

**ALAN C. POPE HIGH
SCHOOL
2017-18**

**3001 Hembree Road
Marietta, GA 30062**

Main Office

770-578-7900

School Counseling Office

770-578-7903

Attendance (PPO)

770-578-7908

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ATTENDANCE

Attendance is taken during every class. Students who are not in first period class by 8:20 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 which 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, student grade, student ID number and the parent's signature. The written statement from the parent should be given to PPO the first day back at school. A maximum of two additional days will be extended to students to provide written parental statements to PPO. Students who fail to turn in notes for **absences are considered truant and the absence will be unexcused.** 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.** 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.

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.
7. College Visits – Students may have 3 excused College visits during their 4 years at Pope. A note from the college/university must be submitted for this absence to be excused.

Other reasons for absences must be classified as unexcused.

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.

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. Tardies to school will result in administrative consequences. On the 7th unexcused tardy to school a student will receive an X-Block detention and **students who park on campus will have their parking decal revoked.** On the 10th unexcused tardy to school, a student will be assigned a day of ISS. On the 13th tardy to school, a student will be assigned 2 days ISS.

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. **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 @ 770 578-7908 ext. 051.

COLLEGE VISITS

Students are allowed 3 days of **excused absences** for college visits. These college visits are excused but do count against perfect attendance. It is the student's responsibility to inform his/her teachers in advance of these appointments. Students should fill out the "College Visit" form in and turn it into with their documentation upon return to school. The form is available at PPO or can be downloaded from the website.

CERTIFICATE OF SCHOOL ENROLLMENT FOR DRIVERS LICENSES

Students must obtain Certificate of School Enrollment 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 school enrollment Monday through Friday, during lunch hours only. The cost is \$2.00 due at the time of the application. They will be ready for pick up the next day during lunch. They expire after 30 days. Please use the forms available in PPO as they contain school information.

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 8:25-3:00 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. 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.

GUIDANCE (SCHOOL COUNSELING)

THE SCHOOL COUNSELING OFFICE/CAREER CENTER

is a nationally recognized American School Counseling Association Model Program located in Room 102.

If you need to see your counselor, an appointment is recommended. Students 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 or email the counselor directly.

THE BOOKKEEPER'S OFFICE

The bookkeeper's office is located in the front office. 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. *There will be selected items that can be purchased through online systems. Please follow directions on the school website for the appropriate link for items such as Yearbook, AP Registration. Also, new next year, there will be selected student activity fees that can be paid through MyPaymentsPlus.com.*

THE MEDIA CENTER

The Media Center is located off Main Street and hours are posted on the front door. During lunch, when the desktop computers are being used by a class, students may check out a laptop for use in the Media Center with a picture ID. Students may check out up to five books and may renew individual books once. Fines are charged for overdue items at \$.10/day for the general collection, \$.25/day for reference, college prep, flash drives, and earbuds. AO passes are available between 8am and 8:20 am on Tuesday and Thursdays by signing up in the Media Center and picking up a numbered pass at the circulation desk. During lunch, students may come to the media center for work if there is availability. Conversations should be kept to a minimum. Each table seats only four students at a time and there should be only four at a table unless given special permission. Signed passes are required when students come to the Media Center during class periods. Please see the Media Center webpage for more specific details on hours, AO pass policies, computer and printing use, checkouts and fines, and behavior expectations. 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.)

BUS TRANSPORTATION SIX MINUTE BUS POLICY

After the dismal 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.

NEED TO RIDE HOME ON A DIFFERENT BUS?

The Transportation Department created a “standard bus note” for all Cobb County Schools. Please download the note, complete and send into PPO first thing in the morning. PPO will confirm, stamp and return the note to your student. You can find the note on the Pope website under PPO. If your student will be riding home with the same student on a regular basis, only one note is needed.

ACADEMIC HONESTY

Violating academic honesty is defined (but not limited to) 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 when forbidden to do so by the teacher.

Consequences for a student who has been involved in academic dishonesty:

1. Zero for the assignment
2. Parents are to be notified by the teacher
3. Student will receive “U” in conduct for the term
4. Administration referral and violations will result in discipline ranging from conference to OSS.

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. And students can check teachers' blogs. Also, parents can email teachers to request assignments. **If the absence exceeds three consecutive days, the student or parent may contact 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. Teacher email addresses are typically: teacherfirstname.lastname@cobbk12.org. If you are not sure about spelling go to <http://www.cobbk12.org/Pope/> 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 the teacher's blog with 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 after the request is made.

MAKE-UP WORK POLICY

Excused Absence: The number of days allotted to make up work is the total number of consecutive school days the student was absent. The student has a minimum of two (2) days to make up work that has been missed. For instance, a student who has been absent for three (3) consecutive days would have three (3) school days to make up her/ his work if these were excused absences. A teacher is authorized to extend the number of days if the teacher feels that the circumstances warrant the extension. Students who are absent due to a field trip or a school-sponsored activity will be allowed to make up all work missed. However, students must be prepared to continue with regular class activities upon their return.

Unexcused Absence: Students must meet individual teacher's dead-lines for make-up work due to unexcused absences. This must be a minimum of one (1) school day. If a student has missed a test due to an unexcused absence, the student will be expected to make up the test the day he/she returns to school or follow the guidelines of the individual teacher. **Class work, quizzes, and tests missed due to skipping class or truancy may not be made up.**

All inquiries, arrangements, and written confirmation of arrangements for make-up work after absences are the student's responsibility and not their teacher. Should the student fail to inquire about and arrange for make-up work, zeros will be assigned for all work missed.

If the student has missed written assignments of which he/she was unaware, he/she will be given the same number of days to complete the assignment as the other students were given. **Each teacher will establish due dates for major/ long term projects and these due dates will not be altered for excused or unexcused absences.** Students under suspension will be provided make-up work or tests according to the county guidelines. 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.

RECORDS AND TRANSCRIPTS

Pope will maintain permanent records for students currently enrolled. After graduation, records are forwarded to the Microfilm Department, Cobb County Records Center. 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 sent 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.

**TESTING INFORMATION
SYSTEM WIDE TESTING DATES**

Testing Schedule for 2017-18

PSAT

PSAT October 11, 2017

COLLEGE ADMISSION TESTS

SAT <http://www.collegeboard.org>

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

National SAT Exam Dates:

August 26, 2017 (New not at Pope)	March 10, 2018
October 7, 2017	May 5, 2018
November 4, 2017	June 2, 2018
December 2, 2017	

ACT <http://www.actstudent.org>

Pope High School Code #**111998** Test Center #**215020**

National ACT Exam Dates:

September 9, 2017	April 14, 2018 (Not at Pope)
October 28, 2017 (Not at Pope)	June 9, 2018
December 9, 2017	July 14, 2018 (New)
February 10, 2018	

**RECOMMENDED SCHEDULE FOR TAKING COLLEGE
ENTRANCE EXAMINATIONS**

PSAT, October 11, Wednesday for 9th, 10th, 11th graders. Most students take the SAT and/or ACT during the junior year and/or fall of the senior year

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

EXTRACURRICULAR ACTIVITIES

Pope High School offers a variety of extracurricular activities in which students may participate.

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.

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

NOTE:

- 1. Minimum day or auditing a course may jeopardize a student's eligibility.**
- 2. Course Extension causes an interruption in participation: therefore, may jeopardize a student's eligibility.**
- 3. A student who is in ISS for any part of the school day is not eligible for participation in after school activities including practice, games or any event.**
- 4. A student who receives OSS cannot participate in any extracurricular activities until he/she returns to school. This includes weekends and holidays.**

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.

1st Year Students:

Students initially entering as freshmen are eligible for Fall term. Spring term eligibility is based on completion of 2.5 or more Units

2nd Year Student:

Complete 2.5 or more Units in the previous semester (summer included). Accrue 5 Units.

3rd Year Students:

Complete 2.5 or more Units in the previous semester (summer included). Accrue 11 Units.

4th Year Students:

Complete 2.5 or more Units in the previous semester (summer included). Accrue 17 Units.

5th Year Students: Students are not eligible due to GHSA's eight consecutive semester rule.

**Spring term eligibility for each year requires 2.5 units accrued from fall term.

Age Requirement - Must not have attained 19th birthday prior to May 1 proceeding the year of participation.

MEDICAL ELIGIBILITY

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

- Physical exams along with consent forms should be completed electronically through the Athletic Registration section in Parent Vue.
- The doctor exam form requires uploading the physical exam document.
- Physical exams must be completed on or after April 1st for the upcoming summer and school year. These physicals will be good through the entire next school year.
- Any school-sponsored summer activity requires a physical exam after April 1st of that year.

Students must provide proof of insurance before being allowed to participate. Proof of insurance must be documented while completing

the student's Athletic Registration in Parent Vue. Students needing to purchase insurance can do so through the Cobb County School District. Parents must also give consent to participate for students wishing to participate in athletics. The consent statements are also a parent of the Athletic Registration in Parent Vue.

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

Participation in interscholastic/extracurricular (extracurricular) activities in Cobb County School District (District) schools is a privilege. Students participating in these activities are considered to be school leaders. They are role models who represent their school and more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct. When students violate these high standards, the District may withdraw the privilege to participate in interscholastic/extracurricular activities. The purpose of this code of conduct is to establish a minimum expectation of behavior.

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 school only.

For a complete list of clubs— see the student activities administrator or go to <http://www.cobbk12.org/Pope/>

Under Clubs and Activities.

- **Clubs must have school faculty member as the sponsor**
- **All students must have parental permission to join a club**
- **Club description are on line <http://www.cobbk12.org/Pope/>**
- **All new Club applications are due to administrator the first 2 weeks of school; no exceptions.**

SERVICE HOURS/CORDS

Service Hour Guidelines 2017 – 2018

One of Pope High School's pillars is Leadership and Service. We encourage our students to become involved in activities which benefit the community. The student must NOT be compensated in any material way. Students submitting hours earned only through Pope Clubs and Organizations must earn a minimum of 120 cumulative hours over their 4 years at Pope High School. Students may submit no more than 20

hours from clubs/organizations outside of Pope High School. Volunteer hour forms are available in the PPO.

What counts?

Service projects sponsored by any school club, team, or organization. Volunteering with any agency, non-profit group, hospital, church, civic group or community organization. The activity must benefit the entire community (i.e. grounds clean-up, food drive, clothing drive, etc.). Time that you spend planning for fund raising activities or drives for charities such as United Way, Relay for Life, etc. Time that you spend meeting in order to plan or organize a service event, learn about service opportunities or learn community leadership skills.

What does not count?

Athletic feeder programs are considered outside of Pope organizations so will only count for 20 hours total. No credit will be given for participating in the normal operations of the organization (i.e. Sunday school class, Choir, etc). No credit will be given for internships unless you work more hours than required. No credit will be given for regular weekly/monthly meetings of a club/organization.

SUBMISSION OF HOURS

- Service projects sponsored by a Pope club, team or organization – use the Volunteer Submission form and have the club sponsor initial to verify participation and hours.
- Service projects NOT sponsored by a Pope club, team or organization – submit on organization letterhead and signed by the sponsoring adult indicating the event and the number of hours.

Hours must be submitted in the year they were earned. We cannot accept hours for previous school years.

Obtain service hour forms on line or outside PPO. Please turn all forms into Terri Sabo in PPO. terri.sabo@cobbk12.org

PARKING

All students' parking is by permit only. Every car must have a current decal or one day pass to park.

Parking privileges for fall and spring semester will be limited to availability with more information on the school website.

Parking privileges will be revoked in the current semester on the 7th unexcused tardy from school.

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.

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 may 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 school
- 3 Violations occur i.e. but not limited to speeding and recklessness and failure to yield
- 4 Transporting another student from school without permission

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.

GENERAL INFORMATION

ACADEMIC OPPORTUNITY (AO):

AO will be held on Tuesdays and Thursdays between 1st and 2nd period (for 35 min). This period is designed to allow students the opportunity for enrichment, remediation, and other academic endeavors. The first few days of each semester, AO will be before first period to facilitate the start up of each semester. Students must report to their assigned AO and remain in this area for the 35 minute period. Students are expected to work independently and SILENTLY on school related material. 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. Some students will be assigned to designated AO areas based on need identified by the administration. When not receiving individualized support, students are to be silently working on individual work, reading or being SILENTLY productive and not disrupting the classroom environment. Passes WILL NOT be given to go to vending, parking lot, gym, visit another AO to socialize or locker rooms. Students may only visit 1 AO per day for support, once you arrive at your AO destination you must remain there until the end (even if you are finished with the sought after support) No Floating from one AO to another.

CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to bring cell phones and electronic devices to school. Students who cause a school or classroom disruption while using a cell phone and/or electronic device will have discipline ranging from X-block detention to ISS. There is a telephone available at PPO for student use.

HALL PASSES

Any student who is out of his or her classroom during a class period must use the designated pages in their agenda. 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 and AO.** Unauthorized possession and/or use of any school pass, forms, or documents will result in disciplinary action.

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. ISS will have locker combinations for students.

LOST AND FOUND

If you have lost an item, check in the cafeteria before or after school. Lost items, including electronic devices and 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. **Cell phones, iPads, iPods, 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.

SKATEBOARDS/ROLLER SKATES/SCOOTERS – Are not allowed on school campus or in the building at any time.

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.

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 4:00 p.m. unless supervised by a staff member.
- 2 The parking lots are off limits during the school day. **If a student must go to their car, they must have permission from an administrator.**
- 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 X-Block to OSS when in unauthorized areas.

X-BLOCK HOURS STUDENT EXPECTATIONS

X-Block will occur on Wednesdays from 2:15 to 3:30. Students who remain at Pope are expected to be in the Media Center or the Cafeteria.

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 or 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. Students will receive a zero for work (tests, quizzes, daily work, etc.) missed during the class cut/truancy and administrative consequences ranging from X-block detention to OSS.

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:

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. Violations will result in 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.

BEHAVIOR CONSEQUENCES: (Range from teacher detention to OSS)

X-BLOCK DETENTION

Students are assigned to X-Block detention for a variety of reasons. They must report to the ISS room on Wednesday afternoons at 2:15. They will be released at 3:30.

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 student is responsible for collecting all work from their teachers and bringing it with them to ISS.** The alternative to ISS is out-of-school suspension. A student who serves any part of the day in ISS is suspended from extra-curricular activities/participation for that day. **A student dismissed from ISS will receive OSS for the remainder of the ISS assigned days plus one day. Any student assigned to ISS on a Wednesday they must remain until 3:30 p.m.**

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 make up work during a previous suspension.
- **Students serving OSS are not allowed on any Cobb County Campus under any circumstances.**
- **A student serving OSS is suspended from all extra-curricular activities/participation until he/she returns to school.**
- 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.

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 and tank tops must be worn with a jacket.

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

E. No sweaters or shirts worn as dresses. Shorts and skirts need to be appropriate in length and fit to be acceptable during school hours. Length is subject to teacher and administrative discretion and we recommend fingertip length.

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

G. No biking shorts are allowed.

H. Yoga pants and leggings are permitted as long as the shirt/dress worn as a covering is of the appropriate length.

I. Nike/Athletic shorts are permitted as long as they are fingertip length.

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. 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.