

STUDENT HANDBOOK

2011-2012



CARL HARRISON HIGH SCHOOL
4500 DUE WEST ROAD
KENNESAW, GA 30152

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School Counseling Office:	678-594-8107
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PHILOSOPHY OF HARRISON HIGH SCHOOL

Central to the philosophy of Harrison High School is the belief that all humans can learn. This is based upon our recognition of human integrity and intelligence as valuable resources within our school and within the community.

We believe that students' needs can be met individually at the same time that students become aware of and acknowledge differences. These differences may be cultural, philosophical, intellectual, or personal. These needs are met through interactive learning experiences like cooperative learning, varied types of assessments, and technological resources. Heterogeneous classrooms provide the medium for this variety of educational experience.

Relationships at Harrison High School should be supportive, provide opportunities for success, and allow for change when necessary. This is important whether the relationship is student to student, student to teacher, teacher to teacher, teacher to parent, teacher to administrator, or administrator to community.

Harrison High School seeks to prepare students for life in a constantly changing world as they make decisions, establish personal and professional goals, and grow toward becoming the leaders of tomorrow.

MISSION STATEMENT

Helping Our Youth Achieve

by

Providing

Real-World

Instruction through

Diverse

Education

PLACES YOU SHOULD KNOW AT HARRISON . . .

Administration 1 is located at the clock tower entrance. Admin 1 is the “main office” where you will find the following people and services...

- Principal
- School Secretary
- Curriculum & Scheduling
- Pinnacle Account Information
- Bookkeeper
- School Resource Officer (Campus Police)
- Lost & Found

Administration 2 is located at the east end of the building. Admin 2 handles...

- Attendance
- ADAP Records
- Bus Information
- Certificate of Attendance
- Lockers

Administration 3 is located in rooms 820/822 at the intersection of the 500 and 800 hallways. Admin 3 handles...

- Event Services
- Graduation
- Technology
- Web Services

Administration 4 is located in room 402 on the 400 hall near the intersection with Main Street. Admin 4 handles...

- Athletics
- Parking
- Textbooks

The **School Counseling Office** is located at the clock tower entrance across from Admin 1. This office provides ...

- Academic Planning
- Transcripts & Student Records
- PSAT, SAT, & ACT Information
- College & Career Planning Information
- Scholarship & Financial Aid Information
- Personal Counseling

The **Clinic** is located in room 804 adjacent to Admin 2. The clinic is where you will find the school nurse who manages student health concerns.

The **Media Center** is located on Main Street and houses print and electronic media for student research.

PEOPLE YOU SHOULD KNOW . . .

<u>Administrators</u>		<u>Location</u>	<u>Students</u> *
Mr. Donnie Griggers	Principal	Admin 1	
Mr. John Stafford	Assistant Principal	Admin 3	
Ms. Lori Arends	Assistant Principal	Admin 2	S – Z
Ms. Priscilla Thornton	Assistant Principal	Admin 2	McM – R
Mr. Jerry Meuschke	Assistant Principal	Admin 4	Cs – Ha
Ms. Stephanie Rainey	Assistant Principal	Admin 1	A – Cr
	Assistant Administrator	Admin 1	Hb – McL

* Serves students whose last names begin with

<u>Counselors</u>	<u>Students</u> *
Ms. Sonia Wilcox	
Mr. Butch Davidson	Hb – McL
Ms. Dawn Mann	S – Z
Ms. Julie O’Meara	McM – R
Ms. Susan Strickland	A – Cr
	Cs – Ha

* Serves students whose last names begin with

Bookkeeper	Ms. Debbie Baxter
School Nurse	Ms. Lori Moyer
School Resource Officer	Officer Bill Dawson
School Social Worker	Ms. Penny Warren
Media Specialists	Ms. Patricia Auger
	Ms. Emily McGinnis

Department Chairpersons

<u>Department</u>	<u>Chairperson</u>
English / Language Arts	Ms. Nora Moulton
Mathematics	Ms. Ann Blume
Science	Dr. Scott Schomer
Social Studies	Mr. Matt Moody
World Languages	Ms. Kristin King
Fine Arts	Ms. Denease McCullough
Career Technology	Mr. Mike Dickens
Health & Physical Education	Mr. Bruce Cobleigh
Special Student Services	Ms. Renae Nall
Office of School Counseling	Ms. Sonia Wilcox

ACADEMICS

Cobb County high schools operate under a two-semester system, with each semester lasting approximately eighteen weeks. Most courses are one semester in length. A few are year-long courses. Each course carries one unit of credit upon successful completion. It is possible to earn up to four units per semester or eight units per school year.

ADVISEMENT PROGRAM

All students are part of the advisement program. Ninth graders will have conferences with their parents and academic advisors during the spring semester to discuss their courses of study in high school. Also, eleventh graders will have conferences during the fall semester with their parents and academic advisors to re-evaluate and update their program.

BLOGS

It is the student's responsibility to get class assignments missed during an absence. Harrison High School offers teacher "blogs" through which teachers communicate with students and parents about class work and homework. The blogs are available on the school website. Students should use the blogs to obtain class work and homework assignments missed during a student's absence. The system is updated by teachers no later than 8:00 a.m. every Monday morning or on a daily basis.

COMMUNICATION BETWEEN HOME AND SCHOOL

The Cobb County Board of Education recognizes that effective communication between the school and the home is essential to the successful operation of the educational program. It further recognizes that delivery of information to the home is a responsibility that must be shared by the school personnel and students. Therefore, students will be expected to transmit written notes, messages, deficiency reports, report cards and other documents intended for communication between the school and the parents. School personnel will be responsible for making reasonable efforts in the communication process; however, school personnel will not be held responsible for student problems which develop from the refusal of students to transmit such information. **A change in residence and/or guardianship should be reported to Admin 2 immediately.**

CURRICULUM

Harrison High School offers courses based on the approved curriculum of the Cobb County Board of Education. Courses offered are based on student need and faculty recommendations. Course content for all courses is determined by county-wide curriculum committees in each subject area and Georgia Performance Standards.

COURSE REGISTRATION/SCHEDULING

Course selection is done by the student, the advisor, and the teacher. Each department determines course placement criteria.

FIELD TRIPS

Optional, occasional field trips are a part of the yearly curriculum. Details of dates, activity and cost are provided prior to each field trip. Fees apply only to the cost of transportation and planned activity. Prior written permission from the parent is required for participation. Class absences are excused, but the student is responsible for making up any missed work. No student will be denied participation in a scheduled field trip due to his/her inability to pay. A field trip may be canceled should donations for the trip not meet expenses of the trip.

FINAL EXAMS

Comprehensive final assessments are given at the end of each semester in every class where there is no End of Course Test. These account for 15% of the final grade. **Final exams may not be given earlier than the established testing schedule.** It is the responsibility of the student to make arrangements with Admin 2 for final exams that are missed due to absence. If circumstances are such that a student and his parents are aware of an absence in advance, the parent should contact the school to request that the student be allowed to take the exam at a later date. In addition, End of Course Tests (EOCT) are given in 9th Grade Literature, American Literature, GPS Algebra, GPS Geometry, Math 1, Math 2, Biology, Economics, and United States History. EOCT scores constitute 15% or 20% of a student's final grade, determined by the graduation track year of the student.

GIFTED PROGRAM (ALP)

The Accelerated Learning Program (ALP) is designed to meet the needs of academically gifted students and extend competencies in the areas of cognitive skills, research and reference skills, communication skills and meta-cognitive skills beyond the experience of the regular classroom. A variety of options for daily service are provided at the high school level. These options include seminar classes, honors classes, advanced placement courses, independent study and post secondary options.

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

In high school, the eligibility process will take place for tenth grade students and those students new to Cobb County. Ninth grade students have already been evaluated through eighth grade testing. The process will begin during first semester. Tenth grade students, new students to Cobb County or their parents should complete the referral request (available in the Office of School Counseling) by the end of the first six weeks of the first semester. A student already participating in a gifted program in Georgia will most likely be eligible for services in the Cobb County program following a review of the student's eligibility from the previous Georgia school. Students transferring into a Cobb County high school should contact their previous school and have them mail their gifted eligibility report to their counselor.

The ALP teachers will review the records of referred students to determine eligibility or the need for further assessment. Students and parents will be notified of eligibility or if additional evaluation is needed.

GRADING SYSTEM

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

An incomplete may be given when a student has not been able to complete course requirements due to an extended illness. If the work is not made up within 14 calendar days after the end of the term, the incomplete work will be counted as zeros and a grade will be assigned for the course.

Additionally, conduct grades will be given for each course. Conduct grades will be either satisfactory (S), needs improvement (N), or unsatisfactory (U).

Report Cards/Progress Reports will be distributed on the following dates:

	<u>Fall</u>	<u>Spring</u>
Six Weeks	9-29-2011	2-29-2012
Twelve Weeks	11-09-2011	4-18-2012
Semester	1-13-2012	6-04-2012

Student grades are updated weekly by teachers and are available to parents through the Pinnacle Internet Viewer (PIV). Parents without Internet access may contact the Office of School Counseling to request a progress report.

HONOR CODE/CHEATING

Personal honor is a student's most valuable possession. The Honor Code was established using the value of integrity. The code was developed by students and teachers and explains all responsibilities, expectations, and consequences regarding dishonesty. Our current policy is as follows:

1. Cheating is defined as copying, giving or receiving any work that is done by someone else. This includes - but is not limited to - homework, tests, projects, research assignments, and reports.
2. Any student found guilty of cheating will receive a "0" on that graded item and a conduct grade of "U" on the report card. In addition, the teacher is required to contact a parent/guardian of the student(s) who committed the infraction. Additional infractions are subject to disciplinary action.
3. Membership in all Honor Societies requires that candidates for admission (and members) be 'students in good standing'. Therefore, a violation of the Honor Code may lead to a student not meeting qualifications for membership--or being dismissed from membership-- from honor societies and/or leadership positions of clubs and organizations.

I
ack**N**owledge
on my honor **T**o hold and
to k**E**ep my
di**G**nity
A Hoya is **R**ock solid,
self-disc**I**plined to
not lie, s**T**eal or cheat.
Wh**Y**?

A HOYA IS ROCK SOLID!

HOSPITAL/HOMEBOUND INSTRUCTION

Students who anticipate a lengthy absence of more than five (5) days due to illness may be eligible for hospital/homebound services. Contact the Office of School Counseling for eligibility requirements and procedures.

INTERNET/NETWORK USE

All students who use the Harrison High School network will be oriented to technology and Internet use at the beginning of the school year. Students must agree to follow Cobb County Board of Education policies with regard to network and Internet use. Parents who do not want their student using the network or Internet at school must notify the Principal in writing. Student passwords must be kept confidential and not shared.

MAKE-UP WORK

It is the responsibility of the student to make up work missed due to excused absences. The student must make arrangements with teachers on the day of his/her return for make up work for any absence. *Make-up work is the students' responsibility.*

Unexcused absences: Work missed due to an unexcused absence will result in a zero and no credit awarded. **ABSENCES DUE TO FAMILY/EDUCATIONAL TRIPS MUST BE PREAPPROVED IN WRITING BY ADMIN 2 BEFORE THE TRIP IS TAKEN.** These absences will be marked unexcused but permission may be given to make up work missed provided advanced arrangements are made with Admin 2.

Absences due to truancy or failure to return work on the assigned date of return from ISS or OSS: Students will receive a grade of "0" for all work missed due to truancy (unexcused absences), class cuts or failure to complete make-up work during the time allotted due to any sort of disciplinary suspension.

SCHEDULE CHANGES

After registration, students may request a schedule change only if credit has already been received for the class scheduled or if a mistake occurred during registration. Students are given several opportunities to edit their course requests prior to the beginning of the semester; therefore, schedule change requests will not be available after the semester starts (exception: teacher recommendation). Students who withdraw from class after ten days will receive a failing grade of no less than a 10 unless there are unusual circumstances. Students will then be assigned to a teacher for study hall.

STUDENT CLASSIFICATION

Students are promoted according to the credits earned Units of credit required to:

10 th grade	5 units (including 1 unit each in English, Math, & Science).
11 th grade	10 units (including 2 full units each in Math, Science, English)
12 th grade	16 units (must have taken and passed GHSGT and EOCT's)

It is critical that parents monitor their students' grades each year to be sure they are making satisfactory progress toward graduation. Students must meet eligibility requirements. See the section on eligibility for details.

TEXTBOOKS

Textbooks will be made available to students in each class for which a textbook has been adopted by the Cobb County Board of Education. Calculators will be issued, as available, to students in certain math classes for which calculators are an integral part of the curriculum.

Textbooks and school calculators will be checked out to students on the textbook circulation system from the book room. Textbooks and calculators will be issued under the student's name and the bar code assigned to the textbook and/or calculator. Materials are routinely checked for damages on check-in and check-out; however, if you receive a textbook or calculator that is damaged, return the item to the Media Center within five (5) days of issuance for repair, replacement, or notation of damages. At the end of the

semester or school year, students will return textbooks and calculators to the book room. Students are responsible for returning textbooks/calculators issued to them. Each item returned will be credited to the person to whom it was originally checked out. Students who wish to verify that they are returning the correct materials should return materials before school and ask that the items be verified.

Students are financially responsible for textbooks and school calculators that have been lost, stolen, or damaged. Damages that render a textbook or calculator unfit for use will be assessed at the full price of the item. No textbooks or calculators will be issued to students until payment has been made. Fees for lost and damaged textbooks and calculators are as follows:

1. Full replacement cost will be charged for: lost materials, damages which render the material unfit for use, torn out pages, broken spine, obscene writing or drawing.
2. Fifty percent (50%) of the replacement cost will be charged for MAJOR damages, which include: broken cover, water damage, excessive marking.
3. Twenty-five percent (25%) of the replacement cost will be charged for MINOR damages, which include: pen and pencil markings, folded pages, torn pages.
4. \$3.00 will be charged for missing or damaged bar code labels. If the bar code label does not match the number assigned to the book or calculator, the full replacement cost of the item may be charged.

Students who owe fines for lost or damaged textbooks or calculators will not be issued textbooks or calculators for the next school year or semester, will not receive report cards or transcripts, will not be allowed to park a vehicle on campus, and will not participate in commencement exercises until all fees are paid.

OFFICE OF SCHOOL COUNSELING

678-594-8107

Services available through the office of counseling include:

- Personal counseling to students
- Individual and group activities for academic, emotional and career development
- Information about course offerings and programs
- College/career information and counseling
- Scholarship and financial assistance for post secondary opportunities

The Office of School Counseling also coordinates intervention/prevention services, maintains all student records, and provides PSAT, SAT, and ACT information. Counseling services will be offered to all students based upon student need and desire to participate unless written parental notice requests that services not be offered. **Parent conferences with teachers must be scheduled through the Office of School Counseling.**

RECORDS AND TRANSCRIPTS

Harrison will maintain permanent records for students currently enrolled. Records will also be kept for one year after graduation and until the date of graduation for withdrawn students. Request for release of transcripts through the office of school counseling require written parental permission or a signature of an 18 year old. Copies of transcripts or other records require 48 hours lead-time. Students may also release transcripts electronically to Georgia colleges and universities at www.gacollege411.org.

MEDIA CENTER

The Harrison Media Center is a high-tech, high-touch facility providing up-to-date technology and publications for student use. The Media Center opens daily at 7:30 a.m. and closes at 4:00 p.m. Students may use the Media Center before and after school, during lunch, and as needed during class time. To spend lunchtime in the Media Center, pick up a pass at the counter prior to fourth period daily. The loan period is six weeks, matching the dates for grading periods. A student can renew a book extending to the next loan period. There is a limit of five books for check out. The Media Specialists may limit the number of books on a given topic if several classes are working together. Fines for over due books are 10 cents per day. Reference and reserved books are one night checkouts. Overdue fine increases to 50 cents daily on these books.

The Media Center provides a copier at 10 cents per sheet and a printer at 5 cents per page. The Internet can be accessed at student look-up stations. All students must adhere to the district's Acceptable Use Policy (AUP). Students may use production and editing equipment. Most productions result from classroom assignments when the teacher and the media specialist have planned an activity.

The Media Center is a place for quiet study, reading, and research. Limiting four students to a table helps promote this atmosphere. For the sake of materials and equipment, eating and drinking are prohibited. Remaining seated until the bell sounds allows for an orderly exit. There is a book security system which protects the materials so that all students have access in a fair manner.

ATTENDANCE

PARENTS PLEASE NOTE: The school does not recognize or sanction in any form, a Senior Skip Day. Students who participate in such an event or activity will be credited with an unexcused absence.

Students are expected to attend all classes and are entitled to no class cuts. The State Board of Education governs reasons for excusing absences and/or tardies. A student must be present one-half of his/her instructional day in order to be counted present for the day. If you miss more than one-half of a class period, you will be counted absent from that class. In order to participate in extra-curricular activities, a student must be counted present on the day of participation.

The State Board of Education policy allows only the following circumstances as excused absences:

1. Personal illness
2. Death or illness of a family member
3. Recognized religious holidays observed by the student's faith
4. Absences mandated by a state agency
5. Conditions which render school attendance impossible or hazardous to the student's health and safety
6. Students who serve as a page in the Georgia General Assembly.

**** ALL OTHER REASONS ARE UNEXCUSED ****

ADMITTANCE AFTER ABSENCE

If you are absent, you must bring a written statement from your parent/guardian to be given to Admin 2 WITHIN THREE DAYS OF YOUR RETURN TO SCHOOL. This note should include the reason for absence, the dates of the absence(s), home and work phone numbers where a parent can be reached, and a parent signature. Admin 2 will not accept notes unless phone numbers are included. All parent notes will be kept on file in Admin 2.

DRIVER RESPONSIBILITY ACT

Certificate of Attendance/Discipline (necessary to get driver's permit/license)

The Teenage and Adult Driver Responsibility Act requires that local school systems certify whether or not a student's attendance pattern and discipline record allow him/her to have a Georgia driver's permit or license. This certificate must be presented before taking the test for driver's permit/license. The form may be obtained in Admin II during the school year and Admin 1 during the summer months.

The local school is required by law to report to the Georgia Department of Public Safety non-compliance for any student who:

- has dropped out of school without graduating and has remained out of school for ten consecutive school days
- has more than ten school days of unexcused absences in any combination of two consecutive semesters
- has been suspended from school for:
 - a. threatening, striking or causing bodily harm to a teacher or other school personnel
 - b. possession or sale of drugs or alcohol on school property
 - c. possession or use of a weapon on school property

After non-compliance has been sent to the Department of Public Safety, the DPS will notify the licensee by certified mail that the student's permit or driver's license is suspended for 90 days. You may see your local school for reinstatement procedures.

EARLY DISMISSAL – IMPORTANT

All early dismissal notes must be brought to Admin 2 the morning of the day the student is to leave early. Admin 2 calls a parent or guardian to confirm each note that is brought in before the student may leave campus. Please be sure the note includes a current phone number where a parent/guardian can be reached. If a parent wishes for another adult to pick up their student, this request must also be in writing and/or their name must be on the emergency card. If a parent or guardian (or someone on the current emergency card) cannot be reached, students may **not** leave school. If a student leaves without this confirmation, he/she will receive disciplinary action.

At the time of dismissal, all students must sign out in Admin 2 before leaving. If returning the same day, students must also sign back in at Admin 2. Failure to sign in or out properly may result in disciplinary action.

ILLNESS

If a student becomes ill during the day, he/she should get permission from their teacher to **report to the clinic**. If a student needs to go home, the clinic nurse will call a parent for pick-up/early dismissal. **PLEASE do not call your parent from a cell phone!** Students will receive disciplinary actions for cell phone use during school hours.

TARDINESS

The school day begins at 8:20 a.m. Students are expected to be in school and in each class on-time! Students who are tardy to class or school must report to Admin 2 or Admin 4 for a tardy pass. **If you are tardy to school or class disciplinary action will be taken.**

CONSEQUENCES FOR TARDIES

1 st Tardy:	First Warning
2 nd Tardy:	Second Warning
3 rd Tardy:	30 minute detention before or after school (Tuesday or Wednesday)
4 th Tardy:	Two 30 minute detentions at two different times (Tuesday or Wednesday)
5 th Tardy:	One day of Saturday School
6 th Tardy:	Two days of Saturday School or one day of ISS
7 th Tardy:	Two days of ISS
8+ Tardies:	Three days of ISS or administrator may issue other consequences at this stage.

LEAVING CAMPUS

Students who leave campus must go to Admin 2 to check out. Students are not allowed to leave campus at any time after the initial arrival on campus without permission through Admin 2. Initial arrival occurs when students either get on their bus or arrive on campus in a car. Early arrival for whatever reason constitutes being on campus and requires the student to follow early dismissal procedures. Leaving or attempting to leave campus without permission will be punishable by three (3) days of in-school suspension on the first offense and will **result in the loss of parking privileges.**

FORGED/FALSE ATTENDANCE RECORDS

Forgery of any attendance-related statements given to school officials by students is a serious offense. Making such false statements will result in disciplinary action.

OUT-OF-TOWN/UNAVAILABLE PARENTS

Admin 2 should be notified when parents will be unavailable for contact. Both routine and emergency situations require that a responsible adult be contacted.

COLLEGE VISITATIONS

Seniors and juniors will be allowed **two** excused absences for the purpose of legitimate, organized visits to universities, colleges, technical or vocational schools. For visits to be counted as excused, the visit must be approved **ahead of time** through Admin 2 (written note from a parent is required), and students must furnish Admin 2 an **official letter** from the institution visited after the visit. This letter must be on official letterhead of the institution and must include the student's name, the date visited, and a brief statement of activities the student engaged in during the visit. The letter must be signed by an official of the institution.

WITHDRAWALS

A student who needs to withdraw from school should report to Admin 2 for a withdrawal form. All books, materials, and student ID must be returned and fees paid in order to clear records on the last day of attendance. Students not planning to enroll in another school immediately must schedule an exit interview with a counselor. Any student who officially withdraws from school will not be considered for readmission during the remainder of that semester. A student who withdraws from Harrison High School but does not attend another school and wishes to re-enroll must first have a conference with the principal in the presence of the student's parents. A written agreement may be required. Students who are under 18 and not enrolled in a school will be referred to DMV for loss of license.

If a student withdraws from school prior to the completion of a semester the courses taken, grades earned, and attendance will not be recorded on the cumulative record. This information shall be recorded on the withdrawal form and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers.

STUDENT BEHAVIOR

PLEASE NOTE: Policies are subject to change; students and parents will be notified of changes.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Inappropriate behavior may result in denial of certain privileges, detention, Saturday School, In-School Suspension (ISS), Out-of School Suspension (OSS), or expulsion.

DETENTION

Administrative detention will be held before and after school. Failure to report when assigned will result in additional disciplinary actions. Individual teachers and departments may also hold detention for tardies and for problems that develop within their area. Failure to serve teacher or department detention will result in a referral to an administrator for disciplinary actions.

SATURDAY SCHOOL

Saturday School is a form of in-school detention. Saturday School dates will be determined by the Administration. Students assigned to Saturday School shall report to the entrance of Admin 1 before 8:00 a.m. where they will be assigned a detention room from 8:00 a.m. to 12 noon. Failure to attend Saturday School when assigned will result in disciplinary action. Students arriving late to Saturday School will not be admitted and will receive further disciplinary action.

IN-SCHOOL SUSPENSION (ISS)

The purpose of in-school suspension is to provide an alternative to the standard practice of sending a student home when it becomes necessary to suspend him from regular school activities. ISS is suspension. The student assigned to ISS will be removed from regular classes and school activities. He will be placed in a special isolated classroom where there will be limited contact with other students and faculty. The program is a strictly controlled environment.

The student is not allowed contact with other students in ISS and only minimal contact with the instructor. Class assignments will be sent by teachers and the student will work on these assignments during the assigned ISS time. Administrators will assign students to the program. Students and their parents will sign a contract before admission to the ISS program (verbal permission from a parent will suffice in certain circumstances). The student is responsible for all work missed while in ISS and must turn it in the day he returns to class or he will receive no credit. Students in ISS may NOT participate in or attend any school activity on days assigned to ISS. **Students assigned to ISS who choose out of school suspension instead may not make up their work.**

SUSPENSION (OUT-OF-SCHOOL)

Certain types of misbehavior can result in out-of-school suspension. Suspended students may not be on campus or any other school's campus at any time during the days of suspension nor may they participate in any school-related activities during the suspension. If an out-of-school suspension is for more than a total of ten school days, a student may petition for a hearing to appeal the suspension. The due process procedure must be followed.

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

All extracurricular activities are supervised by a faculty sponsor and are considered an integral part of the school program. The student behavior code applies to all extracurricular and school-sponsored activities.

CUTTING CLASS/TARDINESS

It is important for all students to be on time and attend each class. Students who are excessively tardy to class or who cut class are subject to disciplinary actions.

DISPLAY OF AFFECTION

Students are expected to refrain from unacceptable displays of affection, i.e., kissing, amorous embracing, etc. Failure to adhere to this policy could result in parental notification and other disciplinary actions.

DISRESPECT/INSUBORDINATION

Students are expected to treat fellow students and the faculty with respect. Failure to follow a reasonable directive from a staff member constitutes insubordination and will be dealt with by an administrator.

FIGHTING

Fighting will not be tolerated. See Behavior Code for discipline. All parties involved in a fight will be suspended out of school.

FIRE CODE RESTRICTIONS/FIREWORKS/FALSE ALARMS/BOMB THREATS

Possession of matches or lighters in the building is prohibited. Causing false fire alarms or making bomb threats are suspendable offenses. The possession or handling of fireworks is illegal in Georgia. Students in possession or handling fireworks will be suspended. Fireworks include “snap pops”, caps, or any other similar device.

FORGERY

Forgery or falsification of any school related documents will not be tolerated and will result in disciplinary actions.

INSURANCE

Students are advised to carry insurance that will provide protection against accidents and injury while participating in school activities. If such insurance is not carried through a family policy, an insurance policy is available through an agent approved by the Cobb County Board of Education. Information concerning this insurance policy will be provided to all students at the beginning of the school year. This policy is between the student, the parents, and the insurance company. The school is not responsible for insurance transactions. Students who participate in athletics must show written proof of insurance prior to participation.

LEAVING CAMPUS

A student who leaves campus without following all checkout procedures which includes receiving proper permission from an administrator will be assigned ISS and will lose parking privileges.

LUNCH BEHAVIOR

Students are expected to conduct themselves properly while in the dining hall. Students may not break in line. Students must take all trash to the garbage can before leaving the dining hall. Throwing food in the dining hall, leaving trash, as well as any other inappropriate behavior, will result in disciplinary actions. Students may leave the dining hall to go to the rest rooms adjacent to the cafeteria or to other teacher-approved destinations.

SENIORS MUST HAVE A HARRISON STUDENT ID CARD TO PRESENT TO SIT IN THE SENIOR COURTYARD.

PROFANE/OBSCENE GESTURES, MATERIALS, ETC.

The possession of or expression of profane, vulgar, abusive or suggestive language, gestures, or materials on school property or at school sponsored events is prohibited. Violators are subject to suspension.

RESTRICTED AREAS

Students are prohibited from entering restricted areas without permission from an administrator. Unless under direct supervision of a teacher, the following are restricted areas: physical education locker rooms (except when changing clothes for a PE class), athletic complex, woods, tennis court (and surrounding areas), and the cross-country trail (unless with a teacher). Violators are subject to disciplinary actions. Teacher workrooms and restrooms are also restricted areas. Students may only enter with permission from a teacher. Students are not allowed in parking lots during school hours without administrative approval.

RUNNING IN THE HALLS

Running in the halls is dangerous and is prohibited.

THEFT AND VANDALISM

All acts of theft and vandalism will be treated as suspendable offenses. The student will be required to pay for replacement, reconstruction, and/or removal of vandalism. Students in possession of stolen property will be subject to suspension.

STUDENT DRESS CODE

Modesty and decency of dress is stressed at Harrison High School. There is a direct relationship between dress, grooming, conduct, and success in school. Students are expected to dress and groom themselves with the *formality of school* in mind. Students need to make responsible decisions about how to dress appropriately for different situations such as school, work, church, recreation, and other activities.

1. All students of the Cobb County School System 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 System 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. The principal or his designee shall be the final judge as to the appropriateness, neatness, and cleanliness of the apparel, or whether or not apparel is disruptive, distracting, or in violation of the dress code.
4. All students shall maintain an acceptable standard of dress. The minimum standard of dress for students is as follows:
 - Shoes shall be worn. No bedroom shoes or slippers are permitted.
 - Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings, or profanities are also prohibited.
 - Shirts must meet the following criteria:
 - No midriff shirts, blouses, or tops. No skin is exposed on the torso at any time.
 - No sheer or “see through” garments.
 - No low cut necklines.
 - No back-less tops.
 - No body-tight spandex or stretch material.
 - No cutoff sleeves.
 - No racer back shirts.
 - No strapless shirts.
 - No “spaghetti” strapped shirts. Straps on shirts must be at least 2-inches wide. The use of multiple straps/tops to achieve the 2-inch requirement is not acceptable.
 - No off-the-shoulder shirts.
 - Appropriate undergarments are required. Undergarments, including boxer shorts, should not be visible.
 - No headgear of any kind is permitted in the building. This includes hats, caps, bandannas, headbands, sweat-bands, hoods and “tams.”
 - Shorts, skirts and dresses must be of an acceptable length.
 - The length of shorts, skirts, and dresses must extend below mid thigh and measure no more than five (5) inches above the top of the knee.
 - Slits in shorts, skirts, dresses, and pants must also not extend higher than mid thigh. This includes athletic shorts that are shorter on the sides of the legs.
 - If leggings are worn with shorts, skirts or dresses, they must be within the requirements stated in this dress code.
 - Pajama pants may not be worn.
 - When fitted properly at the waist, clothing, including pants, skirts and dresses may not contain noticeable holes above the knee.
 - Pants and trousers must fit with no sagging that exposes undergarments. Pants must be secured around the waist.
 - Closed toe shoes must be worn when participating in lab activities and physical education activity classes.

Students are expected to adhere to the above guidelines when dressing for school. *IF THERE IS ANY DOUBT ABOUT THE APPROPRIATENESS OF AN ITEM, PLEASE DO NOT WEAR IT!*

DRESS CODE VIOLATIONS

Students will not be allowed to attend class improperly dressed.

First Offense – at administrative discretion – Student will receive a warning. Student will also change attire or dress in the provided attire (lab coat) and return to class.

Second and Additional Offenses – Student will receive disciplinary actions and student will dress in the provided attire (lab coat) and return to class.

* If student fails to return school issued lab coat, the student will face additional disciplinary actions which will include reimbursement for the lab coat. The receipt of a parking permit will also be jeopardized.

SAFETY AND SECURITY

The safety of our students is our utmost priority. Students have a responsibility to assist the school faculty and staff in maintaining a safe environment.

SAFETY FIRST! It's OK to tell!

Safety in our schools has the utmost consideration every day. Unfortunately the ills of society have spread to our schools thus making our concerns and awareness even greater. To ensure a safe school, we all have to watch, look, and listen. At any time you are aware of safety issues involving weapons, drugs, violence, or unauthorized persons on our campus, please report that immediately to a faculty member. All possible efforts will be made to keep your involvement confidential as we investigate your report.

State Department of Education Safety Hotline: **1-800-SAY-STOP**

SCHOOL RESOURCE OFFICER

The Cobb County School District maintains a Department of Public Safety with a police officer assigned to each high school campus. This certified law enforcement officer is available to students during the school day and is also on-duty at many school events and functions. The officer's office is located in Admin 1.

FIRE DRILLS

Fire drills will be held monthly (except November and February) with an additional drill during the first two weeks of school. Evacuation routes are posted in all rooms. When the fire alarm sounds, students are to line up quietly and file out of the building to the designated areas where their teacher will take roll. If the alarm rings during a class change or during students' lunch period, students are to leave the building by the nearest exit.

TORNADO DRILLS

Tornado drills will be held during the first two weeks of school and in lieu of fire drills during November and February. When a tornado watch is announced, students will move to their assigned area and await further instructions. If a tornado warning is issued, all students and staff members will assume the "duck and cover" position until the signal for "all clear" is sounded.

OTHER EMERGENCY DRILLS will be held as needed.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements will be run daily on televisions on Main Street. All announcements must concern student information about school operations and activities and must have prior approval of a sponsor. Bulletin boards in the dining hall are available for club and organizational information.

ASSEMBLIES AND PEP RALLIES

Student assemblies and pep rallies are periodically held for educational and enjoyment purposes. Student courtesy and cooperation during these events is required to ensure enjoyable programs for everyone.

BUILDING HOURS & USE

Any use of the building before or after school hours should be cleared with the proper administrator. **Students may not be on campus after 4:30 p.m. unless under the direct supervision of a faculty member, coach, or sponsor.**

BUS TRANSPORTATION

Bus transportation is provided for all students who live more than one mile from Harrison High School. Routes and times will be posted in the lobby of the school. Students are under the jurisdiction of the school from the time they arrive at the bus stop. Cobb County rules of bus conduct must be followed at all times. Improper behavior on a school bus will result in disciplinary action.

Students who wish to ride a different bus must bring a note from a parent to Admin 2 BEFORE school. This note must include student's name, parent's name, the bus number, and a telephone number where a parent can be reached for confirmation. This approved note will be required before the student can ride a different bus.

CELL PHONES

Under no circumstances should students use, or turn on cellular phones, communication devices, beepers, or other electronic communication devices during regular school hours, including instructional class time, class change time, or during lunch. Using a cell phone to send or receive a text is not permitted. Also, no such devices may be used at any time on school-operated vehicles, including buses. Violations of this policy will result in disciplinary actions. Harrison is not responsible for lost, damaged, stolen, or misplaced electronic communication devices.

DELIVERIES TO STUDENTS

Please refrain from having parents drop off various forgotten items for pick-up/delivery to Admin 2. We have many students at Harrison and simply do not have the time or space to hold the many items that can come in on a daily basis for delivery to students. We also will not be help responsible for the security or assured delivery of items left for students.

Admin 2 will call a student only between classes (in an emergency situation only) for a pick up of an item or message.

All deliveries of flowers/balloons and fast food to students is strictly prohibited. Students are not allowed to carry balloons on the buses.

DISTRIBUTION OF LITERATURE

Students who desire to distribute or display literature at Harrison High School must present copies of such literature to the principal or his designee for review and approval at least 48 hours in advance of distribution. Individuals not directly connected with the school must obtain permission of the principal not less than three school days in advance of distribution. The principal will decide the time, place, and manner of distribution of all materials.

FINANCIAL INFORMATION

Any business transaction or agreement involving the name of Carl Harrison High School must have prior approval and written signature of the principal.

FIRST AID/MEDICINE/MEDICAL NEEDS/PRESCRIPTION DRUGS

A registered nurse is on duty from 9:00 to 3:30 each day. Students who become ill during the school day should report to the clinic (next to Admin 2) and a call will be made to a parent. This is necessary in order for a student to be made excused for illness if that is deemed appropriate. Students need to refrain from calling/texting their parents using their cell phones when they feel ill.

This is against school policy and causes confusion when a parent comes to pick up their child and the Admin office has not been alerted. Students should always go to the clinic when they are feeling ill.

If a student is in possession of any medication containing a controlled substance and does not have a letter on file from a parent/guardian, the student will be subject to out of school suspension according to Cobb County Board Policy JICDA-H pertaining to possession of illegal/controlled substances.

FUND RAISING ACTIVITIES

All fund raising and sales activities must have prior approval from the principal. Students will NOT be allowed to conduct fund raising activities during school hours or door-to-door. Personal solicitation of sales for fund raising by students is prohibited.

IMMUNIZATIONS

Georgia law requires a student to furnish proof of immunization before a student may attend a Georgia school. Questions or problems regarding immunization certification should be referred to the Office of School Counseling. Most colleges and universities either require or recommend vaccination against meningitis. As a service to graduating seniors, meningitis shots will be available in the Spring for a nominal fee through our clinic. Listen to announcements and check the website for information about this opportunity.

LOCKERS

A locker is provided free of charge for each student. Each student is responsible for any item in the locker or any defacement of the interior or exterior of the locker. The school maintains records of locker combinations and reserves the right to enter and search any school locker at any time. Locker problems should be reported to Admin 2. **Lockers should not be "rigged" to open automatically.** Locker combinations are to be kept confidential.

LOST AND FOUND

Lost and found is located in Admin 1. Textbooks that are found are turned in to Admin 2.

MESSAGES TO STUDENTS

Only emergency messages from a parent will be delivered to students during school hours. Emergency messages generally will be limited to: notification of death, serious illness or disaster in the family, or medical appointments that have been unexpectedly changed.

PERSONAL PROPERTY/ELECTRONIC EQUIPMENT

Students are expected to bring to school only items of personal property which are necessary for participation in class and extra curricular activities. Items which are considered potentially dangerous or disruptive to school procedures will be confiscated. **Students are not to bring valuables or large sums of money to school.** CD players, radios, i-Pods, MP3 players, cassette players (with or without earphones), recorders, beepers (paging devices), computing devices (notebook computers, tablet computers, etc.), or electronic toys and games are **not** allowed in school or on buses. Students should **not** bring any musical instruments not being used in a class. These items are not only a distraction to students but are also high theft items. These items will be confiscated if seen during school hours and will be held until picked up by a parent. Harrison High School is not responsible for any personal property that is not acceptable school material or equipment.

RECEIPTS

Any money given to a Harrison staff member for any fee or purpose will be receipted on an official county receipt book.

RESIDENCE IN THE HARRISON DISTRICT

All students attending Harrison High School must be legal residents in the Harrison district. School officials may require proof of residence and custody. Students who do not meet the Board of Education residence requirements will be withdrawn immediately. It is the responsibility of the student and parent to furnish proof of residence when requested and to notify the school when a change of address occurs.

SCHOOL FOOD SERVICE

School lunch and breakfast are available to all students daily. Breakfast items are served starting at 7:30 a.m. Students may choose from a hot lunch or a la carte items. The school lunch program is supported by funds and commodities from the Federal Government. This support is based on the agreement of the local school to provide a fully nutritious meal daily to each student.

Meal prices are posted in the Dining Hall. No checks may be cashed by the dining room cashiers and no bills larger than a \$20 will be accepted.

Free and Reduced Lunches

Provisions are made for free or reduced price lunches as part of the federally funded lunch program. Information concerning this program will be given to all students at the beginning of school. Applications for free and reduced lunches will be accepted at any time of the year. Applications should be returned to the Food Service Department. Any student who has a question concerning eligibility for this program should see the School Food Service Manager, Mrs. Maxine Adams.

SIGNS POSTED IN THE BUILDING

All signs approved by the administration may be posted in the dining hall and in Main Street for the following events: school-related activities, sports, and student elections. Removal of signs should include removal of the tape used to put up the sign. No self-adhesive tags, glue or staples may be used.

SOCIAL SECURITY NUMBERS

Georgia Law now requires that all students furnish the school with his/her social security number. Applications for Social Security Cards are available in the Office of School Counseling. Waiver forms are available for parents who do not wish to divulge their child's social security number. **Social security numbers are required for students who wish to be included in the HOPE grant.**

STOLEN/LOST ITEMS

The school is not responsible for items lost or stolen from lockers, locker rooms, classrooms or other school property. Lost and found is located in Admin 1.

TELEPHONES

Students may use the Administration office phones with permission in an emergency. Students who need to check out must use the phone in Admin 2 with permission.

Please note: Students should NOT use their cell phones to contact parents. Parents should NOT call or text their students during school hours. This could result in students receiving disciplinary action.

VISITATION TO OTHER SCHOOLS

Harrison students may not be on another school campus during school hours except with prior administrative permission. Violation of this policy will result in automatic suspension from school.

VISITORS

All visitors must report directly to Admin 1 upon entering campus. All visitors must have prior approval from the principal to be on campus. Students may not bring friends or relatives to school with them.

PARKING

All students parking a vehicle at Harrison High School during the school day must register their vehicle, receive a parking permit and park in the space assigned. Harrison High School reserves the right to either deny or cancel any student's parking privilege. Parking permits, valid for a single semester, are sold for \$50.00. To be eligible to apply for parking, a student must be in good standing with regard to the rules and regulations stated in the Harrison High School Parking Contract. No refunds are made for students who withdraw during the semester. The following rules and regulations are those stated in the parking contract and apply to both semester and daily parking:

1. Students may have their parking privileges suspended or revoked as a result of any of the following:
 - a. An out-of-school suspension for any reason or an accumulation of more than five (5) days of in-school suspension (ISS).
 - b. An accumulation of six (6) or more unexcused tardies to school.
 - c. Any accumulation of absences, tardies, and/or early dismissals (excused or unexcused) which combine to total **15 or more**.
 - d. Failure to sign in with Administration 2 when tardy to school or when returning to school from a prior early dismissal.
 - e. Leaving or attempting to leave campus without signing out with Administration 2. This includes any student who drives or rides as a passenger, any student who walks off campus without written permission, or any student who transports a student off campus who has not properly checked out of school.
 - f. Truancy.
 - g. Improper or reckless vehicular conduct including, but not limited to: exceeding the 15 mph campus speed limit, driving across aisles of parking, failure to follow the signals of school staff members who may be directing traffic on campus, failure to stop at stop signs, and failing to yield to pedestrians.
 - h. Parking or allowing another student to park an unregistered vehicle or a vehicle belonging to someone other than the registered student or their parent(s) in the space assigned.
2. Revocation of parking privileges may range in length from a minimum of the remainder of the term (or 45 school days, whichever is greater) to permanent revocation. The length of revocation shall be at the discretion of the principal or his/her designee. ***Any student who parks, registers, or attempts to register a vehicle which belongs to someone other than themselves or their parents may have their parking privileges revoked permanently.***
3. Students whose parking privileges have been revoked into the subsequent semester or school year will be eligible to purchase a parking permit and regain the privilege of driving and parking on campus at the conclusion of the period of revocation IF student parking spaces are available at that time.
4. Students whose parking privileges have been suspended or revoked will not be allowed to use daily/emergency parking.
5. Refunds will not be issued to students who have had their parking privileges suspended or revoked.
6. Students enrolled in Minimum Day or other early release programs must meet the parking rules and regulations as stated. No exceptions will be made nor special privileges extended to students enrolled in any of these programs.
7. It shall be the responsibility of the student to keep track of the number of absences, tardies, and early dismissals he/she has accumulated. There shall be no warnings given prior to a student exceeding the number allowed.

8. Students are responsible for any contraband in their vehicle. All vehicles parked on campus are subject to search.
9. Students may be ticketed for the improper or illegal parking of vehicles on campus. Tickets will result in fines and points added to the students' attendance history score used to determine priority for parking assignments. Points will be added in 100 point increments: 100 points for the first ticket, 200 points for the second ticket, and 300 points for the third ticket. For each ticket received in excess of three (3), a student will forfeit eligibility for one (1) semester in which the student would otherwise qualify.

PRIORITY FOR PARKING ASSIGNMENTS

Unfortunately, insufficient spaces exist to park all students who desire to drive a vehicle to school. Therefore, permits will be sold and spaces issued according to established priorities. Permits are offered to seniors. Priority for being offered a parking permit will be based on a student's cumulative high school attendance history. Each student will be given a numerical score to represent his or her attendance history based on the formula below. Applications will be ranked from lowest score to highest score (the lower the score, the higher the priority). Attendance histories will be obtained from the school's attendance database.

$\text{Score} = (\text{Number of Class Absences} \times 2) + (\text{Number of Class Tardies})$

ONE DAY PARKING

One day parking is available, on a limited basis, for those students who do not have a semester parking permit. To be eligible for one-day parking, a student must not have had their parking privileges suspended or revoked (refer to the parking contract information in the preceding section). One-day parking may be used a maximum of seven (7) times per semester. Students must register for one-day parking in advance. To register for one-day parking, submit the one-day parking request form and the \$1.00 fee to Administration 4 no later than the day prior to the day needed. You must also present a valid Georgia Driver's License at the time of registration.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is considered an integral part of high school life which enhances the development of the total person. Students are encouraged to participate in a variety of activities that interest them. To participate in extracurricular activities, students must meet all eligibility requirements and other policies governing participation as set forth by state and county boards of education, Harrison High School, and any applicable sanctioning bodies such as the Georgia High School Association (GHSA). Eligibility requirements are listed below.

Harrison High School offers a variety of extracurricular activities in which students may participate. These activities are listed below. This list represents those activities offered at the time of printing. Activities may be added or discontinued based on student interest.

ATHLETICS

Fall

Cross Country (M, W)
Football (M)
Softball, Fast-Pitch (W)
Volleyball (W)

Winter

Basektball (M, W)
Swimming & Diving (M, W)
Wrestling (M)

Spring

Baseball (M)
Golf (M, W)
Lacrosse (M, W)
Soccer (M, W)
Tennis (M, W)
Track & Field (M, W)

Yearly

Cheerleading

CLUBS

Clubs fall into one of the following categories: service organizations, honor societies and clubs, curriculum-related clubs, and interest groups. Watch the hall TV's for club information or check the school's website.

PERFORMANCE GROUPS

Academic Bowl Team
Band
Chorus
Color Guard

Debate
Drama
Math Team
Model UN

Odyssey of the Mind
Orchestra
Science Olympiad
Mock Trial

STUDENT COUNCIL

Harrison High School also has student leadership opportunities available through participation in the student council (known as "The Wall"). Students may serve, by election, as a class representative, class officer, or council officer. Elections are held in the spring for Wall Officers and class officers. Freshman class officers and Wall representatives are elected in the fall.

ELIGIBILITY REQUIREMENTS

Eligibility requirements must be met by all students who participate in an extracurricular activity.

All academic requirements are based on a minimum-passing grade of 70. GHSA refers to the Georgia High School Association activities which are governed by that body. State Board “No Pass/No Participation” policy pertains only to competitive interscholastic activities. Certain other school activities may also be governed by these policies. Approved high school and middle school summer school is an extension of the spring semester/quarter. **ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES:** All students must pass three (3) units of credit the semester preceding participation. Units required: 5 units by 2nd year, 10 units by 3rd year, 16 units by 4th year. **All first semester freshmen are eligible. All students must be taking at least 3 courses for credit to be eligible. Minimum day and audit courses do not carry course credit.**

1. A student must not have attained the 19th birthday prior to May 1 preceding the year of participation.
2. A student must reside within Harrison’s designated attendance zone with a custodial parent/guardian and have not previously attended another high school (public or private) while living in Harrison’s attendance zone. Students who do not meet this requirement are considered migrant. Migrant students are not eligible for varsity participation but can participate in sub-varsity (JV).
3. A student must satisfy medical clearance procedures including an annual physical exam, proof of insurance, and consent form.
4. All students must be enrolled in four courses for credit. Seniors on minimum day for the fall semester run the risk of being ineligible if they fail one course.

DRUG/ALCOHOL POLICY FOR PARTICIPANTS IN SCHOOL ACTIVITIES

Participation in interscholastic/extracurricular (extracurricular) activities in Cobb County School District (District) schools is a privilege. Students participating in these activities are considered to be school leaders. They are role models who represent their school and more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct. When students violate these high standards, the school may withdraw the privilege to participate in interscholastic/extracurricular activities.

Students participating in school sponsored activities are held to the standards and provisions of Cobb County Board of Education Policy JICCD.

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