



**NORTH COBB HIGH SCHOOL  
STUDENT HANDBOOK 2018-2019**

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## CONTACT INFORMATION

### **ADMINISTRATION**

Matthew Moody – *Principal*

David Bell – *Administrator*

Dr. Cassandra Dixon – *Assistant Principal*

Mary Goodwin – *Assistant Principal*

Leigh Graham – *Assistant Principal*

Amanda Shaw – *Assistant Principal*

Kiel Southwell – *Assistant Principal*

David Stephenson – *Assistant Principal*

Dominique Terens – *Support Services Administrator*

Matt Williams – *Assistant Principal, Athletic Director*

### **DEPARTMENTAL LEADERS**

Jeffrey Bettis – *Social Studies*

Sheryl Cox – *Career Technology*

Laura Foster – *English*

Brenda Garcia – *World Languages*

Julie Hopp - *Science*

Dr. Paula Krupiczewicz – *Fine Arts*

Melody Lecroy – *Mathematics*

Dr. Linda Shealy – *Counseling*

Lindsey Goran – *Special Education*

Michael Turchan – *Physical Education*

### **COUNSELORS**

Leza Aldridge

Nicole Blalock

Taylor Damico

Michelle Perlin

Brie Perozzi

Dr. Linda Shealy

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**Part I: General Information**

**2018-2019 Calendar**

See the Cobb County School District Calendar at <http://www.cobbk12.org/generalinfo/calendars/>

See the School Calendar at <http://www.cobbk12.org/northcobb/>

**Regular Bell Schedule**

<b>Period</b>	<b>Start</b>	<b>-</b>	<b>End</b>	<b>Duration</b>
Warning Bell	8:10 & 8:18			--
<b>1st</b>	8:20	-	10:01	101 minutes
<b>2nd</b>	10:07	-	11:40	93 minutes
<b>3rd</b>	11:46	-	1:51	125 minutes
<b>4th</b>	1:57	-	3:30	93 Minutes

**Lunch on Regular Bell Schedule**

<b>Period</b>	<b>Start</b>	<b>-</b>	<b>End</b>	<b>Duration</b>
<b>A</b>	11:46		12:15	29 minutes
<b>B</b>	12:18	-	12:47	29 minutes
<b>C</b>	12:50	-	1:19	29 minutes
<b>D</b>	1:22	-	1:51	29 minutes

**Advisement Bell Schedule**

<b>Period</b>	<b>Start</b>	<b>-</b>	<b>End</b>	<b>Duration</b>
Warning Bell	8:10 & 8:18			--
<b>Advisement</b>	8:20	-	8:40	20 minutes
<b>1st</b>	8:46	-	10:15	89 minutes
<b>2nd</b>	10:21	-	11:50	89 minutes
<b>3rd</b>	11:56	-	1:55	119 minutes
<b>4th</b>	2:01	-	3:30	89 minutes

**Lunch on Advisement Bell Schedule**

<b>Period</b>	<b>Start</b>	<b>-</b>	<b>End</b>	<b>Duration</b>
<b>A</b>	11:56		12:24	28 minutes
<b>B</b>	12:27	-	12:55	28 minutes
<b>C</b>	12:58	-	1:26	28 minutes
<b>D</b>	1:29	-	1:55	26 minutes

## Important Places

### ADMIN I and II

**Principal** (*Matthew Moody, Principal*)  
**Administrator** (*Amanda Shaw – Assistant Principal*)  
**School Secretary** (*Mary Parisay*)  
**Athletic Clerk** (*Kennedy Reese*)  
**Magnet Support Clerk** (*Ann Ellis*)  
**Bookkeeper** (*Cindy Turner*)  
**Administrator** (*Dr. Cassandra Dixon, Assistant Principal*)  
**Receptionist** (*Danette King*)  
**Receptionist** (*DeAhna Hall*)  
**Discipline Clerk** (*Janel Ruddock*)

### ATTENDANCE OFFICE

**Attendance Clerk** (*Jessalyn Anglin*)

### 9<sup>th</sup> GRADE ACADEMY

**Attendance Clerk** (*Lisa Kappel*)  
**Administrator (1st floor)** (*Mary Goodwin, Assistant Principal*)  
**Administrator (2nd floor)** (*David Bell, SLI*)

### MAGNET SCHOOL FOR INTERNATIONAL STUDIES

**Administrator** (*David Stephenson, Assistant Principal*)

### OTHER ADMINISTRATOR LOCATIONS

**100 Hallway** (*Dominique Terens, SSA*)  
**200 Hallway** (*Matt Williams, Assistant Principal*)  
**600 Hallway** (*Kiel Southwell, Assistant Principal*)  
**3000 Hallway** (*Leigh Graham, Assistant Principal*)

### MEDIA CENTER

The hours are **7:30 a.m. to 4:00 p.m. daily**. More specific information is found in this handbook under “Media Center.”

### COUNSELING OFFICE

Six counselors are available for individual or group counseling, post-secondary education and career planning, work permits, information about testing, jobs, tutors, registration for classes, and advisement.

### **What do I do if I . . . ?**

### **NEED TO COME TO SCHOOL EARLY?**

**The building will be open by 7:30 a.m. for students who need to arrive at school early. The school day officially begins for students when they arrive on campus.** Once students arrive on campus, they are expected to stay on campus at all times until their school day officially ends, or administrative permission has been granted to leave early.

#### **NEED TO LEAVE SCHOOL EARLY?**

Early dismissals will be verified, so a phone number must be included on the notes where a parent or guardian may be reached. If the parent or guardian cannot be reached, **the student may not leave.**

#### **AM TARDY TO SCHOOL?**

If you arrive after 8:20 a.m., **report to the Attendance Office to sign in. This is a must. Once on campus for any reason, a failure to check in will result in disciplinary action.**

#### **NEED FIRST AID OR OTHER MEDICAL ATTENTION?**

Any student who is ill during the day should immediately inform his/her teacher and report to the Clinic with a hall pass. Parents will be called before the student is allowed to leave campus. Students must be in attendance for at least 2 instructional blocks in order to participate in extracurricular activities that day.

Cobb County Regulation JGCD states (1) a school employee, or voluntary clinic worker, will, with written permission from the child's parent/guardian, assist the child in taking prescribed medication; (2) over-the-counter drugs must be maintained in the original container, and prescription drugs must be in the original container, bear the name of the patient, the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription; and (3) special education students who are classified as severely or profoundly intellectually disabled, lower functioning moderately intellectually disabled, orthopedically impaired, severely behavior disordered, or severely emotionally disabled and cannot administer their own medication must follow the procedure required by Special Education.

In order for any medication to be given in the clinic, the appropriate forms must be completed. There are certain over-the-counter medications students are allowed to carry, and this requires a form as well. You can obtain forms at the school; or you can access them at the CCSD website ([www.cobbk12.org](http://www.cobbk12.org) - On the left side of the screen, under the General Information, click on "Student Health." On the right side of the screen, click on "My Student Needs Medicine at School." This page includes the forms needed for medication use or administration at school). Please read the directions and fully complete the forms.

**If a special medical condition exists (diabetes, life-threatening allergy, seizure disorder, etc.), please see the nurse at the beginning of the school year to talk about your student's specific needs.**

#### **NEED TO SEE MY COUNSELOR?**

Due to the size of the school, an appointment is necessary to see your counselor. You may stop in the Counseling and Career Center before school, between classes, during lunch, or after school to set up your needed appointment. However, students may see a counselor without an appointment if a crisis occurs.

#### **I AM MORE THAN 5 MINUTES LATE TO CLASS?**

Unless you have a note from an administrator or counselor, it is considered a class cut.

#### **NEED TO USE THE PHONE?**

**Office telephones are to be used only for emergencies and with permission from office personnel.** Teachers will not write passes for students to use the phone unless it is an emergency.

## WHAT AREAS OF THE CAMPUS ARE OFF LIMITS DURING THE DAY?

Students are not allowed to be in parking lots except before or after school or when given a pass by an administrator or the Campus Police Officer. Students are never to be in wooded areas surrounding the school. These areas include but are not limited to the athletic fields and the area behind the science building. Students should exit the campus after school unless directly supervised by a teacher. **Students are not to loiter in hallways, lobbies, or the gym area after school. Any area unsupervised is unauthorized.** Students who are waiting to be picked up must wait in front of the main building or, during inclement weather, in the front lobby.

## WHERE CAN I GO DURING LUNCH?

Students are allowed to go only to the following areas during lunch: (a) the cafeteria, or (b) the Media Center, with a pass. Passes for students who wish to come to the Media Center during their lunch period must get a pass before school begins from the media specialist or have written permission from a teacher.

## Accidents

All accidents resulting in an injury to a student should be reported immediately to the Clinic.

## After School Building Use

The school building is open for student use from 7:30 a.m. until 4:00 p.m. each day; students will be allowed to remain in the Media Center under supervision until 4:00 p.m. Loitering around the campus during and after school hours is not allowed. Any use of the building after school hours must be properly supervised by a staff member and should be cleared with the administration. This includes use of gyms and practice fields. **Students must leave campus no later than 3:45 p.m. unless they are involved in an after-school activity or under the direct supervision of a teacher.**

## Announcements

Announcements are made each morning and afternoon when needed and must be approved by the activity sponsor and an administrator. Quiet attention, including all talking and movement in classrooms and hallways, is mandatory during announcements, the Pledge of Allegiance, and the moment of quiet reflection.

## Communications

The Cobb County Board of Education recognizes that effective communication between the school and the home is essential to the successful operations of educational programs for students. **Therefore, students shall be expected to transmit written notes, messages, deficiency reports, report cards and other documents intended for communication between the school and parents.** School personnel shall be responsible for making reasonable efforts in the communication process, including both written and telephone messages and for providing particular attention to situations in which the educational welfare of students may be jeopardized; however, **school personnel shall not be held responsible for student's problems that develop from the refusal of students to transmit messages from the school to the home.**

## Community Service

North Cobb believes in the importance of giving our time and sharing our talents with those in our community. Throughout the school year, students will have numerous opportunities to participate in community service activities. For a complete listing of community service opportunities, please refer to the North Cobb High School website.

Recognition of student participation in community service events:

Students who complete the following hours of community service will receive an honor medal to wear at graduation:

100 hours	Bronze medal
150 hours	Silver medal
200 hours	Gold medal

### **Deliveries and Messages**

All deliveries must be school related and delivered by a parent or guardian. Deliveries such as flowers, balloons, presents, etc. will not be accepted. Messages will be delivered to students only from parents. If the need arises, parents or guardians should contact their student during the school day through the front office and not through the use of text messages and cell phones.

### **Driver's License**

Certificates of School Enrollment are required to obtain both a Georgia Learner's Permit and a Georgia Driver's License for students under the age of 18. Certificates expire in 30 days. Ninth graders can request certificates of enrollment in the Freshman Academy office. 10th – 12th graders can request certificates in the Front Office/Admin 2. There is a \$2.00 processing fee. Certificates will be ready for pick-up on Wednesdays and Fridays.

### **Field Trips**

Field trips are activities with educational merit considered to be an extension of the class. Fees apply only to the cost of the activity and transportation. Students will not be excluded from a field trip due to inability to pay. In order to participate:

- All teachers must indicate their approval for students to attend.
- Permission will be denied if a student has more than 10 days absent, poor conduct, or is failing.
- Field trips will be limited to 3 days per semester, excluding school-sanctioned competitions.
- Students must have a passing grade in all classes missed.
- Students must have a C average in all classes missed for field trips more than 3 days long.
- Unexcused family trips will count as field trip days.

Students that exceed their 3 field trip days and are passing all classes will be required to have a parent sign a waiver to allow their student to participate. The teacher requesting the field trip must contact the parent by phone and send the waiver home to be signed by the parent. The waiver will include the current average and the number of days absent for each class.

**No field trips will be scheduled on standardized test days or during the following months: August, December, January, and May. No field trips will be scheduled without Administrative approval.**

### **Fire Drills**

Fire drills will be held monthly. The warning is a continuous ringing of the fire alarm. Students are to file out of the building to the designated area where their teacher will take roll. If the alarm rings between class periods, students should evacuate the building immediately. Three short rings of the school bell will signal the return to classes. Any student found tampering with the fire alarm, fire extinguisher or emergency equipment will be suspended and the appropriate authorities will be notified.

### **Hall Passes**

**Any student who is out of class will carry a pass.** Information should include out time, destination, and teacher's name. Passes out of class result in loss of instructional time. Therefore, teachers will only allow you to leave class in the case of an emergency such as an emergency bathroom pass, illness, emergency need to see Counseling counselor, etc. Students must have administrative approval to go to the student parking lot. The official school pass will be used for your pass with the



following exceptions: Administrative passes and Counseling passes. Inappropriate use of hall passes will result in disciplinary action. No passes will be given during the first 10 and last 10 minutes of class.

### **Home/School Communication**

If unable to reach a teacher or administrator by phone, parents may leave a message on voice mail, which will be returned within 24 hours. **School fax machines will not be available for routine communications between parents and teachers.** This includes homework assignments, progress reports, and attendance notes. Please contact the counseling department by phone for extended illnesses. **Parents are encouraged to exchange e-mail addresses with teachers.**

### **“Let’s Do Lunch”**

The Food and Nutrition Staff serve up a nutritious, hot and attractive meal daily. We offer a wide variety of top quality, name brand items. Our staff carefully monitors food temperatures and quality from delivery to point of service. We serve several different entrees daily, which may include pizza, sub sandwiches, chef salads, nachos, and wraps, as well as more traditional fare. Value meals include an entrée, a choice of 2 side items, and a choice of milk. All value meals must meet stringent USDA nutritional. All value meals must meet stringent USDA nutritional standards; our a la carte selections include chicken tender baskets, ice cream, specialty salads, desserts, and a wide variety of beverages.

- Prepayment monies may be placed on account and drawn from as needed.
- This offers the convenience of not having to carry cash daily.
- Students should not share their IDs with others, as this is also their account number.
- Cafeteria charges and food deliveries from outside restaurants are not permitted.
- Free and reduced price lunches are available for those who qualify and complete the Federal application process. All applications are confidential. Applications are provided to students at the beginning of the school year and are available from the café manager throughout the year.
- Please visit the Food and Nutrition Services website for current meal prices, menus, nutrient analysis, and staff contacts. Go to: [www.cobbk12.org](http://www.cobbk12.org) → (click) Parents (Information found under Find it Fast). This will take you directly to the Food and Nutrition Services website. Meal prices are located at the bottom of the page. The link to our menus is at the top of the page. Nutrient analysis, staff contacts and more can be accessed from our Food and Nutrition Services website.

### **Lockers**

Locker space is provided free of charge for each student. **The school reserves the right to enter and search any locker at any time.** Students should report locker problems immediately to the Administration. Students using lockers other than those assigned are subject to loss of locker privileges and/or other actions.

### **Lost and Found**

Lost and found items should be turned into Admin II. Lost textbooks will be returned to the proper department chairperson and will be returned to the student provided that he/she has written student name, teacher name, and semester in the appropriate space inside the cover of the book.

### **Media Center**

#### **Philosophy**

The Media Center exists to provide basic support and enrichment for the school’s total educational program.

### **Hours and Staff**

The staff consists of two certified library media specialists. Students assist through the Mentorship Program. The Media Center is open to students from 7:30 a.m. until 4:00 p.m. each day of the school year, except Early Release days, when it closes at 1:15 p.m.

### **Advisory Committee**

Each school has a Media Advisory Committee, which is appointed by the principal. The committee is made up of administrators, teachers, parents, students, and community representatives that advise the media staff on matters such as planning the media program, selecting materials, and establishing budget priorities.

### **Checkout**

Books in the General Collection are checked out for three weeks. They may be renewed unless a "hold" has been requested. Reference books and magazines are checked out for overnight use and must be returned to the Circulation Desk before first block the following school day. Overdue fines are 50¢ daily for overnight materials and 10¢ daily for regular books. Overdue fines can go up to \$10.00 per book. The charge for lost books is determined by replacement costs. Borrowing privileges are suspended until overdue materials are returned and fines cleared.

### **Printing**

Printing cost 10¢ each. You may print a Cobb Virtual Library database article without charge. However, the charge for word processing and additional database articles is 25¢ per graphic sheet and 10¢ per text sheet.

### **Equipment**

All equipment in the media center is available for student use at school. Equipment is reserved on a first-come, first-serve basis. All use is expected to be school-related, not personal.

### **Rules of Behavior**

Food is not permitted in the Media Center. There should not be more than four persons per table. Above all, please respect everyone's right to a place for quiet study, reading, and research. School rules, policies, and procedures apply to before and after school use.

### **Selection of Materials**

Students, teachers and parents are encouraged to share their recommendations for book, magazine subscription, and equipment purchases.

### **Challenged Materials**

If you find materials which you or your parent(s) regard as inappropriate for the Media Center collection, bring it to the attention of the media specialists. If your concerns can't be resolved, you will be given directions for filing a formal challenge.

### **Internet Access/Computer Use**

Internet access is available from all student stations in the Media Center. Student computer use requires prior permission from a Media Center staff member and is allowed for educational purposes only. Multiple web-based research databases, such as GALILEO, Web Path Ex., World Book, Students Research Center Gold, and E-Library are provided for school and home use. "Surfing" and use of search engines and e-mail are not permitted in the Media Center without the express permission and supervision of the student's teacher.

### **School Acceptable Internet Use Policy**

Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a **privilege** to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable online behavior.

- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Network files are not private. Student use of NCHS technology will be for **educational purposes only**. Unless the student receives prior permission and supervision from the student's teacher or other appropriate school personnel, the student shall not use Cobb County School District's technology or access the Internet.
- The following are not permitted at NCHS:
  - ◆ Sending or displaying offensive messages or pictures.
  - ◆ Accessing of personal e-mail for school purposes only.
  - ◆ Accessing of chat rooms.
  - ◆ Game playing or viewing music videos.
  - ◆ Downloading of files to **any** drive without teacher permission.
  - ◆ **Students may not use a Flash drive in the classroom without permission from a teacher or use a Flash drive in the Media Center without permission from the Media Center staff.**
  - ◆ Violating copyright laws.
  - ◆ Using the password or login of another student.
  - ◆ Trespassing in another's folders, works or files.
  - ◆ Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals.
  - ◆ Employing the network for commercial purposes.
  - ◆ Revealing personal address or phone number of you or any other person on the Net.
  - ◆ Accessing Instant Messaging programs.
  - ◆ Damaging computers (including the default settings), computer systems, or computer networks.
  - ◆ Students will not be allowed to view sites in any language other than English (unless directed by instructor).
- Parent contact will be made on the 1st offense and if necessary the student will receive an administrative referral.
- Violations may result in a loss of computer access as well as other disciplinary or legal action.

### **Use of Personal Electronic Devices on Campus**

- Students may not use personal electronic devices to access social media sites during the school day, including but not limited to Twitter, Facebook, Instagram, Snapchat, etc.
- Students may not record video or take pictures during the school day without the permission of an administrator, unless it is a component of course curriculum (such as Broadcast Video, Yearbook, or Newspaper).

- Students may not post videos or pictures taken at school to the internet without the permission of an administrator.
- During the school day, students may not possess or access any content on their personal electronic devices that would violate school policies.

**Parking**

Each person who chooses to park a vehicle at a Cobb County high school must purchase a parking permit consisting of a decal sticker. The cost for 2018-2019 is \$50 per semester. An additional decal for a second car may be **purchased for \$5**. Parking decals issued to students are good for that student and that car only. Students may not transfer a decal to another student. Students without a decal or who are illegally parked will be ticketed and towed.

<i><b>FIRST SEMESTER</b></i> (Decals Sold Between)	<i><b>PRICE OF DECAL</b></i>
First Day of School	\$50.00
October 1 - October 31	\$45.00
November 3 - November 21	\$40.00
December 1 - December 18	\$30.00

<i><b>SECOND SEMESTER</b></i> (Decals Sold Between)	<i><b>PRICE OF DECAL</b></i>
First Day of 2nd Semester	\$50.00
March 2 - March 31	\$45.00
April 1 - April 30	\$40.00
May 1 - May 20	\$30.00

**Students will lose parking privileges if they violate the parking contract.**

The number of available student parking spaces is limited. Priority will be given to students on school-related work programs and seniors. Any additional student parking spaces will be based on a lottery system by grade level.

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

The Cobb County Public School Parking Permit Application and Vehicle Registration Form (Safety and Security Form No. 12-92) shall be used to register vehicles and by copy advise parent/guardian of the rules and regulations. Students and parents are required to complete a parking contract.

**Parking Infractions**

Parking and traffic violations on campus shall be subject to one or more of the following disciplines:

- Fines for minor violations will range from \$10.00 to \$35.00 and must be paid the next day of school or fine is increased at \$1.00 per day;
- Moving violations are subject to state traffic citations.
- Suspension of parking on campus.
- Revocation of parking privileges – no fees will be refunded.
- After the second violation, the vehicle is subject to being towed at student expense per county ordinance.
- Student vehicles will be towed if parked in front of the building.
- Students will lose their parking privileges for 45 days after 6(six) tardies to school and for the remainder of the semester after 10 (ten) tardies.

**There is no one-day parking available at the North Cobb High School campus.**

## **Prom**

Only juniors and seniors, who have all school fees paid, may purchase prom tickets (third year students who have accumulated 14 units by second semester also qualify). Prom tickets may not be transferred to other students.

## **Textbooks**

Textbooks will be made available to students in each class for which a text has been adopted by the Cobb County Board of Education. School textbooks are the property of the State of Georgia and students are responsible for protecting textbooks from loss, theft, and damage once a book has been issued to them. Students will be charged for texts that have been lost or damaged. Students will be charged the replacement price for lost texts. An accounting of all missing textbooks will be made at the end of each semester. In order to guarantee the return of lost textbooks to students through Lost and Found, the student should write his/her name and semester (F'13, etc.) in the front of the book.

## **Fees for Damaged Textbooks**

If books are damaged to the extent that they cannot be used, the student must pay the full cost of each book. Full cost is defined as the original price paid by the Cobb County School system. Removal of or damage to the books barcode will result in a fee \$20

Students will not be allowed to participate in graduation ceremony until all fees (textbooks, uniforms, etc.) are paid. Payment may be made to the bookkeeper in Admin I before school, after class, or during lunch.

**Estimated cost per textbook is over \$75.**

## **Visitors**

Laws of the State and of Cobb County prohibit the unauthorized visitation of any school campus. **Persons wishing to visit the school must first register in the school office, receive, and display a visitor's pass. A student may not have an unauthorized visitor in class.**

Cobb County Ordinance: Sec. 3-21.5-1. Closing hours, days; permitted access by certain persons.

All Cobb County schools shall be closed between the hours of 12:01 a.m. and 7:00 a.m., and no person shall be authorized to be in said schools or on the premises owned by the Cobb County School System which are adjacent to said school during those hours, except authorized Cobb County employees, Cobb County Board of Education employees, members of the Cobb County Board of Education, and persons engaged in activities authorized by the Cobb County Superintendent of Schools, the principal of the individual school, or the Cobb County Board of Education.

- All persons wishing to visit a Cobb County School must contact the school principal or his/her designee prior to or immediately upon entry of school property. The persons must obtain written permission to visit any part of the school, and the principal may grant permission at his/her discretion in accordance with school operations. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.
- A student or employee may not have an unauthorized visitor in the building.
- All approved visitors must register in the attendance office and display a visitor's pass at all times while on campus.

## **Yearbooks**

The yearbook is a student publication; therefore, it may contain errors. No refunds are given for errors. Many of the students have no prior experience with journalism writing or design. This is not an adult product. It is a 288 page yearbook created between the months of August and March by teenagers for a teenage audience.

The yearbook staff retains the authority to decide which pictures, individual and group, are acceptable. All photographs that are considered inappropriate or do not meet yearbook standards will not be used.

## **Senior Portraits**

Senior portraits must be taken by August 1st if you want to select the pose for the yearbook. Cady Studios will choose the pose after August 1st. The final deadline to be included in the yearbook is August 30th. School dress code will be strictly adhered to. For additional details, go the Cady website (<http://session.cadystudios.com/>).

Cady Studios is the school's official photographer. Appointments can be made by going to the NCHS website and clicking on the Cady Studios icon. Outside photographs will be not accepted. For questions, please contact Jan Husband at [jan.husband@cobbk12.org](mailto:jan.husband@cobbk12.org).

## **Part II: Academic Information**

### **Advisement**

The advisement process is part of the total school program. A certified teacher serves as an advisor for students in homeroom groups. The advisor will help students with registration. Students who do not obtain required units will be retained for the following academic year. Student Advisement Conferences will be held during the Freshman and Junior years.

### **Future Shop**

The North Cobb Career Center contains information about colleges, careers, scholarships, and other material related to life after high school. Students may access information regarding careers using the following website:

**[www.careercruising.com](http://www.careercruising.com)**

**(username: north, password: cobb)**

There are also college catalogues, college applications, videos, and internet access to colleges. The Career Center is located in the Counseling Office and is available before school, during lunch periods, and after school.

### **College Admission**

For students who want to get into college and be successful, it takes hard work, starting in high school. Beginning with freshman year, have good attendance, take college preparatory courses, and perform well in those courses. Refer to programs of study for information on courses required and recommended by the colleges and universities in Georgia.

To qualify for National Merit Scholarship, the PSAT must be taken during junior year. In the spring of that year and in the fall of senior year, take the SAT and/or ACT. Check the catalogue for the college of choice to find required entrance exam and achievement tests. Applications for these tests are in the Counseling Office/Career Center and online.

College applications are available in the Future Shop, online, at college fairs, and from the admission office of each college. The counseling department will mail a transcript upon request, but a small fee may be required.

College applications should be submitted by January of senior year. Minimum day is not recommended for college-bound students. Taking additional academic courses will help students be successful in higher education.

Parents and students are encouraged to use the following website for information on colleges, careers, scholarships and financial aid: [www.gafutures.org](http://www.gafutures.org).

### **Work Based Learning**

Students who have completed a career technology pathway and are interested in starting a career-related job experience may contact their counselor and Sheryl Cox, the school's coordinator to apply for this program. Students must meet academic and attendance requirements in addition to providing transportation from school to work site.

### **Conferences**

Parents may schedule conferences with teachers by calling the Counseling Office at 770-975-6688. Conferences with teachers are held at 7:50 a.m. Conferences with counselors may be scheduled at any time during the school day.

### **Counseling Office**

The Counseling Office is open to students and parents from 7:45 a.m. – 3:45 p.m. daily.

### **Course of Study**

Students will receive recommendations for courses of study in their advisement conferences. However, the student is responsible for taking the courses, which will qualify him/her for graduation and entry into particular colleges or other post high school institutions.

### **Curriculum Information**

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

- Student does not have proper prerequisites
- Senior must have another course to graduate
- A computer error was made
- Student has already received credit for the course
- To meet the state criteria for class size

The procedure for schedule changes will be explained to the students in advisement. Please note, assignment to an alternate course is not considered a valid reason for a schedule change. **According to Cobb County Policy (IHA) students who drop a course after the 10<sup>th</sup> day of the semester will receive an “F” for the course.**

### **Final Exams**

It is the responsibility of every student to be present for semester final exams at the time they are scheduled. Make-up exams will be given only in cases of documented emergencies. **A student will have a period of no more than ten calendar days from the last day of the semester in which to makeup any missed final exams.** A senior who misses the final semester exam may be withdrawn from the graduation ceremonies. This exam shall count no less than 10% and no more than 20% of the final grade. **Final Exams may not be taken early.**

### **Financial Aid**

Financial Aid may be available for some students planning to attend college. This aid may come in the form of scholarships, grants, loans, or work study programs. The Free Application for Federal Student Aid (FAFSA) will be available in January, in the Counseling Office. This application should be completed for the HOPE Scholarship and other federal financial

aid such as the Pell Grant. Other information can be obtained by contacting the Federal Aid Officer at the college of your choice.

**Gifted Services**

**COBB COUNTY GIFTED SERVICES – HIGH SCHOOL**

The Georgia State Board of Education defines a gifted student as "...a student who demonstrates a high degree of intellectual, and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities."

Cobb County provides services for identified gifted students at all levels. The gifted program is designated to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and meta-cognitive skills beyond the experience of the regular classroom.

Cobb's gifted program is part of the School Improvement Division and is funded by the state. The procedures for identifying and placing students in the gifted program are governed by the Georgia State Department of Education.

Please contact Scott Trepanier @ 770-975-6685 (ext. 801225) for eligibility requirements.

**Grades**

**Grading Scale:** Students are given grades on report cards issued each 6 weeks. It is the student's responsibility to take the report home.

The grading code is as follows:

- |            |           |              |
|------------|-----------|--------------|
| A – 90-100 | C – 74-79 | F – Below 70 |
| B – 80-89  | D – 70-73 |              |

**Conduct:** The following will be used by teachers in determining conduct grades: (S) "satisfactory"; (NI) "needs improvement" – behavior which includes inattentiveness, occasional tardiness, and talking during class; (U) "unsatisfactory" – behavior which includes frequent tardiness, uncontrollable talking and horseplay in class.

<b>Graduation Requirements</b>	
<b>English/Language Arts</b>	<b>4 units required</b>
<b>Mathematics</b>	<b>4 units required</b>
<b>Science</b>	<b>4 units required</b>
<b>Social Studies</b>	<b>3 units required</b>
<b>Elective Credits</b>	<b>7 units required</b>
<b>Health/Personal Fitness</b>	<b>1 unit required</b>
	<ul style="list-style-type: none"> <li>• ½ Health</li> <li>• ½ Personal Fitness</li> </ul>
<b>Total Units Needed</b>	<b>23</b>
<p><b>Students are required to pass all state assessments. For more information on graduation requirements visit the Georgia Department of Education website:</b></p> <p><a href="http://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/Graduation-Requirements.aspx">http://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/Graduation-Requirements.aspx</a></p>	



### **Honor Roll**

North Cobb recognizes academic achievement with two different honor rolls each semester:

The Gold Academic Award (GPA 4.0 or higher),

The Silver Academic Award (GPA 3.5-3.99)

### **Hope Grant**

The HOPE Grant covers tuition and HOPE-approved mandatory fees for anyone enrolled in a technical certificate or diploma program at an eligible public postsecondary institution in Georgia.

This Grant is offered to Georgia Residents (12 months or longer) regardless of graduation date or grade point average.

Apply by completing the FAFSA @ [www.fafsa.ed.gov](http://www.fafsa.ed.gov) .

### **Hope Scholarship**

The HOPE Scholarship offers tuition and HOPE-approved mandatory fees at any PUBLIC 2-year college or 4-year university (Please check [www.gsfc.org](http://www.gsfc.org) for information regarding private colleges).

In order to be eligible for the HOPE scholarship, students MUST graduate with a CORE GPA of 3.0. ALL English, Math, Science, Social Studies and Foreign Languages are calculated as CORE classes for HOPE calculations (Pass or Fail).

Students must be a U.S. Citizen or eligible non-citizen and meet HOPE Georgia's residency requirements.

### **Online Parent Viewer**

Parents can view attendance and grades for their students using the Online Parent Viewer program available online through the Cobb County School District. To obtain an access code, the parent must come in person with photo ID to the Counseling office (Monday – Friday, 7:45 a.m. – 3:45 p.m.). Access codes will not be issued by phone, mail, or fax.

### **Make-up Work**

Students are responsible for completing make-up work with each individual teacher, subject to the teacher's make-up policy. Students will complete make-up work within five (5) days upon their return to school (less time may be allowed for absences of less than 3 days). **Please note: all long-term assignments are due and pre-scheduled exams must be completed on the date of return. If a student is absent from school (excused) on the date due, the project is due upon the next day present. Work for students returning from suspension is due the day the student returns to school.**

### **Minimum Day**

A senior may qualify for an early release day if he or she:

- Is classified as a senior and is enrolled for at least (3) consecutive periods,
- Has completed 17.5 units before the fall semester of the senior year

**OR**

- Has completed 20 units before the spring semester of the senior year. All minimum day participants shall have passed all or be enrolled in specific courses for high school graduation.

**PLEASE NOTE: Students on minimum day must pass all 3 courses to be eligible for extracurricular activities the following semester. Minimum Day students must leave campus immediately after their scheduled day.**

### **Requesting Homework**

**Students who are absent from school for an extended period of time due to illness (3 days or more) may request homework assignments by contacting the students counselor between 7:45 a.m. and 3:45 p.m.** Teachers must be

given at least 24 hours to prepare and submit assignments to the Counseling Office. **Students who are absent less than 3 days should get assignments from other students or from their teachers upon the student's return to school.**

### **Magnet School for International Studies**

North Cobb High School recognizes the need for international cooperation and communication in an increasingly interdependent world. The Magnet School for International Studies' (NCSIS) goal is to prepare future leaders in a global economy, to encourage students to be multidimensional thinkers and to develop global perspectives on politics, culture and science. We are committed to providing students with an education tailored to these goals, and emphasize the need for students to take Advanced Placement® courses.

The Magnet School for International Studies is a magnet school for the entirety of Cobb County. Details of the County policies governing all magnet programs can be found on the Cobb County School District's website ([www.cobbk12.org](http://www.cobbk12.org)) under administrative rules. Local North Cobb policy governing the Magnet School for International Studies is available at (<http://www.nchsmagnet.com/>) or from its director, David Stephenson, at 770-975-6685 (ext. 801301) or [David1.Stephenson@cobbk12.org](mailto:David1.Stephenson@cobbk12.org).

### **Report Cards**

Grades are reported to parents at six weeks, twelve weeks, and the end of each 18-week semester. Spring semester final report cards are mailed home.

### **Response to Intervention (RTI)**

The purpose of RTI is to aid those students who are having difficulty in the regular classroom environment. A student, teacher, counselor, administrator, or parent may make these referrals to the Counseling department.

### **Social Worker**

The social worker is available to meet with students and parents. Please call 770-975-6685 (ext. 801266)

### **Standardized Testing Dates**

#### **ACT Assessment Test Dates – [www.act.org](http://www.act.org)**

Visit the official ACT website for 2018-2019 test dates and registration information.

#### **SAT Assessment Test Dates – <http://sat.collegeboard.org/>**

Visit the official SAT website for 2018-2019 test dates and registration information.

**PSAT/NMSQT**  
October 10, 2019

**Advanced Placement Exams**  
May 6-17, 2019

### **The Three Cs**

#### *Complaints, Criticism, and Comments*

Should any issues arise between a student and teacher, the first course of action is to make an appointment with the teacher through the counseling department to discuss the issue. Each student is encouraged to register complaints and criticism, which foster school improvement. Students should discuss their complaint with their teacher, counselor, or administrator. North Cobb welcomes parents or guardians to our school; however, to maintain an orderly and safe school environment we require that you check in and obtain administrative approval.

## **Work Permits**

The Georgia Department of Labor has implemented an Online Work Permit System. The system is available to work permit applicants, employers, and issuing officers. The use of the online system by students and employers will decrease the time for the issuing officer at the high school to complete the work permit and return it to the student.

Applicants now have the ability to enter their information from any computer by going to the North Cobb High School website:

**<http://www.cobbk12.org/northcobb>**

Click on resource links on the left side then click on Work Permits on the right to access the “work permit” link on the Georgia Department of Labor website. Information should be entered directly into the online form.

- Enter the Social Security Number and date of birth, then click submit.
- The website will check for incomplete work permits in process. If there are none, click on “Start New Work Permit”.
- At this point, enter all required information and click the submit button.
- Print a copy of the Work Permit Data Sheet for employer.
- The employer may now complete the employer portion of the work permit online as well. The printed copy of the Work Permit Data sheet contains a link for the employer to submit information. If an employer does not have internet access or chooses not to use the online process, then manual completion of the form is required and the form must be returned to the minor. The minor will then submit the data sheet to the issuing officer in Admin I (main building) or room 2101 of the Freshman Academy (along with a copy of the birth certificate and Social Security card) for completion of the process.

As stated previously, using the online system will greatly reduce the time needed by the issuing officer at the school to verify the information and return the permit to the student.

## **Part III: Student Attendance**

The Attendance Office handles student requests for checking in and out of school, along with the attendance procedures as determined by Cobb County School System.

### **Returning to School after an Absence**

A letter written by a parent/guardian or a licensed physician must be presented to the Attendance office the day a student returns to school from an absence (notes for absences must be brought in no later than the third date of attendance after the absence). The statement should indicate the reason for the absence, the number of days absent, work and/or home phone number where a parent can be reached and the parent’s signature.

### **Excused Absences**

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

- When personally ill and when attendance in school would endanger their health or the health of others.
- When in their immediate family there is a serious illness or death, which would reasonably necessitate absences from school.
- On special and recognized religious holidays observed by their faith.

- When mandated by order of governmental agencies (pre-induction physical examination of service in armed forces or court order).
- Due to conditions rendering school attendance impossible or hazardous to their health or safety. In order to register to vote (not to exceed one day).

***Other reasons will be recorded as unexcused. Refer to Cobb County School Board policy JE regarding student attendance policies.***

### **Early Checkouts**

Early checkout from school is discouraged. Students and parents should try to arrange medical and other appointments after school hours. A student who must check out of school early is to bring a note to the appropriate Attendance office by 8:15 a.m. The note should include:

- Student's first and last name
- Student's ID number
- Parent's name and/or signature
- Reason for early dismissal request
- Telephone number where the parent can be reached during the school day to verify checkout request.

In the event that a parent cannot be contacted for verification, the parent must come to the Attendance office and check student out in person, (please bring ID). If a student is driving or walking, a parent must be contacted before he/she is allowed to leave campus.

For the safety of the students no phone check outs, all check outs must be in writing. Any early dismissals that have not been pre-arranged (walk-ins) will not be accommodated after 3:10 p.m. without an Administrator's approval.

Our student's education and safety are our main concern; therefore we appreciate your cooperation in abiding by the guidelines indicated above.

### **Checking Out of School due to Illness**

If a student becomes ill at school, the student should go to the clinic. The school nurse will call the parent/guardian to approve check out; if check out is approved, the student will bring clinic check out slip to attendance office to be checked out of school. Cell phones are prohibited during class time.

### **Tardy Protocol**

Tardies by North Cobb High School students have been and continues to be a serious problem negatively affecting the teaching environment and depriving students of precious learning opportunities. In order to respond to this issue of tardiness, a new procedural policy is being implemented this semester.

<b>UNEXCUSED TARDY TO SCHOOL for 1<sup>st</sup> block/Advisement (per semester)</b>	
1 <sup>st</sup> – 5 <sup>th</sup> Tardy to School	Warning and parent contacted by school automated call system
6 <sup>th</sup> Tardy to School	Administrative referral - Parent contact, 1 administrative after school detention & loss of parking for 45 days
12 <sup>th</sup> Tardy to School	Administrative referral – Parent contact, 1 day ISS, loss of parking for rest of semester & referral to Social Worker
18 <sup>th</sup> Tardy to School	Administrative referral – Parent contact, 2 days of ISS & Social Worker notification
24 <sup>th</sup> & increments of 6 Tardy to School	Administrative Referral – Parent contact, 3 days of ISS & Social Worker notification - (Also code as G-4)

<b>UNEXCUSED TARDY TO CLASS for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> blocks (per semester)</b>	
1 <sup>st</sup> Class Tardy	Teacher warning about being late to class – mark T in Synergy attendance
2 <sup>nd</sup> Class Tardy	Teacher warning about being late to class and next tardy to class will result in call home – mark T in Synergy attendance
3 <sup>rd</sup> Class Tardy	Teacher warning & parent notification of 3 <sup>rd</sup> tardy to class and that 4 <sup>th</sup> class tardy will result in teacher detention – mark T in Synergy attendance
4 <sup>th</sup> Class Tardy	Teacher assigned detention & parent notification for 4 <sup>th</sup> tardy to class and that 5 <sup>th</sup> class tardy will result in an administrative referral – teacher to mark T in Synergy attendance
5 <sup>th</sup> Class Tardy	Administrative referral - 1 administrative after school detention assigned & parent notification with warning that 6 <sup>th</sup> class tardy will result in another administrative referral with 1 day of ISS being assigned
6 <sup>th</sup> Class Tardy	Administrative referral - 1 day of ISS assigned & parent notification of ISS with warning that all further class tardies will result in an administrative referral for each with 2 days of ISS being assigned
7 <sup>th</sup> Class Tardy and Above	Administrative Referral – 2 days of ISS & parent notification of ISS with warning that all further class tardies will result in an administrative referral for each with 2 days of ISS being assigned (Also code G-4)

**Bus Passes**

Bus passes will be issued to students arriving on buses after 8:12 a.m. Each pass will be valid until 8:25 a.m. Any student arriving after 8:25 a.m. is late to school and should be directed to one of the designated check-in locations - (Main Attendance office or 9th Grade Academy office).

### **Cafeteria**

Cafeteria staff will be notified when the last bus arrives. The cafeteria monitor will blow a warning whistle 3 minutes prior to the start of school. Students arriving after the start of school and reporting to the cafeteria will receive an additional pass to class.

### **Early Dismissals**

Students who need to leave school before regular dismissal must bring a note from their parent/guardian stating the reason for the early dismissal. Included in this note should be the telephone number where the parent can be reached during the morning. This note should be brought to the Attendance Office prior to 1st period. A student who returns to school the same day after an early dismissal due to a medical appointment should check in the Attendance Office before returning to class. Students are not allowed to check out during lunch.

Please Note: If a student is present in school for any part of a day and a long term assignment is due in any class that day, the assignment must be given to the teacher in person before the student checks out. Full credit may not be given based on teacher policy. North Cobb High School administration reserves the right to require parents to appear in person when students are to be dismissed prior to the end of school day.

**A parent phone call will no longer be accepted by the attendance office for student check out.**

### **Work Release & Minimum Day**

All students who are released early (work program, minimum day) should have identification to verify early dismissal; students must leave campus when scheduled. The identification can be obtained from the work coordinator or the counseling department.

**Students on minimum day must leave campus immediately. Failure to comply may result in disciplinary action.**

**Early release students may not be in the building or on school grounds.**

### **Emergency Cards**

All students are asked to have parents/guardians fill out and sign an Emergency Card, which will be kept on file in the Attendance Office. Names of relatives or neighbors who have permission to check the student out in an emergency should be listed on the cards as well as names of doctor, etc. All students must have a card on file. As soon as information changes, students should notify the Attendance Office. The emergency card will be used only in the case of a valid emergency. It will not be used on a regular basis when parents cannot be reached.

### **No Senior Skip Day**

There is no Senior Skip Day. Sometimes students tell parents this in order to miss school. All such absences are unexcused and no make-up work is allowed.

### **Visiting Colleges**

Seniors and juniors may use two school days per year to visit college campuses. Appropriate forms may be picked up in the Attendance Office and must be completed prior to the visit.

### **Withdrawals**

Students withdrawing from school for any reason should report to the Counseling Office for the proper forms. The student must be accompanied by a parent or guardian stating the reason for withdrawal, the new home address and/or last day the

student will be in school. Books must be returned and fines paid in order to clear the records; the Attendance Office should be notified a few days before the withdrawal date.

## **Part IV: Student Discipline**

### **Expectations for Behavior**

The faculty and students of North Cobb are a community of people working together. In order to accomplish our goals, we must treat each other with mutual respect and adhere to established expectations of behavior.

#### **Behavior in the Classroom**

Students are expected to arrive for class on time and remain attentive, respectful, and on-task throughout the entire class period. By following the simple rules outlined below, students can be assured the classroom atmosphere remains conducive to learning.

- Show respect for teachers and other students.
- Be on time for school and class.
- Do not interrupt instruction (beating on desks, humming, singing, blurting out, talking to others during instruction, and making other inappropriate noises or gestures).
- Ask permission before leaving seat.
- Keep head up during instruction and remain attentive. Do not sleep in class.
- Leave the personal belongings of others alone.
- Respect opinions of others by avoiding inappropriate personal attacks.
- Show respect for school property and classroom environment.
- Dress appropriately for school (see "Dress Code").
- All electronic devices are to be turned off and not visible during instructional time.
- Do not deface desks, bulletin boards, walls, etc.
- *Cell phones are not to be visible or used during instructional time.*
- Follow all classroom rules outlined by teachers.

#### **Behavior**

Discipline for misconduct may be in the form of detention, Saturday School, ISS, suspension, expulsion, or the denial of certain privileges. **The Cobb County School System reserves the right to punish behavior which is subversive to good order and discipline in the schools even though such behavior is not specified.**

#### **Behavior Consequences**

Behavior consequences are outlined in Cobb County Board of Education Policy JCDA-R (Student Behavior Code).

#### **Behavior – Specific Information**

**Cheating:** The following are scholastic dishonesties and will be disciplined: (a) Taking of unauthorized information of any form into a test situation, (b) plagiarism (any person who uses a writer's ideas without giving due credit through documentation), (c) taking test questions to provide assistance in later situations or the theft of a test, or any other instructional material (which will also be dealt with under the theft policy), (d) copying the work of others including homework, (e) giving or taking information concerning a test after one individual has taken a test and the same form of the test is to be given later, (f)

talking during a test before the last test is turned in, (g) and taking of unauthorized information from a computer, (h) using cell phones during testing.

When it has been determined that a student has been involved in cheating, the student will receive the following:

- a grade of zero for the test or evaluation material
- unsatisfactory ("U") in conduct
- phone call home
- office referral

**Damage to Property:** Students who willingly damage property will be expected to pay for the repair or replacement of the damaged item and assigned appropriate discipline.

**Electronic Devices:**

**The school will not be held responsible for any stolen items.**

Students are expected to bring to school only the items or personal property, which is necessary for participation in class and extracurricular activities. Items, which are considered potentially dangerous or disruptive of school procedures, will be confiscated. **Students are especially encouraged NOT to bring valuables and large sums of money to school.**

**Failure to Sign In:** Students who arrive on campus after the start of school must report directly to the Attendance Office to sign in. Students who come on campus and are not planning on remaining at school must also sign in and out in the Attendance Office. Failure to do so will result in ISS.

**Fighting: Fighting will not be tolerated. Students who fight will be subject to a minimum of ten (10) days of out-of-school suspension to a maximum or permanent expulsion from North Cobb High School. Referral to the local law enforcement agencies will be made. Students will also be charged with school disruption.**

**Gang Related Activity:** The Cobb County Board of Education is dedicated to preventing the influence and activities of gangs in the schools. Students are prohibited from displaying or wearing gang articles, clothing, tattoos, or paraphernalia; from threatening or committing any crime of violence; from recruiting or soliciting membership in any gang or gang-related organization; or from declaring membership or holding oneself out as a member of a gang or gang-related organization.

**Leaving Campus:** Students leaving campus at any time **before** or **during** the school day must check out through the Attendance Office before leaving campus so that parents can be notified. Failure to do so will result in disciplinary action. **In addition, revocation of parking privileges is automatic on first offense.**

**Profanity/Ethnically Offensive Language:** Students are not allowed to use any type of profane, vulgar, obscene, racial or ethnically offensive language (written or oral) or gestures, **regardless of the intent of the reference.**

**Sexual Harassment:** Sexual Harassment by males or females is inappropriate and has no place in a safe school environment; it is against Cobb County Board Policy. Students violating this policy are subject to administrative-parent/guardian conference, out-of-school suspension to a maximum of permanent expulsion, and notification to law enforcement officials.

**Thefts:** Students are encouraged to leave all valuable items at home. Items stolen need to be reported to the administration of the school immediately and a report filed with the Campus Police Officer. Stealing is a serious offense and will be dealt with in a serious manner. The school will not be held responsible for any stolen items.



**Visitation to Other Schools:** The unauthorized presence of a North Cobb student on another school campus (including unauthorized visits to Awtrey) during normal hours of operation will automatically result in suspension.

### **Bus Behavior**

Public school bus transportation is provided for students who live more than one mile from the school in their attendance area. Routes and times will be posted on the front bulletin board of the school several days prior to the opening of the school year. Buses are to be boarded as soon as possible after school is dismissed. **Students who wish to ride a different bus must bring a note to the Administration II office by 10:00 a.m.** The note must include student's name, parent's/guardian's name and telephone number where a parent/guardian can be reached during the day. Students must pick up bus note from the Administration II office prior to boarding the bus in the afternoon. Bus doors will be closed when the air horns are blown by Administration in the bus lane in the afternoon.

Students riding a Cobb County school bus are to abide by all Cobb County Board of Education policies and regulations.

**Riding the bus is a privilege. Students that fail to follow the Cobb County Board of Education policies will be suspended from riding the bus.** The "bus conduct rules" are listed below:

### **STUDENTS SHALL OBSERVE THE FOLLOWING BUS CODE OF CONDUCT ESTABLISHED BY THE COBB COUNTY SCHOOL SYSTEM:**

- Students must show proper respect to the driver at all times and obey all driver instructions.
- Objectionable or dangerous objects are not permitted.
- Tobacco, illegal drugs, alcohol, and weapons are prohibited.
- A student will keep his/her arms and head inside the bus at all times.
- Nothing is to be thrown in, out or from the bus.
- The use of obscene language or gestures is prohibited.
- Destruction or defacing school property is prohibited.
- Fighting or physical play is prohibited.
- Unnecessary noise is prohibited.
- Food or drinks must not be consumed.
- Students must be seated at all times unless directed by the driver.
- Students must be quiet at railroad crossings.
- When crossing a street is necessary, students will immediately cross in front of the bus in full view of the driver.
- Students may transport band instruments on the bus if space is available.
- The emergency doors and window are to be used only at the direction of the driver.
- Students are to be at the bus stop 5 minutes prior to the scheduled time and are to wait in an orderly manner.
- Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided that the parent/guardian places the request in writing and submits it to the principal or his/her designee for approval.

**All bus disruptions are subject to Cobb County Board of Education Policy JCDA-R (Bus Behaviors).**

## **Dress Code**

It is expected that every student will maintain the level of personal hygiene and safety necessary to ensure a healthy school environment, and will refrain from any mode of dress which is distracting to classroom instruction or which contributes to the disruption of the normal function of the school. The dress code applies to all school functions. North Cobb High School complies with the dress code policies of the Cobb County School District.

### **School officials will make the interpretation of what is acceptable dress.**

The following types of clothing are considered inappropriate at North Cobb:

- No headgear is to be worn in the school building during the school day. This includes hats, bandanas (regardless of color), do-rags, caps, hoods, scarves, sunglasses, and forehead bands. The hoods of hooded sweatshirts are not allowed on your head while in the building.
- Clothing or ornamentation, which advertises alcohol or substances that are illegal for, minors, or which displays suggestive phrases, designs, markings, or profanities are also prohibited.
- Clothing that displays weapons, violence, gang affiliations, or other logos that cause dissension are not permitted.
- Backless or strapless dresses or shirts are not permitted.
- No midriff shirts or blouses are permitted. Midriff areas must be covered so that no skin is exposed on the torso at any time on all sides. Appropriate undergarments must be worn, clothing must not reveal undergarments.
- Tank tops, muscle shirts, or thin strapped tops may not be worn. Shirts/tops must cover the shoulder (shoulder should not be exposed).
- Shorts, shirts, dresses, skirts, and slits must be fingertip length on all sides. Style and material may make certain garments inappropriate even at an appropriate length.
- No pajama pants, boxer shorts, cut-off sweat pants, or spandex shorts.
- All pants and trousers must be worn at waist level (no sagging or bagging). Holes must not be in areas exposing undergarments or in inappropriate areas. Belts should be fastened and undergarments appropriately covered.

Students who are inappropriately dressed will be allowed to change clothes, to call home for someone to bring a change of clothes, or for permission to go home to change clothes and return to school for the first offense. Classes missed will be unexcused. **Students unable to change will be assigned to an alternative classroom location. Repeat offenses will result in disciplinary action.**

**IF IN DOUBT, DON'T WEAR IT!**

## **Interrogations**

You are duly informed that the principal of each school in the Cobb County School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct. This includes the authority to conduct a search of students and their property, including personal vehicles parked on campus, when there is reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

### **After School Detentions**

After school detentions are scheduled for Tuesdays and Thursdays in room 505 from 3:45-5:45.

### **In-School Suspension (ISS)**

In-School Suspension is assigned for behavioral infractions. Students are not eligible to neither participate in nor attend any school activity up to and through the last full calendar day of their ISS or suspension assignment. Refusal to attend ISS or removal from ISS resulting in out-of-school suspension will result in the loss of opportunity to make-up work. Students on minimum day or on the work based learning program who are assigned to ISS will remain there until the end of their scheduled day. Students in ISS (for all or part of the day) may not participate in nor attend conditioning, tryouts, practice or games. **If ISS ends on Friday, student can play on Saturday.**

### **Out-Of-School Suspension (OSS)**

Students suspended for more than 10 days will be referred to the Ombudsman program. See Policy, Planning, and Student Support Division, Cobb County School District. **Students may not attend any activities on campus while suspended.**

Students under out-of-school suspension may not participate in conditioning, tryouts, practice, or games until they return to class (GHSA rule). Example: If suspension is through Friday, student cannot play on Saturday. Suspension is considered ended when student is physically readmitted to the classroom.

### **Part V: Athletics/Extracurricular Activities**

**Information about Athletics and Extracurricular Activities may be found on the North Cobb website.**