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MISSION STATEMENT

The mission of the students, parents, staff and community of South Cobb High School is to educate students to be responsible citizens equipped with the skills to confidently and successfully be productive in a diverse and changing society.

VISION STATEMENTS

1. Students are empowered with the skills, knowledge, and abilities to succeed independently in a global society.
2. The SCHS graduate will be empowered agents of change with the knowledge and skills to engage the issues of tomorrow.
3. The SCHS graduate is a skillful lifelong learner who is confident, independent, and active engaged leader of positive change in a diverse global society.
4. Educating confident citizens to lead and serve in a global society.
5. Students are empowered with the abilities to succeed in a global society.
6. Students are empowered to lead and serve a global society.
ADMINISTRATIVE RESPONSIBILITIES

**Principal- Ashley Hosey**
- Total School Operations & Programs
- School Community Relations
- School Vision
- Alignment - Instructional Programs, School Resources, Vision
- Collaborative Team Development
- School Council
- School Budget
- SACS/GAPSS
- Campus Officers
- PAI Orientation
- Strategic Plan
- Discipline Appeals
- SPLOST Projects
- Classroom Observations
- Event supervision
- Publicity & Media

**Assistant Principal- Brenda Rich**
- Attendance Program
- Late Arrival system Substitutes & Emergency Sub plans
- Graduation Cords & Stoles
- Herff Jones liaison
- Senior Class:
  - Sponsors/Advisors
  - Senior activities
- Pre Planning Agenda
- Facilities Non sport Calendar
- Facility use approval (non-sport)
- Recycling program
- Fundraising Approvals
- Keys
- Lexile Testing
- Teacher Lexile training
- School wide Literacy Focus
- Assist with GHSGT Writing Test
- Tutoring/remediation for Writing test
- Assist with the 21st Century Grant
- Assist with Textbooks
- Property Control/Inventory
- Student Mentorship/Office Aides Program
Assistant Principal- Chuck Stines
  o  Athletic Director
  o  Booster Clubs
  o  Student/Staff Accident
  o  Facilities Calendar-Sports
  o  Transportation – Athletic / Field Trips
  o  ADAP
  o  Gender Equity Report
  o  Textbooks
  o  Staff Duty Roster
  o  SPLOST Projects
  o  Bell system
  o  Alarm system
  o  School Wellness Plan
  o  Photos for students & sports (Cady Studio)
  o  PSAT testing
  o  Vending
  o  Student ID’s
  o  Laptop Deployment
  o  Teacher of the Month (Golden Eagle)
  o  Peer tutoring & athletic tutoring program

Assistant Principal- Candice Jimerson-Johnson
  o  9th grade Academy Affairs
  o  Staff development plan
  o  School Improvement Plan
  o  School Improvement Surveys
  o  Student Government
  o  Website (Media Center)
  o  Closed Circuit TV program (Media Center)
  o  HET Model implementation & training
  o  Title II plan & funds
  o  Parent facilitator
  o  PD 360
  o  9th grade Lockers
  o  Medical Clinic
  o  Teacher Collaboration
Assistant Principal- Dana Giles
- Pinnacle Registrar/
- Master Scheduler
- CSIS Coordinator
- Post Planning Agenda
- FTE Count
- Middle School Articulation
- QBE Report
- Registration process.
- Department Chairs
- New SCHS Teachers Academy
- Eagle Fly by
- Waivers & Variances
- Parent Resource Room
- Remedial Coordinator:
  - 20 Day Funds
  - Gifted Coordinator
  - Tutoring/Remediation
  - Plan/budgets for all programs
- Student Records
- Novanet
- eHigh School
- Report Cards/Progress reports
- Dual enrollment
- PTSA
- PTSA Newsletter
- Parent Handbook

Assistant Principal- Brian Giddens
- United Way Contact
- Data Coordinator
- School Assessment plan
- School Monthly Calendar
- Academic Calendar
- AP coordinator
- Community mentoring program
- Classified Employee of the Year
- Teacher of the Year
- Testing Coordinator
- Gimme 5 Campaign
- Benchmark Exams
- Access Testing
- GHSGT Retesting
- GHSGT Writing Test
- EOCT
- EOCT Tutoring & Remediation Plan
**Assistant Administrator- Allison Paulk**
- Community Service Activities /Hours for Students
- Marquees
- Good news contact
- Text message Alert program
- Phone Call out system
- Open House Program
- Academic Teams:
  - Robotics, Academic Decathalon, Debate, HOSA
- The Advisement Program
- Student Clubs & Organizations
- Assist with FTE Count
- Assist with testing
- Assist with the School Improvement Plan
- Project 2400
- SAT/ACT prep program
- School Committees
- Credit recovery, Grade Repair program
- Student Selected Teacher of the Month
- Student Teachers
- On-course Lesson plans system

**Assistant Administrator- Isaac Kelly**
- RTI
- 504
- SPED – MDR/IEP
- Student Discipline Coordinator
  - Monthly Reports
  - County Meetings
  - ISS
  - Friday/Detention
- Hearing and Vision testing
- Student Agenda
- Faculty Handbook
- Lunch Shifts
- Minimum Day Program
- Lockers
- Student Information Packets
- Parking
- Safety and Security Plan
- Safety Drills
- Busses
- SCHS Volunteer Program
- Assist with Athletics
- Student Recognition Program
- GAA, Special education GHSGT and EOCT
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<td>Wanda Holt</td>
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STAFF GENERATED STANDARDS OF CONDUCT

1. Sign-In/Sign-Out Procedures
   A. Sign-In
      - By 8:00 a.m. (specified areas of the building)
      - Set an example for students by being to class on time
   B. Sign-Out
      - Notify an administrator or department chair before you leave
      - Sign-out (and back in) in the front office

2. Sub Procedures/Sub Plans
   A. Expectations Prior to the Day of Absence
      - Call Subfinder and complete request for absence form (via e-mail)
      - Notify department chair and administrator
      - Prepare lesson plans, class rosters, etc. (emergency sub folder in classroom)
   B. Unexpected Absence
      - Same as above…folder should already be in your room

3. Financial Procedures
   A. Donna Graves- Bookkeeper
      - Financial Procedures 101
      - Requisition forms need to be signed by department chair and administrator prior to purchase.
   B. Be Smart!
      - Receipt and secure all money
      - No students should handle money
      - Do not keep money overnight (need help…see Donna Graves)

4. Attendance Procedures
   A. Period-by-Period Attendance
      - Promptly and accurately take attendance each period using Pinnacle
   B. Consistent Standards for Adults and Students
      - be on time and show respect!

5. Dress Code, Hat Enforcement, and Electronics
   A. Consistency in Enforcement
      - Responsibility of staff to address students (special emphasis-your students)
   B. Students
      - No hats on campus
      - Phones, I-pods, & I-pads- before and after school, and during lunch only
      - Dress Code- refer to dress code in handbook
   C. Staff-Dress
      - Model appropriate dress
      - Monday-Thursday (professional dress)
      - Friday (spirit day)
D. Staff- Cell Phones
   -Lead by example (acknowledge unique circumstances with students)

6. Discipline Referrals
   A. Completion of Referral
      -Complete all necessary information
      -Avoid judgmental language
      -Describe the behavior… not the child.
      -Avoid the use other students’ names
   B. Parental Notification
      Contact parent prior to writing the referral (exceptions include unique circumstances and offenses that require “no warning.”)
   C. Be in charge of your classroom.

7. Bell-to-Bell Instruction
   -Teaching, learning, and application for 90 minutes
   -“Dead time”- first and last 15 minutes of each class (keep all students in class)
   -Students should be doing work that is content related

8. E-mail and Phone Expectations
   A. Email/Phone Messages
      -Check daily and please respond within 48 hours
   B. Be Professional!
      -Respectful tone and proper etiquette and don’t forget e-mails are public knowledge!

9. Entering Student Grades
   Grades should be updated weekly and as appropriate for students and parents to be informed

10. Staff Mailbox
    Check and clean daily

11. Advisement
    A. Establish order and control during announcements and Eagle TV
    B. Establish an environment that supports the importance of school-wide information.
    C. Pledge of Allegiance
       -Model the same degree of respect that we expect from the students.
       -Around campus there should be no movement and no talking
       -Be respectful and sensitive to religious and cultural differences

12. Assigned Duties During the School Day
    A. Be on time
    B. Classroom- 8:10 and during all class changes.
    C. Assigned duty locations-arrange for coverage, or contact an administrator if you will be absent.
PART I

CODE OF ETHICS

All Educators at South Cobb High School are expected to adhere to the Georgia Professional Standards Commission Code of Ethics

THE CODE OF ETHICS FOR EDUCATORS

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that protect the health, safety and general welfare of students and educators, ensures the citizens a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction.

See following or go to exhibits go to:

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

Introduction
The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

Definitions
(a) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
(b) “Educator” is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.
(c) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
(d) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.
(e) “Revocation” is the invalidation of any certificate held by the educator.
(f) “Denial” is the refusal to grant initial certification to an applicant for a certificate.
(g) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
(h) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
(i) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
(j) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.
(k) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action. 505-6-.02

Standards

(a) Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. Committing any sexual act with a student or soliciting such from a student;
4. Engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).

(c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:
1. being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and

2. Being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

(d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

505-6-.02

1. Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;

2. Information submitted to federal, state, local school districts and other governmental agencies;

3. Information regarding the evaluation of students and/or personnel;

4. Reasons for absences or leaves;

5. Information submitted in the course of an official inquiry/investigation; and

6. Information submitted in the course of professional practice.

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. Misusing public or school-related funds;

2. Failing to account for funds collected from students or parents;

3. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);

4. Co-mingling public or school-related funds with personal funds or checking accounts; and

5. Using school property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;

2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;

3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and

4. Coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator’s school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association. 505-6-.02
(g) **Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. Sharing of confidential information restricted by state or federal law;
3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. Violation of other confidentiality agreements required by state or local policy.

(h) **Standard 8: Abandonment of Contract** - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. Abandoning the contract for professional services without prior release from the contract by the employer, and
2. Willfully refusing to perform the services required by a contract.

(i) **Standard 9: Required Reports** - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. Failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. Failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. Failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(j) **Standard 10: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder’s ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students. 505-6-.02

(k) **Standard 11: Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and
2. Compromising the integrity of the assessment.
(4) Reporting  
(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).  
(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action  
(a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator’s conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:  
1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);  
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);  
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);  
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);  
5. Suspension or revocation of any professional license or certificate;  
6. Violation of any other laws and rules applicable to the profession; and  
7. Any other good and sufficient cause that renders an educator unfit for employment as an educator.  
(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent’s designee for certification shall be 505-6-.02 responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent’s designee must hold GaPSC certification.

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5
PART II

EMERGENCY PROCEDURES

The information below is included within the red emergency folder that has been distributed to each teacher. The red folder should be clearly visible in each classroom. The following information is included in the Red Emergency Folder that is distributed to all teachers by the administrator responsible for Safety and Security. The folder should be visible at all times within a teacher’s room.

Department Heads will discuss all emergency procedures with their respected department members and discuss evacuation areas for the department classes.

1) Fire Drills
2) Bomb Threats
3) Lock Downs
4) Power Failure
5) Tornado Drills

Fire Drill
(See Policy EBB and EBBC of the Policy Manual of the Cobb County Public Schools, also Life Safety Code Sec. 17-3)

General Information
A. One or more fire drills will be conducted during each calendar month, August through May, in accordance with the mandate of the Department of Safety and Security (form 7-82).
B. Teachers are to explain the fire drill procedures in each class on the first day of semester.
C. At the sound of the fire alarm, everyone will cease talking, leave books and exit, single file from the room. Students should walk rapidly without running.
D. Each classroom will have posted on the bulletin board the floor plan of the building with arrows indicating the fire evacuation route. Each teacher and student must know routes from each room in which he/she has a class. Teachers are responsible for posting fire routes. If a teacher does not have a fire evacuation map, the teacher should see Mr. Stines or Dr. Kelly.
E. Teachers must take their class roster for proper accounting of students. Teachers are responsible for students' whereabouts and behavior during fire drills.
F. Teachers will guide students a safe distance from the building as per the holding locations list, and then check roll to see that each student is present.

Signal for Fire Drill
A. The signal for a fire drill is an automatic bell or horn system.
B. The return or recall signals will be given by an administrator located in the holding area or by general announcement over the public address system. If
possible, school bells should not be used for return or recall. It could bring students into a burning building.

C. The fire alarm system at South Cobb shall be tested once each week when there are no students in the school. A different alarm box (pull station) shall be used for each test in order to assure that all boxes are in working order. Administrators will number the alarm boxes in the plant and report the tests by box number. An actual drill in any week constitutes the test for that week. A report of these tests is to be included in the monthly Fire Inspection and Emergency Drill Report (form 7-82).

D. A record of tests and drills will be kept in the appropriate administrator's office of the date and hour of each fire drill and transmitted at the end of each month to the director of Safety and Security.

Procedure for Fire Drill
A. Refer to General Information, Part C.
B. All the school personnel and visitors shall leave the building immediately or as soon as their assigned fire drill duties are completed.
C. Speed should be subordinate to control and order.
D. All students shall stop work immediately.
E. Students should not stop to take books or other personal belongings with the exception of valuables immediately accessible, such as purses.
F. Students should not use earphones during drill.
G. The last one to leave a room shall check to be sure that everyone is out and then close the door.
H. Students shall proceed to assigned places on grounds away from the building.
I. Students in bathrooms or otherwise out of their rooms shall join the nearest lines in making exit; proceed to stopping place. Then, with permission of those in charge, join regular classroom and check in with the teacher.
J. If a fire should occur during lunch, those teachers on duty in the cafeteria should help direct students to a designated area.
K. In no case shall any group stop less than 50 feet from the building. Students should stop 100 feet if the drill is for bomb threat purposes.
L. Students shall not stop in front of gates or other entrances or driveways that will be used by the fire department.

Variations of Fire Drills
A. The method of giving the alarm shall alternate between the automatic and emergency back-up system.
B. The manner in which the drills are conducted shall be varied. Drills shall be executed at different hours of the day without advance notice. They should be executed at such irregular times as would tend to eliminate any possible distinction between drills and an actual fire.

Bomb Threat
If a bomb threat is received, South Cobb will follow the same procedures as with the Code Red Lockdown. If, by administrative decision, it is deemed necessary to evacuate
the building, an announcement will be made over the intercom: “Attention all students and staff, South Cobb High School is now under a Code Blue Alert. Please follow correct procedures.” Teachers should then evacuate the building, via their normal fire drill routes, to the designated areas taking their class rolls with them. After taking roll, teachers should make sure all students remain 500 feet away from the building.

**Lockdown**

If there is an emergency situation, such as an intruder in the building or a dangerous situation occurring in a hallway, an announcement will be made that we are in a Code Red Lockdown. Teachers should not allow any students to leave or enter classrooms at this point. Classroom doors should be closed and locked. Teachers should place the appropriate colored card under their door for administrative retrieval. If any students are in the hallways at the time of this announcement, they will be placed in the media center by administration. This lockdown will remain in effect until an intercom announcement is made to end it.

**Power Failure**

In the event of a power failure, all teachers are to keep students in class, media center, cafeteria, etc., until notified otherwise by an administrator. Students in the classrooms, library, and lunchroom are to stay in their seats and remain absolutely quiet so that the teacher can give instructions. Students in a laboratory or other class requiring movement are to stand quietly in place until emergency lights can be secured. Students in the halls are to stop, move to the wall, and wait until a teacher arrives to give directions.

Teachers should direct students to stay seated and remain quiet for instructions. Teachers should then step to the door and assist students in the hall while awaiting instructions from an administrator. Teachers who do not have a class should make their way to the office and give assistance where needed.

**Tornado Drill**

A tornado drill is required during the first school month of the school year, during statewide Tornado Preparedness Week, and at an unannounced time as directed by the Superintendent.

**Signal for tornado drill:** There is no school-wide signal. A statement will be made over the intercom and directions will be given. Students should stay in “duck and cover” until the drill ends.

**Procedure for tornado drill inside the school building:**

A. Get under equipment, desk, table, etc.
B. Drop to knees with back to the windows and knees together.
C. Clasp both hands firmly behind the head, covering the neck.
D. Bury face in arms, protecting the head. Close eyes tightly.
E. Stay in this position for at least ten seconds or until the drill is over.
F. At the close of the ten-second period, students will follow the next instruction, which will depend upon circumstances and the extent of damage to the building.
Procedure for tornado drill outside the school building:
A. Crouch or lie down behind any available protection (bench, ditch, gutter).
B. If in the open, drop to the ground, curl up.
C. Stay there at least ten seconds or until the drill or emergency is over.
D. At the close of the above interval, get under cover as soon as possible. Follow the next instruction, which will depend upon circumstances and the extent of damage to the building.
Part III

ACADEMICS AND STUDENT LEARNING

Accelerated Learning Program
The Accelerated Learning Program (ALP) is designed to provide challenging and meaningful courses for gifted students. Eligibility is based on high scores on mental abilities tests. Achievement test scores and grades are also taken into consideration. Contact the appropriate administrator and teacher for more information on this program.

Advisement
Student advisement is required by state standards. It is for 9th and 11th grade students, conducted in order to plan and discuss a student’s academic program. During each of these meetings careful consideration will be given to the tentative scheduling of all courses, which are required for graduation, as well as all courses required for the particular endorsement the student is seeking.

Auditing a Class – contact Dr. Dana Giles, Registrar

Cheating
Cheating is defined as any of the following:
1. Plagiarism.
2. Copying the work of others (when the work is to be graded).
3. Communicating with another student or students during a test.
4. Using, or being in possession of notes or other sources of information during a test, unless it is an open notes test.
5. Giving or taking of information about a test.
6. Asking a question during a test where the question itself provides information to those taking the test.
7. The keeping of a test paper for the purpose of passing it to others who will take the same test at a later time.
8. Storing or transmitting information for retrieval in any electronic device (i.e., cell phone, PDA, etc.) when forbidden to do so by the teacher.
9. Any action taken by student to enhance a grade without teacher permission.

Once reasonable proof has been established that a student has cheated, the teacher will do the following:
1. Notify the parent.
2. Give the student a grade of zero for the test, report, or project.
3. Send the discipline referral form to the proper administrator for documentation. If a second violation occurs, the same procedure should be followed. Further disciplinary action will be taken for repeat offenders.
Class Orientation Materials & Procedures
Each teacher will give his/her students the following orientation materials within the first three days of the semester.
1. Course syllabus.
2. Classroom policies and procedures guide.

Course Syllabus:
Teachers are expected to do the following with regard to the course syllabi:
1. Issue a syllabus to all students in each class at the beginning of the term.
2. Explain the syllabus for each course to your students, including information on the purpose, organization, and how it can be used in the course to help the individual student.
3. Expect students to maintain grade records and check off curriculum topics covered.
4. Refer to the course syllabus often and regularly during the course of instruction each semester. Issue in writing any changes that must be made to the grade profile during a term. All changes should be county-mandated or approved by the administrator in charge of curriculum.

Guidelines:
1. Materials should be typed.
2. All course syllabi should be approved by the Department Chairman and Department Administrator prior to duplication.
3. Two copies of each completed course syllabus and each classroom policies and procedures guide should be given to the Department Chairman. The Department Chairman will file one copy and send the other to the Curriculum Administrator.
4. The course outline section of the syllabus (see below) must reflect the information in the curriculum map but may be as detailed or as brief as the individual teacher desires.
5. The policies and procedures guide should include the following information:
   A. Late work and make up work
   B. Discipline procedures
   C. How best to contact the teacher
   D. Other relevant information

Emergency Lesson Plans
All faculty members must turn in three days of plans to the Department Chairman per semester. These plans will be kept in the departmental office and used in an emergency. These plans should include:
1. Daily schedule
2. Class rolls
3. Daily attendance procedures including any duty assignments.
4. Class work to be completed.
Final Exams & Georgia End of Course Tests (EOCTs)
A final exam (a true assessment) must be given in every course during the scheduled final exam period. All students will take final exams in all classes. A copy of each final exam given (or description of assessment administered) shall be filed with the appropriate Department Chairperson and department administrator two weeks before testing. Georgia end-of-course-tests will count 15% or 20% (as determined by GA DOE in EOCT courses) of the student’s final grade.

Grade Records and Procedure for Storage
Teachers should:
1. Keep all grade records locked in their desks or closets.
2. Do not allow any student access to the grade book.
3. Take the grade book with you during emergency drills (hardcopies).
4. Record grades neatly and label grades so that they are self-explanatory. This is especially important at the end of the school year when school personnel other than the teacher may be called upon to interpret grades for parents and students.
5. Keep accurate records of daily attendance.
6. Update grades weekly.

Grading Policy and Procedure
A statement informing students about grading procedures in individual courses must appear on the course syllabus handed out to each student at the beginning of each semester. Please explain how your course will be graded (i.e., percentages, standards-based, etc).

Students receive a numerical grade in each course on an end-of-term report card. Progress reports in the form of numerical grades are issued three times during a term, at six-week intervals. Grades cannot be affected positively or negatively by engaging in activities unrelated to the curriculum or influenced by the student’s discipline. This would include students cleaning the classroom, blackboard, or erasers. This includes giving extra credit points for students attending any extracurricular activities or participating in any school-sponsored events that are not directly related to the curriculum of the specific course.

The report card and progress reports may also have a Conduct Grade indicated. This grade will be an "S" (Satisfactory), "N" (Needs Improvement), or "U" (Unsatisfactory). The standards used for these grades are:
S  Good behavior, which could include occasional minor infractions
N  Fair behavior with negative conduct including inattentiveness, occasional tardiness and inappropriate talking during class.
U  Poor behavior including frequent tardiness, disruption of class activities, disrespect or cheating.

A grade point average of 3.500 is required to be designated an Honor Graduate from any Cobb County high school.
A GPA (grade point average) is computed based on quality points, which are awarded based on the following scale:

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NUMERICAL GRADE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>74-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>70-73</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
<td></td>
</tr>
</tbody>
</table>

*Incomplete (a grade of F will result if the work/tests needed to complete the course are not accomplished in 14 calendar days)

**Guest Speakers**

Community resources may be used when appropriate. The departmental administrator must approve all speakers and visitors in advance.

**Homework**

Teachers are encouraged to assign homework on a regular basis that maintains and strengthens skills and/or that is a creative application of the curriculum area in question.

**Make-up Work**

Make-up work is a student’s responsibility. No make-up work is allowed for unexcused absences. A student may make-up all work missed for excused absences only if the student presents an excused attendance slip to the teacher within two (2) days of the date he/she returns to school. Cooperative arrangements between the student and the teacher for the missed work must be made within four (4) school days beginning with the date of the student’s return. The teacher may require scheduled tests/long-term assignments immediately upon a student’s return. A student suspended out-of-school may make up work except for those students who have been suspended from In-School Suspension. Make-up work done outside of school must be returned on the day of the student’s return to school.

Long Term Projects: All long term projects will have a date designated as the last day the project will be accepted by the teacher for full credit. Projects may be turned in any time prior to the designated day, but not after the assigned date.

**Permanent Records**

Permanent records are legal documents subject to laws, which guarantee rights to privacy. Under no circumstances are they to be handled by anyone other than appropriate teachers and school officials. Information is confidential.

Permanent records will be housed in the Records Room. They should not be removed from this location unless signed out by a teacher or responsible school official. Under no circumstances should they ever be removed from the building. Teachers are encouraged to use permanent records as a resource to help them understand and work more effectively with students.
Progress Reports
Parents may request a student progress report at any time during the semester. Teachers are asked to be prompt in returning this report to the counselor, administrator, or Student Support Team case manager.

Registration
The registration process is extremely important. Careful planning is necessary during this phase of the total procedure in order to achieve a master schedule that meets the needs of the students. Further information is distributed as registration occurs.

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

<table>
<thead>
<tr>
<th>Week of Semester</th>
<th>Distribution Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th Week</td>
<td>Provided to student through advisement</td>
</tr>
<tr>
<td>12th Week</td>
<td>Provided to student through advisement</td>
</tr>
<tr>
<td>18th Week</td>
<td>Mailed to student’s home address</td>
</tr>
</tbody>
</table>

Requests for Transcripts
All requests for transcripts should be made by students through the appropriate grade level office.

Special Education Services
South Cobb High School will offer a wide range of special education services, which includes programs for students who are gifted, learning disabled, behavior disordered, speech impaired, intellectually impaired or hospital/homebound. Correct placement for any of these programs will be determined after evaluations have been completed. All testing and evaluations are available through Cobb County School System.

Student Eligibility for Extra-curricular Activities
Direct any questions about eligibility to Chuck Stines.
1. All ninth grade students, except those identified by their middle school principal as having failed to meet state mandated eligibility requirements in middle school, will be eligible for participation in extracurricular activities the first semester of the school year. To participate the second semester of the ninth grade year, students must have passed a minimum of 2 ½ units the first semester.
2. Second high school year-4 units (10th grade standing).
3. Third high school year-10 units (11th grade standing).
4. Fourth high school year-16 units (12th grade standing).
5. To maintain eligibility during the school year a student must pass three classes each semester. Failure to do so results in student becoming ineligible for the next semester.
6. Participants must live in the South Cobb High School attendance area or attend South Cobb High School.

Student Teachers
Dana Giles and the department chairperson will assign student teachers. Under no circumstances are teachers or department chairperson to make arrangements to have student teachers without prior administrative approval.

Substitute Folders
All faculty members must prepare a folder for use by substitutes. These folders must be readily available for substitute and in the Department Chairperson’s possession when the faculty member is absent from school. These folders should include:
1. Daily schedule
2. Class rolls
3. Daily attendance procedures
4. SCHS procedures (Emergency procedures, bell schedule, etc.)
5. Class work to be completed
6. Emergency Numbers
7. Duty position and schedule
8. Substitute Hall passes

Testing Days/Calendar
Testing days and proctor-training days will be announced by the testing coordinator, along with the policies and procedures regarding each testing situation.

Textbook Holds
No textbook will be issued until obligations of lost or damaged texts are met. Teachers are to work with the administrator in charge of textbooks.

Videos in the Classroom
1. Teachers and substitute teachers must adhere to Cobb County School Board policies when using video or audiotapes for instruction.
2. The materials must be related directly to curriculum goals and objectives.
3. Any video used in the classroom must be approved by the departmental administrator.
4. The “Request to Use Videos Not in Media Center” form must be completed and turned in to the departmental administrator at least a week before the video can be shown.
5. Parent permission forms must be completed for any video rated PG-13. No “R” rated videos can be shown.
6. Teachers, substitute teachers and other staff members may be assuming individual liability if unapproved or inappropriate video/audio tapes or any other inappropriate resource materials are used in the classroom or at any school event.
Part IV

STUDENT ATTENDANCE PROCEDURES

Please do not allow students to complete any attendance procedures. Also, during advisement, students are not to leave the classroom for any reason except an emergency.

Attendance Procedures

Teachers will use Pinnacle to input attendance. Teachers should log in prior to homeroom. Absent and tardy students (excused and unexcused) should be entered. All entries should be submitted by 8:45 every morning. Back-up attendance sheets will be used on days when the Internet may not be accessible or days with substitutes taking roll.

Students who are tardy to school will be sent to advisement with a pass from attendance. Teachers are to mark the student(s) as the form states. **It is imperative that students marked absent who arrive tardy have the absence deleted and changed to a tardy instead.** Once the advisement data submission is sent, the advisement teacher does not have the rights to enter corrections in the attendance system.

Students who arrive after advisement has ended will be directed to the attendance office.

It is essential that teachers mark attendance under the correct date and take attendance each block.

Field Trips: If the student is not physically present in advisement on the morning of the field trip, the advisor should mark the student absent in Pinnacle. A field trip notification form issued in advance by sponsoring teacher should verify the students participating in any given field trip.

Classroom Procedures

Roll must be called and recorded daily in Pinnacle prior to the next period.

Early Dismissals

In an effort to provide parents with access to their children during instructional time, the following guidelines are to be followed:

1. If a student is planning to check out for a prearranged reason (medical appointment that could only be scheduled during the school day, funeral, court appearance), he/she should give a note to his/her advisor from the parent/guardian.
2. All notes from home must include the student’s name, school identification number, current date, a brief explanation identifying the reason for being checked out, the check-out time, phone number where a parent or guardian can be reached before the check-out time, and the parent’s signature.
3. At the designated release time, the student will be released from class to report to the attendance office to sign-out.
4. Any student who leaves campus without properly checking out through the attendance office will receive disciplinary action and may lose his/her parking permit and driving privileges. South Cobb High School is a closed campus. Students must stay on the school grounds from the time they arrive, even if advisement has not started, until school dismissal or until the bus picks them up. Any student leaving the school grounds must check out through the attendance office.

5. If a student becomes ill during the school day he/she should notify the teacher and secure a pass to the clinic.

6. Students must keep early dismissal passes to present to teachers for excused absences. The school reserves the right to require written requests or personal appearance of parent/guardian and proper identification before a student is dismissed.
Part V

STUDENT BEHAVIOR

All South Cobb High School rules and policies are for two purposes: 1) to avoid interruptions or distractions to teaching and learning, and 2) to maintain a safe, secure, orderly environment. Our goal is to maintain a positive school environment while enforcing basic student behavior expectations and Cobb County School District board policies.

Staff Expectations

Teachers are expected to enforce school and county behavior policies fairly and consistently. We want to deal with correcting behavior rather than "punishing" whenever possible. Teachers are responsible for knowing the information printed in the Student Handbook under Student Behavior Expectations.

A. Teachers are to establish fair classroom guidelines that stay within school and county behavior policies, and should be sure students understand these classroom rules.

B. Keeping students after school: **A student must be given 24-hour notice as to the day or days he/she is to remain after school. If a student is asked to stay for a teacher detention, the teacher must remain with the student.** The length of time a student is asked to remain is left to the professional judgment of the teacher.

C. Teachers may not dismiss or expel a student from class. Students may not be sent from the classroom or stationed outside the classroom door as a disciplinary measure.

D. Humiliating students with sarcastic remarks is not acceptable behavior on the part of the teacher. Sarcasm succeeds only in establishing the fact that the teacher is unable to cope with the situation. It does nothing to change the behavior of the student in a positive direction.

E. Teachers may not impose group punishment.

F. Teachers may not impose corporal punishment.

G. Extreme behavioral problems or erratic behavior could suggest psychological problems to the teacher. Please work with the student's counselor and administrator so that appropriate steps can be taken to correct behavior.

H. In all cases possible, teachers should strive to correct their own discipline problems. Call parents before referring a student to an administrator except for major problems or emergencies.

I. When a teacher finds it necessary to submit a behavior referral on a student to an administrator, this behavior referral should be put in the proper administrator’s mailbox or delivered to the grade level administrator’s office as quickly as possible. If, when severe problems arise, a student needs to be removed from the classroom the teacher should either contact the main office via the intercom or send another student to bring an administrator to the classroom. **Teachers are not to leave their classroom unsupervised.**
J. Some of the following steps are expected to be taken by a teacher before sending a student for referral to the administration (unless the behavior is extreme):

1. Change seating arrangement
2. Teacher/student conference
3. Parent contact
4. Detention - teacher assigned
5. Parent/teacher conference
6. Refer to counselor
7. Other reasonable procedures developed by the teacher

Disciplinary Options

The administration at South Cobb, under normal circumstances, will use five basic methods for dealing with student behavior. These five methods are listed below with the least severe punishment being listed first and the most severe being listed last.

1. Student/parent conference
2. Administrative detention
3. Friday Extended Day (FED)
4. In School Suspension (ISS)
5. Out of School Suspension (OSS)

Teachers need to be aware that administrators follow the same guidelines in dealing with behavior referrals. Each time a student is referred for the same offense, he/she is given a more severe penalty. It is possible, therefore, for two students who violate the same rule at the same time to receive different penalties if one of the students had a prior referral for that offense.

Student Expectations

Expectation for Learning. Timeliness to class is a South Cobb High School expectation. Students are to be on time to all classes, including advisement.

Tardy Procedure-School

Student receives a grade of “zero” on any activity in progress at the time of the tardy. Tardies are cumulative per class.

1st Tardy Detention (30-minute/lunch/am or pm)
2nd Tardy Saturday School
3rd and successive Administrator determination/counselor referral
or other

NOTE: Tardies to school are excused only with the doctor’s or dentist’s appointment verification, student illness, or court order (no late notes accepted). Repeated tardies may result in suspension of student parking privileges in accordance with Cobb County student parking rules.
**Tardy Procedure – Classroom**

Tardy to class means that the student is not completely inside the classroom when the bell stops ringing. Teachers are expected to be at their doors at each class change/transition and to fully adhere to the policy in a fair and consistent manner. **No student should be allowed in class without a tardy slip from an administrator or attendance office after the tardy bell has stopped.** Tardy sweeps will be daily.

Teachers should be at their door during all class changes, welcome students to the classroom and encouraging students in the hallways to report to the appropriate classroom. When a student arrives tardy, the teacher should perform the following actions:

1. Acknowledge the student’s tardy to class and inquire whether the student has a pass to excuse the tardy.
2. If the tardy is unexcused, it will be noted on the pass form. If the student does not have a pass, and is tardy, the student is directed to the tardy sweep location (if within 10 minutes of class beginning), or to the attendance office after that time. If the tardy is during the lunch period, and it is after the lunch sweep, the teacher allows entrance into the class and prepares a discipline referral and it is placed in Mr. Johnson’s box.

**Student Accountability for Actions:** Consequences for tardies will be assigned as outlined in the student handbook. Immediate consequences will be assigned for students who are involved in tardy sweeps to each class. For students who have a pattern of tardy behavior, additional consequences may be enforced:

- Five (5) tardies to any one class, including advisement – conference with administrator or designee. Warnings regarding prom, parking, and extracurricular activities.
- Seven (7) tardies to any one class, including advisement – loss of prom, parking, and attendance at all extracurricular events; conference with coach and/or club sponsor to determine whether the privilege to participate in extracurricular activity will be continued.

Note: **A student who checks in at the attendance office without an excused note will also be counted as tardy.**

**Expectation for Learning:** Students are to be present in class each day – no skipping or AWOL.

**Student Accountability for Actions:** Consequences for skipping class will be assigned as outlined in the student handbook. For students who have a pattern of skipping class, additional consequences may be enforced:

**Expectation for Learning:** Students are not to eat food or drink beverages in classrooms – the only exception is bottled water. Students will not be permitted to miss instructional time to go to the vending machines; vending machines are to be used during transition time only. All vending machines are off limits during lunch and are on timers until the beginning of 4th block – no refunds.
Student Accountability for Actions: Food/drink will be confiscated.

There should also be NO food parties or classroom pot-lucks without administrative approval.

**Expectation for Learning:** Students are not to wear head coverings inside the school building. Please be sensitive to cultural and religious beliefs.

Student Accountability for Actions: Head covering will be confiscated. Parent must come after school to pick up. Second offense, item is held until the end of the semester.

**Expectation for Learning:** Students are not to use or display any of the following electronic devices during school hours: cell phones, I-Pods, MP3 players, CD players, headphones, etc.

Student Accountability for Actions: Electronic device will be confiscated and returned only to parent/guardian.

Lunch Supervision: The parking lot will be supervised during third period (all lunch periods). All parking lot gates will be locked. No students will be allowed to enter the parking lot without a note from the attendance office or a teacher.

After-school Supervision: All students must clear the school grounds by 4:00 unless supervised by a teacher or coach. For those students remaining on campus after this time, the following steps may be implemented:

- First Incident: Student name will be recorded and a phone call will be made to parent/guardian.
- Second Incident: A meeting will be scheduled with the parent/guardian and administrator or designee to discuss issues concerning transportation.
- Third Incident: Parent/guardian will be required to provide proof of residency in order to continue student enrollment at South Cobb High School.

Student Parking: All students who park in the student lot are expected to have a valid decal displayed in the window. Students who are illegally parked will be assigned the following consequences:

- First Incident: Warning (paper copy of warning placed on window)
- Second Incident: Warning (orange sticker on driver-side window)
- Third Incident: Ticket/Fine ($5 to be paid to the bookkeeper, and may include meeting with administrator)
- Fourth Incident: Car towed (at owner’s expense)
- Fifth Incident: Loss of parking privileges for the remainder of the semester (Student administrative referral form completed for action)
**Student Dress Code**

Modesty and decency of dress are stressed at South Cobb High School. Students are expected to dress and groom themselves in a manner that demonstrates respect for fellow students, staff, and guests to our school. Clothing that is deemed disruptive to the learning environment is unacceptable. *Cultural and religious sensitivity and respect will be applied with the student dress code.*

Please refer to students’ agenda for more information on student dress.

**Student Dress Code – Teacher Responsiveness**

Teachers should discreetly and professionally address students whose dress attire does not meet the South Cobb High School dress code. When a teacher observes a dress code violation, he/she should respond in the following manner:

1. Inform the student he/she is not in dress code
2. Write a pass for the student to report to the appropriate grade level office and administrator

Note – on student pass, indicate whether teacher requests a dress code “check” or “violation”
Part VI

SCHOOL OPERATIONS

Abuse Reporting Procedures
Any staff member who suspects or has knowledge of a student suffering abuse of any form is legally bound to report this.

Acceptance of Gifts or Money (Tutoring)
The acceptance of gifts or money by certificated personnel from students/booster clubs during the school year for coaching or tutoring is specified in policy GBRG (Dual Pay).

After School Building/Facility Use
All requests for use of the building or any other part of the South Cobb High School campus must be cleared with the head custodian responsible for the master calendar. Under no circumstances is a teacher, coach, or other staff member to give permission for any outside group to use any part of the South Cobb facilities without following the proper procedures and without checking with the designated administrator. All outside groups must submit a “Request for Facility Use” form to Chuck Stines and, upon approval, complete a “Facility Use” Contract. Facility use forms are available through the appropriate administrator.

Assemblies
It is the responsibility of the sponsor(s) of the organization presenting the program to see that everything is properly planned to ensure an effective program. The assembly period is a wonderful opportunity to develop leadership among students as well as to build school spirit. The success the program depends upon the leadership.

Each faculty member will be assigned a supervision station. An updated seating plan indicating teacher supervision stations will be issued prior to the first assembly. Misconduct should be corrected at once and serious violations reported to an administrator. Teachers sit with their students during all assemblies.

The sponsoring advisor must discuss assembly format with the appropriate administrator.

The following procedures will apply for assemblies:
1. Classes will be called by intercom.
2. When students are called they should proceed quickly and in an orderly manner to the area designated.
3. Teachers will accompany and assist in getting students into place.
4. Teachers should remind students that their conduct should be appropriate the type of program being presented.
5. If the program exceeds the allotted assembly time, teachers will be notified of the adjusted bell schedule as soon as possible.
6. Teachers should model the type of behavior we expect from students.
Building Security
Before leaving school make sure all doors, windows, cabinets, storerooms, and valuables are secured. Teachers using the building after hours should schedule through the administrator coordinating such activities. The Intrusion Alarm Security System will be set after hours. Security codes will be issued at the principal’s discretion. Failure to enter the building without disarming the alarm will result in automatic police alert.

Cafeteria Policy
Cafeteria employees are the only persons allowed in the school kitchens at any time. Please do not go behind the counters.

Change in Address or Phone Number
If your address or phone number changes during the school year, immediately inform the school secretary and complete the proper form.

Children of Employee Workstations
Cobb County Board policy states the following:
1. Administrators will apply the regulations below regarding workstations.
2. Administrators who have previously established regulations of children at workstations may continue their current procedure provided it does not conflict with the following established regulations
   a. Pre-school children will not be allowed at the employee workstation for childcare purposes.
   b. No child, regardless of age, will be allowed at employee workstations for childcare purposes during established student hours.
   c. Children will not be allowed at employee workstations for childcare purposes during pre-planning, post-planning, or any other scheduled workday.
   d. Any student, with administrative approval, may assist the staff with appropriate activities. These activities must not endanger the safety or welfare of the student.
3. Administrators who permit children at workstations before or after established student hours will be expected to enforce the following guidelines.
   a. Children of employees will not be allowed to attend parent teacher conferences, faculty meetings, or other meetings of this nature.
   b. Employees assume the responsibility of ensuring that their children do not interfere with their work responsibilities or the responsibilities of other staff members.
   c. The administrator is expected to notify employees, who will have children at workstations, that the school system does not accept responsibility for any injury. It is the responsibility of the employee to supervise his/her child.
Civil Rights Concerns

Chart of responsibilities for Responses of Civil Rights

Policies of the Cobb County Board of Education require full compliance with all federal and state nondiscrimination laws. This compliance policy is conclusive of the following federal laws.

**Title VI and VII of the Civil rights act of 1964; Title XI of the Educational Amendments Act of 1972; Age Discrimination and Employment Act (ADEA); Section 504 of the Rehabilitation Act of 1973; Public Law 101-476; Individuals with Disabilities Act (IDEA); Americans with Disabilities Act of 1990 (ADA)**

<table>
<thead>
<tr>
<th>Concerns</th>
<th>Who to contact</th>
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<tbody>
<tr>
<td>Accessibility</td>
<td>Director of Construction</td>
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<tr>
<td>Title VI; Title VII, Title IX, ADEA; Employee Issues; ADA; Personnel Issues, Section 504</td>
<td>Chief Human Resources Officer</td>
</tr>
<tr>
<td>Student Accountability; Section 504, ADA, Public Law 101-476 (IDEA)</td>
<td>Assistant Superintendent, Special Student Services</td>
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<tr>
<td>Title IX; Student Issues</td>
<td>Director, Student Activities</td>
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<tr>
<td>Title VI; Student Issues</td>
<td>Assistant Superintendent, Policy and Planning</td>
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Questions concerning policies and practices of an individual school of the Cobb County School System may be addressed to the building Principal, to any of the persons listed above each the Cobb County Board of Education. P.O. Box 1088, Marietta, Ga 30061, 770-426-3300 or to the Director, Office of Civil Rights (OCR), Educational Department, Washington, D.C. 20201.

**Classroom Care**

Custodians will maintain the basic cleanliness of the school; however, teachers are responsible for the physical appearance, orderliness, and proper care of their classrooms.

**Code of Ethics**

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that protects the health, safety and general welfare of students and educators, ensures the citizens a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction. See Part I.

**Communicable Diseases**

The following procedures shall be followed by those handling blood and bodily fluids:

1. Students and teachers should be encouraged to wash hands as a routine. A 10-15 second washing with soap after handling body fluids is essential.
2. Disposable towels or tissues shall be used whenever possible and all cleaning equipment shall be disinfected after use.
3. Blood and/or body fluids spills should routinely be covered with absorbent material such as paper towels (handled with disposable gloves) and disposed of in
plastic garbage receptacles. Soiled surfaces should be cleaned promptly with disinfectants, such as household bleach, diluted 1:10, 1 part bleach to 10 parts water. Persons involved in such cleaning should wear gloves. Care should be exercised to prevent blood and body fluids from coming in contact with open skin lesions and mucous membranes. Cleaning implements such as mop heads should be cleaned thoroughly after clearing a blood and/or body fluid spill. Implements should be cleaned with detergent in hot water of 160 degrees Fahrenheit, rinsed, soaked in one-part bleach to 10 parts water solution and rinsed again.

4. Any garbage containing blood and/or body fluids (i.e., sanitary napkins) should be placed in a plastic bag, securely fastened and disposed of in the regular school garbage dumpster.

5. Persons involved in the cleaning of facilities in which blood and/or body fluids spills (i.e., feces, urine, vomit) occur should wear gloves and follow routine hand-washing procedures.

6. Persons responsible for the cleaning and maintenance of CPR manikins and CPR instruction should follow the guidelines established by the American Heart Association, the American Red Cross, and the Center for Disease Control (CDC).

Communications to Students, Parents, and Guardians

Confidentiality – Teachers are reminded that by law they cannot share any information concerning a student with anyone other than parents or legal guardians. This even pertains to mentioning names of other students when discussing a situation with a parent or legal guardian.

Letters and Releases—All official letters and releases from the school must have administrative approval. Information written or typed on school letterhead stationary must be approved by the principal before mailing. Generally, letters of this nature should include at the bottom of the form a place for administrative endorsement. All surveys must be reviewed by the principal before surveys are given or sent out.

Critical Days

On days designated as “critical days” by the school system, staff members may not take personal leave. Refer to the employee calendar on the CCSD website for a list of critical days.

Custodial /Maintenance Request

Email Brenda Rich for custodial/maintenance assistance.

Daily Supervision of Students

All staff members are to consider themselves on hall duty during class changes. It is important that each teacher stands near the doorway of his/her classroom during class changes and remains there until the tardy bell has rung. It is the duty of each teacher to help with the supervision of students throughout the entire day (before school, during class changes, during the lunch hour, and at the close of the school day).
All students in halls during class time must have a hall pass which includes the student’s name, date, time, destination, and a teacher signature. Student mentors must have a standardized pass or badge.

**Drug-Free Workplace and Work Force (Administrative rule G)**
The Cobb County Board of Education is concerned with the well-being of all employees of the Cobb County Board of Education. Employees should refer to the above policy for further information.

**Dual Pay**
Employees of the Cobb County School District are prohibited from receiving dual pay for services rendered during the regular working hours.

**E-mail**
Teachers are expected to check their e-mail on a daily basis.

**Equipment**
Student Mentors may operate departmental copy machines only at the discretion of the department. No other students may do so. The fax machine is for school use only.

Equipment or other school property must never be removed from school without written prior approval of the administrator in charge. Requests to take school property off campus should only be made in cases of extreme circumstances, and the proper form must be completed. Check out of equipment should be made through the Media Center.

**Faculty Mailboxes**
Mailboxes should be checked at least once in the morning and once in the afternoon. All telephone messages received for teachers by the secretary will be placed in the mailboxes (unless it is an emergency).

**Faculty Meetings/Departmental Meetings**
Faculty members are expected to attend and be punctual at all faculty/department meetings. Faculty meetings are held on the first Wednesday of each month at 3:40. Departmental meetings will be scheduled by the respective Department Chairperson.

**Family Education Rights and Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. Staff members are encouraged to seek further information, if they have any questions.

**Field Trips and Excursions**
A field trip is defined as a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school. (Example: Guidance trips, club functions, and other school activities). The superintendent is authorized to approve the use of school buses for field trips and to delegate approval
for the use of the vehicles for these purposes to appropriate personnel in the transportation department.

**Food and Nutrition Services**
See student information packet for food charges.

**Furniture**
An item of furniture should not be moved from its location (room to room), out of the library, cafeteria, etc. without approval from the administrator in charge of property control. Requests for furniture should be made to the appropriate assistant principal.

**Harassment, Intimidation, Threats, and Bullying Behavior**
1. Harassment is defined as: Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation or abuse of or toward any other student(s), District employees or other adults for any reason. This prohibition includes but is not limited to harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.
2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee.
3. Bullying: No student shall bully another student or students. If the third offense occurs within one school year, as determined by a hearing officer/tribunal, the student shall be expelled for at least one calendar year, but will be assigned to the AEP during this discipline.

**Job Descriptions**
The Superintendent and his/her staff will develop job descriptions for each area of employment. Approved job descriptions will be maintained by the Human Resources Division.

**Keys and Locks**
Teachers will receive keys Chuck Stines and should keep the keys secure at all times. Non-school personnel or students should not be loaned keys. If you lose or misplace your keys, you must notify the principal or his designee immediately.

**Master Calendars**
All activities, both on and off campus, must be on the appropriate calendar and must have administrative approval. Teachers should follow guidelines for facility use. Staff members should give the appropriate administrator a copy of information regarding off-campus and on-campus activities so that questions may be answered or phone calls directed to you.

**Media Interviews**
Any interview given to a reporter must be school-related and approved by the principal.
Monetary Matters

No person will be allowed to collect money on the school campus or buildings for any purpose without the approval of the principal or his/her designee.

The principal is responsible for the handling of all monies received or disbursed by the school. Teachers should collect or disperse money only with the approval of the principal or his/her designee. Any funds collected by the teachers must be turned in to the bookkeeper daily and properly receipted. All organizations in our school must have a teacher sponsor and a student treasurer. The sponsor is responsible for seeing that the treasurer keeps an account in balance at all times with the school account.

Student Receipt Books (see School Bookkeeper for additional information) - Student receipt books must be used for all monies collected on school property except for those specific instances (where noted) in which the classroom remittance report books may be used. Student receipt books may only be issued to teachers, administrators, and clerical employees. With the exception of the annual staff, students are not permitted to receive money or write receipts. This includes transporting money to the bookkeeper for the teacher. Except as otherwise noted, only these employees may collect monies, issue receipts, and sign receipts from student receipt books. The person to whom a receipt is assigned will be held personally responsible and accountable for all monies collected using personally assigned receipt book(s).

Instructions for Student Receipts

1. Only student receipt books issued by the Financial Services, Internal Audit Department may be issued to teachers and other school administrative employees for the purpose of collecting monies on school property.

2. Receipts must be prepared in triplicate. The original receipt (white copy) must be given to the person from whom money has been collected. The second receipt (pink copy) must be turned in to the bookkeeper along with the money collected. The third (yellow copy) must be retained in the student receipt book.

3. All monies collected must be turned in to the bookkeeper on the day collected. All monies collected must be counted and totaled, and all pink receipt copies must be removed from the receipt book and totaled. The totals of the monies collected and the total of all pink receipt copies must agree.

4. When monies are collected and the pink receipt copies are submitted to the bookkeeper, she must also count the monies collected and total the pink receipt copies to assure agreement. The bookkeeper must then issue a computer receipt to the person to whom the student receipt book is issued.

5. If the pink receipt copies turned in to the bookkeeper pertain to more than one local school account, an itemized breakdown by account number must be provided to the bookkeeper, this is to ensure that all receipts are credited to the proper local school account.

6. The number of the first and last pink receipts turned in will be listed on the computer receipt issued by the bookkeeper. The teacher must staple the computer receipt to the receipt book behind the last receipt number as indicated on the
computer receipt. The proper procedure for attaching the computer receipt is given on the instruction sheet each teacher receives with the receipt book.

7. For receipts that have been voided, all three receipt copies should be retained in the receipt book and “VOID” clearly written on each receipt copy.

8. These receipt books are subject to spot review during the year by the Internal Audit department and/or the bookkeeper.

Classroom Remittance Report Books (see School Bookkeeper for additional information) - Classroom remittance report books have been developed to assist teachers in the receipting process in certain instances (listed below) where small amounts of money are collected from a large number of students. In these specific instances, a classroom remittance report may be completed in lieu of issuing individual receipts to students. All local schools may use these report books when collecting money for the following types of items or events which cost $5.00 or less. This report book may be used in lieu of a student receipt book in the following instances:

b) Field trips
c) Shows
d) Library fines
e) Other small amounts of $5.00 or less which are collected for a specific purpose.
f) Club or class dues ($5.00 or less)
   o Students must sign their names in the classroom remittance book.
   o Instructions:
      1. Only classroom remittance receipt books issued by the Financial Services are authorized for use.
      2. Each receipt must be prepared in duplicate. The original (white copy) must be turned into the bookkeeper at the end of the day along with all monies collected. The second copy (yellow copy) must be left in the classroom remittance book.
      3. All monies collected must be turned in to the bookkeeper daily but never later than the next school day. Monies collected must be counted and totaled, and all report copies must agree with the total monies collected. This procedure must be performed each day that monies are collected.
      4. When the monies collected and the white report copies are submitted to the bookkeeper, the bookkeeper must verify the cash count with the total from the white copies of the receipt book. The bookkeeper then issues a computer receipt for the monies collected.
      5. The computer receipt is stapled to the yellow copy of the last receipt number on which it applies.
      6. For reports that have been voided, both report copies must be retained in the report book and “VOID” clearly written on each report copy.
      7. These report books are subject to spot review during the year by the Internal Audit Department and/or the bookkeeper.

Purchase Orders - Local school purchase orders are used to ensure that all purchases are properly approved; the proper local school account is charged for the item to be
purchased, funds are available to pay for the item, and sales tax is paid (or not paid) in accordance with state sales and use tax regulations.

Any staff member who needs to make a purchase must complete a purchase requisition. Forms are available in the bookkeeper’s office. Complete the form and have it signed by the appropriate department chairperson and departmental administrator before returning it to the bookkeeper for further action. This must be done five days in advance of the need for the order to be mailed.

**The expenditure of activity fund money must be approved by the principal.** If a teacher wishes to make a purchase with activity fund money, please observe the following:

1. Make the request on the proper purchase requisition form.
2. Submit the request to the division head. The division head will approve or disapprove the request and pass it on to the bookkeeper; she will in turn give it to the principal.
3. The staff member will be notified if the request has been disapproved.
4. Make the purchase in the school’s name, attention of person ordering (Example – South Cobb High, Attn.: Jane Doe).

**Planning Periods**
Planning periods are to be used constructively. Teachers may use this time to phone parents, plan lessons, attend staff development, etc. Teachers who must leave during the school day must sign out and sign in upon return. Administrative approval is required for a teacher to leave campus for any reason.

**Physical Violence Protocol**
If any student, including an elementary student, commits an act of physical violence upon a District employee, a mandatory disciplinary hearing must be held, regardless of the recommended discipline unless the employee waives the hearing and the suspension is not more than ten (10) days.

**Pledge of Allegiance/Moment of Quiet Reflection**
Each student in the public schools of the State of Georgia shall be afforded a moment of quiet reflection and the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. Students participating in the recitation of the pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the recitation of the pledge may remain seated. Non-participating students shall in no way conduct themselves in a manner that disrespects the observance of the Pledge of Allegiance.
*Please be sensitive and respectful of cultural and religious differences and beliefs!*

**Posters**
Any material to be posted in the corridors must be approved and initialized by the principal or his designee. Masking tape should be used on walls in the corridors. Please do not put posters in front lobby area and in areas were an artist has painted slogans and
mural. Teachers who receive permission to post materials must also be responsible for removing the materials as soon as they are obsolete.

**Risk Management-Workman’s Compensation**

Injuries to students or staff members must be reported immediately. If a student is injured in a staff member’s presence, whether at the school, on a field trip, or participating in sports, the staff member must report the injury immediately and fill out the proper paperwork. See the school secretary for the necessary paperwork. If a staff member is injured while at work, the staff member must fill out the proper paperwork and must seek medical attention at one of the designated facilities listed on the “Official Notice of the Georgia Workman’s Compensation Law” which is posted.

**School Activities-Scheduling and Special Events**

Any school group (club, class, etc.) that desires to schedule a special program, event, assembly, etc. must process a Special Event/ Facilities Request Form to Chuck Stines. This form must be completed in detail and approved by the principal before announcements of the event are to be made. All school functions must be coordinated and supervised by faculty members. Teachers should schedule use of the cafeteria, gym, theater, or conference rooms with the appropriate person. All events, including rehearsals, must be scheduled. When scheduling events, consideration should be given to other school activities, which may occur at or around the same time. All practices, meetings, or rehearsals must be completed by 9:00PM and students should clear the buildings immediately. No club, organization, or other group may practice or meet in the school unless the advisor is present throughout the meeting or practice. Students must be supervised until they are picked up.

**School Announcements**

General announcements will be made at the beginning of school only. Any announcement to be made on the intercom should be submitted in writing to the secretary in the Main Office by 2:00 PM on the preceding day. Please keep all announcements brief to maximize instructional/advisement time for teachers and students.

**School Ceremonies and Observances**

Each student in the Cobb County School District (District) should be afforded the opportunity to display respect of patriotic symbols of the United States of America in accordance with the description of a contributing citizen in the District Graduate Profile (Board Policy IA [Student Performance Standards and Expectations]) and as established by the Official Code of the State of Georgia O.C.G.A. § 20-2-310.

**QUIET REFLECTION:**

At the beginning of each school day, a brief period of quiet reflection for up to sixty (60) seconds shall be provided to give students an opportunity to reflect on the anticipated activities of the day. This moment of silent reflection is not intended to be and shall not be conducted as a religious service or exercise.

**Sexual Harassment (Administrative Rule G)**

It is the policy of the Cobb County Board of Education that its employees shall be able to enjoy a work place free from all forms of discrimination, including sexual harassment.
Sexual harassment is unlawful under federal law and is specifically prohibited by the Board of Education and will not be tolerated. See Administrative Rule G for further details.

**Short-Term/Long-Term Leaves and Absences**

Employees of the Cobb County School District are provided leaves of absence for a variety of purposes. Leave is defined as time granted to an employee to be absent from his/her work assignment according to specific terms.

**Sick, Professional, Personal Leave (Administrative Rule G)**

1. Sick leave (short term leave) is earned at the rate of 1 ½ days per month and employees may accumulate up to 120 days.
2. Three days maximum per year personal leave is allowed from the earned leave account. For those employees with 15 years service, four days of personal leave may be granted. A request form for personal leave should be processed, in duplicate, five days in advance. You may obtain forms from the offices and you should return the filled out form to the designated administrator. Unused personal leave accrues as sick leave. **Personal leave cannot be taken on critical days.**
3. A doctor’s appointment may be counted as sick or personal leave.
4. Please notify the administrator for substitutes as soon as you know you will be out and fill out the appropriate paperwork.
5. Directed leave is approve by the curriculum supervisors for meetings, seminars, etc. and does not count against your leave.

**Sign In/Out**

Faculty working hours are 8:00 a.m. until 4:00 p.m. daily. Teachers are expected to personally sign in each day by 8:00 a.m. in the specified sign-in areas. If a staff member must leave campus for an emergency during the workday, the staff member should notify an administrator and sign out in the appropriate office.

**Solicitation on School Property**

No person, firm, corporation, or business shall enter upon school property for the purpose of selling, trading or bartering merchandise of any kind to a student, employee, school club, or organization, nor shall any of the above enter upon school property for the purpose of soliciting money from a student, employee, school club, or organization for any purpose other than approved exceptions. An employee of the Cobb county Board of Education cannot solicit for any product or business until after the school day is complete.

**Staff Ethics**

The Cobb County School District expects its employees to protect the health, safety and general welfare of students and fellow employees. The District seeks to ensure the citizens of Cobb County a degree of accountability within the education profession and to help define unethical conduct justifying disciplinary action.
Student Ballots
Faculty members counting ballots in any student election should have the count verified by another staff member and preserve the ballots for one week after the election.

Student Conduct: Interrogation, Interviews, and Searches
The Cobb County School District is dedicated to sound discipline practices in order to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. In order to maintain a safe and orderly environment, the principal or designee of each school in the District may conduct reasonable interrogations and searches of students.

Additionally, the District recognizes concerns for the welfare of students; therefore, the District will, to the extent permitted by law, cooperate with law enforcement and other investigating agencies in the interest of the welfare of all citizens.

Student Conduct: Removing Disruptive Students from the Classroom
The Cobb County School District is dedicated to sound discipline practices in order to provide students in the Cobb County School District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. The District fully supports the authority of the teacher to manage his/her classroom, discipline students, and refer a student to the school administration in order to maintain discipline in the classroom.

Substitute Procedures
The following procedures will be used when requesting a substitute:
1. As soon as a staff member is aware of a need for a substitute, the member should call or go online to Sub Finder. All absences, substitute or not, are to go into Sub Finder.
2. The staff member should complete the Cobb County School District Report of Absence form (FS-348) and make sure to include the job number from Sub Finder on the form. These forms are on line and on the T Drive.
3. The staff member should return the form to Diane Cole in the Main Office. Diane must have one of these immediately after you go to Sub Finder.
   i. Please note that no In-service Leave will be granted without a code placed on the Absence Form before you turn it into Diane. She must have this code by your Absence date.
   ii. No Personal Leave will be granted on a Critical Day. (CCSD Policy GCC)
   iii. Failure to secure approval for or submit appropriate documentation of an absence on a Critical Day may result in loss of pay. (CCSD Policy Unauthorized Absence Policy GCC)
4. If there is an emergency and a staff member needs a substitute upon short notice, the staff member should phone Candice Jimerson-Johnson. In the morning, staff members may call between 5-6:30 a.m. and at night before 10 p.m. Please leave a message and a number where the staff member may be reached if there is no
answer. After calling Candice Jimerson-Johnson, the staff member should immediately call the department chair and notify him/her of the absence as well.

5. Please be certain to keep an updated substitute folder in/on your desk and emergency lesson plans filed with your department chair.

Supplies
All supplies are to be requested through the Department Chairperson.

Teacher & Faculty Behavior
Teachers shall not:

- Discuss their sexual orientation, preference or habits with students, or inquire about theirs.
- Date students.
- Discuss their dating, marital, or intimate activities with students.
- Possess or use alcohol or tobacco while on school property or at a school-sponsored activity.
- Use illegal drugs under any circumstances.
- Offer alcohol, tobacco or illegal drugs to students, arrange to purchase such products for students or encourage the use of such products by students.
- Discuss the educator’s personal habits pertaining to the use of alcohol, tobacco, or illegal drugs.
- Administer medications, including over-the-counter medications, to students without written permission from the parent/guardian.
  See Code of Ethics

Teacher & Faculty Dress
Faculty appearance and dress influence student activities, community opinion, and professional demeanor. Teachers should refer to Board policy GBRL. All staff members are expected to dress in a professional manner. Teachers shall not dress in revealing, tight –fitting, low-cut clothing or garments. Teachers shall not wear clothing with slogans or product advertisements that promote the use of alcohol, tobacco, drugs, sex, or that advertise establishments that are not age appropriate for students. Employees’ attire should be distinguishable from students’ attire at all times. Faculty is expected to dress professionally Monday through Thursday; Friday is South Cobb spirit day and staff is encouraged to dress accordingly (SCHS attire with jeans is acceptable).

Teacher Parking
Reserved parking will be assigned to each teacher. Teachers are expected to park in spaces assigned to them and to refrain from parking in areas not designated for parking. A current Cobb County hangtag must be properly hung on any vehicle you park on the campus. Parking information may be obtained from the administrator in charge of teacher/student parking.
Telephone Use
Long distance calls must be registered through the Main Office. Please contact one of the secretaries in the front office and they will connect you and register the call with the bookkeeper.

Tutoring for Pay
Cobb County School District recognizes that it may be improper for employees to receive remuneration of any form from students assigned to them. Therefore, employees involved in tutoring/instructing students outside the school day shall adhere to District Rules and the Georgia Code of Ethics for Educators.

Visitors to the School
All visitors to the school must report immediately to the Main Office. Parents who wish to visit a class are asked to request permission from an administrator at least twenty-four hours prior to the visit. All guest speakers and resource persons must be cleared through the administration prior to contact and invitation to the class, club, or organization. Former students are not permitted to visit teachers or other students during the school day.
No persons are allowed to have access without a visitor pass. When in doubt, contact an administrator or school public safety officer.

Workrooms
Department workrooms are areas for faculty to conduct departmental business (i.e., grading papers, calling parents). Students should not be allowed in faculty workrooms without teacher approval.
Mandated Reporter

Mandated reporters are professionals who, in the ordinary course of their work and because they have regular contact with children, disabled persons, senior citizens, or other identified vulnerable populations, are required to report (or cause a report to be made) whenever financial, physical, sexual or other types of abuse has been observed or is suspected, or when there is evidence of neglect, knowledge of an incident, or an imminent risk of serious harm. These professionals can be held liable by both the civil and criminal legal systems for intentionally failing to make a report.

Who is a mandated reporter?
In Georgia law, it designates certain professionals as mandated reporters of child abuse or neglect [OCGA 19-7-5(c)(1)].
If you are one of the following people and have reasonable cause to believe that a child has been abused, you must make a report, immediately but no later than 24 hours, to your local DFCS office or law enforcement and are subject to criminal penalty for failing to do so.

- Physicians licensed to practice medicines, interns or residents
- Hospital or medical personnel
- Dentists
- Licensed psychologists
- Podiatrists
- Registered professional nurses or licensed practical nurses
- Professional counselors, social workers, or marriage and family therapists
- School teachers
- School administrators
- School guidance counselors, visiting teachers, school social workers, school psychologists
- Child welfare agency personnel
- Child counseling personnel
- Child service organization personnel
- Law enforcement personnel

Effective July 1, 2012
The amended statute, OCGA § 19-7-5, requires a report by any employees or volunteers of an organization that “provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.”
ALPHA BREAKDOWNS

COUNSELORS

Freshmen
Moses A-Z

2nd year Freshmen, Sophomores, Juniors, and Seniors
Pierre A-Ge
Medley Gi-Le
Miller Lf-Pa and Magnet
Chung Pe-Z

ADMINISTRATION
DISCIPLINE

Freshmen
Jimerson-Johnson A-Z

2nd year Freshmen, Sophomores, Juniors, and Seniors
Paulk A-D
Rich E-G
Giles H-J
Kelly K-O
Stines P-T
Giddens U-Z

BELL SCHEDULE

Advisement 8:20 – 8:34
1st Block 8:40 – 10:10
2nd Block 10:16 – 11:46
3rd Block 11:52 – 1:53

Lunch A 11:52 – 12:20
Lunch B 12:23 – 12:51
Lunch C 12:54 – 1:22
Lunch D 1:25 – 1:53

4th Block 1:59 – 3:30

Note: No Early Release days are scheduled on the 2012-2013 calendar.