Kell High School
Student Handbook 2026-2027

Mission One Team, One Goal: Student Success

Vision To Inspire Each Longhorn to Fulfill Their Unique Potential

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About the Handbook

The Kell High School Student Handbook is designed to be an information source for students and parents. Students are responsible for knowing the contents of this handbook. All information contained herein is subject to change or modification regarding policy and procedures adopted by the Cobb County Board of Education or the Kell High School staff. During the first week of school, students may be given additional Cobb County School System policies and Kell High School policies. Students are also responsible for any additional information related to local or district policies and for communicating this information to their parents/guardians. For additional information on district policies, go to www.cobbk12.org. Cobb Student Code of Conduct: http://www.cobbk12.org/centraloffice/adminrules/j/JCDA-R.pdf. For more information related to Kell High School, please go to www.cobbk12.org/kell

Letter from the Kell High School Principal
Welcome to Kell High School

Home of the Longhorns!

Dear Students and Parents:

Welcome to the 2026-2027 school year at Kell High School, home of the Longhorns!
This handbook is designed primarily for students. However, I encourage parents to browse through the handbook and become familiar with the contents as well. You will notice the handbook covers rules/regulations/procedures, academic planning, activities, and clubs to get involved with, some behavior policies and consequences for inappropriate behavior, and other general information. It is impossible to include all of the information and knowledge about Kell in a small handbook. You must ask questions if you do not know the answer. Making good decisions will yield outstanding results.

Student learning is the chief priority of the school. Kell pledges its resources to the development of the whole student, engaging the community through relevance and rigor, emphasizing citizenship, and celebrating diversity. The Kell staff is committed to continuous improvement and will challenge you to be a self-directed lifelong learner. To develop those skills, you must plan for success. Use this handbook as a resource as you navigate your way through the school year.

The last bit of advice is to enjoy your high school career. The high school years are full of friendships, activities, trips, and experiences that you will remember for a lifetime. The entire Kell staff is committed to providing the environment needed for an outstanding high school education. When you graduate with a Kell High School diploma, the world is yours for the taking!

Hook 'Em Horns!!
Peter Giles, PhD
Principal

Administration

Dr. Peter Giles, Principal
Dr. Ken Ealy, Assistant Principal: 9th Grade
Mr. Jeff Burch, Assistant Principal: 12th Grade
Mr. Matt Staruch, Assistant Principal: 10th Grade
Ms. Oneisha Young, Athletic Director, Assistant Principal
Mrs. Amy Sanders, Assistant Principal: 11th Grade
Mrs. Glenda Canada, Support and Services Administrator

Counseling Department
Delbert Green: A–D
Taylor Herman: E–K
Taran Smith: (Department Leader) L-Rh
Wendy Bucaj: Ri–Z

Media Specialists
Mr. John McLaughlin
Media Center Para – Mrs. Lisa Conley

Office Personnel
School Secretary – Mrs. Nicole Peek
School Bookkeeper – Mrs. Maria Belloso-Pinto
School Nurse – Ms. Gina Becker
Front Office Clerk – Vicki Garcia
PPO – Mrs. Debbie Winn
Discipline Clerk – Mrs. Jeri Gardner
Counseling Clerk - – Mrs. Chrystelle Westhoff
Enrollment Clerk – Mrs. Alicia Smith
Social Worker – Ms. Cheeritza St. Germain

Department Leaders
Katherine Dow– Career Technology
Amy Cossio and Vivian Huntington– ESOL
Gary Hicks – Fine Arts
Ashley McIntosh – Foreign Language
Lauren Forbes – Language Arts
Julie Geoghagan – Mathematics
Todd Harris – Physical Education
Danielle LeBrun – Science
Michelle Hubartt– Special Education
Lidy Moss- Special Education
Matthew White – Social Studies
Taran Smith - Counseling

CAMPUS POLICE
Officer Darren McHardy
Officer Walter Reese

CONTENTS:

1. Bell Schedule
2. Student Recognition
3. Academic Integrity
4. Final Exams
5. Grade Level Promotion

6. Grading
7. Make-Up Work
8. LASSO and Advisement
9. Minimum Day
10. Attendance
11. Tardy Policy
12. Bus Conduct and Passes
13. Checking Out of School Before 3:30
14. Certificates of Enrollment for Prospective Drivers
15. Withdrawal From School
16. College Visits
17. School Counseling Office
18. Records and Transcripts
19. Standardized Testing
20. Post-Secondary Options (Joint Enrollment)
21. Response to Intervention
22. Work Study Program
23. Parking Vehicles on Campus
24. School Nurse and Medication
25. Media Center/Computer Use
26. Communication
27. Electronic Device Policy
28. Dress Code
29. Behavior Consequences
30. General Information
31. Clubs and Organizations

Section 1: Bell Schedule

Kell High School Bell Schedules 2026-27

Regular Bell Schedule

1st Period	8:20-10:00	100 min
2nd Period	10:06-11:38	92 min
3rd Period	11:43-1:49	129 min
A Lunch	11:43-12:10	27 min
B Lunch	12:16-12:43	27 min
C Lunch	12:49-1:16	27 min
D Lunch	1:22-1:49	27 min
4th Period	1:55-3:30	95 min

Lasso/Advisement/Pep Rally/Assembly Day Bell Schedule

LASSO/Advisement	8:20-9:05	45 min
1st Period	9:11-10:34	83 min
2nd Period	10:40-12:01	81 min
3rd Period	12:07-2:02	115 min
A Lunch	12:07-12:32	25 min
B Lunch	12:37-1:02	25 min
C Lunch	1:07-1:32	25 min
D Lunch	1:37-2:02	25 min
4th Period	2:08-3:30	82 min

Early Release Full Schedule

1st Period	8:20-9:03	43 min
2nd Period	9:09-9:52	43 min
3rd Period	9:58-10:41	43 min
4th Period	10:47-11:30	43 min

Early Release Final Exam Schedule (Day 1 & Day 2)

1st Period Final Exam/ 3rd Period Final Exam	8:20 -9:52
2nd Period Final Exam/ 4th Period Final Exam	9:58- 11:30

Standardized Testing Schedules and spring semester senior Final Exam Schedules are To-Be-Determined and will be shared when available.

Section 2: Student Recognition

Academic Awards and Recognition of Achievement – Students will be recognized throughout the year for their academic achievement in their classes, Local, State, and National standardized tests; and other academic programs.

Section 3: Student Academic Integrity

The Kell Community believes academic integrity is essential to establishing and maintaining a quality academic program. Kell's core purpose is to prepare students for life and success after high school. Whether that is through attending a two or four-year college, entering into the work force, and/or entering the military. Academic honesty helps develop the character needed for success in these future endeavors. Kell students are expected to uphold the highest standards. By signing for this handbook, you are acknowledging a pledge of academic honesty, and verifying your commitment to academic integrity, in effect, not giving or receiving inappropriate academic assistance or engaging in any form of dishonorable conduct related to academic work. The following indicate scholastic dishonesty in any evaluation situation (homework, quizzes, tests, presentations, labs, etc.) and will be appropriately disciplined: (a) taking unauthorized information of any form into a test situation; (b) plagiarism; (c) taking test questions to provide assistance in later situations; (d) copying or attempting to copy the work of others; (e) giving or taking information concerning a test after an individual has taken a test, and the same form of the test is to be given later; (f) being in possession of a test, grading key, or teacher text or manual;(g) communicating (talking, writing notes, 5 etc.) without permission during a test session; (h) asking a question during a test where the question itself provides information to those taking the test; (i) being in

possession of another student's computer files; (j) allowing another student to use one's files; (k) printing work and submitting it for another student;(l) printing the work of another and submitting it as one's own;(m) submittal of second party and/or internet work as one's own;(n) sharing a computer password when using a network computer system; (o) entering the mailbox of another student when using a computer network system; (p) storing info for retrieval in any electronic device when the teacher forbids it.

Procedures: Anyone witnessing academic dishonesty should report it to the affected classroom teacher of the accused student. This teacher will determine if academic honesty violations have occurred. Upon deciding, the teacher will notify the student, parents, and the administrator.
Consequences: Administrative consequences and removal from honor societies and organizations.

Section 4: Final Exams

Comprehensive final exams are given at the end of each course in every class and count from 10-20% of the final course grade. Students may NOT take a final exam early. In the case of illness, students may be tested after the scheduled testing period. It is the responsibility of the student to plan with their teachers to make up final exams. Algebra: Concepts and Connections, US History, and Biology also have state-mandated End-of-Course Tests that count 10% of the final course grade. Courses with an EOC will not have a cumulative Final Exam given on final exam days at the end of the semester. **For the 2026-2027 school year only, Literature and Composition II will have a state-mandated End of Course Test and have a final exam.**

Section 5: Grade Level Promotion

Promotion to the next grade level is based on the number of credits a student has earned. The following units are required for promotion:

- To 10th grade: 5 units (9th Lit, 9th level math, 9th level science)
- To 11th grade: 10 units (10th Lit, 10th grade math, World History, 10th grade science)
- To 12th grade: 16 units (11th grade Lit, 11th grade math, Physics, US History)

Section 6: Grading

Cobb County high schools observe the following grading system:

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

Students should work with their teachers to complete all assignments that are missed.
Additionally, conduct grades will be given. Proper citizenship development of students is as important as their academic training. The following is a guide to conduct grading:

- Satisfactory - Needs no correction
- Needs Improvement - Needs some correction
- Unsatisfactory - Needs immediate correction

Students receive progress reports updates after 6 weeks and 12 weeks, and a final semester grade after 18 weeks (final semester average). The 18-week final semester average is the one that appears on the student's transcript/permanent record. All grades can be found on Student-Vue and Parent-Vue. Report cards will be available on Student-Vue and Parent-Vue.

Section 7: Make-Up Work

Students are expected to make up all the work missed during an absence. It is the student's responsibility to find out what work was missed and to turn it into his/her teachers. Students will be allowed one day for each day of absence plus one additional day to make up the work missed during absences. For example, if a student is absent for two days, he/she will be allowed three days to make up the missed work. Students should check with individual teachers for policies regarding make-up tests. Work missed due to skipping class or removal from ISS may not be made up for credit.
*Field trip make-up work: Students who are absent due to a field trip or a school activity will be counted as an excused absence and will be allowed to make up all the work missed as per the make-up policy.

Section 8: LASSO and Advisement

LASSO stands for Longhorn Academic Student Support Opportunity. LASSO is an opportunity for students needing support to work toward mastery of content. Students with a grade of 78 or below will be assigned to a LASSO Section. Those over 78 will be offered other opportunities. Students who show to be below proficient on an essential standard will be assigned to the next scheduled LASSO date for remediation. Students not assigned to a LASSO need to be in their assigned location by 8:20am or arrive by 9:00am to the Theater lobby. Please refer to the LASSO FAQ found on the Kell website for further information.

Advisement will be offered on the **FIRST THURSDAY** of the month.

Section 9: Minimum Day

Students classified as seniors and carrying sufficient credits to provide for one unit above the total needed for high school graduation may schedule a minimum of three blocks (in consecutive order). Students must have taken and passed all graduation tests to participate in the minimum day program. Students participating in the mentoring program may not take minimum day. These seniors must have passed or be enrolled in all specified courses for graduation except for courses limited to seniors. Seniors who choose minimum day must be off campus no later than five minutes after their last class or be under the direct supervision of a faculty member. Failure to comply will result in administrative action or enrollment in a class during their "off" period. Minimum Day will not be offered in the fall semester.

Section 10: Attendance

The School Day

The building will be open by 7:30 A.M. for students who need to arrive early. The school day officially begins for a student upon arrival at campus. If a student arrives early for any reason (detention, make-up work, extra help), they are expected to remain on campus until the school day ends at 3:30 P.M. or administrative permission has been granted for early dismissal. Students must leave the building by 3:45 unless under the direct supervision of a faculty member. Car riders are expected to be picked up by 4:00 unless they are participating in an extracurricular activity that day.

Student Absences

When a student has been absent, a statement should be written or submitted from a parent/guardian or organization stating the reason for the absence. This statement should be brought to the Attendance Office or submitted through CTLS for review. If a statement is not brought, the absence is automatically recorded as unexcused. The student has three school days to clear an absence. If a student has a court appearance, doctors' appointment etc. documentation should be provided on company letterhead for an excused absence. Parents can write three parent notes for excused absences; all subsequent notes must be on company letterhead from the appropriate organization requesting the excuse.

Check board policy J Attendance

The GA Board of Ed. states that students may be excused from school for the following reasons:

1. Personal illness or attendance at school endangers the student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observation of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section should be construed to require the local school system to revise any policies relating to the maximum number of excused and unexcused absences for any purpose.

8. Any other absence not explicitly defined herein but deemed by the local school board of education to have merit based on circumstances.

We strongly encourage students to attend school daily. Although makeup work may be completed after a student's return from an absence, there is no substitute for actual classroom instruction. Parents are encouraged to check their student's daily attendance, grades, and attendance history by accessing ParentVue on the Kell website (www.cobbk12.org/kell). Parents may request an activation key from the front office to access their student's ParentVue account.

Early Dismissals

A written parental note must be submitted before permission will be given to leave school early. These requests should be taken to the Attendance Office before the start of school. The Attendance Office opens at 8:00A.M. The note must have a phone number where a parent or guardian can be reached. If the parent or guardian cannot be reached, the student MAY NOT LEAVE. After the early dismissal request has been verified in Attendance, a dismissal slip will be prepared. If a student leaves without a dismissal slip, disciplinary action will be taken. If the student does not have a note and is being picked up, the parent (or their designee) must go to the Attendance Office to check out the student. Anyone checking out a student must be on the student's emergency contact list, and the person must be prepared to show their ID. If a student returns to school, he or she must check back in through the Attendance Office.

Section 11: Tardy Policy

Late Arrivals/Tardies

Any student not in their classroom by the 8:20 tardy bell will be marked absent by his/her teacher. If the student has a written, confirmable note from a parent/guardian detailing an acceptable reason (see JB-R pg. 1-3) to excuse the tardy, he/she should report directly to the attendance office to receive a pass to class. Tardies due to missing the bus, traffic, oversleeping, car trouble, etc. are unexcused. If the student does not have a written, confirmable note from an organization explaining an appropriate reason, the tardy will be considered unexcused. Any student arriving to school after 8:20 must report directly to the attendance office. Throughout the school day, students must maintain appropriate attendance during all Blocks of learning. If a student is tardy over 10 minutes to class, they are considered skipping. **At the end of every SEMESTER, student tardy counts will be reset to zero. The following will be the recommended discipline for continuous tardy violations:**

- 5th Tardy — 1 Admin Detention
- 10th Tardy — 1 Day ISS/Loss of parking privileges for 2 weeks
- 13th Tardy — 2 Days ISS/Loss of parking privileges for semester
- 16th Tardy — 3 Days ISS/Behavior Contract
- 20th Tardy and beyond — Will be addressed for chronic insubordination

***Every five subsequent tardies will result in additional chronic insubordination consequences.**

Section 12: Bus Conduct and Passes

Maintaining proper conduct on the school bus is the student's responsibility. Students will observe the same code of conduct on the bus as they would on the school campus. Serious or continued misconduct will result in disciplinary action which may include suspension from the bus. Students must board the bus at their assigned stop. DO NOT CROSS SEVERAL LANES OF TRAFFIC as a short-cut to another bus stop.

In accordance with Cobb County policy, students may be transported from and returned to their residences only. Students who need to ride a bus other than their assigned bus must bring a note from a

parent *with a phone number* to the Attendance Office before 9:00 A.M. on the day the change is needed. In addition to the phone number of the parent, include the following information in the note:

- student's name and student ID
- date of change
- bus number the student will be riding
- name of the student where the rider will be a guest
- name and phone number of the parent of the student where the rider will be a guest

If parents of both parties cannot be reached, students may NOT change buses. NO PASSES will be issued at dismissal. Students who arrive late on a bus should obtain a late bus pass from the bus administrator. This does not count as tardy.

Section 13: Checking Out of School Before 3:30 P. M.

All Cobb County Schools have closed campuses to ensure the safety of students. Students may not leave campus for lunch. Early checkout from school is discouraged. Students and parents should try to arrange medical and other appointments outside school hours. A parent, guardian, or administrator MUST grant permission to check out in EVERY case. Under non-emergency circumstances, the student should take a note to the Attendance Office BEFORE THE START OF THE SCHOOL DAY. The request should include the following:

1. The student's first and last name
2. The dismissal time and date
3. The reason for the early dismissal
4. A telephone number where the parent can be contacted during the school day to verify the check-out request
5. The parent/guardian's name and signature Attendance personnel will verify the note and give the student a pass to return to the ATTENDANCE OFFICE to sign out at the time of the early dismissal. Anyone who checks out a student must bring a picture ID.

If a student becomes ill during the school day, the student should get a pass from his/her classroom teacher to report to the nurse/clinic. If the parent/guardian cannot be reached, the student may NOT leave. If the student leaves after being informed that her/his early dismissal cannot be verified, the departure will be treated as skipping, and disciplinary action will be taken. If the student whose parents cannot be reached is so ill that emergency medical attention is required, an ambulance will be called at the parents' expense, and the student will be transported to the nearest emergency room or suitable medical facility. Including several emergency names/phone numbers on the school records is extremely important. Please remember to update school records if your phone number(s) changes.

Forged/False Attendance-Related Statements:

Forged, false, misleading, or deceptive attendance-related statements and/or actions are serious offenses. Examples of such offenses are the following:

1. Signing parent/guardian name(s) on an attendance-related document
2. Participating in any attempt or form of check-in or check-out by deception
3. Student withholding pertinent information
4. Falsely identifying another person as a parent or guardian or other responsible party
5. Aiding or abetting illegal check-in or check-out. This regulation includes but is not limited to these offenses.

Administrative action will be taken for violations.

Section 14: Certificate of Enrollment for Prospective Drivers

As required by the Department of Public Safety for the State of Georgia, students between the ages of 15 and 17 must present a notarized Certificate of Enrollment when applying for a driving permit and driver's license. Certificates are available in the Front Office. Students who submit the request by Tuesday afternoon can pick up their certificates on Thursday. Students who submit the request by Thursday afternoon can pick up their certificates on the following Tuesday. Cobb County Schools will collect a $2.00 notary fee for each certificate. With a pass, students should go to the FRONT OFFICE during their lunch ONLY to apply for these certificates. During school holidays, (winter & spring break)

please plan ahead and make sure you give the FRONT OFFICE ample time to process your certificate. No one is available to process these over breaks. If a student plans ahead and obtains the Certificate of Enrollment the last week of school, the Department of Motor Vehicles will honor it all summer.

Attendance/Driver's License

The Department of Driver Services (DDS) will not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless that individual is enrolled in and not under suspension from school. The State Department of Education will forward student enrollment, suspension, and expulsion information from the statewide student information system to DDS, which will issue licenses when its records indicate that applicants are enrolled in school and not under suspension or expulsion. DDS shall notify such minor of his or her ineligibility for an instruction permit or driver's license at the time of such application. (O.C.G.A. § 40-5-22)

Section 15: Withdrawal from School

Any student withdrawing from school for any reason is to report to the counseling office to complete the proper forms. The withdrawal form must be signed by a parent or guardian with picture ID. This should be done no later than the last day the student will be in school. All books must be returned, and fines or fees paid to clear the records.

Section 16: College Visits

Seniors are allowed two (2) days of unexcused absences for college visits, but students will be allowed to make up work. It is the student's responsibility to inform her/his teachers in advance of these appointments. Students are responsible for bringing official documentation from the college/university visited stating they attended an information session or tour to the attendance office.

Section 17: School Counseling Office

Kell's School Counseling Office focuses on student development in academic, career, and in personal /social areas. The School Counseling Office offers a variety of services to students, parents, and teachers including the following:

- Personal counseling, individual and group
- Developmental classroom guidance activities
- Assistance with school wide testing
- Information and applications for the Scholastic Aptitude Test (SAT) and American College Test (ACT)
- Coordination of the Individual Academic Advisement program
- Assistance with student academic records and graduation information
- Post-secondary information and applications
- Use of the Counseling Career Center
- Registration of new students
- Various sessions, such as study skills, during lunch periods

Counselor Assignments/Appointments: The telephone number of the School Counseling office is 678-494-7847, and requests for appointments with a counselor may be made with the School Counseling Office secretary. Students are assigned to counselors/administrators alphabetically.

Making an Appointment: Counselors are available for appointments with students and/or parents during school hours. One counselor is always "on call" to facilitate the handling of emergencies/crises during the school day. Students should make appointments and/or meet with their counselor before/after school or during their lunch periods. Being out of class while waiting to see a counselor without an appointment will be considered an unexcused absence. When meeting with a counselor during a class period is necessary, the student should take the appointment note from the counselor to the classroom teacher, request permission to meet the counselor during the class period and obtain a hall pass. Students must sign in with the counseling secretary when visiting a counselor.

Section 18: Records and Transcripts

Kell maintains transcripts and permanent records for students currently enrolled at the beginning of each semester, a copy of each student's transcript is placed in her/his registration folder. Students may

request transcripts to be mailed to a designated college or institution from the Records Clerk. All related materials completed application (unless done online), request for recommendation, if needed (please allow up to 10 days to process), and fee should be turned in all at once. Transcripts are $2.00 per copy including the first transcript. Upon graduation, students may order one final transcript at no cost. All financial obligations (media center fines, lost/damaged book fees, parking fees, etc.) must be met before a transcript is sent.

Section 19: Standardized Testing

Counselors assist with administration and interpretation of the Standardized Testing Program. PSAT (Practice Scholastic Aptitude Test) The PSAT is recommended for college bound juniors and required for all sophomores and juniors applying to participate in Governor's Honors Program. Eligibility for National Merit Scholarships is determined by the PSAT taken as a JUNIOR. Recommended Schedule for Taking College Entrance Examinations includes:

- PSAT Fall of Sophomore Year (Required by Georgia)
- SAT and/or ACT Fall or Spring of Junior Year and Fall of Senior Year
    - The PSAT, SAT and ACT test dates are available on the Kell website.

Registration materials for the SAT and ACT are available in the Counseling Office. Advanced Placement (AP) Exam Schedule Can be found at http://apcentral.collegeboard.com.

AP Exams

May 3-14

Late Testing May 17-21

College Entrance Examinations

The PSAT (Preliminary Scholastic Aptitude Test) is an examination of interest to college-bound students. All sophomores at Kell will be given the PSAT on Wednesday, October 14, 2026. Juniors wanting to qualify as a National Merit Scholar should take this test and must sign up and pay in Counseling during September. The SAT (Scholastic Aptitude Test –www.collegeboard.org) and the ACT (American College Testing Assessment)www.act.org are college entrance exams accepted by most colleges and universities. Students should consult the website of the college of their choice for the appropriate exam to take. Application forms and study guides for the tests are available in the Counseling Suite.

2026-27 SAT Test Dates & Registration Deadlines

Test Date	Deadline	Late Deadline
August 22	***August 7**	***August 11**
September 12	September 1	September 22
October 3	September 18	September 23
November 7	October 23	October 28
December 5	November 20	November 25
March 6	***February 19**	***February 23**
May 1	April 16	April 20
June 5	May 21	May 25

2026-27 ACT Test Dates & Registration Deadlines

Test Date	Deadline	Late Deadline
September 19	August 14	September 1
October 17	September 1	September 29
December 12	November 6	November 29
February 27	January 22	February 9
April 10	March 5	March 23
June 12	May 7	May 25
July 10	June 4	June 22

Section 20: Post-Secondary Options (DUAL) Enrollment)

Juniors and seniors may participate in a dual enrollment program with area colleges and vocational/technical schools. Students must meet the post-secondary options admission criteria at the institution they wish to attend. These criteria are, in every case, higher than regular freshman admissions criteria. Students who wish to participate must bring a letter of acceptance to their counselor by REGISTRATION FOR THE SEMESTER THEY WISH TO ATTEND (i.e., for fall, a letter of acceptance MUST be shown to the counselor by the end of April, early May; for spring semester, a letter of acceptance MUST be shown to the counselor by the end of November, early December.). Participation in this program requires accurate and advanced planning. See your counselor IMMEDIATELY to participate.

Section 21: Response to Intervention

The purpose of RTI is to aid those students who are having difficulty in the regular classroom environment. Referrals may be made by a student, a teacher, counselor, administrator, or parent.

Section 22: Work-Study Programs

Open to Juniors and Seniors Work-based Learning (WBL) extends the traditional classroom and traditional styles of learning to the real world. It is the perfect pairing of academics and application. Enhance your academics, professional preparation, and personal development while you match your career interest, pathway, abilities, and talents with a position with a local business. Work in a career field of your choice and earn school credit. If you are a junior or senior and 16 years or older and want to work on your future now, WBL is the place for you. All work-based learning students must show proper identification when requested and must leave campus after classes. Students who fail to comply with WBL policies will be removed from the program.

Section 23: Parking Vehicles on Campus:

Student Parking

Each student who chooses to park a vehicle at a Cobb County public school must purchase a parking permit, which consists of a decal sticker (that must be affixed to the front windshield), and the student will be assigned a parking area. Students who have school fines will not be permitted to receive a parking decal.

Student parking permits for available parking areas will be issued upon application and payment of a parking fee. No refund will be made for any days the student does not attend school in the current semester. The Cobb County Public School Parking and Traffic Regulations Form shall be used to register vehicles. A copy of the rules and regulations are listed below and on Form 12-89, which is used to register vehicles parked on campus. All students must have a current Georgia driver's license (Class C or D), proper insurance, and a Georgia license tag.

Payment of tickets should be to the front office clerk. Violators on campus shall be subjected to, but not limited to, one or more of the following disciplines:

1. A minimum of $10.00 to a maximum of $60.00 will be charged for fines.
2. For minor violations, a fine imposed must be paid within ten days of school
    a. A 48-hour grace period will be offered to pay fines
    b. After 48 hours, fines will increase at a rate of $1.00 per day counted from the date of issue.
3. Suspension of parking on campus; (no refund will be made)
4. Removal of parking decal; (no refund will be made)
5. For serious violations, State Court Traffic Ticket may be issued.
6. Leaving campus without permission of a school official will result in loss of parking privileges on the first offense.

7. **Ten (10) tardies to school may result in loss of parking privileges for two weeks; Thirteen (13) may result in loss of parking privileges for the semester.**
8. **Accumulation of five or more days of OSS will result in loss of parking privileges for the semester.**

NOTE: Failure to respond to a citation are grounds for cancelling a permit. If parked illegally, cars will be impounded without warning. Impoundment fees can run as high as $100. All tickets must be paid before a car will be released from impoundment. Parking tickets will increase by $10.00 each time.

STUDENTS MAY GO TO THEIR CARS DURING THE SCHOOL DAY WITH AN ADMINISTRATOR.

The right is reserved to search an automobile when there is reason to believe a violation of school or district policies has occurred. If a student's vehicle is vandalized or if student's have articles stolen from their vehicles, a report to the campus officer should be made immediately. A stolen property report should also be filled out. A report will be filed with the Cobb County Police Department for follow-up.

Section 24: School Nurse & Medication

Students needing minor attention should report to the nurse in the Clinic with a pass from their teacher.

Medications and Health Care at School

1. **Does the school provide medications?**

No, the school does not provide medication. Medication must be brought to the front office or school clinic by the parent/guardian. An "Authorization to Administer" medication form must be completed.

2. **May the parent/guardian bring and give medications to their student?**

Yes, a parent/guardian may come to school and give her or his child medication. Appropriate visitor sign-in procedures should be followed.

3. **Where can I find authorization forms?**

Authorization forms are found in the front office, school clinic, or online. Forms are available online at www.cobbk12.org. Locate "Board" on the left-hand side of the page, and then click on "Policies and Administrative Rules." Click on Section "J-Students." Find Administrative Rule JLCD (Student Welfare: Medication). Click on the Form needed.

4. **Why do I need a doctor's note for adult strength over-the-counter medication when my doctor has told me this is appropriate for my student's weight (or condition)?**

The school nurse wants to protect your child and must follow guidelines for dosage recommended by the manufacturer.

5. **Why do medications have to be in the original container?**

The original container provides information from the manufacturer about over-the-counter medications, including the name of the medication, the proper dose, how the medication should be given, how often the medication can be given, possible side effects, and when the medication is no longer effective (an expiration date).

The original prescription container includes the name of the medication, the patient's name, the prescribing doctor, the proper dose, how and when it should be given, how long the medication should be

given, when the medication expires, and the pharmacy where the medication was purchased. All of this information is necessary for the school nurse to administer medication in a safe manner.

6. What if my child's medication or dosage changes?

Parents/guardians must inform the school nurse of any medication changes. New medication or different doses will not be given unless the parent completes a new medication form. The information on the prescription bottle label must match the new consent form.

7. Can my child take herbal medication at school?

No. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.

8. May my child carry cough drops at school?

All students may carry cough drops and throat lozenges as long as an "Over-The-Counter Medication Permission" form is completed, and the school nurse has the original completed form on file. The student should carry a copy of the form with the medication. The medication must be kept in the original container.

9. May my child carry over-the-counter medication at school?

Middle and high school students (grades 6-12) may carry certain over-the counter medications: ibuprofen (i.e.: Advil, Motrin, Midol), acetaminophen (Tylenol), aspirin, antacids, cough drops and throat lozenges with a completed "Over-the-Counter Medication Permission Form" on file in the clinic. The student should carry a copy of the form with the medication. The medication must be kept in the original container.

10. Can my child carry his asthma inhaler at school?

Yes, students may carry inhalers, Epi-pens or insulin with a completed "Authorization for Student to Carry a Prescription Inhaler, Epi-pen or Insulin" form on file in the clinic.

11. Why is there a place for the health care provider to sign the authorization form for my child to carry their inhaler at school?

The health care provider's signature indicates that your child has been instructed on the proper use of their inhaler and that your child is responsible for administering it to himself/herself without supervision. The form can be faxed to the doctor and then faxed back to the individual school nurse.

12. Why do I have to have a prescription label on the inhaler?

The prescription on the inhaler includes the child's name, how often it is to be used and what dose is appropriate for your child. It is difficult to keep the label directly on the inhaler. You can write your child's name on the inhaler and bring the labeled prescription box to the school nurse.

13. If my child is sick, why can't I bring the medicine and send her or him back to class?

You can, unless your child has a fever, vomiting, two episodes of diarrhea, a rash that may be contagious, or any other condition that the school nurse or administrator believes may be contagious or disruptive to the class or teacher.

14. If I give my child Tylenol for a fever, can I still send them to school?

If the fever is more than 100.9 degrees F before you give her or him Tylenol, then your child cannot come to school. Your child may return to school when his/her temperature is below 101 degrees F without Tylenol or any other fever reducing medication for 24 hours, if s/he feels well and is not showing any signs of illness.

15. If I give my child Tylenol for aches and pains, can I still send her or him to school?

Your child is welcome at school while taking Tylenol and any other over-the-counter medication for an injury, dental work, etc. However, if the medication is for a sore throat, earache or flu-like symptoms, please keep her/him at home.

16. Why can't I put medicine in my child's lunch box if he/she has to take medicine at lunch?

Medication in a lunch box could be lost or taken by another child. If a staff member found the medication it could be considered an illegal drug with consequences according to the Code of Conduct. Medications must be brought to the front office or school clinic by parents/guardians in the original and properly labeled container.

17. If I treat my child for lice, can I send them back to school the same day?

Yes. Please bring your child back to the school nurse to be rechecked.

18. Why do I have to bring in a box top to verify lice treatment?

A box top from the product provides the school nurse with the type of treatment that was used and confirms that treatment was provided for the child since a prescription is not necessary for treatment of head lice.

19. How much time do I have to get to the school if the nurse calls me to pick up my child because he's sick?

You or a person you designate should arrive within one hour of being called. Most school clinics have an area where your child can rest for a short period of time. You or a person you designate must arrive within 15 minutes if your child has a fever of 104 degrees F or higher. Otherwise, 911 will be called.

20. How long will my child's over-the-counter medication be given at school?

Over-the-counter medication may be given with parent/guardian permission as needed throughout the school year. A doctor's note is required for over-the-counter medication given for over 10 consecutive school days.

21. What happens to my child's medication at the end of the school year?

All medications not picked up by parents by the last day of school will be destroyed.

Section 25: Media Center/Computer Use Media Specialists:

The media center staff encourages use of the media center by students and faculty for research and for leisure reading, using books, periodicals, and electronic databases. The media center website can be accessed from the Kell High School home page under the Academics heading. Our card catalog and all databases are accessible through this link. Please get password information for these resources in the Media Center. Policy: The Media Center has a stated policy of "Providing access to information and instruction that supports the curriculum and educational goals of our school." Flexible scheduling of the Media Center demands that we have the most possible time available to classes for guided instructional time.

Following is the procedure for individual access to the Media Center

- During lunch periods – Come before the tardy bell of your lunch period to get a lunch pass
    - You may only get a pass for yourself
- No food or drink is allowed
- Once in the Media Center, turn in your pass at the circulation desk
    - A computer will be assigned if available
    - Depending on classes signed up in the Media Center, an individual student is not guaranteed computer usage

- Students using computers during lunch periods will abide by the Cobb County School District's Acceptable Use Policy (IJNDB)
- The availability of lunch passes per lunch period is based on daily use of the Media Center by classes and presence of Media Staff.

Circulation Books are checked out for a three-week period. At the end of this period, books should either be returned or renewed. Overdue charges are $.10 per book or magazine per school day. Overdue fee for late check-in of reference materials or magazines is $.25 per item per school day. Students will not be allowed to check out additional materials until all books are returned and fines paid. Lost Materials Media center items are covered by the same policy as textbooks. Replacement costs will be charged for all lost items.

Section 26: Communication

Announcements: Announcements are streamed daily throughout the building. Students should also listen attentively to announcements over the P.A. System which are for student information about school operations and activities. A teacher and an administrator should approve announcements for clubs, organizations, and teams. Classes will be interrupted for announcements only for an emergency.

Posters, Signs, Flyers: All signs posted within the building and/or on the school campus must have the approval from Mr. Staruch

prior to being posted. Personal messages, such as for birthdays, are not permitted. No signs are allowed on glass, doors, light fixtures, or painted sheetrock walls.

Messages: Messages cannot be delivered to students unless the message is an emergency. Please state when you call that the message is of an emergency nature. Please be specific. We cannot interrupt instructional time for any other messages.

Deliveries: No deliveries of any kind are allowed at school. Unauthorized deliveries will be held at the front office until the end of the school day.

Section 27: Electronic Device Policy:

Students should bring to school ONLY personal property necessary for participation in class and extracurricular activities. Items, such as the above, can disrupt teaching, learning, and/or school procedures and are high theft items. The school and staff are NOT responsible for lost or stolen items. Students are permitted to use electronic devices in the halls and other common areas but must adhere to individual classroom policies as set forth by teachers.

Internet Acceptable Use: IFBG-R Internet Acceptable Use (From CCSD Board Policy Manual) 7/25/16 RATIONALE /OBJECTIVE: The Cobb County School District (District) believes that technology and its utilization enhance the quality and delivery of education and is an important part of preparing children for life in the 21st century. The community of technology users must understand that the Internet is a global, fluid community, which remains largely unregulated. While it is a valuable educational tool, there are sections not commensurate with community, school, or family standards. The district believes that the Internet's advantages far outweigh its disadvantages and will provide an Internet filtering device which shall be used to block or filter access to inappropriate information and material on the Internet, in electronic mail or other forms of electronic communications. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. Additionally, the District considers access to the Internet and technology resources a privilege, not a right. Therefore, users violating Board of Education Policies or District Administrative Rules may be subject to revocation of these privileges, potential disciplinary action, and possible referral to any appropriate authority, including law enforcement. Users should have no expectation of privacy regarding their use of District technology, and the superintendent or designee may record or monitor User's use of District technology.

Section 28: Dress Code

All students in the Cobb County School District 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. All students in The Cobb County School District are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. Administrators and teachers shall enforce the dress code policy, and the principal or his designee shall be the final judge as to the appropriateness, neatness, and cleanliness of the wearing apparel. Students in violation of the dress code are subject to disciplinary action. The MINIMUM standard of dress for students shall be as follows:

a. Shoes shall be worn. No bedroom slippers will be allowed.
b. Bandanas are NOT to be worn IN THE SCHOOL BUILDING during the school day unless approved by the administration.
c. Clothing or ornamentation displaying or advertising substances that are illegal for minors is prohibited. Suggestive phrases, designs, marking, or profanities are also prohibited.
d. Clothing or paraphernalia which could be used as a weapon is prohibited. Ex: wallets with chains, spiked jewelry, spiked clothing, etc.
e. Clothing or ornamentation advocating, promoting, or suggesting illegal activity is prohibited.
f. Displaying or wearing gang articles, paraphernalia, or clothing is prohibited.
g. Low-cut tops, midriff tops, or see-through garments that expose the stomach or waistline are not permitted.
h. Any clothing that exposes cleavage is NOT permitted.
i. Appropriate undergarments are required. Exposed undergarments are not permitted.
j. Spaghetti straps or garments without straps are not permitted.
k. Tank tops or undershirts with expandable/excessive openings are not permitted.
l. Short shorts or skirts (garments must fall at least halfway down the length of the thigh) If in doubt, do not wear the outfit.

Students who do not abide by the dress code will be subject to disciplinary action.

Section 29: Behavioral Consequences

Administrative detention will be assigned to be served on Tuesday and Thursday afternoons from 3:45pm – 4:45pm.

Saturday School will be served on Saturday mornings from 9:00am-12:00 pm.

In-School Suspension (ISS): The ISS program provides supervised study of regular classroom assignments while the student is removed from regular classes and school activities. The ISS environment is strictly controlled with specific behavior guidelines that are stringently enforced. Students disruptive in ISS will be assigned additional penalty hours or will serve their remaining time in Out of School Suspension. In addition to regular class assignments, students may participate in counseling activities and other behavior modification lessons. ISS students are counted present for the school day but absent from individual classes. Students may NOT participate in ANY extracurricular activities while assigned to ISS. They are responsible for turning in all work to the ISS teacher.

Out-of-School Suspension: Certain cases of misbehavior can result in out-of-school suspension. Students may not be on any Cobb County School District campus during the suspension period. They may not participate in any school activities during the suspension. This includes athletics, band, clubs, etc. Class work missed during short-term and long-term suspension will be accepted. Students under

short- term suspension (1-10) days may make up the missed work, but parents are responsible for picking up the assignments, and students must turn in all of the work on the day that they return from the suspension. Failure to return assignments at this time will result in the loss of the privilege to make up assignments with resulting zeros. Students are responsible for scheduling make-up assessments completed in class during the suspension.

Section 30: General Information

Building Hours/Use: The school day officially begins for students when they arrive on campus. If students arrive early for detention, make-up work, extra help, etc..., they are expected to always stay on campus until their school day officially ends, or until they check out through the attendance office. Students should only be on school property after school hours (3:45) when supervised by a school appointed authority. Students shouldn't open exterior doors during school hours. This will result in an administrative consequence. Students should not be on school property BEFORE or AFTER school hours unless directly supervised by a Kell staff member.

Lockers: Students who desire a locker should contact Mr. Burch.

Lost and Found: Found items should be turned into the front office.

Guests to School: All guests must register with a picture ID in the Front Office and pick up a guest's pass. Students are not allowed to bring guests to school, and prospective students are not allowed to "shadow" current students.

Textbooks/School Equipment: Textbooks will be issued by using the student ID card or student ID number. Textbooks, uniforms, athletic equipment, PE locks, and any school equipment issued to students are the property of Kell High School, Cobb County Board of Education, and/or the State of Georgia. Damaged, lost, or stolen materials will be charged to the student. Refusal or failure to clear these fines will result in the holding of textbooks or other instructional materials for the next semester. Textbook fines are paid to the textbook coordinator. Refunds will be granted with the return of the book and the original receipt.

Food Service: Lunch is considered a class period; please report to the cafeteria promptly. Students may not go into the halls to run errands, go to lockers, etc. Food and drinks may NOT be taken out of the cafeteria. Horseplay and action games are NOT permitted. Any inappropriate behavior will result in disciplinary consequences. Students should not share their ID #'s with others since these are their account numbers. Cafeteria charges and food deliveries from outside restaurants/services are not permitted. Free and reduced-price lunches are available for those who qualify and complete the Federal application process. All applications are confidential. Applications are provided to students at the beginning of the school year and are available from the cafe manager throughout the year.

Field Trips: Permission for students to take a field trip must be submitted in writing, signed by a parent/guardian, and filed with the teacher before departure. A student is given an excused absence from the class he/she misses. Any student who has demonstrated that he/she has a discipline problem may be denied permission to attend field trips. Because field trips include performances, educational trips, and competitions, students should be selective when choosing their trips. Students attending field trips must pass all classes with a grade of 74. Students who do not academically qualify the week before the trip will forfeit the money paid to cover the trip's expense.

Work Permits: All Work Permits are available in the Front Office for students 15 and under.

Sportsmanship: Good Sportsmanship is important to the Kell High School athletic program. As spectators, students represent the school as much as the athletes do and are responsible for much of the school's reputation. Please support your team enthusiastically, but with consideration of the other team and their fans; applaud fine play and good sportsmanship by both teams. We can take much pride in our tradition of excelling in competition and in showing good sportsmanship.

Visitation of Other Schools: The unauthorized presence of a Kell student on another school campus during school hours will automatically result in suspension.

Restricted/Unauthorized Areas: The parking lots, playing fields, wooded areas, and adjacent properties are off-limits during the day unless students are with a teacher. Students should leave their cars

immediately upon arrival at school. Faculty workrooms, restrooms, and the faculty dining area are restricted to faculty use only. Students may not loiter in any hall outside a class session. Also, students are not allowed in the gym or locker rooms unless they have a class. Students must have a written pass signed by a school authority when leaving an approved area. Being in an unauthorized area may result in disciplinary action.

Emergency Drills: Evacuation routes and other school safety information are posted in each classroom. Students should follow instructions from the teacher for duck/cover or evacuation. Books should be left in the classrooms. Students should exit the building in an orderly, quiet manner, check with the teacher for roll call, and remain clear of the building until the signal is given to return to class. A student present in the building but not staying with her/his teacher during the drill will receive disciplinary consequences.

Student Activities: Kell High School offers a wide variety of clubs and activities. Club and activity sponsors and officers must be aware of and adhere to Cobb County Board of Education policy and local school directives in coordinating club business, social activities, and fund-raising activities. These policies are in effect for all students at any school-sponsored activity, on and off campus.

Athletic and Extra Curricular Activities Code of Conduct: Kell High School follows and enforces the Cobb County Code of Conduct for extracurricular participation found in the J policies at www.Cobbk12.org. Conduct at school-sponsored events All Standards of conduct will apply during school hours and at any school-sponsored event regardless of time or location. In addition, the athletic code of conduct applies to all students participating in district athletic teams, including cheerleading, dance, etc.

Section 31: Clubs and Organizations

Kell offers a variety of organizations to students. Each student is encouraged to belong to one or more groups and share her/his talents and interests. A description of the purpose of each club offered at Kell including information regarding past and future activities can be located on the Kell web site at https://www.cobbk12.org/kell/page/1041/clubs-and-organizations.

The names of student clubs and organizations, as defined by Administrative Rule JHC-R (School Clubs/Organizations and Student Organizations) the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and/or on school Websites for each school. This information is updated periodically throughout the year and is available on the school's website and/or the school's administrative office. Also see Administrative Rule IDE-R (Co-Curricular Activities) and Administrative Rule IDF-R (Interscholastic Activities).