

**ALAN C. POPE HIGH
SCHOOL
2009-2010**

**3001 Hembree Road
Marietta, GA 30062**

Main Office	770-578-7900
School Counseling Office	770-578-7903
Attendance (PPO)	770-578-7908

Cover by

**Shay Fitzmaurice
Senior**

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From the Principal

On behalf of the Pope High School staff, faculty, and administration, we extend a warm welcome to you, our students. Pope High School remains committed to educate and prepare you to meet the challenges of your post-secondary goals and aspirations in preparation for the real world. It continues to be our mission to foster the academic, social, and emotional needs for each of you while building a strong foundation of core values that will serve you, and others, a lifetime.

Pope High School is dedicated to building a strong tradition of excellence both in and outside the classroom. As you begin this school year, we encourage you to get involved with the variety of extra-curricular activities that Pope High School has to offer. Each endeavor you choose will help you become well rounded and more prepared for life.

This handbook is designed to help orient you to Pope High School and to inform you of school rules, policies, procedures, and expectations. It is not comprehensive, but it is important that you and your parent(s) become familiar with the information in this handbook. Please keep this book as a reference throughout the school year. The policies, rules, procedures, and expectations outlined in this handbook are intended to provide for a sound and challenging educational environment and a productive learning community. You and your parents may access all Cobb County School District's policies in their entirety under Policy and Planning at <http://www.cobb.k12.ga>.

We take great pride in our school and are constantly looking for ways to make it better. Strong commitment from faculty, staff, parents, and students are the keys to our success. I challenge you to set high goals and to work diligently to achieve them. Welcome to Pope High School and to a continued tradition of excellence.

Rick Beaulieu

About the Handbook:

Students are responsible for knowing the contents of this

handbook. The Pope Student Handbook is designed to be an information source for both students and parents. All information contained in this handbook is subject to modification with regard to policy and procedures adopted by the Cobb County Board of Education or the Pope High School staff. During the first week of school, students may be given additional Cobb County School System policies and Pope High School policies. The information given to students during the first week of school is considered part of this handbook.

WHO WAS ALAN C. POPE?

Pope High School opened in the fall of 1987. Alan C. Pope lived most of his life in Cobb County. He attended Cobb County schools and was an outstanding student in both academics and athletics. Upon graduating from college, Alan began his teaching career in Cobb County schools. When Walton High School opened in 1975, Alan taught science and coached the varsity boys' basketball and cross-country teams. On November 30, 1975, Alan, his wife and their infant son were killed in an automobile accident. As both a teacher and a coach, Alan gave all he had to give to his students and his profession. His name helps in keeping us focused on dedication and the pursuit of excellence.

FROM THE SGA PRESIDENT:

We, here at Pope, are always striving towards being the best, and this year will be Pope's best year ever! Whatever you are interested in doing, you can do it here. Enjoy these four years to the best of your ability and remember to relax and have a good time!

Welcome to the 2009-2010 school year!

Kyla Guenzerodt
SGA Executive President
2009-2010

2009-2010 SCHOOL CALENDAR

August 4	Fall Madness
August 10	First Day of School
August 25	PTSA Open House
September 7	Labor Day Holiday (Schools Closed)
September 18	Report Card Distribution
October 21	Early Release Day *
November 3	Student Holiday/Prof. Learning Day
November 9	Report Card Distribution
November 21-29	Thanksgiving Holidays
December 15-18	Final Exams - End Fall Term
December 19-Jan.-3	Winter Holidays
January 4	Student Holiday/Teacher In-service
January 5	First Day of Second Semester
January 9	Fall Term Final Report Card Distribution
January 18	M. L. King, Jr. Holiday/School Holiday
January 21	PTSA Open House
February 15	Student Holiday/Staff Day
February 22	Report Card Distribution
March 10	Early Release*
April 3-11	Spring Holidays
April 16	Report Card Distribution
May 8	Prom
May 18-21	Final Exams - Spring Term
May 21	Last Day of School
May 21or 22	Graduation Ceremonies (TBA)
May 2 8	Spring Term Final Report Cards Mailing
May 31	Memorial Day Holiday

* High School Students Dismiss at **1:25 P.M.**

Please check our web site for updated information

www.popehigh.com

Be sure to sign up for our weekly e-newsletter Hound Highlights.

Pope High School 2009-2010 Bell Schedule

PERIOD	MON	TUES	WED	THURS	FRI
0	7:05 - 8:10	7:05 - 8:10	7:05 - 8:10	No Zero Period	7:05 - 8:10
				Teachers Only	
1	8:25 - 9:15	8:25 - 9:20	8:25 - 9:15	9:40 - 10:25	8:25 - 9:15
Academic Opportunity	9:20 - 9:55	No AO	9:20 - 9:55	No AO	9:20 - 9:55
2	10:00 - 10:50	9:25 - 10:20	10:00 - 10:50	10:30 - 11:15	10:00 - 10:50
3	10:55 - 11:45	10:25 - 11:20	10:55 - 11:45	11:20 - 12:05	10:55 - 11:45
4	11:50 - 12:40	11:25 - 12:20	11:50 - 12:40	12:10 - 12:55	11:50 - 12:40
5	12:45 - 1:35	12:25 - 1:20	12:45 - 1:35	1:00 - 1:45	12:45 - 1:35
6	1:40 - 2:30	1:25 - 2:20	1:40 - 2:30	1:50 - 2:35	1:40 - 2:30
7	2:35 - 3:25	2:25 - 3:25	2:35 - 3:25	2:40 - 3:25	2:35 - 3:25

Academic Opportunity (AO):

AO will be held on Mondays, Wednesdays, and Fridays. This period is designed to allow students the opportunity for enrichment, remediation, and other academic endeavors.

Procedures for the AO period are as follows:

1. Students will report to their assigned AO and remain in this area for the 35 minute period. Students are expected to work independently and quietly on school related material.
2. Students may acquire AO passes before school begins from teachers they are interested in seeing for enrichment, remediation or other academic opportunities during the AO period. Students must sign in with their assigned AO teacher before reporting to the designated area.
3. Some students will be assigned to designated AO areas based on need identified by the administration.

X-Block (Thursdays)

Teachers will report for Professional Learning from 8:00am to 9:30am. Students need to arrive in time to begin first period at 9:40am. If students arrive earlier than 9:30am, they will report to the Media Center or Cafeteria. **NO X-BLOCK ON DEC. 17th, MACH 25th, and MAY 20th on these days students need to arrive at Pope by 8:25am.**

ADMINISTRATIVE TEAM

Mr. Rick Beaulieu	Principal
Ms. Loretta Clune	Assistant Principal
Mr. Steven Craft	Assistant Principal
Ms. Loralee Hill	Assistant Principal
Ms. Ashley Jimerson	Assistant Administrator
Ms. Nancy Zarbnisky	Assistant Administrator

DEPARTMENT CHAIRS

Ms. Diane Hagood	English
Ms. Dianna Lossner	Mathematics
Ms. Jan Titolo	Science
Ms. Margaret Piper	Social Studies
Ms. Rebecca Hauseman	Foreign Language
Ms. Lynda Brown	Business/Career Technology
Mr. Jim Haskin	Physical Education
Ms. Jan Fendig	Fine Arts
Ms. Phyllis Gould	Special Services
Ms. Leslie Shearestone	Guidance

COUNSELORS

For Students:

Grade Level:

Ms. Kathryn Sax	A-E	11 th Lead
Ms. Leslie Shearestone	F-K	10 th Lead
Ms. Angie Bruce	L-Q	12 th Lead
Ms. Kea Sparknman	R-Z	9 th Lead
Ms. Janet Callahan	Special Assignments	
Ms. Terri Sabo	Advisement Clerk	
Ms. Alice Brown	Records Clerk	
Ms. Leslie Shearstone	Department Chairman	
Graduation Coaches	Janie Ledbetter and Leigh Nielsen	

Grade Level Lead counselors can provide information pertinent to their specific grade levels.

MEDIA SPECIALISTS

Ms. Sara Allegood (Department Head)
Ms. Connie Kone
Ms. Anne Hudson

SCHOOL SOCIAL WORKER (770-578-7918)

Ms. Pam Kretzmer

CAMPUS POLICE OFFICER (770-578-7900 ext. 243)

Officer Lyle Vick

OFFICE PERSONNEL

Ms. Laurie Hickey	Secretary (Ext. 224)
Ms. Terry Vorobel	Front Office (Ext. 277)
Ms. Emily Tilden	Bookkeeper (Ext. 229)
Ms. Teresa Reddick	Pupil Personnel Clerk (Ext 247)
Ms. Kim Allen	Registrar (Ext. 228)
MS. JACKIE CHRISTIE	NURSE (EXT.273)
MS CYNTHIA WAYE	MEDIA CENTER (299)

II. ATTENDANCE

PLEASE NOTE: CERTIFICATE OF ATENDANCE IS NEEDED TO OBTAIN A GEORGIA DRIVER'S LICENSE

Attendance is taken during every class. Students who are not in first period class by 8:25 must report to the PPO office to sign-in. **Failure to sign-in and out properly through the PPO office will result in an administrative referral.** When a student has been absent, he/she must bring a written statement from his/her parent(s) or guardian stating the reason he/she was absent. The written statement from the parent should be given to the first period teacher the first day back at school. A maximum of two additional days will be extended to students to provide written parental statements to the first period teacher. Students who fail to turn in notes for **absences are considered truant, the absence will be unexcused and will affect certificate of attendance eligibility as well as grades.**

REASONS FOR EXCUSED ABSENCES

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

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

Other reasons for absences must be classified as unexcused.

READMITTANCE AFTER ABSENCE

Admit slips are required for absences, tardies, and early dismissals. When a student has been absent, he/she must bring a written note that should include the student's full name, the reason for the absence the number of days absent, the work and/or home phone numbers where a parent can be reached, and the parent's signature. The **absence is unexcused if a note is not sent next day or the day after from a parent/guardian.** The note regarding a student absence should be given to the homeroom teacher, who will issue an admit slip or to the PPO office if the student is tardy to school. The student must present the admit slip to each teacher. All tardy notes are due to PPO no later than the next day. A student must be present for half of the day to be counted present for the school day. A student who misses more than half a class period is counted absent from that class. **In order to participate in extracurricular activities, a student must be counted present on the day of participation – the student must be present at least ½ the school day. (Four Periods)**

The principal or his/her designee is authorized to require verification of statements explaining a student's absence from class or school when probable cause exists for questioning the validity of a student's statement.

Excessive Absences (Administrative Rule JB)

If a student has been absent from school ten (10) or more days, the school principal may require a physician's statement verifying the necessity of the absence, permission to return to classes, request for restricted activity, or to qualify for homebound instruction. Students and or parents are encouraged to contact the Pope Clinic at (770) 578-7900 ext 273.

The following provisions apply to absences during a school year.

1. After Five Absences:

- a. Excused Absences: The teacher will contact the parent or guardian by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, then a letter or postcard will be sent.
- b. Unexcused Absences: After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absence without response, the school shall send a notice to such parent, guardian, or other
- c. After attempts are made to notify the parent/guardian, a certified letter with a return receipt requested will be sent. The letter is to include a copy

of the Compulsory Attendance Law (O.C.G.A. 20-20-690.1) [Form JB-1](#)

2. **After Seven Unexcused Absences** by students 14 years old and older, schools and/or school social workers shall notify students they have only three unexcused absences remaining prior to violating the attendance requirements contained in subsection (a.1) of O.C.G.A. 40-5-22, **which will affect the student's ability to obtain a certificate of attendance required to acquire a Georgia driver's permit or license** [Form JB-2](#)

3. After Ten Absences:

a. **Excused:** A letter [Form JB-3](#) will be sent from a school administrator to the parent or guardian regarding attendance. This letter should not be sent for a child with documented, as defined in Section A above, illness unless school administration and/or the school social worker determines it necessary. In addition, an administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time. Note: Pope High School utilizes a variety of resources to ensure that 10 day letters are sent only when warranted. If you receive a letter by mistake, please contact the administrator in charge of attendance @ 770 578-7900 ext. 234 or 247.

b. **Unexcused:** A letter [Form JB-3](#) will be sent from a school administrator to the parent or guardian regarding attendance. **If the student has more than ten unexcused absences within one semester or two consecutive quarters and is between 14 and 18 years of age, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted.**

4. After Fifteen Absences:

a. Excused: A school administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time.

b. Unexcused: A referral shall be made to the School Social Worker using the social work form [Form JB-4](#)

c. If a referral is made to the School Social Worker, an administrator must sign the form and all relevant correspondence and documentation must be attached. The Social Worker will work with the student and family in order to address the attendance problem. The Social Worker shall involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the Social Worker

interventions are unsuccessful, a complaint shall be filed in the appropriate court of law. This does not include suspensions.

5. Absences due to out-of-school suspensions or expulsions are considered unexcused absences. However, parents of students who are suspended or expelled will be notified pursuant to Administrative Rules JDD and JKDA.

Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day's absence after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.

TARDIES

Teachers will monitor tardies to class and to Academic Opportunities. Teachers will administer consequences as outline in their syllabi. Failure to serve teacher consequence will result in an administrative referral. Students who park on campus will have their parking decal revoked on the 7th unexcused tardy to school per semester.

CHECKING OUT OF SCHOOL

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

The request should include:

1. The student's first and last name.
2. The parent's name and signature.
3. The student's I.D.
4. The reason for the early dismissal request.
5. A telephone number where the parent can be reached during the school day to verify the check out request. **If a student is driving or walking, a parent must be contacted. If the parent or guardian cannot be reached, the student may not leave.** If the student leaves after we inform him/her that we cannot verify the early dismissal, it will be treated as a class cut (truancy) and disciplinary action will be taken.

Parents; please remember, for early dismissals, have your student bring a note to PPO in the morning before school. Last minute

appointments do happen, however, please call PPO ahead of time & we will have your child waiting for you. This allows us to protect teacher's instructional time. Contact Pupil Personnel @ 770 578-7900 ext. 247.

OUT-OF-TOWN (UNAVAILABLE) PARENTS

Parents **must** provide emergency phone numbers on the emergency card completed at the beginning of the year. This card will be kept in Pupil Personnel. On the card, please give the name(s) and telephone number(s) of the person(s) to call when parents are unavailable. Only in emergency situations will the school contact adults listed on the student information card. We cannot release students to anyone other than parents or other adults approved by the parents. **Identification will be required.** Parents must come into PPO to check out their child. If parents will be out of town for any length of time and plan to leave their children in someone else's care, the parents should be sure the person(s) caring for their children has written permission for the caregiver to authorize medical treatment. Please send this information to PPO so that school personnel will know whom to contact in case of emergency.

COLLEGE VISITS

Seniors are allowed two (2) days of **excused absences** and juniors are allowed one (1) day of **excused absence** for college visits, but students will be allowed to make up work. It is the student's responsibility to inform his/her teachers in advance of these appointments. Students should fill out the "Senior College Visit" form in PPO or download form from the Pope website under Resources and the PPO when they plan to visit a prospective college or university.

CERTIFICATE OF ATTENDANCE FOR DRIVERS LICENSES

Students must obtain Certificate of Attendance forms required by the Department of Public Safety for both driver's licenses and learner's permits from the Pupil Personnel Office. You may apply for a certificate of attendance Monday through Thursday, during lunch hours only. The cost is \$2.00 due at the time of the application. They will be ready that Friday. They can only be picked up during lunch hours. They expire after 30 days.

Please do not ask the attendance office to make exceptions to this rule – parents and students should plan accordingly. Please use the forms available in PPO as they contain school information. Refer to forms for criteria.

WITHDRAWALS

Any student withdrawing from school should report to the Guidance Office for the proper form. When withdrawing the student from school, should be accompanied by a parent or guardian. This should be done upon arrival on campus the last day the student will be in school. All books must be returned and fees paid in order to clear records on the last day of attendance. Students not planning to enroll in another school must schedule an exit interview with their counselor. A student who withdraws from Pope but does not attend another school and wishes to re-enroll must first have a conference with the principal in the presence of the student's parent(s)/guardian. Both the student and parents will sign a written agreement with the school. If a student officially withdraws from school prior to the completion of a semester, the courses taken, grades earned, and attendance will still be recorded on the cumulative record. This information shall be recorded on the withdrawal form. If a student withdraws from Pope and enrolls in another high school in the state of Georgia, discipline records for that student must be forwarded to the student's new school upon that school's request.

Students who withdraw from class after two weeks will receive a numerical grade of no less than a ten (10) unless there are unusual circumstances.

III. PEOPLE AND PLACES

CLINIC - FIRST AID AND MEDICAL ATTENTION

The Clinic, located next to PPO, is staffed by a Registered Nurse between the hours of 8:15-3:45 daily. The clinic does not supply medications. Limited first aid is administered in accordance with Cobb County School District policy.

If a student becomes ill after arriving at school, he/she should go to the Clinic where a call will be made to his/her parent or guardian. **All students must have an emergency card on file with a name and number of an alternate person to be contacted in case a parent or guardian cannot be reached in an emergency.** We ask parents and/or guardians when going out of town to provide caretakers with written authorization to make medical decisions and authorize dismissal from school. A copy of this authorization with contact information should be forwarded to the PPO office.

Medication

Medication shall be maintained and dispensed in accordance with the following Cobb County Guidelines.

TRANSPORTATION OF MEDICATION:

A. Controlled substances may not be transported to school or returned home by U.S. mail or other delivery service.

B. A parent, guardian, or designated adult is responsible for transporting prescription medication to and from school in the original container and completing appropriate School Clinic (clinic) Forms except as provided in Section IV below.

C. School employees and/or bus drivers should not assume liability for transporting medication except during school sponsored activities, such as field trips.

D. A parent/guardian is responsible for transporting medications and completed authorization forms to alternative learning sites, such Alternative Education Program.

E. See Section VIII for consideration for special education students.

LABELING/IDENTIFICATION:

A. Medication sent in an unlabeled container will not be given.

B. Prescription Medication shall be sent to school in the original pharmacy container labeled as required in [Form JLCD-1](#).

C. **Over-the Counter (OTC) Medication** shall be sent to school in the original manufacturer's container. The manufacturer's label must include information as required in [Form JLCD-1](#).

MEDICATION STORAGE:

All medications are required to be stored in the clinic and should be kept in a locked cabinet within a secured area with access limited to authorized personnel at all times.

Exceptions are:

A. Prescribed asthma medication;

B. Prescribed epinephrine auto injectors;

C. Prescribed diabetic medication;

D. Elementary and Middle School Students:

The following are (OTC) medications which):

E. High School Students:

High school students may transport and carry any (OTC) medications. They must be in the original container.

MEDICATION ADMINISTRATION DURING THE SCHOOL DAY:

A. Written permission from the parent/guardian is required in order for Trained Personnel to administer each medication to the student [JLCD-2](#)

B. General Provisions:

1. Medications, including OTC medications (i.e. Tylenol, Advil, antibiotic ointments, calamine lotion, cough drops, etc.) will not be supplied by the school or school employees.

2. Only medications that have a required dose or that may be required during school hours will be stored and administered.

C. Prescription Medication:

No student should carry a prescription medication without a Doctor's note.

D. Over-the-Counter (OTC) Medications:

May not be administered in doses that exceed established amounts for age or weight as printed on the manufacturer's label.

E. Administration of Medication:

Only Trained Personnel should provide medication administration or assistance, a student, with the approval of their Legal Prescriber and parent/guardian [JLCD-10](#), may carry and self-administer the following prescription medications:

- a. Asthma medication;
- b. Epinephrine auto injector; or
- c. Diabetic medication.

Guidance (School Counseling)

THE SCHOOL COUNSELING OFFICE/CAREER CENTER is located in Room 102. Four full-time, one half-day counselors, a graduation coach, an Advisement Clerk, and a Records Clerk make up the guidance and counseling staff that provides a variety of services for both students and parents.

The mission of Pope High School's Counseling Department is to work in partnership with our stakeholders to fulfill Pope High School's mission for each and every student. School counselors provide support for all students through a comprehensive, developmental program aimed at fostering academic, career, and personal/social skills in order to eliminate barriers to learning. This pathway leads to the fulfillment of the common goal for every student which is achievement of extraordinary success.

Students are assigned alphabetically by last name to a counselor. Services may include the following: provide individual personal counseling to students; conduct small group and classroom guidance activities for academic, social, emotional, and career development; provide information about course offerings and programs; assist with decisions concerning educational and career plans; coordinate visits by representatives from colleges, tech schools, the military, and other post-secondary opportunities; furnish information regarding scholarships and financial assistance for college; act as liaison for professional referral services within and outside the school system; maintain, update and provide information relating to all student records; conduct school-wide standardized testing programs; and provide information and applications for college entrance tests. Parent information nights are

also held during the year on the Pope High School website under Academics.

Services will be offered to all students based upon student need and desire to participate unless written parental notice requests that services not be offered.

The career center provides informational services for students, as well as college handbooks, applications, career and vocational books, pamphlets, videos, and booklets on topics such as study skills, drug and alcohol use prevention, student personal concerns, self esteem, parent/teen conflict, and careers. Computer services available include career and college search programs and SAT/ACT test preparation (SAT preparation now available online) and recommendations of helpful websites. The Career Center is open from 7:45 a.m. to 4 p.m.

NEED TO SEE A COUNSELOR?

If you need to see your counselor, an appointment is recommended. You may stop in the School Counseling Office to make an appointment. If parents desire to see a counselor, call (770) 578-7903 for an appointment.

READMISSION POLICY

Any student who officially withdraws from school will not be considered for readmission during the same semester in which he/she withdrew without permission from the Principal.

HOME SCHOOLING

If a student returns to a public high school after being enrolled in a home-school program or private education through a non - SACS accredited school, he/she must pass the next sequential course before receiving any credit and pass the End of Course Test (EOCT), if required, before receiving any credit.

HOSPITAL/HOMEBOUND INSTRUCTIONAL PROGRAM

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

PROCEDURE FOR REQUESTING ASSESSMENT FORMS FOR OUTSIDE AGENCIES

If parents request Pope staff members complete assessment forms for an outside agency (i.e., doctors, therapists, state agencies, etc.), parents

must contact the School Counselor for the student first. Teachers have the right to refuse to complete outside assessment forms. Counselors will obtain the necessary parental release forms and distribute forms as appropriate.

THE BOOKKEEPER'S OFFICE

The bookkeeper's office is located in the front office hallway. When making payments for student supplies, activities or events, checks or money orders are preferred. Please make all checks payable to Pope High School. Cash is accepted only for the exact amount. No change fund is available at the school.

THE MEDIA CENTER, open 7:30 a.m. to 4:30 P.M, is located on Main Street. In addition to over 14,000 print titles, we house 30 computers for student and staff use. Our resources page contains links to online databases, news resources, as well as other research tools. Students may check out an unlimited number of books and are welcome to renew at any time. Fines are charged for overdue items at \$.10/day for regular check out, \$.25/day for reference and \$.50 for flash drives. During lunch, students may come to the media center with a pass from one of their teachers, but students must stay until lunch is over. Passes are required when students come to the media center during the school day. All Internet use by students must comply with Cobb County's Acceptable Use Policy (**also refer to General Information and Student Behavior sections of this handbook.**)

IV. BUS TRANSPORTATION

SCHOOL BUS STATEMENT

Bus transportation is provided for all students who live more than one mile from Pope High School. Routes and times will be posted in the main lobby of the school.

Our goal for each eligible student who rides the bus is to provide him/her with a proficient means of transportation with safety as the first priority. We believe that students are citizens of Cobb County and have a right to a safe and comfortable trip to and from school. Along with these rights are also responsibilities. Safety rules and regulations have been developed to assure the rights of all students who are eligible to ride the bus, but it is also their responsibility to follow these rules. When rules are broken, the privilege of riding the bus will be interrupted.

Students who ride a bus are under the jurisdiction of the school from the time they arrive at the bus stop. Cobb County rules of bus conduct

must be followed at all times. Improper behavior on a school bus can result in suspension from bus transportation for a given period of time.

Six Minute Bus Policy

After the dismissal bell, **students have six minutes to report to their buses.** Once the bus door closes, a student is not allowed on the bus without the approval of an administrator.

SCHOOL BUS CONDUCT

The behavior of students on school buses and all official school transportation is considered an extension of classroom behavior. Maintaining proper conduct while in transit 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 School District:

- Students must show proper respect to the driver at all times and obey all driver instructions.
- Large toys, balloons, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted.
- Tobacco, illegal drugs, alcohol and weapons or look alike are prohibited.
- Students will keep their arms and head inside the bus at all times.
- Nothing is to be thrown in, out or from the bus at all times.
- The use of obscene language or gestures is forbidden.
- Destruction or defacing school property is prohibited.
- Fighting or physical play is prohibited.
- Unnecessary noise is prohibited.
- Food, gum or drinks cannot be consumed on the bus.
- Students must be seated at all times unless otherwise directed by the driver.
- Students must be quiet at railroad crossings.
- 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.
- Students may transport band instruments only if space is available.
- The emergency door, windows and hatches are to be used only at the direction of the driver.
- 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 after the scheduled time.
- 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 principal or his/her designee for approval.

NEED TO RIDE HOME ON A DIFFERENT BUS?

Students are required to ride their regular buses home unless they bring a note from their parent or guardian giving permission to go home with another student. **Students are to take these notes with the bus number included before school to the PPO Office for approval.**

NEED TO COME TO SCHOOL EARLY?

The building will be open by 7:30 a.m. for students who need to arrive early. Faculty supervision is required if a student is in the building prior to 7:30 a.m. The school day officially begins for a student when he/she arrives on campus. **If students arrive early (i.e. detention, make-up work, extra help), they are expected to stay on campus unless they check out through the Pupil Personnel Office.**

V. ACADEMICS/INSTRUCTION

Pope High School operates under a hybrid schedule where students can earn 6 to 7 credits a school year. A student should consult with his/her counselor regarding the requirements of his/her preferred college, university or vocation.

ADVISEMENT PROGRAM

All students at Pope will be a part of the advisement program. Advisement is a way of establishing a decision-making relationship involving a “Team” that consists of the student, the parents, and the professional educators. The “team” makes decisions regarding the student's progress in his studies and the student's career goals. Advisement will occur at a specified time during the school year for ninth and eleventh graders. Parents will be notified ahead of time of upcoming Advisement dates, times, and procedures.

AUDITING A COURSE

Course audits will be approved by the Curriculum Administrator for the following reasons:

- Students who have previously passed an academic course and need to audit for remediation before moving on to the next level.
- ESOL students who may not have the language skills needed to pass course requirements.
- Students who enroll during a semester and have not previously been enrolled in school that semester and or are enrolling from a non-block school.
- All decisions to audit must be made during the first

ten (10) school days.

Students receive no credit for auditing a class. Students on minimum day may not audit a class.

CHEATING

Cheating is defined as any of the following: plagiarism; copying the work of others when the material is graded or is taken up to be graded later; giving or receiving unauthorized information on any graded assignment; communicating during a test or quiz; using, or being in the possession of, notes or other sources of information during a test or quiz (unless it is an open notes test); giving or taking of information about a test or quiz, asking a question during a test or quiz where the question itself provides information to those taking the test; the keeping of a test or quiz paper for the purpose of passing it to others; storing information for retrieval in any electronic device or transmitting information from one electronic device to another (i.e. palm pilot, text messaging, or similar device) when forbidden to do so by the teacher.

When proof has been established that a student has been involved in cheating:

1. parents are to be notified by the teacher,
2. Student will “U” in conduct for the term and will be subject to additional consequences as outline in teacher syllabus
3. Additional consequences could be administered

EARLY GRADUATION

Any student who is considering early graduation must apply in the School Counseling Department during the first fifteen (15) days of the term during which he/she wishes to graduate. All graduation requirements must be satisfied by the requested graduation date. Students in their third year at Pope High School who apply for and are accepted to graduate a year early will be moved to a senior homeroom in the spring term of their third year of high school.

Extended Learning Program (Tutoring)

Tutoring services are available for “at-risk” students on a first come first serve basis. For more information call (770) 578-7900 and ask for Ms. Hill.

FIELD TRIPS

During the 2009-2010 school year, field trips will be kept to a minimum in order to preserve instructional time. Field trips are activities with educational merit considered to be an extension of the class. No field trips will be approved after April 30, 2010. 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, however, if necessary funds are not collected. In order to participate in a field trip, the student must:

- 1 Limit field trips to three days missed per semester (some exceptions for performance activities and competitions on a per case basis will apply)
- 2 Have a passing grade in all classes that will be missed
- 3 Have teacher pre-approval for all classes missed (permission may be withheld by the classroom teacher for a student who has in excess of 10 days absent in the class, a student who exhibits poor classroom behavior, or a student who is currently failing the class)

Teachers (when possible) are to notify students of planned field trips within the first two weeks of the semester so that students may make choices. When a trip of more than three days is approved by special administrative permission, students must have a C average in all classes to participate.

FINAL EXAMS

The following courses will take a state mandated exam called the EOCT: 9th grade Literature, American Literature, Math I and Math II, Algebra I, Geometry, Biology, Physical Science, Economics, and U.S. History. This exam will count as the student's final exam and will reflect 15% of the student's overall grade. All other courses will have a comprehensive exam. These exams will count from 10 to 20 percent of the final grade, unless changes in policy from the State Board of Education are mandated.

In accordance with Cobb County Schools Administrative Rule IHAA-R: **“Students shall not be given final examinations in advance of the established testing schedule but may be tested after the scheduled testing period if their attendance is interrupted during the final examination period. It shall be the responsibility of students to make arrangements with teacher for final examinations which they have missed as a result of absences during the final examinations.”**

If circumstances are such that a student and his/her family are aware that the student will not be present during finals (this includes illness), they must contact the Administrator for Curriculum before the time the exam is administered. Arrangements should be made with Curriculum Administrator to take the exam(s) missed within fourteen (14) calendar days from the end of the semester.

FINAL EXAM EXEMPTIONS

Seniors will have the privilege to exempt one exam per semester. Students with three (3) or fewer absences from school for that semester

and three (3) or fewer absences in a specific class may opt to exempt one (1) exam. Students must have a passing grade in the class to exercise the right to exempt. Students on school-sponsored field trips are considered to be present in school. **State Board of Education changes in policy may result in rescinding the exam exemption privilege.**

*The Exam Exemption Policy will be under review during the 2009-10 school year.

GIFTED PROGRAM

The Georgia State Board of Education defines a gifted student as "... a student who demonstrates a high degree of intellectual, and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities."

Cobb County provides services for identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and to extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and meta-cognitive skills beyond the experience of the regular classroom.

Cobb's gifted program is part of the School Improvement Division and is funded by the state. The procedures for identifying and placing students in the gifted program are governed by the GADOE.

Eligibility Criteria

To be eligible for gifted services, the criteria must be met in three of the following four areas, or psychometrically through qualifying scores only in areas 1 and 2:

1. Mental Ability
96th percentile on a nationally normed test
 2. Achievement
90th percentile on Total Reading, Total Math, or Composite on a nationally normed test
or a superior student-generated product or performance
 3. Creativity
90th percentile on a nationally normed test
or 90th percentile on a standardized creativity rating scale
or a superior student-generated product or performance
 4. Motivation
90th percentile on a standardized motivation rating scale
or a superior student-generated product or performance
- A qualifying score on a nationally normed test is required to meet the criteria in at least one area.
 - Any data used to establish eligibility in one area shall not be used to establish eligibility in another area.

- Any test score used to establish eligibility shall be current within two years.
- Outside testing may not be substituted for school generated data to determine eligibility.
- Only one of the criteria may be met by a score on a standardized rating scale.
- A product/performance may be used to meet eligibility in only one area.

Identification

High school students may be referred once during high school. Ninth grade students who attended a Cobb County Middle School as an eighth grader have already been evaluated through system-wide testing the previous year. Referrals may be made by a student, parent, or teacher. Request for referrals are available from any Accelerated Learning Program (ALP) teacher.

Transfer Students

A student already participating in a gifted program in Georgia will most likely be transferred into the Cobb County program. However, the student's records and test data will be reviewed by the eligibility committee before a final placement decision is made. Students who transfer from out-of-state must meet Georgia requirements for placement in the Cobb County program. Test data from a previous school will be considered if the test results are less than two years old and if they meet the Georgia eligibility criteria. Referrals for transfer students are available from the guidance office or from the Accelerated Learning Program (ALP) teacher.

Gifted Curriculum

Gifted services meet Georgia Performance Standards within each content area while providing differentiated curriculum based on the assessed needs of the students. The Accelerated Learning Program (ALP) is designed to meet the needs of academically gifted students (who have been identified according to the Georgia State Department of Education criteria), and to extend competencies in the areas of cognitive skills, research and reference skills, communication skills, and meta-cognitive skills beyond the experience of the regular classroom. A variety of options for daily service are provided at the high school level. These options include resource classes, Honors classes, Advanced Placement courses, independent study, and post secondary options.

For questions about Pope's Gifted Program/ALP, contact Dr. Jan Fendig or Ms. Jessica Kelly.

GRADING SYSTEM/INCOMPLETE GRADES

High schools in Cobb County use the following grading system:

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

An **incomplete** may be given when a student has not been able to complete course requirements due to extended excused absences or other hardship. The student may be given up to 14 calendar days after the end of the term to satisfy the course requirements. If the work is not made up within 14 days, the incomplete work will be counted as zeros and a grade assigned for the course. Additionally, **conduct grades** will be given each term. Proper citizenship development of students is as important as the academic training.

The following is a guide to conduct ratings:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Report Cards will be distributed on the following dates: Fall Term - September 25, November 9, and January 8, Spring Term – February 22, April 16 and May 28.

GRADUATION TEST REQUIREMENTS

The Georgia High School Graduation Test will assess the Georgia Performance Standards in five content areas: Writing, English/Language Arts, Mathematics, Social Studies, and Science. Critical thinking skills will be emphasized. For graduation purposes, students must pass all of these tests. These tests are given initially in the eleventh grade, and four additional opportunities to pass will be available.

HOMEWORK POLICY

Homework is an essential part of the learning process. It is the responsibility of the student and the parent to develop patterns of study at home, and it is the responsibility of the teacher to employ homework in a meaningful manner. If a student misses 1-3 days of class work, it is the student's responsibility to contact another member of each class missed for daily assignments and homework. **If the absence exceeds three consecutive days, the student needs to make contact with the School Counseling Office, (770) 578-7903, to arrange for homework assignments.** This must be done 24 hours prior to the time assignments are to be picked up. Also, parents can email teachers to request assignments. Teacher email addresses are typically: teacherfirstname.lastname@cobbk12.org" . If you are not sure about

spelling go to <http://www.popehigh.com> and look under departments and click on your child's teacher's name to check for spelling. If there is an asterisk next to their name, click on teacher's name for assignments. If workbook, packets, or other hard copies of materials are required for assignments to be completed, teachers will submit these materials to School Counseling Office for parent pick-up the following day.

HONOR GRADUATES

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

MAKE-UP WORK POLICY

The number of days to make up work for absences will be the total number of days the student was absent. The student would have a minimum of two days to make up work that he/she has missed. For example: a student who has been absent for three consecutive days would have three days to make up his/her work. A teacher is authorized to extend the number of days if the teacher feels that the circumstances warrant the extension. Each individual department will make their own regulations regarding the time and place of make-up work and also the design of make-up tests. **It is the student's responsibility to arrange a time for make-up work. At the conclusion of each term, a student has 14 calendar days to complete any make-up work required for either a change in grade or the removal of an incomplete.**

MINIMUM DAY

In keeping with the policy of Cobb County Schools to recognize the senior year of high school as a time when many students are reaching a greater level of responsibility, students who meet certain qualifications are allowed to take less than a full load and to leave campus early. In order to qualify, students must meet the following requirements: (A) 17½ units must be earned by the end of summer school in order to qualify for early release for the fall term; (B) 19½ units must be earned by the end of the fall term in order to qualify for early release for the spring term; (C) Students must have passed or be enrolled in all courses which meet specific graduation requirements; (D) Students must have a completed Minimum Day form on file each term; (E) **Students must pass all parts of the Georgia High School Graduation Test to qualify.** Students should consult with their counselor to determine if they are eligible for minimum day and to see if participation might affect their extracurricular/academic eligibility.

Students on Minimum Day are not allowed to audit a class. All students on minimum day must pass all five classes in a semester to be eligible for athletics

Students on Minimum Day may not participate in the Internship program, Mentorship program, or the R.I.S.E. program. All students in minimum day are not automatically eligible for a parking pass; all CCSD parking rules apply.

RECORDS AND TRANSCRIPTS

Pope will maintain permanent records for students currently enrolled. Records are then forwarded to the Microfilm Department, Cobb County Schools at 514 Glover Street, Marietta, GA 30060. Written parental permission or a signature of an 18-year-old is required for the release of a student's permanent record. Students may request transcripts of their school record to be mailed to a designated college or institution from the Records Clerk. Forms are available in the School Counseling Office for this purpose. Parents, as well as 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.

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.**

TEXTBOOKS

Textbooks will be made available to students on a loan basis in each class for which a text has been adopted by the Cobb County Board of Education. Textbooks will be bar-coded and students will need to check out and return books to be scanned at the designated locations.

Textbooks will be distributed to students outside of class time whenever possible. All textbooks are the property of the State of Georgia. Students are responsible for protecting textbooks from loss, theft and damage. Students will be charged for texts that have been lost, stolen or damaged. Damages that render a book unfit for use will be assessed at the full price of the textbook. No texts will be issued to students until payment has been made. **In no case shall a student be eligible to receive diplomas or certificates of progress until restitution is made for lost or damaged textbooks, media center materials, classroom instructional material or equipment.**

Students are not permitted to withdraw from school until all fines are paid. Transcripts shall not be sent to post-secondary schools until students have paid all debts.

WEIGHTED COURSES

According to Cobb County Administrative Rule IHA, certain courses currently will receive from .5 to 1.0 extra quality points. Please refer to the list of courses provided by the School Counseling Department.

VI. TESTING INFORMATION

Testing Schedule for 2009-2010

PSAT

Tenth Grade:

PSAT (Preliminary Scholastic
Aptitude Test) October 14

GHSGT

Eleventh Grade:

GHSWT (Georgia High School Writing Test) September 30
Make-up October 1

GHSGT (Georgia High School Graduation
Tests – Subject Areas) March **22-26**

AP (Advanced Placement)

Eleventh & Twelfth Grades:

Advanced Placement Tests May 3-14 2009

END OF COURSE TESTS (State Board of Education)

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

US History, Economics May 5, 6

Biology, Physical Science May 5, 6

9th Grade Lit/Comp, American Lit/Comp May 10, 11

Math I, Math II, Algebra I, Geometry May 10,11

Subject area teachers will inform students of the dates for tests for each course.

COLLEGE ADMISSION TESTS

SAT (Scholastic Assessment Test) <http://www.collegeboard.com>

Pope High School Code # **111998** Test Center # **11549**

National SAT Exam Dates:

October 10, 2009 March 6, 2010

November 7, 2009 May 1, 2010

December 5, 2009 June 5, 2010

January 23, 2010

ACT (American College Testing) <http://www.act.org>

September 12, 2009 April 10, 2010 (Not at Pope)

October 24, 2009 June 12, 2010

December 12, 2009

February 6, 2010

(Pope High Schools is testing site unless otherwise noted on your application)

RECOMMENDED SCHEDULE FOR TAKING COLLEGE ENTRANCE EXAMINATIONS

PSAT, October 14, Wednesday, Fall of Sophomore and Junior Year
SAT and/or ACT Spring of Junior and Fall of Senior Year

NOTE: All questions regarding graduation requirements, student records, or standardized testing are to be directed to the Guidance Department.

VII. Extracurricular Activities

Pope High School offers a variety of extracurricular activities in which students may participate. These activities are listed under athletics and clubs and organizations. These lists represent those activities offered at the time of printing. Activities may be added or discontinued based on student interest.

Eligibility requirements must be met by all students who participate in an extracurricular activity. Eligibility requirements are explained fully below.

The following information is in effect as of July 1994. All academic requirements are based on a minimum passing grade of 70. GHSA refers to the Georgia High School Association activities that are governed by that body. State Board No Pass/No Participation policy pertains only to competitive interscholastic activities. Certain other school activities may also be governed by these policies. Approved high school and middle school summer school is an extension of the spring semester/quarter.

Certain non-competitive activities may have individual eligibility requirements. Students should check with the individual club sponsors for eligibility information regarding clubs in which they are interested.

NOTE: Minimum day or auditing a course may jeopardize a student's eligibility. All students considering either of these two options must have administrative approval.

ATHLETICS

Participation in extracurricular activities is considered an integral part of high school life that enhances the development of the total person. Students are encouraged to participate in a variety of activities that interest them. To participate in extracurricular activities, students must meet all eligibility requirements and other policies governing participation as set forth by the state and county boards of education,

Pope High School, and any applicable sanctioning bodies such as the Georgia High School Association. Eligibility requirements are listed below.

**ELIGIBILITY REQUIREMENTS FOR
EXTRACURRICULAR ACTIVITIES**

- 1 ALL STUDENTS MUST BE ENROLLED IN FIVE CREDIT COURSES DURING THE SEMESTER OF PARTICIPATION.
- 2 STUDENTS WILL GAIN OR LOSE THEIR ELIGIBILITY STATUS ON THE FIRST DAY OF THE NEXT SEMESTER.
- 3 A STUDENT IS PERMITTED TO PARTICIPATE EIGHT CONSECUTIVE SEMESTERS FROM HIS/HER OFFICIAL ENTRY INTO THE NINTH GRADE.

Interscholastic athletics are an integral part of the educational curriculum and experience. High school athletics promote the character development of the participants, enhance the educational mission of schools, and promote civility in society. Therefore, student-athletes, coaches, spectators, and all others associated with high school activities programs should adhere to the fundamental values of respect, fairness, honesty, and responsibility. These values should be established as a priority among all GHSA member schools.

REQUIREMENT/ACTIVITY

ALL STUDENTS:

BOTH GHSA AND COMPETITIVE INTERSCHOLASTIC

Pass 5 classes the semester immediately preceding participation and be enrolled in a minimum of 5 courses during the semester of participation.

1st YEAR STUDENTS:

BOTH GHSA AND COMPETITIVE INTERSCHOLASTIC

All students are initially eligible for the fall term. Spring term eligibility is based on passing a minimum of three classes in the fall term.

2nd YEAR STUDENTS:

BOTH GHSA AND COMPETITIVE INTERSCHOLASTIC

Pass a minimum of 3 classes previous semester. Accrue 5 units leading toward graduation.

3rd YEAR STUDENTS:

BOTH GHSA ANDCOMPETITIVE INTERSCHOLASTIC

Pass a minimum of 3 classes previous semester. Accrue 10 units leading toward graduation.

4th YEAR STUDENTS:

BOTH GHSA AND COMPETITIVE INTERSCHOLASTIC

Pass a minimum of 3 classes previous semester. Accrue 16 units leading toward graduation.

5th YEAR STUDENTS: GHSA - Not eligible

COMPETITIVE INTERSCHOLASTIC

Eligible provided all other applicable requirements are met

AGE REQUIREMENTS

GHSA - Must not have attained 19th birthday prior to May 1 preceding the year of participation.

COMPETITIVE INTERSCHOLASTIC - No limit

RESIDENCY REQUIREMENTS

GHSA - Must reside within this school's designated attendance zone with a custodial parent/guardian and have not previously attended another high school, public or private, while living in this attendance zone or meet Cobb County Administrative Rule GAK.

COMPETITIVE INTERSCHOLASTIC - Must reside within this school's designated attendance zone and meet Cobb County policies or be on a Cobb County permissive transfer. This applies to all Cobb performance activities.

MEDICAL CLEARANCE

GHSA - Must satisfy medical clearance procedures, including an annual physical exam on file before participating in the week of conditioning, proof of insurance, and consent form which can be found on the student activities page of the Cobb County website.

COMPETITIVE INTERSCHOLASTIC - Not applicable

DRUG AND ALCOHOL REGULATIONS FOR STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES

The following drug/alcohol regulations will govern students involved in extra-curricular activities at Pope High School. Students involved in extra-curricular activities (which include athletics, fine arts, clubs and any other activity in which students represent our school in a non-curricular function) should be aware of the fact that these regulations cover drug/alcohol violations that occur both in-season and out-of-season and both during the school year and during the summer. Students involved in extra-curricular activities have a responsibility as representatives of our school to be drug and alcohol free 24 hours a day, 365 days a year. The policy described below details the maximum punishment for offenses. Additional penalties will be enforced

according to Cobb County Board of Education Administrative Rule JCDA.

First Offense

Maximum: Suspension from all extra-curricular activities for one term and/or athletic season depending on the offense.

Second Offense

Maximum: Suspension from all extra-curricular activities for one calendar year.

Third Offense

Maximum: Permanent expulsion from all extra-curricular activities.

SPORTS PROGRAMS

Pope provides a well-rounded athletic program and offers many opportunities to participate.

Fall Sports

Football
Fast-Pitch Softball
Gymnastics
Volleyball
Cheerleading
Cross Country

Winter Sports

Basketball (Boys and Girls)
Wrestling
Swim and Dive

Spring Sports

Baseball
Lacrosse (Boys and Girls)
Track (Boys & Girls)

Golf (Boys & Girls)
Soccer (Boys & Girls)
Tennis (Boys & Girls)

CLUBS AND ORGANIZATIONS

If you have an interest in one of these groups, please see the student activities administrator or sponsor to submit an application.

Applications for clubs are taken the first two weeks of each semester only. Below is a sample of the clubs Pope has to offer – due to student interest, many more clubs are available at Pope, for a complete list – see the student activities administrator or go to www.popehigh.com Under Clubs and Activities.

- All students **must** have parental permission to join a club
- Club description are on line www.popehigh.com
- All new Club applications are due to administrator the first 2 weeks of each semester; no exceptions.

Service Clubs/ Volunteer Center

The mission of the Volunteer Center is to encourage student involvement in activities which benefit the community through service projects of Pope High School clubs and organizations. The student must **NOT** be compensated in any material way. To protect the integrity of this mission, only activities and/or projects within Pope clubs/organizations will be accepted.

Acceptable projects for crediting of volunteer hours for graduation recognition will include the following:

1. Projects which are sponsored by a Pope club/organization.
These hours can be submitted by the individual student with sponsor signature or by the club/organization.
2. Required hours and submission dates will be posted each year.
Contact Karen McCrossen at karen.mccrossen@cobbk12.org
3. Thirty hours per year are required to be eligible for an honor cord at graduation.
4. All hours must be submitted within 30 days of completion of the service project

If you have any questions or concerns, please feel free to stop by and see Ms. McCrossen in the Special Services office.

Thank you in advance for the time you give back to the community.

VIII. PARKING

GENERAL INFORMATION

All students' parking is by permit only. Parking privileges for fall and spring semester will be limited to students who have achieved Senior status or who are enrolled in appropriate programs requiring transportation. **Any student who has 7 or more unexcused absences and/or tardies from school in the semester preceding parking applications, he/she is not eligible to apply for parking decal. Parking privileges will be revoked in the current semester on the 7th unexcused tardy or absence from school.**

Parking illegally on the campus of Pope High School will affect the status of your application for parking as do any fees and other violations related to driving on campus.

All students parking a car at Pope High School during the school day must purchase a parking decal and must use the areas assigned. **Pope High School reserves the right to either deny or cancel any student's parking privilege.**

The following regulations apply:

Student parking permits will be sold for \$50 per semester. **No refunds will be made for students who withdraw during the semester or for students who have their decal revoked.**

The Cobb County Parking Application/Contract will be used to register vehicles and by copy advise parents of parking rules.

A copy of parking and traffic regulations will be furnished with each parking permit issued from the Pope High School website.

Students are responsible for following these parking rules. Fines will be assessed for violations using the following guidelines:

Non-Moving Violation - first offense: \$15.00; second offense: \$30.00; third and subsequent: \$30.00.

Moving Violation - first offense: \$30.00; second offense: \$35.00; third and subsequent: \$35.00.

All violations will increase by a \$1.00/day from the date issued if left unpaid. If you receive a parking violation, you must see the campus police officer or the administrator in charge of parking the next day. Unpaid parking fines will affect the status of your parking application for the next semester.

Students must maintain adequate liability insurance.

Campus police are not responsible for vehicles parked off campus.

Revoked Passes

Students must comply with all Board of Education and local school policies in order to park on campus. Students who do not follow the rules and regulations will have their parking permit revoked. **There will be no refund of parking fees if a student's parking permit is revoked.** Students who continue to park after their parking privileges have been revoked will have their vehicle impounded without prior warning.

Your Parking Pass will be revoked for minimum of 45 days if:

- 1 Leave campus without prior permission or not properly signed out through PPO
- 2 On the seventh unexcused tardy to schools or absences have accumulated
- 3 Pass illegally displayed with tape
- 4 Violations occur i.e. but not limited to speeding and recklessness and failure to yield
- 5 Exporting another student from school without permission

Other Repercussions to Violations Regarding Parking

Cars parked illegally on the campus of Pope High School may be impounded without warning.

Students may not trade, sell, loan, share, barter, or give away a parking decal. Students who allow others to park using their decal will be subject to disciplinary action. A minimum of two days ISS will be assigned to all parties involved in addition to all parties forfeiting parking privileges for at least a semester.

PERMITS

Applicants should carefully fill out and sign the necessary application/contract. Parking applications must be filled out correctly and turned in on time. Late applications may not be processed. Students may register vehicles owned or leased by themselves or their family. The parking decal will be attached to the registered vehicle in compliance with applicable regulations. A student will NOT be given any warnings to correct any violation of this regulation.

DAILY PARKING (EMERGENCY PARKING)

Limited space is available, on a first come basis. The cost for emergency parking is \$1.00 per day. You may pick up a pass from 8:00-8:20 a.m. in the bookkeeper's office. The decal must be displayed in your windshield. Students are allowed to purchase one-day permits.

SPEED LIMIT

The campus speed limit is 15 MPH. Violations will result in citations, voiding of permit (cost of permit will not be refunded), citation to State Court and/or appropriate action. We encourage students to drive safely.

RECKLESS DRIVING

Students must operate vehicles on campus in a safe manner. Any driving that endangers persons or property will result in the voiding of the parking permit (if any) and an appropriate citation. Again, we ask students to drive in a responsible manner.

SUBSTITUTE VEHICLE PERMITS

If you find it necessary to drive a substitute vehicle to school, you should see the CPO immediately to pick up a free substitute vehicle permit. You should then return to your vehicle and place the permit on the dashboard. Allow yourself ample time to avoid being tardy. You may pick up the permit one day in advance. We will not give you an excused tardy to return to the parking lot. These permits are available only to students with valid permits and are for occasional emergency use.

IX. GENERAL INFORMATION

STUDENT RESPONSIBILITIES FOR HOME/SCHOOL 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 the school personnel and students.

Therefore, students in grades 6-12 shall be expected to transmit written notes, messages, deficiency 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 processes, including both written and telephone messages, and for providing particular attention to situations where the educational welfare of students may be jeopardized; however, school personnel shall not be held responsible for student problems which develop from the refusal of students in grades 6-12 to transmit messages from the school to the home. Students' grades are posted on Pinnacle and parents are encouraged to register with the school for access. Pope High School also maintains a website and the PTSA provides an electronic newsletter, The Hound Highlights, for additional information.

ACCIDENTS

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

BUILDING USE BEFORE OR AFTER THE REGULAR SCHOOL DAY

Any use of the building before or after school hours should be cleared with the proper coordinating administrator. A facility use form should be filled out and submitted to the facility use administrator when of the building is used for activities outside school hours or special events.

Students should not be in the building past 4 p.m. unless being directly supervised by a Pope Faculty member. If a student refuses to leave continuously is asked each day to leave, disciplinary action will be taken.

Students should not attempt to gain access to Pope High School on weekends or after normal school hours. The building may be secured and an attempt to gain entry will result in the alarm being activated. Cobb County Police treats unauthorized entry as trespassing. Students

should always have a sponsor/teacher/coach with them who has access to the alarm box before attempting entry after hours and on weekends.

CELL PHONES

Students are allowed to bring cell phones to school but must be out of sight and turned off between the hours of 8:00 a.m. to 3:25 p.m.

Students who cause a school or classroom disruption while using a cell phone will be referred to an administrator.

DISTRIBUTION OF LITERATURE

Students who desire to distribute or display literature at Pope 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 Development, prior to the presentation to the principal. The administrator will decide the time, place and manner of distribution of all approved materials.

FIRE DRILLS

Fire drills will be held monthly. The warning is a continuous ringing of the fire alarm. Students are to file out of the building to the designated areas where their teacher will take roll. Evacuation routes are posted in each classroom. Students should follow instructions from the teacher at all times. Books should be left in the classrooms. Students should take valuables with them. Students should exit the building in an orderly, quiet manner and remain clear of the building until the signal is given to return to class. If the alarm rings between class periods, students should evacuate the building immediately. Any student found tampering with the fire alarm, fire extinguisher, or other emergency equipment will be suspended and the appropriate authorities will be notified. **Setting off a false fire alarm is unlawful and subject to criminal charges.**

FUND RAISING ACTIVITIES

All fund raising and sales activities must complete proper form with sponsor signature and have prior approval from administration.

Students will NOT be allowed to participate in fund raising activities during school hours or fundraisers that require door-to-door solicitation. Personal solicitation of sales for fund raising activities is prohibited by the Cobb County Board of Education. Games of chance are also prohibited. Students who wish to

participate in a fundraiser for an organization or club should work with their faculty sponsor to coordinate all fundraising activities.

HALL PASSES

Any student who is out of his or her classroom during a class period must use the designated pages at the end of the handbook. **The hall pass must include the following information: student's name and destination, the date and time student left class and the teacher's signature.** Students found out of class or lunch without a pass will be subject to disciplinary action. It is the student's responsibility to get a pass before leaving class. **Hall passes will not be issued to the gym, vending, or telephones during instructional time.** Unauthorized possession and/or use of any school pass, forms, or documents will result in disciplinary action.

INSURANCE

Students are advised to carry an insurance policy providing protection against accidents and injury while participating in school activities. If such insurance is not carried through a family policy, an insurance policy is available through an agent approved by the Cobb County Board of Education. Information concerning this insurance policy will be provided to all students at the beginning of the school year. This policy is between the students, the parents, and the insurance company. The school is not responsible for insurance transactions. Students who participate in athletics must show written proof of insurance prior to participation. Student insurance forms are available through the Athletic Administrator.

Interrogations/Searches (Administrative Rule JCAB)

The principal or authorized representative is authorized to conduct reasonable interrogations of students in order to properly investigate/address misconduct. To ensure students' safety, the Board authorizes reasonable searches of students by authorized school officials. The principal or authorized representative has the authority to conduct inspection of students' school lockers, articles carried upon their persons, and vehicles. Such searches shall be based on reasonable suspicion of the presence of deleterious items, but not limited to bombs, handguns, clubs, or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, noise makers, and water guns. If a school official has reasonable suspicion to believe that a student is in possession of an unauthorized metal-containing object or weapon, the school official may conduct a metal detector search of the student's person and personal effects.

iPOD USAGE

Students who cause a school or classroom disruption while using an iPod will be referred to an administrator.

LOCKERS

The school reserves the right to enter and search any school locker at any time. Each student is responsible for any item in the locker or any defacement of the locker. Students will be charged for the defacement of lockers. Students who have difficulty with their lockers should notify the administrator in charge of lockers. PPO Office will have locker combinations for students.

LOST AND FOUND

If you have lost an item, check with the front desk in the front office. Lost items, including textbooks, should be turned in to the front office. Unclaimed textbooks will be returned to the appropriate department head.

PERSONAL PROPERTY

Students are expected to bring to school only personal property items that are necessary for participation in class or extra-curricular activities. Students are strongly encouraged to never leave items unattended – even for a short period of time. **I-Pods, headphones, etc., are high theft items and particular attention should be made to ensure these items are secure at all times. If the student brings such items to school, they do so at their own risk.** Items that are considered potentially dangerous or disruptive of school procedures will be confiscated. The school is not responsible for items lost or stolen from lockers, locker rooms, classrooms or other school property. Items that are believed to have been stolen should be reported to the campus police officer immediately.

SIGNS POSTED IN THE BUILDING

Signs may be posted in designated areas with administrative approval for the following events: school related activities, sports, and student elections. Other events are not allowed to be posted. Removal of signs should consist of removal of the sign and all tape used to put up the sign. Self-adhesive tags of any kind will not be permitted for campaign purposes. Signs should not be put on wall murals. **The student activities administrator must approve size and content of election signs.**

SKATEBOARDS/Roller Skates/Scooters – Are not allowed on school campus or in the building at anytime.

TECHNOLOGY

All Internet use by students must comply with Cobb County's Acceptable Use Policy which, in addition to other stipulations, includes the following.

Student use of the Cobb County School technology will be for educational purposes only. Cobb County School District reserves the right to prioritize student use of its technology.

Unless the student receives prior permission and supervision from the student's teacher or other appropriate school personnel, **the student shall not:**

- (i) use Cobb County School District's technology;**
- (ii) access the Internet;**
- (iii) use e-mail;**
- (iv) download or upload files from the Internet or disk;**
- (v) subscribe to and participate in any discussion group mail lists, list serves, or on-line chats; or**
- (vi) go beyond the limits of authorized use.**

The student will not place personal contact information about himself/herself or anyone else on the Internet or in e-mail. Personal contact information includes full name, address, telephone number, school address, or names of family or friends.

TELEPHONES

Students are allowed to use the PPO phone, provided for local calls.

UNAUTHORIZED AREAS

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

- 1 The school building is considered unauthorized after 4:30 p.m. unless supervised by a staff member.
- 2 The parking lots are off limits during the school day. Students should leave their cars immediately upon arrival at school.
- 3 Faculty workrooms, restrooms and faculty dining areas are restricted to faculty use only.
- 4 Students are not to go in the gym or locker rooms during the school day unless they have a class there.
- 5 Students may go outside on sidewalks to change classes as long as they do not go into parking lots or athletic areas.

Consequences range from Saturday School to out of school suspension when in unauthorized areas.

VISITORS TO SCHOOL

All visitors to school must register in the Front Office or PPO and display the Visitor's Pass given. Former students who wish to visit teachers during the school day should call ahead and make plans to see the staff member and ask that the staff member leave their name with the Front Office or PPO in order for a visitor pass to be given. **Please display the pass prominently.**

X-BLOCK HOURS STUDENT EXPECTATIONS

Students who arrive prior to 9:40am start time on Thursdays are to report to the Media Center or the Cafeteria. Failure to report or remain in these designated areas will result in administration consequences.

X. LUNCH PROGRAM AND SCHOOL FOOD SERVICES

The Food and Nutrition Staff at the Pope High School Café serve up nutritious, hot and attractive meals daily. We offer a wide variety of top quality, name brand items including Tyson, Frito-Lay, G2 Gatorade, Pillsbury, Blue Bell, Hormel, Land o Lakes, Fruitopia and Kraft. Our staff carefully monitors food temperatures and quality from delivery to point of service.

We serve several different entrees daily, which may include pizza, sub sandwiches, chef salads, nachos and wraps, as well as more traditional fare. Our value meals include entrée, a choice of 2 side items and a choice of milk and the pick two line with soup sandwiches and salads. All value meals must meet stringent USDA nutritional standards. Our a la carte selections include chicken tender baskets, ice cream, specialty salads, desserts and a wide variety of beverages.

Accounts: Prepayment monies may be placed on account and drawn from as needed. Students can bring cash or checks for meals and set up accounts. There is an online meal pay system at **mealpay.com**. Students should not share their ID #s with others as this is also their cafeteria account number. The cafeteria staff is not responsible for students' account number. Please check your account periodically.

Cafeteria charges and food deliveries from outside restaurants are not permitted. 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. This year we will be beginning an online application process. You can find current menus and price lists on the Food and Nutrition Services web site, www.cobbk12.ga.us/~foodsvc.

All Cobb County high schools maintain a closed campus policy for the safety of students. This means that students are not allowed to check out of school for lunch. A-la-carte breakfast is available

from 7:45 to 8:15. Students who are not in line by 8:15 will not be served.

CAFETERIA BEHAVIOR

- Students are expected to pick up after themselves and behave appropriately.
- Students must be on time for lunch as they would for any other class and avoid disrupting other classes while in the hallways.
- Throwing food or other items in the cafeteria will not be tolerated and will result in disciplinary consequences which may include out-of-school suspension.
- Students must have a pass from a teacher in advance in order to go to a classroom or the media center during lunch.
- Students are encouraged to use the recycling bins provided in the cafeteria

Students may:

- Use the restrooms and vending machines adjacent to the cafeteria with a student ID and a pass from the hall monitor.
- Go outside for lunch on designated days when supervision is available and weather permitting. Please ask the administrator on duty to determine if outside lunch is available.

XI. STUDENT BEHAVIOR/BEHAVIOR CONSEQUENCES

BEHAVIOR TOWARDS FACULTY/STAFF

Students are expected to treat faculty and staff with respect. The following misconduct is not acceptable and will be referred for disciplinary actions:

- Disrespectful, argumentative, or insubordinate language or behavior towards members of the faculty of staff;
- Refusing to identify oneself or giving a false name to a staff member or parent volunteer
- Failure to cooperate with requests or exhibiting an uncooperative attitude toward faculty or staff members.

INSUBORDINATION is considered inappropriate under any circumstances and will not be tolerated. Consequences range from ISS to OSS.

BEHAVIOR TOWARD OTHER STUDENTS

Students are expected to treat each other with mutual respect and consideration. The following student behavior will not be tolerated and will result in a disciplinary referral:

- Confrontation between students, which includes loud arguments, yelling, or verbal threats;
- Horseplay, which includes seemingly playful physical contact with another student (i.e. pushing, shoving, slapping) which is disruptive in the classroom, hallway, cafeteria or buses;
- Confrontation with intimidation of another student

Consequences range from In-School Suspension to Out-of-School Suspension.

CUTTING CLASS/TRUANCY Students are considered truant any time they are absent from their assigned class without complying with all Pope attendance policies and procedures.

FIGHTING/PHYSICAL ALTERCATION

- Fighting will not be tolerated. Students are expected to take every opportunity to walk away from a fight. All parties involved in a fight will be suspended out-of-school. Some cases may be referred to local authorities for prosecution.
- If you are involved in a situation that you feel may lead to a fight, you are strongly encouraged to discuss the situation with a teacher, counselor, or administrator to help avoid a physical confrontation. Parents are urged to contact an administrator or guidance if they have any concerns regarding a conflict their child may be having with another student or students.
- If a fight occurs, students are advised to move away from the area of the disturbance. Standing around and refusing to leave the scene when asked to do so - all of which hinder school officials – are violations of the no-fighting policy. Each constitutes the offense “party to an affray,” and disciplinary action may result. In more severe cases, prosecution will be an alternative. Other students are advised not to become involved in the fight or in an exchange of words as a result of what has happened to a friend. Students involved in these situations may be charged with disorderly conduct (criminal offense).
- Students or groups of students who instigate fights but who are not actively involved (that is, students who carry rumors, encourage others to fight, carry information back and forth between other individuals who subsequently fight, or purposely attempt to provoke a fight) subject themselves to any one of the penalties mentioned in this policy.

In summary, fighting will not be tolerated on this campus, on the school bus, or at any school-sanctioned event. Consequences will be administered following the Cobb County Guidelines.

TECHNOLOGY OFFENSES:

All students using school technology must have a signed Internet use form on file with the school. Students will not attempt to or gain unauthorized access to school technology resources while on or off school property; use school technology resources to gain unauthorized access to another computer system while on or off school property; or go beyond the limits of authorized use. Unauthorized access is defined in Administrative _ [HYPERLINK "http://www.cobb.k12.ga.us/centraloffice/adminrules/I_Rules/Rule%20IFBGA.htm"](http://www.cobb.k12.ga.us/centraloffice/adminrules/I_Rules/Rule%20IFBGA.htm) Rule IFBGA. School technology cannot be used for other than school related purposes. Violations can incur ISS, OSS and law enforcement involvement depending on the severity of the offense.

VISITATION OF OTHER SCHOOLS (Trespassing on a school campus) - The unauthorized presence of a Pope student on another school campus during school hours will automatically result in suspension from school.

**XII. BEHAVIOR CONSEQUENCES:
(Range from teacher detention to OSS)**

SATURDAY SCHOOL

Students are assigned to Saturday School for a variety of reasons. Saturday School starts at 8 a.m. and ends at 12 noon. **Students who arrive after 8:00 will not be allowed to enter.** Parents must supply transportation to and from Saturday School.

IN-SCHOOL SUSPENSION

In-school suspension is a program designed to modify student behavior while keeping the student in school with access to school work. This program isolates the student from his/her peers in a controlled environment which makes him/her reconsider the appropriateness of his/her behavior. When the student is assigned to ISS, he/she brings home a contract and a copy of the rules he/she must follow while in ISS. The alternative to ISS is out-of-school suspension. A student is ineligible for extra-curricular activities and athletic practices and games during an ISS assignment. **A student dismissed from ISS will receive OSS for the remainder of the ISS assigned days plus one day.**

SUSPENSION (OSS): Severe behavior infractions may result in a student being suspended from school, and certain behaviors always result in suspension due to Cobb County policy or local school policy.

A suspended student:

- Will be allowed to make up work missed during the time of the suspension unless he/she has failed to makeup work during a previous suspension.
- **Students serving OSS are not allowed in the building under any circumstances.**
- All work missed during the suspension - except for major tests - is due at the beginning of each class the day a student returns from the suspension with no exceptions. Work not turned in to a teacher upon returning from suspension will be subject to a grade of zero.
- The amount of time for making up major tests missed due to suspension will be equal to the number of days suspended with a maximum of four days. For example: a student suspended for three (3) days would be given three (3) days to make up major tests missed; a student suspended for seven (7) days would be given a maximum of four (4) days to make up major tests. This applies to MAJOR TESTS ONLY. As stated above, all other work is due when the student returns from suspension.

If an out-of-school suspension is for a total of more than ten school days, a student or his/her parents may petition the Policy and Planning Division of the Cobb County Schools central office for a hearing to appeal the suspension.

Reports to Public Safety

If a student is involved in illegal activities at school or during school sponsored activities, a report may be filed with Public Safety and an arrest may ensue. Such violations may include but are not limited to: drug and alcohol, harassment, hacking, blocking or interrupting school function, and fighting.

XIII. DRESS CODE

1. All students in 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 contributes to any disruption of school functions or classroom instruction.
2. The minimum standard of dress for students shall be as follows:
 - A. Shoes will be worn.
 - B. No head covers will be worn in the school buildings during the school day unless there is a special activity**

during which they are deemed appropriate by the administration. This includes bandanas and scarves.

C. Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Sexually suggestive phrases, designs, markings, or profanities are also prohibited.

D. All students shall maintain an acceptable standard of dress.

3. Middle and high school students:

A. No midriff shirts, blouses, or “crop tops” are permitted

B. Appropriate undergarments must be worn. **Any undergarment that is exposed is unacceptable.**

C. Strapless garments must be worn with a jacket.

D. **No tank tops, spaghetti straps, or see-through garments are permitted.**

E. No sweaters or shirts worn as dresses. Shorts and skirts must be below mid-thigh in length. Length is subject to teacher and administrative discretion.

F. **No low cut shirts are allowed and appropriateness is subject to the discretion of teachers and administrators.**

G. No biking or gym shorts are allowed.

4. **If in doubt, do not wear the outfit.**

5. Students will not be allowed to attend classes when they are not dressed appropriately. Students found in violation of the dress code will be given the opportunity to adjust their attire, but will still receive consequences for the inappropriate dress. Parents, when contacted, will be given the option of having the student isolated from other students with the right to make up class assignments or to bring the student appropriate clothes in order to change. In cases in which parents cannot be contacted, the student will be isolated for the school day.