

“REACHING EXCELLENCE AND  
CLIMBING HIGHER”



LASSITER HIGH SCHOOL  
2016-2017

**ASE Schedule**

*(Monday/Wednesday/Thursday)*

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

**Advisement Schedule**

*(Tuesday/Friday)*

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

# Student Handbook 2016-2017



**Lassiter High School**  
**A Tradition of**  
**Excellence**



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

Marietta, GA 30066  
FAX: 678-494-7865  
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## **Lassiter High School Vision**

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

## **Lassiter High School Mission Statement**

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

## **Cobb County School District Vision Statement**

"One Team, One Goal: Student Success."

## **Cobb County School District Mission Statement**

"Creating and Supporting Pathways for Success."

*This agenda belongs to:*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Advisor \_\_\_\_\_ Advisement Number \_\_\_\_\_

## **From the Principal. . .**

On behalf of the faculty and staff of Lassiter High School, it is my honor and privilege to welcome you to the 2016-17 school year. I want to impress upon each of you how fortunate we are to be a part of a school community that is renowned for its pride and traditions. Lassiter was recognized as a 2008 Georgia School of Excellence as well as a Georgia Platinum Level School in 2009 for highest percentage of students meeting/exceeding standards on the Georgia High School Graduation Test. No doubt about it, the Lassiter community is passionate about the Trojans!

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

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

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

Go Trojans!

Sincerely,

Dr. Chris Richie, Principal

## About the Handbook. . .

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

### Administrators

Dr. Chris Richie	Principal
Dr. Angela Bare	Assistant Principal
Mr. Nate Fisher	Assistant Principal
Mr. Scott Kelly	Assistant Principal
Ms. Jean Mason	Assistant Principal
Ms. Carol Pizza	Assistant Principal
Mr. Angelo Ruggiero	Assistant Principal

### Department Chairs

Business Education	Ms. Rebecca Arledge
English	Ms. Kathy Richter
Foreign Language	Mr. Michael Raburn
Guidance	Ms. Liz Clark
Mathematics	Mr. Don Slater
Physical Education	Mr. Jason Campbell
Science	Mr. Keelan Seabolt
Social Studies	Dr. Rhonda Webb

### Media Specialists

Ms. Kathy Vinyard
Ms. Amanda Easley

### Office Personnel

Bookkeeper School	Ms. Kelli Price
School Secretary	Ms. Madeline Beaverson

### School Nurse

Ms. Audrey Dinoff

### Social Worker

Ms. Jacqueline Fross

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Please use the  
DIRECT DIAL PHONENUMBERS  
below for faster service:

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

# Section 1 Student Information

## 1.1 Daily Bell Schedules: see inside cover

## 1.2 Beliefs

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

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

# Section 2 Student Recognition

## 2.1 Renaissance Program

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

## 2.2 Academic Awards and Recognition of Achievement

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

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

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

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

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

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

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

**Academic Letters:** The Lassiter L and the Lamp of Knowledge insignia are awarded to students who maintain a semester GPA of 4.0 or higher for both semesters of an academic year. Seniors receive their letters at the Senior Luncheon at the end of their senior year. The Academic Booster Club sponsors a special evening ceremony and reception in the fall for the presentation of academic letters to students who completed grades 9 -11.

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

**Gold** Students achieve a 4.0 semester average.

**Maroon** Students achieve a 3.5 semester average.

**White** Students achieve a 3.0 semester average.

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

## 2.3 STUDENT LEADERSHIP

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

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

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

## Section 3 Academics and Instruction

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

### 3.1 Academic Integrity

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

uphold the highest standards. **By signing for this handbook you are acknowledging a pledge of academic honesty, and verifying your commitment to academic integrity, in effect, not giving or receiving inappropriate academic assistance or engaging in any form of dishonorable conduct related to academic work.**

### 3.2 Cheating

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

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

**Consequences: All offenses are cumulative.**

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

**Second Offense:** A zero will be given on the work. The student will be permanently removed from academic honor societies, student government, and Renaissance.

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

### 3.3 Testing Days by Department

Students are subject to testing at any time for daily grades. Major tests will be given in departments according to the following schedule:

**Monday - Science, Fine Arts, English, Foreign Language, Soc.Stud.**

**Tuesday - English, Math, Business, Physical Education**

**Wednesday - Social Studies, Math, Foreign Language, Science**

**Thursday - Science, Fine Arts, English, Foreign Language Friday -**

**Social Studies, Physical Education, Business, Math**

**\*\*While departments will try to adhere to this testing schedule, there may be occasions where a class may test on a different day.**

### 3.4 Testing

**A. Comprehensive final exams** are given at the end of each semester in every class. These count no less than 10% and no more than 20% of the final grade. {Teachers include this information in their syllabi.}

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

**B. Georgia End-of-Course** exams are given in the following subjects: American Literature/Composition, Ninth Grade /Composition, Biology, CCGPS Coordinate Algebra, Acc. CCGPS Coordinate Algebra/Analytic Geometry A, ACC CCGPS Analytic Geometry 8/Advanced Algebra A, CCGPS Analytic Geometry, Economics, and U.S. History. Please see our website on the "Plan for Success" page for more details.

### 3.5 Students need the following units for promotion:

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

### 3.6 Grading System/Incomplete Grades

Please refer to CCSD's policy on grades.

Cobb County high schools use the following grading system:

A=90-100	0=70-73
B=80-89	F=Below 70
C=74-79	I=Incomplete

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

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

### 3.7 Report Cards/Progress Reports

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

### 3.8 Make-Up Work

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

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

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

### 3.9 Minimum Day

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

## Section 4 Attendance

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

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

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

### 4.3 Absence Notes -- Excused

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

be coded "unexcused".

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

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

Students with an **excused** absence are responsible for make-up work in accordance with the school's make-up policy. A student is charged with an unexcused absence if he/she is absent from all or a significant part of a day without a valid excuse (See above.) Any student who has an **UNEXCUSED absence may NOT be allowed to make up the work missed. THE PRINCIPAL OR HIS DESIGNEE IS AUTHORIZED TO REQUIRE VERIFICATION OF STATEMENTS EXPLAINING A STUDENT'S ABSENCE FROM CLASS OR SCHOOL. WHEN PROBABLE CAUSE EXISTS FOR QUESTIONING THE VALIDITY OF A STUDENT'S STATEMENT, A MEDICAL AUTHORITY'S NOTE MAY BE REQUIRED.**

**4.4 Unexcused Absences:** Such reasons as "out-of-town, personal business, vacation, sick friend, car trouble, and power outage" do NOT constitute excused absences from school. Religious activities such as camps, retreats, and workshops, when not part of recognized religious observances, also DO NOT qualify for excused absences or tardies.

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

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

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

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

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

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

#### 4.6 Present for the Class/Day

A student must be present for 3 1/2 periods in order to be counted present for that day. A student who misses more than half a class period is counted absent from that class. In order to participate in extracurricular activities, a student must be counted present on the day of participation. There are NO sanctioned "skip days" for ANY students. Students should make every attempt to be present in EVERY class EVERY day.

#### 4.7 Out-of-Town (Unavailable) Parents

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

#### 4.8 Tardy Policy

- A. Tardies to School: Any student entering the school after 8:20 A.M., the start for first period, is TARDY to school. \*\*Those students should report immediately to the designated Late Arrival System to check-in. In NO case will the school accept notes after three (3) days. Telephone numbers where a parent can be reached at the time of sign-in MUST be on the note as well as a parent/guardian signature. If the note cannot be verified, the tardy will be marked UNEXCUSED.
- B. Tardies to Class: Excessive tardies to class will result in a referral to administration by each teacher.
- C. Disciplinary Action For Tardies to School: Saturday School, ISS, revoked parking permit, and/or suspension are as follows:
  - 1. 3<sup>rd</sup> unexcused tardy = 1 Saturday school
  - 2. Each additional tardy may result in disciplinary consequences**\*\* 6<sup>th</sup> unexcused tardy to school will result in loss of parking privileges, per CCSD policy.**

#### 4.9 Late Bus Arrivals

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

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

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

1. **The student's first and last name**

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

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

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

**If a student becomes ill during the school day, the student should get a pass from his/her classroom teacher to report to the nurse/clinic.** If the parent/guardian cannot be reached, the student may **NOT** leave. If the student leaves after being informed that her/his early dismissal cannot be verified, the departure will be treated as a class cut, and disciplinary action will be taken. If the student whose parents cannot be reached is so ill that emergency medical attention is required, an ambulance will be called at the parents' expense, and the student will be transported to the nearest emergency room or suitable medical facility. **Including several emergency names/phone numbers on the school records is extremely important. Please remember to update school records if your phone number(s) changes.**

#### **4.11 Forged/False Attendance-Related Statements**

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

1. Signing parent/guardian name(s) on an attendance-related document
2. Participating in any attempt or form of check-in or check-out by deception
3. Student withholding pertinent information
4. Falsely identifying another person as a parent or guardian or other responsible party
5. Aiding or abetting illegal check-in or check-out

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

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

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

#### **4.13 Certificates of Attendance for Prospective Drivers**

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

#### 4.14 Attendance/Driver's License

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

#### 4.15 Students on Campus Before/After Regular School Day

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

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

#### 4.16 Withdrawal From School

In order to withdraw, a student must report to the Counseling Office for the proper form. Withdrawing students should either be accompanied by a parent/guardian or should have written verification of their withdrawal from a parent with a phone number where the parent can be reached. The Attendance clerk should be notified of the withdrawal several days prior to the student's last day of school. Students should plan to attend school all day on their last day in order to return books and clear any financial obligations they may have incurred.

If a student officially withdraws from school prior to the completion of a semester, the courses taken, grades earned, and attendance shall be recorded only on the withdrawal form, and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers. **Any student who officially withdraws from school to attend Oakwood will not be readmitted during the same semester in which he/she is withdrawn.**

#### 4.17 College Visits

Seniors are allowed two (2) days of unexcused absences for college visits, but students will be allowed to make up work. It is the student's responsibility to inform her/his teachers in advance of these appointments. Students fill out the "Senior College Visit" form in the attendance office when they plan to visit a prospective college or university.

## Section 5 School Counseling/Advisement

### 5.1 School Counseling Office

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

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

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

### 5.2 Counselor Assignments/Appointments

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

**Students are assigned to counselors/administrators alphabetically.**

Students' Last Name	Counselor	
A-C	Dr. Millie Dawson-Hardy	x234
D-H	Ms. Brittany Hughes	x254
I-M	Dr. Ann Rives	x286
N-Sr	Ms. Misty Hawk	x232
St-Z	Ms. Liz Clark (Dept. Chair)	x260

### 5.3 Making an Appointment

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

### 5.4 Records and Transcripts

Lassiter maintains transcripts and permanent records for students currently enrolled and for withdrawn students for six months after their graduation. Records are then forwarded to the Microfilm Department, Cobb County Schools, 514 Glover Street, Marietta, GA 30060. Written parental permission or a student signature is required for the release of a student's transcript. Forms are available in the guidance office for this purpose. At the beginning of each semester, a copy of each student's transcript is placed in her/his registration folder. Students may request transcripts to be mailed to a designated college or institution from the Records Clerk.

All related materials, completed application (unless done online), request for recommendation, if needed (please allow up to 10 days to process), and fee should be turned in all at once. Transcripts are **\$2.00** per copy including the first transcript. Upon graduation, students may order one final transcript at no cost. **All financial obligations (media center fines, lost/damaged book fees, parking fees, etc.) must be met before a transcript will be sent.**

## 5.5 Schedule Changes

Requests for change of teacher will be honored **only** if the student has failed a course previously with the teacher and if space exists in another teacher's class. Any other requests for teacher changes will **NOT** be considered. Any course dropped **after the tenth day of the semester will result in a grade of F (failing - 10 average)**. Requests for a specific lunch time will be honored **WITH a MEDICAL DOCTOR'S DIRECTIVE** accompanied by a **parent request** presented in writing prior to the semester. After registration students will not be allowed to change a course. Please select your course carefully during registration.

## 5.6 Standardized Testing

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

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

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

### ***Recommended Schedule for Taking College Entrance Examinations***

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

The PSAT test date for 2015/16 school year is: **Wednesday, October 14, 2015**  
Registration materials for both the **SAT and the ACT** are available in the Counseling Office. **Lassiter's College Board School Code is 111983.**

### ***Advanced Placement (AP) Exam Schedule***

Can be found at <http://apcentral.collegeboard.com>. These exams are traditionally administered during the first two weeks of May.

## 5.7 Post-Secondary Options (Joint Enrollment)

**Juniors and seniors** may participate in a dual enrollment program with area colleges and vocational/technical schools. Students must meet the post-secondary options admission criteria at the institution they wish to attend. These criteria are, in every case, higher than regular freshman admissions criteria. Students who wish to participate must bring a letter of acceptance to their counselor by **REGISTRATION FOR THE SEMESTER THEY WISH TO ATTEND** (i.e., for fall, a letter of acceptance **MUST** be shown to the counselor by the end of April, early May; for spring semester, a letter of acceptance **MUST** be shown to the counselor by the end of November, early December.). Participation in this program requires accurate and advanced planning. See your counselor **IMMEDIATELY** to participate.

## **5.8 Residence in Lassiter District**

All students attending Lassiter High School must be legal residents in the Lassiter district. School officials may require proof of residence and guardianship. Students who do not meet Board of Education residence requirements will be withdrawn immediately. It is the student's (parent's) responsibility to furnish proof of residence when requested. **Residence changes should be reported to the school immediately.**

## **5.9 Response to Intervention**

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

## **5.10 Work-Study Programs Open to Juniors and Seniors**

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

## **5.11 Career Center and Scholarships**

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

# **Section 6 School Bus Information and Parking Vehicles on Campus**

## **6.1 School Bus Statement**

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

## 6.2 Bus Service

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

### 1. Routes

- a. Bus routes will be posted at the front entrance, gym entrance, and on the media center glass one week before school opens.
- b. During the remainder of the year, bus routes will be available through the guidance office. Students must ride the bus nearest their home to and from school unless they have verified written permission to do otherwise.

### 2. Discipline

- a. All school rules apply on the bus and at bus stops.
- b. Students are expected to follow the guidelines established by the individual drivers, including filling out an emergency card.
- c. Drivers may stop only at designated stops to allow students to board and leave the bus.
- d. Students are expected to be on time at the appointed bus stop in the mornings and to be prompt when boarding the bus.

### 3. Late Buses (This rarely happens.)

- a. When a bus is 20 minutes past due, one student should go to a telephone and call the school (678-494-7863). Other students should remain at the appointed bus stop. A substitute bus will come by to pick up the students as quickly as possible. Students are encouraged to have a contingency plan such as a neighbor or family member they can contact, a way to get back in their house, and a phone number for parent's work or another family member. A neighbor who could transport students to school in case the bus is extremely late would be helpful.
- b. Absences resulting from missing a bus will be unexcused.
- c. Students on a late bus are excused with a note from the ATTENDANCE OFFICE.

### 4. Alternate Buses/Stops

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

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

### 6.3 Parking/Vehicles

#### LASSITER HIGH SCHOOL STUDENT/PARENT PARKING CONTRACT

Safe, orderly and responsible operation and parking of cars on campus is essential to the welfare of all concerned. We earnestly seek your support of and compliance with all traffic-related Board of Education policies and regulations. IT IS UNDERSTOOD THAT:

1. Students are assigned a numbered decal for parking on campus. Students must park only in assigned lots (map will be given with decal). Park where you're not obstructing any other driver. Each car parked on campus in a semester has to have a Decal-1st decal-\$50; 2nd vehicle decal-\$5 (which may be driven by the student only). **\*\*IMPORTANT\*\*** Students cannot park on campus during the school day without a 1st or 2nd Semester 2016-17 decal as required by Board of Education Policy and District Regulations. They will get a citation if found-1<sup>st</sup> Offense-\$10 citation +\$1 per school day until paid; 2<sup>nd</sup> Offense-\$20 citation +\$1 per school day until paid; 3<sup>rd</sup> Offense-\$30 citation +\$1 per school day until paid; 4<sup>th</sup> Offense-car will be towed at student's expense. All citations will increase \$1 per school day from the date of issue if left unpaid until the ticket amount has doubled.

**2. Students will purchase a 1<sup>st</sup> and 2<sup>nd</sup> semester parking decal at beginning of each semester. Parking decals are not transferable from one car to another or from one individual to another.** Motorcycles must have a parking decal also - although they may be assigned to a common parking area.

3. Students can only register a car owned/leased by them or their family and that is legally registered in Georgia. Students may NOT register a car for another student using their name. The penalty is voiding the permit. The school will not refund the cost of the permit.

4. The School District retains all rights to all parking spaces. In selling a parking permit, the School district only grants permission for a student to park his/her REGISTERED car. Students MAY NOT share, resell, trade, loan or give away an assigned parking permit to anyone-this will result in the voiding of the parking permit (with no refund given). Appropriate disciplinary action, including ISS, OSS, or expulsion will be taken by school officials.

5. A student using an automobile to store, transport or conceal contraband (drugs, alcohol, tobacco, dangerous weapons or anything else illegal under the laws of the State of Georgia or forbidden by Board of Education policy) on Board of Education property, or on any other property while the student is attending a SCHOOL-SPONSORED event, will result in the voiding of the parking permit. Appropriate disciplinary action, including ISS, OSS, or expulsion will be taken by school officials.

6. Any student who is suspended out of school will have his/her parking permit voided for a minimum of 45 school days with a maximum of time being for the remainder of the school year or possibly permanently. The school will not refund the cost of the permit.

**7. AT NO TIME CAN STUDENTS PARK I N VISITORS OR FACULTY DESIGNATED AREA OR I N NO PARKING AREAS ON CAMPUS (INCLUDING BUS LANES. The front drive and all concrete areas around the building**

**(including area outside gym) are No Parking Zones. AT ALL TIMES, day or night, and on weekends, these areas must be kept clear for maintenance, emergency and other authorized vehicles 24 hrs. a day. The penalties for violation of this regulation are: 1st Offense-citation: 2nd Offense-voiding of permit and impounding of car Failure to respond to citation is grounds for voiding permit as per Board of Education Rules and Regulations on back of parking permit application. The school will not refund the cost of the permit.**

8. The campus speed limit is 15MPH. Violations will result in citations, voiding of permit (with no refund given), citation to State Court and/or appropriate action. Students are expected to drive safely.

9. Any student who illegally leaves, or attempts to leave, campus or illegally transports another student off campus without following proper procedures will be given ISS or OSS, and your parking permit will be revoked for a minimum of 45 school days or you will lose parking privileges for a minimum of 45 school days, **even if you are a passenger in the car.** You are responsible for any parking violations committed by other students using your vehicle. The school will not refund the cost of the permit. This regulation applies to all student drivers, including those who are "absent", "checked-out", and/or in an "early release" program.

**10. \*IMPORTANT\* If a student accumulates six (6) or more unexcused tardies or seven (7) or more unexcused absences in one semester, he/she is not eligible to purchase a parking permit the following semester UNTIL 45 SCHOOL DAYS FROM THE LAST OFFENSE. If a student has one or more tardies in the current semester when he/she purchases a permit, once six (6) unexcused tardies are accumulated, the student will have the permit revoked and the school will take further action as set by school regulations.**

11. Any student suspended from school for ten (10) or more days may have his/her parking permit voided for a minimum of 45 school days and a maximum of student's attendance while at Lassiter High School.

**12. ANY STUDENT WHO PARKS IN FACULTY OR VISITORS AREA WILL BE GIVEN A CITATION AND THEIR CAR WILL BE SUBJECT TO BEING TOWED WE WILL GIVE NO FURTHER WARNING OTHER THAN THESE EXISTING REGULATIONS**

13. Falsification of ANY information on a parking permit application and/or forgery of any signature on said application will result in school officials' voiding of the parking permit (with no refund given). The school will not refund the cost of the permit.

14. For the safety of the school, any vehicle entering this campus is subject to a complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warning for any reasonable purpose. Following the search, the vehicle will not be permitted to leave the premises without permission.

## **6.4 Operation of Vehicles on Campus**

The campus speed limit is 10 MPH. Speed violations and/or reckless driving will result in citations, voiding of permit (We will not refund the cost of the permit.), citation to State Court, and/or other appropriate action. We encourage students to drive safely

## Section 7 First Aid and Medical Attention

### First Aid or Illness at School

**The School Nurse is located in Room 110.** If a student becomes ill after arriving at school, he/she should ask her/his teacher for a pass to the Clinic. If necessary, a call will be placed to your parent/guardian. **Please inform the school nurse if you have any special medical needs or concerns. (Ext. 275)**

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

**-Over the Counter medication**, which may be purchased without a prescription, may be carried by students, in the original container. This should be a small personal supply of medicine, and may not be shared with other students. Students are responsible for knowing the proper dosage and use of these medicines. If the parent prefers, they may bring these medicines to the clinic, and the nurse will dispense the medicine with the proper forms completed. **THE SCHOOL NURSE DOES NOT DISPENSE ANY MEDICATION TO A STUDENT, UNLESS THAT MEDICATION IS SUPPLIED BY THE PARENT FOR THAT INDIVIDUAL STUDENT.** Administrative consequences will result for students violating these policies. If you have questions regarding our child's medication, please contact the clinic at extension 275.

## Section 8 Media Center/Computer Use

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

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

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

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

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

## Section 9 Communication

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

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

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

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

**9.5 Deliveries-No deliveries of any kind are allowed at school.**

## Section 10 Student Discipline

### 10.1 Electronic Devices

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

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

### 10.2 Visitation of Other Schools

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

### 10.3 Restricted Areas

The parking lots, playing fields, wooded areas, and adjacent properties are off limits during the day unless students are with a teacher. Students should leave their cars immediately upon arrival at school. **A student found in a car after arrival at school will be placed in 155.** Faculty workrooms, restrooms, and the faculty dining area are restricted to faculty use only. Students may not loiter in any hall outside a class that is in session. Also, students are not allowed to go in the gym or locker rooms unless they have a class there. Students must have a written pass signed by a school authority when leaving an approved area. Consequences range from Saturday School to suspension.

### 10.4 Dress Code

1. All students of the Cobb County School District shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.
2. All students of The Cobb County School District are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.
3. Administrators and teachers shall enforce the dress code policy, and **the principal or his designee shall be the final judge** as to the appropriateness, neatness, and cleanliness of the wearing apparel. Students in violation of the dress code are subject to disciplinary action.
4. The MINIMUM standard of dress for students shall be as follows:
  - a. Shoes shall be worn. No bedroom slippers will be allowed.
  - b. Caps, hats, scarves, kerchiefs, bandanas, headbands, or other head apparel are NOT to be worn IN THE SCHOOL BUILDING during the school day unless approved by the administration.
  - c. Clothing or ornamentation displaying or advertising substances that are illegal for minors is prohibited. Suggestive phrases, designs, marking, or profanities are also prohibited.
  - d. Clothing or paraphernalia which in any way could be used as a weapon is prohibited. Ex: wallets with chains, spiked jewelry, spiked clothing, etc.
  - e. Clothing or ornamentation advocating, promoting, or suggesting illegal activity is prohibited.
  - f. Displaying or wearing gang articles, paraphernalia, or clothing is prohibited.
  - g. Low-cut tops, midriff tops, or see-through garments that expose the stomach or waistline are not permitted.
  - h. Any clothing that exposes cleavage is **NOT** permitted.
  - i. Appropriate undergarments are required. Exposed undergarments are not permitted.
  - j. Spaghetti straps or garments without straps are not permitted.
  - k. Tank tops/muscle shirts are not permitted.
  - l. Short shorts or skirts (garments must fall at least halfway down the length of the thigh)

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

## Section 11 Behavioral Consequences

### 11.1 Saturday School

Saturday School is a form of in-school detention. It is to be used as an alternative disciplinary action. An administrator who assigns Saturday School will give the student a form with the dates, times, and rules. Parents must sign this form, and students take a copy to Saturday School. Students should meet at the front door of the school PROMPTLY at 8:00 A.M. and will remain in the program for four (4) hours per Saturday (8:00 AM. -12:00 P.M.). **Failure to serve Saturday School will result in further disciplinary action and loss of parking for 45 school days.**

### 11.2 In-School Suspension (ISS)

The purpose of the in-school suspension program is to provide an alternative to the standard practice of out-of-school suspension (OSS) when it becomes necessary to suspend a student from regular school activities. OSS is still sometimes necessary and required for some disciplinary infractions. The ISS program provides supervised study of regular classroom assignments while the student is removed from regular classes and school activities. The ISS environment is strictly controlled with specific behavior guidelines that are stringently enforced. Students who are disruptive in ISS will be assigned additional penalty hours or will serve her/his remaining time in Out of School Suspension. **Removal from ISS will result in loss of opportunity to make up assigned work as well as revocation of parking for 45 school days.** In addition to regular class assignments, students participate in counseling activities and other behavior modification lessons. ISS students are counted present for the school day, but absent from individual classes. Students may NOT participate in ANY extracurricular activities while assigned to ISS. Students assigned to ISS receive written notification, rules, and an assignment sheet. Students are responsible for taking home this information, getting parent signatures, and for getting assignments from their classroom teachers BEFORE attending ISS. They are also responsible for turning in all work to the ISS teacher.

### 11.3 Out-of-School Suspension

Certain cases of misbehavior can result in out-of-school suspension. Students may not be on the school campus at any time during the period of the suspension. They may not participate in any school activities during the suspension. This includes athletics, band, clubs, etc. Class work missed during short-term and long-term suspension will be accepted. Students under short-term suspension (1-10) days may make up the missed work, but **parents are responsible for picking up the assignments, and students must turn in all of the work on the day that they return from the suspension. Failure to return work at this time will result in loss of the privilege to make up work with resulting zeros.** Students are responsible for scheduling make-up evaluations that were completed in class during the suspension. If a student is suspended over 30 days total for the year, no more work can be made up. Class work missed during long-term suspension will be accepted up to 20 days, with a 30-day annual limit for both short and long-term suspension. A grade of zero will be earned on all graded work missed beyond the 20-day long-term suspension or expulsion.

## Section 12 Internet Acceptable Use

IFBG-R Internet Acceptable Use (From CCSD Board Policy Manual) 7/24/13  
RATIONALE/OBJECTIVE:

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

Additionally, the District considers access to the Internet and computer resources a privilege, not a right. Therefore, users violating Board of Education Policies or District Administrative Rules may be subject to revocation of these privileges and potential disciplinary action. Students who violate District/school policies, Rules or regulations governing the use of the District's technology and network resources may have their network privileges suspended or revoked and will be subject to District Administrative Rules applying to student conduct including, for students, the provisions of the appropriate Student Code

## Section 13 General Information

### 13.1 Building Hours/Use

The building will be open by 6:30 A.M. for students who need to arrive at school early unless other arrangements are made by a coach/club sponsor. Students arriving early should report to the cafeteria until their teacher's classroom is available. The school day officially begins for students when they arrive on campus. If students arrive early for detention, make-up work, extra help, etc., they are expected to stay on campus at all times until their school day officially ends, or until they check out through the ATIENDANCE OFFICE. **Students should only be on school property after school hours (3:30) when supervised by a school appointed authority. Students should not be on school property BEFORE or AFTER school hours unless directly supervised by a Lassiter staff member. Students waiting for transportation after school must wait at the front entrance to the school.**

### 13.2 Lockers

Lockers will be assigned by the advisement teacher. If you forget your combination, please see your advisement teacher. The school reserves the right to enter and search any school locker at any time. Students who have difficulty with a locker should see a custodian or go to the front office. In all physical education courses, students are issued a locker and a combination lock. The confidentiality of the combination lock is essential in maintaining security.

**NEVER leave valuable items in locker rooms!**

### 13.3 Lost and Found

Found items should be turned in to the front office.

### 13.4 Visitors

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

### 13.5 Student ID's

**Students are expected to have their ID's with them at all times, including all school events.** Replacements will be made in the Media Center. **A \$10.00 fee** will be charged for the replacement. **Students who cannot present school ID cards will face consequences.**

### 13.6 Textbooks/School Equipment

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

### 13.7 Food Service

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

### 13.8 Field Trips

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

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

### 13.10 Sportsmanship

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

### **13.11 Emergency Drills**

Evacuation routes and other school safety information are posted in each classroom. Students should follow instructions from the teacher at all times for duck/cover or evacuation. Books should be left in the classrooms. Students should exit the building in an orderly, quiet manner, check with teacher for roll call, and remain clear of the building until the signal is given to return to class. A student who is present in the building but does not stay with her/his teacher during the drill will receive disciplinary consequences.

## **Section 14 Student Activities**

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

**14.1 Athletic and Extra Curricular Activities Code of Conduct** Lassiter High School follows and enforces the Cobb County Code of Conduct for extracurricular participation found in the J policies at [www.Cobbk12.org](http://www.Cobbk12.org).

### **14.2 Clubs and Organizations**

Lassiter offers a variety of organizations to students. Each student is encouraged to belong to one or more groups and share her/his talents and interests. A description of the purpose of each club offered at Lassiter including information regarding past and future activities can be located on the Lassiter web site at [www.lassiterhigh.org](http://www.lassiterhigh.org)

### **14.3 Conduct at school sponsored events**

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

**JCDA-R Student Code of Conduct**

7/1/16

**RATIONALE/OBJECTIVE:**

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

**RULE:**

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

- A. School property includes, but is not limited to:
1. The land and improvements which constitute the school;
  2. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
  3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the District and privately- owned vehicles used for transportation to and from school activities; and
  4. Personal belongings, automobiles or other vehicles which are located on school property.
- B. School technology resources includes, but is not limited to:
1. Electronic media systems such as computers, electronic networks, messaging, and Web site publishing; and
  2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

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

The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the school. If the school administration is uncertain as to the interpretation of the Code of Conduct they are to contact Student Support or their respective Leadership and Learning Assistant Superintendent.

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

## I. DISCIPLINE LEVELS

### A. Level 1 Discipline:

- Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- Following appropriate teacher intervention, students may be referred to an administrator.

School Level	Range of Consequences
Elementary School	Administrative conference to three (3) days of Administrative Detention and/or restitution
Middle School	Administrative conference to three (3) days of In-School Suspension (ISS) and/or restitution
High School	Administrative conference to three (3) days of In-School Suspension (ISS) and/or restitution

### B. Level 2 Discipline:

- Level 2 discipline offenses are intermediate acts of misconduct.
- Students should be referred to an administrator.

School Level	Range of Consequences
Elementary School	In-School Isolation (ISI) to five (5) days Out-of-School Suspension (OSS) and/or restitution
Middle School	In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution
High School	Saturday School and/or In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution

- Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 offense which may result in long-term suspension/expulsion.

### C. Level 3 Discipline:

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

**D. Removing Disruptive Students from the Classroom:**

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

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

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

**F. Truancy:**

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

"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.
- Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

**G. REPORTING TO LAW ENFORCEMENT:**

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

## II. STUDENT OFFENSES:

A student shall not violate any of the following rules of the Cobb County School District. Pursuant to State requirements, disciplinary levels have been assigned to each offense. These levels correspond to the disciplinary levels detailed above. However, Principals or designee working in conjunction with Student Support or their Leadership and Learning Assistant Superintendent may give greater discipline in egregious circumstances.

### A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:

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

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

### Consequences for Possession or Personal Use: (A-1, A-5 and A-6 above)

- **First Offense:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
  - ◇ **Option:** For middle school and high school students, the student may reduce the out-of-school suspension by three days by attending the Gaining Results in Intervention and Prevention (GRIP) Program consisting of one four hour Saturday session attended by the student and the parent, or another comparable program approved by Prevention/Intervention. Failure to successfully complete this program will result in the student serving the full length of the suspension.
- **Second Offense:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.

- Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
- ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
- ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion from school for a period of one (1) calendar year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**

**Consequences for Buying, Selling, Distributing and Possessing with Intent to Distribute: (A-4 above)**

- **First Offense:**
  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.

**NOTE:** Student shall have the option to attend GRIP but will not receive a reduced suspension.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
- **Second Offense:**
  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for the remainder of the current school year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

- ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
- ◇ **Contact Public Safety.**

**B. ATTENDANCE VIOLATIONS:**

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

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

**C. BOMB THREATS:**

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

- **Elementary School:**

- ◇ Minimum of one (1) day of out-of-school suspension.
- ◇ Maximum of ten (10) days of out-of-school suspension.
- ◇ **Contact Public Safety.**

- **Middle and High School:**

- **First Offense:**

- ◇ Minimum of ten (10) days of out-of-school suspension.
- ◇ Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **Contact Public Safety.**

- **Second Offense:**

- ◇ Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- ◇ Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
- ◇ **Contact Public Safety.**

- **Third Offense:**

- ◇ Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
- ◇ Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◇ **Contact Public Safety.**

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

Students may not possess ammunition, BB's, paint pellets, or CO<sub>2</sub> cartridges. These items are disruptive to the function of the school and may pose a safety risk. **(Level 1-3)**

**E. BUS BEHAVIORS:**

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

1. Students must keep all body parts inside the bus at all times. **(Level 1-3 and/or suspension from the bus for a specified time)**
2. Nothing may be thrown into, within, out of, or at the bus. **(Level 1-3 and/or suspension from the bus for a specified time)**
3. **Bus Disruptions:**

No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **(Level 1-3 and/or suspension from the bus for a specified time)**

4. Emergency doors and windows are to be used only at the direction of the driver. **(Level 1-3 and/or suspension from the bus for a specified time)**
5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval. **(Level 1-3 and/or suspension from the bus for a specified time)**
6. Students shall not use any electronic devices during the operation of a school bus, including but not limited to: cell phones; pagers; audible radios, tape players, and compact disc players without headphones; or any other electronic device, that may interfere with the bus' communication equipment or the driver's operation of the school bus. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **(Level 1-3 and/or suspension from the bus for a specified time)**
7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **(Level 1-3 and/or suspension from the bus for a specified time)**
8. Students who commit sexual offenses, physical offenses against students, or physical offenses against District employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in this Code of Conduct for these offenses and may also be suspended from the bus for a specified time.

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

#### **F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:**

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

4. Students shall not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

#### **G. DISRESPECTFUL CONDUCT:**

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

#### **H. DISRUPTION OF SCHOOL:**

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

#### **I. FALSE REPORTS:**

1. No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse District employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. **(Elementary School – Level 1-2) (Middle and High School – Level 1-3)**

2. No student shall make false calls to emergency services including false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.
  - a. **False Call to Emergency Services:**

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

    - **First Offense:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle School:**
        - Minimum of five (5) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **High School:**
        - Minimum of ten (10) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**
    - **Second Offense:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of ten (10) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**
    - **Third and Subsequent Offenses:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
      - ◇ **Contact Public Safety.**
  - b. **False Fire Alarms:**

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

    - **First Offense:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of five (5) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**
    - **Second Offense:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of ten (10) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**

- **Third and Subsequent Offenses:**

- ◊ **Elementary School:**

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension.

- ◊ **Middle School:**

- ◊ Minimum of ten (10) days out-of-school suspension a recommendation for long-term suspension for the remainder of the current semester.
- ◊ Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.

- ◊ **Contact Public Safety.**

- ◊ **High School:**

- ◊ Minimum of ten (10) days out-of-school suspension a recommendation for long-term suspension for the remainder of the current semester.
- ◊ Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

- ◊ **Contact Public Safety.**

**J. GAMBLING:**

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

**K. GANG RELATED ACTIVITY:**

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

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

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

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

1. **Harassment is defined as:**

Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), District employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. **(Elementary School – Level 1-3) (Middle and High School – Level 2-3)**

2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee. **(Level 2-3)**

### 3. **Bullying:**

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

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

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

- Is directed specifically at students or school personnel; **AND**
- Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; **AND**
- Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

#### ◇ **Elementary School:**

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

#### ◇ **Middle and High School:**

- Minimum of five (5) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

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

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

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

### **M. INCENDIARY DEVICES:**

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

**N. OFF-CAMPUS OFFENSES:**

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

- Prohibited by the Georgia or United States criminal codes; **AND**
- Punishable as a **FELONY** or would be punishable as a felony if committed by an adult; **AND**
- Conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted; **AND**
- Conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. **(Level 2-3 and contact Public Safety)**

**O. OTHER BEHAVIORS:**

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct (Possession or use of counterfeit money or forged official school forms is included in this category). **(Level 1-3)**

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

**P. OVER-THE-COUNTER MEDICATION:**

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

**Q. PARTIES TO THE OFFENSE:**

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Cobb County Code of Conduct. **(Level 1-3)**

**R. PHYSICAL OFFENSES:**

Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, intentional spitting, physical altercation, fighting or physical bullying, or self-defense as defined by Georgia law in O.C.G.A. § 16-3-21. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis. The minimum consequences for prohibited behaviors will apply as noted in this Code of Conduct and other District Administrative Rules.

**NOTE: R-6, R-7, R-9 and R-10 offenses are cumulative for grades 6-8 and grades 8-12.**

1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use, or in a manner designed to cause harm, physical irritation, or allergic reaction. Examples include, but are not limited to, directing a laser optical pointer or similar device at another person's eyes, and applying "itching powder" or like substances to another person. **(Level 1-2)**
2. Students may not possess or use any device designed to produce a mild electrical shock. **(Level 1-2)**
3. Students shall not engage in rough or boisterous activities. **(Level 1-2)**
4. No student shall participate in any kind of physical altercation. **(Level 2-3)**
5. No student shall participate in any kind of physical harassment (This can include forms of hazing [Administrative Rule JHC-R {School Clubs/Organizations and Student Organizations}], intentionally spitting, shanking [i.e. intentionally exposing another student's undergarments]). **(Level 2-3)**
6. No student shall participate in any type of fighting. **(Cumulative in grades 6-8 and grades 8-12)**

- **First Offense:**
    - ◊ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ **Middle School:**
      - Minimum of three (3) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension.
    - ◊ **High School:**
      - Minimum of five (5) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension.
  - **Second Offense:**
    - ◊ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ **Middle School:**
      - Minimum of five (5) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ **High School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - **Third and Subsequent Offenses:**
    - ◊ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ **Middle School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
    - ◊ **High School:**
      - Minimum of ten (10) days out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
7. No student shall gang up with any student or students to physically attack another student or other persons. **(Cumulative in grades 6-8 and grades 8-12)**
- **First Offense:**
    - ◊ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ **Middle School:**
      - Minimum of five (5) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ **High School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ **Contact Public Safety.**
  - **Second and Subsequent Offenses:**
    - ◊ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

- ◇ **Middle School:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **High School:**
  - Minimum of ten (10) days out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◇ **Contact Public Safety.**

8. **Physical Threat of a Student or a Person who is not a District Employee:**

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

• **First Offense:**

- ◇ **Elementary School:**
  - Minimum of one (1) day of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **Middle School:**
  - Minimum of three (3) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **High School:**
  - Minimum of five (5) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

• **Second Offense:**

- ◇ **Elementary School:**
  - Minimum of one (1) day of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **Middle School:**
  - Minimum of five (5) days out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **High School:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

• **Third and Subsequent Offenses:**

- ◇ **Elementary School:**
  - Minimum of one (1) day of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **Middle School:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **High School:**
  - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
  - Maximum of ten (10) day of out-of-school suspension plus a recommendation for permanent expulsion.

9. **Battery on a Student or a Person who is not a District Employee: (Cumulative in grades K-2, grades, 3-5, grades 6-8 and grades 8-12)**

Battery is defined as when a student: intentionally causes physical harm to a person; or causes or attempts to cause injury, or behaves in such a way as to cause physical injury to a student.

• **First Offense:**

◇ **Elementary School:**

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

◇ **Middle and High School:**

- Minimum of ten (10) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

◇ **Contact Public Safety.**

• **Second Offense:**

◇ **Elementary School:**

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

◇ **Middle and High School:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.

◇ **Contact Public Safety.**

• **Third and Subsequent Offenses:**

◇ **Elementary School:**

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

◇ **Middle School:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.

◇ **High School:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

◇ **Contact Public Safety.**

10. **Physical Offenses upon District Employees: (Cumulative in grades K-2, grades, 3-5, grades 6-8 and grades 8-12)**

**Hearing:**

If a student commits an act of physical threat (assault) upon a District employee, a mandatory disciplinary hearing be held in accordance with Administrative Rule JCEB-R (Student Hearing Procedure), regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out of school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation of long-term out-of-school suspension (11 days OSS or more) may be waived by both the employee and the parent/guardian/student over 18.

a. **Physical Threat:**

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

- **First Offense:**
  - ◊ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **Middle School:**
    - Minimum of five (5) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **High School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Second Offense:**
  - ◊ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
- **Third and Subsequent Offenses:**
  - ◊ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- b. **Physical Violence Without Harm:**

No student shall intentionally commit an act of assault or battery of an insulting or provoking nature with the person of a District employee, unless such contact was in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.
- **First Offense:**
  - ◊ **Kindergarten – 2<sup>nd</sup> Grade:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of five (5) days of out-of-school suspension.
  - ◊ **3<sup>rd</sup> Grade – 5<sup>th</sup> Grade:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of five (5) days of out-of-school suspension.
  - ◊ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **Contact Public Safety.**
- **Second and Subsequent Offense:**
  - ◊ **Kindergarten – 2<sup>nd</sup> Grade:**
    - Minimum of two (2) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension.
  - ◊ **3<sup>rd</sup> Grade – 5<sup>th</sup> Grade:**
    - Minimum of three (3) days of out-of-school suspension.

- Maximum of ten (10) days of out-of-school suspension.
- ◇ **Middle School:**
  - Minimum of ten (10) days out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension plus a recommendation for expulsion for a specified time.
- ◇ **High School:**
  - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Kindergarten – 2<sup>nd</sup> Grade:**
    - Minimum of three (3) days of out-of-school suspension
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **3<sup>rd</sup> Grade – 5<sup>th</sup> Grade:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) says of out-of-school suspension plus a recommendation for-permanent expulsion.
  - ◇ **Contact Public Safety.**
- c. **Physical Violence With Harm:**

No student shall intentionally commit an act of assault or battery, which causes physical harm to a District employee, unless such physical contacts or physical harms were in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - Ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
    - In accordance with Administrative Rule JCEB-R (Student Hearing Procedure), the Hearing Officer/Panel may allow an expelled student to apply to attend the AEP.
    - Upon recommendation of the Hearing Officer/Panel, a student who is permanently expelled during middle school may be readmitted to the regular education program for grades 9-12. (O.C.G.A. 20-2-751.6).
  - ◇ **Contact Public Safety.**

**S. PRESCRIPTION DRUGS:**

No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Administrative Rule JGCD-R (Medication). In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. **(Level 2-3)**

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

**NOTE: Violations of this paragraph are cumulative in grades 6-8 and grades 9-12.**

**T. PROPERTY RELATED OFFENSES:**

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

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

#### **U. SEXUAL OFFENSES:**

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

##### **1. Sexual Misconduct:**

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

##### **2. Sexual Harassment:**

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

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

##### **3. Sexual Battery:**

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

###### **• First Offense:**

###### **◇ Elementary School:**

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

###### **◇ Middle School:**

- Minimum of five (5) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

- ◇ **High School:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
- ◇ **Contact Public Safety.**
- **Second Offense:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **High School:**
    - Minimum of ten (10) of days out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for the remainder of the current school year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**

4. **Sexual Molestation:**

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

• **First Offense:**

- ◇ **Elementary School:**
  - Minimum of one (1) day of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **Middle School:**
  - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time and a referral to Prevention/Intervention.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

- ◇ **High School:**
  - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
- ◇ **Contact Public Safety.**
- ◇ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.
- **Second or Subsequent Offenses:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for permanent expulsion.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
  - ◇ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

## V. STIMULANTS:

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

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **(Level 2-3)**

## W. DISTRICT TECHNOLOGY OFFENSES:

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

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

5. Students will not copy computer programs, software or other technology provided by the District for personal use. Downloading unauthorized files is strictly prohibited. **(Level 1-3)**
6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds. **(Level 2-3, restitution and contact Public Safety)**
7. Students will not use school technology resources to distribute nor display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
  - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
  - Advocates illegal or dangerous acts;
  - Causes disruption to the District, its employees or students;
  - Advocates violence;
  - Contains knowingly false, recklessly false, or defamatory information; or
  - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.
  - **Penalty: (Level 2-3 and contact Public Safety)**
8. Students shall not commit any other prohibited act discussed in Administrative Rule IFBG-R (Internet Acceptable Use). This includes any modification of school records. **(Level 1-3)**
9. Students may not use school technology devices to access chat rooms/social networking sites such as Facebook, Twitter or My Space. **(Level 1-2)**
10. Students may not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

#### **X. TOBACCO:**

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

- **Elementary School – Level 1-2**

- **Middle and High School:**

- **First Offense:** Out-of-School Suspension for two (2) school days.
- **Second Offense:** Out-of-School Suspension for three (3) school days.
- **Third and Subsequent Offenses:** Out-of-School Suspension for five (5) school days.

#### **Y. WEAPONS:**

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

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

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

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

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

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

Dangerous weapon means any weapon which fires explosive or non-explosive rockets or weapon which is designed to explode to injure, kill, destroy armor, or similar weapon used for such purpose as defined in O.C.G.A. § 16-11-121.

Firearm means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

- **First and Subsequent Offenses:**

- ◊ Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year as provided for in Georgia law.
- ◊ Maximum of ten (10) days out of school suspension plus a recommendation for permanent expulsion.
- ◊ The hearing officer, tribunal, panel, principal, Superintendent or Cobb County Board of Education has the authority to modify these expulsion requirements on a case-by-case basis.
- ◊ Notify the appropriate Leadership and Learning Assistant Superintendent.
- ◊ **Contact Public Safety.**

**Category II Weapon – Hazardous Object:**

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

Hazardous object means any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser as defined O.C.G.A. § 16-11-106 or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

- **First Offense:**

- ◊ **Elementary School:**
  - Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
  - Minimum of two (2) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◊ **Middle School:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◊ **High School:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◊ **Contact Public Safety.**

- **Second and Subsequent Offenses:**

- ◊ **Elementary School:**

- Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
- Minimum of two (2) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

- ◊ **Middle School:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

- ◊ **High School:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

- ◊ **Contact Public Safety.**

**Category III Weapon:**

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

- **First Offense:**

- ◊ **Elementary School:**

Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.

- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

- ◊ **Middle School:**

- Minimum of five (5) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension.

- ◊ **High School:**

- Minimum of five (5) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

- ◊ **Contact Public Safety.**

- **Second and Subsequent Offenses:**

- ◊ **Elementary School:**

- Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
- Minimum of one (1) day of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

- ◊ **Middle School:**

- Minimum of ten (10) days of out-of-school suspension.
- Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

- ◊ **High School:**

- Minimum of ten (10) days of out-of-school suspension plus a recommendation long-term suspension/expulsion for a specified time.
- Maximum of ten (10) day out-of-school suspension plus a recommendation for permanent expulsion.

- ◊ **Contact Public Safety.**

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

### III. CLUBS AND ORGANIZATIONS:

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

Adopted: 7/9/80

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

Reclassified an Administrative Rule: 9/1/04

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

Revised and Re-coded: 7/1/13

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

#### Legal Reference

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

## 2016-2017 School Year Calendar

### July 2016

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

July 4 - Independence Day

### August 2016

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

### September 2016

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

Sept. 5 - Labor Day

### October 2016

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

### November 2016

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

Nov. 8 - Election Day

Nov. 24 - Thanksgiving Day

### December 2016

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

Dec. 25 - Christmas Day

### January 2017

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

Jan. 1 - New Year's Day

Jan. 16 - MLK Day

### February 2017

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

Feb. 20 - Presidents' Day

### March 2017

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

### April 2017

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

Apr. 3 - 7 - Spring Holidays

### May 2017

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

May 29 - Memorial Day

### June 2017

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

**1st Semester - 91 days    2nd Semester - 89 days**

#### CALENDAR LEGEND

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

- Elementary/Middle School Conference Week
- \* Early Release Day (Refer to the District's online calendar for details)