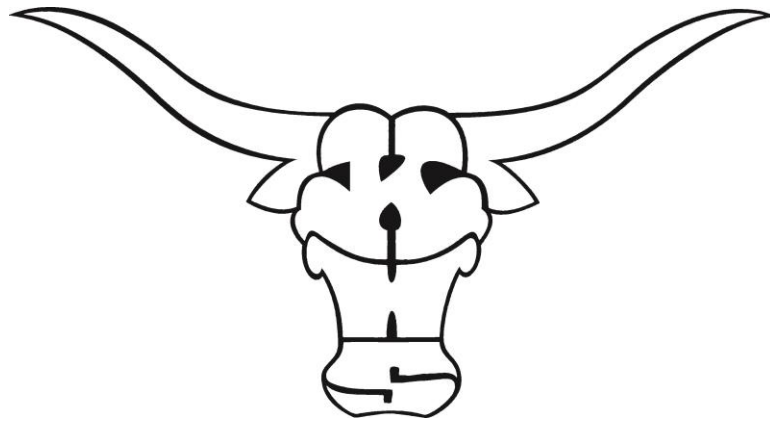


**Carlton J. Kell
High School
Student Handbook
2014-2015**



Principal: Ed Wagner

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<http://www.carltonjkellhighschool.com>

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LEADERSHIP TEAM

ADMINISTRATION

Mr. Ed Wagner	Principal
Mr. Robert Horn	9 th grade Assistant Principal
Ms. Deborah Marker	10 th grade Assistant Principal
Ms. Camille Gomez	11 th grade Assistant Principal
Dr.. Susan Stoddard	12 th grade Assistant Principal

DEPARTMENT CHAIRS

Ms. Lisha Wood	English
Ms. Sara Griffin	Mathematics
Ms. Ann Nemeck	Science
Mr. Matt Bradford	Social Studies
Mr. Timo Snider	Foreign Language
Ms. David Penny	Career Technology/ Physical Education
Mr. Steve Lattizori	
Mr. Gary Hicks	Fine Arts
Mr. Richard Norman/Mr. Jonathan Gordon	Special Education

COUNSELORS

Ms. Lauren Holland	<u>For Students</u>
Ms. Viola Lussier	(Dept. Chair) H-O
Ms. Valerie Bullock	RTI Only
Mr. Stephen Chung	P-Z
	A-G

MEDIA SPECIALISTS

Mr. John McLaughlin
Dr. Sherry Grove

SCHOOL SOCIAL WORKER

Debra Frandsen

CAMPUS POLICE OFFICER

Officer Steve Alexander

OFFICE PERSONNEL

Ms. Donna Stanley	Secretary
Ms. Lainey Gaines	Front Office
Ms. Lydia Hollar	Bookkeeper
Ms. Cori Pedraza	Pupil Personnel Clerk
Ms. Debbie Jones	Registrar
Ms. Maureen Drago	Guidance Clerk

II. ATTENDANCE

Attendance is taken at 8:20am and at the beginning of each period thereafter. Students who are not present during first period must report to the PPO office to sign-in. Failure to sign-in and out properly through the PPO office will result in an administrative referral.

When a student has been absent, he/she must bring a written statement from his/her parents or guardian stating the reason he/she was absent. The note should indicate the student's full name, I.D. number, advisement teacher, the reason for the absence, the number of days absent, the work and/or home phone numbers where a parent can be reached, and the parent's signature. The written statement from the parent should be given to PPO the first day back at school. Three days will be extended to students to provide written parental statements. Failure to meet this deadline results in the absence being unexcused.

A student must be present at least half the school day to be counted present for the day. A student who misses more than half a class period is counted absent from that class. In order to participate in extracurricular activities, a student must be counted present on the day of participation.

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

REASONS FOR EXCUSED ABSENCES

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

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

Other reasons for absences must be classified as unexcused.

Excessive Absences (Cobb County Administrative Rule JBC-R)

If a student has been absent from school ten (10) or more days, the school principal may require a physician's statement verifying the necessity of the absence, permission to return to classes, request for restricted activity, or to qualify for homebound instruction(see page 16). Students and or parents are encouraged to contact the Kell Clinic Assistant for assistance.

After **FIVE** excused or unexcused absences in any class, the teacher will contact the parent/guardian by telephone, letter, email, or through parental conference regarding attendance.

- After **SEVEN** excused or unexcused absences, the schools and/or school social workers shall notify students they have only three unexcused absences remaining prior to violating the attendance requirements contained in subsection (a.1) of O.C.G.A. 40-5-22

- **After Ten Absences:**

- a. Excused:** A letter ([Form JB-3](#)) will be sent from a school administrator to the parent or guardian regarding attendance. This letter should not be sent for a child with documented, as defined in Section A above, illness unless school administration and/or the school social worker determines it necessary. In addition, an administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time.

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

- **After Fifteen Absences:**

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

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

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

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

UNEXCUSED TARDY POLICY

A direct correlation exists between regular school/class attendance and academic achievement. Students should develop habits of punctuality and responsibility which will later be vital in the business community. Each day teachers design learning experiences which serve as building blocks for the student's total education. Being late to class and excessive absences result in inconsistent learning as well as reduced learning opportunities. **All teachers will recognize the first and last ten minute as no passes out of class time.** Personal/Instructional needs should be taken care of during class changes. This helps us to protect something that is extremely important to teachers at Kell – instructional time. Attendance will be taken and classes will begin promptly when the final bell sounds.

*All students **MUST** sign-in with PPO when tardy after the 8:25 am bell has sounded*

Teachers will not admit students to class without a pass from PPO.

Please see the discipline section for consequences for excessive tardy situations.

CHECKING OUT OF SCHOOL

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

The request should include:

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

NOTE: Students checking out of school MUST sign out in the PPO office.

OUT-OF-TOWN (UNAVAILABLE) PARENTS

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

MESSAGES AND DELIVERIES TO STUDENTS

Only messages from parents to students regarding changes in transportation and appointments will be delivered during school hours. No deliveries will be made to students.

COLLEGE VISITS

Seniors are allowed two (2) days of unexcused absences and juniors are allowed one (1) day of unexcused absence for college visits, however, students will be allowed to make up work. It is the student's responsibility to inform his/her teachers in advance of these appointments. Students must return from their visit with written documentation from the college or university and turn in to PPO.

CERTIFICATE OF ATTENDANCE FOR DRIVERS LICENSES

Students must obtain Certificate of Attendance forms required by the Department of Public Safety for both driver's licenses and learner's permits from the Pupil Personnel Office. The fee is \$2.00. There is a two day turnaround on certificates. i.e. Apply on Monday, receive on Wednesday. Certificates are only good for thirty (30) days. Please use the forms available in PPO as they contain school information.

WITHDRAWALS

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

III. PEOPLE AND PLACES

CLINIC - FIRST AID AND MEDICAL ATTENTION

The Clinic, located in PPO, is staffed by a Registered Nurse between the hours of 8:00 a.m. and 3:00 p.m. daily. The clinic does not supply medications. Limited first aid is administered in accordance with Cobb County School District policy. If a student becomes ill after arriving at school, he/she should go to the Clinic where a call will be made to his/her parent or guardian. All students must have an enrollment card on file with a name and number of an alternate person to be contacted in case a parent or guardian cannot be reached in an emergency. We ask parents and/or guardians when going out of town to provide caretakers with written authorization to make medical decisions and authorize dismissal from school. A copy of this authorization with contact information should be forwarded to the PPO office.

Guidelines for Medication Administration at School - please refer to Rule JGCD-R located on the Cobb County School District web page

Prescription Medicine at School (See Policy JGCD-R)

Students may not transport prescription medications to and from school. Prescriptions must be in the original container and must be brought to school by an adult and accompanied by an "Authorization to Give Medication at School" form. Medication in unlabeled containers or bags/and or without proper authorization will not be accepted or dispensed by school personnel. Questions regarding medication can be directed to the clinic assistant.

Over-the-Counter Medicine at School (Rule JGCD-R)

The school nurse does not stock or dispense OTC medicine (available without a doctor's prescription) for student use. Parent/guardian may supply an OTC for his/her student to be kept in the clinic. It must be in its original labeled container and be accompanied by an "Authorization to Give Medicine at School" form signed by the parent/guardian. A student may carry OTC medicine: inhalers, Epipens or insulin, ibuprofen, acetaminophen, aspirin, antacids, cough drops, and throat lozenges if the medicine is in its original labeled container and accompanied by an "Over the Counter Medication Permission" form signed by the parent/guardian, the student, and the school nurse. Copies are to

be kept with the student and in the clinic. Forms are available in the clinic. Students are not permitted to give medication to other students.

THE SCHOOL COUNSELING OFFICE

The office is located across from the front office. Three and one-half counselors and counseling clerk make up the counseling staff that provides a variety of services for both students and parents. Students are assigned alphabetically by last name to a counselor. Services may include the following: provide individual personal counseling to students; conduct small group and classroom guidance activities for academic, social, emotional, and career development; provide information about course offerings and programs; assist with decisions concerning educational and career plans; coordinate visits by representatives from colleges, tech schools, the military, and other post-secondary opportunities; furnish information regarding scholarships and financial assistance for college; act as liaison for professional referral services within and outside the school system; maintain, update and provide information relating to all student records; and provide information and applications for college entrance tests.

NEED TO SEE A COUNSELOR?

If you need to see your counselor, come before school, after school, or parents may call to set an appointment.

HOME SCHOOLING

If a student returns to a public high school after being enrolled in a home school program or private education through a non - SACS accredited school, he/she must pass the next sequential course before receiving any credit. Students must take and pass E.O.C.T. tests.

HOSPITAL/HOMEBOUND INSTRUCTIONAL PROGRAM

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

PROCEDURE FOR REQUESTING ASSESSMENT FORMS FOR OUTSIDE AGENCIES

If parents request Kell staff members complete assessment forms for an outside agency (i.e., doctors, therapists, state agencies, etc.), parents must contact the School Counselor for the student first. Teachers have the right to refuse to complete outside assessment forms. Counselors will obtain the necessary parental release forms and distribute forms as appropriate.

THE BOOKKEEPER'S OFFICE

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

THE MEDIA CENTER

The media center is located on the main hallway, provides many essential services that support teaching and learning. The hours are 7:45a.m. to 4:00 p.m. The Media Resources web page contains links to subscription online databases, teacher-created web pages and many other valuable research tools. See the Media Staff for remote user passwords. Fines are charged for overdue books at the rate of \$.10/day for regular check out and \$.25/day for reference books. Students are not limited to the number of books that may be checked out and are welcome to renew their books at any time. The media center has 30 networked computers for student and staff use and an additional computer just for card catalog access. Students may come to the media center during their lunch period with a pass from one of their classroom teachers. They must stay until the lunch period is over. Passes are required when individual students come to the media center during the school day.

IV. TRANSPORTATION

SCHOOL BUS STATEMENT

Bus transportation is provided for all students who qualify within the county guidelines from Kell High School. Routes and times will be posted by the bus port of the school. Safety rules and regulations have been developed to assure the rights of all students who are eligible to ride the bus, but it is also their responsibility to follow these rules. When rules are broken, the privilege of riding the bus will be interrupted. Students who ride a bus are under the jurisdiction of the school from the time they arrive at the bus stop. Cobb County rules of bus conduct must be followed at all times. Improper behavior on a school bus can result in suspension from bus transportation for a given period of time and /or result in school administered punishment.

Safe Rider Program Rules

- 1st Offense - Driver Student Conference & Parent Contacted (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 1 week.
- 2nd Offense - Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 2 weeks.
- 3rd Offense* - Referral submitted, 3 Day Bus Suspension. Upon return student placed on probation and re-assigned to the front of Bus for 1 week.
- 4th Offense* - Referral submitted, 5 Days Bus Suspension.
*Conference required to return to Bus.
- 5th Offense - Referral submitted, Transportation Director recommends Bus suspension for the remainder of the year.

SCHOOL BUS CONDUCT

- Students must show respect for school bus drivers at all times and follow the “**The Safe Rider Program.**”
- **Insubordination:** All students shall comply with reasonable directions or commands of any Cobb County School District Employee.
- **NO** student shall refuse to identify one’s self upon request of any Cobb County School District Employee.

- Students must be standing at the bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
- Students must **WAIT** for instructions (hand signals or otherwise) from the school bus driver **EVERY TIME** when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver or cross in full view of the school bus driver.
- Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus at school.
- Students **MUST** remain **SILENT** and **STILL** at **ALL** railroad crossings until the school bus crosses railroad tracks completely.
- Elementary and Middle school students will be assigned a seat assignment on the school bus. (*High School at drivers discretion*)
- Students **MUST** remain seated properly at all times unless otherwise directed by the school bus driver. (**BACK to BACK – BOTTOM to BOTTOM**)
- Unnecessary noise is prohibited. Students must talk quietly - **NO** loud voices.
- Student shall not talk on a cell phone and no other electronic devices can be used without headphones and must not be heard by others. Students must be able to hear bus driver at all times.
- Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
- Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
- Obscene language and gestures are prohibited on the school bus.
- Fighting, pretend fighting, roughhousing or horseplay is **NOT** permitted.
- **NO** objects (however small) are to be thrown on, in, out or at the school bus.
- Destruction or defacing any part of the school bus is prohibited.
- Emergency doors, windows, and hatches are to be opened **ONLY** at the direction of the school bus driver.

- Students must keep all body parts inside the school bus at all times.
- Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner which might interfere with the operation of the school bus.
- Weapons (*or objects that look like and/or could be used as weapons*) are **NOT** permitted at bus stop, on the school buses or school grounds.
- Tobacco, illegal drugs and/or alcohol is **NOT** permitted at bus stop, on the school buses or school grounds.
- Objectionable and/or dangerous items are **NOT** allowed on the school bus. (glass items, lighters/matches, animals, balloons, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard)
- Band instruments, sporting equipment and school projects can be transported **ONLY** if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
- Students will not be allowed to board or exit the school bus at a bus stop other than the assigned residence bus stop.
- **All Cobb County School District discipline policies apply to all students who are on a bus.**

V. ACADEMICS/INSTRUCTION

Kell High School operates on a traditional 7 period school day. A student should consult with his/her counselor regarding the requirements of his/her preferred college, university or post-secondary options.

CHEATING

Cheating is defined as any of the following: plagiarism; copying the work of others when the material is graded or is taken up to be graded later; giving or receiving unauthorized information on any graded assignment; communicating during a test or quiz; using, or being in the possession of, notes or other sources of information during a test or quiz (unless it is an open notes test); giving or taking of information about a test or quiz, asking a question during a test or quiz where the question itself provides information to

those taking the test; the keeping of a test or quiz paper for the purpose of passing it to others; storing information for retrieval in any electronic device or transmitting information from one electronic device to another (i.e. text messaging or photograph) when forbidden to do so by the teacher. When proof has been established that a student has been involved in cheating, parents are to be notified by the teacher, and the student will receive a grade of zero for the test or evaluation material and a grade of “U” in conduct for the term. Additional consequences could range from Administrative Detention to Out of School Suspension depending on the severity of the infraction.

EARLY GRADUATION

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

FIELD TRIPS

Field trips will be kept to a minimum in order to preserve instructional time. Field trips are activities with educational merit considered to be an extension of the class. Fees apply only to the cost of the activity and transportation. Students will not be excluded from a field trip due to inability to pay. Trips are subject to cancellation, however, if necessary funds are not collected. In order to participate in a field trip, the student must:

- Limit field trips to three days missed per semester (some exceptions for performance activities and competitions on a per case basis will apply)
- **Have a passing grade of a 74 or higher in all classes that will be missed is required.**
- Have teacher pre-approval for all classes missed (permission may be withheld by the classroom teacher for a student who has in excess of 10 days absent in the class, a student who exhibits poor classroom behavior, or a student who is currently failing the class)

Teachers (when possible) are to notify students of planned field trips within the first two weeks of the semester so that students may make choices. **Student grade reports are to be turned into the teacher/staff member over the field trip one week prior to the trip to determine student eligibility.** When a trip of more than three days is approved by special administrative permission, students must have a C average in all classes to participate.

FINAL EXAMS

Comprehensive EOCT / Final Exams are given at the end of each term in every class. These count from 10 to 20 percent of the final grade, unless changes in policy from the State Board of Education mandate a change. In accordance with Cobb County Schools Rules “Students shall not be given final examinations in advance of the established testing schedule but may be tested after the scheduled testing period if their attendance is interrupted during the final examination period. It shall be the responsibility of students to make arrangements with teacher for final examinations which they have missed as a result of absences during the final examinations.” If circumstances are such that a student missed the final exam they must contact the school principal. Arrangements should be made with the front office to take the exam(s) missed within fourteen (14) calendar days from the end of the semester.

GRADING SYSTEM/INCOMPLETE GRADES

High schools in Cobb County use the following grading system:

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

Additionally, **conduct grades** will be given each term. Proper citizenship development of students is as important as the academic training. The following is a guide to conduct ratings:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

GRADUATION TEST REQUIREMENTS

The rule amendments also reflect the change in all EOCTs accounting for 20% of a student's final course grade. Students must pass all required courses.

Every student must continue to complete all applicable course requirements as well as taking and passing the Georgia High School Writing Test.

HOMEWORK POLICY

Homework is an essential part of the learning process, it is the responsibility of the student and the parent to develop patterns of study at home, and it is the responsibility of the teacher to employ homework in a meaningful manner. If a student misses 1-3 days of class work, it is the student's responsibility to contact the teacher, check the teacher's blog, or to contact another member of each class missed for daily assignments and homework. If the absence exceeds three consecutive days, the student needs to make contact with the counseling office to arrange for homework assignments. This must be done 24 hours prior to the time assignments are to be picked up.

MAKE-UP WORK POLICY

All missed assignments may be made up for any absence or specific discipline consequences. Each individual department will make their own regulations regarding the time and place of make-up work, make-up tests, remediation, and re-assessment. It is the student's responsibility to arrange a time for make-up work. At the conclusion of each term, a student has 14 calendar days to complete any make-up work required for either a change in grade or the removal of an incomplete. State Board of Education policy makes a student ineligible for performance and athletic activities if he/she does not complete the necessary work within this 14-day time period (unless a student has already passed 4 of the 6 classes he/she was taking). Absences due to truancy, class cuts or dismissal from ISS, the student will receive a grade of "0" for all work missed due to truancy, class cuts or dismissal from ISS.

MINIMUM DAY

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

Students will need to leave campus at the end of their last class period. Those who do not leave in a timely manner may forfeit the privilege.

RECORDS AND TRANSCRIPTS

Kell will maintain permanent records for students currently enrolled. Written parental permission or a signature of an 18-year-old is required for the release of a student's permanent record. Students may request transcripts of their school record to be mailed to a designated college or institution from the Records Clerk. Forms are available in the guidance office for this purpose. Parents and students who are 18 have the right to inspect all student records. An appointment should be made in advance with a counselor for this purpose. Transcripts are \$2.00 per copy excluding the first transcript, which is free. All financial obligations must be met before a transcript will be sent.

TEXTBOOKS

Textbooks will be made available to students on a loan basis in each class for which a text has been adopted by the Cobb County Board of Education. In some classes, texts will be available during class time or on a checkout basis. All textbooks are the property of the State of Georgia. Students are totally responsible for protecting textbooks from loss, theft and damage. Students will be charged for texts that have been lost, stolen or damaged. Damages

that render a book unfit for use will be assessed at the full price of the textbook. No texts will be issued to students who owe fees or fines until payment has been made. In no case shall a student be eligible to receive diplomas or certificates of progress until restitution is made for lost or damaged textbooks, media center materials, classroom instructional material or equipment. Transcripts shall not be sent to post-secondary schools until students have paid all debts.

WEIGHTED COURSES

According to Cobb County Administrative Rules, certain courses currently will receive from .5 to 1.0 extra quality points. Please refer to the list of courses provided by the Counseling Department. The Hope Scholarship only recognizes 0.5 for Advanced Placement classes and does not recognize Honors classes

VI. TESTING INFORMATION

Testing Schedule for 2014-2015

10th Grade:

PSAT(Preliminary Scholastic Aptitude Test) Oct. 15, 2014

11th Grade:

GHSWT (Georgia High School Writing Test) Sept. 24, 2014-
Make-Up Sept 25, 2014

11th & 12th Grades:

Advanced Placement Tests May 4-15, 2015

END OF COURSE TESTS (State Board of Education)

April 27- May 5, 2014

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

- 9th Grade Literature/Composition
- 11th Grade American Literature/Composition
- Biology
- CCGPS Algebra
- CCGPS Geometry
- Principles of Economics
- United States History

Subject area teachers will inform students of the dates for tests for each course. Specific information regarding how the test will count in each student's final grade will be announced.

State Learning Objective Assessments (SLO)-
For courses that do not have an End of Course Test May 2014

COLLEGE ADMISSION TESTS (www.collegeboard.com)
SAT (Scholastic Assessment Test)

October 11, 2014	March 14, 2015
November 8, 2014	May 2, 2015
December 6, 2014	June 6, 2015
January 24, 2015	

ACT (American College Testing) (www.actstudent.org)

September 13, 2014	February 7, 2015
October 25, 2014	April 18, 2015
December 13, 2014	June 13, 2015

RECOMMENDED SCHEDULE FOR TAKING COLLEGE
ENTRANCE EXAMINATIONS

PSAT- Fall of Freshman, Sophomore and Junior Year

SAT and/or ACT- Spring of Junior and Fall of Senior Year

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

VII. Athletics

Kell High School offers a variety of athletic teams in which students may participate. Participation in extracurricular athletic activities is considered an integral part of high school life that enhances the development of the total person. Students are encouraged to participate in a variety of activities that interest them. To participate in extracurricular athletic activities, students must meet all eligibility requirements and other policies governing participation as set forth by the state and county boards of education, Kell High School, and the Georgia High School Association, (GHSA). Eligibility requirements are listed below.

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

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

ELIGIBILITY REQUIRMENTS FOR ATHLETIC ACTIVITIES

- STUDENTS WILL GAIN OR LOSE THEIR ELIGIBILITY STATUS ON THE FIRST DAY OF THE NEXT SEMESTER.
- A STUDENT IS PERMITTED TO PARTICIPATE IN **EIGHT** CONSECUTIVE SEMESTERS FROM HIS/HER OFFICIAL ENTRY INTO THE NINTH GRADE.

REQUIRMENT/ACTIVITY

ALL STUDENTS: GHSA REQUIRMENTS

Students must earn at least 2½ Carnegie Units the semester immediately preceding participation.

1st YEAR STUDENTS: GHSA REQUIRMENTS

All students are initially eligible for the fall term. Spring term Eligibility is based on earning a minimum of 2½ Carnegie Units in the fall term.

2nd YEAR STUDENTS: GHSA REQUIRMENTS

Earn a minimum 2½ Carnegie Units previous semester. Accrue 5 units leading toward graduation.

3rd YEAR STUDENTS: GHSA REQUIREMNTS

Earn a minimum of 2½ Carnegie Units previous semester. Accrue 11 units leading toward graduation.

4th YEAR STUDENTS: GHSA REQUIREMNTS

Earn a minimum of 2½ Carnegie Units previous semester. Accrue 17 units leading toward graduation.

5th YEAR STUDENTS: GHSA - NOT ELIGIBLE

AGE REQUIRMENTS

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

RESIDENCY REQUIREMENTS

GHSA - Must reside within Kell's designated attendance zone with a custodial parent/guardian and have not previously attended another high school, public or private, while living in Kell's attendance zone or meet Cobb County's Administrative Rules pertaining to transfers or qualify under HB251.

MEDICAL CLEARANCE

GHSA - Must satisfy medical clearance procedures, including an annual GHSA physical exam on file before participating in the week of conditioning, proof of insurance, and consent form.

NCAA POLICY REGARDING NON-TRADITIONAL COURSE WORK

Non-traditional credit recovery course work that allows students to reduce the length and content of the original course will not be accepted for NCAA eligibility. This will include our NovaNet courses. This new rule applies to courses completed on or after August 1, 2010, for students entering an NCAA Division I college or university on or after August 1, 2010. Non-traditional courses completed prior to August 1, 2010, will be reviewed under current NCAA standards.

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

The District believes very strongly that using/possessing over the counter drugs or products to get high; using/possessing alcohol; using/possessing illegal drugs; or using/possessing prescription drugs in an unauthorized manner at any time is a serious offense. Such use or possession by extracurricular participants is banned. All misdemeanor driving under the influence (DUI) offenses will be dealt with according to this section. All felony DUI offenses will be dealt with under Section D, below. Offenses are cumulative at the high school level.

- **1st Offense:**
- Suspension from extracurricular activities, including practice and regular season, for twenty-five (25) calendar days; plus
- Suspension from a minimum of 30% of the regular season contests/performances; plus

- Enrollment in the GRIPS Program or comparable alcohol/other drug treatment program.
- **2nd Offense:**
 - Suspension from extracurricular activities for a minimum of one calendar year. The student will not be permitted to participate in preseason activities or practice.
- **3rd Offense:**
 - Permanent suspension from extracurricular activities, including preseason activities and practices.

SPORTSMANSHIP

Good sportsmanship is important to the Kell High School athletic program. As a spectator, you represent the school as much as the athletes do and you are responsible for much of the school's reputation. Please support your team enthusiastically but with consideration of the other team's players and fans; applaud fine play and good sportsmanship by both teams. We can take much pride in our tradition of excelling in athletics and in showing good sportsmanship. All spectators are expected to follow all rules set by the Kell administration at all events or practices.

SPORTS PROGRAMS

Kell provides a well-rounded athletic program and offers many opportunities to participate. If you are interested, see the head coach listed below.

FALL SPORTS

Football	Cross Country
Fast Pitch Softball	Volleyball
Cheerleading (Spirit and Competitive)	

WINTER SPORTS

Basketball	Wrestling
Swimming/Diving	Cheerleading
Gymnastics	

SPRING SPORTS

Baseball	Track
Tennis	Golf
Soccer	Lacrosse

STUDENT ATHLETIC PASS

Student Athletic Passes will be sold at the beginning of the school year for \$80. The pass will admit the student, with proper identification, to all Kell home athletic events, except any Region and State playoffs. Parents may also purchase an athletic pass for \$110 for the first one and \$85 for an additional pass.

CLUBS AND ORGANIZATIONS

If you have an interest in one of these groups, please see the student activities administrator or sponsor. Please visit our web site for a complete listing of clubs, mission and purpose of each club, faculty advisor, and a description of planned activities for the 2014-2015 school year. Please check out the school website for a list of clubs offered at Kell.

VIII. PARKING

All vehicles parked by students on the Kell High School campus must be officially registered with the school. A specific parking permit must be assigned and properly affixed to the windshield before the vehicle may be so parked. The school system shall charge a student parking fee of \$50 per semester. Each student will be assigned to an appropriate lot and must park in the area assigned. There will be no refunds for days that students do not attend. Illegally parked cars are subject to a campus citation and fine and/or impoundment. Kell High School reserves the right to either deny or cancel any student's parking privilege.

Parking Application Procedure:

All Students must complete the following items and submit them to Kell High School to acquire a parking permit.

1. Parking Permit Application and Vehicle Registration Form (PAVR-2/06)
 - a. Both pages, must be signed by student and parent
 - b. Exception: 18 year old students may sign their own application
2. Copy of student's current driver's license (Georgia Only)
3. Copy of proof of current insurance, including date/term of coverage
4. Copy of proof of current tag registration
5. Kell High School Parking Contract
 - a. Must be signed by student and parent

- b. Exception: 18 year old students may sign their own application.
- 6. Students must have turned in or paid for all books/media fines/parking fines in order to receive a parking decal.
- 7. \$50 cash or check made payable to "Kell High School"

Upon completion of the above items, a permit will be assigned and an appropriate lot specified. If any of the above items are incomplete or missing, the application will not be accepted.

Parking Regulations:

All students who receive a parking permit understand that the following regulations apply:

- 1. All students parking on campus will purchase a parking decal at the beginning of each semester for each car that is parked on the Kell High School campus. The first car registered to a student is \$50 and each additional car is \$5. Motorcycles must have a parking decal also.
- 2. All permits are to be permanently affixed to the inside lower corner of the passenger side of the front windshield, using the adhesive provided in such a manner that removal will destroy the decal. Failure to place the decal on the car as required by the Board of Education policy and District regulations will result in voiding of the permit and/or issuance of a parking ticket or being towed. The school will not refund the cost of the permit.
- 3. Students must park in assigned area. At no time can students park in Visitors (marked with a white V), Faculty (marked "Faculty" in Yellow), Substitute (marked "SUB" in white) or Daily (marked "Daily" in white) spaces, nor in any of the NO Parking Zones around the school. The penalties for violation of this regulation are receipt of a citation and fine and/or towing.
- 4. Students can only register a car that is owned/leased by themselves or their family and that is legally registered in Georgia.
- 5. Students may NOT register a car for another student using their name. Parking decals and permits are NOT transferable from one car to another or from one individual to another. Students may not trade, sell, loan, share, barter or give away a parking decal. Students who

allow others to park using their decal will be subject to disciplinary action. A minimum of two days ISS will be assigned to all parties involved in addition to all parties forfeiting parking privileges for at least a semester. The school will not refund the cost of the permit.

6. The **campus speed limit is 15 MPH**. Violations will result in citations, voiding of permit (cost of permit will not be refunded), citation to State Court and/or appropriate action. Students are expected to drive safely.
7. Any vehicle entering the Kell campus is subject to a complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warrant for any reasonable purpose. Following notice of intent to search, the vehicle will not be permitted to leave the premises without permission.
8. Students must comply with all Board of Education and local school policies in order to park on campus. Students who do not follow the rules and regulations will have their parking permit revoked. There will be no refund of parking fees if a student's parking permit is revoked. Students who continue to park after their parking privileges have been revoked will have their vehicle impounded without prior warning. Examples of behavior that would result in a student having their parking revoked would include, but are not limited to, the following:
 - a. Buying a permit for another student.
 - b. Failing to observe any established parking or traffic safety regulations at school.
 - c. Any student who illegally leaves, or attempts to leave, campus or illegally transports another student off campus will be given ISS or OSS and parking privileges will be revoked. This applies even if you are a passenger in the car.
 - d. Any student who uses a vehicle to store, transport or conceal contraband (drugs, alcohol, tobacco, dangerous weapons or anything else illegal under the laws of the State of Georgia or forbidden by Board of Education policy) on Board of Education property, or on any other property while the student is attending a SCHOOL SPONSORED event, will result in the

- voiding of the parking permit. Appropriate disciplinary action, including ISS, OSS or expulsion will be taken by school officials.
- e. Any student suspended from school for ten (10) or more days may have his/her parking permit voided for a minimum of 45 days and a maximum of student's attendance while at Kell High School.
 - f. Falsification of ANY information on a parking permit application and/or forgery of any signature on said application will result in school officials' voiding of the parking permit.

Citations, Fines and/or Impoundment

Students are responsible for following all parking rules and regulations. All violations will be increased by \$1.00 per day from the date of issue if left unpaid. If you receive a parking citation, you must report to the Front Office the next day. Unpaid parking fines will affect the status of your parking application for the next semester.

Citations and fines will be assessed for violations using the following guidelines:

Non-Moving Violation:

1 st Offense	\$10 + \$1.00 per day
2 nd Offense	\$20 + \$1.00 per day
3 rd Offense	\$30 + \$1.00 per day and possible towing

Moving Violation:

1 st Offense	\$20.00 + \$1.00 per day
2 nd Offense	\$25.00 + \$1.00 per day
3 rd Offense	As determined by school.

Fines are due the next school day from the date of the citation/ticket. A late fee of \$1.00 per day will be assessed until the original amount of the fine is doubled (i.e. \$10.00 citation will cap at \$20.00).

RECKLESS DRIVING

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

IX. GENERAL INFORMATION

STUDENT RESPONSIBILITIES FOR HOME/SCHOOL COMMUNICATION

The Cobb County Board of Education recognizes that effective communication between the school and the home is essential to the successful operation of educational programs for students.

The Board further recognizes that the delivery of information to the home is a responsibility that must be shared by the school personnel and students. Therefore, students in grades 6-12 shall be expected to transmit written notes, messages, deficiency reports, report cards, and other documents intended for communication between the school and parents.

School personnel shall be responsible for making reasonable efforts in the communication processes, including both written and telephone messages, and for providing particular attention to situations where the educational welfare of students may be jeopardized; however, school personnel shall not be held responsible for student problems which develop from the refusal of students in grades 6-12 to transmit messages from the school to the home.

ASSEMBLIES AND PEP RALLIES

Student assemblies and pep rallies are periodically held for educational and school spirit purposes. Students are expected to behave in a manner consistent with appropriate behavior at other public meetings.

BUILDING USE BEFORE OR AFTER THE REGULAR SCHOOL DAY

Any use of the building before or after school hours should be cleared with the proper coordinating administrator. Students should not be in the building past 3:45 p.m. unless being directly supervised by a Kell faculty member or may face disciplinary consequences. Students who violate this may be given a warning for trespassing.

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

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

ELECTRONIC DEVICES

Kell High School is not responsible for lost or stolen personal property. Students are allowed to bring electronic devices to school but they may not have any electronic devices seen or heard between the school hours (8:20-3:30). Students who fail to comply with this policy will face disciplinary consequences.

FIRE DRILLS

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

HALL PASSES

Any student who is out of his or her classroom during a class period must use their student agenda with the teacher's signature, date, time and destination written in the agenda. Students found out of class or lunch without an agenda will be subject to disciplinary action. It is the student's responsibility to get a pass before leaving class.

INSURANCE

Students are advised to carry an insurance policy providing protection against accidents and injury while participating in school activities. If such insurance is not carried through a family policy, an insurance policy is available through an agent approved by the Cobb County Board of Education. Information concerning this insurance policy will be provided to all students at the beginning of the school year. **This policy is between the students, the parents, and the insurance company. The school**

is not responsible for insurance transactions or any money involved with an insurance transaction.. Students who participate in athletics must show written proof of insurance prior to participation. Student insurance forms are available through the Athletic Administrator and online through the Cobb County School website.

INTERROGATIONS/SEARCHES (Administrative Rule JCAB-R)

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

LOCKERS

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

LOST AND FOUND

If you have lost an item, check with the front desk in the Media Center. Lost items, including textbooks, should be turned in to the front office or Media Center. Unclaimed textbooks will be returned to the textbook coordinator.

PERSONAL PROPERTY

Students are expected to bring to school only the items of personal property necessary for participation in class or extra-curricular activities. Items that are considered potentially dangerous or disruptive of school procedures will be confiscated. **The school is not responsible for any secured or unsecured items lost or stolen from lockers, locker rooms, classrooms or other school property.** Students are strongly encouraged not to bring high theft items such as iPads to school. Do not leave items unattended or unsecured. **Kell High School faculty and staff are not responsible for items lost or stolen.**

SKATEBOARDS

Are not allowed on school campus.

UNAUTHORIZED AREAS

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

- **The school building is considered unauthorized after 3:45 p.m. unless supervised by a staff member.**
- The parking lots are off limits during the school day. Students should leave their cars immediately upon arrival at school.
- Faculty workrooms, restrooms and faculty dining areas are restricted to faculty use only.
- Students are not to go in the gym or locker rooms unless they have a class there.

Consequences range from Administrative Detention to out of school suspension.

X. LUNCH PROGRAM

The Food and Nutrition Staff at the Kell High School Café serve up nutritious, hot and attractive meals daily. With five separate dining lines, there are a variety of foods offered. Prepayment monies may be placed on account and drawn from as needed. This offers the convenience of not having to carry cash daily. Students should not share their ID #s with others as this is also their account number. Cafeteria charges and food deliveries from outside restaurants are not permitted. Free and reduced price lunches are

available for those who qualify and complete the Federal application process. All applications are confidential. Applications are provided to students at the beginning of the school year and are available from the café manager throughout the year. Lunch is \$2.40 and Breakfast is \$1.25.

All Cobb County high schools maintain a closed campus policy for the safety of students. This means that students are not allowed to check out of school for lunch. A la carte breakfast is available from 7:45 to 8:15. Students who are not in line by 8:15 will not be served.

CAFETERIA BEHAVIOR

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

Students may:

- Go to the media center with a pass from the Media Center during lunch time and must remain in the media center for the remainder of the lunch period.
- Go outside for lunch on designated days when supervision is available and weather permitting.

XI. STUDENT BEHAVIOR & CONSEQUENCES

BEHAVIOR TOWARDS FACULTY/STAFF

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

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

INSUBORDINATION

Insubordination is considered inappropriate under any circumstances and will not be tolerated. Consequences range from ISS to OSS. Please see the rules and consequences section of this handbook.

BEHAVIOR TOWARD OTHER STUDENTS

Students are expected to treat each other with mutual respect and consideration. The following student behavior will not be tolerated and will result in a student involved in such behavior receiving serious consequences:

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

CUTTING CLASS/TRUANCY (Students will receive a zero for the class assignments missed)

Students are considered truant any time they are absent from their assigned class without complying with all Kell attendance policies and procedures. Please see the rules and consequences section of this handbook.

FIGHTING/PHYSICAL ALTERCATION

Self-defense is not an acceptable excuse to engage in a fight. You are expected to remove yourself from the altercation & not to engage in any type of physical confrontation.

- Fighting will not be tolerated. Students are expected to take every opportunity to walk away from a fight. All parties involved in a fight will be suspended out-of-school. Campus police will be involved in all fights & criminal charges will be filed.
- If you are involved in a situation that you feel may lead to a fight, you are strongly encouraged to discuss the situation with a teacher, counselor, or administrator to help avoid a physical confrontation. Parents are urged to contact an administrator if they have any concerns regarding their student in conflict with others.

- If a fight breaks out, students are advised to move away from the area of the disturbance. Standing around and refusing to leave the scene when asked to do so - all of which hinder school officials – are violations of the no-fighting policy. Each constitutes the offense “party to an affray,” and disciplinary action may result. In more severe cases, prosecution will be an alternative. Other students are advised not to become involved in the fight or in an exchange of words as a result of what has happened to a friend. Students involved in these situations may be charged with disorderly conduct (criminal offense).
- Students or groups of students who instigate fights but who are not actively involved (that is, students who carry rumors, encourage others to fight, carry information back and forth between other individuals who subsequently fight, or purposely attempt to provoke a fight) subject themselves to any one of the penalties mentioned in this policy.

In summary, fighting will not be tolerated on this campus, on the school bus, or at any school-sanctioned event. The school administration may recommend for expulsion and file criminal charges against students or groups of students who target other students for the purpose of assaulting or fighting them. Students whose congregating results in a fight will be recommended for expulsion and will have criminal charges filed against them. In all such cases in which a group of students assaults, or intimidates other students, the police will be involved, and criminal charges will follow.

VISITATION OF OTHER SCHOOLS (Trespassing on a school campus)

The unauthorized presence of a Kell student on another school campus during school hours will result in disciplinary action.

TEACHER DETENTION

Teachers assign detention for violations of class rules. Teacher detention is served before or after school. Know when and where you are to report for detention. Failure to serve detention will result in a referral to an administrator.

ADMINISTRATIVE DETENTION

Administrators may assign detention as an intervention to modify minor behavior violations. Administrative detentions are assigned by grade level administrators in the afternoons after school on **Tuesdays and Thursdays**, from 3:45 pm until 4:45 pm. **Failure to serve administrative detention will result in ISS.**

IN-SCHOOL SUSPENSION

In-school suspension is a program designed to modify student behavior while keeping the student in school with access to school work. This program isolates the student from his/her peers in a controlled environment which makes him/her reconsider the appropriateness of his/her behavior. When the student is assigned to ISS, he/she brings home a contract and a copy of the rules he/she must follow while in ISS. The alternative to ISS is out-of-school suspension. A student is ineligible for extra-curricular activities and athletic practices and games during ISS assignment. Students who are suspended from ISS will not be allowed to make up class work and will receive a zero on all work assigned during the suspension. A student dismissed from ISS will receive OSS for the remainder of the ISS assigned days plus one day.

OUT OF SCHOOL SUSPENSION

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

A suspended student:

- Will be allowed to make up work missed during the time of the suspension unless he/she has failed to make up work during a previous suspension.
- All work missed during the suspension - except for major tests - is due at the beginning of each class the day a student returns from the suspension with no exceptions. Work not turned in to a teacher upon returning from suspension will receive a grade of zero. Teachers will submit the student's work to the front office to be picked up by the parents.
- Failure to submit completed assignments at the end of a suspension may result in the loss of the privilege to make up work during future suspensions.
- The amount of time for making up major tests missed due to suspension will be equal to the number of days suspended with a maximum of four days. For example: a student

suspended for three (3) days would be given three (3) days to make up major tests missed; a student suspended for seven (7) days would be given a maximum of four (4) days to make up major tests. This applies to MAJOR TESTS ONLY. As stated above, all other work is due when the student returns from suspension.

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

DRESS CODE

The Cobb County School District recognizes that the dress and grooming of students both individually and collectively are significant factors in the successful operation of our educational program. We believe that one of the educational responsibilities of the school is to help make students aware that appropriate appearance and hygiene are conducive to the well-being of themselves and others. Each student will be expected to maintain a standard of dress and grooming that is consistent with the level of formality of the school situation. We seek the assistance of parents in monitoring their child's clothing to ensure that it is appropriate to the classroom. Clothing which is distracting, disruptive, or creates an unsafe situation may not be worn to school. If a student is not appropriately dressed, a parent may be contacted. The dress code applies to all school functions.

These **minimum** standards should help define appropriate dress:

- Clothing must be modest and not revealing or provocative. Tank tops and halters are not permitted. Cleavage must not show. Female student tops must be sleeveless (fabric covering area between neck and point of shoulder) or longer; male student tops must have sleeves.
- Clothing will be worn appropriately, i.e., **pants worn secured at the waist**. Shorts or skirts must have a length equal or greater than the length of the longest fingertip when extended down along outside of leg.
- Clothing must not reveal undergarment. Shirts/Dresses must not be see-through or reveal the midriff. **Clothing with any holes may not show skin above short/skirt length (fingertip). If holes exist above this length, tights or leggings must be worn underneath the clothing.**

- Sundresses must be worn with a jacket.
- Spandex-type pants, bike shorts, or leggings are not pants. They must be worn with a shirt or dress covering them that meets the fingertip length rule. **Pajama pants are not allowed.**
- **No headgear (including hats, stocking caps, do-rags, bandanas, sunglasses and forehead bands) is to be worn or seen inside the building. The hoods of hooded sweatshirts are not allowed on your head while in the building.**
- Students may not wear clothing that displays or advertises obscene slogans or signs, profanity, or any substance illegal for minors, such as beer, tobacco, etc. Clothing or ornamentation advocating, promoting, or suggesting illegal activity (including gang activity) is prohibited.
- Belts should not be worn extra-long such that the strap hangs down below the waistline. Such belts may not be worn even if they are “strapped back” within the belt loops.
- Footwear must be worn and be appropriate for the school setting both in appearance and safety. **House shoes/slippers are not acceptable footwear for school.**

This list is not inclusive. The school reserves the right to determine whether or not clothing is appropriate for school. The principal or designee shall be the final judge as to the appropriateness, neatness, and cleanliness of the wearing apparel and whether it is disruptive or in violation of the dress code. For further clarification regarding appropriate school attire, see Cobb County School Board Policy JCDB that can be found online at <http://www.cobbk12.org/>.

ADMINISTRATIVE CONSEQUENCES:

Note: Cobb County Board of Education policies supersede the consequences below as Board policy may be changed within an academic year. Consequences listed are minimum consequences. The administration also reserves the right to modify any of the below measures depending on the situation at hand. A more detailed explanation of the student code of conduct can be found at www.cobbk12.org.

- A. **Alcohol/Illegal Drugs: Includes but is not limited to possession, consumption, transmitting or being under the influence**
1. Minimum of 10 days OSS and maybe recommended for expulsion.
 2. Minimum of 10 days OSS and automatic recommendation for expulsion.
- Note:** Criminal charges may also be filed for fighting

B. Attendance:

Failure To Check-In/Check-Out: At all times, students must check in immediately upon arriving on campus, and check out prior to leaving.

1. Minimum of 1 day ISS
2. Minimum of 3 days ISS
3. Minimum of 5 days suspension and parking privileges suspended for the remainder of the semester or a minimum of forty-five (45) days.

Cutting Class – a class cut occurs when a student is absent from his/her assigned class for more than 5 minutes without permission from the teacher or authorization from the main office.

1. Minimum of 2 days ISS
2. Minimum of 3 days ISS and parking privileges may be revoked.
3. Minimum of 3 days OSS and parking privileges may be revoked.

Leaving School Campus without Permission

1. Minimum of 3 days ISS – and parking privileges may be revoked.
2. Minimum of 3 days OSS and parking privileges may be suspended for the remainder of the semester or a minimum of forty-five (45) days. There will be no refund for the parking permit.
3. Minimum of 5 days OSS

Leaving the Classroom without Permission

1. Minimum of 1 day ISS/Administrative detention (Depending on circumstance)
2. Minimum of 3 days ISS
3. Minimum of 3 days OSS

Tardies (Unexcused to School and Class)

- 7th- Administrative detention
- 10th- 1 day ISS
- 13th- 2 days ISS
- 16th- 3 days ISS
- 19th- Every three tardies after the 16th will result in OSS– frequency of infraction demonstrates insubordination

Truancy/ Skipping School

1. Minimum of 3 days ISS – warn student he/she will lose parking privileges on second (2nd) offense
2. Minimum of 4 days ISS – Notify parents – REVOKE PARKING PRIVILEGES NO REFUND
3. Minimum of 5 days ISS

C. Bomb Threats:

1. Minimum of 10 days OSS and maybe recommended for expulsion.
2. Minimum of 10 days OSS and automatic recommendation for expulsion.

D. Bullets, BB's, Paint Ball Pellets: Possession

1. Minimum of 3 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

E. Bus Behaviors- All students are to adhere to the Cobb County School District Code of Conduct while on ANY bus for a school related activity. All discipline infractions on a bus will be handled in accordance with Cobb County School District Code of Conduct discipline consequences. Students and parent must also adhere to the Safe Rider policies for bus behaviors.

F. Cell Phones: Cell phones should not be seen, heard, or used during the school day beginning at 8:20am and ending at 3:30pm. This include any unauthorized use of an audio or visual recording device.

1. Minimum of 2 days ISS for offense occurring in classroom, hallway, or common area of school
2. Minimum of 3 days ISS
3. Minimum of 2 days OSS – frequency of infraction demonstrates insubordination.

Use of personal technology to distribute or display inappropriate material

1. Minimum of 2 days OSS
2. Minimum of 5 days OSS
3. Minimum of 10 days OSS

G. Disrespectful Conduct: Includes profane / vulgar / obscene / ethnically offensive language / gestures / offensive behavior / inappropriate language / towards a student:

1. Minimum of 3 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

Disrespectful Conduct: Includes offensive language / ethnically offensive language / inappropriate gestures / towards a teacher:

1. Minimum of 3 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

Profanity towards an adult: Includes profane language / profane gestures / abusive language towards an adult:

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS
3. Minimum of 10 days OSS and automatic recommendation for expulsion

Inappropriate Material: Includes the possession or distribution of profane / vulgar / ethnically offensive material

1. Minimum of 2 days of ISS to 5 days of OSS
2. Minimum of 3 days of ISS to 10 days of OSS
3. Minimum of 5 days of ISS to 10 days of OSS

Insubordination: Disregard of directions or commands

1. Minimum of 3 days ISS – subject to circumstances and level of disruption caused
2. Minimum of 3 days OSS
3. Minimum of 5 days OSS

Failure to leave a disruptive situation:

1. Minimum of 5 days of OSS
2. Minimum of 10 days of OSS
3. Minimum of 10 days of OSS and recommended expulsion

Running from a faculty member or other staff; refusing to identify self, or giving a false name or information to faculty or staff

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS

Other Disrespectful Conduct: Failure to attend ISS

1. Number of days remaining in ISS +1 = Number of OSS

Other Disrespectful Conduct: Repeated Dress Code Violations / Failure to Attend Detention

Dress Code Violation – Students are expected to dress and groom to reflect neatness, cleanliness, and modesty, as well as a sense of pride in themselves and the school. Dress must neither distract unreasonably the attention of others, nor cause disruption or interference with the educational program or with the orderly operation of the school.

1. Minimum of a warning issued (written referral submitted) and students will be allowed to change clothes, to call home for someone to bring a change of clothes or for permission to go home to change clothes and return to classes. Missed classes will be unexcused. Students will be admitted back to class only through the administration. Students who cannot change clothes must stay in ISS the rest of the day.
2. Minimum of 3 days ISS and student will change or alter clothing.
3. Minimum of 2 days OSS and student will change or alter clothing.
4. Minimum of 3 days OSS

Failure to serve after-school administrative or teacher assigned detention

1. Minimum of 1 day ISS
2. Minimum of 2 days ISS
3. Minimum of 3 days of ISS

H. Disruption of School

Interfere with teacher's ability to teach

1. Minimum of 3 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

Disruption of Cafeteria and/or the function of the school

1. Minimum of 3 days ISS
2. Minimum of 3 days OSS
3. Minimum of 5 days OSS

Trespass on another campus during school hours

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS
3. Minimum of 10 days OSS and recommended expulsion

Restricted/Unauthorized Area, Being Present in a

1. Minimum of 1 day ISS
2. Minimum of 3 days ISS
3. Minimum of 3 day OSS

Loitering: Students must leave the building by 3:45 PM unless they are in the physical presence of a supervising teacher/staff member

1. Minimum of a warning given – write-up sent to administrator
2. Minimum of three 3 days ISS – Criminal trespass warning may be issued.
3. Minimum of 5 days OSS

Return to campus while on suspension:

1. Discipline is at the discretion of the principal or assistant principal, more days can be added to the suspension depending on the circumstances

Verbal Altercation – Verbal argument or confrontation in a classroom or public area of school (cafeteria, hallway); can involve loud and disrespectful language and posture or language which is threatening or intimidation

1. Minimum of 3 days ISS to OSS for a specified time, depending on behavior and level of disruption
2. Minimum OSS for a specified time, including the possibility of expulsion for a period of time

Deprive others of use of facility/block entrance, prevent convening of meeting/activity/assembly, prevents students from attending class, block traffic

1. Minimum of 2 days ISS
2. Minimum of 3 days ISS
3. Minimum of 5 days ISS

I. False Reports

Forgery or Use of Forged Note or Misuse of a Hall Pass

1. Minimum of 3 days ISS
2. Minimum of 3 days OSS
3. Minimum of 5 days OSS

False Alarms: a student who willfully and knowingly gives or causes a false alarm to be given (including opening AED boxes) or reports a false call to emergency services or False Information to Authority

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS
3. Minimum of 10 days OSS plus recommendation for expulsion.

Note: In every instance, the appropriate law enforcement agency will be notified.

J. Gambling

1. Minimum of 1 day ISS
2. Minimum of 2 days ISS
3. Minimum of 3 days ISS

K. Gang Related Activity

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS and recommended expulsion

L. Harassment, Verbal/Written Threats and Bully Behavior

Verbal/written harassment or abuse

1. Minimum of 2 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

Threat/intimidation/ conspire to threaten

1. Minimum of 3 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

Bullying- ongoing attempt/threat to inflict injury

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS
3. Minimum of 10 days OSS and recommended expulsion

M. **Incendiary Devices: Students should not possess or use matches, lighters, torches, smoke/stink bombs/ fireworks etc.**

1. Minimum of 2 days OSS
2. Minimum of 3 days OSS
3. Minimum of 5 days OSS

N. **Off-Campus Behaviors
Unlawful behavior, Felony Offenses, Arrested, Indicted, or Convicted**

1. Minimum 5-10 days OSS and possibly recommended expulsion, contact public safety

O. **Other Behaviors
Laser Pens (Possession and Inappropriate Use of), General Misconduct, Being in unauthorized area, Failure to sign in or out properly, Shooting projectiles, Use or possession of counterfeit money, Buying or selling items**

1. Minimum of 1 day ISS, the item or items being confiscated and returned only to parent
2. Minimum of 3 days ISS
3. Minimum of 5 days OSS

Cheating of ANY kind

1. Minimum consequence: Student may receive zero on the assignment – **Teacher will notify parent by phone.** Student will receive “U” in conduct on that 6-week report card.
2. Minimum consequence: Student may receive zero on the assignment – **Teacher will notify parent** and administrator will assign a minimum of three (3) days ISS, student will receive “U” in conduct on that 6-week report card.

NOTE: Cell phone infraction which occurs during a testing situation will be considered cheating and will receive consequences for both cheating and cell phone use.

Skateboards/Rollerblades – Skateboarding/rollerblading is not allowed anywhere on the Kell High School campus at any time.

1. Minimum consequence of skateboard/rollerblades being confiscated and student may be subject to ISS. All persons will be subject to police action for trespassing if found skateboarding on campus before or after school.
2. Minimum of 2 days ISS

P. Over-The-Counter Medications

1. Minimum of 1 day ISS
2. Minimum of 2 days ISS
3. Minimum of 3 days ISS

Q. Parties to the Offense: Urge, encourage, counsel, assist in/with any violations of the Student Code of Conduct

1. Discipline can range from ISS to OSS depending on the Student Code violated and connected to the Party to the Offense violator(s)

R. Physical Offenses / Fighting

1. Minimum of 10 days OSS and maybe recommended for expulsion.
2. Minimum of 10 days OSS plus recommendation for expulsion.

Note: Criminal charges may also be filed for fighting

Battery On A Student/Non-Employee

1. Minimum of 10 days OSS and maybe recommended for expulsion.
2. Minimum of 10 days OSS plus recommendation for expulsion.

Note: Criminal charges may also be filed for battery

Ganging Up To Or Actually Physically Attack

1. 10 days of OSS and recommendation for permanent expulsion

Physical Violence With Harm To/On Any Faculty/Staff Member

1. Minimum of 10 days of OSS and recommendation for permanent expulsion

Threatening Any Faculty/Staff Member And/or Physical Violence Without Harm To Any Faculty/Staff Member

1. Minimum of 10 days OSS and recommended expulsion
2. Minimum of 10 days OSS and recommended permanent expulsion

Physical Threat On Student Non-Employee

1. Minimum of 10 days OSS
2. Minimum of 10 days OSS and recommended expulsion

Physical Altercation and/or Physical Harassment

1. Minimum of 10 days OSS
2. Minimum of 10 days OSS and recommended expulsion

Use of electric shock device, Rough/Boisterous Activity, Inappropriate Horseplay

1. Minimum of 3 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

S. Prescription Drugs- Possession and/or Distribution

1. Minimum of 10 days OSS and possibly recommended expulsion
2. Minimum of 10 days OSS and recommended expulsion

T. Property Related Offenses

Destruction of School Property: Attempt, Threaten, Actually Damage (Vandalism)

1. Minimum of 5 days OSS and restitution (police charges may be filed)
2. Minimum of 10 days OSS and restitution (police charges may be filed)

Set Fire and/or Attempt To Set Fire To Property

1. Minimum of 10 days of OSS and recommended permanent expulsion

Damage to Personal Property

1. Minimum of 2 days ISS
2. Minimum of 5 days ISS
3. Minimum of 3 days OSS

Stealing/Theft: Attempt, Threaten, Actually Steal On School Property or Off School Grounds During A School Related Activity: Public safety Will Be Contacted

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS and recommended expulsion
3. Minimum of 10 days OSS and recommended expulsion

Possession of Stolen Property On School Grounds: Public Safety Will Be Contacted

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS and recommended expulsion
3. Minimum of 10 days OSS and recommended expulsion

U. **Sexual Offenses**

Pornographic Materials: Possession or use of Pornographic Materials

1. Minimum 5 days OSS – Confiscate material
2. Minimum 10 days OSS – Confiscate material

Sexual Misconduct: Consent to participate in Sexual Activity

1. Minimum of 10 days OSS and possibly recommended expulsion
2. Minimum of 10 days of OSS and recommended expulsion

Sexual Misconduct: Expose intimate body parts, verbal, written, gesture, and/or physical sexual misconduct

1. Minimum of 5 days of OSS
2. Minimum of 10 days OSS and possibly recommended expulsion
3. Minimum of 10 days OSS and recommended expulsion

Sexual Harassment: Pattern or single significant incident of verbal/visual harassing behavior OR Pattern or single significant incident of physically harassing behavior

1. Minimum of 10 days OSS and possibly recommended expulsion
2. Minimum of 10 days OSS and recommended expulsion

Sexual Battery: Intentionally making physical contact with intimate body parts of another person

1. Minimum of 10 days OSS and recommended expulsion

Sexual Molestation: Any immoral or indecent act or in the presence of another

1. Minimum of 10 days OSS and recommended expulsion

V. Stimulants

*See Violation of medication policy- Discipline will range between 5 days of ISS to 10 days of OSS with the possibility of recommended expulsion

W. Technology Offenses: Computer Trespass, Computer Fraud, Abuse of Internet Privilege

1. Minimum of 1 day ISS
2. Minimum of 3 days ISS
3. Minimum of 5 days ISS

X. Tobacco: Use or Possession of any tobacco/tobacco like product or any product that is or can be linked to tobacco

1. Minimum of 2 OSS
2. Minimum of 5 OSS
3. Minimum of 10 days OSS and possibly recommended expulsion

Y. Weapons

Category 1 Weapon- Contact Public Safety

1. Minimum of ten (10) days OSS and recommended for expulsion

Category 2 Weapon- Contact Public Safety

1. Minimum of 10 days OSS
2. Minimum of 10 days OSS and recommended expulsion
3. Minimum of 10 days OSS and recommended expulsion

Category 3 Weapon- Contact Public Safety

1. Minimum of 5 days OSS
2. Minimum of 10 days OSS and recommended expulsion
3. Minimum of 10 days OSS and recommended expulsion