

**Kell High School
Student Handbook
2018 - 2019**

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Marietta, GA 30066
Main Office: 678-494-7844
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[www. carltonjkellhighschool.com](http://www.carltonjkellhighschool.com)**

Vision

To Inspire Each Longhorn to Fulfill Their Unique Potential

Mission

One Team, One Goal: Student Success

About the Handbook

The Kell High School Student Handbook is designed to be an information source for students and parents. Students are responsible for knowing the contents of this handbook. All information contained herein is subject to change or modification with regard to policy and procedures adopted by the Cobb County Board of Education or the Kell High School staff. During the first week of school, students may be given additional Cobb County School System policies and Kell High School policies. Students are also responsible for any additional information related to local or district policies and for communicating this information to their parents/guardians. For additional information on district policies, go to www.cobbk12.org. Cobb Student Code of Conduct: <http://www.cobbk12.org/centraloffice/adminrules/j/JCDA-R.pdf>. For more information related to Kell High School, please go to www.carltonjkellhighschool.com.

Administration

Dr. Andy Bristow, Principal

Ms. Suzanne Cain, Assistant Principal: A – C

Mr. Richard Norman, Assistant Principal: R – Z

Ms. Tanya Robson, Assistant Principal: L – Q

Dr. Susan Stoddard, Assistant Principal: D – K

Counseling Department

Ms. Valerie Bullock: P – Z

Mr. Stephen Chung: A – G

Ms. Caitlyn Givens: H – O

Ms. Danielle Jones

Media Specialists

Dr. Sherry Grove

Mr. John McLaughlin

Media Para – Ms. Lisa Conley

Office Personnel

School Secretary – Ms. Chrystelle Westhoff

School Bookkeeper – Ms. Sarah Ramsden

School Nurse – Ms. Mary Tant

Front Office Clerk – Ms. Debbie Winn

PPO – Ms. Ananda Pastrana

Office Clerk – Ms. Karina Mejias-Ortiz

Guidance Clerk – Mr. Cliff Donlan

Enrollment Clerk – Ms. Alicia Smith

Social Worker – Ms. Kim Evans

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Section 1: Bell Schedule

Period	Time
1 st	8:20 – 9:50
Homeroom T, F Lasso M, W, Th	9:55 – 10:25
2 nd	10:30 – 12:00
3 rd	12:05 – 1:55
A Lunch	12:00 – 12:25
B Lunch	12:30 – 12:55
C Lunch	1:00 – 1:25
D Lunch	1:30 – 1:55
4 th	2:00 -3:30

Early Release

Period	Time
1 st	8:20 – 9:00
2 nd	9:05 – 9:50
3 rd	9:55 – 10:40
4 th	10:45 – 11:30

Section 2: Student Recognition

Academic Awards and Recognition of Achievement – Students will be recognized throughout the year for their academic achievement in their classes; Local, State, and National standardized tests; and other academic programs.

Section 3: Student Academic Integrity

The Kell Community believes academic integrity is essential to establishing and maintaining a quality academic program. Kell's core purpose is to prepare students for life and success after high school. Whether that is through attending a two or four-year college, entering into the work force, and/or entering the military. Academic honesty helps develop the character needed for success in these future endeavors. Kell students are expected to uphold the highest standards. By signing for this handbook, you are acknowledging a pledge of academic honesty, and verifying your commitment to academic integrity, in effect, not giving or receiving inappropriate academic assistance or engaging in any form of dishonorable conduct related to academic work.

The following indicate scholastic dishonesty in any evaluation situation (homework, quizzes, tests, presentations, labs, etc.) and will be appropriately disciplined: (a) taking unauthorized information of any form into a test situation; (b) plagiarism; (c) taking test questions to provide assistance in later situations; (d) copying or attempting to copy the work of others; (e) giving or taking information concerning a test after an individual has taken a test, and the same form of the test is to be given later; (f) being in possession of a test, grading key, or teacher text or manual;(g) communicating (talking, writing notes,

etc.) without permission during a test session; (h) asking a question during a test where the question itself provides information to those taking the test; (i) being in possession of another student's computer files; (j) allowing another student to use one's files; (k) printing work and submitting it for another student; (l) printing the work of another and submitting it as one's own; (m) submittal of second party and/or internet work as one's own; (n) sharing a computer password when using a network computer system; (o) entering the mailbox of another student when using a computer network system; (p) storing info for retrieval in any electronic device when the teacher forbids it.

Procedures: Anyone witnessing academic dishonesty should report it to the affected classroom teacher of the accused student.

This teacher will determine if academic honesty violations have occurred. Upon deciding, the teacher will notify the student, parents, and the administrator. Consequences: All offenses are cumulative.

First Offense: A zero will be given on the work. Students will be placed on probation with all academic honor societies, student government, and Renaissance for one calendar year. Honor cards will be voided. Needs Improvement conduct will be marked on grade reports.

Second Offense: A zero will be given on the work. The student will be permanently removed from any and all academic honor societies and student government. Additional consequences may be enforced depending on the severity of the infraction. Unsatisfactory conduct will be marked on grade reports.

Subsequent Offenses: A zero will be given on the work. Additional consequences may be enforced depending on the severity of the infraction. An unsatisfactory conduct grade will be marked.

Section 4: Final Exams

Comprehensive written final exams are given at the end of each semester in every class. These count no less than 10% and no more than 20% of the final grade. {Teachers include this information in their syllabi.} *All students will take exams in all subjects at the end of each semester. In accordance with Cobb County Schools Policy IHAA-R: "Students shall not be given final examinations in advance of the established testing schedule but may be tested after the scheduled testing period if their attendance is interrupted during the final examination period. It shall be the responsibility of students to make arrangements with the teacher for final examinations which they have missed as a result of absences during the final examinations."

Georgia End-of-Course (EOC) exams are given in the following subjects: American Literature/Composition, Ninth Grade Literature/Composition, Biology, CCGPS Coordinate Algebra, Acc. CCGPS Coordinate Algebra/Analytic Geometry, ACC CCGPS Analytic Geometry 8/Advanced Algebra A, CCGPS Analytic Geometry, Economics, and U.S. History. Please see our website on the "Plan for Success" page for more details.

Section 5: Final Exam Exemption Policy:

Students may exempt up to two (2) final exams based on the following criteria:

- EOC classes cannot exempt the EOC Milestone Exam due to the Milestones State Testing, which counts as 20% of their overall grade. However, students may exempt their final assessment in the course as determined by the teacher after they take the EOC Milestone Exam.
- No more than 3 days absences either for the school day or within the class a student wants to exempt.
- Must meet all specific course requirements written in the syllabus.
- 3 tardies or early checkouts will count as 1 full day absence for Exam Exemptions
- No school discipline that results in ISS and/or OSS

AP Students:

- AP Students may exempt the final exam if they take the AP exam.
- For courses that only meet during the fall semester, students must sign up for the AP test during the fall semester to be able to exempt the final exam.
- Students who take an AP class in the fall but wait to sign-up for the AP exam in the spring cannot go back and exempt the class final exam.
- If a student signs up for an AP exam but does not take the AP exam, his/her grade for the semester will be amended so as to reflect a grade of zero for the class final examination.

Section 6: Grade Level Promotion

Students must pass the following units for promotion:

Sophomore: 5 Carnegie Units – Must include 1 Credit each of Math, Science and English

Junior: 11 Carnegie Units – Must include 2 Credits each of Math, Science and English

Senior: 16 Carnegie Units – Must include 3 Credits each of Math, Science and English

Graduation: 23 Carnegie Units – Must include 4 credits each of Math, Science and English as well as 3 Units of Social Sciences,

Section 7: Grading

Please refer to CCSD's policy on grades. Cobb County high schools use the following grading system: A=90-100; B=80-89; C=74-79; D=70-73; F=Below 70 ;and I=Incomplete. An I (Incomplete) may be given when a student has not been able to complete course requirements due to extended excused illness or other hardship. The student may be given up to 14 calendar days after the end of the term to satisfy the course requirements. If the work is not made up within 14 days, the incomplete work will be counted as zeros and a grade assigned for the course. Conduct grades will be assigned as follows. S=Satisfactory, N=Needs Improvement, and U=Unsatisfactory

Section 8: Report Cards/Progress Reports

Grades begin the first day of each semester and each grade shows a cumulative grade for that period. Students receive progress reports updates after 6 weeks and 12 weeks, and a final semester grade after 18 weeks (final semester average). The 18-week final semester average is the one that appears on the student's transcript/permanent record. All grades can be found on Student-View and Parent-View. Report cards will not be printed at the end of the semester. Parents and Students can print a copy from Student-View and Parent-View.

Section 9: Make-Up Work

A student may receive the number of days missed plus one additional day for make-up work of an absence.

- Students are responsible for asking for the make-up work.
- The student will receive full credit for work made up in the allowed time.
- No make-up work is provided for students who have skipped classes.
- If a student is absent more than three consecutive days, he/she may call the Counseling Office and arrange for assignments to be sent to the Counseling Office for pick-up. Teachers need 24-hours' notice to prepare the assignments.
- Students who are not physically present for any reason will be marked absent.
- Parents may pick up make-up work for students suspended out of school; however, students must turn in all completed assignments on the day they return from the suspension or receive zeros. Scheduling tests/evaluations missed during the suspension will be the sole responsibility of the student.

*Field trip make-up work: Students who are absent due to a field trip or a school-sponsored activity will be counted as absent but will be allowed to make up all work missed as per the make-up policy.

Section 10: LASSO and Advisement

LASSO is an academic support and enrichment program that provides students additional assistance for their coursework and high-stakes standardized testing. As an aid to support student success, LASSO classes meet three times a week for thirty minutes during the school year. At the beginning of each semester, students will either be assigned a LASSO based on their academic progress or they may select their LASSO if they meet academic requirements.

Advisement is important for communication with students. Students should be punctual to advisement and should not leave before the period is over. The advisement teacher will help the student with academic planning, academic preparation and preparing students for success.

Section 11: Minimum Day

Seniors who have at least 17 1/2 units (for first semester) and at least 19 1/2 units (for second semester) and can provide transportation may register for minimum day. By state policy, minimum day constitutes ONE period of early release from the school day for seniors who are on track to graduate. In addition, students must have minimum day forms on file, which have been signed by the students' parents. Students should check with their

counselors to make sure that all courses necessary for graduation and/or college have been scheduled before minimum day is considered. Athletes must pass at least three (3) courses per semester even though they are on minimum day to be eligible to participate in Georgia athletics. Minimum day students may not remain on campus. All minimum day students must show proper identification when requested and must leave campus when they are not scheduled for a class.

Section 12: Attendance

Attendance: Students are subject to compulsory school attendance and the Georgia Compulsory Attendance Law. Each teacher is responsible for maintaining the attendance of each student enrolled in each class/LASSO taught. Each teacher is also responsible for establishing the conditions for making up the instruction missed during an EXCUSED ABSENCE.

PPO or the Attendance Office is located on the left in the entrance hall of the main building. Attendance related matters are handled in this office. Students MUST present a pass from a teacher or administrator to enter the Attendance office. A parent should notify the Attendance Office when her/his child will be absent from school for any extended period of time. Cobb County School Board policy JBD requires that parents furnish the school with a doctor's statement verifying an illness for each absence after six (6) or more school days have been missed. When appropriate, students will be referred for special attention and possible subsequent referral to juvenile court.

Emergency Numbers: Parents/guardians should list emergency telephone numbers for relatives or neighbors on the emergency information card for student release in case of an emergency, and the parent/guardian cannot be reached by telephone. Students cannot be released to anyone who is NOT listed on the emergency card.

Absence Notes: Excused It is the responsibility of the parent(s)/guardian(s) to notify the school in writing of the reason(s) for a student's absence(s). This written statement from his/her parents/guardians or medical doctor must include the date(s) and reason(s) for absence(s), parent's phone numbers (work and/or home), and the parent/guardian's signature. This statement should be presented to the attendance office within three days of the absence. If a note is not brought in within three (3) days or the reason for the absence is personal or unexcused the absence will be coded "unexcused". In accordance with the State Compulsory Attendance Law, the following reasons may temporarily excuse students from an absence or tardy.

- When personally ill and when attendance in school would endanger their health and the health of others
- When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school
- On special and recognized religious holidays observed by their faith
- When mandated by governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order, etc.; official documentation may be required)
- Students may be excused from school attendance when prevented from such

attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

- Students serving as a Page in the Georgia General Assembly G. To register to vote or to vote in a public election

Students with an excused absence are responsible for make-up work in accordance with the school's make-up policy. A student is charged with an unexcused absence if he/she is absent from all or a significant part of a day without a valid excuse (See above.) THE PRINCIPAL OR HIS 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. A MEDICAL AUTHORITY'S NOTE MAY BE REQUIRED.

Unexcused Absences: Such reasons as "out-of-town, personal business, vacation, sick friend, car trouble, and power outage" do NOT constitute excused absences from school. Religious activities such as camps, retreats, and workshops, when not part of recognized religious observances, also DO NOT qualify for excused absences or tardies.

Attendance Policy: The primary goal of this attendance protocol is to address unexcused absences for students ages six to sixteen. Absences stemming from out of school suspensions, while concerning, shall not warrant a School Social Work referral unless deemed necessary by school administration.

Three (3) absences: Teachers will communicate with parents regarding student attendance via e-mail, phone, parent conference or postcard. Documentation should be kept by teachers throughout the school year. Teachers will utilize International Welcome Center translators to assist in communicating with parents who do not speak their primary language.

Five (5) absences: Each school will utilize a CSIS generated letter in order to communicate with parents.

Seven (7) absences: A School Social Work referral will be generated by principal or principal designee listing specific school-based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making the referral. Please refer to CCSD Board Policy JB-R Regarding Student Attendance. Out of School Suspension: 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. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor.

Present for the Class/Day: A student must be present for 2 periods in order to be counted present for that 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. There are NO sanctioned "skip days" for ANY students. Students should make every attempt to be present in EVERY class EVERY day.

Out-of-Town (Unavailable) Parents: The Attendance office must be notified in writing when parents will be unavailable to verify students' dismissals, absences, etc. Both routine and emergency situations require that the student's parent, legal guardian, or emergency contact on the data base be notified. Please provide the attendance office the name(s) and telephone number(s) of the approved emergency contact person(s) who may be called. If parents know they will be out of town and plan to leave their children in someone else's care, the parents should be sure that the person caring for their children has written permission to authorize medical treatment. Please send this written information to the ATTENDANCE OFFICE so that school personnel will know whom to contact in case of an absent parent.

Section 13: Tardy Policy

Tardies to School: Any student entering the school after 8:20 A.M., the start for first period, is TARDY to school. **Those students should report immediately to the PPO office to be signed in for the day. In NO case will the school accept notes after three (3) days. Telephone numbers where a parent can be reached at the time of sign-in MUST be on the note as well as a parent/guardian signature. If the note cannot be verified, the tardy will be marked UNEXCUSED.

Tardies to Class: Excessive tardies to class will result in a referral to administration by each teacher.

Disciplinary Action For Tardies: Saturday School, ISS, revoked parking permit, and/or suspension are as follows:

1. 3rd unexcused tardy = 1 Saturday school
 2. Each additional tardy may result in disciplinary consequences
- ** 6th unexcused tardy to school will result in loss of parking privileges, per CCSD policy.

Section 14: Late Bus Arrivals

Students who arrive on a late bus should obtain a late bus pass from the bus administrator to take to the Late Arrival System. This does not count as a tardy.

Section 15: Checking Out of School Before 3:30 P. M.

All Cobb County Schools have closed campuses to ensure the safety of students. Students may not leave campus for lunch. Early checkout from school is discouraged. Students and parents should try to arrange medical and other appointments outside school hours. A parent, guardian, or administrator MUST grant permission to check out in EVERY case. Under non-emergency circumstances, the student should take a note to the Attendance Office BEFORE THE START OF THE SCHOOL DAY. The request should include the following:

1. **The student's first and last name**

2. **The student's advisement number**
3. **The dismissal time and date**
4. **The reason for the early dismissal**
5. **A telephone number where the parent can be reached during the school day to verify the check-out request**
6. **The parent/guardian's name and signature Attendance personnel will verify the note and give the student a pass to return to the ATTENDANCE OFFICE to sign out at the time of the early dismissal. Anyone who checks out a student must bring a picture ID.**

If a student becomes ill during the school day, the student should get a pass from his/her classroom teacher to report to the nurse/clinic. If the parent/guardian cannot be reached, the student may NOT leave. If the student leaves after being informed that her/his early dismissal cannot be verified, the departure will be treated as a class cut, and disciplinary action will be taken. If the student whose parents cannot be reached is so ill that emergency medical attention is required, an ambulance will be called at the parents' expense, and the student will be transported to the nearest emergency room or suitable medical facility. Including several emergency names/phone numbers on the school records is extremely important. Please remember to update school records if your phone number(s) changes.

Forged/False Attendance-Related Statements: Forged, false, misleading, or deceptive attendance-related statements and/or actions are serious offenses. Examples of such offenses are the following:

1. Signing parent/guardian name(s) on an attendance-related document
2. Participating in any attempt or form of check-in or check-out by deception
3. Student withholding pertinent information
4. Falsely identifying another person as a parent or guardian or other responsible party
5. Aiding or abetting illegal check-in or check-out

This regulation includes but is not limited to these offenses. Penalties range from ISS to out-of-school suspension.

Lost/Mutilated Notes, Early Dismissal Slips, Etc.

School officials are not responsible for student notes, early dismissal slips, etc. Students should remember that these items are important school records and are advised to keep copies for the entire semester to avoid confusion related to attendance matters.

Section 16: Certificates of Enrollment for Prospective Drivers

As required by the Department of Public Safety for the State of Georgia, students between the ages of 15 and 17 must present a notarized Certificate of Enrollment when applying for a driving permit and driver's license. Certificates are available in the Front Office. Students who submit the request by Tuesday afternoon will be able to pick up their certificates on Thursday. Students who submit the request by Thursday afternoon will be able to pick up their certificates on the following Tuesday. Cobb County Schools

collect a \$2.00 notary fee for each certificate. With a pass, students should go to the ATTENDANCE OFFICE during their lunch hour ONLY to apply for these certificates. During school holidays, (winter & spring break) please plan ahead and make sure you give the ATTENDANCE OFFICE ample time to process your certificate. No one is available to process these over breaks. If a student plans ahead and obtains the certificate of attendance the last week of school, the Department of Motor Vehicles will honor it all summer.

Attendance/Driver's License

The Department of Driver Services (DDS) will not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless that individual is enrolled in and not under suspension from school. The State Department of Education will forward student enrollment, suspension, and expulsion information from the statewide student information system to DDS, which will issue licenses when its records indicate that applicants are enrolled in school and not under suspension or expulsion. DDS shall notify such minor of his or her ineligibility for an instruction permit or driver's license at the time of such application. (O.C.G.A. § 40-5-22)

Section 17: Students on Campus Before/After Regular School Day

Any use of the building before or after school hours (7:45A.M.-3:30P.M.) should be cleared with the proper coordinating administrator. Students should not be on school property BEFORE or AFTER school hours unless directly supervised by a Kell staff member. Students waiting for transportation after school must wait at the front entrance to the school. The school day officially begins when students arrive on campus. If students arrive early, they are expected to stay on campus at all times until their school day officially ends, or they have checked out using proper procedure. Leaving campus without permission is a suspendable offense.

ALL STUDENTS MUST VACANT THE CAMPUS BY 4:00 UNLESS ACCOMPANIED BY A STAFF MEMBER FOR AN ACTIVITY.

Section 18: Withdrawal From School

In order to withdraw, a student must report to the Counseling Office for the proper form. Withdrawing students should either be accompanied by a parent/guardian or should have written verification of their withdrawal from a parent with a phone number where the parent can be reached. The Attendance clerk should be notified of the withdrawal several days prior to the student's last day of school. Students should plan to attend school all day on their last day in order to return books and clear any financial obligations they may have incurred.

If a student officially withdraws from school prior to the completion of a semester, the courses taken, grades earned, and attendance shall be recorded only on the withdrawal form, and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers. Any student who officially withdraws from school to attend Oakwood will not be readmitted during the same semester in which he/she is withdrawn.

Section 19: College Visits

Seniors are allowed two (2) days of unexcused absences for college visits, but students will be allowed to make up work. It is the student's responsibility to inform her/his teachers in advance of these appointments. Students fill out the "Senior College Visit" form in the attendance office when they plan to visit a prospective college or university.
Section 5 School Counseling/Advisement

Section 20: School Counseling Office

Kell's School Counseling Office focuses on student development in academic, career, and in personal /social areas. The School Counseling Office offers a variety of services to students, parents, and teachers including the following:

- Personal counseling, individual and group
- Developmental classroom guidance activities
- Assistance with school wide testing
- Information and applications for the Scholastic Aptitude Test (SAT) and American College Test (ACT)
- Coordination of the Individual Academic Advisement program
- Assistance with student academic records and graduation information
- Post-secondary information and applications
- Use of the Counseling Career Center
- Registration of new students
- Various sessions, such as study skills, during lunch periods

Counselor Assignments/Appointments The telephone number of the School Counseling office is 678-494-7847, and requests for appointments with a counselor may be made with the School Counseling Office secretary. Students are assigned to counselors/administrators alphabetically.

Making an Appointment: Counselors are available for appointments with students and/or parents during school hours. One counselor is always "on call" to facilitate the handling of emergencies/crises during the school day. Students should make appointments and/or meet with their guidance counselor before/after school or during their lunch periods. Being out of class while waiting to see a counselor without an appointment will be considered an unexcused absence. When meeting with a counselor during a class period is necessary, the student should take the appointment note from the counselor to the classroom teacher, request permission to meet the counselor during the class period, and obtain a hall pass. Students must sign in with the guidance secretary when visiting a counselor.

Section 21: Records and Transcripts

Kell maintains transcripts and permanent records for students currently enrolled and for withdrawn students for six months after their graduation. Records are then forwarded to the Microfilm Department, Cobb County Schools, 514 Glover Street, Marietta, GA 30060. Written parental permission or a student signature is required for the release of a student's transcript. Forms are available in the guidance office for this purpose. At the

beginning of each semester, a copy of each student's transcript is placed in her/his registration folder. Students may request transcripts to be mailed to a designated college or institution from the Records Clerk. All related materials, completed application (unless done online), request for recommendation, if needed (please allow up to 10 days to process), and fee should be turned in all at once. Transcripts are \$2.00 per copy including the first transcript. Upon graduation, students may order one final transcript at no cost. All financial obligations (media center fines, lost/damaged book fees, parking fees, etc.) must be met before a transcript will be sent.

Section 22: Schedule Changes

Requests for change of teacher will be honored only if the student has failed a course previously with the teacher and if space exists in another teacher's class. Any other requests for teacher changes will NOT be considered. Any course dropped after the tenth day of the semester will result in a grade of F (failing - 10 average). Requests for a specific lunch time will be honored WITH a MEDICAL DOCTOR'S DIRECTIVE accompanied by a parent request presented in writing prior to the semester. After registration students will not be allowed to change a course. Please select your course carefully during registration.

Section 23: Standardized Testing:

Counselors assist with administration and interpretation of the Standardized Testing Program.

PSAT (Practice Scholastic Aptitude Test) The PSAT is recommended for college bound juniors and REQUIRED for ALL SOPHOMORES AND FOR JUNIORS applying to participate in the GOVERNOR'S HONORS program. Eligibility for National Merit Scholarships is determined by the PSAT taken as a JUNIOR.

Recommended Schedule for Taking College Entrance Examinations PSAT Fall of Sophomore Year (Required by Georgia) SAT and/or ACT Fall or Spring of Junior Year and Fall of Senior Year

The PSAT, SAT and ACT test dates are available on the Kell website. Wednesday, October 11, 2017 Registration materials for both the SAT and the ACT are available in the Counseling Office. Advanced Placement (AP) Exam Schedule Can be found at <http://apcentral.collegeboard.com> . These exams are traditionally administered during the month of May.

Section 24: Post-Secondary Options (Joint Enrollment)

Juniors and seniors may participate in a dual enrollment program with area colleges and vocational/technical schools. Students must meet the post-secondary options admission criteria at the institution they wish to attend. These criteria are, in every case, higher than regular freshman admissions criteria. Students who wish to participate must bring a letter of acceptance to their counselor by REGISTRATION FOR THE SEMESTER THEY WISH TO ATTEND (i.e., for fall, a letter of acceptance MUST be shown to the counselor by the end of April, early May; for spring semester, a letter of acceptance

MUST be shown to the counselor by the end of November, early December.). Participation in this program requires accurate and advanced planning. See your counselor IMMEDIATELY to participate.

Section 25: Response to Intervention

The purpose of RTI is to aid those students who are having difficulty in the regular classroom environment. Referrals may be made by a student, a teacher, counselor, administrator, or parent.

Section 26: Work-Study Programs

Open to Juniors and Seniors Work-based Learning (WBL) extends the traditional classroom and traditional styles of learning to the real world. It is the perfect pairing of academics and application. Enhance your academics, professional preparation, and personal development while you match your career interest, pathway, abilities, and talents with a position with a local business. Work in a career field of your choice and earn school credit. If you are a junior or senior and 16 years or older and want to work on your future now, WBL is the place for you. All work-based learning students must show proper identification when requested and must leave campus after classes.

Section 27: Career Center and Scholarships

The Career Center is located adjacent to the guidance suite and contains a wealth of information. Computer stations are available for students and parents to access College and financial aid information. Numerous other publications and resources are stored in the center for student/parent use as well. Additionally, scholarship information is posted regularly with all senior advisement/homerooms. This information is also posted on our website at and is scrolled on our classroom televisions throughout the school. Throughout the year, colleges and universities representatives will visit our campus and greet students in our career center. Students can check the monthly calendar on the guidance office front door for schools and dates and may obtain a pass from the guidance receptionist on the morning of the visit.

Section 28: School Bus Information and Parking Vehicles on Campus:

School Bus Statement Our goal is to provide each student who is eligible to ride the bus the safest means of transportation to/from our schools. We believe that students are citizens of Cobb County and have a right to safe and comfortable trips to and from school. Along with these rights are also responsibilities. Safety rules and regulations have been developed for all students who ride the bus, and students have the responsibility to follow these rules. ** Please study them in the Cobb County Policy handout received in Advisement. When rules are broken, the privilege of riding the bus will be interrupted. We encourage parents to help instill the rules of conduct to support an atmosphere of respect and safety for everyone.

Bus service is provided for students who live at least one mile from the school. Students arrive and depart from Kell in the bus parking lot located behind the main building. NO cars are allowed in this parking area. Buses, including subs, will park in the same slots for departure.

Routes

- Bus routes will be posted at the Bus Port Doors
- During the remainder of the year, bus routes will be available through the guidance office. Students must ride the bus nearest their home to and from school unless they have verified written permission to do otherwise.

Discipline

- All school rules apply on the bus and at bus stops.
- Students are expected to follow the guidelines established by the individual drivers, including filling out an emergency card.
- Drivers may stop only at designated stops to allow students to board and leave the bus.
- Students are expected to be on time at the appointed bus stop in the mornings and to be prompt when boarding the bus.

Late Buses (This rarely happens.)

- When a bus is 20 minutes past due, one student should go to a telephone and call the school (678-494-7844). Other students should remain at the appointed bus stop. A substitute bus will come by to pick up the students as quickly as possible. Students are encouraged to have a contingency plan such as a neighbor or family member they can contact, a way to get back in their house, and a phone number for parent's work or another family member. A neighbor who could transport students to school in case the bus is extremely late would be helpful.
- Absences resulting from missing a bus will be unexcused.
- Students on a late bus are excused with a note from the

Alternate Buses/Stops

A student who wishes to ride home on a friend's bus or board or disembark at a bus stop other than her/his own MUST present a note to the Attendance Office. The note must include the student's name, the student with whom he/she will be riding, and a phone number where the parent/guardian can be reached for verification. The ATTENDANCE OFFICE must receive the note no later than 8:15 on the morning of the change. Approval of the change is contingent upon available seating space on the bus and phone verification of the written permission. A bus pass will then be issued. The bus driver is under orders to direct the student to her/his regularly assigned bus if the ATTENDANCE OFFICE has not issued a bus pass. We thank the parents and guardians in advance for your understanding and cooperation in keeping our students safe.

Buses leave Kell PROMPTLY at 3:34 P.M. After buses are dismissed, NO STUDENT is allowed to board a bus. Students should go quickly to their buses at dismissal time. Questions? Concerns? Please call the Transportation Department of Cobb County Public Schools at 678-594-8000.

Operation of Vehicles on Campus

1. The campus speed limit is 10 MPH. Speed violations and/or reckless driving will result in citations, voiding of permit (We will not refund the cost of the permit.), citation to State Court, and/or other appropriate action. We encourage students to drive safely
2. Students must purchase a numbered decal for parking on campus. Students must park only in assigned lots (map will be given with decal). Park where you're not obstructing any other driver. Each car parked on campus in a semester has to have a decal.
3. Students can only register a car owned/leased by them or their family and that is legally registered in Georgia. Students may NOT register a car for another student using their name. The penalty is voiding the permit. The school will not refund the cost of the permit.
4. Students MAY NOT share, resell, trade, loan or give away an assigned parking permit to anyone-this will result in the voiding of the parking permit (with no refund given). Appropriate disciplinary action, including ISS, OSS, or expulsion will be taken by school officials.
5. For the safety of the school, any vehicle entering this campus is subject to a complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warning for any reasonable purpose. Following the search, the vehicle will not be permitted to leave the premises without permission.
6. Any student who illegally leaves, or attempts to leave, campus or illegally transports another student off campus without following proper procedures will be given ISS or OSS, and your parking permit will be revoked for a minimum of 45 school days or you will lose parking privileges for a minimum of 45 school days, even if you are a passenger in the car.

Section 29: School Nurse and Medication

The School Nurse is located in the PPO office suite. If a student becomes ill after arriving at school, he/she should ask her/his teacher for a pass to the Clinic. If necessary, a call will be placed to your parent/guardian. Please inform the school nurse if you have any special medical needs or concerns.

Prescription Medication is not to be carried by students at any time. The only exceptions are diabetic, asthma, or emergency epinephrine medications, which need "Authorization to Carry" form, and a care plan on file with the nurse. If your child needs prescription medicine during the school day, a parent must bring the medicine, in the original pharmacy labeled container, to the clinic. Proper authorization forms must be filled out by the parent. Parent volunteers and student aides may not accept or deliver any medication to students at school.

Over the Counter medication, which may be purchased without a prescription, may be carried by students, in the original container. This should be a small personal supply of medicine, and may not be shared with other students. Students are responsible for knowing the proper dosage and use of these medicines. If the parent prefers, they may bring these medicines to the clinic, and the nurse will dispense the medicine with the

proper forms completed.

THE SCHOOL NURSE DOES NOT DISPENSE ANY MEDICATION TO A STUDENT, UNLESS THAT MEDICATION IS SUPPLIED BY THE PARENT FOR THAT INDIVIDUAL STUDENT.

Administrative consequences will result for students violating these policies. If you have questions regarding our child's medication, please contact the clinic at extension 075.

Section 30: Media Center/Computer Use

Media Specialists:

The media center staff encourages use of the media center by students and faculty for research and for leisure reading, using books, periodicals, and electronic databases. The media center website can be accessed from the Kell High School home page under the Academics heading. Our card catalog and all databases are accessible through this link. Please get password information for these resources in the Media Center.

Policy:

The Media Center has a stated policy of "Providing access to information and instruction that supports the curriculum and educational goals of our school." Flexible scheduling of the Media Center demands that we have the most possible time available to classes for guided instructional time. Following is the procedure for individual access to the Media Center during lunch periods.

Come before the tardy bell of your lunch period to get a lunch pass -You may only get a pass for yourself -No food or drink is allowed, so eat lunch in the cafeteria before you come to use the Media Center. -Once in the Media Center, turn in your pass at the circulation desk -A computer will be assigned if available -Depending on classes signed up in the Media Center, an individual student is not guaranteed computer usage -Students using computers during lunch periods will abide by the Cobb County School District's Acceptable Use Policy (IJNDB) -The availability of lunch passes per lunch period is based on daily use of the Media Center by classes and presence of Media Staff

Circulation Books are checked out for a three-week period. At the end of this period, books should either be returned or renewed. Overdue charges are \$.10 per book or magazine per school day. Overdue fee for late check-in of reference materials or magazines is \$.25 per item per school day. Students will not be allowed to check out additional materials until all books are returned and fines paid.

Lost Materials

Media center items are covered by the same policy as textbooks. Replacement costs will be charged for all lost items.

Section 31: Communication

Announcements

Announcements are broadcast daily on the television located throughout the building. Students should also listen attentively to announcements over the P.A. System which are for student information about school operations and activities. A teacher and an administrator should approve announcements for clubs, organizations, and teams. Classes will be interrupted for announcements only for an emergency.

Posters, Signs, Flyers: All signs posted within the building and/or on the school campus must have the approval of the Principal or his designee. Personal messages, such as for birthdays, are not permitted. No signs are allowed on glass, doors, light fixtures, or painted sheetrock walls.

Messages

Messages cannot be delivered to students unless the message is an emergency. Please state when you call that the message is of an emergency nature. Please be specific. We cannot interrupt instructional time for any other messages.

Deliveries – No deliveries of any kind are allowed at school.

Section 32: Electronic Device Policy:

Students should bring to school ONLY personal property that is necessary for participation in class and extracurricular activities. Items, such as the above, can disrupt teaching, learning, and/or school procedures and are high theft items. The school and staff are NOT responsible for lost or stolen items. Students are not allowed to use cellular telephones, communication beepers, other electronic communication devices, including all "look a likes," at school during the regular school day. Violation of this policy can result in disciplinary consequences.

****Personal Electronic Devices should not be used during class and instructional time per individual teacher policy.**

Internet Acceptable Use IFBG-R

Internet Acceptable Use (From CCSD Board Policy Manual) 7/25/16 RATIONALE /OBJECTIVE: The Cobb County School District (District) believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing children for life in the 21st century. The community of technology users must understand that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. The District believes that the Internet's advantages far outweigh its disadvantages and will provide an Internet filtering device which shall be used to block or filter access to inappropriate information and material on the Internet, in electronic mail or other forms of electronic communications. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, the District considers access to the Internet and technology resources a

privilege, not a right. Therefore, users violating Board of Education Policies or District Administrative Rules may be subject to revocation of these privileges, potential disciplinary action, and possible referral to any appropriate authority, including law enforcement. Users should have no expectation of privacy regarding their use of District technology, and the superintendent or designee may record or monitor User's use of District technology.

Section 33: Dress Code

- All students of the Cobb County School District shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.
- All students of The Cobb County School District are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.
- Administrators and teachers shall enforce the dress code policy, and the principal or his designee shall be the final judge as to the appropriateness, neatness, and cleanliness of the wearing apparel. Students in violation of the dress code are subject to disciplinary action.

The MINIMUM standard of dress for students shall be as follows:

- a. Shoes shall be worn. No bedroom slippers will be allowed.
- b. Caps, hats, scarves, kerchiefs, bandanas, headbands, or other head apparel are NOT to be worn IN THE SCHOOL BUILDING during the school day unless approved by the administration.
- c. Clothing or ornamentation displaying or advertising substances that are illegal for minors is prohibited. Suggestive phrases, designs, marking, or profanities are also prohibited.
- d. Clothing or paraphernalia which in any way could be used as a weapon is prohibited. Ex: wallets with chains, spiked jewelry, spiked clothing, etc.
- e. Clothing or ornamentation advocating, promoting, or suggesting illegal activity is prohibited.
- f. Displaying or wearing gang articles, paraphernalia, or clothing is prohibited.
- g. Low-cut tops, midriff tops, or see-through garments that expose the stomach or waistline are not permitted.
- h. Any clothing that exposes cleavage is NOT permitted.
- i. Appropriate undergarments are required. Exposed undergarments are not permitted.
- j. Spaghetti straps or garments without straps are not permitted.
- k. Tank tops/muscle shirts are not permitted.
- l. Short shorts or skirts (garments must fall at least halfway down the length of the thigh)

If in doubt, do not wear the outfit; Consequences will result if students do not abide by the dress code.

Section 34: Behavioral Consequences

Saturday School

Saturday School is a form of in-school detention. It is to be used as an alternative disciplinary action. An administrator who assigns Saturday School will give the student a form with the dates, times, and rules. Parents must sign this form, and students take a copy to Saturday School. Students should meet at the front door of the school PROMPTLY at 8:00 A.M. and will remain in the program for four (4) hours per Saturday (8:00 AM. -12:00 P.M.). Failure to serve Saturday School will result in further disciplinary action and loss of parking for 45 school days.

In-School Suspension (ISS)

The ISS program provides supervised study of regular classroom assignments while the student is removed from regular classes and school activities. The ISS environment is strictly controlled with specific behavior guidelines that are stringently enforced. Students who are disruptive in ISS will be assigned additional penalty hours or will serve her/his remaining time in Out of School Suspension. Removal from ISS will result in loss of opportunity to make up assigned work as well as revocation of parking for 45 school days. In addition to regular class assignments, students participate in counseling activities and other behavior modification lessons. ISS students are counted present for the school day, but absent from individual classes. Students may NOT participate in ANY extracurricular activities while assigned to ISS. They are responsible for turning in all work to the ISS teacher.

Out-of-School Suspension

Certain cases of misbehavior can result in out-of-school suspension. Students may not be on the school campus at any time during the period of the suspension. They may not participate in any school activities during the suspension. This includes athletics, band, clubs, etc. Class work missed during short-term and long-term suspension will be accepted. Students under short-term suspension (1-10) days may make up the missed work, but parents are responsible for picking up the assignments, and students must turn in all of the work on the day that they return from the suspension. Failure to return work at this time will result in loss of the privilege to make up work with resulting zeros. Students are responsible for scheduling make-up evaluations that were completed in class during the suspension.

Section 35: General Information

Building Hours/Use

Students arriving early should report to the cafeteria until their teacher's classroom is available. The school day officially begins for students when they arrive on campus. If students arrive early for detention, make-up work, extra help, etc., they are expected to stay on campus at all times until their school day officially ends, or until they check out through the ATTENDANCE OFFICE. Students should only be on school property after school hours (4:00) when supervised by a school appointed authority. Students should not be on school property BEFORE or AFTER school hours unless directly supervised by a Kell staff member. Students waiting for transportation after school must wait at the front of the school.

Lockers

Lockers will be assigned by the advisement teacher, as requested. The school reserves the right to enter and search any school locker at any time. In all physical education courses, students are issued a locker and a combination lock. The confidentiality of the combination lock is essential in maintaining security. NEVER leave valuable items in locker rooms!

Lost and Found

Found items should be turned in to the front office.

Visitors to School

All visitors must register with a picture ID in the Front Office and pick up a visitor's pass. Students are not allowed to bring visitors to school, and prospective students are not allowed to "shadow" current students.

Student ID's

Students are expected to have their ID's with them at all times, including all school events. Replacements will be made in the Media Center. A \$10.00 fee will be charged for the replacement. Students who cannot present school ID cards will face consequences.

Textbooks/School Equipment

Textbooks will be issued by using the student ID card. Textbooks, uniforms, athletic equipment, PE locks, and any school equipment issued to students are the property of Kell High School, Cobb County Board of Education, and/or the State of Georgia. Damaged, lost, or stolen materials will be charged to the student. Refusal or failure to clear these fines will result in the holding of textbooks or other instructional materials for the next semester. Textbook fines are paid to the textbook coordinator. Refunds will be granted with the return of the book and the original receipt.

Food Service

Lunch is considered a class period; please report to the cafeteria promptly. Students may not go in the halls to run errands, go to lockers, etc. Food and drinks may NOT be taken out of the cafeteria. Horseplay and action games are NOT permitted. Any inappropriate behavior will result in disciplinary consequences. Students should not share their ID #'s with others since these are their account numbers. 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 cafe manager throughout the year.

Field Trips

Permission for students to take a field trip must be submitted, in writing, signed by a parent/guardian, and filed with the teacher prior to departure. A student is given an excused absence in the class he/she misses. Any student who has demonstrated that he/she is a discipline problem can be denied permission to attend field trips. Because field trips include performances, educational trips, and competitions, students should be

selective when choosing their trips. Field trips are available to all students regardless of the ability or willingness of parents to donate funds in support of the field trip; however, field trips may be canceled if enough money is not donated to cover the cost.

Work Permits

All Work Permits are available in Front Office for students 15 and under.

Sportsmanship

Good Sportsmanship is important to the Kell High School athletic program. As spectators, students represent the school as much as the athletes do and are responsible for much of the school's reputation. Please support your team enthusiastically, but with consideration of the other team and their fans; applaud fine play and good sportsmanship by both teams. We can take much pride in our tradition of excelling in competition and in showing good sportsmanship.

Visitation of Other Schools

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

Restricted/Unauthorized Areas

The parking lots, playing fields, wooded areas, and adjacent properties are off limits during the day unless students are with a teacher. Students should leave their cars immediately upon arrival at school. Faculty workrooms, restrooms, and the faculty dining area are restricted to faculty use only. Students may not loiter in any hall outside a class that is in session. Also, students are not allowed to go in the gym or locker rooms unless they have a class there. Students must have a written pass signed by a school authority when leaving an approved area. Consequences range from Saturday School to suspension.

Emergency Drills

Evacuation routes and other school safety information are posted in each classroom. Students should follow instructions from the teacher at all times for duck/cover or evacuation. Books should be left in the classrooms. Students should exit the building in an orderly, quiet manner, check with teacher for roll call, and remain clear of the building until the signal is given to return to class. A student who is present in the building but does not stay with her/his teacher during the drill will receive disciplinary consequences.

Student Activities

Kell High School offers a wide variety of clubs and activities. Club and activity sponsors and officers must be aware of and adhere to Cobb County Board of Education policy and local school directives in coordinating club business, social activities, and fund-raising activities. These policies are in effect for all students at any school-sponsored activity, on and off campus.

Athletic and Extra Curricular Activities Code of Conduct

Kell High School follows and enforces the Cobb County Code of Conduct for

extracurricular participation found in the J policies at www.Cobbk12.org.

Conduct at school sponsored events

All Standards of conduct will apply during school hours and at any school sponsored event regardless of time or location. In addition, the athletic code of conduct applies to all students participating on district athletic teams including cheerleading, dance, etc.

Section 36: Clubs and Organizations

Kell offers a variety of organizations to students. Each student is encouraged to belong to one or more groups and share her/his talents and interests. A description of the purpose of each club offered at Kell including information regarding past and future activities can be located on the Kell web site at www.carltonjkellhighschool.com

The names of student clubs and organizations, as defined by Administrative Rule JHC-R (School Clubs/Organizations and Student Organizations) the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and/or on school Websites for each school. This information is updated periodically throughout the year and is available on the school's Website, which may be accessed at www.cobbk12.org, and/or the school's administrative office. Also see Administrative Rule IDE-R (Co-Curricular Activities) and Administrative Rule IDF-R (Interscholastic Activities).

Adopted: 7/9/80 Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/28/92; 11/11/92; 5/27/93; 8/10/94; 6/14/95; 6/27/96; 6/26/97; 5/28/98; 10/28/99; 5/25/00; 9/18/00; 5/24/01; 6/27/02; 6/26/03; 6/9/04 Reclassified an Administrative Rule: 9/1/04 Revised: 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09, 6/9/10; 6/8/11; 6/13/12 Revised and Re-coded: 7/1/13 Revised: 6/11/14; 7/1/14; 7/1/15; 7/1/16

Legal Reference O.C.G.A. 20-2-1126 Written policies and procedures for operation of school buses; receipt of code of conduct by students; acknowledgement by parent or guardians O.C.G.A. 20-2-751.4 Policies prohibiting bullying; assignment to alternative school; notice O.C.G.A. 20-2-751.5 Required provisions for student code of conduct O.C.G.A. 16-11-37 Terroristic threats and acts O.C.G.A. 16-11-37.1 Dissemination of information relating to terroristic acts O.C.G.A. 20-2-751.7 Student reporting of inappropriate behavior by teacher/staff O.C.G.A. 16-11-37 Terroristic threats and acts; penalties O.C.G.A. 20-2-735 Adoption of policies by LBOEs to improve student learning environment O.C.G.A. 20-2-736 Student codes of conduct; distribution O.C.G.A. 20-2-737 Reports by teacher of violations of student code of conduct; parental notice O.C.G.A. 20-2-738 Authority of teacher to remove student from classroom; procedures Rule 160-4-8-.15 Student Discipline