

**2017 – 2018**  
**KENNESAW MOUNTAIN HIGH SCHOOL**  
**BUILDING A TRADITION OF EXCELLENCE!**

**Mission Statement**

**A Community of Learners**  
**Committed to Student Success**

**Mascot:** Mustangs  
**Colors:** Green, Black and Silver  
**Address:** 1898 Kennesaw Due-West Road  
Kennesaw, Georgia 30152  
**Office:** (678) 594-8190  
**Fax:** (678) 594-8192  
**Guidance:** (678) 594-8193

**Website:**  
<http://www.cobbk12.org/kennesawmountain>

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



<b>TABLE OF CONTENTS</b>	
<b>A</b>	
Absences	16
Academics	22
Academic Honesty Policy	30
Accidents	22
Administrative Detention	37
Advisement	22
Alma Mater	6
Assemblies/Pep Rallies	32
Athletic Code of Conduct	41
Attendance Violations	32
<b>B</b>	
Behavior Policies and Expectations of Behavior	31
Bell Schedules	8
Bus Conduct	33
<b>C</b>	
Calendar	7
Cafeteria	34
Career Center	39
Cell Phones	27
Certificate of School Enrollment	20
Character Education	10
Cheating	31
Check Out Due to Illness	19
Clubs	9
Code of Ethics	30
Collegiate Athletic Scholarships	47
College Visitations	17
Communication	23
Curriculum Scheduling	23

<b>D</b>	
Deliveries	24
Detention	37
Dishonest Behavior	32
Distribution of Literature	24
Dress Code	34
Driver's License	20
<b>E</b>	
Early Arrival	17
Early Release	18
Excused and Unexcused Absences	16 & 20
Extracurricular and Co-curricular Activities	9 & 32
<b>F</b>	
False Emergency Alarms	36
Field Trips	25
Fighting	36
Final Exams	25
Fire Drills	37
First Aid	19
Fundraisers	13
<b>G</b>	
GHSA Eligibility	47
Grade Point Average (GPA)	22
Grading Scale	28
<b>H</b>	
Homework	16
Honor Role Criteria	12
Honor Courses	41
<b>I</b>	
Internet Use	39
ISS (In School Suspension)	37

<b>L</b>	
Late Arrivals (Tardy)	19
Long-Term Suspension, Due Process	38
Lost and Found	20
Lunch	25
<b>M</b>	
Mandated Reporting	24
Media Center	39
Messages for Students	27
Mustang 101	14
<b>O</b>	
Out-Of-School Suspension	38
<b>P</b>	
Parent/Teacher Conferences	27
Parking	26
Plagiarism	31
Posting Signs	27
PTSA	15
Public Display of Affection	27
<b>Q</b>	
Quality Points	40
<b>R</b>	
Records and Transcripts	27
Report Cards	28
Report School Violence (Phone Number)	30
<b>S</b>	
Schedule (Bell)	8
School Counseling Office	38
Student Behavior and Policy Expectations	29
Student Government	12

Student Property	28
<b>T</b>	
Tardies	19 & 32
Textbooks	28
Transcript Request	39
<b>U</b>	
Uber	19
<b>V</b>	
Vision Quest	12
Visitors	29
<b>W</b>	
Withdrawals	21
<b>Y</b>	
Yearbook	24

## "Alma Mater"

In the shadow of the mountain  
Alma mater, hail to thee.  
We vow to glorify and honor  
The Mustang legacy.

With our eyes raised toward the mountain  
We pledge to answer virtue's call,  
And proudly carry this tradition  
As we walk thy hallowed halls.

Our mustang pride and honor  
Shall keep our heads held high;  
The black and green we cherish,  
And will for all our lives.

Hail to Kennesaw Mountain  
Our alma mater dear!  
We shall ever praise you  
And always hold you near!



8:00am – 10:00am Daily

## 2017 - 2018 SCHOOL CALENDAR

July 31	Monday	First Day of School
September 4	Monday	Labor Day – No School
September 25-29	Mon – Fri	Fall Break – Students/Holiday
November 7	Tuesday	Teacher Workday/Student Holiday
November 20-24	Mon-Fri	Thanksgiving Holidays
December 20	Wednesday	End of 1 <sup>st</sup> Semester
December 21-31	All	Winter Holidays
January 1	All	Winter Holiday
January 2-3	Tues - Wed	Teacher Workday/Student Holiday
January 4	Thursday	First Day of Second Semester
January 15	Monday	MLK Jr. Holiday/ Schools Closed
February 19-23	Mon – Fri	Winter Break – Students/Holiday
April 2-6	Mon-Fri	Spring Holidays
January 15	Monday	MLK Jr. Holiday/ Schools Closed
February 19-23	Mon – Fri	Winter Break – Students/Holiday
May 23	Wednesday	Last Day of School
May 22-26	Tues-Fri	High School Graduations
May 24-25	Thurs-Fri	Post Planning for Teachers
May 28	Monday	Memorial Day

For all CCSD calendars visit <http://www.cobbk12.org/>

# KENNESAW MOUNTAIN HIGH SCHOOL

## Regular Bell Schedule

WARNING BELL	8:15
1 <sup>ST</sup> PERIOD	8:20 - 10:01
2 <sup>ND</sup> PERIOD	10:06 - 11:43
3 <sup>RD</sup> PERIOD	11:48 - 1:48
A-LUNCH	11:48 - 12:18
B-LUNCH	12:18 - 12:48
C-LUNCH	12:48 - 1:18
D-LUNCH	1:18 - 1:48
4 <sup>TH</sup> PERIOD	1:53 - 3:30

## Homeroom Schedule

WARNING BELL	8:15
1 <sup>ST</sup> PERIOD	8:20 – 9:51
Homeroom	9:56 – 10:12
2 <sup>ND</sup> PERIOD	10:17 - 11:48
3 <sup>RD</sup> PERIOD	11:53 – 1:53
A-LUNCH	11:53 – 12:23
B-LUNCH	12:23 – 12:53
C-LUNCH	12:53 - 1:23
D-LUNCH	1:23 – 1:53
4 <sup>TH</sup> PERIOD	1:58 - 3:30

**Students are to leave campus at the end of the school day unless they are under the direct supervision of a teacher. Any students not following these instructions are subject to school discipline.**

**Students who remain on campus for tutoring or extracurricular activities must arrange transportation home at the end of the activity.**



### **Club/Extracurricular Information**

Clubs and extracurricular activities are an extension of the Kennesaw Mountain learning experience. Students are encouraged to get involved and make a difference in their school and their community. Research indicates that students who are involved in extracurricular activities at school have better attitudes towards school and maintain better grades.

Check the Kennesaw Mountain High website for activities that reflect your passion and character. If you do not see an organization you would like to join, then go to the website and complete the Extracurricular Activity Application and send to Mr. Richardson in room 316.

All clubs must meet Georgia Law ("Club Bill" (SB 413)) on extracurricular activities and Cobb County Administrative rules JHC-R and IDF-R. Please visit the Kennesaw Mountain High website for further information.

### **Club Expectations**

1. Clubs are to meet on published dates on a regular basis.
2. Clubs may meet before, after school and/or on weekends. Clubs sponsors must be present at all meetings and club sponsored activities.
3. Presidents or their designees are expected to attend Inter-Club Council (ICC) meetings. Meetings are held in room 311 from 7:30-8:10 AM.

Dates are:

Aug 18	Focus on Fall Open House/ school community service
Sept 23	Focus on club involvement for Homecoming Oct 21
Oct 28	Focus on club involvement for Shop w/ a Mustang Dec 10
Nov 11	Focus on Shop w/ a Mustang Dec 16
Dec 2	Focus on Shop w/ a Mustang Dec 16
Jan 27	Focus on Special Ed Dance Feb 12
Feb 17	Focus on Special Ed Field Day April TBD
March 31	Relay for Life May 5/6
April 28	Focus on Honors Day planning
	Focus Dragon Relay

All dates and times are subject to change.

4. Clubs are not to participate in fundraisers without prior approval from the administration.

5. Clubs are to submit a monthly report of activities, projects, and service hours on members and their fundraisers.
6. Clubs are encouraged to participate in community service projects. School-wide community projects are:
  - a. Shop with a Mustang Dec 16, 2017
  - b. Special Ed Dance Feb 12, 2018
  - c. Special Ed Field Days TBD
7. Clubs are encouraged to participate in the Homecoming Parade October TBD
8. Clubs must participate in the Club Fair at Open House on August 21, 2017. Spring Open House is January 22, 2018.
9. Clubs should have a Sponsor and a Co-sponsor. Clubs with more than 40 students should have an additional co-sponsor for each 25 students.

***Make a difference and get involved!!!***

#### **Character Education/ Service Learning**

*“The function of education is to teach one to think intensively and to think critically... Intelligence plus character – that is the goal of true education.”*

Martin Luther King Jr.

The purpose of the Character Education Program is to integrate positive character traits into the total school environment, as well as the community. These traits are imbedded throughout the curriculum and focus on the attitudes and personal qualities that build a foundation for success in life and work.

Students need to develop positive character attributes and appropriate behaviors in order to achieve high standards in school and be good citizens as adults. Kennesaw Mountain High believes that the development of a child's character and appropriate behavior is first and foremost the responsibility of the family, but schools and business partners can play a strong supporting role in reinforcing the efforts of parents. Our motto, “It takes a village to raise a child” (African Proverb), has proven that parents, business leaders, and teachers working together have produced strong ethical leaders for our community. Successful schools - those with the highest levels of student achievement -

do not sidestep the issue of character education. They embrace it. In fact, successful schools acknowledge that their success is due in large measure to their attention to character education, through which they have been able to create the supportive learning environment that is absolutely essential for students to achieve high standards. Kennesaw Mountain High School students have become academic and ethical role models in the community.

**Character Ed dates and time: 9:46 - 10:31 AM**

August 15, September 5, October 3, November 14, December 5, January 9, February 6, March 6, and April 10. May 1 will be used as an alternate if needed.

**Community Service**

Our students are encouraged to take this character training to the next level by participating in service-learning. Service-learning offers a unique opportunity for Kennesaw Mountain students to get involved with their community in a tangible way by integrating service projects with classroom learning. Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems.

Students are recognized and rewarded for their character and service through scholarships, Character Medals, and graduation cords. To earn a **RED/WHITE** cord a senior must log 185 hours of community service within their 4 years of high school. To earn a **RED/WHITE/BLUE** cord a senior must log 500 plus hours of community service in 4 years of high school.

**HOURS SHOULD BE SUBMITTED BY APRIL 16, 2018.**

Hours should be accounted for on our volunteer tracking system. The cost of the cords is \$15.00. To receive credit for out of school community service: Complete the community service sheet found in room 316. Documentation must be signed by the coordinator of the project. Mission trips are 8 hours a day.

**Vision Quest Program**

Kennesaw Mountain faculty and staff help students realize their potential by encouraging them to strive for excellence. In order to do this we recognize, reward, and reinforce through our Vision Quest program. Each semester we will look for the successful student who achieves the academic and character criteria below.

**Honor Roll Criteria**

These prestigious cards will be awarded each semester to students whose grade point average the PREVIOUS SEMESTER (not cumulative) qualifies them to have one. Recipients will be expected to adhere to the "Vision Quest COMMITMENT PLEDGE," which includes the principles of Character Education promoted throughout our community. The three Levels of card distinctions are as follows:

<b>CARD</b>	<b>ACADEMICS</b>	<b>ATTENDANCE</b>	<b>BEHAVIOR</b>
<b>GOLD</b>	4.0 GPA +	1 Absence/1 Tardy	No Referrals
<b>SILVER</b>	3.99-3.50 GPA	2 Absences/ 2 Tardies	No Referrals
<b>GREEN</b>	3.49-3.00 GPA	3 Absences/ 3 Tardies	No Referrals

Field Trips, a death in the immediate family, and medical absences are not counted as an absence or tardy.

**Student Government**

The Mane Link is the name of our student governing body. Our student leaders develop programs that involve students in meaningful community projects in and beyond the classroom. We believe that student input can improve and strengthen school climate. The Mane Link meets regularly with the principal to discuss issues that affect the students of our school.

Each grade level is represented by a governing body made up of class officers, senators, and representatives, which works with the class sponsors to organize class and school-wide activities.

Students are encouraged to discuss their ideas, concerns, and suggestions with members of the Mane Link. The Student Government office is in room 316 and is open before and after school. The members can be found at lunch at the Main Link desk.

Mane Link Sponsor

Mr. Richardson, Assistant Principal

Mane Link Officers

Student Body President: Ryan Cobelli

Student Body Vice President: Hannah Goodsite

Vice President Communications: Mattie Grace Hankel

Vice President Student Affairs: Sarah Jung

Vice President of House: Emma Soetebier

Vice President Academics: Hannah Lewis

Class Officers

Class of 2018

President: Katie Marie Tanner

Vice President: Matthew Lee

Secretary: Camille Hensley

Treasurer: Courtney Coats

Class 2019

President: Jenna Biggins

Vice President: Halli Watson

Secretary: Ashwini Balaganesh

Treasurer: Bryce Acree

Class 2020

President: Sofia Castro

Vice President: Mehaa Krishnasamy

Secretary: Natalie Paladines

Treasurer: Evani Patel

Fundraisers

All fundraising and sales activities must have administration approval. The fundraising application can be found on the teacher drive under the folder fundraisers. Fundraisers must be approved no later than 5 working days ahead of the Fundraising project. A schedule of fundraisers will be sent monthly or as needed to maximize profits. Students will not be allowed to conduct fundraising activities during the academic school hours (8:20–3:30 PM). Fundraisers conducted without proper approval will have all profits surrendered to the school community fund.

## **Mustang 101**

### *What is Mustang 101?*

Mustang 101 is a unique program at Kennesaw Mountain High School that rewards students with points throughout the school year for honor roll recognition, ZERO behavior referrals or tardies, participation in clubs and on teams, event attendance, and community service. Each student who earns a total of 101 points by the middle of the second 6 weeks in the second semester will be eligible to attend the Mustang 101 Celebration at the end of the year. This past year we celebrated with a day at a Braves game!!

### *Who can participate in Mustang 101?*

All KMHS students are automatically enrolled in the Mustang 101 program. Points for grades, referrals, tardies, and attendance are all tabulated using school records. Students who attend extra-curricular events, such as games and shows, sign in at the Mustang 101 table with their name and ID number will receive points for their participation.

### *How do I know how many points I've earned?*

Students can keep track of the number of points they've earned each week in the Mane Link Office.

### *Is it hard to earn 101 points?*

It is pretty easy to earn points, but you do have to make an effort. You need to pay attention to your point totals and use that information to figure out how you can most easily earn the points you need. Every student has the opportunity to earn 101 points, and all students can do it in their own unique way!

### *What does it all add up to?*

All the good things you do during the school year add up to fun. By earning good grades, coming to school everyday, getting to class on time, making good choices, participating in clubs and athletics, and coming out for games and shows, you will easily earn enough points to attend the **Mustang 101 Celebration!**

### *What is the easiest way to earn points?*

The easiest way to earn points is to make good choices. You will earn 10 points for every semester you are referral free, another 5 points for no tardies and 3 points for no dress code violations. That gets you 36 points a year!

Each quarter is a new chance to earn a lot of points. Attending games is worth 2 points each game. Plays and concerts are worth up to 5 points each. Once you earn points they cannot be taken away.

*Pay attention to your points totals all year long! If you wait until the last few days before checking on your total, you may miss out on the fun. Tracking your points each week will help make sure you're at the celebration with your friends at the end of the year.*

### **Mustang 101 Point Breakdown**

#### Earn per semester

A/B Report Card (15), Zero Tardies (5),  
Zero Dress Code Violations (3) and Zero Referrals (10)

#### Event Attendance

Games (2 per home game and 3 per spirit bus)  
Events (up to 5 depending on the event)

#### Club Participation

Clubs (5 per club dues paid and participation in two or more events)  
GHS Activities and Marching Band (15 for complete season)

#### Community Service (per hour)

Community Service Hours (2 points per hour with a max of 30 points a semester)

#### Surprise

Awarded by teachers (Character Ed/GPA achievement medal/Principal's Character award)

\*Additional ways to earn points will be announced on KMTV and on posters throughout the school\*

### **PTSA**

A strong educational program depends on a partnership of parents, teachers, and students. Everyone is encouraged to join KMHS' Parent Teacher Student Association (PTSA). Dues are \$8.00. The membership drive starts at the beginning of school, though new members are welcome at any time. Student

members are eligible for a 10% discount at The Mustang Stop and may receive cookies or ice cream several times a year at lunch.

#### PTSA Officers

Co-President: Heather Placie & Alana Bass  
Co-Vice President: Heather Galloway & Felicia Cannon  
Treasurer: Gretchen Hyde  
Secretary: Betty Stacy  
PR Secretary: Tanya Sheehan

In all PTSA organizations, all officers, committee chairs, and workers are volunteers. The PTSA website:

<http://www.kmhspta.org/>

### **GETTING THROUGH THE DAY**

#### **Absences**

When a student has been absent, he/she must bring either a written statement from his/her parents or guardian stating the reason he/she was absent, a medical/dental school note or verification from the courts. The statement should be taken to the Attendance Office within five (5) days of the student's return. If a statement is not brought, or if the absence is unexcused, the student will be marked as "Unexcused" from school. Please note that work may not be made up if an absence is considered "unexcused."

The Georgia 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 holidays observed by the student's faith;
- 4) Absences mandated by order of a governmental agency;  
and
- 5) Conditions that render school attendance impossible or hazardous to the student's health and safety.

#### **Homework**

Homework is an important tool in helping students achieve mastery of course objectives. Students who are absent from school for an extended period of time (3 days or more) due to illness may contact the Guidance Office to gather assignments



from teachers. Make-up work to be completed should be scheduled by the student with individual teachers. The time allowed for completion of make-up work will be the number of days absent plus one day. (For example, 3 days would be allowed for an absence of 2 days.) A longer period for make-up work may be allowed for absences of 5 days or longer. All long-term assignments are due and prescheduled tests must be completed on the date of return. Work for students returning from suspension is due immediately upon the student's return to school.

### **Excessive Absences**

Parents should encourage students to attend school regularly and to be on time for all classes. If a student is marked absent, contact will be made with parents through our automated attendance phone calling system. If you are ever contacted in error, please contact our Attendance Office at 678-594-8190, ext 3. A parent letter will be sent home after 5 days absent. Having more than 10 absences is considered excessive. This includes tardies, early dismissal, and all day absences.

### **College Visitations**

Juniors and seniors are allowed 2 excused absences for college visits per school year. Student's visitation must be documented on college letterhead.

### **Coming to School Early**

The building will be open at 7:30 a.m. for students who need to arrive at school early. The school day officially begins when the student arrives on campus. If a student arrives early (i.e., detention, make-up work, extra help), he/she is expected to stay on campus at all times until the school day officially ends, unless administrative permission has been granted for the student to leave.

**Students may not leave campus for any reason unless they have checked out through the Attendance Office. Failure to do so will result in discipline.**

**Students are considered in attendance for the entire day if they are present from 8:20 until 11:45. Also, students are considered in attendance for the entire day if they check in by 11:45 and remain until 3:30.**

### **Leaving School Early**

**1. Send in a dismissal note** (most efficient). **Faxes are NOT accepted for any dismissal.** The student should deliver to the Attendance Office Clerk the dismissal note completed as follows:

- a) The student's name and grade.
- b) The name and telephone number where a parent/guardian can be reached for verification; and reason and time for dismissal.
- c) The student must bring the dismissal note to Attendance prior to first period.
- d) The Attendance Office will confirm the note with the parent.
- e) The student will return to the Attendance Office at the appointed time.
- f) The student will sign out and receive a pass to leave KMHS. This pass should be presented to the student's teacher(s) for the missed classes the next day.
- g) The student can meet the parent/guardian in front of the building.

**2. Call Attendance** if you get a last-minute appointment at 678/594-8190, ext. 3. Attendance will set up the check out as described above. If the parent/guardian is on the way, Attendance can get a head start on getting the student from class. Phone lines in the Attendance Office are quite busy, and it is very difficult to reach a clerk. Therefore, a **note is highly recommended** to shorten wait time for parents.

**3. Come in** to personally check out your student. This process is the most time consuming for parents, and it could result in a 15-20 minute wait while Attendance sends a runner for the student. The latest we can send for students for dismissal is 3:15.

**On special occasions it may be necessary for the administration to require parents to check out their students in person. There also may be occasions that students will only be dismissed with prior written notification.**

### **Early Release**

Students who are released from school early because of a work program, internship, or post-secondary option must leave campus **immediately**. Students who are assigned to In-School Suspension (ISS) must be present the entire school day (including those on minimum day, work study or internships).

### **Tardy to School/Class**

If a student arrives **before** 8:20 a.m., report to 1<sup>st</sup> period. If the student arrives **after** 8:20 a.m., report to the Attendance Office or closest L.A.S. station to check in. Failure to check-in or continued tardies will result in disciplinary action.

### **Check-out Due to Illness**

If a student becomes ill during the day, he/she should obtain a pass from a teacher to the clinic, so a parent can be contacted. Students being dismissed from the clinic must also check out through the Attendance Office.

### **Uber**

As per Cobb County School District policy, a parent/guardian must provide, in writing that an Uber driver, taxi driver, relative, friend, etc. is coming in their place to their child up from school. Written documentation must contain the name of the person signing the child out. The person picking the student up must come inside and show ID in order to sign the student out.

### **First Aid or Other Medical Assistance**

Students needing minor attention should report to their teacher and get a pass to the clinic located in Room 515. (subject to change)

Cobb County Regulation JGCD-R states:

- 1) a school employee or voluntary clinic worker will, with written permission from the child's parent/guardian, assist the child in taking prescribed medication;
- 2) over-the-counter drugs must be maintained in the original container, and prescription drugs must be in the original container, bear the name of the patient, the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription; and (Further information about medications, along with necessary documents can be found at: <http://www.cobbk12.org/centraloffice/adminrules/JJGCD-R.pdf>)
- 3) special education students who are classified as severely or profoundly intellectually disabled, lower functioning moderately intellectually disabled, orthopedically impaired, severely behavior disordered, or severely emotionally disabled and cannot administer their own medication must follow the procedure required by Special Education.

### **Lost Items**

Lost and Found is located in Admin I in the front office.

### **Riding a Different Bus**

Students who wish to ride a different bus must bring a note to the Attendance Office by 10:00 a.m. The note must include student's name, parent's name, and parent's daytime phone number for verification. Students may pick up the approved bus note from Attendance during their lunch.

### **Driver's License**

- a) Certificates of School Enrollment are required to obtain both learners' permits and drivers' licenses (under 18).
- b) Students can request a Certificate of School Enrollment for a \$2 processing fee (expires within 30 days).
- c) Requests can be made before school in the Attendance Office.
  
- d) It takes 3 days to process the request.
- e) Completed Certificates of School Enrollment will be available for pick up Fridays before school or during all four lunches.
- f) The Attendance Office is closed during the summer and Certificates of School Enrollment will not be available. During the summer months of June and July when most schools are not in session, the Department of Driver Services will accept Certificates that are dated near the end of the school year (late May or early June).

### **Excused and Unexcused Absences**

The Cobb County School District and the Georgia Board of Education define excused absences as the following:

- 1) When personally ill and when attendance in school would endanger the student's health or the health of others.
- 2) When in the student's immediate family there is a serious illness or death, which would reasonably necessitate absence from school.
- 3) On special and recognized religious holidays observed by the student's faith.
- 4) When mandated by order of governmental agencies (pre-induction physical examination for service in the armed forces or court order).

- 5) When prevented from such attendance due to conditions rendering attendance impossible or hazardous to the student's health or safety.

Students must bring a note signed by a parent within **five days** to the Attendance Office for an absence to be excused. Excessive absences need a doctor's note. Schoolwork missed due to an excused absence may be completed for credit. Work missed due to an unexcused absence may NOT be completed for credit. Students must be present at least half the day to be eligible to participate in extracurricular activities. To be counted present, a student must check in before 11:45 or may not check out until after 11:45.

**Please 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.

**On special occasions it may be necessary for the administration to require parents to check out their students in person. There also may be occasions that students will only be dismissed with prior written notification.**

### **Withdrawals**

To withdraw from Kennesaw Mountain High School, a parent or guardian must be with the student. Before being withdrawn, students must return all books and pay any school fines they owe. There is a chance you might be asked to return the following day to pick up your withdrawal packet. If a student stops attending Kennesaw Mountain without withdrawing, the student may receive zeroes in classes missed before the school was made aware that the student was officially withdrawn. Official transcripts and grade verifications may not be sent to another school until a student has turned in all books and met all financial obligations to Kennesaw Mountain.

### **Re-Admission**

A student, who withdraws, does not enter another school, and wishes to re-enroll at Kennesaw Mountain must schedule a conference before re-admission can be considered. The conference will include the student, the student's parent or guardian, and an administrator designated by the principal.

Students who withdraw from Kennesaw Mountain and enter another school must be withdrawn from the other school before being considered for re-admission to Kennesaw Mountain.

### **Blackboard Connect**

The school will utilize Blackboard Connect to send general information to parents. Parents are encouraged to access the website for curricular and extra curricular information:  
<http://www.cobbk12.org/kennesawmountain/>

## **SCHOOL POLICIES AND PROCEDURES**

### **Academics**

Grade Point Average (GPA) - The cumulative grade point average (GPA) is an average of all final grades earned by a student. Colleges require a student's average to be reported as a GPA; it is also used to determine rank-in-class and eligibility for scholarships including HOPE.

GPA is calculated by assigning a weight to a grade, totaling the weights, and dividing by the total number of units attempted. At the end of each semester, GPAs are calculated and reported on the final report card.

<b>Letter Grade</b>	<b>GPA Weight</b>
A	4 points
B	3 points
C	2 points
D	1 points
F	0 points

<b>Required Credits for Promotion</b>
10 <sup>th</sup> grade → 5 units – plus 1 credit of Math, Science, and English
11 <sup>th</sup> grade → 10 units – plus 2 credits each of Math, Science, and English
12 <sup>th</sup> grade → 16 units

### **Accidents**

Any accidents or student injuries should be reported to the classroom teacher immediately. An Incident Report form can be obtained from the Clinic and must returned to the nurse upon completion.

### **Advisement**

All students at Kennesaw Mountain will have numerous opportunities for academic advisement. Advisement conferences will be held with students and parents in the 9th year to plan a four-year course of study and in the 11th grade year to review this plan. Counselors will monitor student grades each semester and are available for conferences with students, parents, and teachers.

### **Communication**

The Cobb County Board of Education recognizes that effective communication between the school and the home is essential to the successful operation of educational programs for students. The Board further recognizes that the delivery of information to the home is a responsibility that must be shared by school personnel and students. Students in grades 9-12 shall be expected to transmit written notes, messages, progress reports, report cards, and other documents intended for communication between the school and parents. School personnel shall be responsible for making reasonable efforts in the communication process.

### **Curriculum Scheduling**

Students will be registered for core courses each semester for the next school year by teachers based on:

- 1) Diploma requirements
- 2) Achievement in prerequisite courses
- 3) Teacher recommendations

Students will register in the spring for their elective courses for the upcoming school year. They receive sample registration forms prior to elective registration, and course descriptions are posted on the school website. Parents are encouraged to discuss students' elective choices with their children and to take an active role in the registration process.

**The state of Georgia encourages students to complete at least three courses in a career tech field, fine arts program, or foreign language.**

Once students have completed the registration process, schedule changes will be made for only these reasons:

- 1) Student does not meet the course prerequisite.
- 2) Student has earned credit for the course.
- 3) Changes are determined to be necessary to level class sizes or adjust the master schedule.

A student who drops a class after 10 school days in the semester will receive a grade of "10" for the class on his/her permanent record.

### **Deliveries**

Cobb County Policy JHD-R prohibits the delivery of items such as balloons, flowers, cakes, singing telegrams, and candy to students during the school day. **This includes any outside food deliveries.**

### **Distribution of Literature**

Students who desire to distribute or display literature at school must present copies of such literature to the proper administrator for review and approval at least 48 hours in advance of distribution. Individuals not directly connected with the school and representing a non-profit organization must obtain the express permission of the principal not less than three school days in advance of distribution. Individuals representing profit making organizations must obtain express permission from the Cobb County Board of Education, Office of Policy & Planning prior to the presentation to the school principal. The administrator will decide the time, place, and manner of distribution of all approved materials. All signs or flyers must be placed inside the Black squares located in the hallways and common areas.

### **Mandated Reporting**

Georgia law § 19-7-5(a) mandates reports of suspected child abuse by school employees. All District employees and volunteers are mandatory reporters under the law - this includes community coaches and parent volunteers. If abuse or neglect is suspected, the Department of Family and Children Services (DFCS) must be notified immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. *DFCS 1-855-422-4453*

### **Yearbook**

The purpose of the 2018 Equus is to inform, entertain and provide an historical record of the school year. Coverage will include student life, academics, people, clubs, sports, and the Kennesaw Mountain community.

Lifetouch, our official school photographer, will make all portrait pictures of students and school employees. No portraits taken by other photographers will be included in the yearbook.

Yearbooks arrive in late April and students must show sales receipt and/or cancelled check along with a picture ID to pick up yearbook. No student may pick up another students yearbook.



The Equus is a student production. Satisfaction is not guaranteed to the purchaser. Refunds will not be given for errors such as poor picture quality, misspelled names, misidentified or missing portraits, etc. Exchanges may be made for books with printing flaws only if NO writing has been done in the book. The yearbook advisor has the right to refuse exchanges.

### **Field Trips**

Field trips are activities with educational merit considered to be an extension of the class. Fees apply only to the cost of the activity and transportation. Students will not be excluded from a field trip due to inability to pay. Trips are subject to cancellation if necessary funds are not generated. In some cases where nonrefundable deposits are necessary, deposits may not be reimbursable. *Teacher recommendation and/or grades may preclude a student from participating in a field trip.*

### **Final Exams**

Comprehensive final exams are given at the end of the semester in every class. These count from 10 to 20 percent of the final grade. Students shall not be given final examinations in advance of the established testing schedule but may be tested after the scheduled testing period if their attendance is interrupted during the final examination period. It shall be the responsibility of the student to make arrangements with the teachers for the final examination which they have missed as a result of absences.

If circumstances are such that a student and his/her family are aware that the student will not be present during finals, the parent should send a note to the administrator in charge of curriculum requesting that the student be allowed to take the exams later. Students who are in OSS (Out of School Suspension) during finals should contact Guidance to schedule an appointment in order to take their exams.

### **Lunches**

Lunch for high school students is \$2.50. Lunch at a reduced price is \$.40 for students who qualify. The cost of milk and fruit juice is \$.50.

During lunch, students are to remain in the following areas: cafeteria, media center, outside in the court yard or the school store. Being in any other area will be subject to discipline if a student does not have a pass.

**Parking – Parking is a privilege, not a right.**

Each student who chooses to park a vehicle at Kennesaw Mountain must purchase a \$50.00 per semester parking permit and will be assigned a parking space. The Cobb County Public School Parking Permit Application and Vehicle Registration Form (12-92) shall be used to advise students and parents of rules and regulations. **Students are expected to read and understand all parking information included in the parking application.** Lost or stolen parking decals will not be replaced or refunded and a new parking decal must be purchased (\$50.00) to park on campus.

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. The fee is \$1 per day and may not be purchased with outstanding parking fines.

Parking and traffic violations on campus shall be subject to the following disciplines: Fines for minor violations will range from \$15.00 to \$35.00 and must be paid in Admin 1.

**The speed limit anywhere on campus is 10 M.P.H.**

**Failure to follow the speed limit will result in the loss of parking on campus for the remainder of the school year and the student will receive a ticket.**

**Students who pass a school bus in the bus port are subject to losing their parking for the remainder of the school year and will receive a ticket.**

If a student leaves campus without permission, parking will be revoked for 45 school days. Student must purchase a new parking decal after revocation. In such cases, no part of the parking fee will be refunded.

The following violations will result in administrative action:

- a) Reckless driving on campus may result in revocation of parking privileges.
- b) Students entering through the bus port from 7:30 AM to 8:30 AM and 3:00 PM to 3:40 PM may result in revocation of parking privileges.
- c) Vehicles not parked in designated areas (i.e. along the curb or on the grass) before, during, or after school, will be subject to being towed.

- d) Cars parked illegally create a safety problem.
- e) Students who owe for parking fines, lost books, or other materials cannot purchase parking until they are clear.

#### **Parent/Teacher Conferences**

Parents are encouraged to monitor their students' progress via the ParentVUE System. Please contact teachers through email to discuss student progress. Conferences with teachers can be arranged by calling or emailing the student's counselor.

#### **Telephones**

Telephones located in the Administrative offices, teacher workrooms, and front lobby are not for student use without the permission of a faculty member.

#### **Cell Phones**

Cell phones may be used before and after school as well as during class changes and lunch. Use of cell phones during class time is based on individual teacher discretion. Students are subject to disciplinary action if the individual teacher's cell phone policy is not adhered to.

#### **Posting Signs**

Signs that promote school-sponsored activities (class elections, sporting events, club meetings, concerts and performances) may be posted in hallways, common areas and the food court. Signs should only be posted on the cork boards located in the hallways and common areas. (Signs should be removed after each event concludes) Permanent adhesive should not be used.

#### **Public Display of Affection**

Public display of affection on campus is not appropriate in the school environment. Disciplinary action will be taken at the discretion of administration.

#### **Records and Transcripts**

Kennesaw Mountain will maintain records of students currently enrolled. Records will be kept one year after graduation then forwarded to the Cobb County Schools District Records Center. Written permission or a signature of the 18-year-old student is required for the release of a student's permanent record. Parents and students who are 18 have the right to

inspect all student records. An appointment should be made in advance with a counselor for this purpose.

Students may request transcripts of their school record to be mailed to a designated institution from the Guidance Clerk. Transcripts are \$2.00 per copy, excluding the first transcript, which is free. All financial obligations must be met before a transcript will be sent.

### **Report Cards**

Report cards will be given to students every six weeks as follows:

<b>First Semester</b>	<b>Second Semester</b>
September 16, 2017	March 3, 2018
November 4, 2017	April 14, 2018
January 6, 2018	May 31, 2018

The final grades given at 18 weeks will be posted on the student's transcript. **Students are expected to take report cards and progress reports home to their parents.**

### **Grading Scale**

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

**Incomplete** (work must be completed within the first 10 days of the next semester.)

### **Student Property**

Students must not bring large sums of cash or valuables to school. **Students taking a PE class should secure ALL personal belongings in a locked locker provided by the instructor.**

**KMHS is NOT responsible for lost, stolen, or damaged items. This includes, but not limited to, cell phones, head phones, earbuds, iPods, iPads, etc.**

### **Textbooks**

Textbooks will be made available to each student in each class for which a text has been adopted by the Cobb County Board of Education. In some classes, texts will be available during class time or on a check-out basis. School textbooks are

the property of the state of Georgia. Students are responsible for protecting textbooks and calculators from loss, theft, and damage.

Students must pay the cost of the lost, stolen, or damaged textbook or calculator that has been issued to them. (See Administrative Rule DFJ-R) Textbooks will be issued at the beginning of the semester and students must have their ID to check out books. Students are responsible for returning the textbook that was issued to them, at the end of each semester. Students who owe fines for lost books will not be issued textbooks until the fines are cleared.

### **Visitors**

Only those who have legitimate school business may visit the campus. Visitors must register at the Main Office immediately upon entering the school grounds. Parents are always welcome to visit but should first contact school administration to schedule an appointment.

## **COBB COUNTY POLICIES**

Found in this handbook is an explanation of some important Cobb County School District policies and procedures, which address expectations for student conduct and consequences for violations. A complete set of all district policies is available for parents and students to review on-line at the Cobb County website: <http://www.cobbk12.org>.

### **Report School Violence Pronto**

**RSVP PLEASE CALL THE RSVP HOTLINE  
770-499-3911  
TO REPORT ANY SCHOOL VIOLENCE**

## **STUDENT BEHAVIOR POLICIES AND EXPECTATIONS**

(Developed by KMHS students, staff, and parents)

As a statement of my determination to discharge my obligation honorably, I promise these things:

***I will*** be honest and sincere.

***I will*** assist in keeping the school facilities clean and orderly.

*I will* dress and act in a manner that will bring respect to me, my parents, and to my school.

*I will* be respectful to the principal, administrators, teachers, students, custodians, and visitors.

*I will* develop habits of reading and conversing which will broaden my culture and enable me better to understand the problems of the community, the state, and the nation.

*I will* seek to improve my community by contributing my efforts and my resources to worthwhile projects.

*I will* respect the property of the school and the property of others.

*I will* obey the rules of my school and community.

*I will* avoid every form of cheating or dishonesty and will undertake to discourage all dishonest practices.

*I will* not intentionally harm a member of my school family, or any member of our society.

*I will* not bring any weapon, or anything that looks like a weapon, to school that may cause fear, injury or death to anyone.

*I will* not engage in any unlawful activity including drugs, alcohol, bullying, gang violence, or any act of violence against another human being.

All students have a right to an education. Therefore, it is imperative that this right is respected by everyone on campus. **Everyone at Kennesaw Mountain should expect to be treated with civility and respect. Students who experience a problem should seek assistance in resolving the problem from a counselor or administrator.**

#### **Academic Honesty Policy**

Students have a responsibility to conduct themselves with the highest standards of honesty and integrity. Academic honesty is one of the most important characteristics of any class. Accordingly, honesty in all academic matters is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work you did not do will be considered dishonest behavior and will be dealt with accordingly by the instructor and administration.

The following are examples of some acts that are considered dishonest behavior:

- 1) Plagiarism (representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source). Proper

acknowledgement requirements should be researched by the student prior to writing paper, essay, project, etc., and is the sole responsibility of the student.

- 2) Cheating (intentionally giving or receiving, using or attempting to use unauthorized material, assistance, or study aids in any academic work. Includes, but not limited to possession of cheat sheets, giving or receiving answers to exams, test, labs, etc., copying homework, labs, etc.)

Cheating/Plagiarism – discipline listed below:

- a) 1st Offense - A grade of "Zero" given; Parents notified
  - b) 2nd Offense - A grade of "Zero" given; 3 days ISS; parent conference
  - c) 3rd Offense - A grade of "Zero" given; student will be suspended; parent conference required.
- 3) Cell phone use during a test may be considered cheating.
  - 4) Performing work or taking an examination for another student.
  - 5) Falsification and/or misrepresentation of data (submitting made up data or sources, copying homework, labs, etc.)

### **Expectations of Behavior**

Students are expected to behave in an exemplary manner that is conducive for a safe and orderly environment. This includes during the school day and at school-related events. Cobb County Schools Board Policy regarding student behavior can be found at:

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

Threatening or intimidating behavior, bullying, and harassment will not be tolerated. Any occurrence of this type of behavior should be reported to an administrator immediately. Physical confrontation is never acceptable behavior and will not be tolerated.

**Students are expected to report potential problems to an administrator.**

Physical confrontation will result in suspension and criminal charges will be taken when deemed appropriate by the administration.

**Assemblies/Pep Rallies**

Appropriate behavior is expected at all special activities including assemblies and pep rallies. Any students who display inappropriate behavior will be removed from the activity and referred to an administrator. Discipline will include loss of the privilege to attend future assemblies.

**Extracurricular and Social Events**

All school-sponsored activities are considered an extension of the school day, and all school and Cobb County policies must be observed (including the dress code).

**Dishonest Behavior**

Students are expected to adhere to a standard of ethical behavior that demonstrates honesty and good character. The following are forms of unacceptable conduct and will be addressed with appropriate disciplinary consequences.

- 1) Unauthorized possession and/or use of any school passes, forms, or documents
- 2) Forgery
- 3) Stealing
- 4) Being untruthful, or not telling the whole truth, to an administrator or teacher.

**Attendance Violations**

The school is responsible for students while they are at school and must know where they are at all times. Additionally, chronic attendance problems detract from the learning environment. The following consequences apply per semester.

**1. Unexcused Tardies to Class:**

<b>6</b>	1 day ISS
<b>9</b>	2 days ISS
<b>12</b>	3 Days ISS
<b>15</b>	1 Day OSS
<b>18</b>	2 Days OSS

**2. Skipping Class (more than 10 minutes late to class):**

Any student will be considered skipping class if late 10 or more minutes after tardy bell and/or arriving to class 5 minutes after time printed on their late slip. Students who reports to class late because of illness while at school must have a pass from Attendance or the Clinic.



<b>1st Offense</b>	1 Day ISS
<b>2nd Offense</b>	3 days ISS
<b>3rd Offense</b>	5 days ISS

**3. Leaving school without permission or coming to school late without checking in with Attendance:**

<b>1st Offense</b>	2 days ISS; parking revoked for 10 school days
<b>2nd Offense</b>	3 days ISS; parking revoked for 20 school days
<b>3rd Offense</b>	5 days ISS; parking revoked for 45 school days

**Bus Conduct**

The behavior of students on school buses is considered an extension of classroom behavior. Maintaining proper conduct while on the school bus shall be the joint responsibility of the student, parent, bus driver, and school officials. Students shall observe the following code of conduct established by the Cobb County Public Schools:

- a) Students must show proper respect to the driver at all times and obey all driver instructions.
- b) Large toys, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted.
- c) Tobacco, illegal drugs, alcohol, or weapons (or look-alikes) are prohibited.
- d) Students will keep their arms and heads inside the bus at all times.
- e) Nothing is to be thrown into or from the bus.
- f) The use of obscene language or gestures is forbidden.
- g) Destroying or defacing school property is prohibited.
- h) Fighting or physical play is prohibited.
- i) Unnecessary noise is prohibited.
- j) Food, gum, or drinks cannot be consumed on the bus.
- k) Students must be seated at all times unless directed otherwise by the driver.
- l) Students must be quiet at all railroad crossings.
- m) When crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
- n) Students may transport band instruments only if space is available.

- o) The emergency door, windows, and hatches are to be used only at the direction of the driver.
- p) No book bags will be allowed on the bus the last day of the semester.
- q) Students are to be at the bus stop five minutes prior to the scheduled time and are to wait in an orderly manner. The bus is not considered late until five minutes past the scheduled time.
- r) Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided the parent/guardian submits the request in writing to the administration of the school for approval in advance of the date requested. Without written permission and approval, the student must ride the regular bus home and disembark at the regular stop.

### **Cafeteria**

Students are asked to show respect for others by disposing of trash appropriately and not breaking in line. Breaking in line and not disposing of trash is unacceptable behavior and may be subject to discipline at the discretion of the administration. Students can deposit money in a cafeteria account which they can draw out of as needed. Parents can pay into their student's account on-line. This offers the convenience of not having to carry cash daily. Students should not share their ID#'s with others as this is also their account number. Students cannot get credit or charge for food in the cafeteria. If you do not have lunch money, please see an administrator before getting in line.

Free and reduced price lunches are available for those who qualify and complete the federal application process. All applications are confidential. Applications are provided to students at the beginning of the school year and are available from the café manager throughout the year. You can find current menus and price lists on the Food & Nutrition Services website [www.cobbk12.org/centraloffice/foodservices/](http://www.cobbk12.org/centraloffice/foodservices/)

### **Dress Code**

All students of the Cobb County School System shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress that proves to contribute to any disruption of school functions. All students of the Cobb County School System are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.

Administrators and teachers shall enforce the dress code policy, and the administration shall be the final judge as to the appropriateness, neatness, and cleanliness of the wearing apparel, or whether or not the apparel is disruptive, distracting, or in violation of the dress code.

Kennesaw Mountain expects student dress to be reflective of an orderly learning environment. KMHS's dress code includes the following *minimum standards*:

- 1) Students must wear shoes, (no bedroom slippers allowed).
- 2) Students must wear appropriate undergarments.
- 3) Students may not wear sheer or see-through garments.
- 4) No holes or slits in pants above the knee that exposes skin.
- 5) Pants must be worn at the waist with no undergarments visible, which include basketball shorts, boxer shorts, or briefs. Students will be provided a zip tie to secure their pants to the appropriate level.
- 6) Students may not wear tank tops, tops with plunging neck lines, or low-cut garments.
- 7) Each shoulder strap on tops must be no less than 2 inches wide (not 2 fingers.) Racerback shirts are not permitted.
- 8) Students must wear jackets over sundresses and strapless garments.
- 9) Basketball tops or shirts with plunging arm holes are not permitted.
- 10) Male students may not wear tank tops, sleeveless shirts nor can their shirts have side slits or wear cut off bottom shorts.
- 11) Shirts that are not tucked in must reach the student's pants/skirt waistband when the student's arms are down. Midriff shirts and blouses are not to be worn.
- 12) Skirts, shorts, and dresses must be no more than 6" above the knee.
- 13) Leggings and jeggings must have shirts that are no shorter than 8 inches above the knee.
- 14) Although shorts may be worn up to 6 inches above the knee, these types of shorts may not be worn at all: boxer-type shorts, athletic shorts with high cut sides, cut-off sweat pants, and spandex shorts.
- 15) Flannel pajamas are not permitted.
- 16) Students are not to wear caps, hats, bandanas, or other head coverings during the school day. Students who wear or hats during the school day will have them taken. From time to time, the administration may allow special

exceptions to this rule. These exceptions will be announced ahead of time for specific activities, such as during a school spirit day.

- 17) Clothing, jewelry, dress, or other ornamentation is not allowed if it is considered by the administration to be inappropriate or suggestive, advertise products or activities illegal for minors, or otherwise be a cause of dissension in our school setting. Potentially dangerous items include spiked bracelets, pant chains, and dog choke collars.
- 18) Note: Style and material may make some garments inappropriate regardless of length. A school administrator will be the final authority on such matters.
- 19) Students will not be allowed to attend class improperly dressed. If the violation cannot be immediately corrected, the student will spend the day in the ISS room working on assignments.

#### **Dress Code Violation**

**1st Offense:** Warning and student is allowed to return to class if the violation can be immediately corrected. If not, student is placed in In-School Suspension (ISS) for the remainder of the day.

**2nd Offense:** 1 day ISS and student is allowed to return to class if the violation can be immediately corrected. If not, student is placed in ISS for the remainder of the day.

**3rd Offense:** 3 days of ISS.

#### **False Emergency Alarms**

The reporting of false emergency alarms creates a potentially dangerous interruption of normal school operations, threatens the physical and emotional well being of students and staff, and could unnecessarily risk the lives of emergency response personnel. Any student who causes the reporting of a false alarm will be subject to consequences under the following Cobb County Administrative Rule, JCDA-R. In all cases, the school will notify the proper law enforcement agencies.

#### **Fighting**

KMHS students are expected to handle conflicts and disagreements appropriately and adhere to the student code of conduct. However, if students result to physical violence to resolve conflict (fighting) all students involved will receive appropriate discipline.

**1<sup>st</sup> Offense:** Minimum of 5 days/maximum of 10 days OSS and criminal charges may be filed.

### **Fire Drills**

Fire drills will be held monthly. Any student found tampering with the fire alarm, fire extinguisher, or emergency equipment will be suspended and the appropriate authorities will be notified.

### **CONSEQUENCES RESULTING FROM STUDENT BEHAVIOR VIOLATIONS**

Discipline for misconduct may result in parent conferences, detention, denial of certain privileges, in-school suspension (ISS), suspension and expulsion. Attendance is expected for student success. When a pattern of absences compromises a student's academic success, a conference will be held to determine the student's status at school.

Note that students who violate more than one school rule or policy may be subject to disciplinary action for each violation.

### **Detention**

Individual teachers and departments may also hold detention for problems that develop within their area. Failure to serve teacher or division detention will result in referral to administration.

### **Administrative Detention**

Administrative detention will be from 7:30 to 8:00 AM or 3:45 to 4:15 PM and may be issued for tardy, electronic devices, and any other infraction deemed appropriate by administration.

### **ISS (In School Suspension)**

The purpose of the ISS program is to provide an alternative to the standard practice of sending a student home when it becomes necessary to suspend him/her from regular school activities. The student is allowed to work on assignments collected from the regular classroom teachers.

Students and parents will receive a referral before admission to the ISS program. The signed referral must be returned, by the student, to the ISS instructor. The student is responsible for work missed while in ISS, and must turn it in upon returning to class, or he/she will receive no credit (zero).

Any student removed from ISS for failing to follow procedures will forfeit the right to complete work for credit. Students in ISS may not participate in any day or night activities.

Students on minimum day or on a work release program are expected to serve ISS for a whole school day.

Should a student establish a pattern of non-attendance of ISS assignments, the placement of the student in ISS will not be available as a consequence for the student's behavior.

**Out-of-School Suspension (OSS)**

Certain types of misbehavior can result in out-of-school suspension. Students cannot be on the school campus at any time during the period of suspension. Students cannot participate in any school-related activities during the suspension. Tests/quizzes missed during OSS will be administered upon return to school.

Students 15-17 years old suspended for 10 days or more, or suspended for alcohol, drugs, or weapons will have their driver's license revoked.

**Long-Term Suspension, Due Process**

A student may be subject to Long-Term Suspension or Expulsion, as defined by Cobb County School District Policy JCEB-R, for the violation of school rules and/or Rules of the Cobb County School District (District), but only after the student has been afforded notice and an opportunity for hearing and other procedural requirements set forth below have occurred as written in Policy JCEB-R.

**KMHS DEPARTMENTS**

**School Counseling Office**

The Counseling Office is open to students and parents during the school day. Parents are encouraged to call ahead for an appointment. Students experiencing any problems, either personal or academic, are encouraged to see their counselor.

<b>Counselors</b>
Michael Loyd
Brittney Phillips
Colleen Garcia
Renea Oseni
Michael Loyd
Angela LaRoy

### **Transcript Request**

Transcript request information can be acquired on the Kennesaw Mountain High School Counseling website.

### **Career Center**

The Career Center contains resources for students and parents regarding colleges, school-to-careers information, scholarships, and work opportunities. College applications and catalogs are available as well as computer access to SAT/ACT information, career interest inventories, and online college information. The Career Center is located in the counseling office and is open during office hours.

### **Media Center**

Mon, Wed, Thurs	7:30am - 4:00pm
Tues	7:30am - 5:00pm
Friday	7:30am - 3:30pm

The mission of the KMHS Media Program is to ensure that students and staff become lifelong learners who effectively use ideas and information and who develop a love of reading. Our mission objectives include providing intellectual and physical access, learning experiences, leadership, instruction, and consultation. Many resources are available to every student and staff member through the Local Area Network and through online services. Each person is given access rights to these resources through the use of a personal login and password. It is the responsibility of each patron to read and understand his/her responsibilities when using the network and to adhere to county administrative rules. Misuse or abuse of network privileges is subject to Cobb County Board of Education Electronic Administrative Rules IFBG-R and JCDA-R found at <http://www.cobbk12.org/centraloffice/adminrules/>

### **Internet Use**

In accordance with the School Board Administrative Rule IFBG-R (<http://www.cobbk12.org/centraloffice/adminrules/>), all school computer use must be related to the student's course work. No chat rooms, net surfing or mail access is allowed without prior permission and direct supervision of the student's teacher.

Internet resource products have been purchased for use both at school and home. Many of the online resources can be accessed through the Kennesaw Mountain High School Media Center home page at

[http://kmhs.typepad.com/media\\_at\\_the\\_mountain/](http://kmhs.typepad.com/media_at_the_mountain/)

Passwords for home use are available from the media center. Since these items are purchased for Cobb County public school students, please do not share user names or passwords. Student violators of policy will lose their computer access for a minimum of 1 semester.

### **Books and Materials**

Students have the opportunity to check out up to five items at a time. A student ID is required. Reference materials and magazines may be checked out for overnight use at the end of the school day and are to be returned before first period the following day.

Students with overdue books and/or fines are not allowed to check out textbooks until they have been cleared with the media center. The charge for a lost book or damage to other materials will be the replacement cost. For the protection of materials, food and drinks are not permitted in the media center. The exception is water in an unbreakable bottle with a lid.

Suggestions about materials or policies are always welcome from students and staff. A Media Committee meets during the school year to determine media policy changes, review selection of materials, and evaluate the media programs. Both student and staff volunteers are encouraged to participate in the development of the media program.

### **Quality Points**

Advanced Placement (AP) Courses are college level courses administered either on the KMHS campus or online. At the end of the year, students are expected to take the AP exam in the subject area.

Students who earn above a certain minimum score may qualify to exempt college classes in that subject or receive college credit (colleges set their own minimum scores for exemption). Final grades earned in AP courses earn one (1.0) extra quality point:

A = 5 pts

B = 4 pts

C = 3 pts

D = 2 pts



Due to the work involved in Advanced Placement courses, counselors strongly advise that students take no more than two AP courses per semester.

Selected Honors courses are advanced courses (District Administrative Rule IHA-R). Each final grade earned in an Honors course earns  $\frac{1}{2}$  (0.50) extra quality point:

A = 4.5 pts      B = 3.5 pts      C = 2.5 pts      D = 1.5 pts

## **ATHLETICS**

### **Athletic Code of Conduct**

DISTRICT ADMINISTRATIVE RULE IDF-R Interscholastic Activities 7/1/15 RATIONALE/OBJECTIVE: Participation in interscholastic/extracurricular (extracurricular) activities in Cobb County School District (District) schools is a privilege. Students participating in these activities are considered to be school leaders and 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 standards of conduct, the District may withdraw the privilege of participation in interscholastic/extracurricular activities. The purpose of this code of conduct is to establish a minimum expectation of behavior.

RULE:

#### **A. PROCEDURES:**

##### **1. Time in Effect:**

Except as specifically provided, the following behavioral expectations and prohibitions apply 365 days a year, 24 hours a day, in and out of the specific extracurricular season, on or off school grounds, and through the use of school or outside technology resources.

##### **2. Parental/Self Reporting of Law Enforcement:**

Parents/guardians and/or students must report any charges against or arrest of a student or student behavior in which law enforcement is involved, to their high school administration or coach within two weeks (14 calendar days) of the arrest or behavior. The two week time frame includes weekends, school holidays and summer vacation. Failure to report arrest, charges or behavior may result in additional consequences which may include, but is not limited to, doubling of the student's consequences for the behavior in question.

3. Provisions:
  - a. Sponsors/Coaches should investigate policy violations and report to the school administration. The Principal or designee should make all determinations of penalties, in consultation with the coaches, sponsors and the District Athletic Director, as appropriate.
  - b. Unless otherwise specified, periods of suspension from activities does not include preseason workouts and other preseason activities. Such student's ability to participate in preseason activities will be determined by the Principal or designee in consultation with the coach. During the student's period of suspension the student cannot have contact with the team during any team activities.
  - c. Students cannot attempt to evade the intent of the Rule by joining a new sport specifically to allow their suspension days to run their course. If a student athlete participates in a sport that he/she had not been previously involved with, he/she must complete the season of the new sport in good standing in order for the suspension days to count.
  - d. Transferring from one District school to another does not relieve the student from the consequences for a violation of this Rule. Should a student choose to transfer outside of the District, the designated school administrator or the school athletic director will contact the new school to inform them of the violation and the resulting penalty. The District may also honor the activity consequences from other private or public school systems.

4. Notification:
  - a. Elementary/Middle Schools: In addition to providing students with copies of the appropriate Student Code of Conduct (Administrative Rules JCDA-R [Elementary], JCDA-R [Middle]), elementary and middle schools should make participants in extracurricular activities aware of this Administrative Rule.
  - b. High Schools: In addition to providing students with copies of the appropriate Student Code of Conduct (Administrative Rule JCDA-R [High]), each high school should provide written notification of this Administrative Rule to all participants in extracurricular activities.

**B. ALCOHOL/ILLEGAL DRUGS/INHALANTS:**

The District believes very strongly that use, possession, selling or buying over the counter drugs or products to get high; alcohol;

illegal drugs; or prescription drugs in an unauthorized manner at any time is an offense. Such use, possession or distribution by extracurricular participants is banned. All misdemeanor driving under the influence (DUI) offenses will be dealt with according to this section. All felony DUI offenses will be dealt with under Section D, below. Offenses are cumulative at the high school level.

1st Offense:

- Suspension from extracurricular activities, including practice and regular season, a minimum twenty-five (25) calendar days; plus
- Suspension from a minimum of 30% of the regular season contests/performances; plus
- Student must complete the GRIP (Gaining Results in Intervention and Prevention Program) which consists of one four hour Saturday session attended by the student and the parent, or another comparable program. If the student cannot attend the program until after the suspension is lifted, they must still attend the program in order to be eligible to compete in their next extracurricular/athletic season. Failure to attend or complete the program as required may result in continued extracurricular/athletic ineligibility beyond the initial suspension.
- If offense is during the off season, the first offense suspension will begin on the GHSA start date for the next season with which the recognized athlete is affiliated.
- If the student has not completed his suspension at the end of the season, the remaining days will be completed at the beginning of the next affiliated GHSA activity.

2nd Offense:

- Suspension from extracurricular activities for a minimum of one calendar year. The student will not be permitted to participate in preseason activities or practice.

3rd Offense:

- Permanent suspension from extracurricular activities, including preseason activities and practices.

C. TOBACCO [IN-SEASON USE]:

1st Offense:

- Suspension from all extracurricular activities for two (2) school days/

2nd Offense:

- Suspension from all extracurricular activities for five (5) school days and must sit out 10% of games/matches/performances/competitions.

3rd Offense:

- Suspension from all extracurricular activities for ten (10) school days and must sit out 20% of games/matches/performances/competitions.

4th Offense and Subsequent Offense:

- Suspension from all extracurricular activities for ninety (90) calendar days.

D. FELONY:

1. Guidelines:

- a. A student who is arrested for, indicted for, convicted of, or charged with a felony or act that would constitute a felony if committed by an adult shall be automatically suspended from interscholastic/extracurricular activities;
- b. Students will not be permitted to participate in preseason activities;
- c. DUI: All felony DUI offenses will be dealt with according to this section.

2. Duration:

- a. The student shall remain suspended from extracurricular activities until:
  - 1) The charges are completely dismissed;
  - 2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined in Section E, below, or Section B, for alcohol offenses;
  - 3) The student is found not guilty; or
  - 4) The student serves his/her consequences as outlined below.
- b. Once the student successfully completes the consequences assigned by the judge or agreed to by the student, including probation or diversion, the student may be permitted to participate in extracurricular activities. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.
- c. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, treated as a "first offender" action, or the behavior has not been prosecuted (nolle prosequi), that student may present or obtain documentation as required by the school to

determine the circumstances of the matter and appropriate eligibility consequences, as determined at the discretion of school administration. Such incidents will be reviewed on an individualized basis and a legal determination in the matter may not be sufficient to change the student's consequences.

**E. MISDEMEANORS:**

1. A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below. However, minor offenses that result in fines alone may be dealt with as a violation of Section F (7) below.
  - 1st and Subsequent Offenses:
  - Minimum suspension from extracurricular activities for one (1) school day up to a maximum of permanent suspension from extracurricular activities.
2. Drug/Alcohol/DUI:  
Any student who is accused of a misdemeanor alcohol/drug offense or a misdemeanor DUI will receive consequences as outlined in Section B above.
3. If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, treated as a "first offender" action, or the behavior has not been prosecuted (nolle prosequi), that student may present or obtain documentation as required by the school to determine the circumstances of the matter and appropriate eligibility consequences, as determined at the discretion of school administration. Such incidents will be reviewed on an individualized basis and a legal determination in the matter may not be sufficient to change the student's consequences.

**F. OTHER OFFENSES:**

- A student who commits the following offenses may be suspended or permanently dismissed from the team or activity. The head coach in conjunction with the school administration will determine consequences for the following:
1. Hazing: School clubs and student organizations shall not use hazing or degradation of individual dignity (Administrative Rule JHC-R [School Clubs/Organizations and Student Organizations]);

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. Violating curfew as established by the coach;
6. Any act at school or away from school, which results in any discipline by school administration; or
7. 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; 6/10/09; 4/14/10 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JICDD) Revised: 7/1/13; 7/1/15 Legal Reference O.C.G.A. 20-17-0002 Interstate Compact on Educational Opportunity for Military Children O.C.G.A. 20-02-0160 Determination of enrollment; determination of funding O.C.G.A. 20-02-0315 Gender equity in sports O.C.G.A. 20-02-0316 Athletic association defined; high school athletics O.C.G.A. 20-02-0411 School fund kept separate; use of funds; separation of school taxes; investments O.C.G.A. 20-02-0086 Operation of school councils; training; membership; management; roles and responsibilities Rule 160-5-1-.18 Competitive Interscholastic Activities in Grades 6-12 20 USC 1681 Title IX of the Education Amendments of 1972

**GHSA Eligibility**

1.21 To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

(a) Enrollment is defined as follows: (1) Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes. (2) Spring Semester: when the student attends classes. (b) The student must be in regular attendance. (c) The student must be taking courses that total at least 2.5 Units that count toward graduation.

1.30 AGE to be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation.

1.41 Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the students are physically approved for participation.

(a) Physical examinations will be good for twelve (12) months from the date of the exam. EXCEPTION: Any physical examination taken on or after April 1 in the preceding year will be accepted for the entire next GHSA school year. (b) The physical exam must be conducted by a licensed medical physician, doctor

of Osteopathic medicine, nurse practitioner or a physician's assistant. (c) The exam must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advance Practice Nurse who has been delegated that task by an M.D., or D.O. (d) The GHSA requires that member schools use the latest edition of the pre-participation physical evaluation form approved by the American Academy of Pediatrics, et. al., found on the GHSA website.

1.51 To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Units counting toward graduation the semester immediately preceding participation.

1.53 Students must accumulate units towards graduation according to the following criteria: (a) First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate. (b) Second-year students must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester. 6 (c) Third-year students must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester. (d) Fourth-year students must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester. (e) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

1.62 A transfer student who has established eligibility at a former school in grades 9-12 shall be immediately eligible at the new school if: (a) The student moved simultaneously with the entire parental unit or persons he/she resided with at the former school, and the student and parent(s) or persons residing with the student live in the service area of the new school. This is known as a "bona fide move." For more information concerning GHSA eligibility please visit [www.GHSA.net/constitution](http://www.GHSA.net/constitution).

### **Collegiate Athletic Scholarships**

In order to be recognized by KMHS with a formal scholarship signing ceremony a player must meet the following requirements.

- 1) Be an active member of a KMHS athletic team.
- 2) Have participated in said sport for at least two years, one of which being the student's senior year.