

STUDENT HANDBOOK

2026-2027



1765 The Exchange, SE
Atlanta, GA 30339

<http://www.cobbk12.org/CobbHorizon/>

MAIN OFFICE:	678-594-8240
MAIN OFFICE FAX:	678-331-8309
ATTENDANCE OFFICE:	678-594-8240, Ext. 056
COUNSELING OFFICE:	678-594-8240, Ext. 022

The Cobb Horizon High School Student Handbook is designed to be an information source for students and parents. Students and parents are responsible for knowing and following the rules and procedures contained in this handbook regarding Cobb Horizon High School and Cobb County School District Policies.

For additional information regarding district policies, please see
<http://www.cobbk12.org/centraloffice/adminrules/J/JCDA-R.pdf>



A Message from the Principal

Welcome to Cobb Horizon High School!

It is an honor to welcome you to a school where your future is only defined by the choices you make today. At Cobb Horizon, we believe every student has unique talents, limitless potential, and the ability to achieve great things. Whether you are here to accelerate your learning, get back on track, or pursue a path that better fits your individual needs, you belong here.

Our flexible learning environment is designed to meet you where you are while challenging you to grow academically, personally, and socially. Every day is a new opportunity to learn, improve, and move one step closer to graduation and the future you envision for yourself.

At Cobb Horizon, you are surrounded by teachers, counselors, and staff members who believe in you and are committed to helping you succeed. They will encourage you, support you, celebrate your accomplishments, and challenge you to do your very best. In return, we ask that you come prepared to learn, take ownership of your education, treat others with kindness and respect, and never stop believing in what you are capable of achieving.

Your education is about much more than earning credits or receiving a diploma. It is about developing the knowledge, skills, character, and confidence that will prepare you for college, careers, military service, and life beyond high school. Every assignment completed, every challenge overcome, and every goal achieved brings you closer to becoming the person you were created to be.

As you begin this school year, I encourage you to set high expectations for yourself. Be present. Stay focused. Ask for help when you need it. Celebrate your progress, learn from setbacks, and keep moving forward. Remember that perseverance is often the difference between those who give up and those who succeed.

We are excited to be part of your journey and look forward to celebrating your accomplishments throughout the year. Together, we will build a school community where every student is valued, every success is celebrated, and every day brings new opportunities to grow.

Welcome to Cobb Horizon High School. Your future starts today, and we can't wait to see where your journey takes you.

Dr. Andrea Jenkins-Mann

Principal

Cobb Horizon High School

POLICIES and EXPECTATIONS

Cobb Horizon High School is committed to providing a safe and orderly learning environment. It is the school administration, staff, and students' responsibility to ensure that this environment is maintained consistently. Cobb Horizon High School is not an open campus. Once students arrive on campus, they must remain on campus until their school day is finished.

The Cobb Horizon campus consists of the 1st, 4th, and 5th floors. *The 2nd and 3rd floors are off limits to students.*

Cobb Horizon holds the behavior and decorum of our students to a very high standard. Unfavorable behavior that is disrespectful toward one's own self, other Cobb Horizon students, staff members and/or school property will not be tolerated. Students will face disciplinary consequences and face possible dismissal from Cobb Horizon High School with limited or no privilege of reentry in cases of fighting, foul language, vandalism, vaping/smoking of any kind, and any other behaviors that are disruptive to the educational environment of the school.

ACADEMIC PROGRAM EXPECTATIONS

All Cobb Horizon students are expected to consistently work to complete their academic units and coursework for all three classes assigned each quarter. The following expectations are set for each course at Cobb Horizon High School:

- Students are expected to follow the pacing guide as communicated by each teacher for each course
- Post-tests will be taken at the completion of each unit
- Students will be allowed to progress NO MORE THAN 2 units ahead without completing the appropriate post test
- Upon completion of a course before the quarter's official end, students may be enrolled in additional courses if they are on pace or exceeding the pacing guide in remaining academic courses with counseling approval

Coursework is primarily completed through the Edmentum online platform with certified teachers supporting and supplementing the online instruction. Students can work at their own pace and in many cases accelerate their learning. Although most coursework is completed online, students are also expected to complete offline assignments, participate in small group instruction, and complete coursework outside of the Cobb Horizon school day.

INSTRUCTIONAL SCHEDULE

Cobb Horizon High School schedules students on the quarter system for the school year which is different from most traditional high school schedules. Students are assigned three courses per quarter and attend school Monday through Thursday in one of three sessions offered.

SY2026-27 Quarter Dates

Quarter 1: August 3 – October 7; Virtual Course Extension October 8

Quarter 2: October 13 – December 16; Virtual Course Extension December 17

Quarter 3: January 5 – March 10; Virtual Course Extension March 11

Quarter 4: March 15 – May 13; Virtual Course Extension May 17



2026-2027 School Year Bell Schedule

Session 1 Personal Transportation		Session 2 CCSD Bus Transportation		Session 3 Personal Transportation	
1	8:00am – 9:25 am	2	9:30am – 10:45am	3	10:50am – 12:20pm (includes advisement as needed)
2	9:30am – 10:45am	3	10:50am – 12:20pm (includes advisement as needed)	4	12:25pm – 2:20pm
3	10:50am – 12:20pm (includes advisement as needed)	4	12:25pm – 2:20pm	Lunch	Lunch Period 1:00-1:30
Lunch	Lunch Period 12:20-12:45	Lunch	Lunch Period 1:00-1:30	5	2:25pm – 3:45pm
Teacher Planning 3:45-5:00pm					

GRADING PROCESS

Grades are determined by averaging assignment grades by assigned course. Grades are a cumulative average of computer tests, enrichment activities, small group lessons, assignments, and other activities. Teachers enter grades weekly and average all grades to determine the final grade for each assigned course based on the following procedures and percentages:

PERCENTAGES FOR GRADING IN ALL CLASSES

Summative Grades.....60%

Grades used to determine exactly "WHAT A STUDENT KNOWS"

Examples: End of Unit Tests/Exams, Reports, Papers, and Projects

Formative Grades..... 30%

Examples: Classwork, Homework, Quizzes, Labs, Group Activities

EOC and Final Exams.....10%

GRADING SCALE

A 90-100	4 quality points
B 80-89	3 quality points
C 74-79	2 quality points
D 70-73	1 quality point
F Below 70	0 quality points

REQUIRED TESTING

Students taking the following courses must take an End of Course (EOC) assessment:

- > Algebra Concepts and Connections
- > Lit Comp 2
- > Biology
- > U.S. History

EOCs are administered toward the end of the quarter and count as 10% of the students' grade in that course.

ACADEMIC INTEGRITY

Academic Integrity is the foundation of meaningful education and personal growth. All students are expected to uphold the highest standards of academic honesty in their work and conduct. Students should submit their own work and give proper credit when using others' ideas or words. Plagiarism, cheating, fabricating sources, and **unauthorized use of online and AI tools** will result in disciplinary action.

Summative Assessment

1st violation – Teacher warning, parent contact with an opportunity to retake

2nd violation – Teacher contacts parent, student receives "0" on test or assignment without the opportunity for makeup

3rd violation – Administrative conference, parent contact

FINANCIAL OBLIGATIONS

All student financial obligations must be resolved before a student can withdraw, receive records, or receive a diploma.

**Grade reports (including final transcripts), student records, and diplomas
will be withheld until these obligations are cleared.**

ATTENDANCE

*****IF YOU ARE NOT HERE, WE CANNOT HELP YOU! *****

Cobb Horizon High School is an academic alternative school with an alternative schedule in which attendance plays a key role in student success. Students will only attend school Monday through Thursday and for shortened blocks of time during one of three sessions. Due to the abbreviated schedule, daily attendance becomes even more important than in the traditional high school setting.

It is expected that students will maintain appropriate levels of attendance throughout their enrollment here at Cobb Horizon High School. All students are expected to be on time daily. Attendance will be taken each day in all assigned classes, and all students must check in at the attendance office when they arrive late.

Students who accrue 10 consecutive days of unexcused absences will be immediately withdrawn due to lack of attendance. Additionally, students who accrue 10 unexcused absences (non-consecutive) in a quarter will be subject to review and possibly be withdrawn at the end of the current quarter.

Following an absence, students have three days to bring a signed note from their parents to the attendance office. The note should include the student's first and last name, date(s) of absence, reason for absence, a parent signature, and a telephone number for contacting a parent or guardian.

EXCUSED ABSENCES

There will be times when absences are inevitable and will be considered *excused*, but they MUST BE KEPT TO A MINIMUM. When possible, please notify the attendance office and/or your teacher in advance of any excused absences. Absences are considered excused only in accordance with Georgia State Attendance Rules and typically fall into the following categories:

Personal Illness	Doctor/Dentist Appointments	Court Mandated Appearance
Religious holidays	Death/Serious Illness in immediate family	

Per county policy, students who miss more than 3 consecutive days must bring in a doctor's note to the attendance office for the absences to be considered excused.

*****ABSENCES FOR ANY OTHER REASON WILL BE CONSIDERED UNEXCUSED*****

UNEXCUSED ABSENCES

Cobb Horizon High School is a school of choice for many students; therefore, a student who is frequently absent may face being withdrawn. Unexcused absences directly affect a student's ability to be academically successful. This attendance protocol's main goal is to address unexcused absences and support students in academic success.

Please note that students who do not return to class after lunch and have not checked out with the attendance clerk on the 5th floor will be marked absent for the entirety of that block.

TARDIES

Cobb Horizon High School believes very strongly that being on time is an important life skill that all students need to master. It is an expectation that students be consistently on time to all classes. Students are considered tardy if they arrive after the start of their class start time and should report to the attendance office on the 5th floor to check in.

**Excessive tardies will be addressed by individual teachers
and could result in administrative referral on an individual basis.**

SIGNING OUT EARLY

Students who need to check out early must sign out in the Main Office on the 2nd floor before leaving campus. To be counted as excused, the early dismissal reason falls under the same criteria as absences or tardies. Again, these are determined by Georgia state law.

Students must sign out at the 2nd floor main office before leaving campus for any reason.

A parent or guardian will be contacted prior to check out. No student may be checked out by anyone other than a parent or guardian. No student may check out without phone verification with a parent or guardian. When a student is ill, the attendance office, school nurse, or administration must contact a parent or guardian.

CELL PHONES AND ELECTRONIC DEVICES

School Board Policy JCDA-R, subsection F

“F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:

1. High School: Students shall not use, display, or turn on smart watches, smart glasses, 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)

3. Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter, Instagram, TikTok, BeReal, or Snapchat during the regular school day for non-instructional purposes and without the express permission of the teacher. (Level 1-2)

Maximum offense 10 days OSS

Unauthorized cell phone use is prohibited during instructional time and may lead to disciplinary action. School/classroom disruptions, cheating, and/or insubordination pertaining to cell phones will be handled individually.

Students are not allowed to take phone calls or video calls during class time. In case of emergency, students may ask permission from the teacher to step outside the classroom to take a call.

NO social media on any CCSD device or personal device while on campus. No actions involving electronic devices should impede students from effectively communicating with another student or adult in the building.

1st violation – Teacher warning, parent contact

2nd violation – Administrative warning, parent contact

3rd violation – Parent Contact, Administration assigns 1 day OSS for insubordination

Commons Areas Expectations

Students can use their cell phones in public areas on campus. Only one ear bud may be worn in the hallway.
***Do not allow your cell phone, music, earbuds, etc. to become a distraction to why you are here...
TO EARN YOUR HIGH SCHOOL DIPLOMA!***

DRUGS/ALCOHOL/VAPING

Cobb Horizon High School is a drug-free and tobacco-free environment. Cobb Horizon High School also prohibits the use of e-cigarettes and any type of vaping device on the entire campus including on buses and in the parking lot. Local authorities and parents will be notified if a student is found under the influence. Students will face disciplinary action and possible removal from Cobb Horizon High School.

DRESS CODE

Dress for success!

Students are always expected to dress appropriately. Student attire that distracts from or interferes with the normal learning process will be considered inappropriate. The decision regarding whether such a condition exists or regarding the course of action to be taken shall be left to the discretion of the administration.

All students should maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn.
2. Midriffs shall be covered.
3. Appropriate undergarments shall be worn and may not be visible.
4. A sweater, jacket or shirt must be worn with all strapless shirts and tanks tops.
6. Appropriate shorts that hang to the mid-thigh may be worn.
7. Clothing or ornamentation that does any of the following is prohibited:
 - a. Displays or advertises substances illegal for minors.
 - b. Displays suggestive phrases, designs, markings, or profanities.
 - c. Advocates, promotes, or suggests illegal activity.

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

LUNCH

Lunch is provided for free in our cafeteria for all students to enjoy. Students have 30 minutes to eat lunch during their assigned lunch period. Students are expected to pick up after themselves and behave appropriately in the cafeteria. Students must remain on campus for lunch.

Students may enjoy lunch time in all the following locations only:

- Cafeteria
- Outside picnic table under the front entrance staircase
- Outside picnic table area near the bus port
- Student lounge on the 1st floor

Outside food deliveries are NOT allowed. Students may NOT leave campus during lunch.

PARKING

Students arriving on campus before their session start time or waiting to be picked up at the end of their classes/end of the day can wait up to 15 minutes in front of the building. Students should not arrive more than 15 minutes before the start of their session without prior approval. Students are not required to purchase a parking decal and are expected to park their car upon arriving on campus and immediately enter the building. Students are expected to drive responsibly when arriving and leaving campus. Failure to comply with this expectation may result in revocation of parking privileges.

The parking lot area is off limits during all sessions. Students will need administrative approval to go back to

their car to retrieve an item.

Students should park in the upper section of the parking lot only.

DEAD TIME

The first 10 minutes and last 10 minutes of every class are dead time. This means students must remain in class until the bell signals that they are released.

COUNSELING OFFICE

The Counseling Office is on the 4th floor and is open to students each day between 8:30am and 3:45pm. Our counseling team is available to provide support in several areas:

- Selecting and scheduling courses for both new and returning students.
- Evaluation of progress toward meeting graduation requirements
- Assistance for academic needs
- Scheduling and assisting with parent conferences which are available by appointment.
- Scheduling, preparing for, and interpreting the results of standardized tests.
- Post-secondary counseling: career paths and post-secondary educational opportunities
- Social/Emotional support
- Transcripts and Certificates of Enrollment are available for \$2.00, please see your school counselor for assistance.

Unless it is an emergency, students must use the QR Code provided around the building to schedule an appointment with their counselor.

Cobb Horizon High School is here to work with students needing additional assistance and support in moving toward graduation, as well as facilitating and assisting students in career and post-secondary education exploration and planning. The counselors will help students research and plan for college and/or career and develop employability skills.

MEDIA CENTER

The Media Center is open daily from 8:00 a.m. to 3:45 p.m. Students are asked to adhere to basic policies when they use the Media Center:

- **Students MUST have a pass from a teacher or the front office to enter the Media Center.**
- Students have access to the Media Center during normal hours to work on homework, use the computers, and check out books for personal enjoyment and/or research purposes. Students may check out 4 books at a time. Loan periods are 21 days and books are renewable twice.
- Computers are to be used for program related work.
- Respect yourself, respect others, and respect the space.
- When logging onto the computers in the media center, students should use their CCSD student email address and password.

If you have any questions or need help, please stop by the Media Center, and speak with the media specialist.

INTERNET AND ELECTRONIC NETWORK USAGE

Students are offered the opportunity to further enhance their education using the internet and other electronic networks. There is no *right to privacy* as it relates to information accessed, developed, or used on Cobb Horizon High School computers, social networks, and the internet. Cobb Horizon High School employees may monitor or access information from computer workstations at any time. Any violation of the Terms and Conditions, outlined on the Internet and Electronic Network Usage form, will result in immediate revoking of internet and electronic network privileges, and may result in removal from the program. CCSD student disciplinary policy specifically prohibits use of social media at school. (See page 6 for JCDA-R)

ADDITIONAL REMINDERS

*****COBB HORIZON HIGH SCHOOL IS NOT AN OPEN CAMPUS*****

Once students have reported on campus for their session, they may not leave campus and return. Likewise, once students have completed their session, they are expected to depart campus immediately. After session or after-hours loitering is not allowed at any time. Students may receive permission from school administration and/or a teacher to remain on campus to complete additional assignments/computer time and that must be pre-arranged.

At Cobb Horizon High School, it is our expectation that students will work hard and strive to reach academic goals. It is also our expectation that our students will represent themselves as young adults with proper effort and attitude each day.

Students are expected to participate in an atmosphere conducive to a positive educational experience. Bullying, posturing, or harassing behavior is not tolerated and may be grounds for immediate dismissal. Gang activity is prohibited and will not be tolerated.

APPROPRIATE LANGUAGE IS AN EXPECTATION AT COBB HORIZON HIGH SCHOOL

Appropriate language includes verbal and written language and communicating with other students and staff members. Students and staff should speak and act politely toward each other, respect differences, personal space, and belongings. Additionally, students must be considerate of our campus, neighboring businesses, and their property.



By signing this document, I acknowledge that I have fully and carefully read the Cobb Horizon Student Handbook for 2026-2027 and agree to follow its policies and procedures.

Student Name: _____

Date: _____