

Cartersville High School
2020-2021 Student Handbook

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Students with Last Names A-F

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Counselor
Students with Last Names G-M

Dr. Chaja Pinkard
Counselor
Students with Last Names N-Z

THIS STUDENT/PARENT HANDBOOK BELONGS TO:

Name _____

Address _____

City _____

Phone _____

PARENT AND STUDENT CELL PHONE USE

Cartersville City Schools respectfully ask that both parents and students refrain from using cell phones while driving, parked, or waiting in the transportation lines on all school campuses. This is for the safety of all students, staff, parents and visitors. The student and parents assume all responsibility for any cell phone or electronic device brought on campus. The school is not liable for any damage or loss to any electronic device brought on campus.

Cartersville High School Alma Mater

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

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

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

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

_____ has recited, from memory, the CHS Alma Mater.

_____ Teacher Signature

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Attendance Procedures

In order to receive maximum benefit from instructional activities, students are expected to be in school each day on time unless excused as provided by Georgia law.

To be considered **present**, a student must be in each class for 35 minutes of instructional time to be considered present for that class period.

A student is **tardy** when the student is not in the classroom ready to learn when the bell rings.

A **check-out** occurs when a student leaves school before the end of the school day.

The following constitute legally **excused absences, tardies, or checkouts** from school, with proper documentation:

1. Personal illness.
2. A serious illness or death in a student's immediate family.
3. Religious holidays that require absence from school.
4. Pre-induction physical examinations for military service.
5. Court order, court subpoena or other required court appearance.
6. Voter registration.
7. Visitation with a parent or legal guardian in the armed services who is called to duty or is on leave from overseas deployment in accordance with O.C.G.A. § 20-2-692.1.
8. Conditions rendering school attendance impossible or hazardous to student's health or safety.
9. Any other absence not explicitly defined herein but deemed by the school board to be excused based on circumstances.

An absence, tardy, or check-out for any other reason is **unexcused**. For example, family vacations, traffic, missing the bus, oversleeping, car trouble, personal convenience, or family emergencies without proper documentation are not valid reasons for absences, tardies or check-outs.

Three (3) unexcused tardies, three (3) unexcused check-outs, or any combination of the two shall constitute one (1) unexcused absence.

Very Important – Please Review Carefully!!!!

If a student has more than five (5) unexcused absences in a school year, the parents are subject to the following penalties under Georgia's Compulsory Attendance Law:

- A fine between \$25 and \$100 for each unexcused absence over five (5);
- up to 30 days of jail time for each unexcused absence over five (5);
- community service; or
- any combination of these penalties

Documentation: In order for an absence, tardy or check-out to be excused, proper documentation must be submitted promptly and no more than three (3) days after the student returns to school. An example of proper documentation is a doctor note, dentist note, court order or subpoena, or an obituary.

Parent Notes: A parent may submit parent notes to explain up to four (4) days of student absences each semester. Whether the absence is excused or unexcused will be determined based on this Attendance Procedure. If the student is out for more than two (2) consecutive

days due to illness, a medical excuse will be required. All parent notes must be submitted promptly, no more than three (3) days after the student returns to school.

Family Vacations: Family vacations are not excused absences based upon State Board of Education Rules.

Service as Page of the General Assembly: A student who serves as a Page of the General Assembly shall be counted present and not absent on the day of service.

Children in Foster Care: A student who attends court proceedings related to his or her foster care shall be counted present and not absent for any day or portion of the day missed from school.

Field Trips or Other Activities: A student who is participating in a school approved field trip, school approved event, or school approved program shall be counted present and not absent for any day or portion of the day missed from school.

Driver's Permit or License: A student under 18 who wishes to obtain a driver's permit or license must be enrolled and not under suspension from school.

Custodians and Guardians: In this Attendance Procedure, the word "parent" shall also include legal custodians, guardians, or anyone else who has control or charge of a child.

Notification of Absences: When a student has three (3) unexcused absences for any reason, and again when a student has five (5) unexcused absences for any reason, the school will make reasonable attempts to notify the parents. This notification may include notification by first class mail or telephone contact.

Consequences of More Than Five (5) Unexcused Absences: If a student has more than five (5) unexcused absences, the parent and/or student may be required to attend an Attendance Support Team meeting. The parent and/or student may also be subject to referrals to the School Social Worker, Juvenile Court, Magistrate Court and/or the Department of Family and Children Services for truancy and/or educational neglect.

Acknowledgement of Receipt: All students 10 years or older by September 1 and all parents shall sign the Acknowledgement Form at the end of this handbook which verifies that they have received a copy of this Attendance Procedure and are aware of the possible consequences and penalties for violating the Georgia Compulsory Attendance Law.

For Additional Information: If you have any questions about the Attendance Procedures, please contact your student's school. You may also review O.C.G.A. § 20-2-690.1 through O.C.G.A. § 20-2-694, Georgia State Board of Education Rule 160-5-1-.10, and the Attendance Protocol adopted by the Cartersville-Bartow County Student Attendance Protocol Committee.

Introduction

Accreditation

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

CHS Mission Statement

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

CHS Belief Statement

LEADERSHIP

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

A SUSTAINING PURPOSE

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

COMMITMENT TO THE SUCCESS OF EACH STUDENT

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

LEARNING FOCUSED EDUCATION

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

RIGHTS AND RESPONSIBILITIES OF INDIVIDUALS

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

CONTINUOUS IMPROVEMENT

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

A MEANINGFUL WORKPLACE

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

INVOLVEMENT OF STAKEHOLDERS

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

CHARACTER

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

CHS Handbook Requirements

Each student at Cartersville High School will receive access to the Cartersville High School Student-Parent Handbook. Students and parents are expected to be familiar with policies, rules, and regulations of Cartersville High School, the Cartersville School System and to be supportive of and abide by all rules/policies. This handbook can be found on the Cartersville High School web site, under the “STUDENT/CAMPUS LIFE” tab.

Visit the System Website

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

www.cartersvilleschools.org

Additionally, Cartersville Schools gives instant access to important information with the CCS mobile app. This free app is available to anyone in the community who wants to stay connected including timely updates and notifications, news and photos, district and school calendars, and lunch menus. Additional features for current CCS parents/guardians and students are available such as student academic performance and lunch and media center account balance information. Download the app onto your mobile device

CHS Testing Calendar

All Georgia Milestone End of Course (EOC) Assessments will be administered near the conclusion of each course. The EOC tests for year-long courses are scheduled for April 1 – May 28, 2021. AP Exams will be May 3 - May 14, 2021. Any changes to these dates will be published on the school website.

Academic Information

Academic Dishonesty/Plagiarism

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

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

Grade Point Average (GPA)

Academic GPA-The Academic GPA is calculated using the student's final grade in English, Math, Science, Social Studies, Foreign Language and academic elective courses. The Academic GPA is based on a 4-point scale (ex. 3.80). Cartersville High School utilizes the Academic GPA to determine class rank which includes the selection of Honor Graduates, Valedictorian, and Salutatorian. The Academic GPA is the basis for HOPE Scholarship eligibility and for many college entrance requirements.

Cumulative GPA- The Cumulative GPA is calculated using the student's final grade in **ALL** courses completed at the high school level. The Cumulative GPA is also based on a 4-point scale (ex. 3.80).

Academic Progress

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

October 1	Progress Report
November 12	Progress Report
January 9	1 st Semester Report Card
February 25	Progress Report
April 15	Progress Report
June 2	Final Report Card

Study Hall/Advisement

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

Audits/Incompletes

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

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

Beta Club

Students who have attained sophomore status or higher are eligible for admission to the Beta Club. To be eligible, the student must have a cumulative weighted GPA of 3.7 or higher. There is no rounding of numerical averages; 3.6666 is not an eligible average. Invitations are issued to eligible students in the fall of each year.

Class Rank and Valedictorian/Salutatorian

Class rank at Cartersville High School is determined using the student's Cumulative Weighted GPA. Students eligible to be Valedictorian or Salutatorian must have completed a minimum of four AP courses and have been enrolled at Cartersville High School for the entirety of 11th and 12th grade. The eligible student with the highest Cumulative Weighted GPA will be named Valedictorian. In the event of a tie, then there shall be co-Valedictorians and/or co-Salutatorians and the student with the second highest Cumulative Weighted GPA will be Salutatorian.

College Days

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

*Please make sure that you are aware of any NCAA rulings on number of college days permitted if you are a student-athlete who attends on playing sports at the college level.

Exam Exemption Policy (Mid-Term/Final)

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

- Not have ANY unexcused absences
- Must have a semester grade point average of 87 or above

NOTE: Being suspended from school, assigned ISS, or having more than 3 tardies in a class during the current semester makes a student ineligible for exemption. In order for an absence to be EXCUSED, students must submit a signed note from the parent, doctor’s note, court documents, or other official documentation to the Attendance Office within 5 days of their return to school

Fall Semester Graduates

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

Gifted Education

Cartersville City Schools provides gifted education services in a variety of formats to students who have been identified as intellectually gifted as defined by Georgia Board of Education rules in grades 1 - 12. Reference Cartersville City Schools Board Policy IDDD: Gifted Student Programs. Students at CHS are served through placement in honors and/or AP courses contingent upon teacher recommendation and academic record.

Grade Calculation

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

	Fall Semester	Mid-Term Exam	Spring Semester	Final Assessment
Non-EOC Course	45% (Semester Average)	5%	45% (Semester Average)	5%
EOC Course*	40% <i>Includes Mid-term</i>	--	40%	20% EOC
Semester Course (.5 Credit)	90% (Semester Average)			10%

*Students are required to take an EOC in GSE Algebra I, GSE Geometry, US History, Economics, Biology, Physical Science, 9th Grade Literature & Composition, and American Literature & Composition.

Grades and Promotion Requirements

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

Similarly, the school principal has the final responsibility and authority to determine the promotion/retention/placement decisions regarding each student. Such decisions are based

upon criteria established by the school. The Central Office, School Board, Superintendent, nor his/her staff has any authority to make or change grades, promotion, retention, or placement decisions of any student.

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

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

Class Rankings, Honor Graduates, Honor Rolls

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

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

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

Honor Graduates

Honor Graduates must have a minimum cumulative weighted GPA of “3.70” as determined by the student’s cumulative final grades through the end of the student’s senior year. Additionally, students must have a minimum academic weighted grade point average of “3.30” in all core academic classes (English/math/science/social studies/foreign language/academic electives) and

successfully have completed at least two (2) Advanced Placement courses, OR scored a 3 or higher on at least two (2) Advanced Placement exams, to be eligible for Honor Graduate status.

To qualify for Honor Graduate with Distinction status, the student must have a minimum cumulative weighted GPA of "3.70" as determined by the student's cumulative final grades through the end of the student's senior year. Additionally, the student must have a minimum academic weighted GPA of "3.30" in all core academic classes (English/math/science/social studies/foreign language) and successfully have completed four (4) Advanced Placement courses OR have scored a 3 or higher on at least four (4) Advanced Placement exams. A student's full time enrollment in dual enrollment courses at a state accredited institution for one school year will be considered equivalent to 1 AP credit.

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

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

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

The weighted grade will be reported to the Georgia Student Finance Commission (GSFC). GSFC only uses academic unweighted GPA which is used to determine HOPE eligibility. Students should be aware that the policy of the GSFC is to strip away extra points added by schools for honors/accelerated courses. The GSFC does not apply any additional weighting for honors/accelerated courses, so the school's non-weighted grade is used to determine HOPE eligibility.

Graduation Requirements

Graduation requirements are based on local and state policies. High School graduation is the ultimate culmination of the K-12 educational experience. It is our desire that each of our students earn a high school diploma and graduate with their classmates. However, students have no recognized right to participate in graduation ceremonies. Participation in any ceremony is a privilege, and should be viewed as such. Courts throughout the country have held that students denied the opportunity to march in graduation ceremonies have no legal or due process claim. Cartersville High School policy requires that each graduate meet all diploma

requirements (credit requirements and testing requirements) and be in good standing (discipline, financial obligations, and graduation rehearsal) in order to participate in graduation ceremonies. Students and parents should communicate with their school counselor for additional information or assistance regarding graduation.

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

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

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

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

Junior Marshals

The 30 top students in the Junior Class will be selected to serve as Junior Marshals for graduation. Current selection is based primarily on class rank. Students must have been in attendance at Cartersville High School for at least one (year) term. Students who have been suspended or have exhibited unsatisfactory qualities of character will not qualify for this honor.

National Honor Society

Students who have attained senior status are eligible for admission to National Honor Society. To be eligible, the student must have a cumulative weighted GPA of 4.0 or higher. There is no rounding of numerical averages; 3.999 is not an eligible average. Invitations are issued to eligible students in the fall of each year.

Parent/Teacher Conferences

Parents may call Cartersville High School at 770-382-3200 or email teachers directly to schedule a conference.

Report Cards

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

Schedule Changes

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

Tutoring

Tutoring is offered before or after school in all academic subjects throughout the year. Days and times for before or after school tutoring will vary. Tutoring information will be posted on the CHS website. Check with your teacher or counselor if you have questions concerning tutoring.

Summer School/Night School/Online Courses/Correspondence Courses

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

Transfer Grades – How They Compute

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

Attendance Policies

Attendance

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused as provided by Georgia law. Good attendance habits positively impact the learning process and carry over into the world of work. It is the position of the Cartersville City Board of Education that every day at school is important and that no student should be absent except for extraordinary reasons. Attendance is taken and submitted electronically in each class period. As such, student attendance is tracked by period for the purposes of awarding credit and exam exemption. Students must be in each class for 35 minutes of instructional time to be counted present for that class.

Early Dismissal

On occasion it will be necessary for a student to check out of school. If a student must leave school at any time prior to the ending of the school day, he/she must be properly signed-out through the Attendance Office. Parent(s) or legal guardian(s) will be required to come to the Attendance Office to sign the student out of school. A photo ID will be required to complete this process. In case of an emergency where the parent or guardian cannot come to school to check out the student, an administrator must talk to that parent or guardian to determine the nature of the early dismissal.

Reporting Absences

In order for an absence to be excused, students must submit a signed note from the parent, doctor's note, court documents, or other official documentation to the Attendance Office **within 5 days of their return to school**. Please contact the Attendance Office if you have any questions.

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

Excused/Unexcused Absences

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

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

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

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

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

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

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

If the student accumulates **three unexcused tardies**, the student will accrue **one unexcused absence** for truancy purposes only. ***Unexcused tardies can be defined as convenience tardies.***

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

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

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

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

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

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

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

School Day

Once students arrive at school they may not leave the campus at any time for any reason without checking out through the Attendance Office. Exceptions to this policy include: seniors who have senior lunch privilege, seniors who are scheduled for minimum day, students enrolled in college courses, students who participate in Work-Based Learning or other school-sponsored activities. The building will open to students at 7:55 a.m. each day. Students who arrive between 7:55 a.m. and 8:15 a.m. must report immediately to the cafeteria and remain there until 8:15 a.m. The purpose of this procedure is to provide a safe and supervised area before the official opening of the campus and buildings. **The school day concludes at 3:45 p.m. and all students must be off campus by 3:55 p.m. unless they are under the direction of a staff member.**

Tardies

Students who are late to school OR any individual class are required to report to the attendance office for a pass to class. The Attendance Office will accept excuses from parents/guardians for 4 total days (for tardies to school and/or absences) each semester and uses the Georgia Board of Education Rules (see page 17) to determine if the tardy is excused. Detention is required for all unexcused tardies. These tardies and resulting detentions are not added to the student's disciplinary record. However, students who fail to serve detention within the specified period will be assigned In-School Suspension which will become part of their disciplinary record.

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

Unexcused Absences/Awarding Credit

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

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

Counseling Services

Professional school counselors are available to assist students with concerns of an academic, vocational, or personal nature. Parents and students are encouraged to make an appointment, as needed, between the hours of 7:55 a.m. and 3:55 p.m.

Applications for Colleges and Technical Colleges

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

Financial Aid Information

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

1. Apply for Admissions to college/university/technical college as early as possible.
2. Visit www.GAfutures.org
3. Apply to the Financial Aid Office of the college/technical college.
4. Complete the FAFSA as soon as possible after October 1st of the senior year.
5. Check with local places for scholarships (Counseling Newsletter, Internet, churches, places of employment, and parents' places of employment).
6. Complete the Profile Form, if required by the college.

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

If the college is a private college in Georgia, students should complete the Tuition Equalization

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

Transcripts

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

Withdrawal from School

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

Media Center – General Policies

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

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

Copying and Printing Services

Copy Services are available to students with the following stipulations:

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

Media Center Hours

Monday – Thursday: 7:45 – 4:10

Friday & Fab Wednesday: 7:45 – 3:55

Media Center Use During Lunch

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

Media Center Use During Class Time

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

The Network

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

Overdue Notices

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

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

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

Media Center – Acceptable Use Policies

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

Acceptable Student Use of Technology

The School Board believes that using technology resources should be a productive educational experience. Therefore, the school system provides certain technology resources and access to for acceptable educational activities. This policy mandates responsible behavior by individuals given access to these tools and resources. Authorized personnel reserve the right to retrieve and read any data composed, transmitted, received or stored through connections using system property, or accessed through the system network by any means, including personal devices.

Failure to comply with the provisions of Board policy and its intent may result in disciplinary action.

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

Technology resources include, but are not limited to, mainframe, servers, switches, portable and desktop computers/devices, electronic devices used to access system data, peripherals, networks, software, data, labs, computer-related supplies, computer programs, stand-alone and web-based applications, and the Internet.

General Computing Policies

1. Abuse of technology resources; interference with operations; interference with the work of other users; violation of confidentiality, copyrights or license agreements; and intentional wasting of computer resources is prohibited.
2. Actions which attempt to circumvent prescribed channels of obtaining technology privileges, access or resources are prohibited.
3. Changing wiring, connections, or placement of technology resources is prohibited.
4. Modifying any system configuration, startup files or applications, without the explicit permission of the Technology Department is prohibited.
5. Students shall immediately inform the lab supervisor, Instructional Technology Specialist, Media Clerk, System Media Specialist, or the Technology Department of improperly working equipment, program or software.
6. Using computing resources for commercial purposes or personal gain is prohibited.
7. Students may not use or download privately owned computer software on system technology resources.
8. Under no circumstance shall students or staff exhibit, disseminate or transmit obscene materials, including but not limited to, pornography.
9. When Internet access or the system network is allowed via personal devices, students shall adhere to the intents and requirements of this policy as well as any other rules, regulations, procedures or directions established by the system or school related to their use.
10. Students may not copy software from system or school technology for personal use.
11. Students may not create or cause to create unauthorized accounts for themselves or others, or share or allow to be shared personally identifiable information.
12. Unauthorized disclosure, use and/or dissemination of personally identifiable information on any student or staff member is prohibited.

Internet Usage

Internet access is made available to students for appropriate educational use. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation and communication. Internet users are personally responsible for and expected to restrict access to only those materials and resources that have justified educational value in the PK-12 setting. The appropriate operation of the Internet relies upon the proper

conduct of the end user who must adhere to strict guidelines. Those guidelines are provided so that users are aware of their responsibilities. This responsibility requires efficient, ethical, and legal utilization of technology resources. If a user violates any of these provisions, access to the Internet may be terminated and future access jeopardized.

Terms and Conditions

- 1) Acceptable use - The purpose of Internet is to support legitimate research and education. Access is provided to resources as well as the opportunity for collaborative work. Internet use must be consistent with the objectives of the school system. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, illegal material, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited.
- 2) Privileges - The use of Internet is a privilege, not a right. Any inappropriate use may result in a termination of those privileges. The school administration and Technology Department will deem what is inappropriate use.
- 3) Netiquette - This includes but is not limited to:
 - a) Abusive, harassing, obscene, or threatening messages to or about others will not be tolerated.
 - b) Appropriate language is required; do not use profanity or vulgarities.
 - c) Illegal activities are strictly forbidden. Communications relating to or in support of illegal activities may be reported to proper authorities.
 - d) All communications and information accessible via the network should be respected as belonging to the school system.
- 4) The district makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The district is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused for any reason. Use of information obtained is at the users' risk. The district specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.
- 5) Users are individually liable for any incurred costs or obligations when accessing commercial services via the Internet.
- 6) If any security problem is identified, the user must immediately notify the supervisor/teacher, Instructional Technology Specialist, Media Clerk, administrator, and Technology Department. The problem should not be demonstrated to other users. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to Internet.
- 7) Teachers cannot assume the responsibility for monitoring every documents or site to which a student may gain access. However, appropriate supervision and monitoring is expected.
- 8) Attempts, whether successful or not, to access unauthorized areas of the school district's information or the Internet, including "hacking," is prohibited.
- 9) Users are expected to immediately inform their supervisor/teacher if any inappropriate action such as an improper advance or request is encountered from a local or remote user.
- 10) The school system shall implement appropriate and necessary safety measures to protect students from inappropriate use and communications on the Internet. Such security measures shall include, but not be limited to, the use of filtering devices, thereby blocking entry to inappropriate areas which may be considered harmful. Although such filtering devices are useful and work well, it shall not be assumed that they are 100% infallible.

Students must accept responsibility for their use of the Internet. Disabling of filtering may be allowed for authorized use for bona fide research or other lawful and educational purposes.

- 11) Vandalism will result in cancellation of privileges. Vandalism is any attempt to harm or destroy data of another user or intentionally interfering with the Internet network service, including uploading or creating a virus or malware.

Student E-mail

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

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

Enforcement

Violating any of the guidelines above may result in:

1. Restricted access to computing facilities.
2. Temporary or permanent loss of access to technology resources.
3. Disciplinary or legal action including, but not limited to, suspension and/or criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
4. Cartersville City Schools' internal procedures for enforcement of its policies are independent of possible prosecution under the law.
5. Users who damage technology resources shall be responsible for the full replacement cost.

Bringing Your Own Device (BYOD)

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

Non-Traditional Enrollment

Homeless Students

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

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

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

- Go to school, no matter where they live or how long they have lived there.
- Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth.
- Stay in the school they went to before becoming homeless or whatever school they were enrolled in last, even if they move out of the district, if that is feasible. Students can also finish the school year in their school if they find permanent housing during the year.
- Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.
- Go to the local school in the area where they are living.
- Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
- Have disagreements settled quickly and go to the school they choose while disagreements are settled.
- Get preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education; gifted and talented services; and before and after school care, as needed.
- Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental, and other services.
- Have the opportunity to meet the same high academic achievement standards as all students.

Non-Resident Students

The Cartersville School Board accepts all legal resident students domiciled within the city limits of Cartersville. A limited number of nonresident students who meet specified criteria established by the Cartersville School Board may be accepted. Children of nonresident employees of the City of Cartersville Board of Education and children of nonresident employees and appointed officials of the City of Cartersville (See Reference 1) who are custodial parents shall be admitted to the Cartersville School System and exempt from registration fees (O.C.G.A.

20-2-293). Waiting lists for nonresident students shall be established and maintained by the school's principal beginning April 1 of each year for the proceeding school year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Participation in Extracurricular Activities

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

Academic Eligibility

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

(a) **First-year students** (entering 9th grade) are eligible academically. Second semester **first-year students** must have **passed courses carrying at least 2.5 Carnegie units** the previous semester in order to participate.

(b) **Second-year students** must have **accumulated five (5) total Carnegie units** in the first year, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.

(c) **Third-year students** must have **accumulated eleven (11) Carnegie units** in the first and second years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.

(d) **Fourth-year students** must have **accumulated seventeen (17) Carnegie units** in the first three years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.

(e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

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

Eligibility During Suspension

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

Eligibility to Hold Office

To be nominated for any office, a student must have an overall 3.0 average in academics and no ISS or OSS for the preceding or current semester. The student must also maintain an overall 3.0 average until he/she takes office. After assuming office, the student must maintain an overall 3.0 average and not be suspended.

NCAA Clearinghouse Initial-Eligibility

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

Non-Discrimination in Sports

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

Student Clubs & Organizations/Extracurricular Approval

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

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

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

Academic Team
Aerial Robotics
Art Club
Band
Beta Club
CAHISCO
Chipper
Chorus
Co-Ed Y Club
DECA
Drama Club
FBLA
FCA
HOSA
Interact

Latin National Honor Society
Math Team
Mu Alpha Theta
National Honor Society
Robotics
Simply 4U
Skills USA
Spanish National Honor Society
Student Government Association
Thespian Society
TOME Society
TSA-Technology Student Association
Young Democrats
Young Republicans

Scholarships and College Credit Opportunities

MOWR

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

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

Advanced Placement Program

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

Etowah Foundation

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

Georgia Scholar Program

Information and eligibility criteria can be found at www.doe.k12.ga.us.

Governor's Honors Program

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

HOPE Grant

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

HOPE Scholarship

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

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

- All high school classes in English, mathematics, science, social studies and foreign language will be used to determine HOPE GPA, whether or not credit was earned.

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

Hugh O'Brian Youth Foundation (HOBY)

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

National Achievement Scholarship Program

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

National Merit Scholarships

The National Merit Scholarship Program is an annual academic competition for recognition and college undergraduate scholarships. Students enter the National Merit Program by taking the PSAT in their junior year of high school and by meeting other published requirements. The PSAT is given once a year in October. Juniors must register and pay for the PSAT in the Counseling Office.

STAR Student

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

Standardized Testing

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

American College Test (ACT)

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

Georgia Milestones End of Course Assessment (End of Course/EOC)

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

Preliminary Scholastic Aptitude Test (PSAT)

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

Scholastic Aptitude Test (SAT)

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

Student Policies and General Information

Administrative Detention

Monday, Wednesday, and Friday

7:40 a.m. - 8:20 a.m. (morning detention) or 3:50 p.m. - 4:30 p.m. (afternoon detention)

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

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

Bell Schedule (Regular) 2020/21

1 st Period	8:30-9:20
2 nd Period	9:25-10:15
3 rd Period	10:20-11:10
4 th Period/Lunch/Study Hall	11:15-12:05
5 th Period/Lunch/Study Hall	12:10-1:00
6 th Period/Lunch/Study Hall	1:05-1:55
7 th Period	2:00-2:50
8 th Period	2:55-3:45

Bell Schedule (FAB Wednesday) 2020/21

1 st Period	8:30-9:00
2 nd Period	9:05-9:35
3 rd Period	9:40-10:10
4 th Period	10:15-10:45
5 th Period	10:50-11:20
6 th Period	11:25-11:55
7 th Period	12:00-12:30
8 th Period	12:35-1:05
Lunch-	1:05-1:30
FAB Academic Session:	1:35-3:45

Cafeteria Charges

1. The cost for student lunch for the 2020-21 school year is \$2.50. The cost for reduced lunch is \$.40.
2. The cost for student breakfast for the 2020-21 school year is \$1.50. The cost for reduced breakfast is \$.30.
3. Charges will be limited to a combined total of three meals per student. The School Nutrition Manager will notify parents in writing or telephone when the child reaches the charge limit of three meals.
4. Cafeteria charges must be cleared in CHS cafeteria.

Cell Phones

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

The first violation of the cell phone policy will result in the telephone being confiscated by the teacher and sent to the Main Office. Parents or guardians will be allowed to pick-up the phone that day after 3:45 in the afternoon and the student will receive a detention. For second and subsequent violations, the cell phone will be confiscated by the teacher, sent to the Main Office, and the student will be assigned one day of in-school suspension (ISS). Parents or guardians will be allowed to pick-up their student's phone that day after 3:45 in the afternoon. **Students who refuse to surrender their telephone to a teacher will automatically receive one day of in-school suspension (ISS). Students who refuse to surrender their phone to an administrator will automatically receive out of school suspension (OSS) for the remainder of that day and the next school day. The student and parents assume all responsibility for any cell phone or electronic device brought on campus. The school is not liable for any damage or loss to any electronic device brought on campus, please see: "Electronic Devices and Cell Phones" for more information.**

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

Your preprinted (not counter check) check is welcome at all Cartersville schools. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the district has contracted with *CHECKredi* for collection of returned checks.

Each person writing a check to a school or the school system should write the check on a commercially printed check with your name, street address (not P.O. Box), and one phone number. When a person writes a check, the person writing the check agrees that, if the check is returned it may be represented electronically on the same account, and that the full face amount and fee based upon the Georgia state law, currently \$35.00, may be debited from the same account.

CHECKredi will contact you by mail and/or by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to *CHECKredi*'s office by mail to P.O. Box 3829 Huntsville, AL 35810. Payments of the check and fee may be made online at www.checkredi.com using a credit card, debit card or electronic check without additional fees. For a convenience fee, payments may be made over the telephone at (877-524-7334) by credit card, debit card or electronic check.

Class Dues

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

Classroom Food and Beverage

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

Complaints and Grievances

It is the purpose of this policy to provide a process and define procedures for resolving complaints and grievances at the lowest level possible. A complaint or grievance shall be defined as a claim allegedly caused by misinterpretation, violation, or inequitable application of school rules, School Board policies, applicable state law, and federal law or applicable Georgia Board of Education policies. As a Charter school system in the state of Georgia, Cartersville City has waived certain state education laws and state Board of Education policies which are not applicable. An administrator's or a teacher's professional judgment is not grievable under this policy provided such judgment does not constitute a misinterpretation, violation, or inequitable application of school rules, School Board policies, applicable state law, federal law or applicable state Board of Education rules and regulations.

"Days" shall be designated as school days only. School holidays, weekends and days when school is not in session for students are not considered applicable in this policy.

General Conditions

1. Any disciplinary matter involving punishment of five (5) days out-of-school suspension or less, or a punishment less severe (e.g., In-School suspension, detention, loss of privilege, etc.) is not

grieveable beyond the school principal (Level One). Any disciplinary matter involving punishment of six (6) to ten (10) days out-of-school suspension, or impacts graduation status or graduation ceremony participation in the current year, is not grieveable beyond the Superintendent (Level Two).

2. The procedures described herein do not limit the right of any student and/or student's parent/guardian having a problem to discuss it with the principal or any appropriate administrator.
3. Initially, the student or student's parent/guardian must file an appeal with the school's principal, their complaint or grievance within two (2) days following the event or occurrence which is the basis for the complaint/grievance. A sample form is provided in this policy for initiating the process. Although this exact form is not necessary, the information requested therein should be included in any appeal. Any complaint/grievance not filed within the time frame shall be considered null and void.
4. Failure of a principal or the Superintendent or his/her designee to render and communicate a decision within the specified time limits specified in this policy shall permit the aggrieved student or parent to take said complaint/grievance to the next level of this procedure. The administrator Principal or the Superintendent shall make a good faith effort to communicate a decision immediately by phone, in person, or via email to the student and/or parent/guardian. Failure by the student or student's parent/guardian to appeal their complaint or grievance to the next level within the specified time limit shall constitute acceptance of the decision rendered at that level.
5. Since it is important that complaints/grievances be processed as rapidly as possible, the number of days indicated at each level shall be the maximum allowed, and every reasonable effort shall be made by the administrator to expedite the process. The time limits specified may be extended by mutual written agreement of the parties involved.
6. An administrator or teacher's professional judgment is not grieveable.
7. A copy of this policy shall be included in school parent-student handbooks.
8. Any disciplinary action which might prevent a student from participating in graduation exercises may be subject to immediate appeal upon written request of the student or parent/guardian regardless of the length of suspension or other punishment. In this case because of the necessary timeliness of a resolution, the student or parent/guardian may waive Level One and/or Level Two processes in this policy.

Level One

The student or student's parent/guardian shall file a complaint/grievance with the principal within two (2) school days following the event or occurrence which is the basis for the complaint/grievance. If the written complaint/grievance is not filed within the allotted time period, the complaint/grievance shall be considered null and void. The Principal or his/her designee shall investigate the matter and render a decision within three (3) days of receiving the appeal. Upon request by the student or student's parent/guardian, the Principal may, at his/her discretion, delay any complained/aggrieved discipline until the appeal process at this level is completed. Upon granting such a delay, the Principal, at his/her discretion, may temporarily place the student in the In-School Suspension Program until the appeal at this level is completed and a decision rendered. Any disciplinary matter involving punishment of five (5) days out-of-school suspension or less, or any punishment less severe (e.g., In-School suspension, detention,

loss of privilege, etc.) is not grievable beyond Level One.

Level Two

A student or student's parent/guardian may appeal a Level One decision to suspend a student out-of-school more than five (5) days to the Superintendent or his/her representative within two (2) school days of the date the Level One decision was communicated. Upon request by the student or student's parent/guardian, the Superintendent may, at his/her discretion, delay any remaining complained/aggrieved student discipline assigned by the school until the appeal process at this level is completed and a decision rendered. Upon granting such a delay, the Superintendent may, at his/her discretion, direct the school to temporarily place the student in the In-School Suspension Program until the appeal process at this level is completed. The Superintendent or his/her designee will investigate the complaint/grievance. The Superintendent or his/her designee shall render a written decision within two (2) days of receiving the appeal.

Level Three

A student or student's parent/guardian may waive a Level One or Level Two appeal if the aggrieved punishment impacts the ability of a student to graduate or to participate in graduation exercises and have the matter considered by to the School Board by presenting the Superintendent a written appeal within two (2) days of the date of the initiation of the punishment. Upon written request by the student or student's parent/guardian, the Superintendent may, at his/her discretion, delay any complained/aggrieved student discipline assigned by the school until the appeal process at this level is completed and a decision rendered. The appeal shall be placed on the agenda of the next board meeting for consideration. All involved parties shall be notified of the meeting and should be prepared to discuss the complaint/grievance with the Board. Following the discussion and due consideration of the appeal, the Board shall render a decision to all parties involved as soon as possible but within two (2) days of the decision.

Directory Information

The district recognizes the importance and legal obligation to protect personally identifiable information. From time to time, however, the school/school system may develop and/or participate in presentations and events for approved purposes concerning various activities/publications requiring the sharing of "Directory Information" which is information that is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without the student's/parent's prior written consent. These activities may include but not be limited to the use of photos, slides, tapes, videos, articles news releases, playbills, yearbooks, honor rolls, programs, sports rosters, etc. These may be utilized in faculty staff development, parent and student programs, and in community relations (newspapers, articles, TV and video presentations, brochures, web sites, etc.). The school/school system may share certain information with outsourced agencies such as companies which manufacture class rings or publish yearbooks. As required by law, military recruiters are entitled to receive the name, address, and telephone listing of high school juniors and seniors. This information may be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. Additionally, institutions of higher education will be entitled to the names, addresses and telephone listings of high school students.

The Cartersville City School System has designated the following as directory information which may be shared with qualifying agencies/organizations:

1. Student's name, address, school e-mail address, and telephone number;
2. Student's photograph or digital likeness;
3. Student's date and place of birth;
4. Grade level
5. Student's participation in officially recognized activities and sports;
6. Weight and height of members of athletic teams;
7. Dates of attendance;
8. Honors and awards received; and
9. The most recent educational agency or institution attended.

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

Disciplinary (Chronic) Problem Students

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

Disciplinary Tribunals

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

Dress Code

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

Students must follow these dress code guidelines:

1. Shoes must be worn at all times.

2. Shirts must cover the shoulders, chest, midriff, back, under garments, have sleeves, and not be “see through”. “See through” or sheer garments are only permitted if worn over the top of school-appropriate clothing.
3. Clothing may not display tobacco, alcohol, drugs or other items inappropriate for a school setting.
4. Clothing should not have words or symbols that are offensive to others.
5. Hats, caps, bandanas, and other head coverings are prohibited for male and female students and should be placed in student locker.
6. Leggings, Yoga Pants, Jeggings, and similar clothing may not be worn unless covered by an outer garment that is below finger tips all around and school-appropriate.
7. Blankets, pajamas, and bedroom slippers are not allowed.
8. Shirts and pants must be free of holes and tears (cut-offs are not allowed).
9. Shorts, skirts, and dresses must be long enough to be below fingertips when shoulders are relaxed.
10. Displaying of unauthorized group, gang or any organization symbols, colors, and/or identifying markings are prohibited.
11. All pants must be worn at the waist. Belts must be worn in belt loops.
12. Visible body piercing is limited to the ears and a single stud nose piercing (no hoops allowed)
13. Racks/grills are not permitted.
14. Large writing across the seat of a student’s pants is considered inappropriate.

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

Driver’s License and Certificate of Attendance and ADAP Card

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

Electronic Devices and Cell Phones

iPods, tablets, cell phones or other electronic devices are prohibited during the instructional day (8:30 a.m. - 3:45 p.m.). However, teachers may allow these devices for instructional purposes and students must comply with individual class procedures regarding their use. Unless specific permission has been granted by the teacher, these devices should not be visible and should be turned off. These devices are permitted in the cafeteria during breakfast and lunch. Consequences for using these devices outside of these situations remain in place. **The use of electronic devices to record videos, pictures, or documenting any type of school infractions (fights, etc.) is also a punishable offense. Students in violation of this offense will receive a minimum of 3 days in school suspension (ISS) up to 1 day out of school suspension (OSS).**

The first violation of this policy will result in the device being confiscated by the teacher and sent to the Main Office. Parents or guardians will be allowed to pick-up the device that day after 3:45 in the afternoon and the student will receive a detention. For second and subsequent violations, the device will be confiscated by the teacher, sent to the Main Office, and the student will be assigned one day of in-school suspension (ISS). Parents or guardians will still be allowed to pick-up their student's device that day after 3:45 in the afternoon. **Students who refuse to surrender their electronic device to a teacher will automatically receive one day of in-school suspension (ISS). Students who refuse to surrender their electronic device to an administrator will automatically receive (OSS) for the remainder of that day as well as the following day. The student and parents assume all responsibility for any cell phone or electronic device brought on campus. The school is not liable for any damage or loss to any electronic device brought on campus.**

Emergency Closing Information

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

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

Fee/Fine Holds

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

Hall Passes

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

Internet Filtering

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

The school system utilizes technology protection measures that block or filter Internet access to visual depictions that are: obscene, child pornography, harmful to minors, or other material

deemed to be inappropriate for minors. Safety and security measures with Internet usage and access is also employed for Internet activities including but not limited to: e-mail, chat rooms, hacking, other direct electronic communication (immediate messaging), and unauthorized disclosure of personal identifying information on minors. Disabling of filtering is allowed for authorized use for bona fide research or other lawful purposes.

Interviews and Searches

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

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

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

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

By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search will reveal a violation of law or school rule. Additionally, school administrators may ask a student to show his/her social media site(s) if there is a reasonable suspicion it contains violation of school policy or rules.

Junior/Senior Prom

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

Locker Rental

The cost to rent a locker at CHS is \$10.00 per year. Lockers may be rented during Fee Days in the Storm Center or during the school year in the Attendance Office. Lockers are assigned for

individual student use to secure books and valuables, so they should not be shared. They should remain locked when not in use and should not be “rigged” to open without entering the combination. Student lockers are school property and are subject to search at any time without prior notice and without student consent. Students are responsible for any damage they cause to their locker and should not write or paste decals on them.

Lunchroom/Cafeteria

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

Non-Discrimination

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

Contact Information:

504, ADA, Title IV, Title VI – Susan Tolbert, 770-382-5880 or stolbert@cartersvilleschools.org

Title IX – Darrell Demastus, 770-382-3200 or ddemastus@cartersvilleschools.org

Title II-A – Ken Clouse, 770-382-5880 or kclouse@cartersvilleschools.org

Perkins Act – Marc Collier, 770-382-3200 or mcollier@cartersvilleschools.org

Parking Permits

The cost for a student to purchase a parking pass is \$50.00 per year. **The student and parent must also sign the Drug Prevention Policy allowing participation in random drug testing for the student.** Parking permits may be obtained during Fee Days in the Storm Center or during the school year in the Attendance Office. On campus parking is a privilege that will be granted only to those students who complete the necessary application form and:

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

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

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

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

Pupil Protection Rights [PPRA]

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with who respondents have close family relationships;
 6. Religious practices, affiliations, or beliefs of the student or parents; or
 7. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Lease law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents and eligible students shall be provided reasonable notification of planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents who believe their rights have been violated may file a complaint with the Family Policy

Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202.

Reporting Inappropriate Behavior

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

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

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

Residency and Addresses

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

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

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

- Inspect and review, within 45 days of request, the educational records of a student who is your child, or in case of a student who is eighteen years of age (18) or older, your own education records. A written request to review records should be made to the principal or his/her designee who will make arrangements for access.
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Such requests should be made to the principal. If the district decides not to amend the record, it will notify the parent/eligible student of the decision and inform them of their right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exemption that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.

- FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent/eligible student has advised the district to the contrary in accordance with district procedures (see Directory Information).
- File with the U. S. Department of Education a complaint concerning the alleged failure by the school district to comply with the requirements of FERPA or the regulations promulgated there under. (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202).

Telephone Consumer Act (TCPA)

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

Senior Open Campus Privileges

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

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

Senior Superlative Guidelines

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

1. Students must be in a senior advisement group.
2. Students must have a minimum cumulative academic average of 3.25 without rounding.
3. Students must have no behavioral problems their senior year – this includes both on and off campus offenses that result in disciplinary consequences or arrest. Any

behaviors that result in ISS, OSS, repeated administrative detention, or arrest cause a student to be ineligible.

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

Sex Education/AIDS Prevention Education

Age/grade level sex education and AIDS prevention objectives are covered in our Health curriculum according to guidelines from the state of Georgia. All instructional materials used have been approved by the system sex education committee which includes parents, educators and representatives from the health profession. These materials are available for preview by parents by contacting the school. If parents do not wish their child to participate in specific sex education/AIDS prevention, the parent may opt out by coming to the school and completing the appropriate request.

Sexual Harassment

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

Sexual harassment may include conduct or speech which entails unwelcome advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. Sexual harassment may be in the form of:

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

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

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

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

Social Security Number

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

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

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

Solicitation by Students

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

Student Identification Cards

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

Student Participation in Fundraisers

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

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

Suspensions and Expulsions

School administrators have the authority to suspend a student from school for up to ten (10) school days. If less than the number of suspended days remain in the current school year, the suspension may continue into the next regular school year. Students under suspension may not participate in or attend any school activities on or off campus during the days of the suspension. An assignment of suspension ends on the morning of the next day after the suspension is completed or the last day of the school year if the suspension is at the end of the academic year.

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

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

Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date.

Teacher Detention

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

Teacher Qualifications: Right to Know

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher –
 - Has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

We have assembled an excellent staff to provide a quality educational program for each student. Teacher and paraprofessional qualifications are available upon request from Ken Clouse, Assistant Superintendent, 770-382-5880, (kclouse@cartersvilleschools.org).

Textbook/Materials Responsibility

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

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

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

TEXTBOOK/MEDIA BOOK CHARGES

Students issued textbooks must pay for any textbooks not returned in satisfactory, usable condition. Satisfactory condition means that the textbook may be reissued confidently to another student without any repairs.

At the beginning of the school year or when a textbook is issued it is important for student to check their textbook(s) and report any damages. After all textbooks have been distributed, students have five (5) school days to report any damages to the teacher who issued the book so they will not be charged at the end of the term/year. Notification can be done via email to the teacher or orally to the teacher. If pre-existing damage is not documented by this date, the student is responsible for book fines assessed at the end of the term/year.

All textbooks are due at the end of the class (semester/year). When students return their textbooks, the books are to be reviewed and assessed for any damages sustained. Listed below is the criteria to be used in determining what fees to charge for damaged books. Damage fees are used to pay for the repair or replacement of books. Students, parents and teachers should contact their school administrator if there are questions. In the case of a question on the assessment, the decision of the school administration is final.

All textbooks/media center book debts are considered outstanding obligations and diplomas will be withheld until all outstanding fine obligations are cleared. Additionally, distribution of report cards may be withheld.

Type of Damage	Fine/Fee
Lost book	Full price of book

	<i>100% full refund (depending on the condition) if the book is returned during the current school year</i>
Water/Liquid Damage (includes mold)	Full price of book
Missing Pages	Full price of book
Textbook Rebind <i>A textbook must be rebound if the cover or spine is missing or is pulling away from the book.</i>	\$20.00
Spine Damage that can be repaired	\$5.00
Replacement of System Barcode Label	\$5.00
Writing in book <i>If there are un-erasable obscenities or vulgarities, full price of book.</i>	\$1.00 per page
Torn Pages	\$1.00 per page
Cover Damage (includes bent/worn corners)	\$5.00 up to Full price of book
Gum, Food, Candy Damage	\$5.00 up to Full price of book
Pet Damage	\$5.00 up to Full price of book
Miscellaneous Damages	Up to Full price of book

Video Surveillance

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

Visitors and Campus Guests

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

Student Health, Medical, and Emergency

Asbestos Report

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

Food Allergies & Special Dietary Needs

Our Food Service Department prides itself on providing quality school meals within federal and state regulations and guidelines. A wide variety of selection is available for children daily. Food

substitutions or modifications in school meals for children whose disabilities restrict their diets will be made. A child with a disability must be provided substitutions in foods when that need is supported by documentation by a Georgia licensed physician. The physician's document must identify:

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

In the case of a food allergy, children are generally not considered to have a disability. However, when supported by written documentation by a Georgia licensed physician that an allergy may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the food substitution prescribed by the physician will be made. The school food service may make food substitution, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions when exposed to the food(s) to which they have problems.

Healthy Students

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

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

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

Hospital/Homebound Services

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

- Receipt of a medical referral form stating that the student will be absent a minimum of 10

consecutive days.

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

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

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

The Cartersville City System responsibilities

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

Parent or Guardian Responsibilities

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

Medical and Emergency Information

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

Medications Dispensed at School

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

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

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

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. Susan Tolbert
P.O. Box 3310
15 Nelson Street
Cartersville, GA 30120
770-382-5880
stolbert@cartersvilleschools.org

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational need, as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide

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

A copy of the Section 504 Procedural Safeguards are located on the school system website at www.cartersvilleschools.org or may be obtained by contacting the system Section 504 coordinator listed above.

Rules of Conduct

In order to maintain a safe and orderly learning environment, there are rules and procedures which students are expected to follow and observe. The conduct rules contained in this handbook

are not inclusive and a student may be subject to discipline for other circumstances not specifically listed if in the professional judgment of the administration such action is necessary. Furthermore, the language and expectation for student behavior in this handbook supersede all previous school handbooks.

Cartersville City School System Student Code of Conduct and Discipline Procedures

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

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

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

Important Information

1. Students who attend or participate in any activity conducted for the benefit of students, whether school-sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups, without regard to whether the event takes place on or off school property, are subject to this student discipline code and school rules.
2. Students under out-of-school suspension or expulsion are not allowed on school campuses or at school functions.
3. School administrators and School Resource Officers have the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property.
4. Corporal punishment is not permitted in the Cartersville City School System.
5. Disciplinary cases involving possible criminal conduct may be reported to appropriate law enforcement agencies.
6. Students are to notify an administrator or staff member when illegal items are found in the school or on the school campus. Students are not to pick up or handle illegal or suspicious items.

7. When a Pre-K to Grade 5 student is in violation of the Student Code of Conduct, the disposition will be left to the discretion of the school administrator, unless otherwise specified in law or policy.
8. Individual schools may establish additional conduct rules and disciplinary procedures beyond those in this *Code of Conduct*.

OFFENSES AND DISCIPLINE PROCEDURES

Offense #1: Weapons and Dangerous Instruments

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

Disposition:

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

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

- Grades 6-12: 1st offense: Discretion of administration
 2nd offense: Suspension
 3rd offense: 10-day suspension with possible recommendation for expulsion
- Grades PK-5: Discretion of administration

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

Disposition:

- Grades 6-12: 1st Offense: Suspension
 2nd Offense: 10-day suspension with recommendation for expulsion
- Grades PK-5: Discretion of school administration

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

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

Disposition:

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

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

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

Disposition:

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

Offense #5: Property Damage / Theft

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

Disposition:

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

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

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

Disposition:

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

Offense #7: Gang-Related Display(s), Clothing or Communication [Board Policy JCDB]

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

Disposition: Discretion of school administration

Offense #8: Rude or Disrespectful Behavior and/or Refusal to Carry Out Instruction of Faculty or Staff*

** Including being in an unauthorized area, or while being transported in a vehicle provided by or arranged by the school system*

Disposition: Discretion of school administration

Offense #9: Classroom Interference* and School Disturbances

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

** Note: Interference includes, but is not limited to, noise making devices, toys, etc.*

Disposition:

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

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

- a. Misbehavior
- b. Vandalism
- c. Any behavior or action that has the potential of interfering with the safe operations and/or the safety of bus occupants

Disposition:

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

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

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

Dispositions:

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

Offense #12: Inappropriate Public Displays of Affection

Disposition: Discretion of school administrator

Offense #13: Gambling, Betting, Wagering

Gambling, betting or wagering activity on school property or while attending an activity under school supervision is prohibited.

Disposition: Discretion of school administration

Offense #14: Campus Parking and Traffic Violations

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

Disposition:

- a. 1st Offense: Warning
2nd Offense: Traffic ticket
3rd and subsequent offenses: Traffic ticket; Possible loss of driving privileges;
&/or Vehicle may be towed at owner's expense
- b. Traffic ticket; Possible loss of driving privileges
- c. Possible loss of driving privileges; Possible notification to police

Offense #15: Absences and/or Truancy

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

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

Disposition:

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

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

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

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

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

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

Disposition: Range from suspension to expulsion

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

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

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

Disposition:

- Grades PK-5: 1st offense: Discretion of school administration; Notification of parent.
2nd offense: Suspension
- Grades 6-12: 1st offense: Discretion of administration; Notification of parent
2nd offense: Suspension
3rd offense: 10-day suspension with possible recommendation for expulsion

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

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

Disposition: Discretion of school administration.

Offense #20: Sexual Harassment

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

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

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

Offense #21: Aiding, Abetting, Accessory

Students shall not aid, contribute, encourage, be an accessory, or otherwise support other students in the violation of the Code of Conduct. This provision may include, but is not limited to, the use of social media and other avenues to promote, incite, encourage, or provoke others to violate school rules or otherwise advocate for any disruption in the school or take away from the purpose of the school or its orderly operation.

Disposition: Discretion of school administration

Offense #22: Academic Honesty

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

Disposition: Discretion of school administration

Georgia's Drug Law

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

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

Telecommunication Devices

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

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

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

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

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

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

School Bus Rules and Regulations

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

1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
2. Students are permitted to load and unload only at their assigned bus stops.
3. Each driver should designate a seat on the bus for each student.
4. Students are not to stand in or operate the door.
5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
6. Students shall hold or place under the seat personal items such as book bags, purses, smaller band instruments, etc. Large items such as bigger musical instruments, are not to be transported on regular routes. Smaller instruments below the typical alto saxophone (approximately 25" x 11" x 7") may be carried in the lap or under the seat, or in another place designated by the driver.
7. Objects and other materials are not to be thrown or tossed inside the bus or out bus windows.
8. Students are not permitted to get off the bus while it is in motion.
9. Students shall not write on, cut, scratch, deface or otherwise vandalize buses.
10. Tobacco or tobacco-like use or products, including vaping devices are prohibited.
11. While on a bus, students are prohibited from any of the following:
 - a) profanity or vulgarities;
 - b) acts of physical violence;
 - c) bullying or threatening others;
 - d) physical assault or battery;
 - e) verbal assault;
 - f) any other unruly or unsafe behavior.
12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost, and parents notified.
15. Drivers are to be respected and their instructions followed at all times.
16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
17. Out-of-district students may not ride a school bus to or from school.
18. Students shall not behave or act in any way that has the potential of causing unsafe conditions for the driver or other bus occupants.

Suspensions and Expulsions

Suspension precludes a student from all school operations, activities, and functions for the time of the suspension. A student in In-School Suspension (ISS) is also suspended from all school-sponsored activities for the days he/she is in ISS. Short-term Suspension removes a student out-

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

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

For overall academic progress students are expected to do the work missed during a suspension. Students shall not be penalized in their academic grade for the first suspension of a full credit period (semester for grades 9-12 and year for grades 3-8) if the student makes up the work in the time allotted by policy and arrangements with the teacher. For subsequent suspensions in a full grading period, a student may receive a grade of no higher than "70" on graded work missed during an out-of-school suspension and made up within the time allotted by this policy and arrangements with the teacher(s) except for final examinations and long-term assignments. If the student fails to make up the work, the teacher may assign a grade of "0" for each assignment not completed. Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date.

Parental Notice

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

Discipline Appeals

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

Authority of Principal

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

Bus Eligibility

Bus transportation is provided for Cartersville city resident students living beyond a certain distance from the school. The system uses the eligibility guideline of one-half mile (.5) for PK-Grade 5 students and one (1) mile for Grade 6-12 students (state funding requires 2 mile minimum for transportation). Distance is measured "as the crow flies" and not via road routes. Students are also to be picked up and dropped off at bus stops assigned to their actual residence

address (where they actually live) and not at businesses, relatives, or stops not assigned to them.

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

Bus Conduct – Rules & Procedures

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

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

17. Large items, such as musical instruments, are not to be transported on regular routes. Smaller instruments below the typical saxophone (25" x 11" x 7") may be carried in the lap of the student, under where the student is seated, or in another place designated by the driver.

Cartersville School System Calendar 2020-21

August 3-17	Teacher Pre-planning
August 18	School Begins
September 7	Labor Day Holiday
October 9-13	Fall Break
November 23-27	Thanksgiving Holiday
December 18	End 1st Semester
December 21 - January 1	Winter Holidays
January 4, 2021	Teacher In-service, Student Holiday
January 5	School Resumes
January 18	Martin Luther King, Jr. Holiday
February 14	Early Release
February 15, 16	Winter Break
April 5 - 9	Spring Break
May 28	Last Day of School, Graduation
May 31	Memorial Day Holiday
June 1, 2	Teacher Post-Planning

CHS Bring Your Own Device (BYOD) Policy

Dear Parent (s),

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

Definition of "Device"

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

Internet (BYOD WIFI Network)

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

Security and Damages

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

BYOD Student Agreement

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

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy ID36358) and

Internet Safety (Policy ID36361). Furthermore, the student must agree to the following conditions:

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

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

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

CARTERSVILLE HIGH SCHOOL

DRUG ABUSE PREVENTION PROGRAM

I. PROGRAM PHILOSOPHY

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

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

II. PROGRAM OBJECTIVES

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

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

III. PROGRAM COMPLIANCE AND ELIGIBILITY

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

The student must complete a drug screening authorization and consent form prior to beginning participation each year, agreeing to submit to screening procedures as requested by the Cartersville High School to detect unauthorized drug use. The students

and parents/guardians will provide written consent to release testing results to the individuals as noted in Section V, E of this program.

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

IV. INVOLVEMENT OF PARENTS/GUARDIANS

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

V. COMPONENTS OF PROGRAM

A. EDUCATION

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

B. DRUG SCREENING

1. PROGRAM CONSENT

At the beginning of each academic year, a presentation will be made to all students to outline and review the Drug Abuse Prevention Program, its purposes and its procedures. The students will then be given the opportunity to voluntarily consent to the administration of urinalysis testing during the academic year. Those students who wish to participate in the Drug Abuse Prevention Program so indicate by executing consent forms, which specifically provides that the results will remain confidential, and will be supplied only to those persons as authorized in Section D, Disciplinary Actions. Failure to complete and sign the consent form shall result in the student's ineligibility for

participation in all extracurricular and co-curricular programs (ex. Beta Club, FBLA, Band, Parking Privileges, etc.) at Cartersville High School.

2. BANNED DRUGS

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

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

3. SELECTION FOR CARTERSVILLE HIGH SCHOOL DRUG TESTING

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

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

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

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

4. NOTIFICATION OF SELECTION FOR DRUG SCREENING

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

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

5. COLLECTION PROCEDURE

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

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

C. CONSEQUENCES OF FAILURE TO PARTICIPATE

1. Without a verified excuse acceptable to the program director, the student who could not be located for notification of drug testing will be suspended from participation in their respective sport until the test can be rescheduled and completed.
2. If the student refuses to participate in the drug screening, said student will be suspended from participation in their respective sport for the balance of the academic year, and the event will be treated as a confirmed positive test.
3. The student is required to produce the minimum volume for the urine specimen. If the student is unable to meet the necessary volume requirements, the student must remain in the testing area until an adequate sample is obtained. Failure to produce an adequate sample will result in a confirmed positive test.

D. DISCIPLINARY ACTION

1. PHASE I—First Offense

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

- * Suspension from participation in their chosen sport/activity for a minimum of 20 % of their competitive season.
- * Mandatory follow-up drug screening for a minimum of six months, or at the discretion of the Program Director
- * Notification: Principal, Athletic Director, Athletic Trainer, student-athlete's Head Coach / Sponsor, and the student-athlete's parent/guardian.

- * Suspensions not fulfilled at the end of a playing season will be carried over to the next season if the student-athlete has eligibility remaining.
- * The student must attend a certified drug/alcohol abuse counseling program as chosen by the parent/guardian.
- * Reinstatement to participation may take place upon completion of the suspension time requirement and upon recommendation of the substance abuse counselor.
- * Suspension of parking pass for 35 days.

2. Phase II—Second Offense

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

3. Phase III – Third Offense

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

E. CONFIDENTIALITY

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

Notes