

**Cartersville High School  
2016-17 Student Handbook**

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**THIS STUDENT/PARENT HANDBOOK BELONGS TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

## Cartersville High School Alma Mater

CHS dear Alma Mater, Listen while we sing,  
to thy feet in deep devotion, Grateful love we bring,  
Steadfast, loyal, ever true, through all the years to be,  
Thus we sing our hearts' allegiance  
CHS to Thee.

Though our paths of life may sever, though we wander far,  
Still our hearts are turning ever,  
where dear memories are.  
Steadfast, loyal, ever true, through all the years to be,  
Thus we sing our hearts' allegiance  
CHS to Thee.

\*\*\*\*\*

Memorize the Cartersville High School Alma Mater and receive free admission to a CHS sporting event of your choice (excluding playoff games). Follow these procedures:

- recite the Alma Mater to a CHS teacher
- obtain the teacher's signature at the bottom of this page
- present the signature page to the Athletic Director during school hours to receive your free ticket

\_\_\_\_\_ has recited, from memory, the CHS Alma Mater.

\_\_\_\_\_ Teacher Signature

# Table of Contents

<b>Cartersville High School Alma Mater .....</b>	<b>2</b>
<b>Introduction .....</b>	<b>6</b>
Accreditation .....	7
CHS Mission Statement .....	7
CHS Handbook Requirements .....	8
Visit the System Website.....	8
<b>Academic Information .....</b>	<b>9</b>
Academic Dishonesty/Plagiarism .....	9
Academic Grade Point Average (GPA) and Academic Average .....	9
Academic Progress .....	9
Advisement .....	9
Audits/Incompletes .....	10
Beta Club .....	10
Class Rank and Valedictorian/Salutatorian .....	10
College Days .....	10
Exam Exemption Policy (Mid-Term/Final).....	10
Fall Semester Graduates .....	11
Grade Calculation .....	11
Grades and Promotion Requirements.....	11
Grade Weights for Advanced Placement (Class of 2016, and 2017).....	13
Grade Weights for Honors/Accelerated Courses (Class of 2016, and 2017).....	13
Grading Scale.....	14
Graduation Requirements.....	14
<b>Course &amp; Credit Requirements for ALL students (24 units required):.....</b>	<b>14</b>
Honor Graduates (Former Policy that only applies to the class of 2017).....	15
Honor Roll .....	15
Junior Marshals .....	15
National Honor Society .....	15
Parent/Teacher Conferences .....	15
Report Cards.....	15
Schedule Changes .....	15
Study Hall .....	15
Summer School/Night School/Online Courses/Correspondence Courses .....	16
Transfer Grades – How They Compute .....	16
<b>Attendance Policies .....</b>	<b>16</b>
Attendance .....	16
Early Dismissal.....	16
Reporting Absences.....	16
Excused/Unexcused Absences .....	17
Georgia Law and Student Attendance .....	17
School Day.....	18
Tardies.....	18
Unexcused Absences/Awarding Credit .....	19
<b>Counseling Services .....</b>	<b>19</b>
Applications for Colleges and Technical Colleges.....	19

Financial Aid Information .....	19
Transcripts.....	20
Withdrawal from School .....	20
<b>Library Media Center – General Policies .....</b>	<b>20</b>
Copying and Printing Services .....	20
Library Hours .....	21
Library Use During Lunch .....	21
Library Use During Class Time .....	21
The Network.....	21
Overdue Notices.....	21
<b>Library Media Center – Acceptable Use Policies.....</b>	<b>21</b>
Acceptable Student Use of Technology.....	21
<b>Non-Traditional Enrollment.....</b>	<b>25</b>
Homeless Students.....	25
A “homeless” student is one who lacks a fixed, regular, and adequate nighttime residence, and includes:.....	25
Non-Resident Students .....	26
<b>Participation in Extracurricular Activities .....</b>	<b>28</b>
Academic Eligibility.....	28
Eligibility During Suspension .....	28
Eligibility to Hold Office.....	28
NCAA Clearinghouse Initial-Eligibility .....	28
Non-Discrimination in Sports .....	29
Student Clubs & Organizations/Extracurricular Approval .....	29
<b>Scholarships and College Credit Opportunities .....</b>	<b>29</b>
ACCEL .....	29
Advanced Placement Program .....	30
Etowah Foundation .....	30
Georgia Scholar Program .....	30
Governor's Honors Program.....	30
HOPE Grant .....	30
HOPE Scholarship .....	30
Hugh O'Brian Youth Foundation (HOBY) .....	31
National Achievement Scholarship Program.....	31
National Merit Scholarships .....	31
STAR Student.....	32
<b>Standardized Testing.....</b>	<b>32</b>
American College Test (ACT) .....	32
Georgia Milestones End of Course Assessment .....	32
<i>(Formally End of Course Test/EOCT)</i> .....	32
Georgia High School Graduation Test (GHSGT).....	32
Students are no longer required to participate in the GHSGT. ....	32
Georgia High School Writing Test (GHSWT) .....	32
Preliminary Scholastic Aptitude Test (PSAT) .....	32
Scholastic Aptitude Test (SAT).....	33
<b>Student Policies and General Information .....</b>	<b>33</b>
Administrative Detention.....	33
Bell Schedule (Regular).....	33

Cafeteria Charges .....	33
Cell Phones .....	34
Check Writing for Fees, Supplies, Lost Books, Etc. ....	34
Class Dues .....	35
Classroom Food and Beverage .....	35
Directory Information .....	35
Chronic Disciplinary Problem Students .....	35
Disciplinary Tribunals .....	36
Dress Code .....	36
Driver’s License and Certificate of Attendance and ADAP Card .....	37
Electronic Devices and Cell Phones .....	37
Emergency Closing Information .....	37
Fee/Fine Holds .....	38
Hall Passes .....	38
Internet Filtering .....	38
Interviews and Searches.....	38
Junior/Senior Prom .....	39
Locker Rental.....	39
Lunchroom/Cafeteria .....	39
Non-Discrimination .....	39
Parking Permits .....	40
Reporting Inappropriate Behavior .....	41
Rights under the Family Educational Rights and Privacy Act (FERPA) .....	42
School Messenger and Telephone Consumer Protection Act [TCPA] .....	42
Senior Open Campus Privileges.....	42
Senior Superlative Guidelines .....	43
Sex Education/AIDS Prevention Education .....	43
Sexual Harassment [Policy JCAC].....	43
Social Security Number .....	44
Solicitation by Students.....	44
Student Identification Cards.....	45
Student Participation in Fundraisers .....	45
Suspensions and Expulsions .....	45
Teacher Detention.....	46
Teacher Qualifications.....	46
Textbook/Materials Responsibility.....	46
Video Surveillance .....	46
Visitors and Campus Guests .....	47
<b>Student Health, Medical, and Emergency .....</b>	<b>47</b>
Asbestos Report .....	47
Food Allergies & Special Dietary Needs .....	47
Healthy Students .....	47
Hospital/Homebound Services.....	48
Medical and Emergency Information .....	49
Medications Dispensed at School .....	49
Notice of Rights of Students and Parents under Section 504 .....	49
<b>Cartersville City School System .....</b>	<b>51</b>
<b>Student Code of Conduct.....</b>	<b>51</b>

<b>Discipline Procedures .....</b>	<b>51</b>
<b>Bus Conduct – Rules &amp; Procedures .....</b>	<b>60</b>
<b>Cartersville School System Calendar .....</b>	<b>61</b>
<b>2016-17 .....</b>	<b>61</b>
<b>DRUG ABUSE PREVENTION PROGRAM .....</b>	<b>64</b>
D. DISCIPLINARY ACTION .....	67
E. CONFIDENTIALITY .....	67

## **Introduction**

### **Accreditation**

Cartersville High School is accredited by The Southern Association of Colleges and Schools. The Cartersville City School System has “District SACS CASI Accreditation as a Quality School System.”

### **CHS Mission Statement**

The mission of Cartersville High School is to prepare students to become informed, contributing members of society through vigorous instruction in a caring, compassionate culture.

### **CHS Belief Statement**

#### **LEADERSHIP**

Leaders set direction by creating a student-focused learning climate, provide clear and visible values, and establish high expectations.

#### **A SUSTAINING PURPOSE**

Focusing on the purpose through consistency and alignment validates the system mission and gives direction to the system.

#### **COMMITMENT TO THE SUCCESS OF EACH STUDENT**

A passion for the success of each student is the most important driver of success for the school system.

#### **LEARNING FOCUSED EDUCATION**

All students are provided a learning-centered education which is based upon high expectations and a viable curriculum.

#### **RIGHTS AND RESPONSIBILITIES OF INDIVIDUALS**

The rights of each individual (student, staff member, parent) are valued and each is held accountable for his or her respective responsibilities.

#### **CONTINUOUS IMPROVEMENT**

Systemic process improvement sustains the mission of preparing students with the knowledge and skills to live successful and productive lives.

#### **A MEANINGFUL WORKPLACE**

All staff members bring value to the system through a commitment to teamwork, support, and a climate of collegiality and add quality to the educational process.

#### **INVOLVEMENT OF STAKEHOLDERS**

The inclusion of all stakeholders enhances the opportunity for success and promotes a trusting and positive environment.

#### **CHARACTER**

Fundamental to a positive culture is the advancement of critical character traits such as respect, responsibility, citizenship, cooperation, caring, courage, perseverance, fairness, self-discipline and honesty.

**CHS Handbook Requirements**

Each student at Cartersville High School will receive a copy, at no charge, of the Cartersville High School Student-Parent Handbook. Students and parents are expected to be familiar with policies, rules, and regulations of Cartersville High School, the Cartersville School System and to be supportive of and abide by all rules/policies. If lost or stolen, an additional copy of this handbook can be obtained in the Main Office for \$3.00.

**Visit the System Website**

Students and parents are encouraged to visit the system and school websites on a regular basis to keep well informed of pertinent information, announcements and events. Links to all schools are on the system web site. Website information can also be translated into a variety of language on the web site with one click.

***[www.cartersville.k12.ga.us](http://www.cartersville.k12.ga.us)***

**CHS Testing Calendar**

All Georgia Milestone End of Course Assessments will be administered near the conclusion of each course. The tests for year-long courses are scheduled for April 24<sup>th</sup> – May 5<sup>th</sup>, 2017. Any changes to these dates will be published on the school website.



## Academic Information

### Academic Dishonesty/Plagiarism

Academic dishonesty occurs when a student gives or receives answers or any type of assistance on any assessment, project, or class assignment unless the teacher has specifically allowed collaboration. Academic dishonesty also includes all incidents of plagiarism. Plagiarism is the act of taking someone else's words or ideas and using them as your own. It may be done intentionally, or because of carelessness. Generally, if the information or idea was borrowed from an outside source, and is not common knowledge, you must cite the source in the body of your paper and provide bibliographic information. This is true for paraphrased, summarized, or quoted material. In addition, you must use quotation marks when taking an author's phrases or statements directly from the text. Handing in work written by another student, friend, or relative, or found on an electronic source is also considered plagiarism.

All forms of Academic Dishonesty/Plagiarism, regardless of intent, will result in a zero on the assignment, parent contact, a discipline referral, and will be added to the student's discipline record and Georgia Identifier. Incidents involving academic dishonesty may also make the student ineligible for participation in organizations with established honor codes and ineligible for awards which have character-based criteria.

### Academic Grade Point Average (GPA) and Academic Average

The Academic GPA and Academic Average are calculated using the student's final grade in English, math, science, social studies, and foreign language courses. The Academic GPA is based on a 4-point scale (ex. 3.80) while the Academic Average is numeric (ex. 94.26%). Cartersville High School utilizes the Academic Average to determine class rank which includes the selection of Honor Graduates, Valedictorian, and Salutatorian. The Academic GPA is the basis for HOPE Scholarship eligibility and for many college entrance requirements.

### Academic Progress

Students and parents may monitor cumulative progress throughout the year by using their assigned PowerSchool account. Parents may acquire PowerSchool log-in information by contacting the Counseling Office. Parents are also encouraged to contact teachers to schedule conferences whenever they have a concern about their child's progress. Progress reports will be sent home on the following dates:

September 16	Progress Report
October 28	Progress Report
January 5	1 <sup>st</sup> Semester Report Card
February 17	Progress Report
April 14	Progress Report
May 24	Final Report Card

### Advisement

Each student is assigned to an advisory group with a faculty member. The academic advisor assists in monitoring academic progress while serving as a familiar adult to the students that they serve.

### **Audits/Incompletes**

On rare occasions under special circumstances, a student may be required to audit a class and receive no credit or grade for the course. This generally happens when a student transfers in to a class and will not be able to meet the requirements of the course. Audits are assigned administratively when a student enrolls in a class.

Additionally, with administrative approval, a student may be given an Incomplete (I) for the final grade in a class when the student is unable to meet the full requirements due to reasons beyond his or her control. Students have ten school days following the final grading period to complete all course requirements. If the work is not completed zeros will be substituted for assignments in question and the final grade will be calculated.

### **Beta Club**

Students who have attained sophomore status or higher are eligible for admission to the Beta Club. To be eligible, the student must have a cumulative average of 3.7 or higher. There is no rounding of numerical averages. Invitations are issued to eligible students in the fall of each year.

### **Class Rank and Valedictorian/Salutatorian**

Class rank at Cartersville High School is determined using the student's Academic Average. Students eligible to be Valedictorian or Salutatorian must have completed a minimum of four AP courses and have been enrolled at Cartersville High School for the entirety of 11th and 12th grade. The eligible student with the highest Academic Average will be named Valedictorian and the student with second highest Academic Average will be Salutatorian.

### **College Days**

Requests for college days must be submitted in advance to the attendance office. A letter from the college's admissions department is required for approval. These letters are typically sent prior to the actual visit and should be brought in at the time of the request. **Any college visit without prior approval will be considered unexcused.** Juniors are limited to one college day per school year and seniors are allowed two college days per school year.

### **Exam Exemption Policy (Mid-Term/Final)**

Each class will administer a mid-term the week preceding Winter Holidays, and a Final Exam to be administered at the end of the school year. To be offered the opportunity to exempt a mid-term and/or final exam, all absences must be excused and a student must:

- Have one absence for current semester in a class and a grade average of at least 79.5%.
- Have no more than two absences for current semester in a class and a grade average of at least 84.5%.
- Have no more than three absences for current semester in a class and a grade average of at least 89.5%.
- AP and Honor's points will not be added for exemption.

**NOTE:** Being suspended from school, assigned ISS, or having more than 3 tardies in a class during the current semester makes a student ineligible for exemption.

**Fall Semester Graduates**

Fifth-year high school students may graduate in December if all graduation requirements are met. Fourth-year students may graduate in December only with specific permission from the principal and approval by the Superintendent’s office. These special requests must be made in writing and state the reason(s) for desiring early graduation. All December graduates are eligible to participate in the May commencement ceremony, but it is the student’s obligation to remain apprised of details regarding the ceremony and remain subject to the same requirements as all graduates.

**Grade Calculation**

Grading is cumulative in each class with the final grade based on the type of course as identified below:

	Fall Semester	Mid-Term Exam	Spring Semester	Final Assessment
<b>Non-EOC Course</b>	40%	10%	40%	10% Exam
<b>EOC Course*</b>	40% <i>Includes Mid-term</i>	--	40%	20% EOC
<b>Semester Course (.5 Credit)</b>	80% (Semester Average)			20%

\*Students are required to take an EOC in GSE Algebra I, Coordinate Algebra, CCGPS Analytic Geometry or Math II, US History, Economics, Biology, Physical Science, 9<sup>th</sup> Grade Literature & Composition, and American Literature & Composition. Students are also required to take a SLO test in all coursed mandated by the state.

**Grades and Promotion Requirements**

Teachers have the complete responsibility and authority to assign grades to each student based upon work done in the class or subject area and assessments given to measure mastery and understanding of content. Administrators and support personnel cannot change a student’s grade as assigned by a teacher.

Similarly, the school principal has the final responsibility and authority to determine the promotion/retention/placement decisions regarding each student. Such decisions are based upon criteria established by the school. The Central Office, School Board, Superintendent, nor his/her staff has any authority to make or change grades, promotion, retention, or placement decisions of any student.

Promotion to the next grade is based on the units of credit earned by the beginning of each fall semester. Students are not promoted at the end of first semester. With these promotion requirements in mind, students must be in a junior or senior advisement to be allowed to purchase prom tickets.

<u>Promotion to</u>	<u>Earned Credit Required</u>
10th grade	5 credits
11th grade	11 credits
12th grade	17 credits

**Grade Weighting Policy beginning with students entering 9<sup>th</sup> grade in 2014-15 or after (Class of 2018 and beyond)**

**CLASS RANKING, HONOR GRADUATES, HONOR ROLLS**

The provisions of this policy shall be in effect for students entering the ninth grade for the first time during the 2014-15 school year and for subsequent years.

Cartersville High School is authorized to establish class rankings, honor graduates and name Valedictorian and Salutatorians as provided in this policy. Calculations to determine these rankings and honors shall be based on a student's cumulative grade point average (GPA) utilizing a quality point application of a "4.0" scale. There shall be no rounding of numerical averages. Quality points for each completed course shall be awarded as follows:

Letter Grade	Numerical Range	Quality Points	Additional Quality Points added for AP Courses	Additional Quality Points added for Honors/Accelerated & Dual/Joint Enrollment Courses
A	90 – 100	4.0	1.0	0.5
B	80 – 89	3.0	1.0	0.5
C	70 – 79	2.0	1.0	0.5
F	60 – 69	0.0	0.0	0.0

Additional Quality Points shall be added for successfully passing each Advanced Placement (AP), honors/accelerated, and dual/joint enrollment course. These additional Quality Points shall be calculated as part of the student's GPA. There shall be no rounding of grade point averages. All grades transferred into Cartersville High School, including grades from accredited night/alternative high schools, shall be used to calculate class ranking, honor rolls, honor graduates, Valedictorian and Salutatorian. Additionally, all grades taken for high school credit during the middle school years shall be included in the calculations for class ranking, honor rolls, honor graduates, Valedictorian and Salutatorian.

Honor Graduates must have a minimum cumulative GPS of "3.70" as determined by the student's cumulative final grades through the end of the student's senior year. Additionally, students must have a minimum cumulative grade point average of "3.30" in all core academic classes (English/math/science/social studies/foreign language) and successfully have completed at least two (2) Advanced Placement courses, OR successfully taken at least two (2) Advanced Placement exams, to be eligible for Honor Graduate status.

To qualify for Honor Graduate with Distinction status, the student must have a minimum academic GPA of "3.30" in all core academic classes (English/math/science/social studies/foreign language) and successfully have completed four (4) Advanced Placement courses OR successfully have taken at least four (4) Advanced Placement exams, OR successfully have completed three (3) Advanced Placement courses or successfully taken at least three (3) Advanced Placement exams AND enrolled full time in early admission during the senior year in any regionally accredited college or university in good standing taking collegiate level coursework for credit.

Valedictorian or Salutatorian status shall be determined by all final semester grades through the end of second semester of the senior year. The student with the highest cumulative grade point average is shall be named Valedictorian; the student with the second highest GPA shall be named is Salutatorian. In the event of a tie, then there shall be co-Valedictorians and/or co-Salutatorians.

Beginning with the graduating Class of 2012, The Valedictorian and Salutatorian must be eligible for Honor Graduate with Distinction status. No Cartersville High School student shall be named Valedictorian or Salutatorian of his/her graduating class who has attended Cartersville High School for less than his/her last two (2) consecutive years, four (4) consecutive semesters, prior to graduating from Cartersville High School. Attendance in summer school programs at other high schools or at other educational institutions does not affect a student's standing to become Valedictorian or Salutatorian as long as the student has been a full time student for at least two (2) consecutive years, four (4) consecutive semesters, prior to graduation. Summer school sessions are considered an extension of second semester the regular school year.

#### **Grade Weights for Advanced Placement (Class of 2017)**

Due to the additional rigor associated with Advanced Placement (AP) courses, the following grading policy will be applied in each AP course at Cartersville High School:

- An additional 10 points will be added to the student's final numeric average in each AP class at the conclusion of the year. This will constitute the student's weighted grade. Final grades may not exceed 100%. Grade weighting occurs at course completion and will not be applied to the 1<sup>st</sup> semester grade.
- The grade reported in PowerSchool and on progress reports prior to the final report card will be the student's non-weighted grade.
- The weighted grade will be reported on the student's final report card and transcript. This is the grade that will be used to determine the student's overall academic average which is used to determine class rank.
- The weighted grade will be reported to the Georgia Student Finance Commission (GSFC) which is used to determine HOPE eligibility. Students should be aware that the policy of the GSFC is to strip away extra points added by schools so that they can apply their own grading scale and weighting for AP courses. The purpose of this practice is to promote equity among students across the state. The GSFC converts cumulative averages to a Quality Point Scale (4.0) and adds a .5 weight to all AP classes. For example, a student earning a non-weighted 85% in a non-AP class would earn a 3.0 for that class while an 85% in an AP class would earn a 3.5. This practice will not impact grades earned prior to the 2012-13 school year.

#### **Grade Weights for Honors/Accelerated Courses (Class of 2017)**

Due to the additional rigor associated with honors/accelerated courses, the following grading policy will be applied in each honors/accelerated course at Cartersville High School:

- An additional 5 points will be added to the student's final numeric average in each honors/accelerated class at the conclusion of the year. This will constitute the student's weighted grade. Final grades may not exceed 100%. Grade weighting occurs at course completion and will not be applied to the 1<sup>st</sup> semester grade.

- The grade reported in PowerSchool and on progress reports prior to the final report card will be the student's non-weighted grade.
- The weighted grade will be reported on the student's final report card and transcript. This is the grade that will be used to determine the student's overall academic average which is used to determine class rank.

The weighted grade will be reported to the Georgia Student Finance Commission (GSFC) which is used to determine HOPE eligibility. Students should be aware that the policy of the GSFC is to strip away extra points added by schools for honors/accelerated courses. The GSFC does not apply any additional weighting for honors/accelerated courses, so the school's non-weighted grade is used to determine HOPE eligibility. This practice will not impact grades earned prior to the 2012-13 school year.

### **Grading Scale**

The Cartersville City High School grading scale is as follows:

- A 90-100 = 4.0 quality points
- B 80-89 = 3.0 quality points
- C 70-79 = 2.0 quality points
- F 69 and below = 0 quality points

### **Graduation Requirements**

Graduation requirements are based on local and state policies. High School graduation is the ultimate culmination of the K-12 educational experience. It is our desire that each of our students earns a high school diploma and graduates with their classmates. However, students have no recognized right to participate in graduation ceremonies. Participation in any ceremony is a privilege, and should be viewed as such. Courts throughout the country have held that students denied the opportunity to march in graduation ceremonies have no legal or due process claim. Cartersville High School policy requires that each graduate meet all diploma requirements (credit requirements and testing requirements) and be in good standing (discipline, financial obligations, and graduation rehearsal) in order to participate in graduation ceremonies. Students and parents should communicate with their school counselor for additional information or assistance regarding graduation.

#### *Course & Credit Requirements for ALL students (24 units required):*

- 4 units of English
- 4 units of Math
- 4 units of Science
- 4 units of Social Studies
- 1 unit of Health/PE
- 3 units of Career Tech and/or Foreign Language and/or Fine Arts
- 4 units of Additional electives

*Students planning to enter or transfer into a University System of Georgia Institution or other post-secondary institution must take two-three units of the same foreign language (check with individual institutions for their requirements).*

It is important for students and parents to understand graduation requirements as well as keep up with their progress. Counselors welcome the opportunity to review the student's progress toward graduation. Call or email the school counseling office for an appointment time.

**Honor Graduates (Former Policy that only applies to the class of 2017)**

Honor graduates must take at least two AP courses and have a minimum Academic Average of 90%. Honor Graduates with Distinction must take at least four AP courses and have a minimum Academic Average of a 90%. Valedictorian and Salutatorian will have the highest Academic Averages of the Honor Graduates with Distinction. The student's Academic Average is calculated for the first time at the conclusion of their 9<sup>th</sup> grade year. There is no rounding of the numerical average.

**Honor Roll**

For class of 2017 , Honor Roll status is awarded to students who have attained a minimum cumulative academic average of 90% or higher. There is no rounding of the numerical average.

For class of 2018 and beyond, Honor Roll status is awarded to students who have attained a minimum cumulative academic grade point average (weighted academic GPA) of 3.6 or higher. There is no rounding of the grade point average.

**Junior Marshals**

The 30 top students in the Junior Class will be selected to serve as Junior Marshals for graduation. Current selection is based primarily on class rank. Students must have been in attendance at Cartersville High School for at least one (year) term. This is an honor that everyone may strive for, but not one has the right to expect. Students who have been suspended or have exhibited unsatisfactory qualities of character, including academic dishonesty, during the previous or current semester will not qualify for this honor.

**National Honor Society**

Students who have attained senior status are eligible for admission to National Honor Society. To be eligible, the student must have a cumulative average of 95% or higher. There is no rounding of numerical averages; a 94.999 is not an eligible average. Invitations are issued to eligible students in the fall of each year.

**Parent/Teacher Conferences**

Parents may call Cartersville High School at 770-382-3200 or email teachers directly to schedule a conference. Teacher conferences are generally held after school or during a teacher's planning period.

**Report Cards**

Official report cards will be mailed to students at the conclusion of the school year. The date of mailing is listed on the district calendar.

**Schedule Changes**

Students and parents have multiple opportunities to request schedule changes during the registration process. Students will have three (3) school days to make qualified changes.

**Study Hall**

Study Hall is offered to all students before or after school in all academic subjects throughout the year. Days and times will vary according to a schedule that will be available to all teachers and posted on the CHS website. Check with your teacher or counselor if you have questions concerning Study Hall.

### **Summer School/Night School/Online Courses/Correspondence Courses**

Students needing to recover credit must speak with their high school counselor to receive approval of any credit recovery coursework. Not all credit recovery opportunities are recognized by the NCAA and may not be accredited as required by the Georgia Department of Education. School counselors can provide information regarding accepted credit recovery programs. Cartersville High School will accept up to two units of credit during the summer and one unit of credit during the school year from an accredited school. It is a requirement that you receive approval from your counselor prior to enrolling in any outside programs. Failure to do so may result in credit not being accepted.

### **Transfer Grades – How They Compute**

Transfer grades are computed along with grades earned at Cartersville High School. Transfer grades reported as letter grades will be recorded as the midpoint on our grading scale unless the former school lists another grading scale on the transcript. For example, an "A" will be recorded as a "95," a "B" as an "85," etc.

## **Attendance Policies**

### **Attendance**

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. It is the position of the Cartersville City Board of Education that every day at school is important and that no student should be absent except for extraordinary reasons. Attendance is taken and submitted electronically in each class period. As such, student attendance is tracked by period for the purposes of awarding credit and exam exemption.

### **Early Dismissal**

On occasion it will be necessary for a student to check out of school. If a student must leave school at any time prior to the ending of the school day, he/she must be properly signed-out through the Attendance Office. Parent(s) or legal guardian(s) will be required to come to the Attendance Office to sign the student out of school. A photo ID will be required to complete this process. In case of an emergency where the parent or guardian cannot come to school to check out the student, an administrator must talk to that parent or guardian to determine the nature of the early dismissal. There will be no student sign outs after 3:00 p.m.

### **Reporting Absences**

In order for an absence to be excused, students must submit a signed note from the parent, doctor's note, court documents, or other official documentation to the Attendance Office **within 3 days of their return to school**. Please contact the Attendance Office if you have any questions.

- When a student is absent, he/she should report to the Attendance Office upon return to get an admit slip (even if the absence is unexcused) and show this admit slip to all teachers of missed classes.
- Students must be present in class for at least 35 minutes to be counted present for that class.



### **Excused/Unexcused Absences**

According to Georgia State Board of Education policy and Georgia law, students may be **temporarily** excused from school that are:

1. personally ill and whose attendance in school would endanger their health or the health of others;
2. in whose immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. on special and recognized religious holidays observed by their faith;
4. serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);
5. registering to vote or voting for a period not to exceed one day;
6. when conditions render school attendance impossible or hazardous to the student's health or safety; or
7. mandated by order of governmental agencies, including pre-induction physical examinations for services in the armed forces and court orders.

Any absences, which are not permitted under the Compulsory School Attendance Law and by policies and regulations of the school systems' Boards of Education, will be considered unlawful and will be considered UNEXCUSED at Cartersville High School. An absence must be considered EXCUSED in order to make up assignments when a student misses class. The student has up to 5 days to request, from the teacher, any and all missed assignments from the absence.

### **Georgia Law and Student Attendance**

*"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part . . . shall constitute a separate offense."* [O.C.G.A. 20-2-690.1]

The school will make a reasonable attempt to contact the family each day a student is absent.

The school will accept excuses from parents/guardians for 4 total days of absence each semester and will use the Georgia Board of Education Rules above to determine whether the absence is excused or unexcused.

While a parent can write an excuse for 4 total days each semester, if the student is out more than 2 consecutive days, a medical excuse will be required.

If the student reaches five (5) unexcused absences, the family will receive a certified letter with official notification that any further unexcused absences will result in charges being filed as required by state law and local protocols.

Certain **unexcused educational absences** may be permitted without the make-up work penalty, provided arrangements are made with the local school administration prior to the absence.

**Family vacations are not excused absences** in accordance with Georgia Board of Education Rules.

If the student accumulates **three unexcused tardies, three unexcused check outs or any combinations of the two**, the student will accrue **one unexcused absence** for truancy purposes only. ***Unexcused tardies and check outs can be defined as convenience tardies or check outs.***

If a student wishes to obtain an employment certificate (**Worker's Permit**), the student must obtain a letter from the school principal indicating that they are enrolled in school full-time and has an attendance record in good standing for the academic year.

If a student is younger than 18 years of age, a **driver's permit or license** can only be received if the student is enrolled in and not under suspension from school and have satisfied relevant attendance requirements for a period of one academic year prior to their application.

As of July 1, 2004, Georgia's Compulsory School Attendance Law §20-2-690.1 became much stricter in regard to truancy.

**The new law states that more than five (5) unexcused absences constitute a truancy. The law also states that possible consequences for parent(s)/guardian(s) of student's whose unexcused absences exceed five (5) days may be:**

**at least a \$25 and not more than a \$100 fine;  
up to 30 days of jail time;  
community service; or  
any combination of these penalties.**

All students 10 years or older by September 1 and all parents will be asked to sign an Acknowledgement Form, verifying that they have been given a copy of, and are aware of these Attendance Procedures.

If you have questions about the Attendance Procedures, contact one of your local building administrators, your child's classroom teacher or the Cartersville City School System.

### **School Day**

Once students arrive at school they may not leave the campus at any time for any reason without checking out through the Attendance Office. Exceptions to this policy include: seniors who have Senior Lunch Privilege, students enrolled in college courses, students who participate in Work-Based Learning or other school-sponsored activities. The building will open to students at 7:00 a.m. each day. Students who arrive between 7:00 a.m. and 7:40 a.m. must report immediately to the cafeteria and remain there until 7:40 a.m. The purpose of this procedure is to provide a safe and supervised area before the official opening of the campus and buildings. **The school day concludes at 3:22 p.m. and all students must be off campus by 3:45 p.m. unless they are under the direction of a staff member.**

### **Tardies**

Students who are late to school OR any individual class are required to report to the attendance office for a pass to class. The Attendance Office will accept excuses from parents/guardians for

4 total days (for tardies to school and/or absences) each semester and uses the Georgia Board of Education Rules (see below) to determine if the tardy is excused. Detention is required for all unexcused tardies. These tardies and resulting detentions are not added to the student's disciplinary record. However, students who fail to serve detention within the specified period will be assigned In-School Suspension which will become part of their disciplinary record.

### **Unexcused Absences/Awarding Credit**

If a student has **more than 10 unexcused absences for the school year**, credit for the course will NOT be awarded regardless of the student's average in the class.

- An appeals process is in place and parents will be notified by letter of appeals hearing dates in May.
- Students in danger of losing credit first semester may be invited to attend a probationary hearing in January with their parent(s)/guardian(s). At this time, the student and parent will have the opportunity to sign an attendance contract for second semester in an effort to retain credit.
- Students on attendance probation who have exceeded 10 unexcused absences will have the opportunity to attend an appeals hearing in May.

## **Counseling Services**

Professional school counselors are available to assist students with concerns of an academic, vocational, or personal nature. Parents and students are encouraged to make an appointment, as needed, between the hours of 7:45 a.m. and 3:45p.m.

### **Applications for Colleges and Technical Colleges**

College/University/Technical College applications are available on the individual college websites, and at [www.GAfutures.org](http://www.GAfutures.org). If an application requires a reference or letter of recommendation, the student should request a recommendation well in advance (two weeks) of the deadline. It is usually not possible for a teacher, counselor, employer, or personal friend to give you a well-thought-out recommendation on short notice.

Requirements and deadlines vary from institution to institution; therefore, it is very important to begin the application process early and to meet deadlines. We recommend that seniors complete the application process by the end of **November**. Applications can be submitted in two ways: 1) Online applications. If a student applies online, it is very important to follow all directions completely. 2) If a paper application is completed, it should be neatly printed in ink or typed. The student should request an official copy of his transcript from [www.GAfutures.org](http://www.GAfutures.org). For out-of-state colleges, the student should complete a transcript request form located in the Counseling Office. Keep a **copy** of all completed applications and forms.

### **Financial Aid Information**

Student aid is available in several different forms: scholarships, grants, work-study programs, and loans. Seniors should do the following to obtain financial aid:

1. Apply for Admissions to college/university/technical college as early as possible.
2. Visit [www.GAfutures.org](http://www.GAfutures.org)
3. Apply to the Financial Aid Office of the college/technical college.
4. Complete the FAFSA as soon as possible after January 1<sup>st</sup> of the senior year.

5. Check with local places for scholarships (Guidance Newsletter, Internet, churches, places of employment, and parents' places of employment).
6. Complete the Profile Form, if required by the college.

The FAFSA (Free Application for Federal Student Aid) can be completed and sent electronically at <http://www.fafsa.ed.gov>. If you need help with the FAFSA, contact the Georgia Student Finance Commission. The FAFSA must be completed and filed to receive the **HOPE Scholarship** and any other state or federal aid, including the **Etowah Foundation Scholarships**.

If the college is a private college in Georgia, students should complete the Tuition Equalization Grant form and apply for loans if necessary. Scholarship information comes into the Counseling Office during the school year, so check the counselor's webpage for newsletters with scholarship updates. A senior and senior parent financial aid seminar will be held every year in the Fall. Please plan to attend this important meeting.

### **Transcripts**

Students can request transcripts to Georgia colleges through [www.GAfutures.org](http://www.GAfutures.org). Transcripts for out-of-state colleges may be secured through the Counseling Office. Written authorization by a parent is required before an official transcript can be sent to a third party or institution. See the Counseling Office for the form titled, "Permission to Release Transcript."

### **Withdrawal from School**

All students withdrawing from school for any reason are to consult with a school counselor and/or principal. A parent or guardian is required to withdraw a student from school. All books must be returned and/or fees must be paid. Students must check with the cafeteria staff and the media center staff for clearance. Students are clear to withdraw only after forms are returned to the counseling office with all appropriate signatures.

## **Library Media Center – General Policies**

The Cartersville High School Library Media Center provides a pleasant environment where students can explore, read, discover, and learn. It is a natural setting for preparing our students to be confident, independent learners; to support proper research practice; to support higher levels of independent thinking; to promote effective use of technology; and to encourage appreciation of literature and reading for pleasure.

The CHS Library web site (<http://galesites.com/k12/cart10989>) was designed to provide students and teachers with year round, 24 hour-a-day remote access to our on-line catalog, and all of the databases to which we subscribe.

### **Copying and Printing Services**

Copy Services are available to students with the following stipulations:

1. All photocopies are \$.10 per page.
2. Printing from computer workstations in the library is \$.10 per page and copies can be picked up in the library office.
3. Classroom assignments that utilize library resources may allow the student a reasonable number of free copies; copies made above that number would be \$.10 per page.
4. The Copyright Law is always observed.

**Library Hours**

Monday - Friday: 7:30 a.m. – 4:00 p.m.

**Library Use During Lunch**

Students are encouraged to use the library facilities during lunch. A student who intends to come to the library during lunch must have obtained a lunch pass from either the Media Center or a Teacher prior to coming to the Library Media Center.

**Library Use During Class Time**

Passes -- A student must present a valid pass upon entering the Library Media Center. All students are to sign in upon entering the library and to sign out upon leaving.

**The Network**

Numerous resources are offered online for availability in the library and in classrooms. Workstations will be powered on in the morning, and students are requested to never turn off the stations. No changes in computer settings are allowed. Students must use their unique password to access the network. The library complies with all guidelines as outlined in the school's Acceptable Use Policy for computer use set forth in this handbook.

**Overdue Notices**

The library supports the academic needs of a large community of users, often with similar requests, and prompt return of borrowed items is appreciated by all. Overdue and fine notices will be given to English teachers for distribution every two weeks. Overdue materials are fined at the rate of \$.05 per day for each item overdue. Payment for lost or damaged books will be assessed to reflect replacement costs. Within a school year, should a student find and return a book for which he has paid the cost in full, he is entitled to a refund, minus the fine.

Students will be held responsible for materials checked out in their names. A student has not officially returned an item until it is processed in by a library staff member. Students owing money to the library will lose library media center borrowing privileges until debts are removed. Students should assume their first due date notice is the one stamped on the date on the outside of the borrowed item.

Any student with outstanding debts for overdue, lost, or damaged materials, including fines and copy fees, will not receive their report card, diploma, or be able to purchase a parking pass or locker until cleared by the Library and/or office.

**Library Media Center – Acceptable Use Policies**

Computing resources include mainframe, servers, switches, mini and microcomputers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet, a world-wide telecommunications network with hundreds of resources.

**Acceptable Student Use of Technology**

The School Board believes that using computer resources should be a productive educational experience. Therefore, the school system provides certain computing facilities and equipment

to faculty, students and staff for educational activities. This policy mandates responsible behavior by individuals given access to these tools and resources.

In addition to the policy requirements included below, Georgia law, O.C.G.A.16-9-90, (Georgia Computer Systems Protection Act) provides definitions, criminal liability and penalties for crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery, and computer password disclosure. Commission of a computer crime carries the possible penalty of a fine not exceeding \$50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction and copyright also apply to computing resources. The Cartersville City School District complies with the Children's Internet Protection Act.

For the purpose of this policy computing resources include, but are not limited to, mainframe, servers, switches, portable and desktop computers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet.

### **General Computing Policies**

1. Abuse of computing resources, interference with the operation of computing resources, interference with the work of other users, violation of confidentiality, copyrights, or license agreements, and intentional wasting of computer resources is prohibited.
2. Actions which attempt to circumvent prescribed channels of obtaining computer privileges and resources are prohibited.
3. Changing wiring, connections, or placement of computing resources is prohibited.
4. Modifying any system configuration, startup files or applications, without the explicit permission of the lab supervisor, media specialist, or Technology Department is prohibited.
5. Students shall immediately inform the lab supervisor, media clerk, system media specialist, or the Technology Department of improperly working equipment or software.
6. Using computing resources for commercial purposes is prohibited.
7. Students may not use or download privately owned computer software on school computers.
8. In instances where teachers determine that student-owned software may be advantageous to the instructional program, such software must first be brought to the attention of the appropriate curriculum and technology staff for review and assessment. Student-owned software shall not be permanently loaded or copied for use in school system computers.
9. Under no circumstance shall students, employees of the school system or any individual exhibit or disseminate obscene materials on school property by computers electronic devices, or any other means.
10. When access to the Internet or to the system network is allowed via personal devices, students shall adhere to the intents and requirements of this policy as well as any other rules, regulations or procedures established by the system or school related to the use of those.
11. Students may not copy software from system or school technology for personal use.

### **Internet User Requirements**

Internet access is made available to students and teachers for appropriate educational use. This access offers vast, diverse and unique resources to both students and teachers. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation and communication.

With international access to computers and people also comes the availability of material considered to be of little educational value in the school setting. Internet users are personally responsible for and expected to restrict access to controversial materials. On a global network it is impossible to control all materials. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided herewith so that users are aware of pursuant responsibilities. In general, this responsibility requires efficient, ethical, and legal utilization of network resources. If a school system user, including students, violates any of these provisions, access to the Internet may be terminated and future access jeopardized.

### **Internet - Terms and Conditions**

- 1) Acceptable use - The purpose of Internet is to support research and education in and among academic institutions. Access is provided to resources as well as the opportunity for collaborative work. Internet use must be in support of educational endeavors and research consistent with the objectives of the school system. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is likewise prohibited.
- 2) Privileges - The use of Internet is a privilege, not a right, and inappropriate use may result in a termination of those privileges. The school administration and Technology Department will deem what is inappropriate use.
- 3) Netiquette - Generally accepted rules of network etiquette is required. This includes but is not limited to the following:
  - a) Abusive, harassing, obscene, or threatening messages to or about others will not be tolerated.
  - b) Use appropriate language.
  - c) Do not use profanity, vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - d) Electronic mail (e-mail) is not private. Others who operate the system may have access to email. Messages relating to or in support of illegal activities may be reported to proper authorities.
  - e) The network shall not be used in a manner that disrupts its use by other users.
  - f) All communications and information accessible via the network should be respected as belonging to the school system.
- 4) The school system makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused for any reason. Use of information obtained is at the users' risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.
- 5) If a user accesses any commercial service via the Internet, this individual is liable for any incurred costs or obligations.
- 6) Security - Security on any computer system is a high priority, especially when the system involves many users. If any security problem on the Internet is identified, a teacher (in the case of a student), supervisor, administrator, and the Technology Department must be

notified immediately. The problem should not be demonstrated to other users. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to Internet.

- 7) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or malware.
- 8) Accountability - Teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be held liable for what a student may access through the Internet beyond instructional directives.
- 9) Personal Identifying Information - Unauthorized disclosure, use, and/or dissemination of personally identifying information on any student or employee is prohibited.
- 10) The school system shall implement appropriate and necessary safety measures to protect students from inappropriate use and communications on the Internet. Such security measures shall include, but not be limited to, the use of filtering devices, thereby blocking entry to inappropriate areas which may be considered harmful. Although such filtering devices are useful and work well, it shall not be assumed that they are 100% infallible. Students must accept responsibility for their use of the Internet. Disabling of filtering may be allowed for authorized use for bona fide research or other lawful and educational purposes.
- 11) Attempts, whether successful or not, to access unauthorized areas of the school system's information or the Internet, including "hacking" is prohibited.
- 12) Users are expected to immediately inform their supervisor if any inappropriate action such as an improper advance or request is encountered from a local or remote user.

### **Student E-mail**

The school system may elect to provide students with a system email account for legitimate school and educational communication. If provided, all rules and guidance included in this policy are applicable to the account. Additionally,

- 1) The student may not provide access to the account or share their password with other students or anyone except a parent/guardian.
- 2) The student should use the account only for its intended purpose.
- 3) Student email will not be archived.
- 4) System sponsored email cannot be used to solicit, advertise, or promote businesses that the student has or is associated with, or any business product or service.
- 5) Accounts will be terminated upon:
  - a. Withdraw from the school
  - b. Graduation
  - c. Abuse
  - d. Any other good and sufficient reason as determined by the school administration.

### **Enforcement**

Violating any of the guidelines above may result in:

1. Restricted access to computing facilities.
2. Temporary or permanent loss of access to computing facilities and equipment.
3. Disciplinary or legal action including, but not limited to, student or employment discipline, suspension, termination, and/or criminal prosecution under appropriate



state and federal laws. Violations of state law will be reported to proper enforcement authorities.

4. Cartersville City Schools' internal procedures for enforcement of its policies are independent of possible prosecution under the law.
5. Users who damage hardware or software shall be responsible for the full replacement cost.

### **Bringing Your Own Device (BYOD)**

In cases where the system allows students to bring personal devices and allows access to the system network, adherence to all rules, regulations, and procedures is expected. Violation of this privilege may result in consequences as though the device belongs to the system.

## **Non-Traditional Enrollment**

### **Homeless Students**

A "homeless" student is one who lacks a fixed, regular, and adequate nighttime residence, and includes:

- children who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camp grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless for the purposes because they are living in circumstances in the clauses listed above.

The McKinney-Vento Act protects the educational rights of students experiencing homelessness. It provides grants and legal protections so children in these situations can enroll, attend, and succeed in school and preschool programs. Students in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth.
- Stay in the school they went to before becoming homeless or whatever school they were enrolled in last, even if they move out of the district, if that is feasible. Students can also finish the school year in their school if they find permanent housing during the year.
- Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.
- Go to the local school in the area where they are living.
- Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
- Have disagreements settled quickly and go to the school they choose while disagreements are settled.

- Get preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education; gifted and talented services; and before and after school care, as needed.
- Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental, and other services.
- Have the opportunity to meet the same high academic achievement standards as all students.

### **Non-Resident Students**

The Cartersville School Board accepts all legal resident students domiciled within the city limits of Cartersville. A limited number of nonresident students who meet specified criteria established by the Cartersville School Board may be accepted. Children of nonresident employees of the City of Cartersville Board of Education and children of nonresident employees and appointed officials of the City of Cartersville (See Reference 1) who are custodial parents shall be admitted to the Cartersville School System and exempt from registration fees (O.C.G.A. 20-2-293). Waiting lists for nonresident students shall be established and maintained by the school's principal beginning April 1 of each year for the proceeding school year.

Acceptance and continued enrollment of nonresident students in the Cartersville School System shall be predicated upon payment of a non-refundable per student registration fee payable to the Cartersville School Board prior to the beginning of each school year by a date established by the Superintendent. The Finance Committee of the Board shall recommend to the Board an amount to be charged as a registration fee for each school year.

Nonresident students whose legal residence changes to a City of Cartersville address shall not be entitled to a refund of any portion of the nonresident registration fee. Additionally, resident students whose legal residence changes to a nonresident status may remain in the school system provided the full nonresident registration fee is paid, regardless of the date of change in address during the school year. Payment is due in full on the date of change in address.

The school system and local schools shall have the authority to verify addresses and actual domicile residence of any student.

Transportation to and from school for nonresident students shall be the responsibility of the parent/guardian. Nonresident students may not ride the school bus to and from school. Nonresident students may not catch a school bus or be dropped off at a school bus stop for the purpose of the system providing transportation.

Parents or legal guardians as well as students in grades 3-12, who are nonresidents, shall sign a summary document of this policy annually as a condition for enrollment or continued enrollment.

Acceptance of new nonresident students shall be determined by the following additional criteria at Cartersville High School:

- A. Space availability by program or grade level subject to limits contained in this section of the policy.

- B. Achievement based on prior academic performance including standardized assessments, report cards, and/or other measurements.
- C. Consistent and punctual attendance including no excessive checkouts during the school day.
- D. Satisfactory discipline record clear of suspension and expulsion.
- E. Date of application.
- F. Order of Consideration:
  1. Nonresident students with brother or sister already enrolled in the school system shall be given first priority.
  2. Children of alumni shall have second priority.

The continued enrollment of nonresident students in all schools within the school system shall be determined by the following additional criteria:

1. Consistent and punctual attendance with no excessive unexcused absenteeism, tardiness to school, or checkouts during the school day.
2. Satisfactory discipline and behavior record, including out of school behavior.
3. Maintaining at least a "C" average in each and all classes of enrollment.
4. Satisfactory academic performance on standardized assessments, report cards, and/or other academic measurements.

**Any nonresident student who is registered in the Cartersville School System under falsified information is subject to be immediately withdrawn from the school system and shall forfeit his/her registration fee.**

The Cartersville City School System does not discriminate on the basis of race, color, national origin, sex or disability in determining admission of students who reside outside the City of Cartersville. Decisions as to whether a student with disabilities has met all the requirements for enrollment will be made by either a Student Support Team or an IEP Team, as may be appropriate.

Any appeal consequent to the decisions of the building principal regarding the enrollment or continued enrollment of a nonresident student may be made to the Superintendent. The decision of the Superintendent shall be final.

The Cartersville School Board may reserve a reasonable number of spaces at each grade level to provide for anticipated growth within the system. Eligibility for registration will be April 1 in accordance with State Law 20-2-150 (September 1). The Cartersville School Board reserves the right to reduce nonresident enrollment.

All students who are minors are defined by Georgia law shall be admitted to the schools of this system only upon being enrolled by (1) a parent of the student; or (2) an adult who has been awarded legal custody of the student by any court in this state or in any other state. The principal shall require from any adult who is not the parent of the student proof of legal custody. A student may not enroll if the purpose is to establish residency, to avoid tuition as a nonresident, or to avoid a suspension or expulsion imposed by another school district.

NOTE: Since all pre-school programs are voluntary, qualifying, totally funded and self-supporting by state lottery funds or state/federal grants, such nonresident children are exempt from tuition. They are not counted toward population caps in the Primary School and their pre-school attendance creates no property right to attendance at the Kindergarten level.

## Participation in Extracurricular Activities

***All students wishing to participate in ANY extracurricular activity, including purchasing a student parking pass, must agree and sign the Drug Prevention Policy of Cartersville High School.***

### **Academic Eligibility**

All extracurricular activities, including all athletics and all clubs not previously under academic guidelines, will follow the Georgia High School Association Guidelines as they exist; every student in grades 9-12 involved in such extracurricular activities **must have passed five of seven classes the previous semester/year**. "On-track" requirements as described by GHSA are:

- (a) **First-year students** (entering 9th grade) are eligible academically. Second semester **first-year students** must have **passed courses carrying at least 2.5 Carnegie units** the previous semester in order to participate.
- (b) **Second-year students** must have **accumulated five (5) total Carnegie units** in the first year, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (c) **Third-year students** must have **accumulated eleven (11) Carnegie units** in the first and second years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (d) **Fourth-year students** must have **accumulated seventeen (17) Carnegie units** in the first three years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

*Students who have an absence for one-half or more of the school day on the day of the activity shall NOT participate in that activity unless granted permission by the Principal.*

### **Eligibility During Suspension**

Students assigned out-of-school suspension (OSS) or in-school suspension (ISS) are ineligible to participate in any extracurricular activities – before school, after school, or on weekends – until the period of suspension has concluded.

### **Eligibility to Hold Office**

To be nominated for any office, a student must have an overall 80% average in academics and no ISS or OSS for the preceding or current semester. The student must also maintain an overall 80% average until he/she takes office. After assuming office, the student must maintain an overall 80% average and not be suspended.

### **NCAA Clearinghouse Initial-Eligibility**

The NCAA Initial-Eligibility Clearinghouse must certify students planning to enroll in college and wishing to participate in NCAA Division I or Division II athletics. Students should apply to the NCAA Clearinghouse after their junior year. Information on eligibility and how to apply can be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

### **Non-Discrimination in Sports**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Cartersville City School System does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity may be submitted to the Sports Equity Coordinator, Darrell Demastus, Athletic Director, Cartersville High School, 320 East Church Street, Cartersville, Georgia 30120. 770-382-3200 or ddemstus@cartersville.k12.ga.us.

### **Student Clubs & Organizations/Extracurricular Approval**

The principal must approve the creation of any new club before it may function on campus. To be considered, a proposed club must provide the following information in writing: stated goal or purpose of the club, the group of students that the club is targeted to impact, potential activities, planned meeting dates/times, and a faculty sponsor. Once the club is approved, a roster, and a written constitution with by-laws must be kept on file in the Main Office.

Cartersville High School offers the following clubs and organizations in which students may elect to participate. Parents/guardians have the option to withhold permission for their child to join or participate in extra-curricular clubs and organizations (“opt out”). Any club started after the opening of the school year will require written parental permission for students to participate (“opt in”). Parents/guardians may “opt out” by completing the appropriate section of the acknowledgment form accompanying this handbook.

Clubs/organizations (excluding athletic teams) currently operating at Cartersville High School include:

Academic Team	FCA
Art Club	HOSA
Band	H.U.M.A.N.S. Club
Beta Club	Math Team
CAHISCO	Mu Alpha Theta
Chipper	National Honor Society
Chorus	Spanish National Honor Society
Co-Ed Y Club	Student Government Association
Drama Club	Skills USA
FBLA	

### **Scholarships and College Credit Opportunities**

#### **ACCEL**

Accel and Move On When Ready (MOWR) are joint-enrollment programs designed for juniors and seniors in Georgia Public High Schools. Qualified students simultaneously receive high school credit(s) and college credit for courses taken at a post-secondary school. The Counseling Office will host an information meeting in the fall for interested students and parents. SAT or ACT scores are required. Requirements vary per college. Check with the institution for admission requirements and procedures. If you are interested you must:

1. Talk to your counselor
2. Take the SAT or ACT during the fall prior to entering the program
3. Complete an application and other paperwork

**Advanced Placement Program**

Cartersville High School offers an Advanced Placement (AP) Program of studies in selected disciplines. The AP Program provides students with the opportunity to pursue college-level studies while still in secondary school and to receive advanced placement and/or credit upon entering college. The student's test score on the subject area examination, which is administered in May, determines advanced placement and/or credit. Students who take an AP course are expected to take the AP exam each Spring. AP exam scores range from 1 to 5 with most colleges and universities awarding advance credit for scores of 3 or above.

**Etowah Foundation**

The Etowah Foundation manages many different scholarships. All seniors who have been accepted to a college or university are encouraged to apply for these scholarships by applying to the Etowah Foundation. Most Etowah Foundation scholarships are needs-based and require the completion of the FAFSA form. In February and March, applications will be available at [www.etowah.org](http://www.etowah.org).

**Georgia Scholar Program**

Information and eligibility criteria can be found at [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

**Governor's Honors Program**

The Governor's Honors Program (GHP) is a five-week summer instructional program designed to provide intellectually gifted and artistically talented high school students (rising juniors and seniors) with challenging and enriching educational opportunities. GHP is a great opportunity for students to take part in an exceptional summer enrichment program and to study in-depth their academic or artistic field of interest. During the fall semester of each year, teachers recommend outstanding tenth- and eleventh-grade students for GHP. All sophomores and juniors who seek to be nominated for GHP must have taken the Preliminary Scholastic Aptitude Test (PSAT) in October.

**HOPE Grant**

Georgia residents who are attending a Georgia public technical institute to earn a certificate or diploma are eligible for financial assistance regardless of grade point average through the HOPE Grant program. Please visit [www.GAfutures.org](http://www.GAfutures.org) for more information.

**HOPE Scholarship**

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE eligible college in Georgia. Schools will electronically transmit to the Georgia Student Finance Commission (GSFC) a complete transcript and grading scale data for all seniors. The following bullets are intended to provide a brief summary of the HOPE requirements but you should visit [www.gacollege411.com](http://www.gacollege411.com) for the most comprehensive and up-to-date information.

Schools will electronically transmit to the Georgia Student Finance Commission (GSFC) a complete transcript and grading scale data for all seniors. The following outline summarizes the HOPE requirements.

- All high school classes in English, mathematics, science, social studies and foreign language will be used to determine HOPE GPA, whether or not credit was earned.
- GSFC will calculate student eligibility for HOPE using un-weighted grades. GSFC will add an additional .5 quality point for credit earned in Advanced Placement courses since Advanced Placement (AP) courses since are linked to national standards. Honors courses do not receive additional weight for HOPE calculation.
- Numeric grades will be converted to a true 4.0 scale. Students must graduate with a 3.0 academic GPA to qualify for the HOPE Scholarship.
- High school level courses taken during the middle school years will NOT count in the HOPE GPA calculation. However, these courses can count toward meeting requirements for graduation.
- Beginning with students graduating in 2015, students are required to earn credit in any of the following “rigorous” courses as indicated by graduating class:
  - Advanced math, such as Advanced Algebra and Trigonometry, Math III, or an equivalent or higher course
  - Advanced science, such as Chemistry, Physics, Biology II, or an equivalent or higher course
  - Advanced Placement or International Baccalaureate courses in core subjects (English, math, science, social studies, and foreign language)
  - Courses taken at a unit of the University System of Georgia in core subjects (English, math, science, social studies and foreign language) where such courses are not remedial and developmental courses
  - Advanced foreign language course
  - All students must receive at least **four** credits in "rigorous" courses prior to graduating from high school in order to receive the HOPE Scholarship.

### **Hugh O'Brian Youth Foundation (HOBY)**

The Hugh O'Brian Youth Foundation (HOBY) recognizes and develops leadership potential in high school sophomores. Any sophomore may apply. Only one student will be chosen to represent Cartersville High School at the three-day State Leadership Seminar that is held each spring. At the State Leadership Seminar two sophomores (one boy and one girl) are selected to represent their state at the International Seminar. Each summer, HOBY conducts a one-week, all-expense-paid seminar for these outstanding sophomores who are representing their state. The Cartersville Women's Club traditionally pays the cost of attending the State Leadership Seminar.

### **National Achievement Scholarship Program**

In the Achievement Program, African-American high school students compete for Achievement Scholarship awards for college undergraduate study. African-American students may request entry to the Achievement Program when they take the PSAT during the junior year of high school. The PSAT is given once a year in October. Juniors must register and pay for the PSAT in the Counseling Office.

### **National Merit Scholarships**

The National Merit Scholarship Program is an annual academic competition for recognition and college undergraduate scholarships. Students enter the National Merit Program by taking the PSAT in their junior year of high school and by meeting other published requirements. The PSAT

is given once a year in October. Juniors must register and pay for the PSAT in the Counseling Office.

### **STAR Student**

To qualify as a STAR Student, a student must be legally enrolled as a senior, take the SAT on a national testing date by December, score highest on one test date and be in the top 10% of their graduating class.

## **Standardized Testing**

Students will take a variety of standardized tests throughout their high school for a variety of reasons. Many of these tests are administered to meet college entrance requirements. The SAT Reasoning Test or ACT is required for admission to most colleges and universities. Some universities also require the SAT Subject Tests. Students should check the admission requirements for particular colleges. We recommend that students take the SAT or ACT once or twice during their junior year and again during the fall of the senior year. Information and registration forms are available in the Counseling Office and online at [www.collegeboard.com](http://www.collegeboard.com) and [www.actstudent.org](http://www.actstudent.org). The best way to prepare for these tests is to take rigorous courses in high school. The following standardized tests are administered each year at Cartersville High School:

### **American College Test (ACT)**

The ACT consists of tests in the areas of English, mathematics, reading, and science reasoning with an optional writing component (Many colleges will require that students take the Writing Assessment). Each test is scored on a scale of 1-36. A composite score is the average of the four test scores. The highest possible Composite score is 36. The ACT is given six times during the school year. The ACT is given at Cartersville High School in February. To register for the ACT visit [www.actstudent.org](http://www.actstudent.org) or come by the Counseling Office. The registration code for CHS is 110615.

### **Georgia Milestones End of Course Assessment**

*(Formally End of Course Test/EOCT)*

Students are required to take state End-of-Course Tests after GSE Algebra, CCGPS Analytic Geometry, Ninth Grade Literature, American Literature, Biology, Physical Science, US History, and Economics. Beginning with the Class of 2015, each EOCT will count 20% of the student's grade in the courses that require them. Students must pass these courses to meet graduation requirements. EOCT scores will be included on all transcripts.

### **Georgia High School Graduation Test (GHS GT)**

Students are no longer required to participate in the GHS GT.

### **Georgia High School Writing Test (GHS WT)**

Students are no longer required to participate in the GHS WT.

### **Preliminary Scholastic Aptitude Test (PSAT)**

The PSAT is administered only once during the school year in October and is free to all



sophomore students. As a predictor to performance on the SAT, the PSAT may provide important information concerning a student’s individual weaknesses, which can be strengthened through remedial courses before she/he takes the SAT. College-bound students are encouraged to take the PSAT again during the junior year. Eleventh-grade students must sign up and pay for the PSAT in the Counseling Office. Those students who are seeking to participate in the National Merit Scholarship competition must take the PSAT in their junior year. It is also a required part of the Governor's Honors Program evaluation criteria. Please refer to the National Merit/Achievement Scholarship Program and the Governor's Honors Program in this handbook.

**Scholastic Aptitude Test (SAT)**

The SAT redesigned measures critical reading, mathematical, and writing skills. SAT scores in each category are reported on a scale of 200 to 800. There are seven SAT test dates during the school year. The SAT is given at Cartersville High School in November and March. For more information or to register for the SAT visit [www.collegeboard.com](http://www.collegeboard.com) or come by the Counseling Office. The registration code for CHS is 110615.

**Student Policies and General Information**

**Administrative Detention**

Monday, Wednesday, and Friday

7:10 a.m. - 7:50 a.m. (morning detention) or 3:30 p.m. - 4:10 p.m. (afternoon detention)

If a student does not serve detention, the student will be assigned to one day of in-school suspension.

No student will be admitted late into detention. Once detention begins, students are not to talk and must remain seated. If a student is removed from detention, they will be subject to ISS/OSS. Accumulation of more than 7 days of detention during a semester will result in assignment to ISS. Leaving school early is no excuse for missing detention. If a student cannot attend afternoon detention, he is expected to attend morning detention. Hence, if a student is present at school, he is expected to attend detention. If a student is absent from school, he is expected to complete the assigned detention upon return to school. Both morning and afternoon detention can be attended; therefore, two days of detention can be served in a single day. It is the responsibility of the student to arrange transportation to and from detention.

**Bell Schedule (Regular)**

1 <sup>st</sup> Period/Announcements	7:53-8:48
2 <sup>nd</sup> Period	8:55-9:45
3 <sup>rd</sup> Period	9:50- 10:40
4 <sup>th</sup> Period	10:45-11:35
5 <sup>th</sup> Period/Lunch/Study Hall	11:40-12:30
6 <sup>th</sup> Period/Lunch/Study Hall	12:35-1:25
7 <sup>th</sup> Period	1:30-2:20
8 <sup>th</sup> Period	2:25-3:22

**Cafeteria Charges**

1. The cost for student lunch for the 2016-17 school year is \$2.50. The cost for reduced

- lunch is \$.40.
2. The cost for student breakfast for the 2016-17 school year is \$1.50. The cost for reduced breakfast is \$.30.
  3. Charges will be limited to a combined total of three meals per student. The School Nutrition Manager will notify parents in writing or telephone when the child reaches the charge limit of three meals.
  4. After the charge limit of five meals is reached, the child will be served an alternative meal of a carton of milk and a cheese sandwich or a peanut butter and jelly sandwich at a reduced price of \$.50 for not more than six additional meals.
  5. Cafeteria charges must be cleared in CHS cafeteria.

### **Cell Phones**

Students may not use cell phones during the instructional day (class time or class change). However, teachers may allow cell phones in the classroom for instructional purposes and students must comply with individual class procedures regarding their use. Unless specific permission has been granted by the teacher, cell phones should not be visible and should be turned off. Cell phones are permitted in the cafeteria during breakfast and lunch. Cell phones are not allowed in the hallways on your way to or from lunch. Consequences for cell phone use outside of these situations remain in place.

The first violation of the cell phone policy will result in the telephone being confiscated by the teacher and sent to the Main Office. Parents or guardians will be allowed to pick-up the phone that afternoon and the student will receive a detention. For second and subsequent violations, the cell phone will be confiscated by the teacher, sent to the Main Office, and the student will be assigned one day of in-school suspension (ISS). Parents or guardians will be allowed to pick-up their student's phone that afternoon. **Students who refuse to surrender their telephone to a teacher will automatically receive one day of in-school suspension (ISS). Students who refuse to surrender their phone to an administrator will automatically receive out of school suspension (OSS) for the remainder of that day and the next school day.**

Students are allowed to use the office phone or teacher phone in cases of emergencies with the permission of a teacher or staff member.

### **Check Writing for Fees, Supplies, Lost Books, Etc.**

Your check is welcome at all Cartersville City Schools. Cartersville City Schools recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, Cartersville Schools has contracted with CHECKredi for collection of returned checks.

Each person writing a check to a school or the school system should write the check on a commercially printed check with a name, address, and one phone number. When a person writes a check, the person writing the check agrees that, if the check is returned it may be represented electronically on the same account, and that the full face amount and fee based upon the Georgia state law, now \$35.00, may be debited from the same account.

CHECKredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to CHECKredi's office by mail to P.O. Box 3829, Huntsville, AL 35810. Payments of the check and fee may be

made online at [www.checkredi.com](http://www.checkredi.com) using a credit card, debit card or electronic check without any additional fees. For a convenience fee, payments may be made over the telephone at (877-524-7334) by credit card, debit card or electronic check.

### **Class Dues**

All class dues are \$10.00 per year. Class dues are collected for each student and placed in the class treasury account. Class dues support class activities such as Homecoming floats, dances, class parties, and other functions. Unused class funds move up with the appropriate class each year and, when available, will be used to help fund the student's graduation ceremony their senior year.

### **Classroom Food and Beverage**

Students may not bring outside food or have outside food delivered to them during the school day. Snacks, soft drinks, candy, etc. may be consumed in accordance with the classroom rules of individual teachers.

### **Directory Information**

The school and school system from time to time develop and/or participate in presentations and events for positive educational purposes concerning the various instructional and extracurricular activities that take place during the course of the school year. These presentations/events may include photos, slides, tapes, videos, articles and news releases. These may be utilized in faculty in-services and staff development, parent and student programs, and in community relations (newspapers, articles, TV and video presentations, brochures, web sites, etc.).

The Cartersville City School System has designated the following information as directory information:

1. Student's name, address, and telephone number;
2. Student's date and place of birth;
3. Student's participation in school clubs, organizations, activities, and sports;
4. Weight and height if student is a member of an athletic team;
5. Dates of attendance in the Cartersville City School System;
6. Awards received during the time enrolled in the Cartersville City Schools.

As required by law, military recruiters are entitled to receive the name, address, and telephone listing of high school juniors and seniors. This information may be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. Additionally, institutions of higher education will be entitled to the names, addresses and telephone listings of high school students.

If you do not wish your child to participate in these activities, please notify the school administration in writing no later than ten (10) days after the first day the child is enrolled for the current school year.

### **Chronic Disciplinary Problem Students**

In accordance with state law, any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the student's parents or guardian of the disciplinary problem with a phone call. In addition, notice shall be sent by certified mail with return receipt requested or by first class mail. The student's parent or guardian shall be invited

to observe the classroom situation and shall be requested to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan. Before any chronic disciplinary problem student returns from an expulsion or suspension, a request that at least one parent or guardian schedule and attend a conference with the principal or his or her designee to devise a disciplinary correction plan, shall be made by telephone call and either certified mail with return receipt requested or by first class mail. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal shall ensure that a notation of the conference is placed in the student's file.

### **Disciplinary Tribunals**

Students must attend a disciplinary tribunal in situations when they are charged with a serious violation of the Student Code of Conduct in which long-term suspension (more than ten days) or expulsion is recommended by the principal. Please review the Cartersville School System Code of Conduct in this handbook for specific offense information.

### **Dress Code**

Cartersville High School promotes dressing for success. Student should exercise sound judgment in his/her choice of dress, making sure it is appropriate for school. Clothing, hairstyles, make-up, etc. must not be distracting, immodest, inflammatory, or offensive.

Students must follow these dress code guidelines:

1. Shoes must be worn at all times.
2. Shirts must cover the chest, midriff, back, under garments, have sleeves, and not be "see through". "See through" or sheer garments are only permitted if worn over the top of school-appropriate clothing.
3. Clothing may not display tobacco, alcohol, drugs or other items inappropriate for a school setting.
4. Clothing should not have words or symbols that are offensive to others.
5. Hats, caps, bandanas, and other head coverings are prohibited for male and female students and should be placed in student locker.
6. Leggings, Yoga Pants, Jeggings, and similar clothing may not be worn unless covered by an outer garment that is below finger tips all around and school-appropriate.
7. Blankets, pajamas, and bedroom slippers are not allowed.
8. Shirts and pants must be free of holes and tears (cut-offs are not allowed).
9. Shorts, skirts, and dresses must be long enough to be below fingertips when shoulders are relaxed.
10. Displaying of unauthorized group, gang or any organization symbols, colors, and/or identifying markings are prohibited.
11. All pants must be worn at the waist. Belts must be worn in belt loops.
12. Visible body piercing is limited to the ears. Racks/grills are not permitted.
13. Large writing across the seat of a student's pants is considered inappropriate.

Students failing to meet dress code requirement should be sent to the Attendance Office or teachers should contact the Attendance Office if assistance is needed. Students receive a warning on the first offense and are given the opportunity to alter their dress and return to class without penalty. Students who are unable to meet dress code requirements must remain in In-

School Suspension for the remainder of the day. Subsequent offenses automatically result in assignment of In-School Suspension.

#### **Driver's License and Certificate of Attendance and ADAP Card**

Each student who applies for a driver's license or permit must submit a Certificate of Attendance to the examining station. The form must be completed by a school official and be notarized in the attendance office. This form serves as certification that the student is enrolled in school and is not under suspension, and satisfies the relevant attendance requirements. Please see the Attendance Office and request the form to be completed. A 48-hour waiting period will be required for preparation.

#### **Electronic Devices and Cell Phones**

IPods, MP3's, cell phones or other electronic devices are prohibited during the instructional day (7:53 a.m. - 3:22 p.m.). However, teachers may allow these devices for instructional purposes and students must comply with individual class procedures regarding their use. Unless specific permission has been granted by the teacher, these devices should not be visible and should be turned off. These devices are permitted in the cafeteria during breakfast and lunch. Consequences for using these devices outside of these situations remain in place. **The use of electronic devices to record videos, pictures, or documenting any type of school infractions (fights, etc.) is also a punishable offense. Students in violation of this offense will receive a minimum of 3 days in school suspension (ISS) up to 1 day out of school suspension (OSS).**

The first violation of this policy will result in the device being confiscated by the teacher and sent to the Main Office. Parents or guardians will be allowed to pick-up the device that afternoon and the student will receive a detention. For second and subsequent violations, the device will be confiscated by the teacher, sent to the Main Office, and the student will be assigned one day of in-school suspension (ISS). Parents or guardians will still be allowed to pick-up their student's device that afternoon. **Students who refuse to surrender their electronic device to a teacher will automatically receive one day of in-school suspension (ISS). Students who refuse to surrender their electronic device to an administrator will automatically receive the remainder of that day and one day of out-of-school suspension (OSS).**

#### **Emergency Closing Information**

Any changes in the regularly scheduled day will be reported to regional and local media outlets. Additionally, the system will post the information on the system website. When possible, we will send out an automated telephone message about any changes in the school day. **It is important that parents keep the school informed of any changes in telephone numbers, e-mail addresses, mailing address, and contact information.**

In the case where there is an extreme emergency situation which causes the school system to transport students off campus for parent pick up, a primary **family reunification site** has been established at the Cartersville Civic Center, 435 West Main Street, Cartersville. If for some reason the Civic Center is not available, the secondary site Tabernacle Baptist Church, 112 East Church Street, Cartersville.

**Fee/Fine Holds**

Students who have outstanding financial obligations are placed on the “Hold List” and will not receive their report cards until cleared. Students on the “Hold List” must pay all fees and fines in order to participate in graduation.

**Hall Passes**

Hall passes must be issued to the student anytime they leave the classroom during the instructional period. Students must remain in class during the first 10 minutes and the last 10 minutes of each period. Passes will not be issued during this “Critical Time” unless the teacher determines it is an emergency.

**Internet Filtering**

The Cartersville School System has implemented appropriate and necessary safety measures to protect students from inappropriate use and communications on the Internet. Such security measures shall include but not be limited to the use of filtering devices, thereby blocking entry to inappropriate areas which may be considered harmful. Although such filtering devices are useful and work well, it shall not be assumed that they are 100% infallible. The student must accept responsibility for his or her use of the Internet.

The school system utilizes technology protection measures that block or filter Internet access to visual depictions that are: obscene, child pornography, harmful to minors, or other material deemed to be inappropriate for minors. Safety and security measures with Internet usage and access is also employed for Internet activities including but not limited to: e-mail, chat rooms, hacking, other direct electronic communication (immediate messaging), and unauthorized disclosure of personal identifying information on minors. Disabling of filtering is allowed for authorized use for bona fide research or other lawful purposes.

**Interviews and Searches**

The principal or his/her authorized representative shall be responsible for conducting reasonable interviews and questioning of students in order to properly investigate matters and punish student misconduct. The system endeavors to provide a safe and secure environment for all students and to that end school officials are authorized to conduct reasonable searches of students. Searches based on reasonable suspicion should proceed without hindrance or delay, but shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal or his/her authorized representative, shall be responsible for conducting inspections of students’ school lockers, articles carried upon their persons, personal possessions, book bags, and/or vehicles driven on or parked on campus. Such searches shall be based on a reasonable suspicion of the presence of harmful, distracting, illegal, or prohibited items.

In the event a search of a student’s person, personal possessions, or locker reveals the student is concealing material prohibited by federal, state or local law, then law enforcement authorities shall be notified.

Although school lockers may be rented and/or issued to students by the school, the school lockers remain the sole possession of the Cartersville School System and are subject to unannounced searches by school personnel.

By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search will reveal a violation of law or school rule.

### **Junior/Senior Prom**

1. Tickets are only sold to students in a junior or senior advisement group.
2. Students can only purchase tickets for themselves and their dates.
3. Refunds of prom tickets will not be issued.
4. Students must present their ticket and check-in at prom
5. Students who are suspended or in ISS will not be allowed to attend prom.
6. Non-CHS students must submit a non-student permission form for approval prior to prom and present a picture ID to enter.
7. No person 21 years of age or older may attend.

### **Locker Rental**

The cost to rent a locker at CHS is \$10.00 per year. Lockers may be rented during Fee Days in the Storm Center or during the school year in the Attendance Office. Lockers are assigned for individual student use to secure books and valuables, so they should not be shared. They should remain locked when not in use and should not be “rigged” to open without entering the combination. Student lockers are school property and are subject to search at any time without prior notice and without student consent. Students are responsible for any damage they cause to their locker and should not write or paste decals on them.

### **Lunchroom/Cafeteria**

Students are expected to report to the cafeteria during their designated lunch period prior to the tardy bell. Students must remain in the cafeteria during their lunch period, but may go to the restroom with permission and a pass from the lunchroom monitor. Students may also visit the Media Center or Career Center during lunch if they have previously received a pass from their classroom teacher, counselor, or media center personnel. Students may not eat lunch outside of the cafeteria unless they are a senior with Open Campus privilege or are assigned to eat in another location by a school administrator. Outside food or beverages may not be delivered to students during their lunch or school day.

### **Non-Discrimination**

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal funds. Employees, students, and the general public are hereby notified that it is the policy of the Cartersville City Board of Education not to discriminate in any educational programs or activities or in employment policies and provides equal opportunities without regard to on race, marital status, age, religion, national origin, disability or veteran status in its educational programs, activities, or employment policies.

*Contact Information:*

504, ADA, Title IV, Title VI – Susan Tolbert, 770-382-5880 or stolbert@cartersville.k12.ga.us

Title IX – Darrell Demastus, 770-382-3200 or ddemastus@cartersville.k12.ga.us

Title II-A – Ken Clouse, 770-382-5880 or kclouse@cartersville.k12.ga.us

Perkins Act – Marc Collier, 770-382-3200 or mcollier@carterville.k12.ga.us

### **Parking Permits**

The cost for a student to purchase a parking pass is \$25.00 per year. **The student and parent must also sign the Drug Prevention Policy allowing participation in random drug testing for the student.** Parking permits may be obtained during Fee Days in the Storm Center or during the school year in the Attendance Office. On campus parking is a privilege that will be granted only to those students who complete the necessary application form and:

1. have a valid GA Driver's License.
2. provides current proof of insurance and ownership.
3. are in good academic standing.
4. have achieved no less than sophomore status.
5. do not have an excessive discipline history or serious discipline incident.
6. have a signed Drug Prevention Policy form on file.

All vehicles parked on campus must display a current parking tag. This tag must be positioned on the back left hand corner of the rear window. All vehicles parked on campus without a parking tag or in unauthorized areas will be ticketed. The student will be assessed \$10.00 per day, until the violation is corrected or could result in the suspension and or loss of parking privilege.

The student agrees that his/her vehicle is subject to random searches at any time the principal or designee deems appropriate.

Parking permits may be revoked at any time. Students may lose their parking privileges for inappropriate vehicular behavior, unacceptable school conduct, refusing to follow the rules for parking on campus, or lack of academic progress.

### **Pupil Protection Rights [PPRA]**

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with who respondents have close family relationships;
  6. Religious practices, affiliations, or beliefs of the student or parents; or



7. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - Inspect, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Parents and eligible students shall be provided reasonable notification of planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202.

### **Reporting Inappropriate Behavior**

The school system takes very seriously the professional conduct of all employees. Any person who alleges inappropriate behavior by a staff member may complain directly to a principal, assistant principal, or school counselor. Filing of a complaint or otherwise reporting inappropriate behavior will not reflect upon the individual's status nor will it affect a student's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. All allegations of inappropriate behavior shall be investigated and immediate and appropriate corrective or disciplinary action shall be initiated, if necessary.

Students who falsely report with malice inappropriate behavior by a teacher or school personnel may be punished by suspension or expulsion from the school system and/or court ordered community service or other court sanction. (HB1321)

### **Residency and Addresses**

The school system accepts all legal resident students domiciled within the city limits of Cartersville. A limited number of **out-of-district** students who meet specific criteria may be accepted for enrollment. It is critical that ALL parents keep the school abreast of any change of address and telephone number(s). Falsifying an address or using an address for the purpose of school enrollment or continued enrollment is illegal in Georgia (O.C.G.A. 16-10-20) and is subject to prosecution.

### **Rights under the Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the “Act”), you have the right to:

- Inspect and review, within 45 days of request, the educational records of a student who is your child, or in case of a student who is eighteen years of age (18) or older, your own education records. A written request to review records should be made to the principal or his/her designee who will make arrangements for access.
- Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. Such request should be made to the principal. If the district decides not to amend the record, it will notify the parent/eligible student of the decision and inform them of their right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exemption that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.
- FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student’s education records. However, the district may disclose appropriate designated “directory information” without written consent, unless the parent/eligible student has advised the district to the contrary in accordance with district procedures (see Directory Information).
- File with the U. S. Department of Education a complaint concerning the alleged failure by the school district to comply with the requirements of FERPA or the regulations promulgated there under. [Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

### **School Messenger and Telephone Consumer Protection Act [TCPA]**

In order to effectively communicate information in a timely manner, the school system utilizes an automated telephone calling system (*SchoolMessenger*). The FCC has issued a ruling order related to this service and The Consumer Protections Act. We must have your express consent to call/text information to any cell/mobile/pay telephone number. We hope you will provide us with that permission so we can continue to communicate with you when you provide us such a phone number. Permission is granted by signing the appropriate place on the Acknowledgment Form for this handbook. This permission may be revoke at any time by contacting the school office. Consent is not required for calls for “emergency purposes,” defined as a call necessary in any situation affecting the health and safety or students.

### **Senior Open Campus Privileges**

The Open Campus privilege is reserved only for seniors who are in good standing. Application forms must be signed by parents and kept on file in the Attendance Office. Seniors must help police the open campus privilege. If it cannot be successfully policed, open campus will be abolished. The following regulations apply:

1. Only students in senior advisement groups are eligible for Open Campus privilege.

2. Seniors must have and present their current Senior ID to leave campus each day during lunch.
3. Students may only leave during their designated lunch period and must return to class on time.
4. No food or beverage can be brought back to campus for any reason.
5. Any senior that takes an underclassman off campus will lose Open Campus privilege.
6. To maintain Open Campus eligibility, seniors must maintain good conduct. Seniors with any disciplinary referrals are subject to losing their Open Campus privilege, either temporarily or permanently.

### **Senior Superlative Guidelines**

Senior Superlatives are chosen to be the prom court and are given consideration to be Mr. and Miss CHS. The number of Senior Superlatives each year is dependent upon the size of the senior class with Superlatives being 10% of the total 12<sup>th</sup> grade enrollment. Eligibility criteria for Senior Superlatives are as follows:

1. Students must be in a senior advisement group.
2. Students must have a minimum cumulative academic average of 85% without rounding.
3. Students must have no behavioral problems their senior year – this includes both on and off campus offenses that result in disciplinary consequences or arrest. Any behaviors that result in ISS, OSS, repeated administrative detention, or arrest cause a student to be ineligible.

Students engaged in situations involving Academic Dishonesty their senior year also become ineligible.

### **Sex Education/AIDS Prevention Education**

Age/grade level sex education and AIDS prevention objectives are covered in our Health curriculum according to guidelines from the state of Georgia. All instructional materials used have been approved by the system sex education committee, which includes parents, educators and representatives from the health profession. These materials are available for preview by parents by contacting the school. If a parent does not wish his/her child to participate in specific sex education/AIDS prevention, the parent may come to the school and complete the "Opt Out" form.

### **Sexual Harassment [Policy JCAC]**

It is the policy of the Board to maintain a learning environment free from all forms of discrimination, including sexual harassment. It shall be a violation of this policy for any member of the school system staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly, as a term or condition of an individual's education;
- 2) submission to, or rejection of such conduct by an individual is used as a basis for academic decisions affecting such individual; or
- 3) such conduct has the purpose or deliberate effect of substantially interfering with an

individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- 1) Verbal harassment or abuse;
- 2) Pressure for sexual activity;
- 3) Repeated remarks to a person with sexual or demeaning implications;
- 4) Unwelcome touching; and/or
- 5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school may complain directly to a principal, assistant principal, or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect a student's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantial charge against an employee shall subject such person to disciplinary action, including discharge or termination. A substantial charge against a student shall subject that student to disciplinary action up to and including suspension or expulsion.

### **Social Security Number**

The State of Georgia requires the Social Security number of each student enrolling. This number is used for student identification in state records. Confidentiality of the number will be kept in accordance with applicable state and federal law.

If a parent decides not to give the school a child's Social Security number, the parent must sign a waiver stating they decline to give this information. The parent does not have to state on the waiver a reason for refusing to give the number. The parent does not need to tell the school whether the child has a Social Security number or not.

The school will only use the student's Social Security number for the stated purpose in this notice. Neither the school nor the system will use the information for any other purpose without expressed permission. If you have any questions regarding this notice, please contact the Assistant Superintendent or the building principal.

### **Solicitation by Students**

All school-related fund raising activities involving students must have the prior approval of the Principal. Students are not to be involved in selling merchandise for the benefit of individuals or outside-school organizations while on campus or on the bus. In order to safeguard their health and safety, students are prohibited from selling items or soliciting contributions, pledges, or orders door-to-door for the school or any school-related organization.

**Student Identification Cards**

Senior ID cards are \$20.00 per ID and may be purchased through Cartersville High School. ID cards are required for seniors to participate in Open Campus privilege and to receive the student ticket price for all non-Varsity football sporting events. Identification cards for freshman, sophomores, and juniors may be purchased from Cartersville High School for \$20.00 during the school year. Underclass ID cards may be used to receive the student ticket price for all non-Varsity football sporting events.

**Student Participation in Fundraisers**

Students who choose to participate in fundraising projects do so solely on a voluntary basis. However, as a voluntary fundraising participant, the student and his/her parents or legal guardians are personally and financially responsible for the merchandise issued to the student.

All school-related fund raising activities involving students must have the prior approval of the principal. Students are not to be involved in selling merchandise for the benefit of individuals or outside-school organizations while on campus or on the bus. In order to safeguard their health and safety, students are prohibited from selling items or soliciting contributions, pledges, or orders door-to-door for the school or any school-related organization.

**Suspensions and Expulsions**

By Board Policy (JDD), local school administrators have the authority to suspend a student from school for up to ten (10) school days. Suspension is used as a deterrent and as a viable means of consequences when the behavior of the student warrants such action based upon the professional judgment of the administrator. Students under suspension may not participate in or attend any school activity on or off campus during the days of the suspension. An assignment of suspension ends on the morning of the next day after the suspension is completed.

For overall academic progress students are expected and shall be allowed to make up missed work during a suspension. The student shall have at least the number of days to make up said work plus one day as he/she was suspended subject to the schedule of the teacher. For example, if a student is suspended for 2 days, he/she would have the next 3 school days beginning on the date of scheduled return to school to complete all make up work subject to the teacher's schedule. It is the student's responsibility to find out from the teacher(s) what he/she is responsible to make up and to make arrangements with the teacher(s). Individual teachers shall have the right to exempt a student from any assignment which may have limited bearing on the student's final grade average.

Students shall not be penalized in their academic grade for the first suspension of a full credit period (i.e., semester for grades 9-12 and year for grades 3-8) if the student makes up the work in the time allotted by this policy and arrangements with the teacher. For subsequent suspensions in the grading period, a student may receive a grade of no lower than "60" and no higher than "70" on graded work missed during an out-of-school suspension and made up within the time allotted by this policy and arrangements with the teacher. If the student fails to make up the work, the teacher may assign a grade of "0."

Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension

without penalty. Long term assignments made during a suspension are due on the assigned due date.

### **Teacher Detention**

The classroom teacher may assign detention before or after school in accordance with their classroom rules. Students are given at least one day notice before being required to report to detention. Teacher-assigned detentions are not part of the student's discipline record. However, if a student fails to serve assigned detention, the teacher may submit a referral to the appropriate administrator. Failure to serve an administrative detention will result in assignment of in-school suspension and become part of the student's official record.

### **Teacher Qualifications**

We have assembled an excellent staff to provide a quality educational program for each student. The following qualifications for each school staff are available upon request from Ken Clouse, Assistant Superintendent, 770-382-5880, (kclouse@cartersville.k12.ga.us):

- Licensing/Certification for grade level and content
- Emergency or provisional status
- College major and graduate degree
- Paraprofessional certification/qualifications

### **Textbook/Materials Responsibility**

Once textbooks and instructional materials are issued to a student, the responsibility for the return of these materials to the school shall be on that of the student and his/her parent(s) or guardian(s). When textbooks, media books or other instructional materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parent/guardian to reimburse the Cartersville School System for the full replacement cost of the textbook, media book or other instructional materials.

In cases involving damaged books or materials, such materials shall become the property of the students and his/her parent/guardian once replacement funds are received by the school. Students who do not pay for books issued to them which have been lost or damaged shall not be issued additional books or materials until their debts are accounted for. Students who owe for damaged or lost materials shall be provided a textbook during specific class times. In no case shall a student be eligible to participate in graduation exercises or school activities of the Cartersville School System if debts related to lost or damaged books or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, media center books, or other instructional materials shall receive their official high school diploma by mail along with an official transcript.

### **Video Surveillance**

Having carefully weighed and balanced the rights of privacy of students and staff against a duty to maintain order and discipline, the Cartersville City School System and its schools may employ the use of video surveillance equipment on school property and in school vehicles. Such use shall be subject to the other policies of the Cartersville City School System including policies concerning the confidentiality of student and personnel records. Video surveillance shall be used to promote order, safety, and security of students, staff, and property.

### **Visitors and Campus Guests**

All visitors and campus guests at Cartersville High School or on school grounds must report to the office to receive a visitor badge, and then sign out through the Main Office. All guests are expected to leave promptly when their business is complete. Student visitors are only allowed when “shadowing” a CHS student with prior administrative approval. Parent classroom visits are permitted with at least 24 hour notice and administrative approval. Teacher visits from former students are not permitted during the instructional without prior notice from the teacher or administrative approval.

## **Student Health, Medical, and Emergency**

### **Asbestos Report**

The Asbestos Management Plan and Inspection Report is available for viewing during normal business hours in the school office.

### **Food Allergies & Special Dietary Needs**

Our Food Service Department prides itself on providing quality school meals within federal and state regulations and guidelines. A wide variety of selection is available for children daily. Food substitutions or modifications in school meals for children whose disabilities restrict their diets will be made. A child with a disability must be provided substitutions in foods when that need is supported by documentation by a Georgia licensed physician. The physician’s document must identify:

- The child’s disability
- An explanation of why the disability restricts the child’s diet
- The major life activity affected by the disability
- The food(s) to be omitted from the child’s diet, and the food or choice of foods that must be substituted

In the case of a food allergy, children are generally not considered to have a disability. However, when supported by written documentation by a Georgia licensed physician that an allergy may result in severe, life-threatening (anaphylactic) reactions, the child’s condition would meet the definition of “disability,” and the food substitution prescribed by the physician will be made.

The school food service may make food substitution, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions when exposed to the food(s) to which they have problems.

### **Healthy Students**

The Cartersville School Board, the Bartow County Health Department, and/or the Georgia Department of Human Resources have the authority to require immunizations or other preventive measures including quarantine, isolation and segregation of persons with communicable diseases or conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease. It is the Designated Health Care person’s function to help determine the immediate health of a student and assess the impact and effect on the student’s attendance at school.

As a general rule of thumb, it is not appropriate for students to attend or remain at school under the following circumstances:

- A student who has a fever of 100 degrees or higher as determined by the school's designated health care giver. Students should be free of fever for 24 hours (or the next school day) before returning to school.
- A student who has diarrhea/watery stools in excess of two times during the school day.
- A student who is vomiting. If a student is sent home, they should not return for 24 hours or the next school day.
- A student with a draining or weeping lesion that cannot be contained with a dressing.
- A student with a diagnosed communicable illness until released by a physician.

### **Hospital/Homebound Services**

The Cartersville City School System shall provide Hospital/Homebound Services to students who meet the following eligibility requirements:

- Receipt of a medical referral form stating that the student will be absent a minimum of 10 consecutive days.
- A statement that the student is physically able to participate in instruction.
- The signature of a physician, as defined in O.C.G.A. & 49-4121, and licensed by the appropriate state board agency. (Recommendation of chronic or recurring condition shall not be required.)

The local school system shall consider a student ineligible for Hospital/Homebound services if absence is due to communicable disease, except as specified in Rule 160-1-3-.03-9 (communicable diseases) or pregnancy not requiring abnormal restriction of activities as prescribed by a licensed physician or if such services are not specified in the Individualized Education Program (IEP) of a student with a disability.

To request services, a referral form must first be obtained from the student's counselor. Parents, teachers, principals, physicians, and/or school designated health care person may refer a student for hospital/homebound services. Referral forms are completed and submitted to the Director of Special Programs, Dr. Susan Tolbert. The referral will be reviewed and submitted to the appropriate Hospital/Homebound teacher, if approved. NO referral will be processed without a completed Hospital/Homebound form.

#### ***The Cartersville City System responsibilities***

1. Provide instructional assignments and books in a timely manner to the Hospital/Homebound teacher.
2. Provide full credit for work completed during Hospital/Homebound instruction. Maintain the students on the regular classroom teacher's roll.
3. A student must be provided a minimum of three hours of instruction per week to be counted present.
4. Issue report cards to students receiving Hospital/Homebound services the same time as the regular classroom.
5. The classroom teacher prepares and insures the report card.
6. Grades are based upon the performance of the student's work and tests during HH services. Authorize the making of arrangements or contract for hospital-based



instruction with the school system in which the hospital is located or with appropriately certified teachers in that geographic area.

***Parent or Guardian Responsibilities***

1. Assure the completion and submission of Hospital/Homebound referral form.
2. Be present during each entire home instructional period.
3. Provide the school with necessary documentation of student's medical problem; and Assure student's enrollment in Cartersville High School.

**Medical and Emergency Information**

Parents shall complete a student health card each year that includes a place for parental consent for school officials to request medical treatment of the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary. All health cards should be returned to the Attendance Office.

**Medications Dispensed at School**

To insure the safety of all students in our school, the following guidelines should be followed when medications are to be sent to school.

1. All medications (prescription or non-prescription) must be taken directly to the Attendance Office for safe storage. Students cannot keep any medication with them in their pockets, purses, book bags, etc.
2. All medications, both prescription and over the counter, must be brought to the school by the parent or guardian. Parent/Guardian must fill out a *Request for Medication Administration* form or a note of permission, which is dated and has complete directions (including time, dose, and name of medication).
3. All medications must be in the original container. Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc. WILL NOT be administered.
4. Administration of prescription and over the counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medication prescribed for three times daily often can be given before school, after school, and at bedtime.

If you have questions, please feel free to contact the Attendance Office during school hours.

**Notice of Rights of Students and Parents under Section 504**

Parents of students who have been identified with a disability have rights under Section 504 of the Rehabilitation Education Act (I.D.E.A.). Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. Susan Tolbert  
P.O. Box 3310  
15 Nelson Street  
Cartersville, GA 30120  
770-382-5880  
stolbert@cartersville.k12.ga.us

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

### **Rules of Conduct**

In order to maintain a safe and orderly learning environment, there are rules and procedures which students are expected to follow and observe. The conduct rules contained in this handbook are not inclusive and a student may be subject to discipline for other circumstances not specifically listed if in the professional judgment of the administration such action is necessary. Furthermore, the language and expectation for student behavior in this handbook supersede all previous school handbooks.

## **Cartersville City School System**

### **Student Code of Conduct and Discipline Procedures**

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and will provide for the welfare and safety of all students. The school's primary goal is to educate, not to discipline. However, when the behavior of a student conflicts with the rights and education of others, disciplinary actions may be necessary for the benefit of that individual and the school as a whole.

Students shall be governed by the policies, regulations, and rules that are applicable in the school; on the school grounds; at a school activity whether on campus or away from school; on a school bus or other transportation provided by the school; or any other location covered by these procedures. The Superintendent shall provide for the establishment and administration of procedures necessary expected student conduct and discipline. The policies governing discipline are designed to be age-appropriate, in proportion to the severity of the behavior leading to consequences, and considered with prior discipline history and other relevant factors.

Such governing rules shall be published and disseminated to school personnel, students and parents. Parents and students are encouraged to be familiar with the policies, rules and regulations of this school system and their individual schools and to be supportive of them.

### **Important Information**

1. Students who attend or participate in any activity conducted for the benefit of students, whether school-sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups, without regard to whether the event takes place on or off school property, are subject to this student discipline code and school rules.
2. Students under out-of-school suspension or expulsion are not allowed on school campuses or at school functions.
3. School administrators and School Resource Officers have the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property.
4. Corporal punishment is not permitted in the Cartersville City School System.

5. Disciplinary cases involving possible criminal conduct may be reported to appropriate law enforcement agencies.
6. Students are to notify an administrator or staff member when illegal items are found in the school or on the school campus. Students are not to pick up or handle illegal or suspicious items.
7. When a Pre-K to Grade 5 student is in violation of the Student Code of Conduct, the disposition will be left to the discretion of the school administrator, unless otherwise specified in law or policy.
8. Individual schools may establish additional conduct rules and disciplinary procedures beyond those in this *Code of Conduct*.

## **OFFENSES AND DISCIPLINE PROCEDURES**

### **Offense #1: Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit weapons or dangerous instruments including firearms; knives; any object that can be reasonably considered a weapon; or any object which may be used in such a manner as to inflict bodily injury, or place another person in fear of his/her safety. This includes having items in vehicles, lockers, backpacks, etc. [See: O.C.G.A. 16-11-127.1 Weapons Law; 20-2-751.1]

*Disposition:*

Ten-day suspension with recommendation for expulsion of one calendar year minimum.

*Penalty for possession of a knife with blade less than two (2) inches:*

Grades 6-12: 1st offense: Discretion of administration  
 2<sup>nd</sup> offense: Suspension  
 3<sup>rd</sup> offense: 10-day suspension with possible recommendation for expulsion

Grades PK-5: Discretion of administration

### **Offense #2: Activating Any Fire Alarms/Bomb Threats Under False Pretense**

*Disposition:*

Grades 6-12: 1st Offense: Suspension  
 2nd Offense: 10-day suspension with recommendation for expulsion

Grades PK-5: Discretion of school administration

### **Offense #3: Narcotics, Alcoholic Beverages, Stimulant and Synthetic Drugs**

- a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; including artificial or synthetic drugs.
- b. A student shall not pretend to violate any of the above.
- c. Students shall follow school procedures for prescription and over-the-counter medications.

*Disposition:*

- a. Grades 6-12: Suspension with possible recommendation for expulsion  
 Grades PK-5: 1st offense: Suspension  
 2nd offense: 10-day suspension with possible recommendation for expulsion
- b. Discretion of school administration
- c. Discretion of school administration

**Offense #4: Assault or Battery on a School Employee, Classmate, or Others; Fighting; Threats**

- a. A student shall not cause, attempt to cause, threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, other student or to any person attending school related functions.
- B Fighting, threatening and/or intimidating another student with violence is prohibited.
- c. Hazing, in any form, of any student is prohibited.
- d. Writings (including e-mails) of threat, harm or hurt to or about another student or employee of the school system are prohibited.

*Disposition:*

- a. Grades 6-12: 10-day suspension with possible recommendation for expulsion  
Grades PK-5: Discretion of school administration
- b. Range from suspension to expulsion
- c. Range from suspension to expulsion
- d. Discretion of school administration

**Offense #5: Property Damage / Theft**

- a. Theft of any school property, the property of school employees, or the property of another student is prohibited.
- b. Willful and malicious destruction of and/or threat to destroy school property or that of school employees, including such actions as the use or threat of bombs, explosives, setting fires, arson, and the deliberate destruction of school property.
- c. Any offense listed above directed toward another student

*Disposition:*

- a. Restitution and consequences at the discretion of school administration
- b. Restitution for all damages, and suspension with possible recommendation for expulsion
- c. Restitution and consequences at the discretion of school administration

**Offense #6: Use of Profane, Obscene, or Fighting Words or Gestures**

- a. Directed toward staff
- b. Directed toward students

*Disposition:*

- a. Grades 6-12: Suspension  
Grades PK-5: Discretion of school administration
- b. Discretion of school administration

**Offense #7: Gang-Related Clothing** [Board Policy JCDB]

The displaying of unauthorized group, gang and /or any organizational symbols, colors and/or any identification markings are prohibited.

*Disposition:* Discretion of school administration

**Offense #8: Rude or Disrespectful Behavior and/or Refusal to Carry Out Instruction of Faculty or Staff\* (\* Including being in an unauthorized area)**

*Disposition:* Discretion of school administration

**Offense #9: Classroom Interference\* and School Disturbances**

- a. Acts which disrupt the learning opportunities of others
- b. Acts which cause disruption of learning environment and/or threatening the safety of others; including: inciting, advising or counseling others to engage in prohibitive acts; sit-downs, walkouts, riots, picketing, trespassing, threats, throwing objects, or actual violence during periods of disruption.
- c. Acts or behaviors which incite, promote, encourage, or otherwise promulgate other students to violate this Code of Conduct or other school rules or procedures.

*\* Note: Interference includes, but is not limited to, noise making devices, toys, radios, cell phones and telecommunication devices, etc.*

*Disposition:*

- a. Range from teacher discretion to office referral to detention to suspension
- b. Discretion of school administration
- c. Discretion of school administration

**Offense #10: Conduct on Bus** [Board Policy JCDAD-R]

- a. Misbehavior
- b. Vandalism

*Disposition:*

- a. Discretion of school administration as outlined in Board Policy JCDAD-R
- b. Restitution for damages and consequences at the discretion of school administration

**Offense #11: Use or Possession of Tobacco Products or Similar Items**

*Possession or use of tobacco products of any kind is prohibited at all school-sponsored or school-related activities on or off campus. This shall include any nicotine delivery system such as E-cigarettes and/or other “vaping” equipment.*

*Dispositions:*

- 1st Offense: 3 days in-school suspension
- 2nd Offense: 3 days out-of-school suspension
- 3rd & Subsequent Offenses: 5 days out-of-school suspension

**Offense #12: Inappropriate Public Displays of Affection**

*Disposition:* Discretion of school administrator

**Offense #13: Gambling**

*Gambling activity on school property or while attending an activity under school supervision is prohibited.*

*Disposition:* Discretion of school administration

**Offense #14: Campus Parking and Traffic Violations**

- a. Improper parking/Parking in faculty area/No parking permit
- b. Speeding and/or reckless driving
- c. Third or subsequent parking or traffic violation

*Disposition:*

- a. 1st Offense: Warning
- 2nd Offense: Traffic ticket

- 3rd and subsequent offenses: Traffic ticket; Possible loss of driving privileges;  
&/or Vehicle may be towed at owner's expense
- b. Traffic ticket; Possible loss of driving privileges
  - c. Possible loss of driving privileges; Possible notification to police

**Offense #15: Absences and/or Truancy**

A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law.

- a. Determination of course credit shall be governed by Board policy and school rules & regulations
- b. A student shall not be tardy to school or to class
- c. A student may not leave school or class without permission of school officials

*Disposition:*

- a. Disciplinary action for unexcused absences will be at the discretion of the school administrator. Action may include detention, ISS, out-of-school suspension and/or referral to authorities
- b. Discretion of school administration
- c. Discretion of school administration

**Offense #16: Conduct Outside of School** [O.C.G.A. 20-2-751.5 (c)]

Any conduct outside of school hours or away from school which may adversely affect the education process or endanger the health, safety, morals, or well-being of other students, teachers, or employees within the school system may be punishable.

*Disposition:* Penalty may range from immediate short-term suspension to a recommendation that student appear before a Disciplinary Hearing Tribunal, which may result in expulsion.

**Offense #17: Felony** [O.C.G.A. 20-2-751.5 (c)]

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, or a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school.

*Disposition:* Range from suspension to expulsion

**Offense #18: Bullying** [O.C.G.A. 20-2-751.4]

For the purposes of this policy, the term "bullying" as defined by state law means:

- 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate; or
- 4) Any occurrence of cyberbullying which occurs through the use of electronic communication which is directed specifically at students or school personnel, maliciously intended for the purpose of threatening the safety of those specified or

substantially disrupting the orderly operation of the school, and creates a reasonable fear of harm or has a high likelihood of succeeding in that purpose.

*Disposition:*

PK – Grade 5: 1st Offense: Discretion of school administration; Notification of parent.  
2nd Offense: Suspension

Grades 6-12: 1st Offense: Discretion of school administration; Notification of parent.  
2nd Offense: Suspension  
3rd Offense: 10-day suspension with recommendation for expulsion

**Offense #19: False Accusation** [O.C.G.A. 20-2-751.5 (a)]

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student. Such false accusation is prohibited both on and off school grounds and hours.

*Disposition:* Discretion of school administration.

**Offense #20: Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature is prohibited. Sexual harassment may include, but is not limited to:

- 1) Verbal harassment or abuse
- 2) Pressure for sexual activity
- 3) Repeated remarks to a person with sexual or demeaning implications

Unwelcome touching

*Disposition:* Discretion of school administration up to and including recommended expulsion.

**Offense #21: Aiding, Abetting, Accessory**

Students shall not aid, contribute, encourage, be an accessory, or otherwise support other students in the violation of the Code of Conduct. This provision may include, but is not limited to, the use of social media and other avenues, to promote, incite, or provoke others to violate school rules.

*Disposition:* Discretion of school administration

**Offense #22: Academic Honesty**

Students shall conduct themselves with honesty and integrity regarding all academic work. Cheating, forgery, plagiarism, and/or doing work for other students is unacceptable at any level on any assignment or task.

*Disposition:* Discretion of school administration

**Georgia's Drug Law**

Georgia law mandates certain severe penalties against students and/or adults who engage in drug-related activities at or near school property. Violators face imprisonment and fines. It is unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any school property.



Any person who violates or conspires to violate this law is guilty of a felony and upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000, or both. Students who plan to go to college, if convicted under this law, would be barred or denied from receiving state grants, scholarships, or any federal monies for college.

### **Telecommunication Devices**

Students are not permitted to use an electronic communication device during school hours except for health or other emergency reasons approved by school administrators. School officials may confiscate electronic devices when rules governing those devices are violated. By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search will reveal a violation of law or school rules. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others. Students are responsible for devices brought onto school property or to school events. Student use of telecommunication devices for learning purposes may be authorized by the school within the purpose of appropriate classroom instruction.

*Disposition:* As listed under Offense #9 of this Code of Conduct.

### **Weapons [O.C.G.A. 16-11-127.1]**

It is unlawful for any person to carry, possess or have under their control any weapon or explosive compound within a school safety zone, en route to or from school, at school bus stops, or at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in Section 921, Title 18, of the United States Code, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.

*Disposition:* Possible expulsion for up to one calendar year and referral to law enforcement.

### **School Bus Rules and Regulations**

Rules of student behavior included elsewhere in this *Code* are applicable to school buses as well as:

1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
2. Students are permitted to load and unload only at their assigned bus stops.
3. Each driver shall designate a seat on the bus for each student.
4. Students shall not stand in or operate the door.
5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
6. Students shall hold such materials as band instruments, book bags, etc.
7. Objects are not to be thrown or tossed inside the bus or out bus windows.

8. Students are not permitted to get off the bus while it is in motion.
9. Students shall not write, cut, scratch, deface or otherwise vandalize buses.
10. No tobacco or tobacco-like use, profane language or misbehavior will be tolerated on buses.
11. While on a bus, students are prohibited from any of the following:
  - a) acts of physical violence;
  - b) bullying or threatening others;
  - c) physical assault or battery;
  - d) verbal assault;
  - e) any other unruly behavior.
12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost, and parents notified.
15. Drivers are to be respected and their instructions followed at all times.
16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
17. Out-of-district students may not ride a school bus to or from school.
18. Large items such as musical instruments, are not to be transported on regular routes. Smaller instruments below the typical alto saxophone (25" x 11" x 7") may be carried in the lap of the student, under where that student is seated, or in another place designated by the driver.

### **Suspensions and Expulsions**

Suspension precludes a student from all school operations, activities, and functions for the time of the suspension. A student in In-School Suspension (ISS) is also suspended from all school-sponsored activities for the days he/she is in ISS. Short-term Suspension removes a student out-of-school for not

more than 10 consecutive days. Long-term suspension is removing a student for more than 10 days but not beyond the current quarter or semester. Expulsion is suspension for more than 10 days that goes beyond the current term, and may be permanent.

Students under suspension/expulsion may not attend any school-related activity on or off school grounds during the time of suspension/expulsion. An assignment of suspension ends on the morning of the next day after the suspension is completed or the morning after the last day of the school year if the suspension is at the end of the academic year.

For overall academic progress students are expected to do the work missed during a suspension. Students shall not be penalized in their academic grade for the first suspension of a full credit period (semester for grades 9-12 and year for grades 3-8) if the student makes up the work in the time allotted by policy and arrangements with the teacher. For subsequent suspensions in a full grading period, a student may receive a grade of no higher than "70" on graded work missed

during an out-of-school suspension and made up within the time allotted by this policy and arrangements with the teacher(s) except for final examinations and long-term assignments. If the student fails to make up the work, the teacher may assign a grade of "0" for each assignment not completed. Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date.

### **Parental Notice**

Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Discipline Appeals**

Any disciplinary matter involving punishment of five days out-of-school suspension or less, or any punishment less severe cannot be appealed beyond the school principal. Any disciplinary matter involving punishment of seven days out-of-school suspension or less cannot be appealed beyond the Superintendent. (Policy JCE)

### **Authority of Principal**

The principal is the designated leader of the school and with the staff is responsible for its orderly operation. In cases of discipline violations not covered by prescribed disposition in this brochure, the principal may enact corrective measures which he or she believes are in the best interest of the school and student involved.

### **Bus Transportation**

Bus transportation is provided for Cartersville city resident students living beyond a certain distance from the school. Generally, the system uses one (1) mile is used as a guideline for pickup (state funding requires 2 miles). Students are also to be picked up and dropped off at bus stops assigned to their domicile address (where they actually live) and not at businesses, relatives, or stops not assigned to them.

Out-of-district students may not ride a school bus to or from school. Out-of-district students may not be dropped off at any bus stop for the purpose of riding a bus to or from school. Students who violate the provision of this rule may forfeit the opportunity to attend Cartersville City Schools and be immediately withdrawn from the Cartersville City Schools.

## **Bus Conduct – Rules & Procedures**

Rules of student behavior included in the complete Code of Conduct are applicable to school buses as well as the following:

1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
2. Students are permitted to load and unload only at their assigned bus stop.
3. Each driver shall designate a seat on the bus for each student.
4. Students shall not stand in or operate the door.
5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
6. Students shall hold such materials as band instruments, book bags, etc.
7. Objects are not to be thrown or tossed inside the bus or out bus windows.
8. Students are not permitted to get off the bus while it is in motion.
9. Students shall not write, cut, scratch, deface or otherwise vandalize buses.
10. No tobacco or tobacco-like use, profane language, or misbehavior will be tolerated on buses.
11. While on a bus, students are prohibited from any of the following:
  - a) acts of physical violence;
  - b) bullying or threatening others;
  - c) physical assault or battery;
  - d) verbal assault;
  - e) any other unruly behavior.
12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost, and parents notified.
15. Drivers are to be respected and their instructions followed at all times.
16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
17. Out-of-district students may not ride a school bus to or from school.
18. Large items, such as musical instruments, are not to be transported on regular routes. Smaller instruments below the typical saxophone (25" x 11" x 7") may be carried in the lap of the student, under where the student is seated, or in another place designated by the driver.

## Cartersville School System Calendar 2016-17

July 27, 28, 29; Aug 1, 2,	Teacher Pre-planning
August 3	School Begins
September 5	Labor Day Holiday
October 10-11	Fall Break
November 21-25	Thanksgiving Holiday
December 16	End 1st Semester
December 19-December 31	Winter Holidays
January 2, 2017	Teacher In-service, Student Holiday
January 3	School Resumes
January 16	Martin Luther King, Jr. Holiday
February 20-21	Winter Break (or possible inclement weather make up days)
March 10	Teacher In-service, Student Holiday
April 3-7	Spring Break
May 19	Last Day of School, Graduation
May 22-24	Teacher Post-Planning
May 29	Memorial Day Holiday

## **CHS Bring Your Own Device (BYOD) Policy**

Dear Parent (s),

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Device (BYOD) at our school. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this new program within our school. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of our instruction.

### Definition of "Device"

For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### Internet (BYOD WIFI Network)

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.

### Security and Damages

Responsibility to keep the device secure rests with the individual owner. CHS is not liable for any device stolen or damages on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### BYOD Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without express permission from the teacher. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy ID36358) and Internet Safety (Policy ID36361). Furthermore, the student must agree to the following conditions:

- All devices must remain silent or be put away unless being used within a lesson during class time. Personal technology cannot be used during campus, district or state testing.

- Devices must have the ability to enhance the educational process and must be able to access the Internet.
- Students are responsible for making sure devices are fully charged prior to use in class.
- Technical support for personal devices will not be provided by teacher or staff.
- Personal devices will only access the BYOD WIFI network.
- Students must comply with acceptable use terms for accessing the Internet while on school campus.
- Students are responsible for the security of their personal devices.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- Personal technology with photographic or video capabilities may only be used with explicit permission from the classroom teacher or principal.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the CHS Internet Acceptable Use Policy.
- The device may only be used to access files or Internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Students must comply with teachers' request to turn off the device.
- Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.
- Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts, "hot spots" or by any manner other than connecting through the wireless connection provided by the school system.
- Students may not use devices during non-instructional times, such as passing periods, lunch and before/after school without express permission from the school's administration.
- All devices should be clearly labeled with student's full name. Password protection is recommended. Parents and students should discuss insurance, data plans and fees, as these are not the responsibility of CHS faculty.
- Students are responsible for personal property brought to school and should keep personal items with themselves or in a locked space. Lost and found devices must be immediately reported and/or turned over to a teacher or administrator.
- Students will not be expected to share their personal devices with others.
- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- Students may not use earbuds or headphones with their electronic devices unless a teacher gives them permission during class in relation to an educational activity.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **CARTERSVILLE HIGH SCHOOL**

## **DRUG ABUSE PREVENTION PROGRAM**

### **I. PROGRAM PHILOSOPHY**

Substance abuse is a concern within Cartersville High School (CHS), as well as nationally. Non-therapeutic drug usage poses a serious threat to the growth, development, and overall physical, mental, and social well-being of our students and cannot be tolerated.

Cartersville High School is committed to an active role in the elimination of non-therapeutic drug usage and alcohol abuse among the participants in our extracurricular programs. This program should be regarded as a preventative measure. It is our intent to provide a safe and healthy environment in which the students can meet the demands of both academic and athletic pursuits.

### **II. PROGRAM OBJECTIVES**

The objectives of the Drug Abuse Prevention Program include, among others:

- \* To protect the health and welfare of the Cartersville High School student by providing a drug free environment
- \* Detering the abuse of alcohol and performance enhancing supplements
- \* To assist students in avoiding improper involvement with non-therapeutic drugs by providing current, factual information to all participants
- \* To empower student-athletes with a reason to say "NO" to drug and alcohol abuse
  - \* Identifying substance abusers
  - \* Recommend counseling and rehabilitation services as deemed necessary
  - \* Promote the role of CHS students as representatives of the school and positive role models for the youth in the community

### **III. PROGRAM COMPLIANCE AND ELIGIBILITY**

Participation in school extracurricular activities is a privilege, not a right. To become and remain a participant within school's extracurricular activity, a student must comply with the terms of this program that encompasses drug education, screening, and counseling and/or treatment that is deemed necessary.

The student must complete a drug screening authorization and consent form prior to beginning participation each year, agreeing to submit to screening procedures as requested by the Cartersville High School to detect unauthorized drug use. The students and parents/guardians will provide written consent to release testing results to the individuals as noted in Section V, E of this program.

Parents/Guardians of students must grant consent for their child's participation in this program.

### **IV. INVOLVEMENT OF PARENTS/GUARDIANS**



- \* We have determined that our program will be most effective with the involvement of the parents/guardians of our students. We will operate on the premise that the great majority of parents/guardians want their children to refrain from non-therapeutic drug usage and alcohol abuse.
- \* This policy will be posted online on the school system's website
- \* We will make a copy of our program available to the parents/guardians of our students at their request and encourage their endorsement.
- \* The parents/guardians of students whose urine sample is confirmed to be positive for the presence of a non-therapeutic drug BANNED SUBSTANCE as noted in Section V, B, 2, or any student who refuses to submit to screening, will be notified of our findings and actions as soon as possible.
- \* The parent/guardian of any student who is identified from observed behavior or OTHER SCREENING METHODS as having consumed alcohol will be notified of our findings and actions as soon as possible in compliance with the Cartersville City Schools Student Code of Conduct.

## **V. COMPONENTS OF PROGRAM**

### **A. EDUCATION**

The basic purpose of Drug Abuse Prevention Program is that of prevention. An essential portion of this program is an ongoing education component. The intent is to increase the student's awareness of the physiological, psychological, and legal ramifications of substance abuse. The student will have an opportunity to participate in educational experiences that will emphasize the damaging effects of drug and alcohol abuse.

### **B. DRUG SCREENING**

#### **1. PROGRAM CONSENT**

At the beginning of each academic year, a presentation will be made to all students to outline and review the Drug Abuse Prevention Program, its purposes and its procedures. The students will then be given the opportunity to voluntarily consent to the administration of urinalysis testing during the academic year. Those students who wish to participate in the Drug Abuse Prevention Program so indicate by executing consent forms, which specifically provides that the results will remain confidential, and will be supplied only to those persons as authorized in Section D, Disciplinary Actions. Failure to complete and sign the consent form shall result in the student's ineligibility for participation in all extracurricular and co-curricular programs (ex. Beta Club, FBLA, Band, Parking Privileges, etc.) at Cartersville High School.

#### **2. BANNED DRUGS**

Screening will include, but not be limited to "recreational drugs" and those drugs, which have been reported to have a high potential for abuse:

- Marijuana
- Cocaine
- Opiates
- Amphetamine
- Methamphetamine
- Phencyclidine
- Human performance enhancers (Anabolic Steroids)

#### **3. SELECTION FOR CARTERSVILLE HIGH SCHOOL DRUG TESTING**

The Assistant Principle/Athletic Director will serve as the Program Director, in accordance with this policy, determine the times and dates for obtaining urinalysis. All students involved in extracurricular activities will be subject to selection according to the following criteria:

- a. Random--The program director shall develop and maintain random announced and unannounced selection procedures for administering drug screens. Students on the extracurricular activities list may be tested one or more times at any time during the academic year, and during summer conditioning and preseason sessions.
- b. Reasonable suspicion--Drug testing may be required of a student where there is reasonable cause to suspect the student is engaged in the use of any banned substances. Reasonable cause as defined here: "If the available information were conveyed to a person unfamiliar with the student, that person would conclude by observation, whether on or off of school premises, that there is enough factual information to determine that the student is using a substance on the banned drug list." If a student is observed to be under the influence or in possession while on campus, the Cartersville City Schools Code of Conduct applies in all circumstances.

The program director may determine reasonable cause based on, but not limited to the following:

- Abnormal conduct, appearance, or other behavior indicative of drug usage
- Possession of substances on the banned drug list
- Arrest and/or conviction for a criminal offense related to the possession, use, OR TRAFFICKING OF BANNED DRUGS
- Previous history of non-therapeutic drug use

#### 4. NOTIFICATION OF SELECTION FOR DRUG SCREENING

Students selected for drug screening will be escorted by the program director to the designated site for the collection procedure.

If the student cannot be located, the program director will inform the head coach or sponsor of the inability to locate the student and activities will be suspended until a urine screen can be performed.

#### 5. COLLECTION PROCEDURE

Dye will be placed in the toilet of the restroom and the water turned off to the faucet in the collection location. The student will be instructed to not flush the toilet until the specimen has been collected.

The samples will be collected specifically according to the instructions of the collection device, and tested using the i-Cup from Redwood Toxicology Laboratory, Inc. (RTL). If a positive result is obtained, the student may request that the sample be submitted for a confirmation at his/her own expense.

### C. CONSEQUENCES OF FAILURE TO PARTICIPATE

1. Without a verified excuse acceptable to the program director, the student who could not be located for notification of drug testing will be suspended from participation in their respective sport until the test can be rescheduled and completed.

2. If the student refuses to participate in the drug screening, said student will be suspended from participation in their respective sport for the balance of the academic year, and the event will be treated as a confirmed positive test.
3. The student is required to produce the minimum volume for the urine specimen. If the student is unable to meet the necessary volume requirements, the student must remain in the testing area until an adequate sample is obtained. Failure to produce an adequate sample will result in a confirmed positive test.

#### **D. DISCIPLINARY ACTION**

##### 1. PHASE I—First Offense

Any student whose urine sample is determined to be positive for any presence of a non-therapeutic drug as detailed in Section V, B, 2, or any student-athlete who refuses to submit to urine screen upon request will be subject to the following disciplinary actions:

- \* Suspension from participation in their chosen sport/activity for a minimum of 20 % of their competitive season.
- \* Mandatory follow-up drug screening for a minimum of six months, or at the discretion of the Program Director
- \* Notification: Principal, Athletic Director, Athletic Trainer, student-athlete's Head Coach / Sponsor, and the student-athlete's parent/guardian.
- \* Suspensions not fulfilled at the end of a playing season will be carried over to the next season if the student-athlete has eligibility remaining.
- \* The student must attend a certified drug/alcohol abuse counseling program as chosen by the parent/guardian.
- \* Reinstatement to participation may take place upon completion of the suspension time requirement and upon recommendation of the substance abuse counselor.

##### 2. Phase II—Second Offense

- \* With the occurrence of the second incidence of a positive urine sample, or if the student refuses to submit to follow up screening, the student will be suspended from all extra-curricular activities at Cartersville High School for one calendar year.
- \* Notification: Principal, Athletic Director, Athletic Trainer, student-athlete's Head Coach / Sponsor, and the student-athlete's parent/guardian.
- \* Mandatory follow-up drug screening for a minimum of six months, or at the discretion of the Program Director
- \* The student must attend a certified drug/alcohol abuse counseling program as chosen by the parent/guardian.
- \* Reinstatement to participation may take place upon completion of the suspension time requirement and upon recommendation of the substance abuse counselor.

##### 3. Phase III – Third Offense

- \* With the occurrence of a third incidence of a positive urine sample, or if the student refuses to a follow-up screening, the student will be suspended from all extra-curricular activities at Cartersville High School on a permanent basis.
- \* Notification: Principal, Athletic Director, Athletic Trainer, student's Head Coach / Sponsor, and the student's parent/guardian.

#### **E. CONFIDENTIALITY**

Test results will be kept confidential and will only be provided to those listed in Section V. D. 1.

## NOTES