

“REACHING EXCELLENCE AND
CLIMBING HIGHER”



LASSITER HIGH SCHOOL
2021 - 2022

ASE Schedule

(Monday/Wednesday/Thursday)

8:15	Warning Bell
8:20 – 9:13	1st Period
9:19 – 9:47	ASE
9:53 – 10:44	2nd Period
10:50 – 11:41	3rd Period
11:47 – 12:38	4th Period
12:44 – 1:35	5th Period
1:41 – 2:32	6th Period
2:38 – 3:30	7th Period

Advisement Schedule

(Tuesday/Friday)

8:15	Warning Bell
8:20 – 9:16	1st Period
9:22 – 9:34	ADVISEMENT
9:40 – 10:33	2nd Period
10:39 – 11:32	3rd Period
11:38 – 12:31	4th Period
12:37 – 1:30	5th Period
1:36 – 2:29	6th Period
2:35 – 3:30	7th Period

Student Handbook 2021-2022



Lassiter High School
A Tradition of
Excellence



2601 Shallowford Road
Main Office: 678-494-7863
Guidance: 678-494-7866
Attendance: 678-494-871

Marietta, GA 30066
FAX: 678-494-7865
Web Site: www.lassiterhigh.org

Lassiter High School Vision

Lassiter's motto, "Reaching Excellence and Climbing Higher" (REACH), reflects the commitment of students, faculty, and staff to high standards of learning and continual improvement.

Lassiter High School Mission Statement

Our mission is to serve the needs of individual students by promoting challenging academic standards in a nurturing environment that produces capable, responsible, productive members of society.

Cobb County School District Vision Statement

"One Team, One Goal: Student Success."

Cobb County School District Mission Statement

"Creating and Supporting Pathways for Success."

From the Principal. . .

On behalf of the faculty and staff of Lassiter High School, it is my honor and privilege to welcome you to the 2021-22 school year. I want to impress upon each of you how fortunate we are to be a part of a school community that is renowned for its pride and traditions. Lassiter was recognized as a Georgia School of Excellence and a Georgia Platinum Level School for highest percentage of students meeting/exceeding standards on the Georgia High School Graduation Test. No doubt about it, the Lassiter community is passionate about the Trojans!

It is our belief that no one rises to low expectations and the Lassiter faculty and staff excel in preparing students for postsecondary options. We know that successful students participate in challenging academic classes and are involved in a variety of school activities. Please make sure you take advantage of all the exceptional activities that Lassiter has to offer.

It is the idea of community that is the driving force behind our student handbook. The faculty, staff, parents, and community are all working together on how we can all contribute to ensuring that the atmosphere at Lassiter is both safe and productive. It is always our goal at Lassiter to have an environment that fosters exceptional academic work as well as great high school memories.

We look forward to working with you so that you enjoy your time at Lassiter. Lassiter's success is built on the collaborative efforts of the faculty, staff, students, parents and the community. Have a great year and take great pride in attending one of the highest performing and most recognized high schools in the state of Georgia. There is nothing like Trojan Pride!

Go Trojans!

Sincerely,

Dr. Chris Richie, Principal

About the Handbook. . .

The Lassiter Student Handbook is designed to be an information source for students and parents. Students are responsible for knowing the contents of this handbook. All information contained herein is subject to change or modification regarding policy and procedures adopted by the Cobb County Board of Education or the Lassiter High School staff. During the first week of school, students may be given additional Cobb County School System policies and Lassiter High School policies. Students are also responsible for any additional information related to local or district policies and for communicating this information to their parents/guardians. For additional information on district policies, go to www.cobbk12.org. For more information related to Lassiter High School, please go to www.lassiterhigh.org.

Administrators

Dr. Chris Richie	Principal
Angelo Ruggiero	Assistant Principal
Carol Pizza	Assistant Principal
Julie Huffman	Assistant Principal
Joseph Horton	Assistant Principal
Scott Kelly	Assistant Principal

Department Chairs

Career Tech	Sharlet Keilman
English	Hilary Minich
Fine Arts	Kim Snyder
Foreign Language	Adriana Gonzalez
Guidance	Liz Clark
Mathematics	Brian O'Dell
Physical Education	Jason Campbell
Science	Dayle Koester
Social Studies	Dr. Rhonda Webb

Media Specialists

Christine Young
Kristin Hunt

Office Personnel

School Bookkeeper	Kelli Price
School Secretary	Missy Beaverson

School Nurse Social Worker

Audrey Dinoff
Jacqueline Fross

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Please use the
DIRECT DIAL PHONENUMBERS
below for faster service:

Counseling	678-494-7866
Counseling Fax	678-494-7886
PPO/Attendance	678-494-7871
PPO/Attendance Fax	678-494-7868
Athletic Dept. Fax	678-516-4275

Section 1 Student Information

1.1 Daily Bell Schedules: see above (pg.2)

1.2 Beliefs

The following core beliefs, fundamental to school life, guide the Lassiter community in the pursuit of our mission.

- A **positive school environment** supports student learning and motivates faculty and staff.
Academic success requires **student responsibility** for academic preparation, learning, and honesty.
- **Effective discipline** provides the basis for a positive learning environment. A **diverse curriculum** reflecting the current trends of a global society makes learning relevant for each student.
- **Interactive teaching** promotes critical thinking and reflects awareness of different learning styles.
- **Meaningful advisement opportunities** ensure proper course selection and career preparation for students and increase parent awareness of students' educational options.
- All stakeholders must **communicate effectively** to ensure educational success.
- **Varied co-curricular opportunities** motivate students to become active participants in and appreciative observers of worthwhile activities.
- All aspects of school life require students, faculty, and staff to demonstrate **high ethical standards**.
- The intellectual, social, and physical experiences of students contribute to their development as **responsible, mature citizens**.

Section 2 Student Recognition

2.1 Renaissance Program

The purpose of the Renaissance Program is to foster and acknowledge the outstanding educational and character achievements and contributions of Lassiter students, faculty, and staff through reinforcement, recognition, and reward.

2.2 Academic Awards and Recognition of Achievement

Fall Renaissance Festival: An annual festival is held each fall on the football field to honor student achievement. All Honor Card holders and Hi-5 Card holders are invited to attend.

Academic Pep Rally: An annual assembly is held second semester to honor student achievement and improvement. All Honor Card holders and Hi-5 Card holders are invited to attend.

Spring Honors Assembly: A Spring Honors Assembly is held annually to highlight the academic achievements of students. A reception for honored students and parents is held after the assembly.

Principal's Award: Each semester, teachers select a student in every class they teach to receive the Principal's Award, an award based on five criteria: (1) Positive Attitude, (2) Responsibility, (3) Participation, (4) Class Role Model, and (5) Best All-Around Student. Teachers present these students with a certificate of achievement.

Highest Class Average: Each semester, teachers select the student in each class that they teach who has the highest numerical average. Teachers present these students with a certificate of achievement.

Departmental Awards: Teachers from English, Mathematics, Science, Social Studies, Fine Arts, Business, Foreign Language, and Physical Education select the most outstanding student in their discipline. These students are honored at the Spring Honors Assembly.

Honor Societies: Honor societies acknowledge academic excellence within various disciplines. Students who qualify wear that organization's honor cord over their gowns during graduation exercises.

Academic Letters: The Lassiter L and the Lamp of Knowledge insignia are awarded to students who maintain a semester GPA of 4.0 or higher for both semesters of an academic year. Students receiving this recognition will receive an invitation to a special evening ceremony and reception in the fall for the presentation of academic letters to students who completed grades 9 -11.

Honor Cards: Students are recognized and rewarded for academic achievement based on their previous semester's grade point average. The categories are as follows:

Gold Students achieve a 4.0 semester average.

Maroon Students achieve a 3.5 semester average.

White Students achieve a 3.0 semester average.

Honor cards entitle students to a variety of rewards: community business discounts, school incentive perks, and periodic honor celebrations, including the Fall Renaissance Festival and the Spring Academic Pep Rally. Students commit to the Honor Card Pledge when they receive their cards.

2.3 STUDENT LEADERSHIP

Student Renaissance Leadership Team: A student team made up of Sophomore, Junior, and Senior leaders work with each division of the Renaissance REACH Program. Since students are assigned to different areas, their responsibilities vary.

Lassiter Student Council: Each year students are elected by their peers to serve as class representatives and class officers. Lassiter Student Council facilitates Homecoming week festivities, Shop with A Trojan, Spring Fling and Powder Puff Football and overall school spirit.

Lassiter Ambassador: A Student team made up of nominated upperclassmen with a focus on assisting with the transition for new students coming to Lassiter.

Section 3 Academics and Instruction

Lassiter High School's instructional year is divided into two semesters, fall and spring. Students must take six courses per semester. Each course carries .5 unit of credit. Three units may be earned per semester for a total of six units per year. Students should aim for more than minimum requirements for graduation. A student should consult with her/his counselor regarding the requirements of her/his chosen college, university, or technical school. Please see our school website for more details about our school's instructional program.

3.1 Academic Integrity

The Lassiter Community believes academic integrity is essential to establishing and maintaining a quality academic program. Lassiter's core purpose is to prepare students for college, work, and life. Academic honesty helps develop the character needed for success in these future endeavors. Lassiter students are expected to uphold the

highest standards.

3.2 Cheating

The following indicate scholastic dishonesty in any evaluation situation (homework, quizzes, tests, presentations, labs, etc.) and will be appropriately disciplined: (a) taking unauthorized information of any form into a test situation; (b) plagiarism; (c) taking test questions to aid in later situations; (d) copying or attempting to copy the work of others; (e) giving or taking information concerning a test after an individual has taken a test, and the same form of the test is to be given later; (f) being in possession of a test, grading key, or teacher text or manual; (g) communicating (talking, writing notes, etc.) without permission during a test session; (h) asking a question during a test where the question itself provides information to those taking the test; (i) being in possession of another student's computer files; (j) allowing another student to use one's files; (k) printing work and submitting it for another student; (l) printing the work of another and submitting it as one's own; (m) submittal of second party and/or internet work as one's own; (n) sharing a computer password when using a network computer system; (o) entering the mailbox of another student when using a computer network system; (p) storing info for retrieval in any electronic device when the teacher forbids it.

Procedures: Anyone witnessing academic dishonesty should report it to the affected classroom teacher of the accused student. This teacher will determine if academic honesty violations have occurred. Upon deciding, the teacher will notify the student, parents, and the administrator.

Consequences: All offenses are cumulative.

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

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

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

3.3 Testing

A. Comprehensive final exams are given at the end of each semester in every class. These count exams count 10% of the final course grade unless it is an EOC required course. In EOC required courses, the EOC will act as the final exam and count 20% of the final course grade.

*All students will take exams in all subjects at the end of each semester. In accordance with Cobb County Schools Policy IHAA-R: "Students shall not be given final examinations in advance of the established testing schedule but may be tested after the scheduled testing period if their attendance is interrupted during the final examination period. It shall be the responsibility of students to make arrangements with the teacher for final examinations which they have missed as a result of absences during the final examinations."

B. Georgia End-of-Course exams are given in the courses listed below. EOCs will count 20% of the final course grade (*EOC course list is subject to change).

<u>Course Name</u>	<u>Corresponding EOC</u>	<u>Dual Enroll MUST TAKE EOC.</u>
American Literature and Composition	American Literature	Yes
Honors American Literature and Composition		
AP English Language and Composition		
IB English B, One Year		
IB English A Literature, Year One		
IB English A Language & Literature, Year One		
Biology I	Biology	Yes
Honors Biology I		
STEM Biology I		
AP Biology		
IB Biology, Year One		
United States History	US History	Yes
Honors United States History		
AP United States History		
Algebra I	Algebra I	Yes
Accelerated Algebra I/Geometry A		

3.4 Students need the following units for promotion:

Sophomore-5 units- Must include 1 Credit each of Math, Science and English
 Junior-11 Units- Must include 2 Credits each of Math, Science and English
 Senior-16 Units- Must include 3 Credits each of Math, Science and English
 Graduation-23 Units- Must include 4 credits each of Math, Science and English

3.5 Grading System/Incomplete Grades

Please refer to CCSD's policy on grades.

Cobb County high schools use the following grading system:

A=90-100

D=70-73

B=80-89

F=Below 70

C=74-79

I=Incomplete

An **incomplete** may be given when a student has not been able to complete course requirements due to extended excused illness or other hardship. The student may be given up to 14 calendar days after the end of the term to satisfy the course requirements. If the work is not made up within 14 days, the incomplete work will be counted as zeros and a grade assigned for the course. Conduct grades will be assigned as follows.

S=Satisfactory **N=**Needs Improvement **U=**Unsatisfactory

3.6 Report Cards/Progress Reports

Grades begin the first day of each semester and each report card shows a cumulative grade for that period. Students receive progress reports after 6 weeks and 12 weeks, and a final semester report card after 18 weeks (final semester average). The 18-week final semester average is the one that appears on the student's transcript/permanent record.

3.7 Make-Up Work

A student may receive the number of days missed plus one additional day for make-up work of an excused absence. Students are responsible for asking for the make-up work. The student will receive full credit for work made up in the allowed time. A student with an unexcused absence may ask for assignments and can do them in order to keep up with class but the teacher is under no obligation to grade the work.

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

Scheduling tests/evaluations missed during the suspension will be the sole responsibility of the student. ***Field trip make-up work:** Students who are absent due to a field trip or a school-sponsored activity will be counted as absent but will be allowed to make up all work missed as per the make-up policy.

3.8 ASE

The Academic Support and Enrichment (ASE) program provides students additional assistance for their coursework and high-stakes standardized testing. As an aid to support student success, ASE classes meet three times a week for thirty minutes during the school year. Students will select their ASE class at the beginning of the semester.

3.9 Minimum Day

Seniors who have at least 17 1/2 units (for first semester) and at least 19 1/2 units (for second semester) and can **provide transportation may** register for minimum day. By state policy, minimum day constitutes **ONE** period of early release from the school day for seniors who are on track to graduate. In addition, students must have minimum day forms on file, which have been signed by the students' parents. Students should check with their counselors to make sure that all courses necessary for graduation and/or college have been scheduled before minimum day is considered. **Athletes must pass at least five (5) courses per semester even though they are on minimum day to be eligible to participate in Georgia athletics.** Minimum day students **may not** remain on campus. **All minimum day students must show proper identification when requested and must leave campus when they are not scheduled for a class.**

Section 4 Attendance

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

PPO or the Attendance Office is located on the left in the entrance hall of the main building. Attendance related matters are handled in this office. Students **MUST** present a pass from a teacher or administrator to enter the Attendance office. **A parent should notify the Attendance Office when her/his child will be absent from school for any extended period.** Cobb County School Board policy JBD requires that parents furnish the school with a doctor's statement verifying an illness for each absence after ten (10) or more school days have been missed. When appropriate, students will be referred for special attention and possible subsequent referral to juvenile court.

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

4.3 Absence Notes -- Excused

It is the responsibility of the parent(s)/guardian(s) to notify the school in writing of the reason(s) for a student's absence(s). This written statement from his/her parents/guardians or medical doctor must include the date(s) and reason(s) for absence(s), parent's phone numbers (work and/or home), and the parent/guardian's signature. This statement should be presented to the attendance office within three days of the absence. If a statement is not brought in within three days, please contact student's assigned administrator (assigned by student's last name).

In accordance with the State Compulsory Attendance Law, the following reasons may temporarily **excuse** students from an absence or tardy.

- A. When personally ill and when attendance in school would endanger their health and the health of others
- B. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school
- C. On special and recognized religious holidays observed by their faith
- D. When mandated by governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order, etc.; official documentation may be required)
- E. Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.
- F. Students serving as a Page in the Georgia General Assembly
- G. To register to vote or to vote in a public election

Other reasons for absences must be classified as unexcused

Students with an **excused** absence are responsible for make-up work in accordance

with the school's make-up policy.

4.4 Unexcused Absences: A student is charged with an unexcused absence if he/she is absent from all or a significant part of a day without a valid excuse (See above, 4.3.) Any student who has an **UNEXCUSED absence may NOT be allowed to make up the work missed.**

4.5 Excessive Absences (Administrative Rule JB): If a student has been absent from school ten (10) or more days, the school principal may require a physician's statement verifying the necessity of the absence, permission to return to classes, request for restricted activity, or to qualify for homebound instruction. Students and/or parents are encouraged to contact Lassiter at 678-494-7863.

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

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

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

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

Please refer to CCSD Board Policy JB-R Regarding Student Attendance.

Out of School Suspension: Absences due to out-of-school suspensions or expulsions are considered unexcused absences. However, parents of students who are suspended or expelled will be notified pursuant to Administrative Rule JDD-R. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor.

4.7 Present for the Class/Day

Students are expected to attend all classes. In order to participate in school activities they must be present for at least half day or 12:00 pm. Lassiter does not recognize or sanction skip days. Students who participate in such an event or activity will be credited with an unexcused absence. Please refer to 4.3 for reasons an absence or tardy may be excused.

Out-of-Town (Unavailable) Parents

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

to contact in case of an absent parent.

4.8 Tardy Policy

- A. Tardies to School: Any student entering the school after 8:20 A.M., the start for first period, is TARDY to school. If the note cannot be verified, the tardy will be marked UNEXCUSED. Tardies to school will result in an administrative consequence.
- B. Teachers will monitor tardies to class and ASE. Teachers will administer consequences as outlined in their syllabi. Failure to serve teacher consequence will result in an administrative referral.
- C. Disciplinary Action for Tardies:

Saturday School, ISS, revoked parking permit, and/or suspension are as follows:

- 1. 3rd unexcused tardy = 1 Saturday school
- 2. Each additional tardy may result in disciplinary consequences

**** 6th unexcused tardy to school will result in loss of parking privileges, per CCSD policy.**

4.9 Late Bus Arrivals

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

4.10 Checking Out of School Before 3:30 P. M.

All Cobb County Schools have closed campuses to ensure the safety of students.

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

- 1. **The student's first and last name**
- 2. **The student's advisement number**
- 3. **The dismissal time and date**
- 4. **The reason for the early dismissal**
- 5. **A telephone number where the parent can be reached during the school day to verify the check-out request**
- 6. **The parent/guardian's name and signature**

Attendance personnel will verify the note and give the student a pass to return to the **ATTENDANCE OFFICE** to sign out at the time of the early dismissal.

Anyone who checks out a student must bring a picture ID.

If a student becomes ill during the school day, the student should get a pass from his/her classroom teacher to report to the nurse/clinic. If the student whose parents cannot be reached is so ill that emergency medical attention is required, an ambulance will be called at the parents' expense, and the student will be transported to the nearest emergency room or suitable medical facility. **Including several emergency names/phone numbers on the school records is extremely important. Please remember to update school records if your phone number(s) changes.**

4.11 Forged/False Attendance-Related Statements

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

1. Signing parent/guardian name(s) on an attendance-related document without parent permission
2. Participating in any attempt or form of check-in or check-out by deception
3. Student withholding pertinent information
4. Falsely identifying another person as a parent or guardian or other responsible party
5. Aiding or abetting illegal check-in or check-out

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

4.12 Lost/Mutilated Notes, Early Dismissal Slips, Etc.

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

4.13 Certificates of Enrollment for Prospective Drivers

As required by the Department of Public Safety for the State of Georgia, students between the ages of 15 and 17 must present a notarized Certificate of Enrollment when applying for a driving permit and driver's license. Certificates are available in the Attendance Office. Students and parents should remember that there is a **1-day waiting period** for these certificates and should plan accordingly. Cobb County Schools collect a **\$2.00 notary fee** for each certificate. With a pass, students should go to the ATTENDANCE OFFICE during their lunch hour **ONLY** to apply for these certificates. During school holidays, please plan ahead and make sure you give the ATTENDANCE OFFICE ample time to process your certificate. No one is available to process these over breaks. If a student plans ahead and obtains the certificate of attendance the last week of school, the Department of Motor Vehicles will honor it all summer.

4.14 Attendance/Driver's License

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

4.15 Students on Campus Before/After Regular School Day

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

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

4.16 Withdrawal From School

Student withdrawals are handled through the Counseling Office. Withdrawing students should either be accompanied by the parent/guardian who enrolled the student or should have written verification of their withdrawal from the enrolling parent/guardian that includes contact information (phone number) of the enrolling parent. The Attendance clerk should be notified of the withdrawal several days prior to the student's last day of school. Students should plan to attend school all day on their last day in order to return books and clear any financial obligations they may have incurred.

If a student officially withdraws from school prior to the completion of a semester, the courses taken, grades earned, and attendance shall be recorded only on the withdrawal form, and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers.

4.17 College Visits

College Visits - Seniors are allowed two (2) days of excused absences for college visits. Please bring excuse note on college/university letterhead with student's name indicating student was there for a visit, often part of official visit packet. It is the student's responsibility to inform her/his teachers in advance of these appointments. Juniors are permitted only one day excused, 10th or 9th are not granted excused college visit day.

Section 5 School Counseling/Advisement

5.1 School Counseling Office

Lassiter's School Counseling Office focuses on student development in academic, career, and in personal /social areas.

The School Counseling Office offers a variety of services to students, parents, and teachers including the following:

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

5.2 Counselor Assignments/Appointments

The telephone number of the School Counseling office is **678-494-7866**, and requests for appointments with a counselor may be made with the School Counseling Office clerk.

Students are assigned to counselors/administrators alphabetically.

Students' Last Name

A-C

D-H

I-M

N-Sr

St-Z

Counselor

Lindsey Johnson

Brittany Hughes

Ann Rives

Meghan Ben

Liz Clark (Dept. Chair) x060

x034

x054

x086

x032

5.3 Making an Appointment

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

5.4 Records and Transcripts

Lassiter maintains transcripts and permanent records for students currently enrolled and for withdrawn students for six months after their graduation. Records are then forwarded to the Records Management Department, Cobb County Schools, 514 Glover Street, Marietta, GA 30060. Written parental permission or a student signature is required for the release of a student's transcript. Forms are available in the guidance office for this purpose. At the beginning of each semester, a copy of each student's transcript is placed in her/his registration folder. Students may request transcripts to be mailed to a designated college or institution from the Records Clerk. All related materials, completed application (unless done online), request for recommendation, if needed (please allow up to 10 days to process), and fee should be turned in all at once. Transcripts are **\$2.00** per copy including the first transcript. Upon graduation, students may order one final transcript at no cost. **All financial obligations (media center fines, lost/damaged book fees, parking fees, etc.) must be met before a transcript will be sent.**

5.5 Schedule Changes

Requests for change of teacher will be honored **only if** the student has failed a course previously with the teacher and if space exists in another teacher's class. Any other requests for teacher changes will **NOT** be considered. Any course dropped **after the tenth day of the semester will result in a grade of 10 (F)**. After registration students will not be allowed to change a course. Please select your course carefully during registration.

5.6 Standardized Testing

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

PSAT (Practice Scholastic Aptitude Test)

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

Recommended Schedule for Taking College Entrance Examinations

PSAT	Fall of Sophomore Year (Required by Georgia)
SAT and/or ACT	Spring of Junior Year and Fall of Senior Year

The PSAT test date for 2019/20 school year is: **Wednesday, October 13, 202**Registration materials for both the **SAT and the ACT** are available in the Counseling Office. **Lassiter's College Board School Code is 111983.**

Advanced Placement (AP) Exam Schedule

Can be found at <http://apcentral.collegeboard.com>. These exams are traditionally administered for a period of two weeks in May.

5.7 Post-Secondary Options (Dual Enrollment)

Juniors and Seniors may participate in Dual Enrollment with local area colleges and technical schools. Students must meet the post-secondary admission criteria at the institution they wish to attend. Cobb County has set deadlines for students to participate in Dual Enrollment. Students must have applied and submitted all paperwork by May 1st for participation during Fall and Summer semesters and Nov 1st for participation during Spring semester. Each Spring Lassiter School Counselors host a mandatory parent/student meeting for those interested in Dual Enrollment. Please see the counseling department website for more detailed information.

5.8 Response to Intervention

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

5.9 Work-Study Programs Open to Juniors and Seniors

Work-based Learning (WBL) extends the traditional classroom and traditional styles of learning to the real world. It is the perfect pairing of academics and application.

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

5.10 Career Center and Scholarships

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

Section 6 School Bus Information and Parking Vehicles on Campus

6.1 School Bus Statement

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

6.1 Bus Service

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

1. Routes
 - a. Bus routes are available online at <http://www.cobbk12.org/centraloffice/transportation/busroutes.aspx>
2. Discipline
 - a. All school rules apply on the bus and at bus stops.
 - b. Students are expected to follow the guidelines established by the individual drivers, including filling out an emergency card.
 - c. Drivers may stop only at designated stops to allow students to board and leave the bus.
 - d. Students are expected to be on time at the appointed bus stop in the mornings and to be prompt when boarding the bus.
3. Late Buses (This rarely happens.)
 - a. When students arrive on a late bus, they should report to the attendance office for a pass.
 - b. Absences resulting from missing a bus will be unexcused.
 - c. Students on a late bus will not be counted as tardy with a note from the ATTENDANCE OFFICE.

4. Alternate Buses/Stops

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

5. Bus Departure

Busses leave Lassiter PROMPTLY at 3:35 P.M. After buses are dismissed, NO STUDENT can board a bus. Students should go quickly to their buses at dismissal time. Questions? Concerns? Please call the Transportation Department of Cobb County Public Schools at 678-594-8000.

6.2 Operation of Vehicles on Campus

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

Section 7 First Aid and Medical Attention

First Aid or Illness at School

The School Nurse is in Room 110. If a student becomes ill after arriving at school, he/she should ask her/his teacher for a pass to the Clinic. If necessary, a call will be placed to your parent/guardian. **Please inform the school nurse if you have any special medical needs or concerns. (Ext. 075)**

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

-Over the Counter medication, which may be purchased without a prescription, may be carried by students, in the original container. This should be a small personal supply of medicine and may not be shared with other students. Students are responsible for knowing the proper dosage and use of these medicines. If the parent prefers, they may bring these medicines to the clinic, and the nurse will dispense the medicine with the proper forms completed. **THE SCHOOL NURSE DOES NOT DISPENSE ANY MEDICATION TO A STUDENT, UNLESS THAT MEDICATION IS SUPPLIED BY THE PARENT FOR THAT INDIVIDUAL STUDENT.** Administrative consequences will result for students violating these policies. If you have questions regarding our child's medication, please contact the clinic at extension 075.

Section 8 Media Center/Computer Use

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

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

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

Media Center by classes and presence of Media Staff

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

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

Section 9 Communication

9.1 Advisement: The advisement period is important for communication with students. Students should be punctual to advisement and should not leave before the period is over. The advisement teacher will help the student with academic planning. In most cases the student will have the same adviser each year.

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

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

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

9.5 Deliveries-No deliveries of any kind are allowed at school. This includes, but is not limited to, Uber Eats, Grubhub, DoorDash, pizza companies or any other food delivery services.

Section 10 Student Discipline

10.1 Electronic Devices

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

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

10.2 Visitation of Other Schools

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

10.3 Restricted/Unauthorized Areas

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

10.4 Dress Code

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

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

Section 11 Behavioral Consequences

11.1 Saturday School

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

11.2 In-School Suspension (ISS)

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

11.3 Out-of-School Suspension

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

Section 12 Internet Acceptable Use

IFBG-R Internet Acceptable Use (From CCSD Board Policy Manual) 7/25/16
RATIONALE/OBJECTIVE:

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

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

Section 13 General Information

13.1 Building Hours/Use

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

13.2 Lockers

Lockers are available upon request through the Attendance Office. The school reserves the right to enter and search any school locker at any time. In all physical education courses, students are issued a locker and a combination lock. The confidentiality of the combination lock is essential in maintaining security. **NEVER leave valuable items in locker rooms!**

13.3 Lost and Found

Found items should be turned in to the front office.

13.4 Visitors

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

13.5 Textbooks/School Equipment

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

Refunds will be granted with the return of the book and the original receipt.

13.6 Food Service

Lunch is considered a class period; please report to the cafeteria **promptly**. Students may not go in the halls to run errands, go to lockers, etc. **Food and drinks may NOT be taken out of the cafeteria.** Horseplay and action games are **NOT** permitted. Any inappropriate behavior will result in disciplinary consequences. Students should not share their ID #'s with others since these are their account numbers. Cafeteria charges and food deliveries from outside restaurants are not permitted. Free and reduced-price lunches are available for those who qualify and complete the Federal application process. All applications are confidential. Applications are provided to students at the beginning of the school year and are available from the cafe manager throughout the year.

13.7 Field Trips

Permission for students to take a field trip must be submitted, in writing, signed by a parent/guardian, and filed with the teacher prior to departure. A student is given an excused absence in the class he/she misses. Any student who has demonstrated that he/she is a discipline problem can be denied permission to attend field trips. Because field trips include performances, educational trips, and competitions, students should be selective when choosing their trips. Field trips are available to all students regardless of the ability or willingness of parents to donate funds in support of the field trip; however, field trips may be canceled if enough money is not donated to cover the cost.

13.8 Work Permits - available in Front Office for students 15 and under.

13.9 Sportsmanship

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

13.10 Emergency Drills

LHS conducts Safety Drills, Fire Drills, and Duck/Cover Drills regularly per State and

CCSD laws and policies. Evacuation routes and other school safety information is posted in each classroom. Students should always follow instructions from their teacher when exiting the building, books should be left in classrooms and students should exit in an orderly, quiet manner. After exiting, students should check with their teacher for roll call, and remain clear of the building until the signal is given to return to class. A student who is present in the building but does not stay with her/his teacher during a drill may receive disciplinary consequences.

Section 14 Student Activities

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

14.1 Athletic and Extra Curricular Activities Code of Conduct Lassiter High School follows and enforces the Cobb County Code of Conduct for extracurricular participation found in the J policies at www.Cobbk12.org.

14.2 Clubs and Organizations

Lassiter offers a variety of organizations to students. Each student is encouraged to belong to one or more groups and share her/his talents and interests. A description of the purpose of each club offered at Lassiter including information regarding past and future activities can be located on the Lassiter web site at www.lassiterhigh.org. If a parent does not want their child to participate in a club or organization, they may opt their child out through ParentVUE.

14.3 Conduct at school sponsored events

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

JCDA-R Student Code of Conduct

7/1/19

RATIONALE/OBJECTIVE:

The Cobb County School District (District) is dedicated to sound discipline practices in the continuing effort to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. The District also recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Therefore, schools will take appropriate actions in an effort to provide students and staff a safe and orderly environment.

RULE:

The following code provisions apply to offenses that students commit while on school property at any time, engaging in or attending a school-sponsored event, while using the school technology resources, or in the case of cyberbullying, whether or not the electronic communication originated on school property or with school equipment. As used in this Code of Conduct:

A. School property includes, but is not limited to:

1. The land and improvements which constitute the school;
2. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the District and privately-owned vehicles used for transportation to and from school activities; and
4. Personal belongings, automobiles or other vehicles which are located on school property.

B. School technology resources includes, but is not limited to:

1. Electronic media systems such as computers, electronic networks, messaging, and Web site publishing; and
2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

Any and all violations of the Code of Conduct will be part of a student's disciplinary record and may be used in a student disciplinary hearing pursuant to the District's progressive discipline process.

The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the school. Degree of discipline shall be based upon a progressive discipline process, with discipline assigned in proportion to the severity of the behavior leading to the discipline, previous discipline history of the student, and other relevant factors. All due process procedures required by federal and state law will be followed. Relevant factors to be considered should include, but not be limited to the age, maturity level, willfulness and intent, and the cognitive ability of the student. If the school administration is uncertain as to the interpretation of the Code of Conduct they are to contact Student Support or their respective level assistant superintendent.

Suspension of a student from school for not more than ten (10) consecutive days is considered a short-term suspension, not subject to formal rights of hearing or appeal. Although there are no such rights guaranteed by law, parents/guardians may contact the Principal to discuss their child's

discipline.

I. GENERAL PROVISIONS

A. PROGRESSIVE DISCIPLINE:

School personnel shall utilize progressive discipline processes in order to create the expectation that the degree of discipline will be in proportion to the severity of the behavior. In addition, consideration will be given to each student's previous discipline history and other relevant factors, including repeated offenses over the course of more than one school year (cumulative offenses). Discipline assigned may increase where students have committed repeated offenses. Infractions in Part II below that are considered cumulative over the course of more than one school year include Paragraph A, Paragraph K, L-3, R-6, R-7, R-9, R-10, Paragraph S, Category I Weapons, and Category II Weapons.

B. DISCIPLINE LEVELS:

1. Level 1 Discipline:

- a. Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- b. Following appropriate teacher intervention, students may be referred to an administrator.
- c. Level 1 consequences range from a minimum of an administrative conference to a maximum of five (5) days of In-School Isolation (ISI) for elementary students, or five (5) days of In-School Suspension (ISS) for middle and high school students, and may include restitution.

2. Level 2 Discipline:

- a. Level 2 discipline offenses are intermediate acts of misconduct.
- b. Students should be referred to an administrator.
- c. Level 2 consequences range from a minimum of one (1) day of Out-of-School Suspension (OSS) to a maximum of ten (10) days of Out-of-School Suspension (OSS), and may include restitution.
- d. Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 or higher offense which may result in long-term suspension/expulsion.

3. Levels 3, 4, and 5 Discipline:

- a. Levels 3, 4, and 5 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.
- b. Students must be referred to an administrator. Administrators will notify the appropriate level assistant superintendent, Student Support and the Cobb County School District Department of Public Safety (Public Safety), as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school suspension to permanent expulsion. Consequences for middle school and high school students may also include referral to apply to the Alternative Education Program (AEP). All students accepted in the District's AEP will be on contract, which will include behavior and attendance objectives.
- c. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.
- d. Middle schools and high schools may recommend that a student be considered eligible to apply to attend the AEP during his/her long-term suspension/expulsion. Upon this recommendation or a decision of the District Hearing Officer/Panel, long-term suspended/expelled students may attend AEP pursuant to a contract. If the student violates the terms of the contract, he/she may forfeit the opportunity to attend the AEP during the remainder of his/her long-term suspension or expulsion, pursuant to the Order of the Hearing Officer/Panel and/or the terms of the contract. The student may appeal his/her dismissal from the AEP to the District administrator for the supervision of the AEP. The student may also receive further discipline, in addition to the

reinstatement of his/her long-term suspension or expulsion.

- e. Level 3 consequences range from a minimum of ten (10) days of Out-of-School Suspension (OSS) to a maximum of ten (10) days OSS with a recommendation for long-term suspension for the remainder of the current semester.
- f. Level 4 consequences include ten (10) days OSS with a recommendation for expulsion for the remainder of the current semester and for one additional semester.
- g. Level 5 consequences include ten (10) days OSS with a recommendation for expulsion for the remainder of the current semester and for two additional semesters. Based on the severity of the behavior, student's previous discipline history, and other relevant factors, permanent expulsion may be recommended with approval of the appropriate level assistant superintendent.

C. Removing Disruptive Students from the Classroom:

1. The Superintendent and principals shall, and do, fully support the authority of every teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to O.C.G.A. § 20-2-738. This code applies to a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in the class or with the student's classmates' ability to learn where the student's behavior is in violation of the District Student Code of Conduct.
2. The teacher shall follow his/her school's administrative referral guidelines and, when necessary, the procedures outlined in Administrative Rule JDF-R (Teacher Authority to Remove Students from Classroom).

D. Student Enrollment/Conduct Relative to Georgia Driver's Licenses:

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

E. Truancy:

When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the District should comply with Administrative Rule JB-R (Student Attendance) and school guidelines to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following:

"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, or 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 after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- Schools will also notify parents/guardians of students 14 years of age and older when the

student has accumulated seven (7) unexcused absences during the school year.

F. REPORTING TO LAW ENFORCEMENT:

In addition to discipline of students by the District, student conduct may be reported to appropriate law enforcement authorities. The District encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

G. CHRONIC DISCIPLINARY PROBLEM STUDENTS:

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. (see Administrative Rule JCD-R)

II. STUDENT OFFENSES:

A student shall not violate any of the following rules of the Cobb County School District. Pursuant to state requirements, disciplinary levels have been assigned to each offense. These levels correspond to the disciplinary levels detailed above. However, principals or designee working in conjunction with Student Support and their appropriate level assistant superintendent may give greater discipline in egregious circumstances, as identified on a case-by-case basis by the severity of the behavior, student's previous discipline history, and other relevant factors.

A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:

1. No student shall possess, consume, store, or be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), illegal drugs (including, but not limited to narcotics, hallucinogens, amphetamines, barbiturates, marijuana, cannabis oil, or any other substance listed under the Georgia Controlled Substances Act), or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-5**
3. No student shall falsely present or identify a substance to be alcohol or an illegal drug.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-5**
4. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs (including, but not limited to narcotics, hallucinogens, amphetamines, barbiturates, marijuana, cannabis oil, or any other substance listed under the Georgia Controlled Substances Act), or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug.
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
5. No student shall sniff or be under the influence of inhalants and/or other substances.
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
6. No student shall be in possession or under the influence of synthetic Cannabinoids such as "K-2" (also known as, Spice, Blayze II, RedBird, Mojo, VooDoo Magic, Spice Gold, Yucatan Fire, Demon and Serenity).
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**

- **For all A-1, A-5, and A-6:**

- Notify the appropriate level assistant superintendent.
- **Contact Public Safety.**
- **Option:** For middle school and high school students, the student may reduce the first out-of-school suspension for A-1, A-5, or A-6 by three days by attending the Gaining Results in Intervention and Prevention (GRIP) Program consisting of one four-hour Saturday session attended by the student and the parent, or another comparable program approved by Prevention/Intervention. Failure to successfully complete this program will result in the student serving the full length of the suspension.

NOTE: Alcohol/Illegal Drug/Inhalant offenses are cumulative for grades K-2, grades 3-5, grades 6-8 and grades 8-12.

B. ATTENDANCE VIOLATIONS:

NOTE: For High School students, parking privileges may be revoked for attendance violations.

1. A student shall not be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws. **(Level 1)**
2. No student shall be tardy for a class or activity for which he/she is enrolled without a valid excuse. **(Level 1)**
3. No student shall miss any class or activity for which he/she is enrolled without a valid excuse. **(Level 1)**
4. Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee. Students must follow the established procedures for checking in or out of school. **(Level 1-2)**

C. BOMB THREATS:

Bomb threat is defined as: Transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

- **Elementary School – Level 2-4**
- **Middle and High School – Level 3-5**
- Notify the appropriate level assistant superintendent.
- **Contact Public Safety.**

D. BULLETS, BB'S, PAINT BALL PELLETS:

Students may not possess ammunition, BB's, paint pellets, or CO₂ cartridges. These items are disruptive to the function of the school and may pose a safety risk.

- **Elementary and Middle School – Level 1-2**
- **High School – Level 2-5**

E. BUS BEHAVIORS:

Students shall follow all student behavior policies and regulations while at the bus stop and on school-provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. In addition to other portions of the code of conduct, the following apply to bus transportation:

1. Students must keep all body parts inside the bus at all times. **(Level 1-2 and/or suspension from the bus for a specified time)**
2. Nothing may be thrown into, within, out of, or at the bus. **(Level 1-2 and/or suspension from the bus for a specified time)**
3. **Bus Disruptions:**
No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **(Level 1-2 and/or suspension from the bus for a specified time)**
4. Emergency doors and windows are to be used only at the direction of the driver. **(Level 1-2 and/or suspension from the bus for a specified time)**

5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval. **(Level 1-2 and/or suspension from the bus for a specified time)**
6. Students shall not use any electronic devices during the operation of a school bus that may interfere with the bus' communication equipment or the driver's operation of the school bus, including but not limited to: cell phones; pagers; audible radios, tape players, and compact disc players without headphones; or any other electronic device. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **(Level 1-2 and/or suspension from the bus for a specified time)**
7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **(Level 1-2 and/or suspension from the bus for a specified time)**

NOTE: Students who commit sexual offenses, physical offenses against students, or physical offenses against District employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in this Code of Conduct for these offenses and may also be suspended from the bus for a specified time.

If a student has been found to have engaged in battery, acts of physical violence, bullying or physical threats on the school bus, the student's parent/guardian shall be required to meet with the Principal or designee to execute a bus behavior contract. Additional bus behaviors are addressed through the District's Safe Rider Program.

F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:

1. **Elementary and Middle School:** Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time, class change time, breakfast or lunch. The Principal shall determine specified times on campus when electronic devices may be used for instructional purposes. **(Level 1)**
High School: Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time for non-instructional purposes and without the express permission of the teacher. The Principal shall determine specified times on campus when cell phones and other electronic devices may be used and will publish this information in student handbooks, the school website, on posters, and/or by other means. **(Level 1)**
2. Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
 - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
 - Advocates illegal or dangerous acts;
 - Causes disruption to the District, its employees or students;
 - Advocates violence;
 - Contains knowingly false, recklessly false, or defamatory information; or
 - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.**Consequence:**
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 2-3**
 - Notify the appropriate level assistant superintendent.
 - **Contact Public Safety.**
3. Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter, Instagram or Snapchat during the regular school day for non-instructional purposes and without the express permission of the teacher. **(Level 1-2)**
4. Students shall not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. **(Level 1-2)**

G. DISRESPECTFUL CONDUCT:

1. No student shall use any type of profane, vulgar, obscene or offensive language (written or oral) or gestures. Offensive language may include, but is not limited to, disparaging statements on the basis of disability, race, ethnicity, gender, or religion. **(Level 1-2)**
2. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. **(Level 1-2)**
3. A student shall not use profane, obscene, or abusive language (written or oral) or gestures toward District personnel or other adults on school property or at school sponsored events.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 1-3**
 - **High School – Level 2-4**
4. **Insubordination:** All students shall comply with reasonable directions or commands of all authorized District personnel or designees.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 1-3**
 - **High School – Level 2-4**
5. All students shall comply with the directions of a staff member to remove themselves from the location of a disruptive situation. **(Level 1-2)**
6. No student shall refuse to identify one's self upon request of any District employee or designee. **(Level 1-2)**
7. No student shall repeatedly violate the school dress code. **(Level 1-2)**
8. No student shall fail to attend Saturday School, Detention, or In-School Suspension. **(Level 1-2)**

H. DISRUPTION OF SCHOOL:

1. **Class Disruption:** No students shall intentionally make noise or act in any other manner so as to interfere with a teacher's ability to conduct a class or a student's ability to learn.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
2. **School Disruption:** No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 1-5**
3. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission.
 - **Elementary and Middle School – Level 2-3**
 - **High School – Level – 2-4**
4. Students may not return to campus or attend any school function while on suspension.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 2-3**
5. Students may not be present in an unauthorized area. **(Level 1-2)**
6. Students shall not occupy nor block the entrance/exit of any school building, gymnasium, school grounds, properties or parts(s) thereof with the intent to deprive others of its use, or when the effect thereof is to deprive others of such use.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
7. Students shall not prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus.
 - **Elementary and Middle – Level 1-2**
 - **High School – Level 2-3**
8. Students shall not prevent students from attending a class or school activity.
 - **Elementary and Middle – Level 1-2**

- **High School – Level 2-3**

9. No student shall, except under the direct instruction of the Principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.
 - **Elementary and Middle – Level 1-2**
 - **High School – Level 1-3**
10. No student shall be involved in a serious verbal altercation that disrupts the school, class or school activity.
 - **Elementary and Middle – Level 1-2**
 - **High School – Level 1-3**

I. FALSE REPORTS:

1. No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse District employees of wrong action or inappropriate conduct; falsify school records; or forge signatures.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
2. No student shall make false calls to emergency services including false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.
 - a. **False Call to Emergency Services:**

No student shall knowingly make or cause a false call to emergency services to be made.

 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**
 - b. **False Fire Alarms:**

No student shall knowingly give or cause a false fire alarm to be given.

 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**

J. GAMBLING:

No student shall participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items. **(Level 1-2)**

K. GANG RELATED ACTIVITY:

A "gang" is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property.

1. No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
2. No student shall display identified gang tattoos.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
3. No student shall hold himself/herself out as a member of a gang.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
4. No student shall recruit or solicit membership in any gang or gang-related organization.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
5. No student shall engage in any other gang-related behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the

preceding written rules.

- **Elementary School – Level 1-3**
- **Middle and High School – Level 2-5**

NOTE: Gang Related Activity offenses are cumulative for grades 6-8 and grades 8-12.

L. HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND BULLYING BEHAVIOR:

1. Harassment is defined as:

Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), District employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.

- **Elementary and Middle School – Level 1-3**
- **High School – Level 2-5)**

2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee.

- **Elementary School – Level 1-3**
- **Middle School – Level 2-4**
- **High School – Level 2-5**

3. Bullying:

No student shall bully another student or students. **Bullying behavior is defined as:**

- Willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or;
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
 - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;
 - Has the effect of substantially interfering with the victim student's education;
 - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.

Bullying behavior is also defined as cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:

- Is directed specifically at students or school personnel; **AND**
- Is 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 to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

- **Elementary School – Level 2-3**
- **Middle and High School – Level 2-5**

NOTE: If a third offense occurs within one school year, as determined by a hearing officer/tribunal, the student shall be expelled for at least one calendar year, but may be assigned to the AEP during this discipline.

NOTE: L-3 offenses are cumulative for grades 6-8 and grades 8-12.

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner.

Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

M. INCENDIARY DEVICES:

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **(Level 1-2)**

N. OFF-CAMPUS OFFENSES:

Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:

- Prohibited by the Georgia or United States criminal codes; **AND**
- Punishable as a **FELONY** or would be punishable as a felony if committed by an adult; **AND**
- Conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted; **AND**
- Conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. **(Level 1-5 and contact Public Safety)**

O. OTHER BEHAVIORS:

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct (Possession or use of counterfeit money or forged official school forms is included in this category).

- **Elementary School – Level 1-3**
- **Middle School – Level 1-5**
- **High School – Level 1-5**

NOTE: Schools should contact Student Support prior to charging a student with this section.

P. OVER-THE-COUNTER MEDICATION:

Possession of all over-the-counter medication on school property must be in compliance with Administrative Rule JGCD-R (Medication). A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. **(Level 1-3)**

Q. PARTIES TO THE OFFENSE:

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Cobb County Code of Conduct.

- **Elementary and Middle – Level 1-3**
- **High School – Level 1-5**

R. PHYSICAL OFFENSES:

Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, intentional spitting, physical altercation, fighting or physical bullying, or

self-defense as defined by Georgia law in O.C.G.A. § 16-3-21. Principals or designees will

have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis. The minimum consequences for prohibited behaviors will apply as noted in this Code of Conduct and other District Administrative Rules.

NOTE: R-6, R-7, and R-9 offenses are cumulative for grades 6-8 and grades 8-12.

1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use, or in a manner designed to cause harm, physical irritation, or allergic reaction. Examples include, but are not limited to, directing a laser optical pointer or similar device at another person's eyes, and applying "itching powder" or like substances to another person. **(Level 1-2)**
2. Students may not possess or use any device designed to produce a mild electrical shock. **(Level 1-2)**
3. Students shall not engage in rough or boisterous activities. **(Level 1-2)**
4. No student shall participate in any kind of physical altercation.
 - **Elementary and Middle School – Level 1-3**
 - **High School – Level 2-4**
5. No student shall participate in any kind of physical harassment (This can include forms of hazing [Administrative Rule JHC-R {School Clubs/Organizations and Student Organizations}], intentionally spitting, shanking [i.e. intentionally exposing another student's undergarments]).
 - **Elementary and Middle School – Level 1-3**
 - **High School – Level 2-4**
6. No student shall participate in any type of fighting.
 - **Elementary School – Level 2-3**
 - **Middle School – Level 2-3**
 - **High School – Level 2-5**
7. No student shall gang up with any student or students to physically attack another student or other persons.
 - **Elementary and Middle School – Level 2-3**
 - **High School – Level 3-5**
 - **Contact Public Safety**
8. **Physical Threat of a Student or a Person who is not a District Employee:**
Physical Threat is defined as: when a student attempts to commit a violent injury to the person of another; or commits an act which places another in reasonable apprehension of immediately receiving a physical injury.
 - **Elementary and Middle School – Level 2-3**
 - **High School – Level 2-5**
9. **Battery on a Student or a Person who is not a District Employee:** Battery is defined as when a student: intentionally causes physical harm to a person; or causes or attempts to cause injury or behaves in such a way as to cause physical injury to a student.
 - **Elementary School – Level 2-3**
 - **Middle School – Level 3-4**
 - **High School – Level 3-5**
 - **Contact Public Safety**
10. **Physical Offenses upon District Employees:**
Hearing:
If a student commits an act of physical threat (assault) upon a District employee, a mandatory disciplinary hearing be held in accordance with Administrative Rule JCEB-R (Student Hearing Procedure), regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out of school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation of long-term out-of-school suspension (11 days OSS or more) may be waived by both the employee and the parent/guardian/student over 18.
 - a. **Physical Threat:**

Physical Threat is defined as: when a student attempts to commit a violent injury to the person of a staff member; or commits an act which places a staff member in reasonable apprehension of immediately receiving a serious or violent injury.

- **Elementary School – Level 1-3**
- **Middle School – Level 2-5**
- **High School – Level 3-5**

b. Physical Violence Without Harm:

No student shall intentionally commit an act of assault or battery of an insulting or provoking nature with the person of a District employee, unless such contact was in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

- **Elementary School – Level 2-3**
- **Middle and High School – Level 3-5**
- **Contact Public Safety**

c. Physical Violence With Harm:

No student shall intentionally commit an act of assault or battery, which causes physical harm to a District employee, unless such physical contacts or physical harms were in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21. **(Level 5 – Permanent Expulsion and contact Public Safety)**

NOTE: Consequences for R.10 are cumulative in grades K-2, grades, 3-5, grades 6-8 and grades 8-12.

NOTE: A student found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence [with harm] against a teacher, school bus driver, school official, or school employee shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to Code Section 20-2-150. The local school board at its discretion may permit the student to attend an alternative education program for the period of the student's expulsion. If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board at its discretion and on the recommendation of the disciplinary hearing officer, panel, or tribunal may permit such a student to reenroll in the regular public school program for grades nine through 12. If the local school board does not operate an alternative education program for students in kindergarten through grade six, the local school board at its discretion may permit a student in kindergarten through grade six who has committed an act of physical violence as defined in paragraph (2) of subsection (a) of this Code section to reenroll in the public school system. (O.C.G.A. § 20-2-751.6).

S. PRESCRIPTION DRUGS:

No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Administrative Rule JGCD-R (Medication). In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property.

- **Elementary School – Level 1-3**
- **Middle School – Level 2-3**
- **High School – Level 2-4**

NOTE: Consequences for S are cumulative in grades 6-8 and grades 9-12.

NOTE: If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated Section II, Paragraph A, Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to that Section.

T. PROPERTY RELATED OFFENSES:

NOTE: Parents/guardians and/or students will be held responsible for restitution of the full value of any damaged or stolen property (Administrative Rule DFJ-R [District Property Replacement/Restitution]).

1. No student shall intentionally cause substantial damage to personal property belonging to a District employee or another student.
 - **Elementary and Middle School – Level 1-3**
 - **High School – Level 2-3**
2. No student shall set fire to any private property or school property either while on school grounds or off school grounds during a school activity, function, or event.
 - **Elementary and Middle School – Level 2-3**
 - **High School – Level 2-5**
 - **Contact Public Safety**
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property on school grounds.
 - **Elementary School – Level 1-3**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**
4. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property off school grounds during a school activity, function or event.
 - **Elementary School – Level 1-3**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**
5. No student shall possess stolen private property or school property on school grounds.
 - **Elementary and Middle School – Level 1-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**

U. SEXUAL OFFENSES:

Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. See Administrative Rule JCAC-R (Sexual Harassment Reporting and Investigation), for further requirements, information and explanation.

1. Sexual Misconduct:

- a. No student shall be engaged in amorous kissing, other inordinate displays of affection. **(Level 1-2)**
- b. No student shall consent to and participate in any form of sexual activity.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-3**
 - **Contact Public Safety**
- c. No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2**
 - **High School – Level 2-4**
- d. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources.
 - **Elementary and Middle – Level 1-3**
 - **High School – Level 2-4**

2. Sexual Harassment:

NOTE: See Administrative Rule JCAC-R (Sexual Harassment Reporting and Investigation), for further requirements, information and explanation.

- a. No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.
 - **Elementary and Middle School – Level 2-3**

- **High School – Level 2-4**

- b. No student shall participate in physical conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures) where there is a pattern of harassing behavior or a single significant incident.
 - **Elementary and Middle – Level 2-3**
 - **High School – Level 2-5**
 - **Contact Public Safety**

3. Sexual Battery:

Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female or male. No student shall commit any act of sexual battery on school property, school transportation, or at school-sponsored events.

- **Elementary School – Level 2-3**
- **Middle School – Level 2-4**
- **High School – Level 3-5**
- **Contact Public Safety**

4. Sexual Molestation:

Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

- **Elementary School – Level 2-5**
- **Middle and High School – Level 3-5**
- **Contact Public Safety**

V. STIMULANTS:

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **(Level 1-3)**

NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated Section II, Paragraph A, Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to the Section.

W. DISTRICT TECHNOLOGY OFFENSES:

All students using school technology must have a signed Internet use form (Form JCDA-3 [Receipt of the Family Information Guide]) on file with the school. Unauthorized access and prohibited behaviors are fully discussed and defined in Administrative Rule IFBG-R (Technology Acceptable Use). School technology cannot be used for other than school related purposes.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources.
 - **Elementary School – Level 1-2**
 - **Middle school – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited.
 - **Elementary and Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**
3. Students will not use school technology resources to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**

4. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
5. Students will not copy computer programs, software or other technology provided by the District for personal use. Downloading unauthorized files is strictly prohibited.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**
7. Students will not use school technology resources to distribute nor display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
 - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
 - Advocates illegal or dangerous acts;
 - Causes disruption to the District, its employees or students;
 - Advocates violence;
 - Contains knowingly false, recklessly false, or defamatory information; or
 - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.

Consequence:

- **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact Public Safety**
8. Students shall not commit any other prohibited act discussed in Administrative Rule IFBG-R (Internet Acceptable Use). This includes any modification of school records.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 9. Students may not use school technology devices to access chat rooms/social networking sites including, but not limited to Facebook, Twitter SnapChat, or Instagram. **(Level 1-2)**
 10. Students may not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**

X. TOBACCO:

Student possession or use of tobacco, tobacco product substitutes (e.g., tobacco look-alikes), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs), vaping devices, or vaping cartridges on school property and at school-sponsored events is prohibited.

- **Elementary School – Level 1-2**
- **Middle and High School – Level 2**

Y. WEAPONS:

A student who wants to use a weapon or look-alike weapon in an exhibit, presentation, or activity in a classroom or at a school-sponsored event must meet the following requirements:

- Verbal approval of the teacher in whose class the weapon will be used;

- Prior written permission from the Principal which includes a description of the weapons authorized and the time period during which the weapons may be on campus;
- Transport of the weapon or look-alike weapon to and from the school by the parent/guardian of the student making the request; and
- The teacher or school administration storing the weapon or look-alike weapon in a secure location when it is not being used in the above classroom activities.

Prohibition: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to Public Safety or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the superintendent or his/her designated school official, in conjunction with law enforcement.

Note: The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

Category I Weapon - Dangerous Weapon or Firearm (Loaded or Unloaded):

NOTE: Category I Weapon offenses are cumulative in grades K-5, grades 6-8 and grades 8-12.

Dangerous weapon means any weapon which fires explosive or non-explosive rockets or weapon which is designed to explode to injure, kill, destroy armor, or similar weapon used for such purpose as defined in O.C.G.A. § 16-11-121. Firearm means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge. **(Level 5)**

- The hearing officer, tribunal, panel, Superintendent, or Cobb County Board of Education has the authority to modify these expulsion requirements on a case-by-case basis.
- Notify the appropriate level assistant superintendent.
- **Contact Public Safety.**

Category II Weapon – Hazardous Object:

NOTE: Category II Weapon offenses are cumulative in grades K-5, grades 6-8 and grades 8-12.

Hazardous object means 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, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, 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 instrument of like kind, any nonlethal air gun, and any stun gun or taser as defined O.C.G.A. § 16-11-106 or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

- **Elementary School – Level 2-5**
- **Middle and High School – Level 3-5**
- **Contact Public Safety**

Category III Weapon:

Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or sling shot.

- **Elementary School – Level 1-3**
- **Middle and High School – Level 2-5**
- **Contact Public Safety**

Note: For items such as smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices, see Paragraph M. above.

III. CLUBS AND ORGANIZATIONS:

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

Adopted: 7/9/80

Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/28/92; 11/11/92; 5/27/93; 8/10/94; 6/14/95; 6/27/96; 6/26/97; 5/28/98; 10/28/99; 5/25/00; 9/18/00; 5/24/01; 6/27/02; 6/26/03; 6/9/04

Reclassified an Administrative Rule: 9/1/04

Revised: 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09, 6/9/10; 6/8/11; 6/13/12

Revised and Re-coded: 7/1/13

Revised: 6/11/14; 7/1/14; 7/1/15; 7/1/16; 7/1/19

Legal Reference

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

2019-2020 School Year Calendar

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4 - Independence Day

August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2 - Labor Day

October 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 5 - Election Day

Nov. 28 - Thanksgiving Day

December 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 25 - Christmas Day

January 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 1 - New Year's Day

Jan. 20 - MLK Day

February 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 17 - Presidents' Day

March 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr. 6 - 10 - Spring Holidays

May 2020

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 25 - Memorial Day

June 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CALENDAR LEGEND

- First and Last Days of School
- Holiday - School Closed
- Student Holiday/Staff Day

- Elementary/Middle School Conference Week
(Early release for elementary and middle schools only)
- Early Release Day - All levels
(Refer to the District's online calendar for details)

Approved: 10/26/17

