

STUDENT HANDBOOK

2024 - 2025



CARL HARRISON HIGH SCHOOL

4500 DUE WEST ROAD

KENNESAW, GEORGIA 30152

School Phone: 678-594-8104 School Fax: 678-594-8106

School Counseling: 678-594-8107 Counseling Fax: 678-594-8547

<https://web.cobbk12.org/harrison>

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

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Our Mission:

One Team, One Goal: Student Success!

Our Vision:

Helping
Our
Youth
Achieve
Success

Our Commitments:

- Help our youth achieve success by providing an exceptional, engaging, real-world, and diverse education so that they are college and career ready
- Provide a safe and supportive learning environment where students can thrive through academics, athletics, fine arts, clubs, and community outreach
- **Keep students first**

PLACES YOU SHOULD KNOW AT HARRISON . . .

The Main Office is located at the clock tower entrance. In this main office, you will find the following people and services...

- Principal
- Principal's Secretary
- Bookkeeper
- Curriculum and Scheduling
- Report Cards
- Lost and Found
- Synergy

The Attendance Office is located in the attendance building.
This office handles...

- Student Check-Out/Check In
- Attendance
- Lockers
- Certificate of Enrollment
- ADAP Records
- School Resource Officer (Campus Police Officer)

The Athletics Office is located at the corner of the 100 and 800 hallways at 801.
This office handles...

- Parking
- Athletic Eligibility
- Athletics
- Facility Reservation

Administrative offices can be found in the main office, Learning Commons, corner of the 500 and 800 hallway, and in the Attendance Building next to the clinic.

The Special Student Services Office is located in Suite 202 and 402.
This office handles...

- Special Education Testing
- Initial Eligibilities
- Individualized Education Plans

PEOPLE YOU SHOULD KNOW AT HARRISON:

Principal

Dr. Jeff Milton

Assistant Principals - Students *

Lucia Poole	A-CL
Amie Howard	CM-G
Shay Kappel	H-L
Wesley Ellis	M-R
Matt Staruch	S-Z
Magen Kittrell	Support and Services Administrator

* Serves students whose last names begin with

Support Staff

[Darlene Pruitt-Corbin](#), Bookkeeper
[Becky Kelly](#), School Clerk (Athletics)
[Jamison Brinkley](#), Campus Officer
[Seth Wallace](#), Campus Officer
[Kim Greaves](#), Attendance Clerk
[Audra Skalski](#), School Counseling Clerk
[Stephanie Gardner](#), Counseling Office Manager
[Nancy Law](#), Receptionist (AM)
[Jessica Bailey](#), Receptionist (PM)
[Linda Olson](#), Scheduling Clerk
[Leanna Kor](#), Principal's Secretary
[Callie Evans](#), School Nurse

Counselors Students *

Ajave Schmit	A - CL
Gillian Moody	Cm - G
Tammy Campbell	H - L
Jason Evans	M - R
Katie-Anne Barnes	S - Z

* Serves students whose last names begin with

Department Chairpersons

Career Education	Dr. Amy Robertson
English / Language Arts	Ms. Danielle Crandall
Health & Physical Education	Ms. Olivia Petersen
Mathematics	Ms. Ashley Thomason
Performing Arts School	Mr. Josh Ray
Counseling	Ms. Gillian Moody
Science	Mr. Sean Holder
Social Studies	Mr. Robert Thompson
Support Services	Ms. Kelly Dickmann
World Languages	Ms. Yadira Thomas

ACADEMICS

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

ADVISEMENT PROGRAM

All students are part of the advisement program. In the fall, counselors schedule individual meetings with each junior and their parents. In the spring, the counselors meet with 9th graders and then have a parent night to discuss the following: IGPs will be explained, graduation requirements will be reviewed, and other relevant topics for each grade will be discussed. Counselors will be available to answer questions after the presentations.

COBB TEACHING AND LEARNING SYSTEM (CTLS)

It is the student's responsibility to get class assignments missed during an absence. Teachers use CTLS to communicate with students and parents about class work and homework. The CTLS teacher classroom links are available on the school website. Students should use CTLS to obtain class work and homework assignments missed during a student's absence.

COMMUNICATION BETWEEN HOME AND SCHOOL

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

CURRICULUM

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

COURSE REGISTRATION/SCHEDULING

Course registration for the following year takes place in February/March. Each department determines the course placement criteria for core classes. Elective classes are selected by the student. Course catalogs and sequencing can be found on the school website.

FIELD TRIPS

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

FINAL EXAMS

All courses have a final assessment that is administered on the last class meeting date of the semester. The weight of a course final assessment on the student's final grade average can be found in the course syllabus. **For any questions related to final exams, please contact your alpha administrator.**

GRADING SYSTEM

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

In the event of an emergency, students have ten days after the end of the term to complete work and/or assessments. A zero will be calculated until the work is completed.

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

Report Cards are posted online through ParentVue at the end of each semester.

Student grades are updated weekly by teachers and are available to parents through ParentVue. Parents without Internet access may contact Stephanie Gardner in the Office of School Counseling to request a progress report or get access to ParentVue on a cellular device.

HONOR CODE/CHEATING

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

1. Cheating is defined as copying, giving or receiving any work that is done by someone else. This includes - but is not limited to - homework, tests, projects, research assignments, and reports. All work needs to be the student's original work at all times.
2. Cheating also includes submitting a graded or ungraded assignment generated by AI at any point in time, unauthorized use of study aides, notes, books, data, apps, computer programs, AI, etc. on an assignment, and using AI to produce or complete graded or ungraded assignments or assessments.
3. Any student found guilty of cheating will receive a "0" on that graded item and a conduct grade of "U" on the report card. In addition, the teacher is required to contact a parent/guardian of the student(s) who committed the infraction. Additional infractions are subject to disciplinary action.
4. Administration will also conference with the student to review academic integrity; thus, the conference and infraction will be documented on the student's discipline record. Each time a student violates the Honor Code, the infraction is added to their discipline record. The administration will also make contact with the parent.
5. Membership in all Honor Societies requires that candidates for admission (and members) be "students in good standing." Therefore, a violation of the Honor Code will lead to a student not meeting qualifications for membership--or being dismissed from membership-- from honor societies and/or leadership positions of clubs and organizations.

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

A HOYA IS ROCK SOLID!

HOSPITAL/HOMEBOUND INSTRUCTION

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

INTERNET/NETWORK USE

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

MAKE-UP WORK

The student must make arrangements with teachers on the day of his/her return for make-up work for any absence. Students may have as many days as they are absent plus one day to make up the assigned work. *Make-up work is the student's responsibility. Students should check CTLS for assignments.*

Unexcused absences: Absences due to family/educational trips must be pre-approved by the student's alpha administrator before the trip is taken so course work can be completed.

Absences due to truancy or failure to return work on the assigned date of return from ISS or OSS:

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

SCHEDULE CHANGES

After registration, students may request a schedule change only if credit has already been received for the class scheduled or if a mistake occurred during registration. Students are given several opportunities to edit their course requests prior to the beginning of the semester; therefore, schedule change requests will not be available after the semester starts (exception: teacher recommendation). Students who withdraw from class after ten days will receive a failing grade of 10 unless there are unusual circumstances.

STUDENT CLASSIFICATION

Students are promoted according to the following units of credit earned:

10 th grade	5 units (including 1 unit each in English, math, science)
11 th grade	10 units (including 2 full units each in English, math, science)
12 th grade	16 units (must have taken and passed the appropriate state assessments)

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

TEXTBOOKS

Textbooks will be made available to students in each class for which a textbook has been adopted by the Cobb County Board of Education. Calculators can be rented through the student's math teacher.

Textbooks will be available through CTLS or checked out to students from the textbook room on the 600 hallway. Textbooks will be issued under the student's name, and an ascension number assigned to the textbook. Materials are routinely checked for damages on check-in and check-out; however, if you receive a damaged textbook, return the item to Mr. Staruch in office 822 within five (5) days of issuance for repair, replacement, or notation of damages. At the end of each semester, students will return textbooks to their teacher. Students are responsible for returning textbooks with the ascension number issued to them. Each item returned will be credited to the person to whom it was checked out.

Students are financially responsible for textbooks that have been lost, stolen, or damaged. Those damages that render a textbook unfit for use will be assessed at the full price of the item.

Students who owe fines for textbooks will not be allowed to park a vehicle on campus and will not receive tickets for commencement exercises at the end of their senior year until all fees and fines are paid.

OFFICE OF SCHOOL COUNSELING

678-594-8107

Fax: 678-594-8547

Services available through the Office of School Counseling include:

- Crisis counseling to students/referrals to outside agencies for therapy or long-term counseling
- Individual and group activities for academic, emotional and career development
- Information about course offerings and programs
- College/career and scholarship information and support
- Monitoring credit/graduation status
- Short-term counseling
- Student Withdrawals
- Response to Intervention (RTI)
- 504s

The Office of School Counseling also maintains all student records. Counseling services will be offered to all students based upon student need and desire to participate unless written parental notice requests that services not be offered. **Parent conferences with teachers must be scheduled through the Office of School Counseling.** These conferences are scheduled between 7:45 and 8:15 a.m. Please check CTLS, Parent Vue and/or email teachers prior to asking for a conference.

RECORDS AND TRANSCRIPTS

Harrison will maintain permanent records for students currently enrolled. Records will also be kept for two years after graduation. Currently enrolled students will request and pay for official transcripts through MyPaymentsPlus at a cost of \$2.00 per transcript. For unofficial transcripts please email Harrison@cobbk12.org. Copies of transcripts or other records require 48-72 hours lead-time.

WITHDRAWALS

A student who needs to withdraw from school should report to the Counseling Office for a withdrawal form. All books and materials must be returned, and fees paid in order to clear records on the last day of attendance. Students who are under 18 and not enrolled in a school will be referred to DMV for loss of license. If a student withdraws from school prior to the last ten days of completion of a semester, grades earned, and attendance will not be recorded on the cumulative record. This information shall be recorded on the withdrawal form, and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers.

LEARNING COMMONS

The Harrison Learning Commons is a high-tech, high-touch facility providing up-to-date technology and publications for student use. The Learning Commons opens daily at 7:30 a.m. and closes at 3:45 p.m. Students may use the Learning Commons before and after school, during lunch, and as needed during class time. The loan period is six weeks, matching the dates for grading periods. A student can renew a book extending to the next loan period. There is a limit of five books for check out. Fines for overdue books are 10 cents per day. Reference and reserved books are one-night checkouts and overdue fine increases to 50 cents daily on these books.

Printing of school assignments will be free in the Learning Commons. The Internet can be accessed at student stations. All students must adhere to the district's Acceptable Use Policy (AUP). A workroom with die-cuts and paper is available for class projects

The Learning Commons is a place for quiet study, reading, and research. For the sake of materials and equipment, eating and drinking are prohibited.

ATTENDANCE

Students are expected to attend all classes and are not entitled to class cuts. The State Board of Education governs reasons for excusing attendance incidents (absences and tardies). The State Board of Education policy defines the following attendance circumstances as excused:

1. Personal illness
2. Death of a family member
3. Recognized religious holidays observed by the student's faith
4. Absences mandated by a state agency
5. Students who serve as a page in the Georgia General Assembly.

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

PLEASE NOTE: A student with an unexcused absence may not make up work missed for that day. A special circumstance designation may be assigned to an unexcused absence with prior parent notice of absence to the administration.

Students must be present for one-half of the instructional period in order to be counted present for the period.

ADMITTANCE AFTER ABSENCE

If a student is absent, a written statement from the parent/guardian must be submitted electronically to the Attendance office within **three days of return to school**. The note should include the reason for absence, the dates of the absence(s), home and work phone numbers where a parent can be reached, and a parent signature. The Attendance office will not accept notes unless phone numbers are included. The principal or 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 absence note, confirmation from a medical authority may be required. Forward electronic absence notes to the attendance office within three days. After three days, please contact the student's alpha administrator.

A parent should notify the student's alpha administrator when her/his student will be absent from school for any extended period of time. Cobb County School Board policy JBD requires parents to furnish the school with an electronic doctor's statement verifying an illness for each absence after 10 or more school days have been missed. When appropriate, students with 10 or more absences will be referred for special attention and referral to the school social worker. Please contact your student's alpha administrator with concerns.

COLLEGE VISITATIONS

Seniors and juniors will be allowed two excused absences for the purpose of legitimate, organized visits to universities, colleges, and technical or vocational schools. For college visits to be counted as excused, the Attendance office must be notified ahead of time (required: emailed written note from a parent or appointment notice from the college), and an official letter from the institution verifying attendance at the visit must be submitted electronically to the Attendance office upon the student's return to campus. This letter must be on the official letterhead of the institution and must include the student's name, the date visited, and a brief statement of activities the student engaged in during the visit. The letter must be signed by an official of the institution.

DRIVER RESPONSIBILITY ACT

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

The Teenage and Adult Driver Responsibility Act (TAADRA) requires that local school systems certify a student's enrollment in order for the student to hold a Georgia driver's permit or license. The certificate must be presented before taking the test for driver permit/license. The form may be obtained in the Attendance office for

a \$2 service fee and 24-hour notice. Payment of this \$2 fee via www.mypaymentsplus.com will generate the certificate required within 24 hours.

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

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

After non-compliance has been sent to the DPS, the parent of the licensee will be notified of permit or license suspension by certified mail. Information regarding reinstatement can be found at <https://dps.georgia.gov>.

EARLY DISMISSAL

All early dismissal notes must be submitted to the Attendance office the morning of the day the students is to leave early. The Attendance office calls the parent/guardian to confirm each note that is submitted. The student will not be permitted to leave campus until the note is verified. Parent contact must be through the phone numbers in the student information system. Please be sure the note includes a current phone number where a parent/guardian can be reached. If a parent wishes for another adult to pick up the student, this request must also be in writing and/or their name(s) must be in the student information portal (ParentVue). If a parent or guardian cannot be reached, the students will not be allowed leave school. ***If a student leaves without this confirmation, the student will receive disciplinary action.*** Phone calls to the Attendance Office for early dismissal or student checkout are prohibited. If a checkout note is not submitted by 10 a.m. via email for verification, the parent will be required to show identification at the Attendance office to process the checkout request.

At the time of early dismissal/checkout, all students must sign out in the Attendance office before leaving. If returning the same day, students must also sign in at the Attendance office. Failure to sign in or out properly may result in disciplinary action. Parent phone calls to the Attendance office for early dismissal will only be accepted in cases of emergency.

There are no checkouts during the last 30 minutes of each school day.

ILLNESS

If a student becomes ill during the day, the student **must** report to the clinic for evaluation before requesting an early dismissal/checkout. If a student needs to go home, the clinic nurse will call a parent for pick-up. No parent should come to the school to pick up their sick student UNTIL they receive a phone call from the nurse. Failure to follow this procedure may result in increased wait time for student pickup. For student safety, a parent will be required to meet the school nurse in the attendance building if the student is being sent home for illness. The parent will be required to show identification before the student is released.

TARDY POLICY

1st-5th Unexcused Tardy

- Warning posted on the tardy slip issued through the attendance office

6th Unexcused Tardy

- Warning email sent to parent and student from the attendance office
- Warning that 9th unexcused tardy will result in 1 Saturday School
- Warning that 12th unexcused tardy will result in loss of parking, per CCSD policy.

9th Unexcused Tardy

- 1 Saturday School assigned
- Warning that 12th unexcused tardy will result in 1 day of ISS
- Warning that 12th unexcused tardy will result in loss of parking, per CCSD policy.
- Parents contacted

12th Unexcused Tardy

- 1 day of ISS assigned
- Loss of parking privileges, per CCSD policy
- Warning that 15th unexcused tardy will result in 2 days of ISS and administrative conference with parent and student

15th Unexcused Tardy

- 2 days of ISS assigned
- Administrative conference with parent and student

LATE CHECK-INS

Students who report to school late **must** check in through the Attendance office. A statement from the parent/guardian must be submitted to the Attendance office within 24 hours to process an excused tardy (please see guidelines for excusing an attendance incident under attendance). Failure to sign-in with the Attendance office will be referred to the administration for disciplinary consequences.

LEAVING CAMPUS

Students who plan to leave campus before regular dismissal must check out through the Attendance Office (see Early Dismissal procedures). Students are not allowed to leave campus at any time after their initial arrival on campus without permission from the Attendance Office. Early arrival for whatever reason constitutes being on campus and requires the student to follow early dismissal procedures. Leaving or attempting to leave campus without permission will result in school discipline and possible revocation of parking privileges. Early dismissal for illness must be certified through the school clinic.

FORGED/FALSE ATTENDANCE RECORDS

All attendance statements (i.e., parent notes) **must** be sent from the parent's email account. The forgery of any attendance related statements given to school officials by students is a serious offense. Submitting a statement of absence that has not been written by a parent will result in disciplinary action.

OUT-OF-TOWN/UNAVAILABLE PARENTS

The student's alpha administrator should be notified when parents will be unavailable for contact. Both routine and emergency situations require that a responsible adult be contacted.

STUDENT BEHAVIOR

PLEASE NOTE: Local school discipline procedures follow district guidelines which are outlined at the following link: [JCDA-R Student Code of Conduct](#)

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Inappropriate behavior may result in denial of certain privileges, teacher detention, Saturday School, In-School Suspension (ISS), revocation of parking privileges, Out of School Suspension (OSS), or long-term suspension/expulsion.

DETENTION

Detention is a class-level response to inappropriate behavior assigned by the classroom teacher. Failure to report to detention when assigned will result in a referral to the administration for disciplinary actions.

SATURDAY SCHOOL

Saturday School is a supervised independent study work session that meets from 8:00 AM until 12:00 PM. Saturday School dates will be determined by the administration. Students assigned to Saturday School will report to the lobby adjacent to the Main Office before 8:00 AM and will be assigned a detention room to work. Each student will be required to submit a program contract signed by a parent to the Saturday School facilitator upon arrival. Failure to attend a Saturday school assignment will result in ISS.

IN-SCHOOL SUSPENSION (ISS)

The purpose of in-school suspension (ISS) is to provide an alternative to the standard practice of sending a student home when it becomes necessary to suspend from regular school activities. Students assigned to ISS will be removed from the regular class schedule and placed in an isolated classroom to work on class assignments independently. The ISS classroom is a strictly-controlled environment in which students are not allowed social contact with other students in the room. The ISS facilitator will work with the student to make sure assignments are requested and completed work is returned to the classroom teacher.

Class assignments will be sent by the student's teachers and the student will work on these assignments during the assigned ISS time. Students and their parents will sign a contract with assignments to the ISS program, with the understanding that the student is responsible for all work missed while in ISS. Class work not completed during the student's assignment to ISS will be marked as no credit (0). Students in ISS may NOT participate in or attend any school activity on days assigned to ISS, including activities that are located off-campus. Any student who fails to successfully complete ISS will serve OSS for the remainder of their assigned time in ISS."

OUT-OF-SCHOOL SUSPENSION (OSS)

Certain types of behavior can result in out-of-school suspension (OSS). Suspended students may not be on any CCSD school campus at any time during the days of suspension nor may they participate in any school-related activities during the suspension. If the administration requests an out-of-school suspension for more than a total of ten school days, the student and parent will receive the opportunity to participate in a district hearing panel to appeal the suspension.

Classwork missed during short-term suspension is accepted with certain guidelines. It will be the responsibility of the parent to arrange delivery of the student's class work with the administration, but the student is expected to access all outlets (i.e., e-mail, CTLS) to address requesting additional assignments and must return the completed work to the teachers prior to or immediately on the return from suspension. Failure to request or pick up work during the suspension may result in the student forfeiting the right to receive credit for make-up work in the event of additional suspensions during the school year.

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

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

DISPLAY OF AFFECTION

Students are expected to refrain from unacceptable displays of affection, e.g., kissing, amorous embracing, etc. Failure to adhere to this policy could result in disciplinary action.

DISRESPECT/INSUBORDINATION

Students are expected to treat fellow students and faculty with respect. The use of offensive language (including derogatory comments regarding race, ethnicity, religion, gender, etc) harassing acts, bullying, or failure to follow reasonable directives from a staff member constitutes insubordination and will be referred to the administration.

FIGHTING

Fighting will not be tolerated. See the school district's student code of conduct at <http://www.cobbk12.org/centraloffice/adminrules/j/JCDA-R.pdf> for specific response to this behavior. All parties involved in a fight are subject to suspension out of school (OSS) and criminal charges.

FIRE CODE RESTRICTIONS/FIREWORKS/FALSE ALARMS/BOMB THREATS

Any behavior that presents an issue to the safety of the school is prohibited. Initiating a false fire alarm or making a bomb threat will result in suspension from school (OSS) and criminal charges. The possession of matches and lighters in the building is prohibited and will result in suspension (OSS). Students in possession of fireworks will be suspended (OSS) and law enforcement agencies will be notified. For a complete list of prohibited incendiary items, please access <http://www.cobbk12.org/centraloffice/adminrules/j/JCDA-R.pdf>.

FORGERY

Forgery or falsification of any school-related documents will result in disciplinary action. Students are not permitted to write absence notes or sign school documents.

LEAVING CAMPUS

A student who leaves campus without following all checkout procedures will be assigned ISS and receive a warning of parking privileges revocation for the remainder of the semester (reference parking permit contract for details).

LUNCH BEHAVIOR

Students are expected to conduct themselves properly while in the Café. Students may not break in line when purchasing food and are expected to clear all trash to the garbage can before dismissal. Throwing food in the dining hall, leaving trash, or any other inappropriate behavior will result in disciplinary action. Students may leave the dining hall to go to the restrooms at the 400 Hall and Main Street intersection, use vending machines on the 400 hallway adjacent to the Café, visit The Hole in the Wall, or report teacher-approved destinations with a hall pass. Students should report directly to the café during lunch at all times. Students are not allowed to go to the gym area, parking lots, cars, or tables in front of the attendance building.

THE SENIOR COURTYARD IS RESERVED FOR SENIORS ONLY. UNDERCLASSMEN IN THE COURTYARD AREA WILL BE CONSIDERED OUT-OF-AREA AND WILL RECEIVE DISCIPLINARY CONSEQUENCES.

PROFANE/OBSCENE GESTURES, MATERIALS, ETC.

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

RESTRICTED AREAS

Students are prohibited from entering restricted areas without permission from an administrator. Unless under direct supervision of a teacher, the following are restricted areas: physical education locker rooms (except when changing clothes for a PE class), the stadium complex, the gymnasiums, the woods and cross-country running trails surrounding the campus, picnic tables outside of the Attendance Building, computer labs, teacher workrooms, and student parking areas (to include student vehicles). Additionally, Cobb County School District policy specifies that only 1 student at a time shall occupy a school bathroom stall. **Violators are subject to disciplinary actions.**

RUNNING IN THE HALLS

Running in the halls is dangerous and is prohibited.

SKIPPING/TARDINESS

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

THEFT AND VANDALISM

All acts of theft and vandalism will result in out-of-school suspension (OSS) and law enforcement will be notified of violations. The student will be required to pay for the replacement, reconstruction, and/or removal of graffiti for any stolen or vandalized items. Students in possession of stolen property will be subject to suspension and will be reported to the campus police officer.

STUDENT DRESS CODE

Modesty and decency of dress is stressed at Harrison High School. There is a direct relationship between dress, grooming, conduct, and success in school. Students need to make responsible decisions about how to dress appropriately for different situations.

1. All students of the Cobb County School System shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.
2. Administrators and teachers shall enforce the dress code policy. The principal or designee shall be the final judge as to the appropriateness, neatness, and cleanliness of the apparel, or whether or not apparel is disruptive, distracting, and in violation of the dress code.
3. All students shall maintain an acceptable standard of dress. The minimum standard of dress for students is as follows:
 - Shoes shall be worn at all times.
 - Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited.
 - Suggestive phrases, designs, markings, or profanities on clothing or accessories are prohibited.
 - Shirts must cover the upper torso, front and back, from the shoulders to just below the waist.
 - Tank tops, midriffs, and sharp studs on clothing are PROHIBITED.
 - Appropriate undergarments are required. Undergarments should NOT be visible.
 - No headgear of any kind is permitted in the building. This includes hats, caps, bandannas, headbands, sweat-bands, hoods, and du rags.
 - The length of shorts, skirts, and dresses must be acceptable and provide appropriate coverage.
 - Pants and trousers must fit with no sagging that exposes undergarments. Pants must be secured around the waist.

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

DRESS CODE VIOLATIONS

Students will not be allowed to attend class improperly dressed. Dress code violations are cumulative for both semesters.

First Offense – Student will be given a warning (violation must be addressed before returning to class).

Second Offense – Student will receive Saturday School.

Third and Subsequent Offenses - Student will receive one day of ISS

Fourth and Subsequent Offenses - Student will receive progressive discipline.

SAFETY AND SECURITY

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

SAFETY FIRST! See Something, Say Something!

Safety in schools has the utmost consideration every day. Awareness of concerns or potential violations is paramount in ensuring the safety of students. To ensure a safe school, all stakeholders have a responsibility to watch, look, and listen. At any time, safety issues involving weapons, drugs, violence, or unauthorized persons on campus should be reported to a faculty member immediately. Anonymous concerns can be submitted to:

CCSD Safety Line (text or call) **470-689-0298**

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



CAMPUS POLICE OFFICERS - OFFICER WALLACE and OFFICER BRINKLEY

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

Officer Wallace is located in the Attendance building and can be reached at 678-594-8104, ext. 007.

Officer Brinkley is located on the 800 hallway and can be reached at 678-594-8104, ext. 008.

FIRE DRILLS

Emergency evacuation fire drills will be held monthly to acclimate the student to the process for exiting the building safely in the event of an emergency. Evacuation routes are posted in each classroom and throughout common areas in the building. When the fire alarm sounds, students are to file out of the building following the evacuation route highlighted by the teacher and meet in designated areas where the teacher will take roll. If the alarm rings during a class change or during the students' lunch period, students are to leave the building by the nearest exit.

TORNADO DRILLS

Tornado drills are conducted at the beginning of each season as defined by the Georgia Department of Homeland Security and Emergency Management Agency. When a tornado watch is announced, students will move to their assigned area and await further instructions. If a tornado warning is issued, all students and staff members will assume the "duck and cover" position until the signal for "all clear" is sounded.

OTHER EMERGENCY DRILLS such as code red/lockdown drills will be practiced.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements will be run daily on televisions on Main Street. All announcements must concern student information about school operations and activities and must have prior approval of a sponsor. See e-blasts and the school website for current information about school activities.

ASSEMBLIES AND PEP RALLIES

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

BUILDING HOURS & USE

Any use of the building before or after school hours should be cleared with the proper administrator. **Students may not be on campus after 4:00 p.m. unless under the direct supervision of a faculty member, coach, or sponsor.** Students must remain at the picnic tables outside of the Attendance Building while waiting for their ride.

BUS TRANSPORTATION

Bus transportation is provided for all students who live in the zoned district for Harrison High School. Routes and times may be found on the county website. Students are under the jurisdiction of the school from the time they arrive at the bus stop. Cobb County rules of bus conduct must be followed at all times. Improper behavior on a school bus will result in disciplinary action.

Students who wish to ride a different bus must bring a note from a parent to Mr. Staruch's office in 822 BEFORE school. This note must include the requesting student's name, the parent's name, the number of the bus the student wishes to ride on, a telephone number where a parent can be reached for confirmation, and a rationale for why the request is being made. This approved note will be required before the student can ride a different bus. (ED-R Student Transportation)

CELL PHONES/ELECTRONIC DEVICES

Under no circumstances should students use or turn on cellular phones, communication devices, or other electronic communication devices during instructional class time unless otherwise instructed by the teacher. A summary of Cobb County Personal Communications/Electronics Devices use guidelines follows: (JCDA-R Student Code of Conduct).

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

Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate materials include, but are not limited to the following:

- Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic/or threatening
- Advocates illegal or dangerous acts
- Causes disruption to the District, its employees or students
- Advocates violence
- Contains knowingly false, recklessly false, or defamatory information
- Is otherwise harmful to minors as defined by the Children's Internet Protection Act

Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter, or Instagram during the regular school day.

Students shall not use audio or visual recording devices without the permission of a school administrator (or teacher) or as permitted by Rule CFIA (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. First offense of cell phone use during instructional time will be one day of Saturday School.

DELIVERIES TO STUDENTS

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

Only emergency items can be left in the Attendance Office.

All deliveries of flowers/balloons and fast food to students, including deliveries by Uber Eats, Grub Hub, etc., are strictly prohibited. Students are not allowed to carry balloons on the buses.

DISTRIBUTION OF LITERATURE

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

FINANCIAL INFORMATION

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

FUNDRAISING ACTIVITIES

All fundraising and sales activities must have prior approval from the principal. Students will NOT be allowed to conduct fundraising activities during school hours or door-to-door. Personal solicitation of sales for fundraising by students is prohibited. (JHA-R Student Activities Fundraising)

IMMUNIZATIONS

Georgia law requires a student to furnish proof of immunization before a student may attend a Georgia school. Questions or problems regarding immunization certification should be referred to the Office of School Counseling. *Effective July 1, 2021, children 16 years of age and older, who are entering the 11th grade (including new entrants), must have received one booster dose of the meningococcal conjugate vaccine (MCV4) unless their initial dose was administered on or after their 16th birthday.

INSURANCE

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

LOCKERS

A locker is provided free of charge for each student who *requests* a locker. Students may request a locker in the

Attendance Office. Each student is responsible for any item in the locker or any defacement of the interior or exterior of the locker. The school maintains records of locker combinations and reserves the right to enter and search any school locker at any time. (JCAB-R Interviews and Searches of Students) Locker problems should be reported to the Attendance Office. **Lockers should not be "rigged" to open automatically.** Locker combinations are to be kept confidential.

LOST AND FOUND

Lost and found is located in the Main Office. Textbooks that are found are turned into Learning Commons.

PERSONAL PROPERTY/ELECTRONIC EQUIPMENT

Students are expected to bring to school only items of personal property which are necessary for participation in class and extracurricular activities. Items which are considered potentially dangerous or disruptive to school procedures will be confiscated. **Students are not to bring valuables or large sums of money to school.** Harrison High School is not responsible for any personal property that is not acceptable school material or equipment.

RECEIPTS

Any money given to a Harrison staff member for any fee or purpose will be receipted on an official county receipt book. (DK-R Student Activities Funds Management)

RESIDENCE IN THE HARRISON DISTRICT

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

SCHOOL FOOD SERVICE

School lunch and breakfast are available to all students daily. Breakfast items are served starting at 7:30 a.m. Students may choose from a hot lunch or a la carte items. The school lunch program is supported by funds and commodities from the Federal Government. This support is based on the agreement of the local school to provide a fully nutritious meal daily to each student. Meal prices are posted in the Main Café. No checks may be cashed by the Café cashiers and no bills larger than \$20 will be accepted. See Harrison website for lunch pricing – homepage > Parents > Lunch Menus > Paying for Meals > Payment Information. (EE/EE-R Food Service Management)

FREE AND REDUCED LUNCHES

Provisions are made for free or reduced-price lunches as part of the federally funded lunch program. Information concerning this program will be given to all students at the beginning of school. Applications for free and reduced lunches will be accepted at any time of the year. Applications should be returned to the Food Service Department. Any student who has a question concerning eligibility for this program should see the School Food Service Manager, Ms. Lisa Krusemark. (EEA-R Free and Reduced Meals)

SOCIAL SECURITY NUMBERS

Georgia Law now requires that all students furnish the school with their social security numbers. Waiver forms are available for parents who do not wish to divulge their child's social security number. **Social security numbers are required for students who wish to be included in the HOPE Program.** (JBC-R School Admissions/Withdrawals)

STOLEN/LOST ITEMS

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

TELEPHONES

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

VISITATION TO OTHER SCHOOLS

Harrison students may not be on another school campus during school hours except with prior administrative permission. Please refrain from visiting previous teachers at other schools during the school day. Violation of this policy will result in automatic suspension from school. (JCDA-R Student Code of Conduct)

VISITORS

All visitors must report directly to the Main Office or Attendance office upon entering campus. Students may not bring friends or relatives to school with them. (KM-R Visitors to Schools)

PARKING

All Student Parking information can be found on the school website or by clicking the following link:

[Harrison Student Parking Information](#)

EXTRACURRICULAR ACTIVITIES

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

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

ATHLETICS

Fall

Competition Cheer (Co-Ed)
Cross Country (M, W)
Football (M)
Sideline Cheer (Co-Ed)
Softball, Fast-Pitch (W)
Volleyball (W)
Flag Football (W)

Winter

Basketball (M, W)
Sideline Cheer (Co-Ed)
Swimming & Diving (M, W)
Wrestling (M, W)

Spring

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

CLUBS

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

PERFORMANCE GROUPS

Band
Chorus

Drama
Color Guard

Orchestra

STUDENT COUNCIL

Harrison High School also has student leadership opportunities available through participation in the Student Council. They may serve, by election, as a class representative, class officer, or council officer. Elections are held in the spring for officers. Freshman class officers and Student Council representatives are elected in the fall.

ELIGIBILITY REQUIREMENTS

Eligibility requirements must be met by all students who participate in an extracurricular activity. All academic requirements are based on a minimum-passing grade of 70. GHSA refers to the Georgia High School Association activities which are governed by that body. State Board “No Pass/No Participation” policy pertains only to competitive interscholastic activities. Certain other school activities may also be governed by these policies. Approved high school and middle school summer school is an extension of the spring semester/quarter. **ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES:** All students must pass two and a half (2.5) units of credit the semester preceding participation. Units required: 5 units by 2nd year, 11 units by 3rd year, 17 units by 4th year. **All first semester freshmen are eligible. All students must be taking at least 3 courses for credit to be eligible. Minimum day and audit courses do not carry course credit.**

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

CODE OF CONDUCT POLICY FOR EXTRACURRICULAR PARTICIPATION

Participation in interscholastic/extracurricular activities in CCSD schools is a privilege, not a right. 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 higher standards of conduct. When students violate these standards of conduct, the school/District may withdraw the privilege to participate in interscholastic/extracurricular activities. Students participating in interscholastic/extracurricular activities are held to the standards and provisions of Cobb County Board of Education Policy IDF-R.

SIGNING DAY

Our signing day events provide an opportunity for us to celebrate Harrison student-athletes who have been awarded scholarships to compete at the collegiate level. In order to maintain consistency and protect the integrity of this special recognition, we require the following:

- Participants must be able to provide proof that they are receiving a scholarship from the awarding college/university.
- Participants must be in good standing with both Harrison administration, as well as the coaches and booster program for the sport in which they are signing.
- Participants must have completed the season in the Harrison High School program for the sport in which they are signing. If Harrison High School does not offer a program for the sport, participation will be allowed given that all other requirements are met.

GRADUATION INFORMATION

TICKETS

Tickets are required for all persons entering. Ticket allocation will be determined by the size of the graduating class, as well as venue size restrictions. Tickets *will not* be provided to students who do not participate in the ceremony.

ABOUT THE CEREMONY

Commencement is an optional, dignified, solemn ceremony for graduating seniors and their families and guests. Possession of any disruptive objects or disruptive behavior may lead to immediate removal from the ceremony.

We ask for the cooperation of all who attend the commencement ceremony to help make it the dignified ceremony it is meant to be. Please refrain from any inappropriate noises that will detract from the dignity of the ceremony. Since this ceremony is an official function of Harrison High School, all Cobb County School District and Harrison High School policies, rules and regulations are in effect. All guests need tickets to be admitted, no matter their age.

GENERAL INFORMATION

Seniors must meet all requirements for graduation before the diploma will be granted. All required courses must be successfully completed by the last day of senior finals, or the student will not graduate with their class. All financial obligations, including payment for lost textbooks, parking fines, etc., must be cleared before final grades can be given and before the senior will be allowed to participate in Commencement practice.

PARTICIPATION IN THE COMMENCEMENT CEREMONY IS OPTIONAL. STUDENTS MUST MEET ALL EXPECTATIONS AND REQUIREMENTS IN ORDER TO PARTICIPATE.

HONOR CORDS

Criteria for seniors to be recognized for their service and awarded this insignia to wear at graduation:

Honor graduates (minimum of 3.500 cumulative weighted GPA – not rounded off) will receive their honor cords at the mandatory Commencement practice.

1. All groups must meet the minimum GPA of 3.0 overall and 3.5 GPA in subject area (if relevant). For example, service organizations would not have the 3.5 subject area GPA. These are minimums; sponsors may set higher requirements as desired.
2. Groups will publicize and enforce participation rules for required activities which earn members an honor cord or stole for that organization.
3. Students must earn 90 points in order to wear honor insignia.
4. Whatever year students participate, in order to be rewarded with honor insignia, students must maintain active membership in good standing for each year of eligibility as determined by the sponsor.
5. In order to wear the honor cords (and continue membership in these organizations), students may not have disciplinary infractions that result in any suspension (in-school or out-of-school). Acts of academic dishonesty may prevent entrance into honor societies.
6. Sponsors will add this line at the student and parent signature area of application: “I am aware of requirements in order to maintain good standing and be awarded with honor insignia (cords) for commencement.”

7. Groups are required to have national affiliation to earn a cord. National affiliation signifies that the local chapter meets all requirements and maintains active membership in the national organization each year.
8. Groups should be identified as either one of honor or of service.
9. The committee will review requests from new groups/national affiliations so that sponsors meet all standards in order to earn the honor of the insignia.
10. Sponsors and/or national affiliates may set higher requirements.

You will need to request a final transcript for your college through your Naviance account. *Final transcripts* are NOT mailed or released via *GA Futures automatically* – you must request that one be sent. This may be done any time beginning May 1.

REHEARSAL AND CEREMONY BEHAVIOR

- All policies, rules and regulations of the school will be enforced.
- Students must remain properly dressed throughout the ceremony and are expected to follow directions explained during rehearsal or they will be excluded from the ceremony.
- Possession of any disruptive objects may lead to immediate removal from the ceremony.
- Students must arrive on time, follow directions and cooperate fully during the rehearsal and the ceremony.
- Disruptive students will be removed and not allowed to participate in the ceremony.

COMMENCEMENT (SENIOR DRESS)

Caps and gowns must be worn by graduating seniors. Before Commencement, please iron your gown using a low setting. Please do not hem Commencement gowns.

Only those in proper attire will be allowed in the processional. Flowers and large pieces of jewelry are not appropriate with Commencement gowns. Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the hat in place. Mortarboards may not be decorated or embellished. **Tassels are to be placed on the RIGHT side of the mortarboard during the ceremony.**

COMMENCEMENT PHOTOS & DVD

To maintain the dignity of the ceremony, **guests must remain in their seats throughout the Commencement ceremony.** Only hand-held cameras that do not block the view of other guests may be used. The school photography company will take an individual photograph of each graduate as he/she receives a diploma. The company will mail each graduate a proof of this “diploma” photo with ordering information. Additionally, the ceremony will be video recorded and a DVD will be offered for sale to graduates and their parents. The DVD will include additional features such as the pre-ceremony slide show. Information about this service will be available on the school website.

Harrison High School has made these opportunities available to you so you may have a picture and video, but parents and seniors must deal directly with the photography and/or the video company to receive these products.