

# Student Handbook 2017 - 2018



***Deliberately  
Successful***

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<http://www.cobbk12.org/Hillgrove/>

## ***Message from the Principal***

Welcome to the 2017-2018 school year at Hillgrove High School!

It gives me great honor to join the Hawk family this year! It is evident that all of you have been held to high standards and have successfully delivered great results over the years academically and behaviorally. I believe that we should continue striving for a common mindset that focuses on supporting each other inside our school and outside in our community.

The continued success of all Hawks, collectively and independently, depends on the ability of all stakeholders supporting each as we work to achieve our goal of deliberate success. We expect our students to exemplify the highest standards not only in academics, but also in behavior and in the treatment of others. The great reputation and success of our school depends on consistent cooperation of the faculty, students and staff that aligns with excellence. We must strive to be the best in all we do—in academics, athletics, fine arts, and citizenship.

Please take some time to review this handbook thoroughly. Whether you are a new Hawk or a returning Hawk, you are responsible for knowing and living up to the standards and procedures that are in place to make sure Hillgrove continues its tradition of being a school of excellence.

I am proud to be the new Hawk principal and I know you will accomplish great things during the 2017-2018 school year. Know that I believe in you and I am here to support you. My door is always open for any student or parent questions or concerns. Go Hawks!

Angela Stewart, Ed. S.  
Hillgrove High School

## ***“Deliberately Successful”***

*The mission of Hillgrove High School is to provide all students 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.

## ***About This Handbook...***

The Hillgrove High Student 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-R)

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**

Angela Stewart..... Principal  
Lee Brooks .....Assistant Principal  
Sonya Cook .....Assistant Principal  
George Morgan .. Assistant Principal Supports & Services  
Jared Noblet .....Assistant Principal  
Samuel Sanford ..... Assistant Principal/Curriculum  
Sherri Thoroughman Assistant Principal/Athletic Director  
Jessica Tibbetts .....Assistant Principal

## **SCHOOL COUNSELORS**

Brent Shropshire .....Department Chair  
Heather Boyle  
Peggy Hurst  
Jacqueline Medley  
Rebecca Moore  
Mirna Wynn

## **DEPARTMENT CHAIRS**

Sylvia Spruill ..... English  
Christina MacIntyre ..... Mathematics  
Nicole Bisesi ..... Science  
Stefani Blackmon ..... Social Studies  
Andrea Radford..... Modern/Classical Languages  
David Doke ..... Fine Arts  
Allen Harris ..... Business/Career Technical  
Susan Milam .....Physical Education  
Annette Tucker..... Special Education

## **MEDIA SPECIALISTS**

Kelly Colvin ..... Media Specialist Department Chair  
Cindy Ford..... Media Specialist  
Patricia Tobias .....Media Paraprofessional

## **CLERICAL STAFF**

Beckham Sawyer ..... School Secretary  
Barbara Morgan ..... Front Office Clerk  
Connie Shelton ..... Pupil Discipline Clerk  
Debora Aylor ..... Pupil Personnel Clerk  
June Goodson.....Pupil Personnel Clerk  
Carol Hughes ..... Counseling Office Clerk  
Sherry Scott ..... Counseling Office Clerk  
Lisa Morrow ..... Athletics Clerk  
Kim Sides ..... Bookkeeper  
Latoshia  
Breazeale.....Bookkeeper  
Lisa Rine ..... CSIS Clerk

## **SUPPORT STAFF**

Penny Wizner ..... School Nurse  
Antoinette Frazier..... Social Worker  
Victoria Patrick ..... School Psychologist  
Alee McLean..... Head Custodian  
Majid Zand..... Cafeteria Manager  
Officer Algenon Wilson .....Campus Officer

# Bell Schedules

## REGULAR BELL SCHEDULE

Warning Bell	8:18 a.m.	
<b>Period 1</b>	<b>8:20-10:00 a.m.</b>	<i>100 min.</i>
Warning Bell	10:05 a.m.	
<b>Period 2</b>	<b>10:06-11:41 a.m.</b>	<i>95 min.</i>
Warning Bell	11:46 a.m.	
<b>Period 3</b>	<b>11:47-1:47 p.m.</b>	<i>120 min.</i>
Lunch A	11:47-12:17	Lunch C 12:47-1:17
Lunch B	12:17-12:47	Lunch D 1:17-1:47
Warning Bell	1:52 p.m.	
<i>Period 4</i>	<i>1:53-3:30 p.m.</i>	<i>97 min.</i>

## WEDNESDAY – HOMEROOM SCHEDULE

Warning Bell	8:18 a.m.	
<b>Period 1</b>	<b>8:20-9:51 a.m.</b>	<i>91 min.</i>
Warning Bell	9:56 a.m.	
<b>HOMEROOM</b>	<b>9:57-10:13 a.m.</b>	<i>16 min.</i>
Warning Bell	10:18 a.m.	
<b>Period 2</b>	<b>10:19-11:47 a.m.</b>	<i>88 min.</i>
Warning Bell	11:52 a.m.	
<b>Period 3</b>	<b>11:53-1:53 p.m.</b>	<i>120 min.</i>
Lunch A	11:53-12:23	Lunch C 12:53-1:23
Lunch B	12:23-12:53	Lunch D 1:23-1:53
Warning Bell	1:58 p.m.	
<b>Period 4</b>	<b>1:59-3:30 p.m.</b>	<i>91 min.</i>

**PEP RALLY (PM) BELL SCHEDULE**

Warning Bell	8:18 a.m.	
<b>Period 1</b>	<b>8:20-9:34 a.m.</b>	<b>74 min.</b>
Warning Bell	9:39 a.m.	
<b>Period 2</b>	<b>9:40-10:54 a.m.</b>	<b>74 min.</b>
Warning Bell	10:59 a.m.	
<b>Period 3</b>	<b>11:00-1:00 p.m.</b>	<b>120 min.</b>
Lunch A	11:00-11:30	Lunch C 11:00-12:30
Lunch B	11:30-12:00	Lunch D 12:30- 1:00
Warning Bell	1:05 p.m.	
<b>Period 4</b>	<b>1:06-2:20 p.m.</b>	<b>74 min.</b>
<b>PEP RALLY</b>	<b>2:20-3:30</b>	<b>70 min.</b>

**ASSEMBLY (AM) BELL SCHEDULE**

Warning Bell	8:18 a.m.	
<b>Period 1</b>	<b>8:20-9:34 a.m.</b>	<b>74 min.</b>
<b>ASSEMBLY</b>	<b>9:34-10:44 a.m.</b>	<b>70 min.</b>
Warning Bell	10:49 a.m.	
<b>Period 2</b>	<b>10:50-12:04 p.m.</b>	<b>74 min.</b>
Warning Bell	12:09 a.m.	
<b>Period 3</b>	<b>12:10-2:10 p.m.</b>	<b>120 min.</b>
Lunch A	12:10-12:40	Lunch C 1:10-1:40
Lunch B	12:40- 1:10	Lunch D 1:40-2:10
Warning Bell	2:15 p.m.	
<b>Period 4</b>	<b>2:16-3:30 p.m.</b>	<b>74 min.</b>

**EARLY RELEASE BELL SCHEDULE**

Warning Bell	8:18 a.m.	
<b>Period 1</b>	<b>8:20-9:03 a.m.</b>	<b>43 min.</b>
Warning Bell	9:08 a.m.	
<b>Period 2</b>	<b>9:09-9:52 a.m.</b>	<b>43 min.</b>
Warning Bell	9:57 a.m.	
<b>Period 3</b>	<b>9:58-10:41 a.m.</b>	<b>43 min.</b>
Warning Bell	10:46 a.m.	
<b>Period 4</b>	<b>10:47-11:30 a.m.</b>	<b>43 min.</b>



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## **ACADEMIC/OPERATIONAL STRUCTURES**

### **ADVISEMENT/HOMEROOM**

All students are assigned to grade-level advisement/homeroom groups which meet on Wednesday of each week between 1<sup>st</sup> and 2<sup>nd</sup> block. Students who are not scheduled in a face-to-face class during 1<sup>st</sup> block are still expected to report to homeroom each Wednesday.

The advisement process that takes place in the fall (11<sup>th</sup> grade students) and both fall and spring (9<sup>th</sup> 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 following an excused absence.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued every six weeks. 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:

### **1<sup>st</sup> Semester**

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

### **2<sup>nd</sup> Semester**

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

Conduct grades are given during each grading period and reported to parents on each progress report/report card. 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

**Note:** Parents and students may get current course grades as well as attendance information anytime through the Synergy ParentVUE and StudentVUE portal.

## GRADE POINT AVERAGE/QUALITY POINTS

A student's grade point average (GPA) is based on quality points awarded for each grade earned. All courses taken in high school impact the GPA whether the student passes or fails the course. Quality points are awarded as listed:

QUALITY POINTS		
Regular Courses	Honors Courses (see school registration forms)	Advanced Placement (AP), and college/University courses as described in Rule IDCH-R
		International Baccalaureate (IB) 4 <sup>th</sup> and 5 <sup>th</sup> Year Foreign Language Mathematics Courses: Multi-Variable Calculus Science Courses: Advanced Physics Robotics Advanced Genetics/DNA Research Advanced Scientific Internship Chemical and Material Science Engineering Advanced Scientific Research
A = 4 Quality Points	A = 4.5 Quality Points	A = 5 Quality Points
B = 3 Quality Points	B = 3.5 Quality Points	B = 4 Quality Points
C = 2 Quality Points	C = 2.5 Quality Points	C = 3 Quality Points
D = 1 Quality Points	D = 1.5 Quality Points	D = 2 Quality Points
F = 0 Quality Points	F = 0 Quality Points	F = 0 Quality Points

## HONOR ROLL

Students whose weighted GPA at the end of each academic year is 3.50-3.99 are placed on the Honor Roll. Students whose weighted GPA is 4.00 or higher are placed on the Principal's Honor Roll.

## HONOR GRADUATES

After the final computation of the grade point average, Honor Graduates shall be only students with a weighted GPA of 3.500 or higher.

## PROMOTION/GRADUATION REQUIREMENTS

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

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

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

To 12<sup>th</sup> grade: 16 units and entering 4th year in high school

The Cobb County Board of Education in conjunction with the Georgia State Board of Education offers one common set of high school graduation requirements for all students to earn a regular diploma. In order to receive a diploma, students must satisfy these minimum requirements:

SUBJECT	REQUIREMENTS
<b>English</b>	<b>4 units</b> , must include: 1 unit of 9 <sup>th</sup> grade Literature and 1 unit of American Literature or AP Language (Am Lit)
<b>Mathematics</b>	<b>4 units</b> : Algebra, Geometry, Algebra 2, and a fourth math credit (Pre-Calculus, AMDM, Statistical Reasoning, or AP Statistics)
<b>Science</b>	<b>4 units</b> ., 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 <sup>th</sup> science.
<b>Social Studies</b>	<b>3 units</b> , must include: 1 unit World History, 1 unit U. S. History, ½ unit American Government, ½ unit Principles of Economics
<b>Health/Physical Education</b>	½ unit Health ½ unit Personal Fitness
<b>Career, Technical, and Agricultural Ed and/or Fine Arts and/or World Language)</b>	<b>3 units</b> (any combination, although 3 CTAE units are recommended for a career pathway, and at least 2 units of the same foreign language is required for college admission)
<b>Electives</b>	<b>4 units</b>
<b>TOTAL UNITS</b>	<b>23 UNITS (Minimum)</b>

(CCSD Admin Rule IHF-R Graduation Requirements contains more detailed information and is available online.)

## **HOMEWORK**

Students are encouraged to check Synergy StudentVUE and individual teacher blogs daily regarding assignments. Parents can emphasize the importance of homework by asking about daily homework assignments and checking for completeness. Some assignments are long-range in nature and require planned study or media center 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.

## **COURSE 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**

The minimum day for seniors in the fourth year of school shall be limited to a reduction of one class period of the school day each semester. The remaining three instructional blocks must be scheduled in consecutive order. Students may NOT enroll in Minimum Day and either Mentorship or Work-Based Learning in the same semester. Seniors must be on track to graduate with their cohort to be eligible for Minimum Day. Seniors who choose minimum day must be off campus no later than five minutes after their last class. Failure to comply can result in administrative action. It is the minimum day student's responsibility to be aware of special scheduling (i.e. homeroom, early release days, assemblies, pep rallies).

Seniors considering the minimum day option should take into account their grades, transcript, and plans for post-secondary education. Ask yourself: "Does my transcript include all coursework and grades expected by colleges?" Most students could benefit by choosing to take additional academic courses to improve their GPA and transcript.



## **MENTORSHIP**

Mentorship is a class offered for juniors and seniors on track for graduation. This option provides students the opportunity to develop work place skills. Students must have a minimum 2.75 GPA, good attendance, minimum tardiness and must have no Saturday School, ISS, or OSS the previous semester. Students may only mentor twice in their high school career, and the class will count for elective credit. There are higher dress code and behavior expectations for mentorship students. Students who take this class should be dedicated to the office they are assigned and should represent Hillgrove High School in a professional and courteous manner.

## **WORK-BASED LEARNING PROGRAM**

WBL is a course that enables students to participate in a mentor-supervised, on-the-job training experience for career awareness and exploration. Students select a specific career field or industry's entry level job in which to participate. The Work-Based Programs Coordinator visits the job mentor to assess student performance and supervises the student in skill development. The student will maintain a portfolio containing records of weekly hours on the job, completed program participation forms and other required materials. Students may be placed in a paid or non-paid, mentor-supervised, on-the-job training experience.

All Work-Based Learning students must meet the following requirements:

1. Be on track to graduate (Junior or Senior)
2. 2.50 GPA or higher
3. Currently employed or have a paid or non-paid internship (must have placement by beginning of semester)
4. Placement must be relevant to career interests and course work (can include career courses, JROTC, fine arts, and core academic classes)
5. Must have transportation to and from work site
6. May NOT be enrolled in Minimum Day or Mentorship

## TESTING

### End-of-Course Assessments (Georgia Milestones)

High school students take an end-of-course assessment in courses designated by the State Board of Education. These courses are Algebra I, Geometry, 9th Grade Literature, American Literature, Economics, US History, Physical Science, and Biology. These assessments serve as the final exam for the course, and contribute 20% to the student's final course grade. Students who do not take the End-of-Course assessment receive a zero for the test. End-of-Course assessment scores are posted to transcripts.

### Final Exams

Comprehensive final exams are given at the end of each course (except courses that have an EOC assessment) 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 students/parents to make arrangements with class teachers to make up final exams.

### Final Exam Exemptions

Students may exempt two (2) final exams each semester provided they meet these requirements:

1. Grade of 90 or higher in the course
2. Three (3) or fewer absences in class (excused or unexcused)
3. No Saturday School, ISS, OSS, or Academic Dishonesty incidents for the semester
4. No exemption for NJROTC or EOC courses

**Note:** Final Exams in all AP course may be exempted by taking the Advanced Placement (AP) exam for that course.

### Advanced Placement Exams

Students enrolled in Advanced Placement courses are encouraged to take the AP Exam for that course. AP Exams will be administered from May 7-18, and are graded on a 1-5 point scale. Students who earn a score of 3 or higher on an AP exam may earn college credit. (Check with the colleges that interest you to see their AP score credit equivalencies.) Visit <https://apstudent.collegeboard.org/home> for add'l info.

### Testing Days

A student should have no more than two (2) major tests on one day. If a student has three tests on one day, then 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.

### **AFTER-SCHOOL TUTORIAL PROGRAM**

Hillgrove High School offers after-school tutoring for students needing assistance in English, Mathematics, Science, and Social Studies. The tutorial program meets on Tuesdays and Thursdays each week from 3:45 – 4:45 p.m. Students must be on time and bring the required materials needed for the tutorial session. Transportation is not provided for students participating in the tutoring program. Parents are responsible for transportation, and students are required to leave campus immediately following the tutoring session.

## **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, testing, tutors, school registration, and advisement may also be obtained in the Counseling Office. Students may stop in the Counseling Office to schedule an appointment with their counselor.

## **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**

The SAT (Scholastic Aptitude Test – [www.collegeboard.org](http://www.collegeboard.org)) and the ACT (American College Testing Assessment – [www.act.org](http://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 is available in the counseling office.

The PSAT/NMSQT is a preliminary SAT that all 10<sup>th</sup> grade students take in October at no charge. Juniors seeking to qualify for the National Merit Scholarship Program and freshmen who choose to take the PSAT for practice must register for the exam and pay the exam fee.

## **SCHEDULE CHANGES**

Students were given the opportunity to select their courses for next year during registration. Students also received a printed list of the courses they selected and were given an opportunity to change course selections. The master schedule was then created based on the students' course selections. As a result, requests for schedule changes will only be considered for scheduling errors.

## **DECEMBER GRADUATES**

Juniors who plan to graduate at the end of the 1st semester of their senior year must complete a December Grad form with their counselor prior to the end of their junior year.

## **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 November, 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 GAFutures.org for additional information.

## **SCHOOL SOCIAL WORKER**

Hillgrove's school social worker is housed in the Counseling Office. 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. Official copies are \$2.00. Official transcripts must be sealed by the guidance office. Some reasons a student would request an official transcripts are for 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 required to have a work permit to work may obtain one from the front office.

## **ATTENDANCE PROCEDURES**

### **ATTENDANCE OFFICE**

The Attendance Office is located in the front lobby of the school next to the Main Office (Admin 1). The office is open Monday - Friday 7:45 a.m. to 3:30 p.m.

### **ATTENDANCE RULES**

Hillgrove strongly encourages students to attend school daily. A student must be present one-half of his/her instructional day in order to be counted present for the day. 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.

In accordance with CCSD Administrative Rule JB-R the following are considered excused absences:

1. **Student Illness:** Students who are personally ill and whose attendance in school would endanger their health or the health of others
2. **Religious Holidays:** Students on recognized holidays observed by their faith which necessitate absence
3. **Family Illness/Death:** Students in whose immediate family there is a serious illness or death (Immediate family is defined as mother, father, siblings, grandparents, step-parents and legal guardian)
4. **Medical Appointments:** A doctor's note must be provided that includes student's name, date, & time
5. **Government:** Armed services pre-induction physical, court order, foster care proceedings, Page for Georgia General Assembly, active duty deployment, return, or leave from combat zone of a parent/guardian
6. **Inclement Weather:** Conditions, which render school attendance impossible or hazardous to the student's health or safety

Any other reason for a student to be late or absent will be considered "unexcused" including family or personal emergency, out-of-town, non-medical appointments (babysitting, driver's license, passports, etc), car trouble, power outage, over-sleeping, or missing the bus.

## **ABSENCE NOTES**

A letter written by a parent/guardian and/or licensed physician explaining the reason for the absence must be presented to the school on the date of return to school. Failure to submit a note to the attendance office within three school days after a student's return from an absence will result in the absence being marked as unexcused. Please write **full legal name** of the student and make sure all names and phone numbers are legible.

## **LATE ARRIVALS**

Students should avoid being late to school. If arrival at school is between 8:20 - 8:30 AM, students should obtain a tardy pass from one of the Late Arrival Stations. If arrival is after 8:30 AM, the student should report to the attendance office to sign in and receive an admit slip. Students will be assigned discipline consequences on every 4<sup>th</sup> unexcused tardy (whether to school or class). Parking privileges will be revoked on the 6<sup>th</sup> unexcused tardy to school.

## **CHECK-OUT/EARLY DISMISSAL**

A note written by the parent/guardian must be submitted to the attendance office prior to the start of school in order to receive permission to leave school early. 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. All notes will be verified. 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 pick up their dismissal pass between classes from the attendance office. The parent (or their designee) must come to the attendance office to pick up the student(s). If a student leaves without a dismissal pass, disciplinary action (failure to check-out properly) will be taken. 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 the same day, he/she must check-in through 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.

**All check-outs/check-ins are marked unexcused unless a parent or doctor's note is provided and the reason stated on the note is one that is considered excused.**

Where possible, parents are encouraged to schedule doctor's appointments for students after school hours. 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.

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: In certain circumstances, it may be necessary for administration to require a parent/guardian to check out his/her child in person. Students will be notified in advance if this policy becomes necessary.

### **CERTIFICATES OF SCHOOL ENROLLMENT/ TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)**

Legislation requires that local school systems issue Certificates of School Enrollment (DDS-1) to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. This legislation (TAADRA) applies to minors between the ages of 15 and 18. Certificates are issued through the attendance office with a 48-hour turn around. There is a \$2.00 processing fee (cash only-exact change please) for each certificate. During the school year, Certificates of School Enrollment are good for 30 days. During the summer, the DDS will accept certificates that are dated near the end of the school year.

For the purpose of reporting, a non-compliant student is one who has dropped out of school without graduating or has been expelled from school during the current school year.



## **COLLEGE VISIT PROCEDURES:**

You and your parent/guardian 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:

- A. 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. (on college or university letterhead) **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.
- B. There will be a limit of **TWO (2)** days per academic year which will be 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 counseling 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 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 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.

## **NOTIFICATION OF EXCESSIVE ABSENCES**

In accordance with CCSD Admin Rule JB-R and Attendance Protocol Form JB-5, when a student receives:

3 (three) unexcused absences-Contact is made with the student's family by the teacher.

5 (five) unexcused absences-Written notification is sent to the student's family.

7 (seven) unexcused absences- A referral may be made to the School Social Worker. A truancy intervention panel may be scheduled to discuss excessive absences.

10 (ten) or more consecutive days of unexcused absences may result in the withdrawal of the student without parental permission per Administrative Rule JBC-R.

**After three (3) days of excused and unexcused absences, the student may 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 three, five, seven, and ten-day absence rules are cumulative for the school year.**

## **TARDIES TO CLASS**

Tardiness to class is a disruption to instructional time. Any student who is tardy to class, must obtain a tardy pass. After a student receives a fourth tardy to class, that student will be assigned Saturday school. This will repeat on the 8<sup>th</sup> tardy. If a student receives more than 8 tardies, the student will receive more serious consequences.

If a student is found to damage or tamper with a Late Arrival printer station or the Late Arrival equipment, the student will receive disciplinary consequence.

## **WITHDRAWALS**

Students withdrawing from school for any reason should report to the Counseling office 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 before records will be forwarded.

## **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 and school nurse are located inside the Attendance Office. Students who become ill during the school day should report to the clinic.

## **ACCIDENTS**

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

## **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 a pass from an Administrator located in the Cafeteria.

**STUDENT DRIVERS BEING CHECKED OUT THROUGH THE CLINIC WITH COMPLAINTS OF HEADACHES, MIGRAINES, VOMITING, FEELING DIZZY OR LIGHTEADED, 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.**

## **MEDICATIONS**

A school employee or trained clinic worker will, with written permission from the child's parent/guardian, assist the student 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 JCD-R.

**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 or guardian. An “Authorization to Give Medication” Form JGCD-R 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](http://www.cobbk12.org). Locate “General Info”, and then click on “Student Health Services”. Next, Click on “My Student Needs Medicine at School” located on the left side of the page. 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 to a student on campus. Such medication should be administered at home by the parent.

**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 JGCD-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 she/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 can be obtained, the key will be issued on a daily basis. A required key replacement fee of \$5.00 must be paid. Upon return of the elevator key, the student will be refunded the \$5.00 fee.

**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. – 3:45 p.m. Monday through Thursday and 7:30 a.m. - 3:30 p.m. on Friday. Students are encouraged to use the Media center before, during, or after school for research and individual study.

Students should have a purpose for visiting, whether studying, reading, completing coursework, or simply relaxing for a few minutes. Collaboration is encouraged, but should be at a respectful volume (whisper) reflective of a studious environment. Several rooms in the Media Center may be reserved for group work. See the media staff to reserve a space.

Passes are required for students to use the Media Center during class periods or at lunch. The pass should be legible and show the date, time, student's full name, and signature of the class teacher, or administrator. Students who wish to use the Media Center during their lunch period should speak with the media staff about how to obtain a pass for a lunch period. Food trays from the lunchroom will not be permitted.

### **RULES AND PROCEDURES**

- Students are welcome anytime during library hours. During the school day, you MUST have a pass.
- Students can borrow 10 print items at a time.
- Print items are checked-out for four weeks. Return in time to avoid paying fines of \$0.10 per day.
- Equipment, such as cameras, headphones, flash drives, etc., is for overnight checkout only. The fine for an overdue equipment item is \$1.00 per day.
- “In-Library use” items, such as phone chargers and laptop computers do not leave the library at any time.

- Use our 35 desktop computers for any educational purpose in accordance with all county policies.
- Printing and scanning are available at no charge.
- The Student Production Room comes stocked with most of your presentation needs. Count on our paper, markers, pens, glue and die-cuts to make your projects amazing!
- Media staff can help with your research, suggest titles, and help with technology issues.
- Maintain the “quiet” library policy. Whispering permitted. Remember, rooms are available for collaborative groups.

### **Cobb Digital Access - 24/7 Access**

Cobb Digital Library is provided by the CCSD Library Media Education Department for all stakeholders. Access CDL from the Cobb Homepage, from the Hillgrove Homepage, or at <https://cobb.mackinvia.com/>

User ID: Student number

Password: read

CDL includes databases, e-books, and library catalog access.

### **TECHNOLOGY USE**

The Media Center has computers, printers, and equipment for student use. 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 IFBG-R, all school computer use should be related to the student’s coursework.

## **MICROSOFT OFFICE 365**

Cobb County students may download the full version of Microsoft Office and familiar Microsoft Office applications like Word, Excel, PowerPoint and OneNote through Office 365. Office 365 is a user-based service and allows each student to install Microsoft Office on up to five PCs or Macs and five mobile devices (including iPads). In addition, access to Microsoft Office mobile applications on iPhone and Android phones is available. (Office Mobile applications are included with all Windows phones.)

## **HOME - SCHOOL COMMUNICATIONS**

### **COMMUNICATION (HOME - SCHOOL)**

CCSD Administrative Rule IHAD-R 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 and email addresses. Students in grades 9-12 are expected to convey 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 and telephone calls and messages, to bring particular attention to situations where the educational welfare of students may be in jeopardy. Progress reports/report card dates are listed on pages 12 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 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 Synergy ParentVUE portal online. We encourage parents to maintain active communication with teachers. Communication etiquette is important for both parents and teachers. Respect is necessary for effective communication. Please refrain from inappropriate tones and comments when making efforts to communicate. If you have any incidents that you deem inappropriate, please contact administration.

### **SYNERGY PARENT VUE (Internet access)**

Cobb County School District uses Synergy ParentVUE and StudentVUE to provide 24/7 access to student grades and attendance information online as well as athletic registration. Students will log into the site using their existing network user ID (student ID) and password (no new accounts are needed). Parents must bring a photo ID to our counseling office to obtain an activation key. This activation process is only required when creating a new account.

### **Blackboard Connect**

The school will utilize the Blackboard Connect 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/hillgrove>.

## **PTSA eNews**

eNews is an email service provided by Hillgrove's PTSA. eNews sends out regular email to subscribers regarding Hillgrove High School activities. The service also provides information regarding Cobb County School District, and PTSA local, regional and national level news. Additionally, eNews sends out communication relevant to the Hillgrove community/stakeholders. You may sign up through the Hillgrove Website

## **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.

*Students must board and exit buses at the correct bus stop.* At the end of the school day, students have five minutes to board buses. If students have not boarded buses in the time

allotted, they will be left on campus. Should this occur, students will be allowed to use the telephone in the main office to phone parents and/ or guardians.

## **CAFETERIA/LUNCH PERIOD**

Please visit the Food and Nutrition Services website for current meal prices, menus, nutrient analysis, and staff contacts. Go to: [www.cobbk12.org](http://www.cobbk12.org) (select Parents) Lunch Menus (located on the left side of the page). This will take you directly to the Food and Nutrition Services website. Meal prices are located at the bottom of the page. The link to our menus is at the top of the page.

Hillgrove High School offers both a la carte breakfast and lunch. The cafeteria uses a computer system that allows parents to pay in advance for student lunches. Students must memorize their Cobb County ID number. 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. Students may apply for free or reduced lunches on the application form given to them in their student folders or from the lunchroom staff or online. This form should be returned to the lunchroom manager. They may do this at any point during the school year. Parents may monitor their students' lunch purchases at <http://www.mypaymentsplus.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 line.
- Dispose of trash in garbage cans.
- Do not leave the campus during lunch.
- During lunch, students should remain in the cafeteria, the courtyard, or the student patio, unless they have a written pass to the Media Center or other specified location.
- Students will follow procedures as instructed by dining hall staff.

## **ELECTRONIC COMMUNICATION DEVICES**

Personal electronic devices (PEDs), for the purposes of this policy, are defined as, but not limited to:

- iPods/iPhones
- iPads/Tablet Computers/Laptops
- Personal Readers/Nooks/Kindles
- Cell Phones
- Digital Cameras

The leadership of Hillgrove High School recognizes that modern students have access to technology through their own PEDs that can be used by classroom teachers as instructional tools.

Any PEDs in use in the cafeteria must be used with headphones and shall not be loud enough as to be heard by another person.

PEDs may be used in the classroom at the discretion of the teacher provided:

- It is for an educational use.
- It is done under the supervision of the teachers.
- Students follow all classroom rules regarding the instructional use of PEDs.
- All students must put PEDs away and/or turn them off when instructed to by any faculty and/or staff member.
- Students shall always follow all rules regarding the use of PEDs.

-For safety reasons, Headphones are not allowed to be used in the hallways of Hillgrove High School at any time. PEDs shall not be in use by students or teachers during any safety drills, including but not limited to Tornado Drills, Fire Drill, Earthquake Drills, Code Red Drills, or Duck-And-Cover

**Drills. In the event of a student evacuation, no PEDs shall be used, including cell phones.**

**Faculty and staff shall not make the use of PEDs for instructional purposes mandatory in their classrooms. Consequently, the faculty, staff, and administration of Hillgrove High School, and any employees of the Cobb County School District, are not responsible for any theft, loss, damage, wear and tear, or any altered function or use of a personally owned PED.**

**Students shall not be provided access to the Cobb County School District's Wireless Network by faculty or staff nor should students attempt to gain access to the District network. Students will only have access to the CCSD Wireless network.**

**Students should not post to any social media outlet (Twitter, Facebook, Instagram, Snapchat, etc.) during the school day. Discipline consequences may be assigned for students posting to social media outlets during the instructional day while on school property or at a school sponsored function.**

**Students and parents are encouraged to read the Cobb County School District Board Administrative Rule Student Conduct: High School (JCDA-R) Specifically Paragraph II, Subsections E, F, and W. This is available on the District website ([www.cobbk12.org](http://www.cobbk12.org)) under the Board Policy Manual contained in the Board of Education tab. Nothing in this local school policy should be construed as to be in contradiction with any Board Administrative Rule, Policy, or Guideline.**

**Students are not allowed to take photographs, audio recordings, or videos of faculty, staff or other students during the instructional day or at school sponsored events without the permission of the subject in the recording.**

**This policy is subject to the discretion of the school administration and is subject to change.**



## **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. No students will be checked out during emergency drills of any kind.

## **FEES AND FINES**

All fees and fines must be paid prior to a student's withdrawal or graduation 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.

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 participate in 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 student's name, date, time, and destination. Students who wish to leave the cafeteria during lunch to work in the Media Center or to retrieve items from their personal vehicle must have a written pass.

## **LOCKERS**

A. Students will be offered a locker during homeroom at the beginning of first semester. 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 locker 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 parking decals according to the following schedule:

The official parking lot day is 7:00 am until 3:30pm

<u>First Semester</u> (Decals Sold Between)	<u>Price of Decal</u>
July 31 - September 30	\$50.00
October 1 - October 31	\$45.00
November 1 - November 30	\$40.00
December 1 - December 20	\$35.00

First semester decals expire 12/31/17. Students must complete a second semester parking application with attachments to purchase a new decal.

<u>Second Semester</u> (Decals Sold Between)	<u>Price of Decal</u>
January 4 - February 28	\$50.00
March 1 - March 31	\$45.00
April 1 - April 30	\$40.00
May 1 - May 23	\$35.00

The CCSD Public Parking Permit Application and Vehicle Registration Form (PAVR-2/06) will be used to advise students and parents of rules and regulations.

Parking applications may be downloaded from the Hillgrove website or picked up in the Administration 4 office.

1. All parking transactions will take place in the Administration 4 office between 7:30 a.m. – 8:15 A.M., Monday-Friday. Student parking is a non-academic item, and therefore no parking transactions will take place during the school day.
2. Students will not be assigned a permanent parking space.
3. Students are not permitted to park in front of the building, in visitor spaces, in staff spaces (marked with yellow lines and numbers) or at Lovinggood Middle School.

Emergency 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. Students must provide the following in order to purchase a day parking pass:

1. Current Driver's license
2. Current proof of vehicle insurance
3. License plate
4. \$1.00 cash

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

1. Fines for minor violations will range from \$15.00 to \$35.00 and must be paid in the office of the discipline clerk (Admin 4) by the following school day. After that, a \$1.00 a day penalty will be applied. Tickets for 1<sup>st</sup> semester violations will begin on August 21, 2017. Tickets for 2<sup>nd</sup> semester violations will begin on January 22<sup>nd</sup>.
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.
4. Discipline will not reduce the amount of the fine.
5. Moving violations are subject to state traffic citations.
6. Buses always have the right-of-way on campus.

**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, and may be revoked if 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 will not be responsible for any losses or damages to the property of users of its facilities, including loss due to bodily injury.**

**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. No refunds.

## **VISITORS**

Only those who have legitimate school business may visit the Hillgrove campus. Visitors must register in the main office immediately upon arrival. Parents are always welcome to visit and must 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 counseling office or through school administration at least twenty-four hours in advance. Parents/guardians must make appointments if they need to meet with teachers, administrators or counselors. Instructional time will not be interrupted for conferences.

(According to CCSD Policy KM-R)

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**

Hillgrove High School is a member of the Georgia High School Association. The following statement will be adhered to at each sporting event:

"The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today's event."

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 district and school behavior policies.

## **ELIGIBILITY (ATHLETICS)**

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

To be eligible for participation in athletics, a student must:

1. Pass 2.5 credits 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 11 units at the beginning of the 3rd year.  
Earned 17 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 follow the IDF-R policy. Eligibility requirements are set by the state, and all students involved in any GHSA-sponsored extracurricular activity must meet state requirements. In an effort to encourage students to stay on track for their graduation requirements, The State Board of Education has adopted a policy that regulates student participation in activities.

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 with the information completed in the online athletic registration system through (ParentVue). A licensed medical physician, doctor of Osteopathic medicine, nurse practitioner or a physician’s assistant, must conduct the physical exam. An RN or doctor of Chiropractic medicine may NOT complete the exam.
- C. Students are not eligible to participate in a GHSA-sanctioned activity after their eighth semester in high school

## **DRUG/ALCOHOL/FELONY/MISDEMEANOR AND OTHER OFFENSES POLICY FOR INVOLVEMENT IN INTERSCHOLASTIC ACTIVITIES**

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

## **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. *Students are not allowed to sell any item on campus for personal compensation.*



## **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 CLUBS AND STUDENT ORGANIZATIONS**

Students will have the opportunity to participate in a variety of academic, athletic, and fine-arts clubs as well as clubs and organizations dealing with other areas of interest. (See the Hillgrove website for a current list.)

## **STUDENT RECOGNITION**

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

- Beta Club
- National Honor Society
- Who's Who
- Foreign Language Honor Societies
- National Business Honor Society
- National Science Honor Society

## **YEARBOOK SALES**

The Avary 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.

- A. 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.
- B. 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 unless they are being used for instructional purposes.
  - Do not deface desks, bulletin boards or walls.
  - Do not bring food or drink into any classroom.
- C. Follow all classroom rules outlined by your teacher.

**BEHAVIOR IN ASSEMBLIES/PEP RALLIES** - Appropriate behavior is expected at all special activities including assemblies and pep rallies. Any student who displays inappropriate behavior may be removed from the activity and referred to an administrator. Discipline may include loss of the privilege to attend future assemblies/pep rallies.

## **CHEATING POLICY**

Academic dishonesty in schoolwork includes the following:

- 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.
- D. Communicating test information to others in or out of class.
- E. Use or display of a cell phone during testing (administrative action).
- F. Taking test questions (complete tests, answer key, teacher’s edition) to provide assistance in later test situations (administrative action).
- G. Selling, buying, or using papers written by another party (administrative action).

Consequences from academic dishonesty may include the following:

- Assignment of a zero for that particular grade
- Teacher/student conference
- Parent notification
- Discipline referral form to be filed in student’s disciplinary file

**Note:** Revoked membership in any honor society (i.e. Beta Club, NHS, etc.) for a student violating this policy.

The National Honor Society and other organizations do not allow membership by students who have a discipline record of cheating. Incidents of cheating are cumulative over the student’s high school enrollment.

## **SCHOOL DISMISSAL**

**Students are dismissed at 3:30 p.m. each day. Students must exit the building by 3:45 p.m. or be under the direct supervision of a teacher or coach. Unsupervised students who are seen on campus, without permission from a school official, may receive disciplinary consequences.**

## **DRESS CODE**

**To maintain high expectations and support a proper learning environment, please adhere to the following expectations concerning attire.**

Hillgrove High School complies with the CCSD Dress Code.

***Important Note: When in doubt – DO NOT WEAR IT!***

**As a rule of thumb the 6 “B’s” to avoid overall are: Buttocks, Bosoms, Boxers, Bellies, Bras and Backs. Exposure of any of the “B’s” will be addressed immediately.**

Students may **NOT** wear:

1. Pajamas, boxer shorts, slippers/house shoes and cut-off sweat pants.
2. Any fabric that is see-through (tops, pants or dresses). Undergarments should not be exposed.
3. Shirts or blouses that are see through or that expose cleavage or the midriff or open back shirts that expose bra straps or lower back.
4. Clothing which advertises alcohol or substances that are illegal for minors or display suggestive phrases, designs, markings, or profanities.
5. Tops that violate the Bs or the cleavage rule, camisoles, undershirts...those that are deemed inappropriate by administration.
6. Shirts or blouses with elongated arm openings or opened in the front or sides without an undershirt.
7. Hats, caps, bandanas, or other head coverings during the school day. Hats worn by students during the school day will be confiscated and returned on a

date determined by the administrator. Head coverings worn for religious or medical reasons will be approved by administration.

8. Pants with holes that show private parts or expose the buttocks, unfastened belts, or exposed underwear.
9. Clothing that displays weapons, violence, gang affiliations, or any other clothing that causes a disruption.
10. Chains or spiked accessories.

**As in all matters of dress code, determination of conformity is ultimately at the discretion of administration.**

## **DISCIPLINE PROCEDURES**

The CCSD Manual of Administrative Rules will be included in a 2017 - 2018 Parent Information Guide given to each student along with the Student Handbook. Students, parents and guardians are encouraged to read this information carefully. The JCDA-R Student Code of Conduct is provided in the information distributed to students during the first week of school.

Further information may be located on the website below:

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

## **DISCIPLINARY MEASURES FOR GENERAL MISCONDUCT**

Parents/guardians and students may also find the JCDA-R Student Code of Conduct online at <http://www.cobbk12.org/centraloffice/adminrules/J/JCDA-R.pdf>. 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](http://www.cobbk12.org) under Administrative Rule JCDA-R.

## **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 by individual teacher detention rules. Failure to serve a teacher detention will result in referral to an administrator. Administrative Saturday School or In School Suspension may be given to the student who fails to serve a teacher assigned detention.

### **Saturday School**

As a consequence of inappropriate student behavior, Hillgrove 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. 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 further punishment - ISS or 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 are **not** able to 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 until they return to class.

**STUDENT SEARCHES (Administrative Rule JCAB-R)**

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**

Please refer to the Family Information Guide and Student Code of Conduct which is given to all students on the first day of school for guidelines for behavior consequences. The guide is also available electronically on the district website at [www.cobbk12.org](http://www.cobbk12.org) under the Board tab.

## **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:

**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**

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>U.S. Department of Education 61 Forsyth Street S.W., Suite 19T10 Atlanta, GA 30303-8927 Telephone: (404) 974-9406 Facsimile: (404) 974-9471 Email: <a href="mailto:OCR.Atlanta@ed.gov">OCR.Atlanta@ed.gov</a></p>	<p>Individuals with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, or age.</p>
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