

Allatoona High School

"Anchored in Excellence"

3300 Dallas-Acworth Highway NW

Acworth, GA 30101

<http://www.cobbk12.org/Allatoona/>

Phone: 770-975-6503

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2018-2019

Student Handbook

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____

Phone #: _____

FROM THE ADMINISTRATION

Dear Buccaneer Students,

We encourage you to make the most of this year by taking advantage of the many available opportunities. Our school motto is "Anchored in Excellence" and we want you to apply this to everything you do. Strive to be the best, and make high school one of the best times of your life.

ADMINISTRATION

Mrs. Candace Wilkes	Principal
Mrs. Amie Howard	Assistant Principal & Athletic Director
Mr. David Church	Assistant Principal
Dr. Jason Faklaris	Assistant Principal
Mrs. Carrie O'Connor	Assistant Principal
Mr. Chris Murray	Assistant Principal
Mrs. Susan Vaughn	Services and Support Administrator

ABOUT THE HANDBOOK

The Allatoona Student Handbook is designed to be an information source for students and parents. Students are responsible for knowing and following the rules and procedures contained in this handbook. All information contained in this handbook is subject to modification with regard to policy and procedures adopted by the Cobb County Board of Education or the Allatoona High School staff. During the first week of school, students may be given additional Cobb County School System policies and Allatoona High School policies. The information given to students during the first week of school is considered part of this handbook. For additional information on the district policies, please go to <http://www.cobbk12.org>

The Cobb County Public Schools shall maintain their educational programs in compliance with all laws relating to non-discrimination. Procedures shall be established and personnel appointed within the school system to deal with student, parent, and employee concerns relative to requirement of non-discrimination. (Admin Rule JAA-R)

No person shall be discriminated against because of race, creed, national origin, religion, sex, age or disability. Concerns may be directed to the proper authority at the CCSD. Questions concerning policies and practices of an individual school may be addressed to the building principal or to the CCSD, 514 Glover Street, Marietta, GA 30060.

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WHEN YOU

- are late to school
- are late to class
- are sick
- are leaving early
- have been absent
- need a transcript
- are withdrawing
- have a question about college
- change your address/telephone
- apply for free/reduced lunch
- have locker problems
- have lost something
- need a visitor's pass
- need Certificate of Attendance
- have schedule questions
- need a work permit

SEE

- Attendance Office
- Tardy Pass Port
- Clinic in 2203
- Attendance Office
- Attendance Office
- Counseling Office
- Counseling Office
- Career Center
- Counseling Office
- Manager in Cafeteria
- Main Office
- Main Office
- Main Office
- Attendance Office
- Your Counselor
- Counseling Office

CLASS SCHEDULE

Homeroom			
1st Sem	Class	Teacher	Room
1 st Block			
2 nd Block			
3 rd Block			
4 th Block			
2nd Sem	Class	Teacher	Room
1 st Block			
2 nd Block			
3 rd Block			
4 th Block			

ACCIDENTS

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

ATHLETIC INFORMATION (visit [www. allatoonabucs.com](http://www.allatoonabucs.com))

Athletic Director – Amie Howard

Athletic Trainer – Derek Sobczak

Fall Sports

Football –Gary Varner

Cheerleading – Staci Dombrowski

Cross Country – Patrick Parsons

Volleyball – Joseph Soley

Fast Pitch Softball – Troy Pirkle

Winter Sports

B. Basketball – Chad Phillips

G. Basketball – Jason Carmichael

Wrestling – Kyle Norred

Swimming – Jennifer Dorrough

Spring Sports

B. Golf – TBA

G. Golf – Johnny Tilton

B. Soccer – Erik Fridborg

G. Soccer – Bill Perry

B. Lacrosse – Jonathan Wishon

G. Lacrosse – Stephanie Grove

B. Tennis – Matthew Webb

G. Tennis – Joe Soley

B. Track – Patrick Parsons

G.Track – Brett Hubinger

Baseball – Keith Hansen

Rifle Team – Jeff Knudson

ATTENDANCE
(FAX 770-529-4104)

Attendance is recorded for every class. Students who arrive late to school must report to the attendance office to sign-in. **Students will be asked to present their Student ID when arriving tardy or when checking in either excused or unexcused.** Failure to sign in or out properly through the attendance office will result in an administrative referral. When a student is absent, he/she must bring a written statement from his/her parent or guardian **stating the SPECIFIC reason** he/she was absent. **The written statement from the parent should be given to the attendance clerk the first day back at school.** Failure to present an excuse within three days from the absence, will result in the absence being marked unexcused. The principal may ask for additional medical or other documentation to verify that absences are excused, particularly when more than three (3) absences have been accumulated during the semester.

REASONS FOR EXCUSED ABSENCES

Absences considered excused in accordance with state attendance rule 160-5-1-10 and O.C.G.A 20-2-690.1:

1. When personally ill and when attendance in school would endanger their health or the health of others.
2. When, in their immediate family, there is a serious illness or death which would reasonably necessitate absence from school. Immediate family is defined as mother, father, siblings, grandparents, step-parents, or legal guardian.
3. Observing religious holidays, necessitating absence from school.
4. When mandated by order of governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order).
5. Children 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.
6. Children who attend court proceedings relating to their foster care or who are serving as Pages in the Georgia General Assembly shall be credited as present by the school for days or class periods missed from school for this purpose. A student in foster care means a student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services.
7. A student may be granted an excused absence not to exceed one day in order to register to vote or to vote in a public election.
8. A student whose parent/guardian is in military service in the armed forces of the United States or the National Guard, and such parent/guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his/her parent/guardian prior to such parent/guardian's deployment or during such parent/guardian's leave.

***ANY reason for an absence other than these listed is unexcused.**

ABSENCES FOR COLLEGE VISITS

Students are allowed 3 official excused college visits during their high school career. Documentation from the school or university must be provided to the attendance office upon return of the visit.

EXCESSIVE ABSENCES

(Cobb County Administrative Rule JB-5 Attendance Protocol)

The primary goal of this attendance protocol is to address unexcused absences for students ages six to fifteen.

Three (3) unexcused 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.

Five (5) unexcused absences: Each school will utilize In-touch generated contact through one of the following: Telephone call, letter, and/or email.

Seven (7) unexcused absences: A School Social Work referral is generated by principal or principal designee listing specific school-based interventions (telephone calls, letters, conferences, etc) that have occurred prior to the referral.

***** After the 7th absences (excused or unexcused) the student forfeits the ability to utilize the Course Extension make up. *****

Ten (10) or more unexcused absences: Students and/or parents will be subject to a referral(s) to juvenile court, magistrate court and/or Department of Family and Children Services for truancy and/or educational neglect. Detailed information pertaining to the student, local school and school social work interventions will be necessary when filing a Complaint with DFCS, Juvenile and/or Magistrate Court.

Excessive Absences (excused or unexcused): At the discretion of local school administration, a referral to the School Social Worker can be made at any time it is deemed appropriate for excessive excused/unexcused absences. Previous years' attendance records may be taken into consideration when making a referral.

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 or guardian must grant written permission to check out in every case. For scheduled appointments, students should bring a note to the attendance office, **before 1st block**, that includes

1. The student's first and last name.
2. The parent's name and signature.
3. The reason for the check-out request.
4. 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 a student leaves after we inform him/her that we cannot verify the early dismissal, it will be treated as "leaving campus without permission" and disciplinary action will be taken.

TARDY TO SCHOOL/CLASS

Students who are tardy to school or arrive late must report to the Attendance Office. Students are expected to be in their classes or homeroom before the tardy bell rings. When the tardy bell rings, teachers should close their doors and not admit students until they get a tardy pass. **Students who are tardy to class** must go immediately to the nearest **Tardy Pass Port** station, scan their student ID, and receive a tardy pass for class. Tardies to school and class are cumulative each semester, and students receive consequences for excessive tardies. Students who are tardy more than ten (10) minutes are considered skipping class.

BUS TRANSPORTATION

The Cobb County School District provides transportation for all students to their zoned school. Students are on “school property” when they arrive at their bus stop. Students must abide by the CCSD student code of conduct (Admin Rule JCDA-R High) while at the bus stop and while riding the bus. Riding the bus is a privilege and can be revoked.

Bus Pass Procedures

Students needing to ride a bus that is not their assigned bus must bring a parent note to the Attendance Office **before** first block. The note must include the student’s name, parent/guardian’s name and telephone number where they can be reached during the day. Students must pick up the bus pass from the Attendance Office prior to boarding the bus in the afternoon.

CAFETERIA

Lunch is served in the cafeteria during 3rd block. Students have 25 minutes to eat lunch during one of four lunch periods. Classes will not be interrupted to deliver lunch money or outside food. Outside food deliveries are not allowed.

- Students are expected to pick up after themselves and behave appropriately in the cafeteria.
- Students must be on time to lunch as they would for any other class and avoid disrupting other classes while in the hallways.
- If a student is late to lunch, he/she must go to the nearest Tardy Pass Port and get a tardy pass to be able to enter the cafeteria.
- Throwing food or other items in the cafeteria will not be tolerated and will result in disciplinary consequences which may include out-of-school suspension.
- Students must have a pass from a staff member in advance in order to go to a classroom, the media center, or career center during lunch.

FREE AND REDUCED LUNCHES

Applications for free and reduced-priced lunches are accepted any time during the year. Applications are available through the cafeteria manager.

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. cell phone) 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 Admin Detention to Out of School Suspension depending on the severity of the infraction.

CLASS DUES

Class dues are \$40.00 - the payment deadline is August 30st.
Pay class dues by cash, check made payable to Allatoona High School or via MY Payment PLUS

Class dues are collected to help defray costs of class tee-shirts and class activities such as dances, homecoming, prom, and assemblies. It is important that dues be paid on time so that planning for these activities can be done. If you have any questions, please see one of the class officers or your homeroom teacher.

COUNSELING INFORMATION

The Allatoona High School Counseling office is located in the front of the building, across the hall from the main office and is designed to help students focus on their academic, personal, and career development.

COMMUNITY SERVICE AWARD

Please refer to our website www.allatoonahs.com for information.

CONFERENCES PARENT/TEACHER

All parent/teacher conferences are scheduled through the school counseling office. Please understand that teachers must be provided at least 48 hours' notice prior to a conference. A counselor will be present at and facilitate all parent/teacher conferences. Conferences begin at 7:45am, and teachers should be dismissed no later than 8:15am. The student should attend all scheduled parent/teacher conferences.

DELIVERIES/MESSAGES TO STUDENTS

All deliveries must be school related and delivered by a parent or guardian. Deliveries such as flowers, balloons, presents, and outside food etc. will not be accepted. Students will be called to the front office to pick up deliveries during class changes only. Only emergency messages from a parent will be delivered to

students during school hours. Emergency messages generally will be limited to notification of death, serious illness or disaster in the family, or medical appointments that have been unexpectedly changed.

DISCIPLINE

The Cobb County School District Manual of Administrative Rules will be included in a 2018-2019 Parent Information Guide given to each student along with the student handbook. Students and parents are encouraged to read this information carefully. Further information may be obtained at www.cobbk12.org.

EXPECTATIONS

- Be respectful and treat others the way you want to be treated.
- Profanity, inappropriate displays of affection, and disruptions are not acceptable behaviors on campus or during school activities.
- Be on time to class and to lunch.
- Have your student ID and Student Agenda at all times.
- Take care of your textbooks and other school property. Marking on books, desks, and walls shows a lack of respect for property.
- You are responsible for repairs to any damaged property.
- Get permission when you need to see the counselor, visit the media center, or use the restroom.

TEACHER DETENTION

Teachers assign detention for violations of classroom rules. Teacher detention is served before or after school. It is the student's responsibility to find out when/where the detention must be served. **Failure to serve detention will result in a discipline referral.**

ADMINISTRATIVE DETENTION

Administrative Detention is a detention that will take place after school hours and will be assigned for attendance related violations and other minor violations. Students will follow the directions of school administration and will not be allowed to use electronic devices or sleep during Administrative Detention. **Failure to attend or late arrival to Administrative Detention will result in one day of In-School Suspension.**

IN-SCHOOL SUSPENSION (ISS)

Students who are assigned ISS must report to the ISS room (Room 2109) at the beginning of the school day and remain there the entire day. Students will receive their classwork/assignments from their regular teachers while in ISS. **Students are ineligible for extra-curricular activities, athletic practices, and games through the last full day of the ISS assignment.** Students will be given demerits for inappropriate behavior in ISS. Students who receive three (3) demerits in one day will be suspended Out-Of-School for the remainder of the assigned ISS days plus one additional day.

OUT-OF-SCHOOL SUSPENSION (OSS)

Severe behavior infractions may result in a student being suspended out of school. Certain behaviors always result in out of school suspension as listed in CCSD Administrative Rule JCDA-R (High) or local school policy. A suspended student will be allowed to make up any missed work, but **MAY NOT** participate in **ANY** school functions or be on school grounds during the suspension. Suspensions end when the student is readmitted to the classroom. (Example: If a student's last day of suspension is Friday, the student may not participate in any school activities until Monday.) When Long-Term Suspension (more than 10 days) or Expulsion is recommended by the school, a mandatory discipline hearing will be scheduled within the first ten (10) days of suspension.

INTERVIEWS/SEARCHES (Admin Rule JCAB-R)

The principal or designee is authorized to conduct reasonable interrogations and interviews of students including the use of a metal detector in order to properly investigate and address student misconduct. The principal or designee has the authority to conduct inspections of students' school lockers, articles carried upon their persons, and vehicles. Principals or designees may interview, interrogate, or search students without prior notice or permission of parents/guardians.

DISCIPLINE CONSEQUENCES BY OFFENSE

Alcohol – Possession/Consumption

- 10 days OSS

Note: Distribution of Alcohol results in 10 days OSS and recommendation for expulsion

Bus Misconduct

- Refer to CCSD Student Code of Conduct

Cheating

- 1st offense – Teacher notifies parent, zero, U in conduct
- Additional offenses – Referral to Admin for Detention, ISS or OSS

Display of Affection (amorous kissing or inappropriate affection)

- 1st offense – Administrative Conference/Parent Contact
- 2nd offense – Administrative Detention
- 3rd offense – 2-3 days ISS

Disruption of Class

- 1st offense – Student placed in ISS for remainder of day
- 2nd offense – 2-3 days ISS
- 3rd offense – 2-3 days OSS

Disruption of School

- Refer to CCSD Student Code of Conduct

Dress Code

- 1st offense – Phone call home/ISS until clothes are changed
- 2nd offense – 2 days ISS
- 3rd offense – 3 days ISS
- 4th offense – 2 days OSS

Drugs (First Offense)

- 10 days OSS with recommendation for expulsion

Drugs (Second and subsequent offenses)

- 10 days OSS with recommendation for permanent expulsion

Electronic Devices (cell phone, iPod, Apple Watches)

- 1st offense – Confiscation Administrative warning
- 2nd offense – 2 days ISS
- 3rd offense – 3 days ISS
- 4th offense – 2 days OSS

Failure to Identify Oneself

- OSS

False Information/Forgery

- 1st offense – Warning
- 2nd offense – 1-2 days ISS
- 3rd offense – 2-3 days ISS

Fighting

- 10 days OSS to maximum of expulsion and police charges.

Gang Related Activity

- Refer to CCSD Student Code of Conduct

Horseplay / Rough Housing

- 1st offense – Administrative Detention
- 2nd offense – 2-3 days ISS
- 3rd offense – 2-3 days OSS

Inappropriate Use of Technology

- Refer to CCSD Student Code of Conduct

Incendiary Device (lighter, matches, fireworks, smoke bomb, etc.)

- 2 days OSS

Insubordination

- 1st offense – 2-3 days ISS
- 2nd offense – 3-5 days ISS
- 3rd offense – 3-5 days OSS

ISS – Excessive Demerits

- OSS for the remainder of the ISS assignment + 1 additional day

Leaving Campus Without Permission

- 1st offense – 3 days ISS + loss of parking privilege (2 weeks)
- 2nd offense – 4 days ISS + loss of parking privilege (4 weeks)
- 3rd offense – 3 days OSS + parking privilege revoked

Leaving Class Without Permission

- 1st offense – Administrative Detention
- 2nd offense – 2 days ISS
- 3rd offense – 3 days ISS

Obscene Materials/Gestures

- Refer to CCSD Student Code of Conduct

Physical Altercation

- 5 days OSS and possible police charges

Profanity / Ethnically Offensive Language

- Refer to CCSD Student Code of Conduct

Skipping Class

- 1st offense – Administrative Detention
- 2nd offense – 2-3 days ISS
- 3rd offense – 3-5 days ISS

Tardy to School/Class

- 5 Cumulative Tardies - Administrative Detention
 - 10 Cumulative Tardies – 1 day ISS
 - 15 Cumulative Tardies – 2 days ISS
 - 20 Cumulative Tardies – 3 days ISS
 - 25 Cumulative Tardies - 5 days ISS and Parent Conference
- Note:** Students who fail to go to the main office to receive their tardy consequences may receive additional administrative consequences

Teacher Detention – Failure to serve

- Administrative Detention
- Failure to serve Administrative detention will result in- 1 day ISS

Theft

- Refer to CCSD Student Code of Conduct

Threatening Behavior / Intimidation

- Refer to CCSD Student Code of Conduct

Tobacco (or look-alike products, e-cigarette, vapor pen, etc)

- OSS (Refer to CCSD Student Code of Conduct)

Unauthorized Area

- 1st offense – 1-3 days ISS
- 2nd offense – 3-5 days ISS
- 3rd offense – 3-5 days OSS

Vandalism

- Refer to CCSD Student Code of Conduct

Verbal Altercation

- 3 days OSS

Weapon

- 10 days OSS with recommendation for expulsion

DRESS CODE

The faculty and staff of Allatoona High School support the belief that students who maintain a high standard in appearance are more likely to achieve success. Clothing worn during the school week should reflect a commitment to academic excellence. All students shall maintain an acceptable standard of dress. A doctor's note must accompany any medical reason to be out of dress code.

The minimum standard of dress shall be as follows:

- Head coverings may NOT be worn on campus during the school day unless there is a special activity during which they are deemed appropriate by the administration or for religious beliefs.
 - This includes hoodies, hats, bandanas, sweatbands, and scarves. Hats may not be carried.
 - Headbands allowed only to hold back hair from the face.
- Appropriate undergarments must be worn and must not be visible.
- Clothing, accessories, or ornamentation displaying guns or advertising substances illegal for minors is prohibited.
- Sexually suggestive phrases, designs, markings, or profanities are also prohibited.
- Clothing recognized as gang related, such as bandanas, shirts with gang references are strictly prohibited.
- No clothing will be allowed which defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, physical or mental impairment or culture.
- Pants must be worn at the waist. Undergarments must NOT be visible. "Sagging" is strictly prohibited.
- Athletic clothing may be worn excluding leggings. Leggings are not pants, and may only be worn if covered by shorts. Joggers/running pants should not fit like leggings.

BOYS- NOT Allowed

Tank tops, or muscle shirts
Jeans with holes, rips or shredded should NOT be worn.
Bedroom shoes, sleepwear, sunglasses, and bandanas
Swim-wear or Pajama Pants
Shorts must be no more than 5 inches from top of knee (no running shorts)

GIRLS- NOT Allowed

Yoga Pants, Pajama Pants, Leggings worn alone as pants
Jeans with holes, rips or shredded should NOT be worn.
Midriff shirts or crop-tops. Skin may not show at the waist.
Strapless, low-cut necklines, racer-back tops, or garments made of lace or sheer (see-through) fabric that shows undergarments
Straps on a single garment that are less than 2 inches in width unless a jacket is worn at all times
Bedroom shoes, sleepwear, sunglasses, and bandanas
Shorts or skirts must be no more than 5 inches from the top of the knee even if leggings are worn

If in doubt, do not wear the outfit.

EARLY ARRIVAL/END OF DAY DISMISSAL

The school day officially begins for a student when he/she arrives on campus. The building will be open by 7:15 a.m. for students who need to arrive early. Students must report directly to and remain in the cafeteria, media center, teacher tutoring until the 8:00 bell rings. If students arrive early to see a teacher (i.e. detention, make-up work, extra help), they must obtain a pass prior to arrival at school for their destination. A teacher, coach, or sponsor must always accompany students during any after-hour or weekend event. Students should not attempt to gain access to Allatoona High School after normal school hours or on weekends. The building is protected by a burglar alarm system, and any attempt to gain entry will result in the alarm being activated. Cobb County Police treat unauthorized entry as trespassing.

Students may not be in the halls until 8:00 a.m.

Students are not to be in the building AFTER 3:45 p.m. unless they are directly supervised by a faculty member.

ELECTRONIC DEVICES

8:00am until 3:30 pm

Students are allowed to bring cell phones and personal devices (tablets, Smart watches, etc.) to school, but are limited as to when they can use the device. The administration and staff at Allatoona High School support the "Bring your own device," BYOD learning initiative. Students may use their devices in the cafeteria, courtyard (during lunch period) & media center excluding earbuds/headphones. Students may NOT use their device in hallways or classrooms for personal communication. Students may not display or use any electronic device during class unless designated for a learning task by a teacher in their classroom on a specific day. Any device seen or heard during instruction not authorized by the teacher will be confiscated and turned in to the main office. Repeated violations constitute insubordination resulting in progressive disciplinary consequences. The confiscated item will only be released to the parent or guardian. Parents may pick up electronic devices after 3:30 p.m. on the day the item is collected and any day thereafter during regular office hours (7:45 – 4:00).

EMERGENCY DRILLS

The safety and security of Allatoona students and staff is paramount. Allatoona High School is committed to creating a safe and secure environment. Throughout the year, various emergency drills will be conducted. Students are expected to participate and cooperate in a respectful and orderly manner with all administrative instructions.

FEES AND FINES

Students who have outstanding financial obligations will not be issued textbooks or other instructional materials until restitution is made. Students who do not pay for instructional resources issued specifically to them shall be denied the privilege of checking out additional materials or equipment until restitution is made. Students who have not made restitution by the tenth day of the semester will be sent to their administrator.

Seniors must meet all financial obligations prior to participating in graduation practice or the graduation ceremony.

FINAL EXAMS

All classes not possessing an End of Course (EOC) Milestone Assessment will have a final assessment. Students will 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 Curriculum Administrator to take final exams which they have missed as a result of absences. Students have ten (10) school days in which to make up missed final exams.

GRADE ACCESS: PARENTVUE & STUDENTVUE

ParentVUE and StudentVUE are websites that offer secure, private access to student information including assignments, grades, and attendance. Parents and/or students will receive their account activation key and setup instructions after signing a user agreement and verifying their identity.

Note: Parents must come in person to the main office with a valid ID. Account activation keys will not be issued by phone, email, mail, or fax.

GRADING SYSTEM

High schools in Cobb County use the following grading system:

A = 90 - 100	D = 70 - 73
B = 80 - 89	F = 69 and below
C = 74 - 79	I = Incomplete

Any missed Final or Eoc will be marked as a Zero. The student may be given up to 10 school days after the beginning of the next semester to satisfy the course requirements. If the work is not made up within 10 days the grade assigned for the course will stand. Students must take the EOC Milestone Assessment associated with certain courses in order to earn credit for the course. Students who do not take a required EOC course for any reason will receive a zero for the assessment and their grade will be figured based on that zero. This may affect eligibility for athletics and/or extra-curricular programs.

CONDUCT GRADES

Conduct grades are given each grading period. 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

QUALITY POINTS

A student's Grade Point Average (GPA) is based on quality points awarded for each grade earned in each course taken. Refer to CCSD Admin Rule IHA-R for a list of courses and quality points.

GRADUATION

Graduation requirements can be found at the Cobb County School District website under Board Policy Manual in Administrative Rule IHF-R. High School Graduation Assessment requirements can be found in the Georgia Board of Education Rule 160-3-1-.07 at www.gadoe.org. Students who are planning to attend a school other than a Georgia public institution should check the specific requirements of the school they wish to attend.

HONOR GRADUATES

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

VALEDICTORIAN/SALUTATORIAN

- To be eligible, graduating seniors must have attended Allatoona High School for at least 2 full years
- If two or more eligible students earn exact equivalent Grade Point Averages (GPA's), each may be recognized with valedictory honors.
- GPA's will be calculated to the thousandth to determine each student's class rank
- The valedictorian (class rank 1) and salutatorian (class rank 2) will be determined by the GPA at the end of the senior year.

HALL PASSES

Any student who is out of his/her classroom during a class period must have his/her student handbook with the designated HALL PASS pages at the end of the handbook filled out and signed. The hall pass must include the destination, the date and time student left class, and the teacher's signature. Students found out of class or lunch without a pass will be subject to disciplinary action. **It is the student's responsibility to get a pass before leaving class.** Teachers will refrain from writing passes during instructional time unless absolutely necessary. Unauthorized use of any school pass, form, or document will result in disciplinary action.

HOMEWORK

Homework is an essential part of the learning process. Students are encouraged to use their student handbook to record homework assignments, and parents are encouraged to emphasize the importance of homework by asking about homework daily and checking for completeness. Some assignments are long-range in nature and require planned study or library time. Parents can support students by helping them plan ahead and organize tasks into manageable segments. This type of organization can reduce stress and improve the quality of student work.

PARENT REQUESTS FOR HOMEWORK

If a student is going to be absent for four (4) or more days due to illness or family emergency, a parent may call the counseling office to request their child's homework. Teachers must be given 24-hour notice for requested work. Parents may pick up their child's homework in the counseling office during regular school hours. Homework requests can be made by calling 770-975-6503 x 701008.

HONOR ROLL

Allatoona recognizes academic achievement by recognizing students who have a cumulative GPA of 4.0 & up (Principal's Honor Roll) and students who have a cumulative GPA of 3.5 – 3.99 (Honor Roll).

HOSPITAL/HOMEBOUND PROGRAM

Hospital/Homebound (HHB) refers to those instructional services made available to a student who is able to participate in educational instruction but a physician anticipates the student will be medically unable to attend school for a minimum of ten consecutive days or equivalent on a modified calendar, or intermittent periods of time throughout the school year. See your school counselor for more information.

INTERNET/NETWORK USE

Students must practice responsible use of all technology resources. Students who violate District/School policies, Rules or regulations governing the use of the District's Technology and network resources may have their network privileges suspended or revoked and will be subject to District Administrative Rules applying to student conduct. (Reference District Code of Conduct: JICDA-M and Administrative Rule IJNDB).

LEARNING COMMONS

Hours: Monday through Friday 7:15- 4:00

Students are invited to use the Library before and after school (pass not required). A teacher-issued pass (signed agenda, one agenda per student) is necessary for admittance to the library during the school day. Students may visit during their lunch period if they have picked up a lunch pass before the beginning of 3rd block. Forty computers are available in the Library for research and/or class assignments. All students should abide by the Cobb County/Allatoona High School policies

regarding the use of technology. Printing from computers (black & white) is available for school related assignments. Students may use the Creativity Room (butcher paper, die cuts, art materials) for school related projects. The student led Book Club meets every two weeks to discuss student selected books. Contact Media Center to join.

-Cobb Digital Library (MackinVIA) is available 24/7 at www.cobb.mackinvia.com
School: Allatoona
User ID: Student ID
Password: read

Destiny library catalog is available 24/7
Check out up to 10 books/magazines for 3 weeks
Return and/or renew books responsibly. We do not charge fines.
Create a Destiny account and renew books from home.

LOCKERS

Students will be issued lockers upon request during the first 10 days of school. Lockers will be issued only to students who return required documents/forms contained in the Cobb County Student Folder. The school reserves the right to enter and search any school locker at any time. Each student is responsible for any item in his/her locker or any defacement of the locker. Students will be charged for the defacement of lockers. Students should not share their locker or locker combination with anyone.

LOST AND FOUND

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

MAKE-UP WORK POLICY

All missed assignments may be made up for any absence or specific discipline consequences. Teachers will determine the time and place of make-up work and also the design of make-up tests. It is the student's responsibility to request make-up work from his/her teachers after each absence.

MEDICAL ATTENTION AND CLINIC

The Clinic, located in Room 2203, is staffed by a nurse.

- 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 notify the teacher and get a pass to go to the Clinic where a call will be made to his/her parent or guardian.
- All students must have an emergency card on file with a name and number of an alternate person to be contacted in case a parent or guardian cannot be

reached in an emergency. We ask parents and/or guardians when going out of town to provide caretakers with written authorization to make medical decisions and authorize dismissal from school. A copy of this authorization with contact information should be forwarded to the PPO office.

PRESCRIPTION MEDICATION AT SCHOOL (Admin Rule 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" form (JGCD-2). 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.

OVER-THE-COUNTER (OTC) MEDICINE (Admin Rule JGCD-R)

High school students may carry OTC medication on their persons for their personal use; however, the medication must be in the original manufacturer's container. Students may not share, sell, distribute, or possess with the intent to distribute any medication.

PARKING

Each student who chooses to park a vehicle at a Cobb County high school must purchase a parking permit. Students must sign a parking contract (CCSD Parking Permit Application and Vehicle Registration Form), provide proof of insurance, and receive a parking decal to park on campus. The cost for parking for the 2018-2019 school year is \$50 per semester. An additional decal for a second car may be purchased for \$5.00. Parking decals issued to students are good for that student and that car only. Students may not transfer a decal to another student or another car. Students without a decal or who are illegally parked will be ticketed and towed.

EMERGENCY ONE-DAY PARKING PERMIT

Available in main office for \$1 with proof of insurance and valid driver's license. Students will be allowed to park on a daily rate for a maximum of seven (7) days in one semester after which a parking decal must be purchased.

PARKING FEES AND FINES ARE SUBJECT TO CHANGE

First semester: Parking decal prices

(Decals Sold Between)

August–September	\$50.00
During October	\$45.00
During November	\$40.00
During December	\$30.00

Second semester: Parking decal prices

(Decals Sold Between)

January–February	\$50.00
During March	\$45.00
During April	\$40.00
During May	\$30.00

Students will lose parking privileges if they violate their parking contract. Parking privileges can be suspended for excessive tardies, leaving campus without

permission, or truancy.

The number of available student parking spaces is limited. When demand increases, priority will be given to students on school related work programs, seniors, and juniors respectively. Any additional student parking spaces will be issued on a lottery system by grade level.

Student parking permits for available parking spaces will be issued upon application and payment of parking fees. No refund will be made for any days the student does not attend school in the current semester.

PROMOTION/RETENTION

A student will be retained if he/she does not earn enough credits to advance with the graduating class with whom he/she entered as a ninth grader. To be promoted, students must meet these requirements:

10th grade – earn 5 or more credits including 1 full credit in English, math, and science

11th grade – earn 10 or more credits including 2 full credits in English, math, and science

12th grade – earn 16 or more credits including 2 full credits in English, math, and science and have completed three years in high school.

REPORT CARDS

Grades are reported to parents at 6 week intervals. Parents can use ParentVue to view attendance and grades throughout the year online

SCHEDULE CHANGES

Schedule Changes will be made during the first ten days of each semester for the following reasons only:

- Student does not have proper prerequisites
- A senior must have another course to graduate
- A data entry/computer error was made
- The student has already received credit for the course
- Class size does not meet state requirements

According to Cobb County Policy (IHA-R), students who drop a course after the 10th day of the semester will receive a grade of “10” for the course.

SCHOOL INSURANCE

School insurance is available to all students. A packet is available for each student on the first day of classes. Purchase of this program is optional. Students must have proof of insurance to participate in extracurricular activities.

SOCIAL NETWORKS/CHAT ROOMS

Students are not permitted to use personal or school technology devices to access chat rooms and/or social networking sites (Facebook, Twitter, Instagram, etc.) during the school day. In addition, students shall not use technology resources to distribute or display inappropriate material. School administration reserves the right to issue additional disciplinary consequences.

STUDENT CLUBS AND ORGANIZATION

Allatoona High School offers a variety of extracurricular activities in which students may participate. A Club Expo will be held in August prior to the first day of school (during Buccaneer Bash) to provide parents and students with information about clubs and activities that are available. Students are encouraged to join clubs and be active in school organizations. Activities may be added or discontinued based on student interest.

STUDENT IDENTIFICATION CARDS

All students will be issued a student identification card which must be carried at all times. Failure to present the ID card when requested will result in disciplinary consequences. **Students must present their ID card every time they arrive late to school or class or when checking in whether excused or unexcused.** Student identification cards may be required for admittance to school activities. Lost identification cards can be replaced for a fee of \$5.00.

STUDENT PERSONAL INFORMATION CHANGES

All families must provide the school with a current address, guardian information, and telephone number. In the event a change needs to be made to this information, the parent must provide proof of the new information to the school counseling office.

TARDY PASS PORTS

Allatoona High uses an automated late arrival system for students who are tardy to class. There are four (4) Tardy Pass Ports in the school, each consisting of an ID scanner and pass printer. The stations are located at the bottom of the Grand Staircase, outside Admin 4, on the back 2200 hallway by the science workroom, and in the Attendance Office. Students must have their student ID to use the Tardy Pass Ports. Students without an ID must report to the Attendance Office.

Students must follow the directions printed on each tardy pass. Warning passes direct students to present the pass to their teacher. Consequence passes direct students to proceed immediately to the main office. Students should not tamper with the Tardy Pass Ports, but should report any system that is not working correctly.

TESTING INFORMATION

The **2018-2019 Cobb County School District System-Wide Testing Schedule** can be accessed online at www.cobbk12.org by clicking on CALENDARS in Quick Links.

END OF COURSE MILESTONE ASSESSMENTS (State Board of Education)

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

9th Grade Literature/Composition

American Literature/Composition

Allatoona High ACT & SAT school code: 110057

TEXTBOOKS

Students are responsible for protecting textbooks from loss, theft and damage. Students will be charged for texts that have been lost, stolen or damaged. Damage to the book id bar code will be assessed at the full price of the textbook. Damages that render a book unfit for use will be assessed at the full price of the textbook. No textbooks will be issued to students until payment has been made. In no case shall a student be eligible to participate in graduation ceremonies until all debts are cleared. Transcripts shall not be sent to post-secondary schools until students have paid all debts.

UNAUTHORIZED AREAS

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

- 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 directly supervised by a coach/staff member.

Consequences range from Administrative Detention to out of school suspension.

The school building is considered unauthorized after 3:45 p.m. unless supervised by a staff member.

VALUABLES

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 to school procedures will be confiscated. Students are strongly encouraged not to bring high theft items to school.

The school is not responsible for items lost or stolen from lockers, locker rooms, book-bags, classrooms, or other school property.

VISITORS

Students are not to bring visitors with them to campus during the school day. Anyone visiting our campus must first report to the Main Office (Admin 1) to request a visitor's pass from the principal or his designee. Parents are always welcome; however, they must make appointments to see teachers, counselors, or

administrators. Instructional time will not be interrupted for conferences.

WITHDRAWALS

Students withdrawing from school for any reason should report to the School Counseling Office for the proper forms. The student must be accompanied by the enrolling parent. Books must be returned and fines paid in order to clear the records; the Counseling Office should be notified 24 hours before withdrawal.

WORK PERMITS

A work permit is required for any student who have not yet reached their 16th birthday who works outside of school. These may be obtained from the student's employer or from the school counseling office. Students may also go to the counseling website to link to the Department of Labor website to begin the work permit process. An I.D. is required in order to obtain a permit. Additional information is available at http://www.dol.state.ga.us/em/child_labor.htm