



2024 – 2025

# KENNESAW MOUNTAIN HIGH SCHOOL

## STUDENT HANDBOOK

Mission Statement

A Community of Learners  
Committed to Student Success

**Mascot:** Mustangs  
**Colors:** Green, Black and Silver  
**Address:** 1898 Kennesaw Due-West Road  
Kennesaw, Georgia 30152  
**Office:** (678) 594-8190  
**Fax:** (678) 594-8192  
**Guidance:** (678) 594-8193

Website:

<https://www.cobbk12.org/kennesawmountain>

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## "Alma Mater"

In the shadow of the mountain  
Alma mater, hail to thee.  
We vow to glorify and honor  
The Mustang legacy.

With our eyes raised toward the mountain  
We pledge to answer virtue's call,  
And proudly carry this tradition  
As we walk thy hallowed halls.

Our mustang pride and honor  
Shall keep our heads held high;  
The black and green we cherish,  
And will for all our lives.

Hail to Kennesaw Mountain  
Our alma mater dear!  
We shall ever praise you  
And always hold you near!



**8:20am – 10:00am Daily**

## 2024- 2025 SCHOOL CALENDAR

August 1	Thursday	First Day of School
August 19	Monday	Asynchronous Learning Day
September 2	Monday	Labor Day – No School
September 23-27	Mon-Fri	Fall Break – Students/Holiday
October 14	Monday	Asynchronous Learning Day
November 25-29	Mon-Fri	Thanksgiving Holidays
December 19-20	Thu-Fri	Early Release/1 <sup>st</sup> Semester Exams
December 20	Friday	End of 1 <sup>st</sup> Semester
December 23-31	All	Winter Holidays
January 1	Wednesday	Winter Holiday
January 2-3	Thu-Fri	Teacher Workday/Student Holiday
January 6	Monday	First Day of Second Semester
January 20	Monday	MLK Jr. Holiday/ Schools Closed
February 17-21	Mon-Fri	Winter Break – Students/Holiday
March 3	Monday	Asynchronous Learning Day
April 7-11	Mon-Fri	Spring Holidays
May 19-24	Mon-Sat	CCSD High School Commencements
May 19-21	Mon-Wed	Early Release
May 20-21	Tues-Wed	2 <sup>nd</sup> Semester Exams (grades 9-11)
May 21	Wednesday	Last Day of School
May 22-23	Thurs-Fri	Post Planning for Teachers
May 26	Monday	Memorial Day

For all CCSD calendars visit <https://www.cobbk12.org/>

# BELL SCHEDULES

## Regular Bell Schedule

WARNING BELL	8:15
1 <sup>ST</sup> PERIOD	8:20 - 9:57
2 <sup>nd</sup> PERIOD	10:02 - 11:43
3 <sup>RD</sup> PERIOD	11:48 - 1:48
A-LUNCH	11:48 - 12:18
B-LUNCH	12:18 - 12:48
C-LUNCH	12:48 - 1:18
D-LUNCH	1:18 - 1:48
4 <sup>TH</sup> PERIOD	1:53 - 3:30

## iBlock Bell Schedule

WARNING BELL	8:15
iBlock	8:20 - 9:05
1 <sup>ST</sup> PERIOD	9:10 - 10:28
2 <sup>nd</sup> PERIOD	10:33 - 11:56
3 <sup>RD</sup> PERIOD	12:01 - 2:01
A-LUNCH	12:01 - 12:31
B-LUNCH	12:31 - 1:01
C-LUNCH	1:01 - 1:31
D-LUNCH	1:31 - 2:01
4 <sup>TH</sup> PERIOD	2:06 - 3:30

## Character Ed. Schedule

WARNING BELL	8:15
1 <sup>ST</sup> PERIOD	8:20 - 9:41
2 <sup>nd</sup> PERIOD	9:46 - 11:06
Character Ed.	11:11 - 11:56
3 <sup>RD</sup> PERIOD	12:01 - 2:01
A-LUNCH	12:01 - 12:31
B-LUNCH	12:31 - 1:01
C-LUNCH	1:01 - 1:31
D-LUNCH	1:31 - 2:01
4 <sup>TH</sup> PERIOD	2:06 - 3:30

**Students are to leave campus at the end of the school day unless they are under the direct supervision of a teacher. Any students not following these instructions are subject to school discipline. Students who remain on campus for tutoring or extracurricular activities must arrange transportation home at the end of the activity.**

### School Club/Student Organization Information

School clubs and student organizations are an extension of the Kennesaw Mountain learning experience. Students are encouraged to get involved and make a difference in their school and their community. Research indicates that students who are involved in extracurricular activities at school have better attitudes towards school and maintain better grades.

Check the Kennesaw Mountain High website for activities that reflect your passion and character. If you do not see a school club or student organization you would like to join, then go to the website and complete the Extracurricular Activity Application on the school website.

All clubs or organizations must meet Georgia Law ("Club Bill" (SB 413)) on extracurricular activities and Cobb County Administrative rules JHC-R and IDF-R. Please visit the Kennesaw Mountain High website for further information.

### School Club Expectations

1. School clubs are to meet on published dates on a regular basis.
2. School clubs may meet before, after school and/or on weekends. A school club's sponsors must be present at all meetings and school club sponsored activities.
3. Presidents or their designees are expected to attend Inter-Club Council (ICC) meetings. Meetings are held in room 311 from 3:45-4:30 pm.

Dates are:

Aug. 28	Focus on servant leadership (Open House)
Sep. 18	Focus on club/school involvement
Oct. 30	Focus on servant leadership with SWAM
Dec. 4	Focus on servant leadership with SWAM
Jan. 29	Focus on leadership with SPED Dance
Feb. 26	Focus on leadership with SPED Field Days
Mar. 12	Focus on field days (Service Hours)
Apr. 16	Focus on next year/Horizon Games

The purpose of the Inter-Club Council is to coordinate club activities and fundraisers to maximize participation and funds. *Dates and times are subject to change.*

4. School clubs are not to participate in fundraisers without prior approval from the administration. Fundraising forms should be brought to Ms. Williamson and then Ms. Shaffer for approval.
5. School clubs are to submit a monthly report of activities, projects, and service hours on members and their fundraisers.
6. School clubs are encouraged to participate in community service projects. School-wide community projects are:
  - a. Shop with a Mustang – December 14, 2024
  - b. Special Ed Dance – March 4, 2025
  - c. Special Ed Field Days – March 31-April 2, 2025
  - d. Horizon Fall and Spring baseball
7. School clubs are encouraged to participate in the Homecoming events: Oct 18<sup>th</sup> pep-rally and game; Oct 19<sup>th</sup> Dance
8. School clubs must participate in the Club Fair at Open House. Open House scheduled for Aug 19<sup>th</sup>

- School clubs should have a Sponsor and a Co-sponsor. School clubs with more than 40 students should have an additional co-sponsor for each 25 students.

**Make a difference and get involved!!!**

Character Education/Service Learning

*“The function of education is to teach one to think intensively and to think critically... Intelligence plus character that is the goal of true education.”*

*Martin Luther King Jr.*

The Character Education Program aims to integrate positive character traits into the school environment and the community. These traits are embedded throughout the curriculum and focus on the attitudes and personal qualities that build a foundation for success in life and work.

Students need to develop positive character attributes and appropriate behaviors to achieve high school standards and be good citizens as adults. Kennesaw Mountain High believes that the development of a student's character and appropriate behavior is, first and foremost, the responsibility of the family, but schools and business partners can play a strong supporting role in reinforcing the efforts of parents. Our motto, "It takes a village to raise a child" (African Proverb), has proven that parents, business leaders, and teachers working together have produced ethical, solid leaders for our community. Successful schools - those with the highest levels of student achievement - do not sidestep the issue of character education. They embrace it. In fact, successful schools acknowledge that their success is due mainly to their attention to character education, through which they have created the supportive learning environment essential for students to achieve high standards. Kennesaw Mountain High School students have become community, academic, and ethical role models.

**Character Ed dates and time: 11:11 – 11:56 AM**

September 4, October 2, November 6,  
January 22, February 12, and March 12

*\*There will be no Character Education in December, April, or May due to state-wide testing.\**

Community Service

Our students are encouraged to take this character training to the next level by participating in service-learning. Service-learning offers a unique opportunity for Kennesaw Mountain students to get involved with their community in a tangible way by integrating service projects with classroom learning. Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems.

Students are recognized and rewarded for their character and service through scholarships, Character Medals, and graduation cords. To earn a **RED/WHITE** cord a senior must log 185 hours of community service within their 4 years of high school. To earn a **RED/WHITE/BLUE** cord a senior must log 500 plus hours of community service in 4 years of high school.

**HOURS SHOULD BE SUBMITTED BY APRIL 15, 2025**

Hours should be accounted for on our volunteer tracking system. **The cost of the cords is \$20.00 each.** To receive credit for out-of-school community service: Submit the community service sheet to the folder on

the bulletin board outside room 201 or give to Mr. Goodman. The project coordinator must sign documentation with the contact number to get credit. Mission trips are 8 hours a day. **2024 summer hours need to be documented in our system by Oct. 1, 2024.**

#### Student Government

The Mane Link is the name of our student governing body. Our student leaders develop programs that involve students in meaningful community projects in and beyond the classroom. We believe that student input can improve and strengthen school climate. The Mane Link meets regularly with the principal to discuss issues that affect the students of our school.

Each grade level is represented by a governing body made up of class officers, senators, and representatives, which works with the class sponsors to organize class and school-wide activities.

Students are encouraged to discuss their ideas, concerns, and suggestions with members of the Mane Link. The Student Government members are available at the Mane Link desk before school and at most lunches. The members can be found at lunch at the Mane Link desk.

#### Mane Link Sponsors

Mr. Goodman, Ms. Adams, and Mr. Maglione



Mane Link Officers

Isabella Edrish & Felicia Vuu .....	Student Body Co-Presidents
Tristin Bradshaw .....	Student Body Vice President
Ishna Patel .....	Student Body Secretary
Pavan Katragadda .....	Student Body Treasurer
Victoria Nguyen.....	Bookkeeper
Zaire Pinner.....	Parliamentarian
Riley Brown .....	Vice President of Senate
Sabrina Mason .....	Vice President of House
Manahil Rana .....	Secretary of House
Adyson Berryhill .....	Vice President of Academic Affairs
Isabella Crispino .....	Academic Affairs Council
Grace Munene .....	Vice President of Communications
Mwenda Mutuma .....	Communications Council
Josephine Dodds .....	Vice President of Community Outreach
Adriana Dinh .....	Community Outreach Council
Ashley Donkor-Siaw.....	VP of the Arts
Sydni Demester .....	Arts Council
Angelo Gonzalez.....	Spirit Chair
Saakshi Singh .....	Senior Class President
Sarah Nwadike.....	Senior Class Vice President
Isaac Wambui .....	Senior Class Secretary
Taylor Hughes.....	Senior Class Treasurer
Mahika Mamidipalli .....	Junior Class President
Dheeraj Kondragunta.....	Junior Class Vice President
Ayden Politt-Martin.....	Junior Class Secretary
Victor Onuoha .....	Junior Class Treasurer
Michelle Makori .....	Sophomore Class President
Keyara Hume .....	Sophomore Class Vice President
Lindon Purpus .....	Sophomore Class Secretary
Neeraj Kondragunta.....	Sophomore Class Treasurer

Fundraisers

All fundraising and sales activities must have administration and Bookkeeper approval. The fundraising application can be picked up in Admin 2. Fundraisers must be approved at least 5 working days ahead of the Fundraising project. A schedule of fundraisers will be sent monthly or as needed to maximize profits. Students will not be allowed to conduct fundraising activities during the academic school hours (8:20–3:30 PM). Fundraisers conducted without proper approval will have all profits surrendered to the school community fund.

### PTSA

A strong educational program depends on a partnership of parents, teachers, and students. Everyone is encouraged to join KMHS' Parent Teacher Student Association (PTSA). Dues are \$10.00. The membership drive starts at the beginning of school, though new members are welcome anytime. Student members may receive member treats at various times in the school year.

### PTSA Officers

President: Jessika Sheridan and Quiana Poole  
Vice Presidents: April Brantley and Tangie Anderson  
Treasurer: Beverly Pleinis  
Recording Secretary: Beth Matuszek  
PR Secretary: Vacant

In all PTSA organizations, all officers, committee chairs, and workers are volunteers.

The PTSA website: <https://kmhsptsa.memberhub.com/>

## **GETTING THROUGH THE DAY**

### Absences

When a student has been absent, he/she must bring either a written statement from his/her parents or guardian stating the reason he/she was absent, a medical/dental school note, or verification from the courts. The statement should be taken to the Attendance Office within three (3) days of the student's return. Notes may also be submitted through CTLS Parent or via email to the attendance clerk at [lotis.marchbanks@cobbk12.org](mailto:lotis.marchbanks@cobbk12.org). If a statement is not brought, or if the absence is unexcused, the student will be marked as "Unexcused" from school. Please note that work may not be made up if an absence is considered "unexcused."

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

- 1) Personal illness;
- 2) Death or serious illness in the immediate family;
- 3) Recognized holidays observed by the student's faith;
- 4) Absences mandated by order of a governmental agency; and
- 5) Conditions that render school attendance impossible or hazardous to the student's health and safety.

### Homework

Homework is an important tool in helping students achieve mastery of course objectives. Students who are absent from school for an extended period of time (3 days or more) due to illness should check CTLS to gather assignments from teachers. Make-up work to be completed should be scheduled by the student with individual teachers. The time allowed for completion of make-up work will be the number of days absent plus one day. (For example, 3 days would be allowed for an absence of 2 days.) A longer period for make-up work may be allowed for absences of 5 days or longer. All long-term assignments are due and

prescheduled tests must be completed on the date of return. Work for students returning from suspension is due immediately upon the student's return to school.

#### Excessive Absences

Parents should encourage students to attend school regularly and to be on time for all classes. If a student is marked absent, contact will be made with parents through our automated attendance phone calling system. If you are ever contacted in error, please contact our Attendance Office at 678-594-8190, ext. 060. A parent letter will be sent home after 5 days absent. Having more than 10 absences is considered excessive. This includes tardies, early dismissal, and all-day absences.

Students must bring a note signed by a parent within **three days** to the Attendance Office for an absence to be excused. Excessive absences need a doctor's note. Schoolwork missed due to an excused absence may be completed for credit. Work missed due to an unexcused absence may NOT be completed for credit. Students must be present at least half the day to be eligible to participate in extracurricular activities. To be counted present, a student must check in before 11:45 or may not check out until after 11:45.

**Please note:** If a student is present in school for any part of a day and a long-term assignment is due in any class that day, the assignment must be given to the teacher in person before the student checks out. A grade of zero may be given if this procedure is not followed.

#### College Visitations

Juniors and seniors are allowed 2 excused absences for college visits per school year. Student's visitation must be documented on college letterhead.

#### Early Arrival

The building will be open at 7:40 a.m. for students who need to arrive at school early. The school day officially begins when the student arrives on campus. If a student arrives early (i.e., detention, make-up work, extra help), he/she is expected to stay on campus at all times until the school day officially ends, unless administrative permission has been granted for the student to leave. This includes remaining on campus for iBlock even if not in a required session.

**Students may not leave campus for any reason unless they have checked out through the Attendance Office. Failure to do so will result in discipline.**  
**Students are considered in attendance for the entire day if they are present from 8:20 until 11:45. Also, students are considered in attendance for the entire day if they check in by 11:45 and remain until 3:30.**

#### Leaving School Early

**1. Send in a dismissal note** (most efficient). The parent can email the attendance clerk at [lotis.marchbanks@cobbk12.org](mailto:lotis.marchbanks@cobbk12.org) ahead of time or have their student deliver a hand-written note. **Faxes are NOT accepted for any dismissal.** If a hand-written note is used, the student should deliver to the Attendance Office Clerk the dismissal note completed as follows:

- a) The student's name and grade; the name and telephone number where a parent/guardian can be reached for verification; and reason and time for dismissal.
- b) The student must bring the dismissal note to Attendance prior to first period.
- c) The Attendance Office will confirm the note with the parent.
- d) The student will return to the Attendance Office at the appointed time.
- e) The student will sign out and receive a pass to leave KMHS. This pass should be presented to the student's teacher(s) for the missed classes the next day.
- f) The student can meet the parent/guardian in front of the building.

**2. Call the Attendance Office** if you get a last-minute appointment at 678-594-8190, ext. 060. Attendance will set up the check out as described above. If the parent/guardian is on the way, Attendance can get a head start on getting the student from class. Phone lines in the Attendance Office are quite busy, and it is very difficult to reach a clerk. Therefore, a **note is highly recommended** to shorten wait time for parents.

**3. Come in** to personally check out your student. This process is the most time consuming for parents, and it could result in a 15-20 minute wait while Attendance sends a runner for the student. The latest we can send for students for dismissal is 3:15.

**On special occasions it may be necessary for the administration to require parents to check out their students in person. There also may be occasions that students will only be dismissed with prior written notification.**

#### Early Release

Students who are released from school early because of a work program, internship, post-secondary option, or minimum morning/minimum day must leave campus **immediately**. Students who are assigned to In-School Suspension (ISS) must be present the entire school day (including those on minimum day, work study or internships).

#### Tardy to School/Class

If a student arrives **before** 8:20 a.m., report to 1<sup>st</sup> period. If the student arrives **after** 8:20 a.m., report to the Attendance Office or closest L.A.S. station to check in. Failure to check-in or continued tardies will result in disciplinary action.

#### Check-out Due to Illness

If a student becomes ill during the day, he/she should obtain a pass from a teacher to the clinic, so a parent can be contacted. Students being dismissed from the clinic must also check out through the Attendance Office.

#### Ride Share Services

As per Cobb County School District policy, a parent/guardian must provide, in writing, that a ride share driver, taxi driver, relative, friend, etc. is coming in their place to pick up their child up from school. Written documentation must contain the name of the person signing the child out. The person picking the student up must come inside and show ID in order to sign the student out.

#### First Aid or Other Medical Assistance

Students needing minor attention should report to their teacher and get a pass to the clinic located in Room 515.

Refer to Cobb County School District Administrative Rule JGCD-R regarding procedures for over the counter and prescription medication.

#### Lost and Found Items

Lost and Found is located in Admin I in the front office.

#### Riding a Different Bus

Students may not ride a different bus from the one that serves their home address.

#### Driver's License/Certificate of School Enrollment

- a) Certificates of School Enrollment are required to obtain both learners' permits and drivers' licenses (under 18).
- b) Students can request a Certificate of School Enrollment for a \$2 processing fee (expires within 30 days).
- c) The \$2 payment must be processed through mypaymentplus.com.
- d) Certificates will be ready for pick-up in two days.
- e) Completed Certificates of School Enrollment will be available for pick up in the Attendance Office before school or during all four lunches.
- f) The Attendance Office is closed during the summer and Certificates of School Enrollment will not be available. During the summer months of June and July when most schools are not in session, the Department of Driver Services will accept Certificates that are dated near the end of the school year.

#### Withdrawals

To withdraw from Kennesaw Mountain High School, a parent or guardian must be with the student. Before being withdrawn, students must return all district property and pay any school fines they owe. There is a chance you might be asked to return the following day to pick up your withdrawal packet. If a student stops attending Kennesaw Mountain without withdrawing, the student may receive zeroes in classes missed before the school was made aware that the student was officially withdrawn. Official transcripts and grade verifications may not be sent to another school until a student has turned in all district property and met all financial obligations to Kennesaw Mountain.

Re-Admission

A student who withdraws, does not enter another school, and wishes to re-enroll at Kennesaw Mountain must follow enrollment procedures as if they were a new student.

Students who withdraw from Kennesaw Mountain and enter another school must be withdrawn from the other school before being considered for re-admission to Kennesaw Mountain.

Parent Communication

The school will utilize CTLS Parent to send general information to parents. Parents are encouraged to access the website for curricular and extracurricular information:

<https://www.cobbk12.org/kennesawmountain/>

## SCHOOL POLICIES AND PROCEDURES

Academics

Grade Point Average (GPA) - The cumulative grade point average (GPA) is an average of all final grades earned by a student. Colleges require a student's average to be reported as a GPA; it is also used to determine rank-in-class and eligibility for scholarships including HOPE.

GPA is calculated by assigning a weight to a grade, totaling the weights, and dividing by the total number of units attempted.

Grading Scale

Letter Grade	GPA Weight
A	4 points
B	3 points
C	2 points
D	1 points
F	0 points

Promotion Requirements

Required Credits for Promotion
10 <sup>th</sup> grade → 5 units – plus 1 credit each of Math, Science, and English
11 <sup>th</sup> grade → 10 units – plus 2 credits each of Math, Science, and English
12 <sup>th</sup> grade → 16 units

### Academic Quality Points

Advanced Placement (AP) Courses are college level courses administered either on the KMHS campus or online. At the end of the year, students are expected to take the AP exam in the subject area.

Students who earn above a certain minimum score may qualify to exempt college classes in that subject or receive college credit (colleges set their own minimum scores for exemption). Final grades earned in AP courses earn one (1.0) extra quality point:

A = 5 pts B = 4 pts C = 3 pts D = 2 pts

Due to the work involved in Advanced Placement courses, counselors strongly advise that students take no more than two AP courses per semester.

Honors courses are advanced courses (District Administrative Rule IHA-R). Each final grade earned in a Honors course earns  $\frac{1}{2}$  (0.50) extra quality point:

A = 4.5 pts B = 3.5 pts C = 2.5 pts D = 1.5 pts

### Accidents

Any accidents or student injuries should be reported to the classroom teacher immediately. An Incident Report form can be obtained from the Clinic and must be returned to the nurse upon completion.

### Advisement

All students at Kennesaw Mountain will have numerous opportunities for academic advisement. Advisement conferences will be held with students and parents in the 9th year to plan a four-year course of study and in the 11th grade year to review this plan. Counselors will monitor student grades each semester and are available for conferences with students, parents, and teachers.

### Communication

The Cobb County Board of Education recognizes that effective communication between the school and the home is essential to the successful operation of educational programs for students. The Board further recognizes that the delivery of information to the home is a responsibility that must be shared by school personnel and students. Students in grades 9-12 shall be expected to transmit written notes, messages, progress reports, report cards, and other documents intended for communication between the school and parents. School personnel shall be responsible for making reasonable efforts in the communication process.

### Curriculum Scheduling

Students will be registered for core courses each semester for the next school year by teachers based on:

- 1) Diploma requirements
- 2) Achievement in prerequisite courses
- 3) Teacher recommendations

Students will register in the spring for their elective courses for the upcoming school year. They receive sample registration forms prior to elective registration, and course descriptions are posted on the school

website. Parents are encouraged to discuss students' elective choices with their children and to take an active role in the registration process.

**The state of Georgia encourages students to complete at least three courses in either a career tech field, a fine arts program, or the same foreign language.**

Once students have completed the registration process, schedule changes will be made for only these reasons:

- 1) Student does not meet the course prerequisite.
- 2) Student has earned credit for the course.
- 3) Changes are determined to be necessary to level class sizes or adjust the master schedule.
- 4) A senior who does not have a course required for graduation.

A student who drops a class after 10 school days in the semester will receive a grade of "10" for the class on his/her permanent record.

#### Deliveries

Cobb County Policy JHD-R prohibits the delivery of items such as balloons, flowers, cakes, singing telegrams, and candy to students during the school day. **This includes any outside food deliveries.** Unauthorized deliveries will be disposed of accordingly.

#### Distribution of Literature

Students who desire to distribute or display literature at school must present copies of such literature to the proper administrator for review and approval at least 48 hours in advance of distribution. Individuals not directly connected with the school and representing a non-profit organization must obtain the express permission of the principal not less than three school days in advance of distribution. Individuals representing profit making organizations must obtain express permission from the Cobb County Board of Education, Office of Policy & Planning prior to the presentation to the school principal. The administrator will decide the time, place, and manner of distribution of all approved materials. All signs or flyers must be placed on approved bulletin boards located in the hallways and common areas.

#### Mandated Reporting

Georgia law § 19-7-5(a) mandates reports of suspected child abuse by school employees. All District employees and volunteers are mandatory reporters under the law - this includes community coaches and parent volunteers. If abuse or neglect is suspected, the Department of Family and Children Services (DFCS) must be notified immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. *DFCS 1-855-422-4453*

#### Yearbook

The purpose of the 2024 Equus is to inform, entertain and provide an historical record of the school year. Coverage will include student life, academics, people, school clubs and student organizations, sports, and the Kennesaw Mountain community.

Lifetouch, our official school photographer, will make all portrait pictures of students and school employees. No portraits taken by other photographers will be included in the yearbook.



Yearbooks arrive in late April or early May and students must show sales receipt and/or cancelled check along with a picture ID to pick up yearbook. No student may pick up another student's yearbook.

The Equus is a student production. Satisfaction is not guaranteed to the purchaser. Refunds will not be given for errors such as poor picture quality, misspelled names, misidentified or missing portraits, etc. Exchanges may be made for books with printing flaws only if NO writing has been done in the book. The yearbook advisor has the right to refuse exchanges.

#### Field Trips

Field trips are activities with educational merit considered to be an extension of the class. Fees apply only to the cost of the activity and transportation. Students will not be excluded from a field trip due to inability to pay. Trips are subject to cancellation if necessary funds are not generated. In some cases where nonrefundable deposits are necessary, deposits may not be reimbursable. *Teacher recommendation and/or grades may preclude a student from participating in a field trip.*

#### Final Exams

Comprehensive final exams are given at the end of the semester in every class. These count 10 percent of the final grade. EOC courses do not have a final exam, but will have an assessment on the date of the final exam. The EOC counts 10 percent of the final grade in those courses.

**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 the student to make arrangements with the teachers for the final examination which they have missed as a result of absences. If circumstances are such that a student and his/her family are aware that the student will not be present during finals, the parent should send a note to the administrator in charge of curriculum requesting that the student be allowed to take the exams later. Students who are in OSS (Out of School Suspension) during finals should contact Counseling to schedule an appointment in order to take their exams. **A grade of 0 will be recorded for any final exam that is missed until it is made up.**

#### **Tentative Final Exam Schedule for 2024-25**

Semester 1 – December 19 & 20, 2024

Semester 2 (9<sup>th</sup>-11<sup>th</sup> grades) – May 20 & 21, 2025

\*Senior Semester 2 Final Exam Dates are TBD

\*Some A-Day/B-Day classes may have a final exam prior to the dates listed above.

#### Learning Resources

Textbooks will be made available to each student in each class for which a text has been adopted by the Cobb County Board of Education. In some classes, texts will be available during class time or on a check-out basis. School textbooks are the property of the Cobb County School District. Students are responsible for protecting textbooks and calculators from loss, theft, and damage.

Students must pay the cost of the lost, stolen, or damaged textbook or calculator that has been issued to them (See Administrative Rule DFJ-R). Textbooks will be issued at the beginning of the semester and students must have their ID to check out books. Students are responsible for returning the textbook that

was issued to them at the end of each semester. Students who owe fines for lost books will not be issued textbooks until the fines are cleared.

Laptops are provided to students once parents opt-in through ParentVUE. Students are expected to care for their laptop. Failure to do so, may result in the following fines for damage or loss:

Lost and beyond repair - \$100

Major damage (includes cracked screen, body damage, or broken keyboard) - \$50

Minor damage (includes missing key, track pad) - \$25

Lost charging cable - \$10

Parents will be notified of fines.

#### Lunches

#### **SY 24-25 Meal Prices**

Breakfast Prices:	Student-Reduced Price	\$0.30
	Student-Full Pay	\$2.50
	CCSD Staff & Guests	\$2.75
Lunch Prices:	Student-Reduced Price	\$0.40
	Student Full Pay	\$3.50
	CCSD Staff	\$5.00
	Guests	\$5.25

During lunch, students are to remain in the following areas: cafeteria, media center, outside in the courtyard or the school store. Being in any other area will be subject to discipline if a student does not have a pass.

#### My Payments Plus

Payments for all activities should be paid online through MyPaymentsPlus.com.

#### Parking - Parking is a privilege, not a right.

Each student who chooses to park a vehicle at Kennesaw Mountain must purchase a \$50.00 per semester parking permit and will be assigned a parking space. The Cobb County Public School Parking Permit Application and Vehicle Registration Form (FORM PAVR-2/06) shall be used to advise students and parents of rules and regulations. **Students are expected to read and understand all parking information included in the parking application.** Lost or stolen parking decals will not be replaced or refunded, and a new parking decal must be purchased (\$50.00) to park on campus. All parking must be paid through mypaymentsplus.com.

One day parking will be limited to 7 days per semester, and is subject to the same rules and regulations as stated on the Parking Permit application. The fee is \$1 per day and may not be purchased with outstanding parking fines.

Parking and traffic violations on campus shall be subject to the following disciplines: Fines for minor violations will range from \$15.00 to \$35.00 and must be paid in Admin 1.

**The speed limit anywhere on campus is 15 M.P.H.**

**Failure to follow the speed limit will result in the loss of parking on campus for the remainder of the school year and the student will receive a ticket.**

**Students who pass a school bus in the bus port are subject to losing their parking for the remainder of the school year and will receive a ticket.**

If a student leaves campus without permission, parking will be revoked for up to 45 school days. The student must purchase a new parking decal after revocation. In such cases, no part of the parking fee will be refunded.

The following violations will result in administrative action:

- a) Reckless driving on campus may result in revocation of parking privileges.
- b) Students entering or exiting through the bus port from 7:30 am to 8:30 am and 3:00 pm to 3:40 pm may result in revocation of parking privileges.
- c) Vehicles not parked in designated areas (i.e. along the curb or on the grass) before, during, or after school, will be subject to being towed.
- d) Cars parked illegally creating a safety problem.
- e) Students who owe for parking fines, lost books, or other materials cannot purchase parking until they are clear.

Parent/Teacher Conferences

Parents are encouraged to monitor their students' progress via the ParentVUE System. Please contact teachers through email to discuss student progress. Conferences with teachers can be arranged by calling or emailing the student's counselor.

Telephones

Telephones located in the Administrative offices, teacher workrooms, and front lobby are not for student use without the permission of a faculty member.

Cell Phones

Cell phones may be used before and after school as well as during class changes and lunch. Use of cell phones during class time is based on individual teacher discretion. Students are subject to disciplinary action if the individual teacher's cell phone policy is not adhered to.

Note: 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.

Posting Signs

Signs that promote school-sponsored activities (class elections, sporting events, club meetings, concerts and performances) may be posted in hallways, common areas and the food court with administrative approval. Signs should only be posted on the cork boards located in the hallways and common areas. (Signs should be removed after each event concludes.) Permanent adhesive should not be used.

Public Display of Affection

Public display of affection on campus is not appropriate in the school environment. Disciplinary action will be taken at the discretion of administration.

Records and Transcripts

Kennesaw Mountain will maintain records of students currently enrolled. Records will be kept two years after graduation then forwarded to the Cobb County Schools District Records Center. Written permission or a signature of the 18-year-old student is required for the release of a student's permanent record. Parents/guardians with educational records rights and students who are 18 have the right to inspect all student records. Appropriate forms must be completed before scheduling an appointment with a counselor for this purpose.

Students may request official transcripts through MyPaymentsPlus. Official transcripts are \$2.00 per copy. Seniors will receive one free official transcript to send to their requested institution. Final transcripts are requested via a link shared with seniors by the counselors. Official transcripts may be sent directly to the requested institution or a printed, sealed copy can be picked up from the Counseling Office. Students may request a free, unofficial transcript from the counseling clerk.

Report Cards

Report cards will be given to students every six weeks as follows and can be accessed in StudentVue and ParentVue:

<b>First Semester</b>	<b>Second Semester</b>
September 20, 2024	February 28, 2025
November 8, 2024	April 18, 2025
January 10, 2025	May 28, 2025

The final grades given at 18 weeks will be posted on the student's transcript. **Students are expected to take report cards and progress reports home to their parents.**

Grading Scale

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

Student Property

Students must not bring large sums of cash or valuables to school. Students taking a PE class should secure ALL personal belongings in a locked locker provided by the instructor.

**KMHS is NOT responsible for lost, stolen, or damaged items. This includes, but is not limited to, cell phones, head phones, earbuds, iPods, iPads, etc.**

Visitors

Only those who have legitimate school business may visit the campus. Visitors must register at the Main Office immediately upon entering the school grounds. Parents are always welcome to visit but should first contact school administration to schedule an appointment.

NOTE: No student directly or indirectly shall cause to be delivered any items for himself/herself or a 3rd party without Principal permission, including but not limited to UberEats, DoorDash, restaurant deliveries, etc.

No student shall allow a person into a school building.

## **COBB COUNTY POLICIES**

Found in this handbook is an explanation of some important Cobb County School District policies and procedures, which address expectations for student conduct and consequences for violations. A complete set of all district policies is available for parents and students to review on-line at the Cobb County website: <https://www.cobbk12.org>.

Safe Schools Alert Line

**PLEASE CALL OR TEXT THE SAFESCHOOLS TIP LINE  
470-689-0298  
TO REPORT ANY SCHOOL VIOLENCE**

# STUDENT BEHAVIOR POLICIES AND EXPECTATIONS

(Developed by KMHS students, staff, and parents)

As a statement of my determination to discharge my obligation honorably, I promise these things:

***I will*** be honest and sincere.

***I will*** assist in keeping the school facilities clean and orderly.

***I will*** dress and act in a manner that will bring respect to me, my parents, and to my school.

***I will*** be respectful to the principal, administrators, teachers, students, custodians, and visitors.

***I will*** develop habits of reading and conversing which will broaden my culture and enable me better to understand the problems of the community, the state, and the nation.

***I will*** seek to improve my community by contributing my efforts and my resources to worthwhile projects.

***I will*** respect the property of the school and the property of others.

***I will*** obey the rules of my school and community.

***I will*** avoid every form of cheating or dishonesty and will undertake to discourage all dishonest practices.

***I will*** not intentionally harm a member of my school family, or any member of our society.

***I will*** not bring any weapon, or anything that looks like a weapon, to school that may cause fear, injury or death to anyone.

***I will*** not engage in any unlawful activity including drugs, alcohol, bullying, gang violence, or any act of violence against another human being.

All students have a right to an education. Therefore, it is imperative that this right is respected by everyone on campus. Everyone at Kennesaw Mountain should expect to be treated with civility and respect. Students who experience a problem should seek assistance in resolving the problem from a counselor or administrator.

### Academic Honesty Policy

Students have a responsibility to conduct themselves with the highest standards of honesty and integrity. Academic honesty is one of the most important characteristics of any class. Accordingly, honesty in all academic matters is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work you did not do will be considered dishonest behavior and will be dealt with accordingly by the instructor and administration.

The following are examples of some acts that are considered dishonest behavior:

- 1) Plagiarism (representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source). Proper acknowledgement requirements should be researched by the student prior to writing paper, essay, project, etc., and is the sole responsibility of the student.
- 2) Cheating (intentionally giving or receiving, using or attempting to use unauthorized material, assistance, or study aids in any academic work. Includes, but not limited to possession of cheat sheets, giving or receiving answers to exams, test, labs, etc., copying homework, labs, etc.)  
Cell phone use during a test may be considered cheating.

Cheating/Plagiarism – discipline listed below:

- a) 1st Offense - A grade of "Zero" given; Parents notified
- b) 2nd Offense - A grade of "Zero" given; 3 days ISS; parent conference
- c) 3rd Offense - A grade of "Zero" given; student will be suspended; parent conference required.

NOTE: Second offenses and beyond of cheating are considered insubordination.

- 3) Performing work or taking an examination for another student.
- 4) Falsification and/or misrepresentation of data (submitting made up data or sources, copying homework, labs, etc.)

### Expectations of Behavior

Students are expected to behave in an exemplary manner that is conducive for a safe and orderly environment. This includes during the school day and at school-related events. Cobb County Schools Board Policy regarding student behavior can be found at:

<https://media.cobbk12.org/media/WWWCobb/medialib/f67e1628175.pdf>

Threatening or intimidating behavior, bullying, and harassment will not be tolerated. Any occurrence of this type of behavior should be reported to an administrator immediately. Physical confrontation is never acceptable behavior and will not be tolerated.

**Students are expected to report potential problems to an administrator.**

Physical confrontation will result in suspension and criminal charges will be filed when deemed appropriate by the administration/campus police.

Assemblies/Pep Rallies

Appropriate behavior is expected at all special activities including assemblies and pep rallies. Any students who display inappropriate behavior will be removed from the activity and referred to an administrator. Discipline may include loss of the privilege to attend future assemblies and after school activities.

Extracurricular and Social Events

All school-sponsored activities are considered an extension of the school day, and all school and Cobb County policies must be observed (including the dress code).

Dishonest Behavior

Students are expected to adhere to a standard of ethical behavior that demonstrates honesty and good character. The following are forms of unacceptable conduct and will be addressed with appropriate disciplinary consequences.

- 1) Unauthorized possession and/or use of any school passes, forms, or documents
- 2) Forgery
- 3) Stealing
- 4) Being untruthful, or not telling the whole truth, to an administrator or teacher.

Attendance Violations

The school is responsible for students while they are at school and must know where they are at all times. Additionally, chronic attendance problems detract from the learning environment. The following consequences apply per semester.

**1. Unexcused Tardies to Class:**

<b>4</b>	Administrative Conference
<b>8</b>	1 Saturday School
<b>12</b>	1 Day ISS
<b>15</b>	3 Days ISS (warn insubordination)
<b>18</b>	1 Day OSS (include insubordination)
<b>21</b>	2 Days OSS (include insubordination)
<b>24</b>	3 Days OSS (include insubordination)

**CCSD Parking Application paragraph IX states that a student may lose their privilege to park on campus for at least 45 school days with the 6<sup>th</sup> unexcused tardy to school.**

**2. Skipping Class:**

Skipping class is missing any class or activity for which a student is enrolled without a valid excuse. Once a student is **10 minutes late** or arrives to class 5 minutes after time printed on their late slip, it is also considered skipping. Students who report to class late because of illness while at school must have a pass from Attendance or the Clinic.

<b>1st Offense</b>	1 Day ISS
<b>2nd Offense</b>	3 days ISS
<b>3rd Offense</b>	5 days ISS



**3. Leaving school without permission or coming to school late without checking in with Attendance:**

<b>1st Offense</b>	2 days ISS; parking revoked for 10 school days
<b>2nd Offense</b>	3 days ISS; parking revoked for 20 school days
<b>3rd Offense</b>	5 days ISS; parking revoked for 45 school days

Bus Conduct: Riding the bus is a PRIVILEGE

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 to other portions of the Code of Conduct, the following apply to bus transportation:

1. Students must keep all body parts inside the bus at all times.
2. Nothing may be thrown into, within, out of, or at the bus.
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.
4. Emergency doors and windows are to be used only at the direction of the driver.
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.
6. Students shall not use any electronic devices during the operation of a school bus that interferes with communication equipment or the driver's operation of the school bus.
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.

NOTE: 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.

Cafeteria

Students are asked to show respect for others by disposing of trash appropriately and not breaking in line. Breaking in line and not disposing of trash are unacceptable behaviors and may be subject to discipline at the discretion of the administration. Students can deposit money in a cafeteria account which they can draw out of as needed. Parents can pay into their student's account on-line. This offers the convenience of not having to carry cash daily. Students should not share their ID#'s with others as this is also their account number. Students cannot get credit or charge for food in the cafeteria. If you do not have lunch money, please see an administrator before getting in line.

Free and reduced-price lunches are available for those who qualify and complete the federal application process. All applications are confidential. Applications are provided to students at the beginning of the school year and are available from the café manager throughout the year. You can find current menus and price lists on the Food & Nutrition Services website <https://www.cobbk12.org/foodservices>

#### Dress Code

All students 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 that proves to contribute to any disruption of school functions. 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.

Administrators and teachers shall enforce the dress code, and the administration shall be the final judge as to the appropriateness, neatness, and cleanliness of the wearing apparel, or whether or not the apparel is disruptive, distracting, or in violation of the dress code.

Kennesaw Mountain expects student dress to be reflective of an orderly learning environment. KMHS's dress code includes the following *minimum standards*:

- 1) Students must wear shoes.
- 2) Students must wear appropriate undergarments. Undergarments may not be visible.
- 3) Students may not wear sheer or see-through garments.
- 4) Pants must be worn with no undergarments visible.
- 5) Students must wear jackets over strapless garments, tank tops, and garments with shoulder straps that are less than 2 inches wide.
- 6) Midriffs shall be covered.
- 7) Shorts, skirts, and dresses must be no more than 6 inches above the knee.
- 8) Students are not to wear caps, hats, bandanas, hoodies, or other non-religious head coverings in the school building during the school day. From time to time, the administration may allow special exceptions to this rule. These exceptions will be announced ahead of time for specific activities, such as during a school spirit day.
- 9) Clothing, jewelry, dress, or other ornamentation is not allowed if it is considered by the administration to be offensive to other students; display or advertise substances illegal for minors; display suggestive phrases, designs, markings, or profanities; advocate, promote, or suggest illegal activity.
- 10) Note: Style and material may make some garments inappropriate regardless of length. A school administrator will be the final authority on such matters.

Students will not be allowed to attend class improperly dressed. If the violation cannot be immediately corrected, the student will spend the day in the ISS room working on assignments.

#### Dress Code Violation

**1st Offense:** Warning and student is allowed to return to class if the violation can be immediately corrected. If not, student is placed in In-School Suspension (ISS) for the remainder of the day.

**2nd Offense:** 2 days ISS and student is allowed to return to class if the violation can be immediately corrected. If not, student is placed in ISS for the remainder of the day.

**3rd Offense:** 3 days of ISS.

#### False Emergency Alarms

The reporting of false emergency alarms creates a potentially dangerous interruption of normal school operations, threatens the physical and emotional well-being of students and staff, and could unnecessarily risk the lives of emergency response personnel. Any student who causes the reporting of a false alarm will be subject to consequences under the following Cobb County Administrative Rule, JCDA-R. In all cases, the school will notify the proper law enforcement agencies.

#### Fighting

KMHS students are expected to handle conflicts and disagreements appropriately and adhere to the student code of conduct. However, if students resort to physical violence to resolve conflict (fighting), all students involved will receive appropriate discipline, and criminal charges may be filed. Fighting offenses are cumulative for grades 8-12.

**1<sup>st</sup> Offense:** 10 days OSS

**2<sup>nd</sup> Offense:** 10 days OSS and suspension/expulsion for at least the rest of semester

**3<sup>rd</sup> Offense:** 10 days OSS, and suspension/expulsion for the rest of semester and at least one additional semester.

#### Fire Drills

Fire drills will be held monthly. Any student found tampering with the fire alarm, fire extinguisher, or emergency equipment will be suspended and the appropriate authorities will be notified.

### **CONSEQUENCES RESULTING FROM STUDENT BEHAVIOR VIOLATIONS**

Discipline for misconduct may result in parent conferences, detention, denial of certain privileges, Saturday school, in-school suspension (ISS), suspension and expulsion.

\*\*Note that students who violate more than one school rule or policy may be subject to disciplinary action for each violation.

#### Detention

Individual teachers and departments may hold detention for problems that develop within their area. Failure to serve teacher or division detention will result in referral to administration.

#### ISS (In School Suspension)

In-School Suspension (ISS) has been established as a measure to keep students in school while they are being disciplined for serious offenses. Strict state and county policies govern the ISS program, and the student is made aware of these prior to his or her reporting to ISS. **Students will access their classwork through CTLs. Work must be returned to teachers on the first day the student is back in class,** or no credit will be granted. Students cannot participate in school activities such as but not limited to: athletic events, club events, drama, band, chorus, or orchestra performances until the day after the ISS assignment ends. A student will be removed from ISS after receiving 3 penalty demerits and subsequently suspended from school. Removal/suspension from ISS will result in Out-of-School suspension for the remainder of the ISS suspension plus 1 additional day and may result in the loss of opportunity to make up classwork. To receive a full day's credit in ISS, the student must remain in ISS for the entire school day regardless of student schedule.

Students in ISS will not be allowed to be on their phone during the school day. Other than scheduled lunch, students are not permitted to eat and/or drink in ISS unless a medically documented need is on file. In addition, sleeping while in ISS is not permitted and will result in a demerit. ISS is a behavior correction program focused on academics.

Out-of-School Suspension (OSS)

Certain types of misbehavior can result in out-of-school suspension. Students cannot be on the school campus at any time during the period of suspension. Students cannot participate in any school-related activities until the first school day after the end of their suspension. Tests/quizzes missed during OSS will be administered upon return to school.

Students 15-17 years old suspended for 10 days or more, or suspended for alcohol, drugs, or weapons may have their driver's license revoked.

Long-Term Suspension/Expulsion

A student may be subject to Long-Term Suspension or Expulsion, as defined by Cobb County School District Policy JCEB-R, for the violation of school rules and/or Rules of the Cobb County School District (District), but only after the student has been afforded notice and an opportunity for hearing and other procedural requirements have occurred as written in Policy JCEB-R.

## **KMHS DEPARTMENTS**

School Counseling Office

The Counseling Office is open to students and parents/guardians during the school day. Parents/guardians should contact their student's counselor for an appointment. Students are encouraged to see their counselor if experiencing any problems or have questions related to career, college, academic, or personal concerns.

### **Counselors**

All Magnet	Angela Laroy
A – C	Brittney Phillips
D – K	Colleen Garcia
L – R	Katherine Barrington
S – Z	Senoria Cain

**Help is available 24/7 to assist those in crisis. Connect with a counselor via one of these crisis lines:**

**Suicide and Crisis Lifeline: 988  
Text line: text HELLO to 741741  
Georgia Crisis & Access Line: 1-800-715-4225**

### Transcript Request

Transcript request information can be found on the Kennesaw Mountain High School Counseling website.

### Media Center

Monday- Friday	7:45am – 3:45pm
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The KMHS Library Media Program focuses on *supporting a culture of learning and student success*. Media Center staff concentrate on providing resources and instruction to strengthen multiple literacies and skills, including effective methods for [research](#), use of [technology](#) to support collaboration and presentation, [leisure reading](#) for enjoyment and personal growth, and [test preparation](#). Our physical and [digital makerspaces](#) provide basic resources for producing creative presentation materials for class projects.

Our mission is to provide opportunities for students to develop into lifelong learners who effectively use ideas and information. See the [ManeMedia Info Blog](#) to learn about the many resources available to our community for learning and enjoyment. Find all of our resources and complete information about our library policies at [ManeMedia.info](#).

### Internet Use

In accordance with the School Board Administrative Rule IFBG-R (<https://www.cobbk12.org/page/6052/policies-administrative-rules>), all school computer use must be related to the student's course work. No chat rooms, net surfing or mail access is allowed without prior permission and direct supervision of the student's teacher.

Internet resource products have been purchased for use both at school and home. Many of the online resources can be accessed through the Kennesaw Mountain High School Media Center home page at

<https://www.manemedia.info>

Passwords for home use are available from the media center. Since these items are purchased for Cobb County public school students, please do not share usernames or passwords.  
Student violators of policy will lose their computer access for a minimum of 1 semester.

## **ATHLETIC CODE OF CONDUCT**

Students must abide by the CCSD Athletic Code of Conduct (IDF-R). The Athletic Code of Conduct can be found here: <https://sbcobbstor.blob.core.windows.net/media/WWWCobb/medialib/d8780228133.pdf>