

**POPE HIGH SCHOOL  
STUDENT HANDBOOK  
2024-25**

**3001 Hembree Road  
Marietta, GA 30062**

<b>Main Office</b>	<b>770-578-7900</b>
<b>Counseling Office</b>	<b>770-578-7903</b>
<b>Attendance (PPO)</b>	<b>770-578-7908</b>

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<b>Regular Bell Schedule</b>					
<b>Period</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1</b>	8:20-9:25	8:20-9:20	8:20-9:10	8:20-9:20	8:20-9:25
<b>AO</b>		<b>9:25-10:00</b>		<b>9:25-10:00</b>	
<b>2</b>	9:30-10:25	10:05-10:55	9:15-10:00	10:05-10:55	9:30-10:25
<b>3</b>	10:30-11:25	11:00-11:50	10:05-10:50	11:00-11:50	10:30-11:25
<b>4</b>	11:30-12:25	11:55-12:45	10:55-11:40	11:55-12:45	11:30-12:25
<b>5</b>	12:30-1:25	12:50-1:40	11:45-12:30	12:50-1:40	12:30-1:25
<b>6</b>	1:30-2:25	1:45-2:35	12:35-1:20	1:45-2:35	1:30-2:25
<b>7</b>	2:30-3:30	2:40-3:30	1:25-2:10	2:40-3:30	2:30-3:30
<b>X-Block</b>			S1: 2:15-2:50 S2: 2:55-3:30		

## **ATTENDANCE**

Attendance is taken during every class. Students who are not in first period class by 8:20 must report to the PPO office to sign-in. **Failure to sign-in and out properly through the PPO office will result in an administrative referral.** When a student has been absent, he/she must bring a written statement from his/her parent(s) or guardian which should include the student's full name, the reason for the absence the number of days absent, the work and/or home phone numbers where a parent can be reached, student grade, student ID number and the parent's signature. The written statement from the parent should be given to PPO the first day back at school. Students are not allowed to sign parents name to the note submitted. This could result in one day of ISS. In accordance with State Board of Education Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1 failure to submit a note within three school days after a student's return from an absence will result in the absence being marked as unexcused. A student must be present for half of the day to be counted present for the school day. A student who misses more than half a class period is counted absent from that class. **To participate in extracurricular activities, a student must be counted present on the day of participation – the student must be present at least 4 periods of the day NOT including lunch.** The principal or his/her designee is authorized to require verification of statements explaining a student's absence from class or school when probable cause exists for questioning the validity of a student's statement.

## **REASONS FOR EXCUSED ABSENCES**

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

1. A student who is personally ill and whose attendance in school would endanger his/her health or the health of others.
2. A student in whose immediate family there is a serious illness
3. A student on special and recognized religious holidays observed by his/her faith.
4. A student under government mandate: armed service pre-induction examination, court order, etc.
5. A student whose attendance at school would be hazardous to his/her health or safety due to weather conditions.
6. A student serving as a Page in the Georgia General Assembly may be legally out of school.
7. College Visits – Students may have 3 excused College visits during their 4 years at Pope. A note from the college/university must be submitted for this absence to be excused.

**Other reasons for absences must be classified as unexcused.**

### **Excessive Absences (Administrative Rule JB)**

**If a student has been absent from school ten (10) or more days, the school principal may require a physician's statement verifying the necessity of the absence, permission to return to classes, request for restricted activity, or to qualify for homebound instruction. Students and or parents are encouraged to contact the Pope Clinic at (770) 578-7900 ext. 073.**

## **TARDIES**

Teachers will monitor tardies to class and to Academic Opportunities. Teachers will write an administrative referral on the 7<sup>th</sup> unexcused tardy to class. **Tardies to school** will result in administrative consequences. On the 7<sup>th</sup> unexcused tardy to school a student will receive an X Block detention and **students who park on campus will have their parking decal revoked**. On the 10<sup>th</sup> unexcused tardy to school, a student will be assigned a day of ISS. On the 13<sup>th</sup> tardy to school, a student will be assigned 2 days ISS. Failure to submit a note within one school day after a student's tardy will result in the tardy to being marked as unexcused. The tardy policy resets each semester.

## **CHECKING OUT OF SCHOOL**

Early check out from school is discouraged. Students and parents should try to arrange medical and other appointments after school hours.

- A parent, guardian, or administrator must grant permission to check out in every case.
- Under non-emergency circumstances, the parent should send a note with the student if planning to leave early.
- Last minute appointments do happen; however, please call PPO at your earliest convenience to inform them of the student check out. Parent/guardian is not required to come into the school for early pick-up. If being picked up, the student will exit the building once signed out through PPO.
- We will not be able to accommodate any check out after 3:00PM without a previously submitted note.
- During the weeks of final exams, EOC and AP testing PPO will **NOT** take any phone calls. If a student is driving or walking, they will be allowed to sign out as long as they present a note.
- If the student leaves without confirmation of the early dismissal, it will be treated as a class cut (truancy) and disciplinary action will be taken. Contact PPO @ 770 578-7908 ext. 051.

## **COLLEGE VISITS**

Students are allowed 3 days of **excused absences** for college visits during their 4 years at Pope. These college visits are excused but do count against perfect attendance. It is the student's responsibility to inform his/her teachers in advance of these appointments. Students need to turn in confirmation of the visit to PPO on official college paperwork.

## **CERTIFICATE OF SCHOOL ENROLLMENT FOR DRIVER LICENSES**

Students must obtain Certificate of School Enrollment forms required by the Department of Public Safety for both driver's licenses and learner's permits from the PPO. You may apply for a certificate of school enrollment Monday through Friday at the start of the student's lunch period only. The cost is \$2.00 due at the time of the application. They will be ready for pick up the next day during lunch. They expire after 30 days. Please use the forms available in PPO as they contain school information.

## **PEOPLE AND PLACES**

### **CLINIC - FIRST AID AND MEDICAL ATTENTION**

The Clinic, located next to PPO, is staffed by a Registered Nurse between the hours of 8:25-3:00 daily. The clinic does not supply medications. Limited first aid is administered in accordance with Cobb County School District policy.

If a student becomes ill after arriving at school, he/she should go to the Clinic where a call will be made to his/her parent or guardian. We ask parents and/or guardians when going out of town to provide caretakers with written authorization to make medical decisions and authorize dismissal from school. A copy of this authorization with contact information should be forwarded to the PPO office.

## **SCHOOL COUNSELING**

If you need to see your counselor, an appointment is recommended. Students may stop into the School Counseling Office Room 102 to make an appointment. If parents desire to see a counselor, please email the counselor directly. Information about the Pope Counseling Department can be found at [www.popeschoolcounseling.com](http://www.popeschoolcounseling.com).

## **THE BOOKKEEPER'S OFFICE**

The bookkeeper's office is located in the front office. When making payments for student activity fees such as field trips and club/class dues, *please consider paying online at <https://www.mypaymentsplus.com> for **selected** activities or events. Please follow directions on the school website for the appropriate website link for items such as Yearbook..* Payment in the form of check or money orders must be in the exact amount. Please make all checks payable to Pope High School. Cash is accepted only for the exact amount-no change is available at the school.

## **THE LEARNING COMMONS**

The Learning Commons (LC) is located off Main Street and hours are posted on the front door. Students may check out up to five books at a time and may renew books if they need more time. Any item that is more than three months overdue is marked as lost and the student is charged for the item. At that point, the item can be returned without penalty, or the student may pay the replacement cost for the item. Lost books can be paid for with cash or check in person or through MyPaymentsPlus (by request).

Printing is available in the LC using the desktop computers. Students may print 150 black and white pages per semester at no charge. Jobs larger than 10 pages must be released by a library staff member. Color printing is available for 50 cents per page. If the desktop computers are being used for class instruction, students may have the ability to use the back row if space permits.

The Learning Commons is available to students during lunches. Students wishing to come to the LC for their entire lunch are welcome to come at the beginning of the class period, sign in, and stay. They are welcome to leave any time through our exit doors to go to lunch for the remainder of the class period. Students who wish to eat lunch first can scan the QR code at the 300 hall and Main Street and enter the LC through the Main Street doors if space allows. When we reach capacity for a given lunch period, the lunch monitor at 300 and Main is notified and students will not be allowed to leave lunch. Once you leave the LC during lunch, you may not return.

Any student wishing to use the Learning Commons during class must bring a signed pass from their teacher and sign in using their student number. Drinks with lids are permitted and food is allowed, but only on the tile floored area. Anyone eating food in the LC must throw away all trash and wipe down their table when they are done eating.

Please see the LC webpage for more specific details on hours, pass policies, computer and printing use, checkouts and fines, and behavior expectations. All Internet use by students must comply with Cobb County's Acceptable Use policy (also refer to General Information and Student Behavior sections of this handbook).

## **BUS TRANSPORTATION**

### **SIX MINUTE BUS POLICY**

After the dismissal bell, **students have six minutes to report to their buses.** Once the bus door closes, a student is not allowed on the bus without the approval of an administrator.

### **NEED TO RIDE HOME ON A DIFFERENT BUS?**

The Transportation Department created a “standard bus note” for all Cobb County Schools. Please download the note, complete, and send into PPO first thing in the morning. PPO will confirm, stamp, and return the note to your student. You can find the note on the Pope website under PPO. If your student will be riding home with the same student on a regular basis, only one note is needed.

## **ACADEMICS/INSTRUCTION**

### **ONLINE CLASSES**

Pope High School recommends that students only request online courses due to *extenuating circumstances*. Research indicates that students who are enrolled in computer assisted instruction, web-based learning, distance education, and student-controlled learning programs (such as on-line classes) are not learning as successfully as students who receive direct instruction and academic support (*Visible Learning*; John Hattie, 2009). In addition, accelerated interventions, enrichment opportunities, and academic support may not be provided with online courses.

Enrollment in online courses is subject to approval from the school. The Curriculum office will review and account for the totality of the rigor, requirements, and demands of the student’s schedule. In addition, the student’s academic history, maturity, motivation, and executive functioning skills are considered to account for the whole student and the student’s success when considering approval.

Therefore, beginning with the Class of 2023, students will be limited to registering for one (1) total unit of online credit as part of their academic schedule for the school year (1 = .5 credit Fall semester and .5 credit Spring semester to total 1 unit of credit). In addition, for all grade levels, online AP courses will only be reviewed for approval if the AP course being requested is not offered at Pope HS.

If a student is requesting an additional online course (two courses), the *Online Course Appeal form* is required. Appeal forms are available in the Pope School Counseling office. The submission of the appeal provides the opportunity to explain the extenuating circumstances that present the need for enrollment in the additional course.



## **ACADEMIC HONESTY**

Violating academic honesty is defined (**but not limited to**) any of the following: plagiarism; copying the work of others when the material is graded or is taken up to be graded later; giving or receiving unauthorized information on any graded assignment; communicating during a test or quiz; using, or being in the possession of, notes or other sources of information during a test or quiz (unless it is an open notes test); giving or taking of information about a test or quiz, asking a question during a test or quiz where the question itself provides information to those taking the test; the keeping of a test or quiz paper for the purpose of passing it to others; storing information for retrieval in any electronic device or accessing technology when forbidden to do so by the teacher.

Consequences for a student who has been involved in academic dishonesty:

First Offense:

1. Retake the assignment for up to 50% credit
2. Parents are to be notified by the teacher
3. Student will receive “U” in conduct for the term
4. 1 Day of ISS

Second Offense:

1. Zero on the assignment
2. Parents are to be notified by the teacher
3. Student will receive “U” in conduct for the term
4. 2 Days of ISS

## **HOMEWORK POLICY**

Homework is an essential part of the learning process. It is the responsibility of the student and the parent to develop patterns of study at home, and it is the responsibility of the teacher to employ homework in a meaningful manner. If a student misses 1-3 days of class work, it is the student's responsibility to contact another member of each class missed for daily assignments and homework. Also, students should check teachers' CTLS or email teachers to request assignments. Teacher email addresses are typically: teacherfirstname.lastname@cobbk12.org. To confirm the spelling of a teacher's name go to <http://www.cobbk12.org/Pope/> and look under departments and click on your child's teacher's name to check for spelling.

## **MAKE-UP WORK POLICY**

**Excused Absence:** The number of days allotted to make up work is the total number of consecutive school days the student was absent. The student has a minimum of two (2) days to make up work that has been missed. For instance, a student who has been absent for three (3) consecutive days would have three (3) school days to make up her/ his work if these were excused absences. A teacher is authorized to extend the number of days if the teacher feels that the circumstances warrant the extension. Students who are absent due to a field trip or a school-sponsored activity will be allowed to make up all work missed. However, students must be prepared to continue with regular class activities upon their return.

**Unexcused Absence:** Students must meet individual teacher's deadlines for make-up work due to unexcused absences. This must be a minimum of one (1) school day. If a student has missed a test due to an unexcused absence, the student will be expected to make up the test the day he/she

returns to school or follow the guidelines of the individual teacher. **Class work, quizzes, and tests missed due to skipping class or truancy may not be made up.**

All inquiries, arrangements, and written confirmation of arrangements for make-up work after absences is the responsibility of the student. Should the student fail to inquire about and arrange for make-up work, zeros will be assigned for all work missed.

If the student has missed written assignments of which he/she was unaware, he/she will be given the same number of days to complete the assignment as the other students were given. **Each teacher will establish due dates for major/ long term projects and these due dates will not be altered for excused or unexcused absences.** Students under suspension will be provided make-up work or tests according to the county guidelines.

At the conclusion of each term, a student has 14 calendar days to complete any make-up work required for either a change in grade or the removal of an incomplete.

### **RECORDS AND TRANSCRIPTS**

Pope will maintain permanent records for students currently enrolled. After graduation, records are forwarded the Cobb County Records Center. Per FERPA law, written parental permission or a signature of an 18-year-old is required for the release of a student's permanent record. Once a student turns 18, parents are no longer able to request records. Parents, as well as students who are 18, have the right to inspect all student records. An appointment must be made in advance with a counselor for this purpose. Current students may request transcripts to be sent to a designated college(s) or institution(s) from the Counseling Office. Transcripts are \$2.00 per copy excluding one final transcript sent upon graduation, which is free. **All financial obligations must be met before a transcript will be sent.**

### **TEXTBOOKS/LAPTOPS**

Textbooks and laptops will be made available to students on a loan basis in each class for which a text has been adopted by the Cobb County Board of Education. Textbooks will be bar-coded, and students will need to check out and return books to be scanned at the designated locations. Textbooks will be distributed to students outside of class time whenever possible. All textbooks are the property of the State of Georgia. Students are responsible for protecting textbooks from loss, theft and damage. Students will be charged for textbooks that have been lost, stolen or damaged. Damages that render a book unfit for use will be assessed at the full price of the textbook. No textbooks will be issued to students until payment has been made. **In no case shall a student be eligible to receive diplomas or certificates of progress until restitution is made for lost or damaged textbooks, media center materials, classroom instructional material or equipment. Students are not permitted to withdraw from school until all fines are paid. Transcripts shall not be sent to post-secondary schools until students have paid all debts.**

## TESTING INFORMATION

PSAT Testing Window in October

## COLLEGE ADMISSION TESTS

**SAT** <https://www.collegeboard.org/>

Pope High School Code #111998 Test Center #11549

**ACT** <https://www.act.org/content/act/en-georgia.html>

Pope High School Code #111998 Test Center #215020

## RECOMMENDED SCHEDULE FOR TAKING COLLEGE ENTRANCE EXAMINATIONS

### PSAT

Pope High School will be administering the PSAT on October 9, 2024. **This year the PSAT will be administered digitally.** In preparation for taking the digital PSAT, students should familiarize themselves with the Bluebook testing application as well as the approved devices and operating system requirements. Students can practice for the digital administration using the free Bluebook app - <https://satsuite.collegeboard.org/digital/digital-practice-preparation/practice-tests/bluebook>

Pope will pay the fee for all the 9<sup>th</sup> graders to test, and the state of Georgia will pay for the fee for all 10<sup>th</sup> graders. Juniors will have to pay the \$18 fee to participate in the official PSAT administration and receive a score report from the College Board. Junior year PSAT is the test used to enter the [National Merit Scholarship](#) and the [National Achievement Scholarship](#) Programs.

December 2, 2023 will be the last paper-pencil administration of the SAT. Starting March 9<sup>th</sup>, 2024, the SAT test will be taken digitally across the U.S.

We recommend beginning SAT/ACT testing when at least half of Algebra II/Advanced Algebra is completed. Most students take the SAT and/or ACT during the junior year and/or fall of the senior year.

**NOTE: All questions regarding graduation requirements, student records, or standardized testing are to be directed to the Counseling Department.**

## **EXTRACURRICULAR ACTIVITIES**

Pope High School offers a variety of extracurricular activities in which students may participate. All academic requirements are based on a minimum passing grade of 70. GHSA refers to the Georgia High School Association activities that 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. Certain non-competitive activities may have individual eligibility requirements. Students should check with the individual organization's sponsors for eligibility information regarding clubs in which they are interested.

### **NOTE:**

- 1. Minimum day or auditing a course may jeopardize a student's eligibility.**
- 2. Course Extension causes an interruption in participation: therefore, may jeopardize a student's eligibility.**
- 3. A student who is in In-School Suspension (ISS) for any part of the school day is not eligible for participation in after school activities including practice, games, or any event.**
- 4. A student who receives Out of School Suspension (OSS) cannot participate in any extracurricular activities until he/she returns to school. This includes weekends and holidays.**

## **ATHLETICS**

Participation in extracurricular activities is considered an integral part of high school life that 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 the state and county boards of education, Pope High School, and any applicable sanctioning bodies such as the Georgia High School Association. Eligibility requirements are listed below.

### **1st Year Students:**

Students initially entering as freshmen are eligible for Fall term. Spring term eligibility is based on completion of 2.5 or more Units

### **2nd Year Student:**

Complete 2.5 or more Units in the previous semester (summer included). Accrue 5 Units.

### **3rd Year Students:**

Complete 2.5 or more Units in the previous semester (summer included). Accrue 11 Units.

### **4th Year Students:**

Complete 2.5 or more Units in the previous semester (summer included). Accrue 17 Units.

**5th Year Students:** Students are not eligible due to GHSA's eight consecutive semester rule.

\*\*Spring term eligibility for each year requires 2.5 units accrued from fall term.

**Age Requirement** - Must not have attained 19th birthday prior to May 1 proceeding the year of participation.

## **MEDICAL ELIGIBILITY**

Students must have a certificate of an **annual physical examination on file** at the school **PRIOR** to participating in any athletic tryouts, practices, voluntary workouts, or games that indicate the students are physically approved for participation.

- Physical exams along with consent forms should be completed electronically through the Athletic Registration section in Parent Vue.
- The doctor exam and sudden cardiac arrest forms require uploading the specific documents.
- Physical exams must be completed on or after April 1<sup>st</sup> for the upcoming summer and school year. These physicals will be good through the entire next school year.
- Any school-sponsored summer activity requires a physical exam on /after April 1<sup>st</sup> of that year.

Students must provide proof of insurance before being allowed to participate. Proof of insurance must be documented while completing the student's Athletic Registration in Parent Vue. Students needing to purchase insurance can do so through the Cobb County School District. Parents must also give consent to participate for students wishing to participate in athletics. The consent statements are also a parent of the Athletic Registration in Parent Vue.

## **DRUG AND ALCOHOL REGULATIONS FOR STUDENTS INVOLVED IN EXTRA-CURRICULAR 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 District may withdraw the privilege to participate in interscholastic/extracurricular activities. The purpose of this code of conduct is to establish a minimum expectation of behavior. For more information, refer to CCSD Board Policy IDF-R.

## **DEVICES**

The expectation is for all students to bring a fully charged laptop or similar device everyday.

## CLUBS AND ORGANIZATIONS

If you have an interest in one of these groups, please see the student activities administrator or sponsor to submit an application. **Applications for clubs are taken the first two weeks of school only.** For a complete list of clubs– see the student activities administrator or go to [Clubs & Organizations \(cobk12.org\)](https://cobk12.org)

- Clubs **must** have school faculty member as the sponsor
- All students **must** have parental permission to join a club
- Club descriptions are online [Clubs & Organizations \(cobk12.org\)](https://cobk12.org)

## SERVICE HOURS/CORDS

### Service Hour Guidelines 2024-25

One of Pope High School's pillars is Leadership and Service. We encourage our students to become involved in activities which benefit the community. The student must NOT be compensated in any material way. Students submitting hours earned only through Pope Clubs and Organizations must earn a minimum of 120 cumulative hours over their 4 years at Pope High School. Students may submit no more than 20 hours from clubs/organizations outside of Pope High School.

### What counts?

Service projects sponsored by any school club, team, or organization.

Volunteering with any agency, non-profit group, hospital, church, civic group, or community organization. The activity must benefit the entire community (i.e. grounds clean-up, food drive, clothing drive, etc.). Time that you spend planning for fund raising activities or drives for charities such as United Way, Relay for Life, etc. Time that you spend meeting to plan or organize a service event, learn about service opportunities, or learn community leadership skills.

### What does not count?

**Athletic feeder programs are considered outside of Pope organizations so will only count for 20 hours total.** No credit will be given for participating in the normal operations of the organization (i.e., Sunday school class, Choir, etc.). No credit will be given for internships unless you work more hours than required. No credit will be given for regular weekly/monthly meetings of a club/organization or being a team manager.

## SUBMISSION OF HOURS

- Service Hours information and documentation can be found at [Pope Community Service Hours \(cobk12.org\)](https://cobk12.org)
- Service projects NOT sponsored by a Pope club, team, or organization – submit on organization letterhead and signed by the sponsoring adult indicating the event and the number of hours.

**Hours must be submitted in the year they were earned. We cannot accept hours for previous school years.**

## **PARKING**

### **Decals and Parking Legally**

**Parking privileges for fall and spring semester will be limited to availability with more information on the school website.**

1. All student vehicles parked in the Pope High School parking lot must have one of the following displayed on the windshield:
  - Cobb County School District Parking Decal
  - Cobb County School District Second Decal
2. Any vehicle that does not have the appropriate decal displayed may be ticketed (**Decal must be properly affixed no tape**)
3. If a student is driving an alternate car, they **MUST** check in with PPO for a day pass. Handwritten notes from students are not considered a substitute for Decal or Day Permit.
4. Students' decals must be affixed to the registered car on file.
5. Student parking permits will be sold for \$50 per semester. **No refunds will be made for students who withdraw during the semester or for students who have their decal revoked.**
6. The Cobb County Parking Application/Contract will be used to register vehicles and advise parents of parking rules.
7. A copy of parking and traffic regulations will be furnished with each parking permit issued from the Pope High School website. Students are responsible for following these parking rules. Fines will be assessed for violations using the following guidelines:

Non-Moving Violation - first offense: \$15.00; second offense: \$30.00; third and subsequent: \$30.00.

Moving Violation - first offense: \$30.00; second offense: \$35.00; third and subsequent: \$35.00. Unpaid parking fines will affect the status of your parking application for the next semester and participation in the graduation ceremony. Students must maintain adequate liability insurance. Campus police are not responsible for vehicles parked off campus.

### **REVOKED PARKING**

Students must comply with all Board of Education and local school policies in order to park on campus. Students who do not follow the rules and regulations will have their parking permit revoked. **There will be no refund of parking fees if a student's parking permit is revoked.** Students who continue to park after their parking privileges have been revoked may have their vehicle impounded without prior warning.

**Your Parking Pass will be revoked for the remainder of the semester for the following:**

1. 7<sup>th</sup> unexcused tardy from school in the current semester
2. Leave campus without prior permission or not properly signed out through PPO
3. Violations occur i.e., but not limited to speeding and recklessness and failure to yield
4. Transporting another student from school without permission

Cars parked illegally on the campus of Pope High School may be impounded without warning.

Students may not trade, sell, loan, share, barter, or give away a parking decal. Students who allow others to park using their decal will be subject to disciplinary action. A minimum of two days ISS will be assigned to all parties involved in addition to all parties forfeiting parking privileges for at least a semester.

## GENERAL INFORMATION

### ACADEMIC OPPORTUNITY (AO):

#### Student AO Expectations

- AO will meet every Tuesday and Thursday between 1<sup>st</sup> and 2<sup>nd</sup> period (for 35 min).
  - STUDENTS WILL REPORT TO THEIR **ASSIGNED** AO and attendance is taken. (Students may attend different A/O but must be arranged between teachers before that A/O session)
  - Students are assigned an AO class (or classes) based on academic need.
    - Academic Study Hall is an option for those who qualify (all As and Bs).
  - For August and September, all A/O sessions will:
    - 9<sup>th</sup> –11<sup>th</sup> focus on Academic Skills/PSAT preparation for college and career readiness
      - Tuesdays (Literacy Strategies)
      - Thursdays (Math Strategies)
    - 12<sup>th</sup> Grade
      - Counseling lessons
      - College Applications, Financial Aid Information, College Essays, and Scholarships
      - Career Information Sessions
- \* October through April
- \* Academic Intervention based on course schedule and academic need
- 
- Attendance will be taken at the beginning of AO.
  - **NO PASSES OUT DURING AO**

### CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to bring cell phones and electronic devices to school. Students who cause a school or classroom disruption while using a cell phone and/or electronic device will have discipline in accordance with the student code of conduct policies. There is a telephone available at PPO for student use.

### HALL PASSES

Any student who is out of his or her classroom during a class period must use the designated pass. Students found out of class or lunch without a pass will be subject to disciplinary action. It is the student's responsibility to get a pass before leaving class. When using a pass for the restroom, students must use the closest one to their classroom. **Hall passes will not be issued to the gym or vending during instructional time and AO.** Unauthorized possession and/or use of any school pass, forms, or documents will result in disciplinary action.



## **LOCKERS**

Lockers are issued by student request only. The school reserves the right to enter and search any school locker at any time. Each student is responsible for any item in the locker or any defacement of the locker. Students will be charged for the defacement of lockers. Students who have difficulty with their lockers should notify the administrator in charge of lockers.

## **LOST AND FOUND**

If you have lost an item, check in the cafeteria before or after school. Lost items, including electronic devices and textbooks, should be turned in to the front office. Unclaimed textbooks will be returned to the appropriate department head.

## **PERSONAL PROPERTY**

Students are expected to bring to school only personal property items that are necessary for participation in class or extra-curricular activities. Students are strongly encouraged to never leave items unattended – even for a short period of time. **Cell phones, iPads, iPods, headphones, large sums of money, etc., are high theft items and particular attention should be made to ensure these items are secure at all times. If the student brings such items to school, they do so at their own risk.** Items that are considered potentially dangerous or disruptive of school procedures will be confiscated. **The school is not responsible for items lost or stolen from lockers, locker rooms, classrooms or other school property.** Items that are believed to have been stolen should be reported to the campus police officer immediately.

## **TECHNOLOGY**

All Internet use by students must comply with Cobb County's Acceptable Use Policy. Student use of the Cobb County School technology will be for educational purposes only. Cobb County School District reserves the right to prioritize student use of its technology.

Unless the student receives prior permission and supervision from the student's teacher or other appropriate school personnel, **the student shall not:**

- (i) use Cobb County School District's technology;**
- (ii) access the Internet;**
- (iii) use e-mail;**
- (iv) download or upload files from the Internet or disk;**
- (v) subscribe to and participate in any discussion group mail lists, list serves, or on-line chats; or**
- (vi) go beyond the limits of authorized use.**

The student will not place personal contact information about himself/herself or anyone else on the Internet or in e-mail. Personal contact information includes full name, address, telephone number, school address, or names of family or friends. Violations of the policy will result in ISS, OSS and law enforcement involvement depending on the severity of the offense.

## **UNAUTHORIZED AREAS**

Parking areas, gyms, all athletic fields, the bus-loading area, the outside eating area and any other areas not directly supervised are off limits to students during the school day. Students found in the areas will face disciplinary consequences.

- 1 The school building is considered unauthorized after 4:00 p.m. on regular school days and after 2:10 p.m. on X Block days unless supervised by a staff member.
- 2 The parking lots are off limits during the school day. **If a student must go to their car, they must have permission from an administrator.**
- 3 Faculty workrooms, restrooms, and faculty dining areas are restricted to faculty use only.
- 4 Students are not to go in the gym or locker rooms during the school day unless they have a class there.
- 5 Students may go outside on sidewalks to change classes as long as they do not go into parking lots or athletic areas.
- 6 When using the restroom, students are required to use the one closest to their classroom.

Consequences range from X-Block to OSS.

## **X-BLOCK HOURS STUDENT EXPECTATIONS**

- Students dismissed at 2:10
- Students **MUST** Exit Campus immediately OR attend Staff Supervised Activity
  - Students leaving campus May NOT return to ride bus
- Buses will run at regularly scheduled time 3:30

## **STUDENT BEHAVIOR/ CONSEQUENCES**

### **BEHAVIOR TOWARDS FACULTY/STAFF**

Students are expected to treat faculty and staff with respect. The following misconduct is not acceptable and will be referred for disciplinary actions:

- Disrespectful, argumentative, or insubordinate language or behavior towards members of the faculty or staff;
- Refusing to identify oneself or giving a false name to a staff member or parent volunteer
- Failure to cooperate with requests or exhibiting an uncooperative attitude toward faculty or staff members.

**INSUBORDINATION** is considered inappropriate under any circumstances and will not be tolerated. Consequences start at OSS.

### **BEHAVIOR TOWARD OTHER STUDENTS**

Students are expected to treat each other with mutual respect and consideration. The following student behavior will not be tolerated and will result in a disciplinary referral:

- Confrontation between students, which includes loud arguments, yelling, or verbal threats.
- Horseplay, which includes seemingly playful physical contact with another student (i.e. pushing, shoving, slapping) which is disruptive in the classroom, hallway, cafeteria or buses.
- Confrontation with intimidation of another student

Consequences range from In-School Suspension to Out-of-School Suspension.

## **SKIPPING CLASS/TRUANCY**

Students are considered truant any time they are absent from their assigned class without complying with all Pope attendance policies and procedures. Students may receive a zero for work (tests, quizzes, daily work, etc.) missed during the class cut/truancy and administrative consequences ranging from X-block detention to ISS.

## **FIGHTING/PHYSICAL ALTERCATION**

- Fighting will not be tolerated. Students are expected to take every opportunity to walk away from a fight. **All parties involved in a fight will be suspended out-of-school.** Some cases may be referred to local authorities for prosecution.
- If you are involved in a situation that you feel may lead to a fight, you are strongly encouraged to discuss the situation with a teacher, counselor, or administrator to help avoid a physical confrontation. Parents are urged to contact an administrator or guidance if they have any concerns regarding a conflict their child may be having with another student or students.
- If a fight occurs, students are advised to move away from the area of the disturbance. Recording, standing around, and refusing to leave the scene when asked to do so - all of which hinder school officials – are violations of the no-fighting policy. Each constitutes the offense “party to an offense,” and disciplinary action may result. In more severe cases, prosecution will be an alternative. Other students are advised not to become involved in the fight or in an exchange of words as a result of what has happened to a friend. Students involved in these situations may be charged with disorderly conduct (criminal offense).
- Students or groups of students who instigate fights but who are not actively involved (that is, students who carry rumors, encourage others to fight, carry information back and forth between other individuals who subsequently fight, or purposely attempt to provoke a fight) subject themselves to any one of the penalties mentioned in this policy.

**In summary, fighting will not be tolerated on this campus, on the school bus, or at any school-sanctioned event. Consequences will be administered following the Cobb County Guidelines.**

## **FOOD DELIVERY**

There are to be no outside food delivery orders made by students. Any unauthorized orders delivered will be confiscated and student subject to disciplinary actions.

**VISITATION OF OTHER SCHOOLS (Trespassing on a school campus)** - The unauthorized presence of a Pope student on another school campus during school hours will automatically result in suspension from school.

## **BEHAVIOR CONSEQUENCES (Range from teacher detention to OSS)**

### **X-BLOCK DETENTION**

Students are assigned to X-Block detention for a variety of reasons. They must report to room 504 on Wednesday afternoons from 2:10 until 3:30.

## **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension is a program designed to modify student behavior while keeping the student in school with access to schoolwork. This program isolates the student from his/her peers in a controlled environment which makes him/her reconsider the appropriateness of his/her behavior. **The student is responsible for collecting all work from their teachers and bringing it with them to ISS.** A student who serves any part of the day in ISS is suspended from extra-curricular activities/participation for that day. **A student dismissed from ISS will receive OSS for the remainder of the ISS assigned days plus one day. Any student assigned to ISS on an X-Block Day must remain until 3:30 p.m.**

**OUT OF SCHOOL SUSPENSION (OSS):** Severe behavior infractions may result in a student being suspended from school, and certain behaviors always result in suspension due to Cobb County policy or local school policy.

- Students serving OSS should check teacher's CTLS and/or email teachers for their assignments.
- **Students serving OSS are not allowed on any Cobb County Campus under any circumstances.**
- **Students serving OSS are suspended from all extra-curricular activities/participation until he/she returns to school.**
- All work missed during the suspension - except for major tests - is due at the beginning of each class the day a student returns from the suspension with no exceptions. Work not turned in to a teacher upon returning from suspension will be subject to a grade of zero.
- The amount of time for making up major tests missed due to suspension will be equal to the number of days suspended with a maximum of four days. For example: a student suspended for three (3) days would be given three (3) days to make up major tests missed; a student suspended for seven (7) days would be given a maximum of four (4) days to make up major tests. This applies to MAJOR TESTS ONLY. As stated above, all other work is due when the student returns from suspension.

Students recommended for long term suspension will go through the hearing process governed by the Policy and Planning Division of the Cobb County Schools central office.

## DRESS CODE

1. All students in 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 that contributes to any disruption of school functions or classroom instruction.
2. The minimum standard of dress for students shall be as follows:
  - Shoes will be worn.
  - No head covers will be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the administration. This includes bandanas and scarves.
  - Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Sexually suggestive phrases, designs, markings, or profanities are also prohibited.
  - All students shall maintain an acceptable standard of dress.
  - No midriff shirts, blouses, or “crop tops” are permitted
  - Appropriate undergarments must be worn. Any undergarment that is exposed is unacceptable.
  - Strapless garments and tank tops must be worn with a jacket.
  - No spaghetti straps or see-through garments are permitted.
  - No sweaters or shirts worn as dresses. Shorts and skirts need to be appropriate in length and fit to be acceptable during school hours. Length is subject to teacher and administrative discretion, and we recommend fingertip length.
  - No low-cut shirts are allowed, and appropriateness is subject to the discretion of teachers and administrators.
  - No biking shorts are allowed.
  - Yoga pants and leggings are permitted as long as the shirt/dress worn as a covering is of the appropriate length.
  - Nike/Athletic shorts are permitted as long as they are fingertip length.
  - Appropriate and approved mask covering are allowed to be worn per county policy.
3. Students will not be allowed to attend classes when they are not dressed appropriately. Students found in violation of the dress code will be given the opportunity to adjust their attire. Parents, when contacted, will be given the option of having the student isolated from other students with the right to make up class assignments or to bring the student appropriate clothes in order to change. In cases in which parents cannot be contacted, a student will be offered an alternate clothing option, if the students refuses that option the student will be isolated for the school day.

## Pope High School Disciplinary Progression Policy

*Regardless of infraction severity, each policy violation results in the next step of the progressive discipline chart. Consequences listed in the progressive discipline chart are minimum consequences.*

<b>1<sup>st</sup> Offense — X-Block Detention</b>
<b>2<sup>nd</sup> Offense — 1 Day In-School Suspension (ISS)</b>
<b>3<sup>rd</sup> Offense — 2 Days ISS</b>
<b>4<sup>th</sup> Offense — 3 Days ISS <i>and</i> Behavior Intervention Conference</b>
<b>5<sup>th</sup> Offense — 1 Day Out of School Suspension (OSS)</b>
<b>6<sup>th</sup> Offense — 3 Days OSS</b>
<b>7<sup>th</sup> Offense — 5 Day OSS <i>and</i> Behavior Intervention Conference</b>
<b>8<sup>th</sup> Offense — 10 Days OSS</b>
<b>9<sup>th</sup> Offense — 10 Days OSS <i>and</i> recommendation for long-term suspension-remainder of the semester</b>

**Tardies**  
EXCLUDED from progression  
**Tardy Policy Violation**  
7 tardies: Detention,  
*and loss of parking*  
10: 1 day ISS  
13: 2 days ISS

**Academic Dishonesty**  
Academic Dishonesty  
Violation  
First offense:  
1 day ISS  
U in conduct  
Opportunity to make up for  
up to 50% credit

**Certain policy violations result in automatic OSS**  
**Example, but not limited to:**  
Vaping  
Insubordination  
Inappropriate language towards an employee  
Fighting  
Recording a fight  
Party to the offense  
Drug possession/use  
Alcohol possession/use  
Harassment/Bullying