choose to graduate early

School Clinic

The clinic is located in the same suite as the school's Attendance Office.

ACCIDENTS

Any accidents or student injuries should be reported to the classroom teacher immediately. The nurse should be immediately notified.

FIRST AID and OTHER MEDICAL ASSISTANCE

Students needing minor attention should report to their teacher and get a pass to the clinic. If a student needs to go to the clinic during lunch they should obtain one from an Administrator located in the Cafeteria.

STUDENT DRIVERS BEING CHECKED OUT THROUGH THE CLINIC WITH COMPLAINTS OF HEADACHES, MIGRAINES, VOMITING, FEELING DIZZY OR LIGHTHEADED, EYE CONCERNS, FEVER OVER 100.7, PAIN OR AN INJURY WILL NOT BE ALLOWED TO DRIVE THEMSELVES HOME. A PARENT/GUARDIAN OR DESIGNATED EMERGENCY CONTACT (ON FILE WITH THE SCHOOL) WILL BE REQUIRED TO COME AND PICK UP THE STUDENT.

*** NO EXCEPTIONS WILL BE MADE TO THIS POLICY***

CCSD REGULATION JLCD

MEDICATIONS

A school employee or trained clinic worker will, with written permission from the child's parent/guardian, assist the child in taking prescribed medication. Prescription drugs must be kept in the clinic in the original container, bear the name of the patient (student), the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription.

Controlled medications (ADD, ADHD, Pain medications) must be brought to the clinic by a parent/guardian. Students are not allowed to bring these medications to school themselves. They must be in the original container, bear the name of the patient (student), the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription. Students who are found with these or other Controlled Substances will be found in violation of Administrative Rule JICDA-H.

QUESTIONS AND ANSWERS MEDICATIONS AND HEALTH CARE AT SCHOOL

1. Does the school provide medications?

No, the school does not provide medication. Medication must be brought to the school clinic by the parent/guardian. An "Authorization to Give Medication" Form JLCD-2 must be completed and filed with the School Clinic.

2. May the parent/guardian bring and give medications to their student?

Yes, a parent/guardian may come to school and give their child medication. They should come to the school clinic where the student will be called from class.

3. Where can I find authorization forms?

Authorization forms are found in the school clinic, or online. To find forms online go to www.cobbk12.org. Locate "General Info", and then click on "Student Health Services". Left hand side of page Click on "My Student Needs Medicine at School". Print and complete Authorization form and return to clinic along with the medication.

4. Why do medications have to be in the original container?

The original container provides information from the manufacturer about over-the-counter medications, including the name of the medication, the proper dose, how the medication should be given, how often the medication can be given, possible side effects, and when the medication is no longer effective (an expiration date).

The original prescription container includes the name of the medication, the patient's name, the prescribing licensed health care provider, the proper dose, how and when it should be given, how long the medication should be given, when the medication expires, and the pharmacy where purchased. All of this information is necessary for the School Nurse to administer medication in a safe manner.

5. What if my child's medication or dosage changes?

Parents/guardians must inform the School Nurse of any medication changes. New medication or different doses will not be given unless the parent completes a new medication form. The information on the prescription bottle label must match the new consent form.

6. May my child carry over-the-counter medication at school?

High school students may carry any over-the-counter medication and do not need to complete an "Authorization to Carry Over-the-Counter Medication." Students may not share any medication, whether over the counter or prescription, with others. Doing so could be a violation of the Student Code of Conduct and could also result in the student losing his/her privilege of carrying medication on his/her person.

7. Can my child take herbal medication at school?

No. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.

8. Can my child carry his asthma inhaler at school?

Yes, students may carry inhalers, Epipens or insulin with a completed "Authorization to Carry Prescription Medication" Form JLCD-10 on file in the clinic.

9. Why is there a place for the health care provider to sign the authorization form for my child to carry their inhaler at school?

The health care provider's signature indicates that your child has been instructed on the proper use of their inhaler and that your child is responsible for administering it to himself/herself without supervision. The form can be faxed to the health care provider and then faxed back to the School Nurse.

10. Why do I have to have a prescription label on the inhaler?

The prescription on the inhaler includes the child's name, how often it is to be used and what dose is appropriate for your child. It is difficult to keep the label directly on the inhaler. You can write your child's name on the inhaler and bring the labeled prescription box to the clinic.

11. If I give my child Tylenol for a fever, can I still send them to school?

If the fever is more than 100.9 degrees F before you give them Tylenol, then your child cannot come to school. Your child may return to school when his/her temperature is below 101 degrees F without Tylenol or any other fever reducing medication for 24 hours, if s/he feels well and is not showing any signs of illness.

12. If I give my child Tylenol for aches and pains can I still send them to school?

Your child is welcome at school while taking Tylenol and any other over-the-counter medication for an injury, dental work, etc. However, if the medication is for a sore throat, earache or flu like symptoms, please keep them at home.

13. If I treat my child for lice can I send them back to school the same day?

Yes. Please bring your child free of live lice back to the School Nurse to be rechecked.

14. Why do I have to bring in a box top to verify lice treatment?

A box top from the product provides the School Nurse with the type of treatment that was used and confirms that treatment was provided for the child since a prescription is not necessary for treatment of head lice.

15. How much time do I have to get to the school if the nurse calls me to pick up my child because he's sick?

You, or a person you designate, should arrive within one hour of being called. Most school clinics have an area where your child can rest for a short period of time. You, or a person you designate(that is on the Emergency Contact form at the school), must arrive within 15 minutes if your child has a fever of 104 degrees F or higher. Otherwise, 911 will be called.

16. What happens to my child's medication at the end of the school year?

All medications not picked-up by parents/guardians by the last day of school will be destroyed.

17. Why should my child take the first dose of new medication at home?

We want your student back to school as soon as possible after an illness, diagnosis or medication change. It is for

the safety of your student that you observe him/her for any unsuspected reactions to a new medication and report it to the prescribing licensed health care provider.

18. How can my child get an elevator key if they are unable to use the stairs?

Elevator keys can be obtained through the school clinic. Documentation signed by the physician will be needed with the diagnosis and length of time that the student to use the elevator. Until the documentation and be obtained the key will be issued on a daily basis.

19. How can I add people to my Emergency Contact List to pick up my child?

Parents/guardians may add names to the Emergency Contact List as needed. This may be done at the school clinic. Picture ID must be shown. The person being added to the contact list must be at least 18 years of age.

MEDIA CENTER

MEDIA CENTER HOURS

Hillgrove Media Center hours are 7:30 a.m. – 3:30 p.m. on Monday, Wednesday and Friday and 7:30 a.m. - 5:00 p.m. on most Tuesdays and Thursdays. Students are encouraged to use the Media Center before and after school for research and individual study. Passes are required for students to use the Media Center during class periods or at lunch. Students who wish to use the Media Center during their lunch period can get a pass from Media Center staff before school or from a teacher or administrator.

CHECKOUT PROCEDURES

Students may check out up to ten books for a four-week period. Checkouts may be renewed. Reference books and

flash drives may be checked out at the end of the school day for overnight use and must be returned before the start of the next school day.

Fines may be charged for overdue books (\$.10 per day for regular books and magazines, \$1.00 per day for reference books and flash drives). Students are responsible for lost or damaged materials. Students may not check out additional items until all overdue items and fines are cleared.

ONLINE MEDIA CENTER INFORMATION

The Hillgrove Media Center maintains an online catalog of books and other materials called *Destiny* and the *Gale Virtual Reference Library*, a collection of books in electronic format. In addition, the Hillgrove Media Center blog provides convenient links to the *Cobb Virtual Library* databases and access to GALILEO, and instructional resources most often used by our teachers and students. From on-campus computers, double click on the *Destiny* icon on the student login launcher to access the online catalog, the electronic book collection, *Cobb Virtual Library*, the Hillgrove Media Center blog, the Hillgrove NoodleBib citation generator site, and other resources. Off campus, *Cobb Virtual Library* and then Hillgrove's *Destiny* homepage can be reached at <http://www.cobbk12.org/librarymedia/Resources/CVL/>. Off campus use requires passwords intended only for Hillgrove students and staff that are available from the media specialists.

TECHNOLOGY USE

Media Center computers are provided for school assignments. Individual students may use the computers any time during regular hours, except when they are reserved for use by classes. All patrons must abide by the school district's policies and regulations regarding the use of technology. In accordance with the CCSD Administrative Rule IFBGA, all school computer use must be related to the student's course work. No chat rooms, internet surfing, or email access is allowed without prior permission and direct supervision by the student's teacher or a media specialist.

HOME-SCHOOL COMMUNICATIONS

EDULINK

The school will utilize the Edulink system to forward general telephone information to parents/guardians. Parents/guardians are encouraged to access the school website for curricular and extra-curricular information.

SCHOOL WEBSITE

Students and parent/guardians are encouraged to check the Hillgrove High School Web site often. You may access the Hillgrove website through the CCSD website at <http://www.cobbk12.org>.

COMMUNICATION (HOME/SCHOOL)

CCSD Administrative Rule IHAC recognizes that effective communication between the school and the home is essential to the success of students. The CCSD further recognizes that the delivery of information to the home is a responsibility that must be shared by school personnel and students. Parents should provide valid daytime contact numbers. Students in grades 9-12 are expected to transmit written notes, messages, deficiencies, report cards, and other documents between the school and their parents/guardians. School personnel shall be responsible for making reasonable effort in the communication process, including e-mail, written messages, and telephone calls and messages, to bring particular attention to situations where the educational welfare of students may be in jeopardy. However, school personnel shall not be held responsible for student problems that develop from the refusal of students to transmit messages from the school to the home. Progress reports/report card dates are listed on page two in this handbook.

The Hillgrove administration strongly encourages students and parents to communicate their concerns to teachers as soon as a problem becomes evident. If a student has a

concern or a problem in a class, the student should follow these steps to resolve the issue:

The student should schedule a meeting with the teacher. If the issue is not resolved, the student and parent/guardian should schedule an appointment with the teacher.

If the problem persists, the parent/guardian and teacher should schedule an appointment with the appropriate counselor/administrator. At any time, parents/guardians may access their student's grades through Pinnacle Internet Viewer (PIV), an online report. For information on Pinnacle Internet Viewer (PIV), contact the counseling department.

SCHOOL PROCEDURES

BUS CONDUCT/TRANSPORTATION

Maintaining proper conduct while on the school bus is the responsibility of the student. Students will observe the same code of conduct as they would on the school campus. Serious or continued misconduct will result in disciplinary action and may include suspension from the bus. Students must board the bus at their assigned bus stop.

In accordance with CCSD policy, students may be transported from and returned to their residences only. Students who need to ride a bus other than their assigned bus must bring a note from a parent/guardian. This note must be turned into attendance before 12:00 P. M. on the day the change is needed. The note must contain contact numbers where the parent/guardian can be contacted by the school. In addition to the contact numbers of the parent/guardian, the following information should also be included: student's name, date of change, and the name of the student where the rider will be a guest. If parent/guardian cannot be reached, the student may not change buses. No passes will be issued at dismissal. Students may not ride a middle school or elementary school bus to or from school. If a bus is late to school, students will be given a late bus pass. You must give this pass to your teacher when you enter class.

CAFETERIA/LUNCH PERIOD

Hillgrove High School's cafeteria uses a computer system that allows parents to pay in advance for student lunches. Students must memorize their Cobb County ID number (six digits). This is not the student's Social Security Number. Students can deposit money in their accounts any time. Students should not share ID numbers with any other student. Extra food will be sold as cash only sales. The price of a student lunch is \$1.85 (subject to change). Additional milk may be purchased for \$.50. Students may apply for free or reduced lunches on the application form given to them in their student folders, or from the lunchroom staff. This form should be returned to the lunchroom manager. During lunch students should stay in the cafeteria, the courtyard, or the student patio. Parents may monitor their students' lunch purchases at www.mealpay.com

Students are expected to display **appropriate behavior** in the cafeteria. Students must attend lunch. They may eat in the cafeteria, the courtyard, or on the student patio.

These guidelines should be followed:

- Do not cut in line.
- Dispose of trash in garbage cans.
- Do not take food or drinks outside the cafeteria and lunch area.
- Do not leave the campus during lunch.

Applications for free and reduced priced lunches are accepted any time during the school year. Applications are available through the cafeteria manager. Students will follow procedures as instructed by dining hall staff.

ELECTRONIC COMMUNICATION DEVICES

Students shall not use, display, or turn on communication pagers, cellular phones, or other electronic communication devices during the regular school day (including instructional class time, class change time, or lunch). No such devices may be used at any time on school-operated vehicles, including buses. These devices (seen or heard) will be confiscated and kept for a minimum of 24 hours by

the grade level administrator and released only to a parent or guardian at the administrator's convenience. Students who violate this policy will be subject to disciplinary action.

Personal items such as headphones, electronic music devices, electronic games, and any type of communication devices may not be used or displayed at any time by students during the school day. These items will be confiscated if visible during the school day, and they will be released only to a parent/guardian at the administrator's convenience. Students should not bring large sums of cash to school. When you bring large sums of cash and electronic devices to school, you become a target of thieves. The school day begins when students arrive on campus.

Office phones may be used for emergencies and with the permission of adult office personnel only. Cell phones should not be seen or heard at school. Students should report to a teacher, a counselor, or the clinic for emergencies that require the use of a telephone.

EMERGENCY DRILLS

Fire drills will be held monthly. The warning is a continuous ringing of the fire alarm. Students are expected to quietly file out of the building to a designated area. Take cover and drop drills will also be conducted periodically. Students must remain quiet and comply with their teacher's directions.

FEES AND FINES

Students having outstanding financial obligations will not be issued textbooks to begin a new semester until payment to the school has been made. All fees and fines must be paid prior to students withdrawing or graduating from Hillgrove High school. A student's final transcript will not be released unless all fees and fines have been reconciled.

FIELD TRIPS/PERSONAL FIELD TRIPS

Any time a student leaves campus on an official school trip, signed parental consent must be given. If the trip causes a student to miss another class, it is the student's

responsibility to secure that teacher's permission and arrange for any make-up assignments to be completed by the specified date.

Recognizing that parents may desire to take students on a non-school sponsored trip, the administration does not want to penalize a student who might be able to avail him/herself of an educational experience outside the classroom. In compliance with state regulations, the administration must consider such absences as "unexcused," but students can make up their work upon return. This provision can be offered only to students who request such approval at least five days prior to the proposed absence. Written requests should be turned into the pupil personnel clerk in the attendance office. Students will then be notified of acceptance or denial of his request.

HALL PASSES

Students who leave a class for any reason are responsible for asking their teacher to sign a pass. The pass should include the date, time, and destination. Students who wish to leave the cafeteria during lunch to work in the Media center must present a pass from the Media Center or from their lunch period teacher to the administrator on lunch duty. Students should obtain this pass before coming to the cafeteria.

LOCKERS

A. Students will be assigned lockers during the first week of school. Students should not share lockers or combinations.

B. The right is reserved to search a school locker when there is reason to believe a school violation has occurred and at the end of each semester. All lockers are subject to inspection and search by school officials as provided by law. There will be random locker searches.

C. Students should not go to their lockers during any class period or during lunch period without a written pass signed by a faculty member.

D. The school is not responsible for items taken from a locker. If students have problems with their lockers, they should report the problem to the proper administrator.

E. Students should secure all possessions before leaving the locker room for P.E.

F. No obscene pictures, or illegal substance-oriented pictures, slogans, etc. may be placed inside lockers or on the doors. A student will be held responsible for any extraordinary measures needed to clean an assigned locker at the end of the year.

LOST AND FOUND

Students who misplace personal belongings during the school day should see the receptionist in the main office during non-instructional hours.

PARKING/AUTOMOBILES – FEES AND POLICIES

Each student who chooses to park a vehicle at Hillgrove must purchase a \$50.00 per semester parking permit. The CCSD Public Parking Permit Application and Vehicle Registration Form (12-92) will be used to advise students and parents of rules and regulations.

One day parking will be limited to 7 days per semester, and is subject to the same rules and regulations as stated on the Parking Permit Application.

Parking and traffic violations on campus shall be subject to the following:

1. Fines for minor violations will range from \$10.00 to \$35.00 and must be paid in the main office.
2. The speed limit anywhere on campus is 10 M.P.H.
3. As stated on the Parking Permit Application form, fines not paid the following school day will be assessed an additional \$1.00 per day up to

\$10.00. At that time, further disciplinary action will be taken, up to but not limited to Saturday School or ISS.

- 4. Discipline will not reduce the amount of the fine.**
- 5. Moving violations are subject to state traffic citations.**

Students may have their parking privilege revoked or suspended. Vehicles may be towed at the owner's expense. Parking privileges will be revoked after six unexcused tardies to school, or the student leaves campus without permission. In such cases, no part of the parking fee will be refunded.

The driver/owner of any vehicle will be responsible for the use of his vehicle while on campus, and subsequently for a violation of the rules and regulations by persons other than himself if the offense is committed with/or in his vehicle. Vehicle owners who utilize the school parking facility agree to maintain adequate liability insurance, and must have proof of insurance available at all times. The CCSD shall not be responsible for any losses or damages to the property of users of its facilities, including loss due to bodily injury. Emergency parking is available at \$1.00 per day. Payment should be made to the bookkeeper on the day prior to anticipated use.

Students may go to their cars during the school day with a pass from an administrator.

The right is reserved to search an automobile when there is reason to believe a violation of school regulations has occurred. If a student's vehicle is vandalized, or if students have articles stolen from their vehicles, a report to the campus officer should be made immediately. A written stolen property report should also be completed. A report will be filed with the Cobb County Police Department.

TEXTBOOKS

Students are responsible for returning textbooks in the same condition as issued. If a book is not returned or is damaged beyond use, the student will be charged the cost of the book. Minor damage will be assessed at 25% of book cost and major damages at 50% of book cost. No books for subsequent semesters will be issued until all book fines are paid. It is the student's responsibility to clear all fines.

VENDING MACHINES

Vending machines available for student use are located throughout the school. Students should dispose of all trash in an appropriate manner. No food or beverages are allowed in classrooms.

VISITORS

Only those who have legitimate school business may visit the Hillgrove campus. Visitors must register at Admin I immediately upon arrival. Parents are always welcome to visit and are reminded to register in the main office as soon as they enter the school. Parents are welcome to visit classes and are reminded to make arrangements to visit a class through the guidance office at least one day in advance. However, they must make appointments to see the teachers, administration or counselors. Instructional time will not be interrupted for conferences.

(According to CCSD Policy JV)

All persons wishing to visit a Cobb County School must contact the school principal, or his/her designee prior to, or immediately upon entry of school property. The persons must obtain written permission to visit any part of the school. The principal may grant permission at his discretion in accordance with school operations. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing, and may subject visitors to criminal prosecution under the laws of the State of Georgia. A student or employee may not have an unauthorized visitor in class.

Legal Reference: OCGA 20-2-50; 20-2-57; 20-2-59

STUDENT ACTIVITIES

ATHLETIC/EXTRACURRICULAR ACTIVITIES

Students are encouraged to take an active part in student clubs and organizations. Hillgrove High School offers a wide variety of clubs. All organizations must be approved by the principal and sponsored by a faculty member. A staff member must be present at all meetings and activities. All club activities, including fundraisers, must be scheduled with the administrator at least two weeks prior to the event.

CONDUCT AT ATHLETIC EVENTS

Good sportsmanship is important to Hillgrove's athletic program. As a spectator, a student represents Hillgrove as much as the athletes do and is responsible for much of the school's reputation. Support the team enthusiastically but with consideration for the other team's players and fans. Applaud fine play and good sportsmanship by both teams. Remember that extracurricular activities are an extension of the school day, and student conduct must comply with all school behavior policies.

ELIGIBILITY

State Board Policy and CCSD Policy require that students who participate in extracurricular activities meet certain eligibility requirements.

To be eligible for participation, a student must:

1. Pass three subjects (three Carnegie units) the semester preceding participation;
2. Be enrolled in at least 3 classes which offer credit toward graduation;
3. Be on-track for graduation as follows:
Earned 5 units at the beginning of the 2nd year;
Earned 10 units at the beginning of the 3rd year;
Earned 16 units at the beginning of the 4th year.

GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation in interscholastic/extracurricular activities in public schools is a privilege. Students will be required to sign a Hillgrove High School Conduct Statement and Drug/Alcohol Statement (see Policy JJICA Policy addendum). Eligibility requirements are set by the state, and all students involved in any GHSА-sponsored extracurricular activity must meet state requirements. The State Board of Education in an effort to encourage students to stay on track for their graduation requirements has adopted a policy that regulates student participation in activities.

Additionally, students who participate in extracurricular activities are expected to display exemplary behavior. Students who are involved in extracurricular activities enjoy high visibility and serve as role models for younger students in our school. Therefore, Hillgrove High School expects its students to act in accordance with their positions as representatives of the school at all on-campus and off-campus activities. Chronic and /or severe discipline problems will result in students being ineligible to serve as a class officer an officer in an extracurricular club. Athletes may be removed from the team. A student who uses or possesses illegal drugs, or alcohol, on, or off school property, shall be suspended from interscholastic/extracurricular activities in compliance with CCSD Administrative Rule JJICA. A student who is arrested for or charged with, a misdemeanor involving moral turpitude, or a felony shall be automatically suspended from interscholastic/extracurricular activities. The student shall remain suspended from these activities until such time as the matter is resolved in favor of the student.

STUDENT ATHLETES: CCSD: JHEA ACADEMIC STANDARDS

The CCSD recognizes the significance of extracurricular activities at the high school level. In order to assure that

students' participation in these activities is in line with their progress toward high school graduation, the following standards shall be observed for student participation in all high school extracurricular activities. (For the purpose of this policy, extracurricular activities include athletic and competitive teams sanctioned by the GHSA including cheerleading, debate and one-act plays.)

A. Students must meet all academic eligibility requirements as outlined under "Guidelines for Participation in Extracurricular Activities."

B. Students who wish to participate on an athletic team must have a physical exam performed by a licensed physician prior to participation. This exam must be dated from the preceding school year. Completed physical exam forms should be turned in to the athletic director. Students must also submit proof of adequate insurance coverage.

C. Students are not eligible to participate in a GHSA-sanctioned activity after their eighth semester in high school.

DRUG/ALCOHOL POLICY FOR INVOLVEMENT IN EXTRACURRICULAR ACTIVITIES

In order to provide consistency and fairness in dealing with students involved in extracurricular activities who violate the Drug and Alcohol Policy, CCSD Administrative Rule JJICA will be followed. Students who are participating in any athletic program may be dismissed by their coach, if they have been involved in substance use.

2008-2009 ATHLETIC TEAMS AT HILLGROVE HIGH SCHOOL

Baseball
Cheerleading
Football
Lacrosse
Softball/Fastpitch
Tennis
Volleyball

Basketball
Cross Country
Golf
Soccer
Swimming
Track
Wrestling

FUNDRAISING AND SOCIAL FUNCTIONS

All fundraising activities must be requested in writing and approved by administration. No sales may take place during class time. School regulations and disciplinary actions apply to all extracurricular functions. All special events must be approved and scheduled at least two weeks in advance.

INSURANCE

All fundraising activities must be requested in writing and approved by administration. No sales may take place during class time. School regulations and disciplinary actions apply to all extracurricular functions. All special events must be approved and scheduled at least two weeks in advance.

STUDENT EVENTS

All Hillgrove High School student events, which include extracurricular, athletic, or other school events, must be approved by the administration. All events must be chaperoned by a Hillgrove High School faculty member. Only presently enrolled students and their approved guests may attend. Appropriate school rules of conduct are in effect even though the event may be off-campus and after-hours.

STUDENT RECOGNITION

It is the goal of Hillgrove High School to recognize outstanding students who excel academically, maintain excellent attendance and who display exemplary character. Such students will be honored through various programs:

- National Beta Club - Students are selected for membership in the fall of a student's sophomore year. Criteria for membership include a 3.5 grade point average (GPA); fifteen (15) hours of community service; and display of the ideals of leadership, character, and honor. Certain disciplinary offenses, occurring at any time during a student's high school career may exclude him/her

from consideration. These include, but are not limited to the following: academic dishonesty, insubordination, skipping/truancy, fighting, forgery, and other inappropriate actions leading to In-School Suspension (ISS) or Out-of-School Suspension (OSS).

- **National Honor Society** - This national organization recognizes and encourages academic achievement while striving for ideals in leadership, character, honor, and service. Students are selected for membership in the spring of their junior year on the basis of grade point average (GPA), character, and participation in extracurricular activities. The GPA requirement is a 3.75. Certain disciplinary offenses, occurring at any time during a student's high school career, may exclude him/her from consideration. These include, but are not limited to the following: academic dishonesty, insubordination, skipping/truancy, fighting, forgery, and other inappropriate actions leading to In-School Suspension (ISS) or Out-of-School Suspension (OSS).
- **Who's Who Recognition** – The top 10% of the graduating Senior Class is recognized with this most prestigious honor. Seniors are scored on three criteria: grade point average (GPA); participation in extracurricular activities; and popular vote by the Senior Class.

YEARBOOK SALES

The Aviairy can be ordered during the fall ordering period. Order forms are available from and payments may be made to the Yearbook sponsor. Additional information regarding yearbooks, order dates, senior pictures, senior credits, and other important details will be communicated to students at the beginning of the school year as well as posted on the school website throughout the year.

STUDENT BEHAVIOR EXPECTATIONS

EXPECTATIONS FOR BEHAVIOR

The faculty and students at Hillgrove are a community of people working together. In order to accomplish our goals, we must treat each other with mutual respect and adhere to established expectations of behavior.

BEHAVIOR IN THE CLASSROOM - Students are expected to arrive for class on time, remain attentive, be respectful, and stay on-task throughout the entire class period. The expectations listed below ensure that the classroom atmosphere remains conducive to learning.

I. Show respect for your teachers and other students:

- Be on time for school and class.
- Do not interrupt instruction (beating on desks, humming, singing, blurting out, talking to others during instruction, making other inappropriate noises or gestures.)
- Ask permission to leave your seat.
- Keep your head up during instruction and remain attentive. Do not sleep in class.
- Leave the personal belongings of others alone.
- Respect the opinions of others by avoiding inappropriate personal attacks.

II. Show respect for school property and the classroom environment:

- Dress appropriately for school (see Dress Code).
- Keep headphones, all electronic entertainment, and communication devices in your locker or at home.
- Do not deface desks, bulletin boards or walls.
- Do not bring food or drink into any classroom.

III. Follow all classroom rules outlined by your teacher.

BEHAVIOR IN THE CAFETERIA – (See page 44)

BEHAVIOR IN ASSEMBLIES/PEP RALLIES - Appropriate behavior is expected at all special activities including

assemblies and pep rallies. Any student who displays inappropriate behavior will be removed from the activity and referred to an administrator. Discipline will include loss of the privilege to attend future assemblies/pep rallies.

CHEATING POLICY

The following are considered scholastic dishonesty in schoolwork and will be disciplined:

- A. Taking information of any form into a test situation for the purpose of responding to test items.
- B. Plagiarism – Using the ideas or words of others without proper documentation.
- C. Copying the work of others when the copied material will count as part of the semester grade. This includes the copying of computer disks and files.
- D. Communicating test information to others in or out of class.
- E. Use or display a cell phone during testing.
- F. Taking test questions (complete tests, answer key, teacher’s edition) to provide assistance in later test situations.
- G. Selling, buying, or using papers written by another party.

Disciplinary procedures for cheating will include the following:

- 1. Individual teacher handles situations A, B, C, D, and E above.
- 2. Mandatory actions by teachers will include the following
 - Assignment of a zero for that particular grade
 - Teacher/student conference
 - Parent notification
 - Misconduct form to be filed in student’s disciplinary file

Teachers will refer situations F and G to the appropriate Administrator.

Disciplinary action will include the following:

- 1. Assignment of a zero for that particular grade

2. Student/Administrator conference
3. Teacher/ Parent conference
4. Minimum assignment to ISS for a minimum of two days
5. Membership in any honor society (i.e. Beta Club, NHS, etc.) shall be revoked for a student violating this policy.

Once a cheating incident has occurred and the teacher has discussed the matter with the student, the teacher should refer the student to the appropriate administrator, so that it can be determined if a previous cheating incident has occurred. After the first offense, all subsequent offenses must be directed immediately to the appropriate administrator for action. The National Honor Society and other organizations do not allow membership by students who have cheated. Incidents of cheating are cumulative over the student's high school enrollment.

DRESS CODE

It is expected that every student will maintain the level of personal hygiene and safety necessary to ensure a healthy school environment and will refrain from any mode of dress which is distracting to classroom instruction or which contributes to the disruption of the normal function of the school.

Hillgrove High School complies with the Dress Code of CCSD.

The following types of clothing are considered inappropriate at Hillgrove:

1. Shorts and skirts that are too short: Note: Style and material may make certain garments inappropriate even at appropriate length.
2. Pajamas, boxer shorts, slippers and cut-off sweat pants.
3. Spandex shorts or leggings worn alone, or without a garment of appropriate length.
4. Shirts or blouses that expose the midriff; "see-through" garments.
5. Clothing which advertises alcohol or substances that are illegal for minors or display suggestive phrases, designs, markings, or profanities.

6. Tank tops, strapless tops without wearing a jacket, and some thin, strapped tops when too much skin is exposed.
7. Shirts or blouses with elongated arm openings or opened in the front or sides without an undershirt.
8. Students are not to wear caps, hats, bandannas, sweat bands, or other head coverings during the school day. Upon arrival at school students should place these items in their lockers and take them out only when leaving the campus. Students who wear hats during the school day will have them confiscated.
9. Pants with holes in them, unfastened belts, exposed underwear.
10. Clothing that displays weapons, violence, gang affiliations, or other logos that cause dissension.
11. Chains are not allowed.

School officials will make the interpretation of what is acceptable dress. Students who are judged to be inappropriately dressed will be allowed to change clothes, to call parents for a change of clothes, or call for permission to go home to change clothes and return to school. Classes missed will be unexcused. Repeat offenses will result in disciplinary action.

DISCIPLINE PROCEDURES

The CCSD Manual of Administrative Rules will be included in a 2008 – 2009 Parent Information Guide given to each student along with the Student Handbook. Students, parents and guardians are encouraged to read this information carefully. The JICDA-H Student Code of Conduct will also be given to students during the first week of school.

Further information may be obtained at:

<http://www.cobbk12.org/centraloffice/adminrules/indexhtm>

DISCIPLINARY MEASURES FOR GENERAL MISCONDUCT

Parents may also find the JICDA-H Student Code of Conduct online at www.cobbk12.org. Disciplinary actions taken for misconduct are progressive in nature and will be determined by the appropriate administrator based on the circumstances of the specific infraction and the student's previous disciplinary conduct. If a student is in the company of someone who is in violation of a behavioral policy, that student may be treated as if she/he is in violation of the policy. These rules apply 24/7, 365 days a year when/where a Hillgrove student represents Hillgrove, or on school property. A general guideline of disciplinary actions follows. These rules are found at www.cobbk12.org under Administrative Rule JICDA-H.

DISCIPLINARY OPTIONS

Teacher Detention - During the first days of a semester, every student will receive oral and written orientation procedures from teachers regarding detention policies. Each teacher may have his own guidelines, and it is the student's responsibility to abide individual teacher detention rules. Failure to serve a teacher detention will result in referral to an administrator. Administrative detention, Saturday School or In School Suspension may be given to the student who fails to serve a teacher assigned detention.

Administrative Detention - Administrative detention is held Monday, Tuesday, Thursday, and Friday from 7:30 A. M. to 8:15 A.M., as well as Wednesday afternoon from 3:30 P. M. to 4:15 P. M. Transportation is the responsibility of the student.

Saturday School - As a consequence of inappropriate student behavior, a local school may exercise the option of Saturday School for certain offenses. Implementation of this policy is governed by administrative regulations. A student assigned to Saturday School must report to the front lobby of the school by 7:50 A.M. with the Saturday School contract signed by a parent. No student will be permitted to enter Saturday School after 8:00 A.M. He/she must also bring books and materials for four hours of work.

Failure to attend Saturday School will result in two days Out-of-School Suspension.

In-School Suspension - In-School Suspension has been established as a measure to keep students in school while they are being disciplined for serious offenses. Strict state and county policies govern the ISS program. The student is made aware of these policies prior to his reporting to ISS. Students are given the opportunity to obtain all class assignments before entering the ISS program. Assigned work must be returned to the teachers on the first day the student is back in class or no credit will be granted. Students cannot participate in school activities such as athletic events, club competitions, drama, band chorus, or orchestra performances during days serving ISS.

Out-of School Suspension - Suspension is a very serious disciplinary action. It is the strongest statement the local school makes in expressing disapproval of misbehavior. Suspended students will be permitted to make up their work. All work will be due the day the student returns from suspension. Suspended students are not permitted to participate in or attend any extracurricular events.

STUDENT SEARCHES

Administrative Rule JIH

The CCSD endeavors to provide a safe and secure environment for all students. The CCSD authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner that ensures that students are not arbitrarily stripped of personal privacy. The principal of each school or his authorized representative possesses the authority to conduct inspections of students' lockers, articles carried upon their persons and vehicles. Such searches shall be based on a reasonable suspicion of the presence of deleterious items, but not limited to bombs, handguns, or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, hidden noisemakers and water guns.

In the event the search of a student's person, his personal possessions, his locker, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, local law enforcement authorities shall be notified so they may take appropriate action, in addition to administrative response

INAPPROPRIATE BEHAVIOR CONSEQUENCES/ INFRACTION GUIDELINES

- A. Possession of a Weapon (See Policy JICDA-H-Y).
Police will be involved for the above behavior.
- B. Drugs Alcohol – Possession or Consumption (Policy JICDA-H-A).
(1) – Minimum 10 days OSS
Police will be involved for the above behavior.
- C. Fighting (Recommendation for expulsion for any fight is possible.)
(1) – Five to ten days OSS/Parent conference
(2) – Ten days OSS; Referral to Central Alternative
Police will be involved for the above behavior. The students involved will be searched. Students will have 2 days of ISS upon their return to school.
- D. Threatening Faculty/Staff Member
(1) – Three to ten days OSS/parent conference.
(2) – Five to ten days OSS and possible referral to Central Alternative.
(3) – Recommendation for expulsion; referral to local law authorities.
Police will be involved for the above behaviors.
- E. Tobacco Possession or Use (Policy JCDAA)
(1) – Two days OSS.
(2) – Three days OSS.
(3) – Five days OSS.
Violations are cumulative throughout high school career.
- F. Stealing
(1) – Three days ISS (minor theft), 3-10 days OSS (major theft), with restitution.
(2) - or more severe cases – Five or more days OSS and referral to Central Alternative School.
- G. Tampering With or Destruction of School Property
(1) – Two to five days OSS and restitution.

- (2) – Five to ten days OSS and restitution; referral to Central Alternative School.
- H. **Violation of Dress Code**
 (1) – Students will be allowed to change clothes, to call for someone to bring a change of clothes, or call for permission to go home to change clothes and return to school. Classes missed will be unexcused. Students will be readmitted to class only with a pass from an Administrator. Students who do not change will be supervised in ISS for the remainder of the day.
 (2) – One-day Saturday School
 (3) – Two days ISS
- I. **Being On Another Campus during School Hours**
 (1) – Two days OSS
 (2) – Three days OSS
 (3) – Five days OSS
- J. **Inappropriate or Profane/Vulgar Language**
 In classroom setting – Three days ISS
 Directed at a student – Three to five days ISS
 Directed to staff member – Three to five days OSS
- K. **Possession/Use of Unauthorized Admit Slip**
 (1) – Two days ISS
 (2) – Three days ISS
- L. **Forgery or Use of Forged Notes**
 (1) – Two days ISS
 (2) – Five days ISS
- M. **Giving False Information To Staff Member**
 (1) – Saturday School
 (2) – Two days ISS (Giving false name)
 (3) – Three days ISS/required parent conference
- N. **Leaving Campus Without Permission**
 (1) – Two days ISS (parking revoked)
 (2) – Three days ISS
- O. **Cutting Class (without leaving campus)**
 (1)– One day Saturday school
 (2) – Two days ISS
 (3) – Three days ISS
- P. **Truancy**
 (1) – Two days ISS
 (2) – Three days ISS
 (3) –Four days ISS and referral to Social Worker
- Q. **Misuse of Hall Pass**
 (1) – Saturday School

- (2) – Two days ISS
- R. **Class Disruption**
(Behavior that disrupts the learning environment, e.g. inappropriate noises, talking during instruction, out of seat etc.,)
(1) – Detention assigned by the teacher. The teacher notifies the parent.
(2) – Detention/Saturday School
(3) – Two days ISS
- S. **Insubordination to Faculty/Staff (Rude, disrespectful behavior, (i.e., arguing, talking back, refusing to comply with a request, etc.)**
(1) – Two days ISS
(2) – Three days ISS
(3) – Three days OSS
- T. **Confrontation/Intimidation of another student**
(1) – Saturday School/ISS
(2) – Five days ISS
(3) – Three days OSS
(4) – Assignment to Central Alternative School
- U. **“Horseplay” – Physical Contact with Another Student which is Disruptive in Class/Hall/Cafeteria/Buses (i.e. slapping, wrestling, hitting, throwing objects, etc.)**
(1) – Saturday School
(2) – Two days ISS
(3) – Five days ISS
- V. **Bus Disruptions**
(1) – Administrator Warning/up to ten day’s suspension from bus
(2) – Two days ISS
- W. **Cafeteria disruption (including leaving trash)**
(1) – One day Saturday School
(2) – Two days ISS
- X. **Use of cell phone, CD player, headphones, and electronic music devices**
(1) – All items will be confiscated and held until retrieved by a parent or guardian.
(2) – Administrative Action/Detention
(3) – Saturday School or ISS
- Y. **Improper Check-In/Check-Out**
(1) – Saturday School
(2) – Two days ISS
(3) – Three days ISS

- Z. Public Display of Affection**
 - (1) – Conference with student and notify parents
 - (2) – Two days ISS – Notify parent
 - (3) – Three days OSS
- AA. Unexcused tardiness results in detention. Failure to serve detention:**
 - (1) – Saturday School
 - (2) – Two or more days ISS
- BB. Running from a School Official**
 - (1) – Three to ten days OSS
- CC. Sexual Harassment**
 - (1) – up to 10 days OSS
- DD. In a restricted Area (Definition: wrong place – wrong time)**
 - (1) – Saturday School
 - (2) – Three to five days ISS
- EE. Failure to give information to a Staff Member**
 - (1) – ISS to OSS
- FF. Gambling**
 - (1) – Three to five days ISS
 - (2) – Three to ten days OSS
- GG. Cheating (see page 55)**
(Violations are subject to administrative discretion.)

COMPLIANCE WITH FEDERAL/STATE NON-DISCRIMINATION POLICIES

Age Discrimination In Employment Act of 1967 (ADEA)
 Americans With Disabilities Act of 1990: Titles I, II, and III (ADA)

§ 504 of the Rehabilitation Act of 1973 (Section 504)
 Public Law 101-476 – Individuals With Disabilities Education Act (IDEA)

Discrimination on the basis of age, race, color, national origin, religion, sex, disability, and veteran status is prohibited in all CCSD programs and activities. Below is a list of individuals designated to handle inquiries regarding the District’s non-discrimination policies:

Facilities Accessibility (770)590-4518 **Director of Construction**
514 Glover St., Marietta, GA 30060

Title IX Student Issues (770)426-3340 **Director of Student Activities**
514 Glover St., Marietta, GA 30060

Title VI Student Issues (770)426-3304 **Asst. Superintendent, Policy and Planning**
514 Glover St., Marietta, GA 30060

Student Program (770)426-3573 **Asst. Superintendent, Special Services Accessibility**
514 Glover St., Marietta, GA 30060

Employee Issues (770)426-3543 **Diversity & Equal Employment Opportunity Manager**
514 Glover St., Marietta, GA 30060

Questions concerning policies and practices of an individual school in the Cobb County School System may be addressed to the building Principal, or to the Cobb County Board of Education, P. O. Box 1088, Marietta, GA 30061, (770) 426-3300.

Discrimination complaints may also be filed directly with:

<p>The Equal Employment Opportunity Commission Sam Nunn Atlanta St., SW, Ste 4R30 Atlanta, GA 30303</p>	<p>(404) 562-6800 Employees or applicants with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, age, or religion</p>
<p>U.S. Department of Education Atlanta Office For Civil Rights 61 Forsyth St., SW, Ste 19T70 Atlanta, GA 30303-3104</p>	<p>(404) 562-6350 Individuals with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, or age</p>

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Cobb County School District Administrative Rules

[Return to "J" Rules: Title](#) | [Return to "J" Rules: Index](#)

Student Activities: Interscholastic/Extracurricular Activities Code of Conduct	JJICA	8/10/05
<p>RATIONALE/OBJECTIVE:</p> <p>Participation in interscholastic/extracurricular activities in Cobb County School District (District) schools is a privilege. Students participating in these activities are considered to be school leaders. They are role models who represent their school and more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct. When students violate these high standards, the District may withdraw the privilege to participate in interscholastic/extracurricular activities.</p> <p>RULE:</p> <p>In addition to providing students with copies of Administrative Rule JICDA-E (Student Code of Conduct [Elementary School]) or JICDA-M (Student Code of Conduct [Middle School]), elementary and middle schools shall make participants in extracurricular activities aware of this Administrative Rule.</p> <p>In addition to providing students with copies of Administrative Rule JICDA-H (Student Code of Conduct [High School]), each high school shall provide written notification of this Administrative Rule to all participants in extracurricular activities.</p> <p>A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:</p> <p>A student who uses or possesses illegal drugs or alcohol on or off school property shall be suspended from interscholastic/extracurricular activities as follows:</p> <ul style="list-style-type: none"> • 1st Offense: <ul style="list-style-type: none"> ○ Minimum: Ten (10) school days suspension from extracurricular activities or seven (7) school days suspension from extracurricular activities with enrollment in the MACAD SUPER I Program. ○ Maximum: Suspension from extra-curricular activities for more than ten (10) school days up to one calendar year. Permanent suspension from 		

extracurricular activities is possible for serious offenses.

- 2nd Offense:
 - Minimum: Twenty (20) school days suspension from extracurricular activities and a recommendation for a diagnostic assessment for chemical dependency.
 - Maximum: Suspension from extra-curricular activities for more than twenty (20) school days up to one calendar year. Permanent suspension from extracurricular is possible for serious offenses.
- 3rd Offense:
 - Minimum: Suspension from extracurricular activities for one calendar year.
 - Maximum: Permanent suspension from extracurricular activities.

B. FELONY:

A student who is arrested for, or charged with a felony shall be automatically suspended from interscholastic/extracurricular activities. Additionally:

1. The student shall remain suspended from these activities until such time as the matter

is resolved in favor of the student.

2. These guidelines are intended as minimum consequences for the referenced behaviors.

Principals may adopt additional rules and regulations as they deem appropriate and necessary.

C. MISDEMEANORS INVOLVING MORAL TURPITUDE:

Generally, acts of moral turpitude include acts that are inherently immoral or dishonest. By way of example only, acts involving moral turpitude may include, but are not limited to, certain sexual offenses, certain thefts or takings, fraud, false reports, and the sale or distribution of illegal drugs or other substances. A student who is arrested for, or charged with, a misdemeanor involving moral turpitude shall be automatically suspended from interscholastic/extracurricular activities. Additionally:

1. The student shall remain suspended from these activities until such time as the matter

is resolved in favor of the student.

2. These guidelines are intended as minimum consequences for the referenced behaviors.

Principals may adopt additional rules and regulations as they deem appropriate and necessary.

D. OTHER OFFENSES:

A student who commits the following offenses may be suspended or permanently dismissed from the team or activity.

1. Use of tobacco.
2. Missing practice, rehearsal or activities (unless excused by the coach, teacher, or sponsor).
3. Truancy and/or skipping classes.
4. Acting in an unsportsmanlike manner when representing the school.
5. Leaving school without notifying the coach/teacher that he/she will not be at practice.
6. Violating curfew.
7. Any act at school or away from school, which results in any discipline by school administration.
8. Any act at school or away from school which, in the opinion of the Principal reflects in a negative manner on the school, athletic program, or activity.

Adopted: 9/28/00; 8/11/04

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05

