

Carrollton High School

201 Trojan Drive

Carrollton, Georgia 30117

Principal.....Mr. David Brooks

PLC Administrator..... Aprill Jones-Byrd

Assistant Principal / Athletic Director.....Paul Fitz-Simons

Assistant Principal / Curriculum and Guidance.....Susan Gordy

Assistant Principal / CTAE Director.....Ian Lyle

Assistant Principal / Attendance.....Courtney Walker

Guidance Counselors.....Ashleigh Paulk
Scott Hobson
Wendy Mason
Cameron Mount

Carrollton Board of Education

Dr. Mark Albertus – Superintendent

Dr. James Pope – Chairman

Mr. Greg Dothard.....Mr. David Godwin

Dr. Jason MountDr. James Pope

Mrs. Melanie McLendonMrs. Katie Williams

Main Office: (770) 834-7726
Attendance Office: (770) 836-1893
Band Office: (770) 834-0550
Football Office: (770) 832-6787
Guidance Office: (770) 834-6115
Vocational Office: (770) 834-2477
Bookkeeper: (770) 834-7299
Gymnasium: (770) 214-0989
Mabry Arts Center: (770) 836-2846
PLC Office: (770) 836-2842



CARROLLTON HIGH SCHOOL

August 2, 2019

Dear Carrollton Students and Parents:

Welcome to Carrollton High School, Home of the Trojans!

Since its establishment in 1886, Carrollton High School has been diligent in building a strong educational program that demonstrates the qualities of tradition, innovation, and excellence. Those who have preceded you were successful in making Carrollton High School what it represents today. It is now our responsibility to carry on this tradition. We look forward to working with each of you this year to meet the challenge.

The intent of this handbook is to provide you with information about Carrollton High School. The policies, rules, procedures, and opportunities mentioned in the handbook are conveyed as clearly as possible to ensure that you understand them. We know this handbook will provide you with a safe, orderly, and pleasant learning environment.

As the 2019-2020 school year begins, I encourage you to achieve your academic, physical, and social potential. Each of us will be responsible in maintaining Carrollton High School as an institution of integrity and high academic standards.

Sincerely,

A handwritten signature in black ink that reads "David J. Brooks". The signature is written in a cursive, flowing style.

Mr. David J. Brooks
Principal

CARROLLTON CITY SCHOOLS

Vision Statement

The Carrollton City Schools and community nurture and empower individuals to be lifelong learners who take personal responsibility for improving our world.

Mission Statement

Carrollton City Schools will meet and exceed the expectations of the people we serve by providing:

- a safe, healthy environment for students, teachers and staff
- the highest quality instructional resources and tools
- the best prepared teachers, administrators, and staff
- a challenging curriculum and learning opportunities
- a plan of continuous improvement
- a plan for developing and supporting school and community partnerships

Guiding Principles

- Focus on success for all students and eradicate the reasons some children fail
- Promote a climate of high expectations, respect, and dignity
- Provide a curriculum that will have relevance to the lives of students
- Provide an environment that emphasizes democratic classroom processes in which students learn independently and through group work while learning to value diversity
- Recruit, employ and nurture dedicated, well-qualified, and highly professional employees who adhere to professionally recognized standards and board policies
- Support system and school improvement plans and contribute to their implementation
- Promote continuous improvement through cooperation between and among students, parents, educators, and the larger community

Beliefs Essential for Student Learning and Achievement

- All students can learn when provided adequate time and support.
- The purpose of assessment is to support and guide student understanding of the curriculum standards.
- Assessments form a body of evidence collected over time that shows mastery of performance.
- Providing students with on-going, specific, timely, and descriptive feedback about their work improves their performance.
- A final grade reflects the most consistent, more recent pattern of student performance in relation to the standards.
- Understanding can be demonstrated in different ways; hence students will be provided a variety of opportunities to demonstrate learning.
- Students are given the opportunity to demonstrate understanding of the standards through performance tasks that provide complex challenges that mirror real world issues.
- Student involvement in the learning process is critical to increased student motivation, understanding of expectations, ownership, and responsibility.
- The practice of reflection clarifies and deepens understanding and leads to continuous improvement.
- Models and samples of student work communicate standards and accelerate student growth.
- Collaboration and communication among students, teachers, and parents support student learning and achievement.
- On-going professional learning supports what we believe to be essential about student learning and achievement.

CHARACTER EDUCATION

Mission Statement

Carrollton City Schools will exemplify and encourage the development of sound character traits, creating a compassionate and responsible society of students, teachers, staff, parents, and other community members through its character education program.

Do your words and actions pass the four-way test?

First...Is it the truth?

Second...Is it fair to all concerned?

Third...Will it build good will and better friendship?

Fourth...Will it be beneficial to all concerned?

*Rotary International

In Carrollton City Schools, we believe the following things about character education:

Parents are the primary teachers of character

We must model productive and responsible citizenship

We must make character education a daily part of instruction in all content areas

Students must sense an understanding of fairness, trustworthiness and caring

We will have safe, orderly schools to support learning

Schools, communities, and other service agencies should reinforce lessons taught by parents

All school employees should:

Act as good models and set a good example

Create a positive moral climate

Create a democratic classroom

Find opportunities to teach character education in all content areas

Recruit parents, business leaders, and community members as partners

Character ED Traits (Mandated by state law: O.C.G.A 20-2-145)

Citizenship: Tolerance; Patriotism; Courage; Loyalty; Respect for the environment; Respect for the creator

Respect for Others: Cheerfulness; Compassion; Kindness; Generosity; Courtesy; Cooperation; Honesty; Fairness; Sportsmanship; Patience

Respect for Self: Perseverance; Diligence; Self-control; Virtue; Cleanliness; Punctuality; Creativity; School Pride

CARROLLTON HIGH SCHOOL FACULTY AND STAFF
*** - Department Chair/Leadership Team**

ENGLISH

Richard Bracknell
Noah Brewer
David Bryson
Nichole Chetti
Abigail Driver
Rosie Grubbs
Alison Hibbard
*Marsha Hook
Denise Johnson
Scott Johnson
Stephanie Trumble
Jamie Tuggle

MATHEMATICS

Jessica Akins
Jeff Baker
Rebecca Benefield
Adam Bright
Dana Collins
Kim Cowart
Kim Eason
John Ellison
Amanda Folds
Thomas Keith
Rachel Lyle
*Dr. Laura Rader

Russell Smith

April Thompson

SOCIAL STUDIES

Michael Cleek
Leonard Cochran
Desmond Dodson
*Michael Harvey

Dr. Kurt Hitzeman

Allison Kelly

Shawn Lawrence

Mark McCormick

Garner Phillips

Canon Skinner

Nicholas White

STARFISH

Nicki McGovern

IB COORDINATOR

*Noah Brewer

ATHLETICS

Michael Cain

Shea Cox

SCIENCE

Zachary Amoroso
Trevor Barrett
*Kristie Bradford-Hunt

Dena Briscoe

Stacey Brown

Tim Hawig

Jonah Holliday

Teresa Rogers

Kurt Ross

Kristen Sabo

Jennifer Sewell

WORLD LANGUAGES

Omar Acosta

April Bagby

Alexa Bailey

*Casey Bonds

Josefina Gembe

Elaine Hobson

Emily Townson

HEALTH/PE

Chad Blevins

Don Bray

Sean Calhoun

John Cooper

Carey Phillips

Brian Simmons

*Shon Thomaston

FINE ARTS

Chris Carr

Tommy Cox

Julie Lowry

Zachary Nelson

Jake Richardson

SPECIAL EDUCATION

*Mandy Anderson

Morgan Dudley

Michael Galloway

Kelly Jones

Wymon Kelley

Mike Mason

Linda Pranski

Mickey Reville

Stephanie Strickland

Ashely Sutton

MEDIA CENTER

*Kristae Lawler

CTAE

Robby Blakemore

Shannon Bright

Maj. David Conley

MSgt. Marvin Cox

Carmen Dill

Josh Grooms

Mike Lewis

Jon Maples

*Dr. Valerie Moss

Jason Raburn

Elizabeth Sanders

Janey Simmons

Ken Skinner

Michael Young

TEACHING ASSISTANTS

AJ Barge

Megan Cashen

Alexis Phillips

Fred Ricks

Chelsea Sanders

Kevin Sosa

GUIDANCE

Scott Hobson

Wendy Mason

Cameron Mount

*Ashleigh Paulk

CAREER CENTER

Sally Ingui

BRIDGE AFTERSCHOOL/PASS

Kristin Fretwell

CAFETERIA MANAGER

Carole Thrower

SCHOOL RESOURCE OFFICER

Justin Cardell

Jerric Gilbert

Amanda Moore

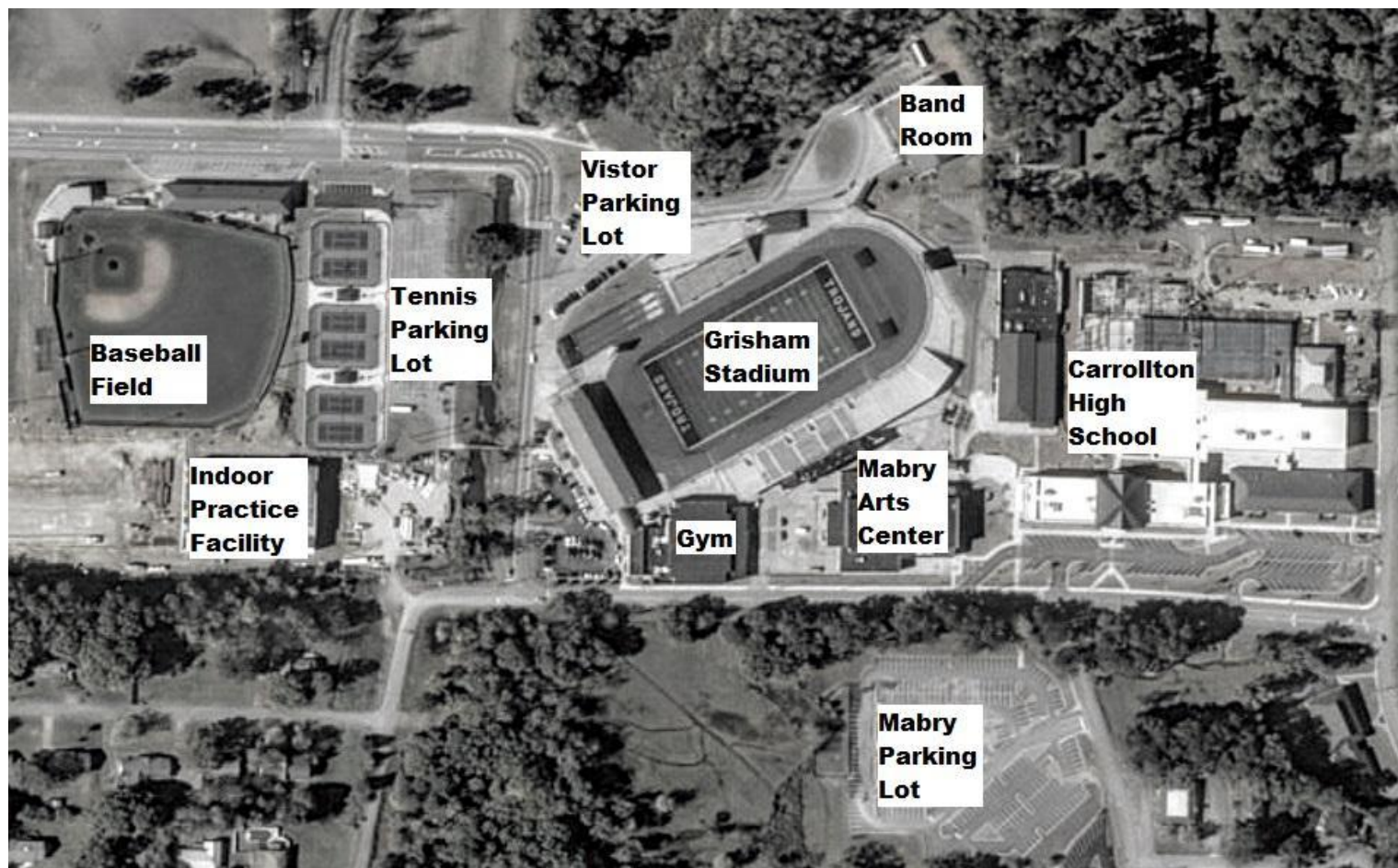
CLERICAL STAFF

Barbara Dothard- Band Secretary

Stacie Dean- Principal's Secretary

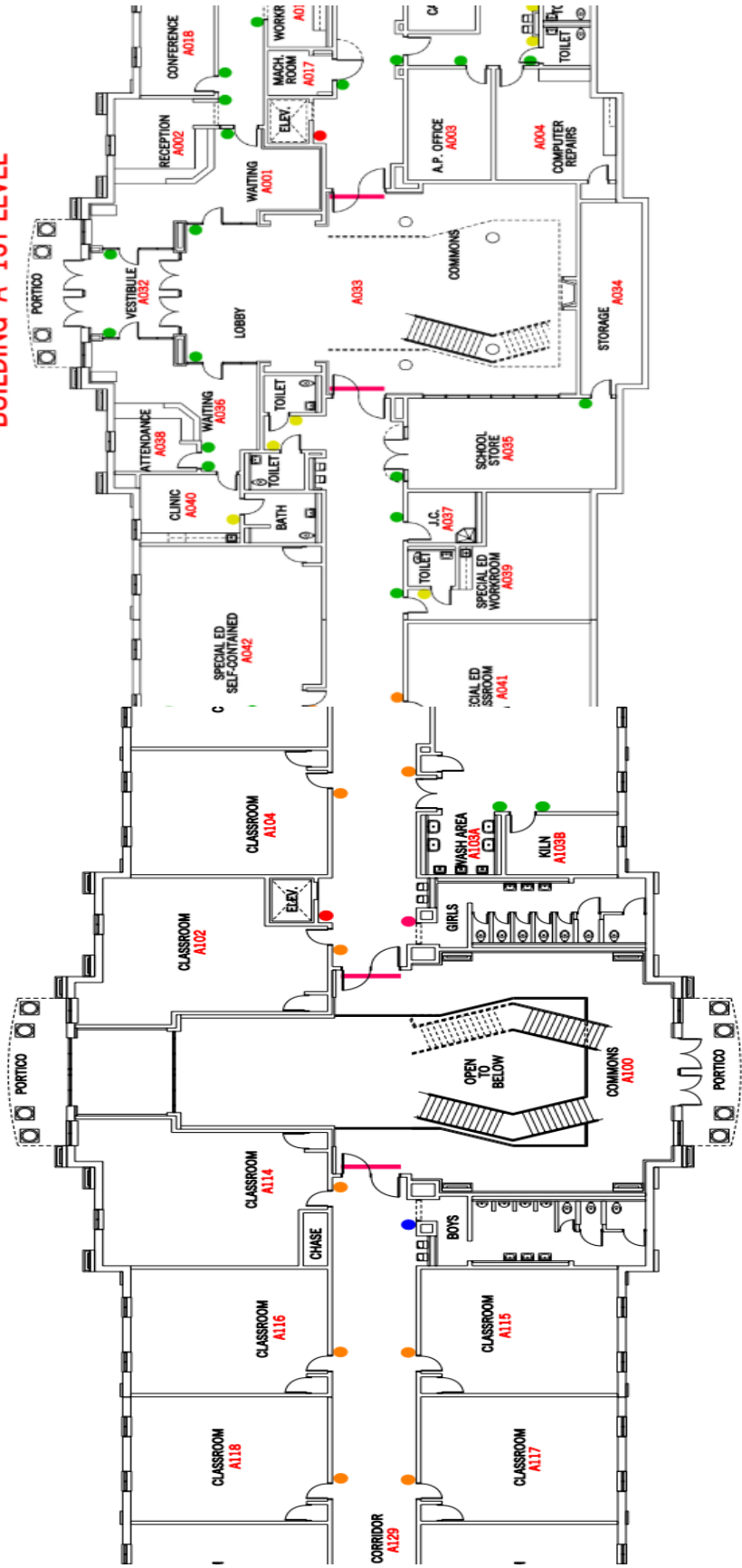
Vicky Dudley- Attendance Secretary
Terri Fazio- Performing Arts
Joy Hagins- CTAE Secretary
Lori Harris - Front Office
Teresa Morgan- Registrar/Guidance
Phyllis Skinner- Bookkeeper

Campus Map

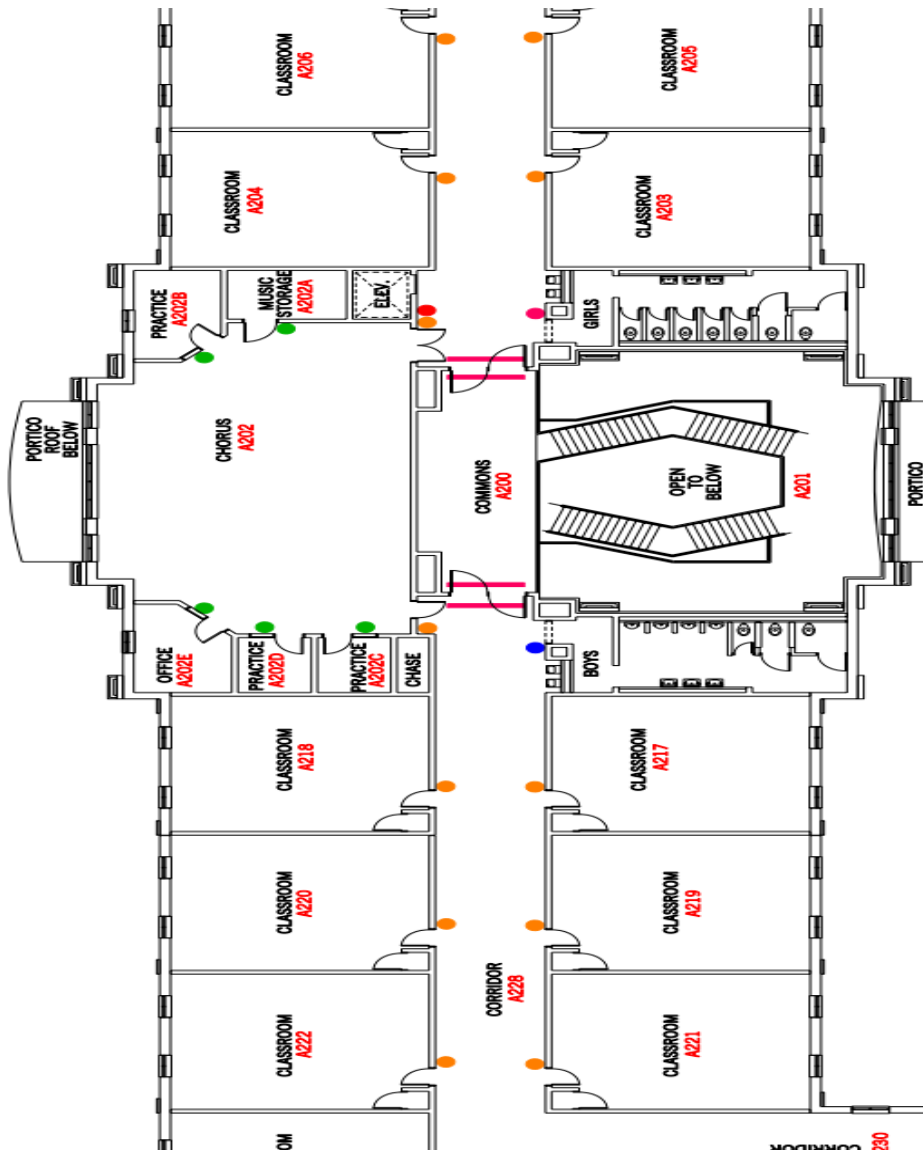


BUILDING "A" 2ND LEVEL

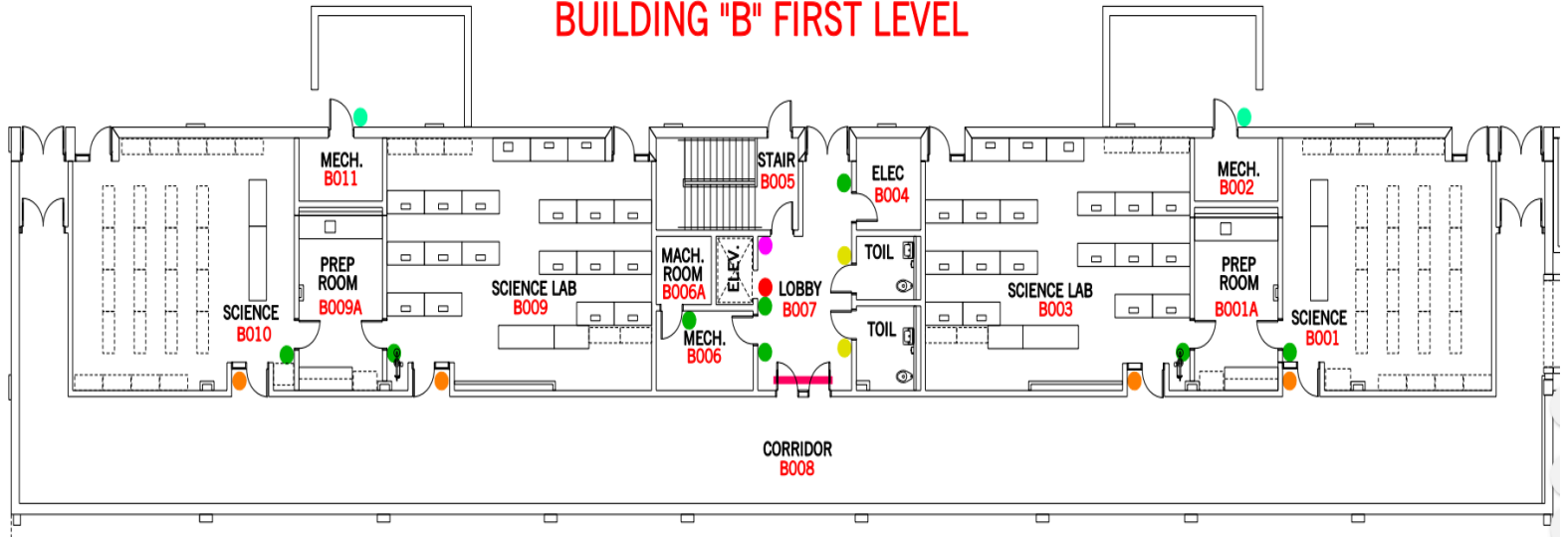
BUILDING "A" 1ST LEVEL



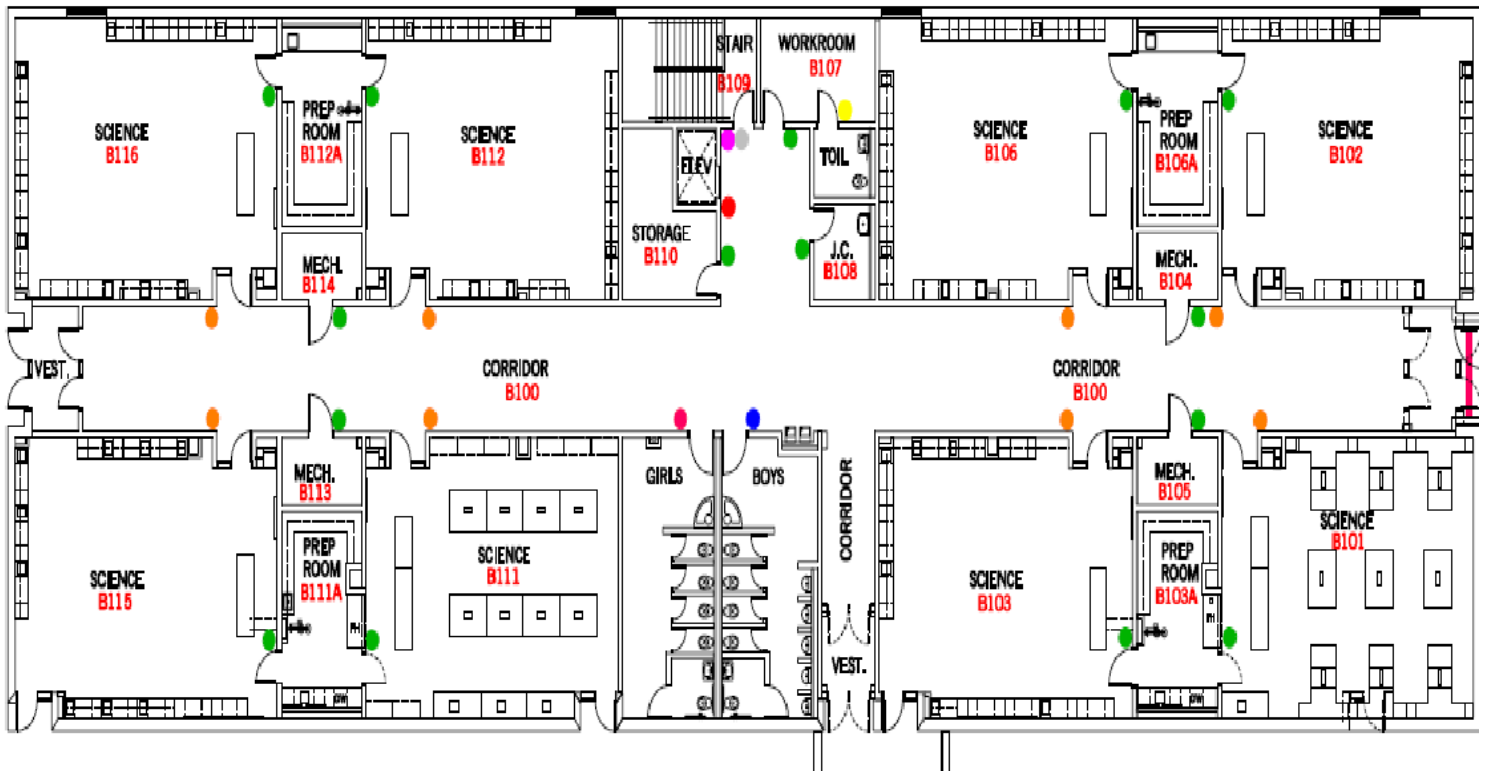
BUILDING "A" 3RD LEVEL

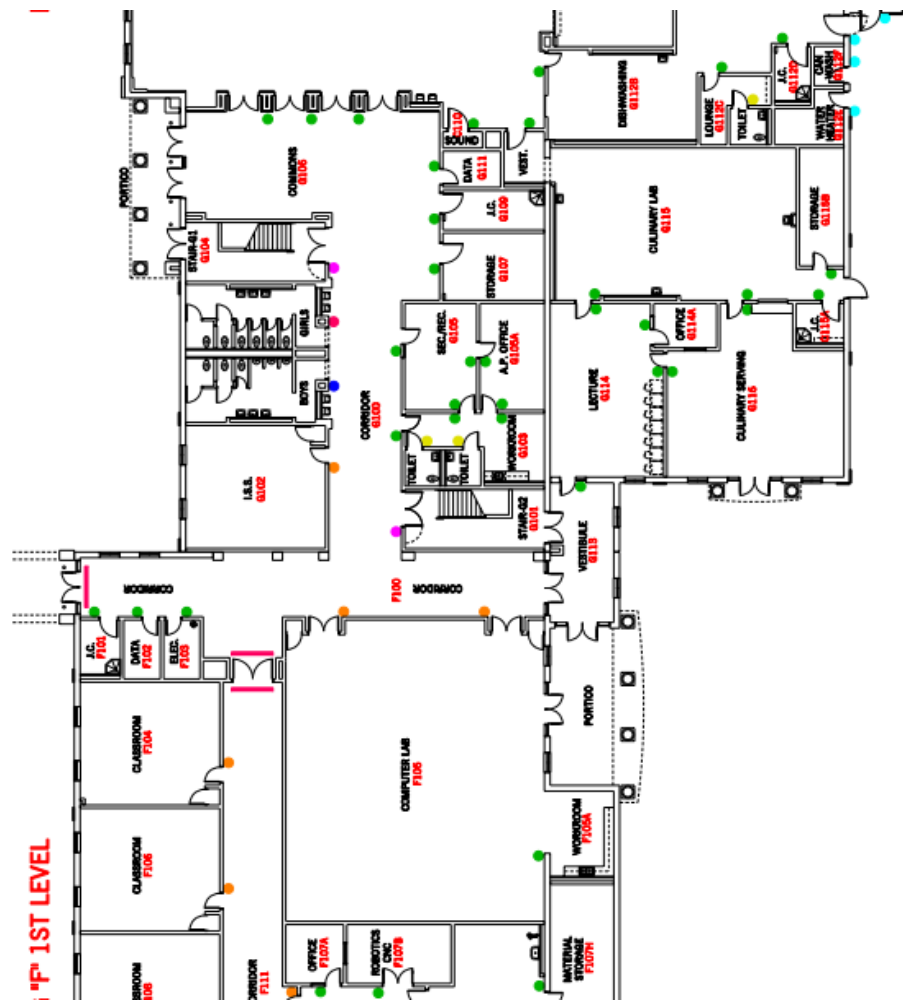


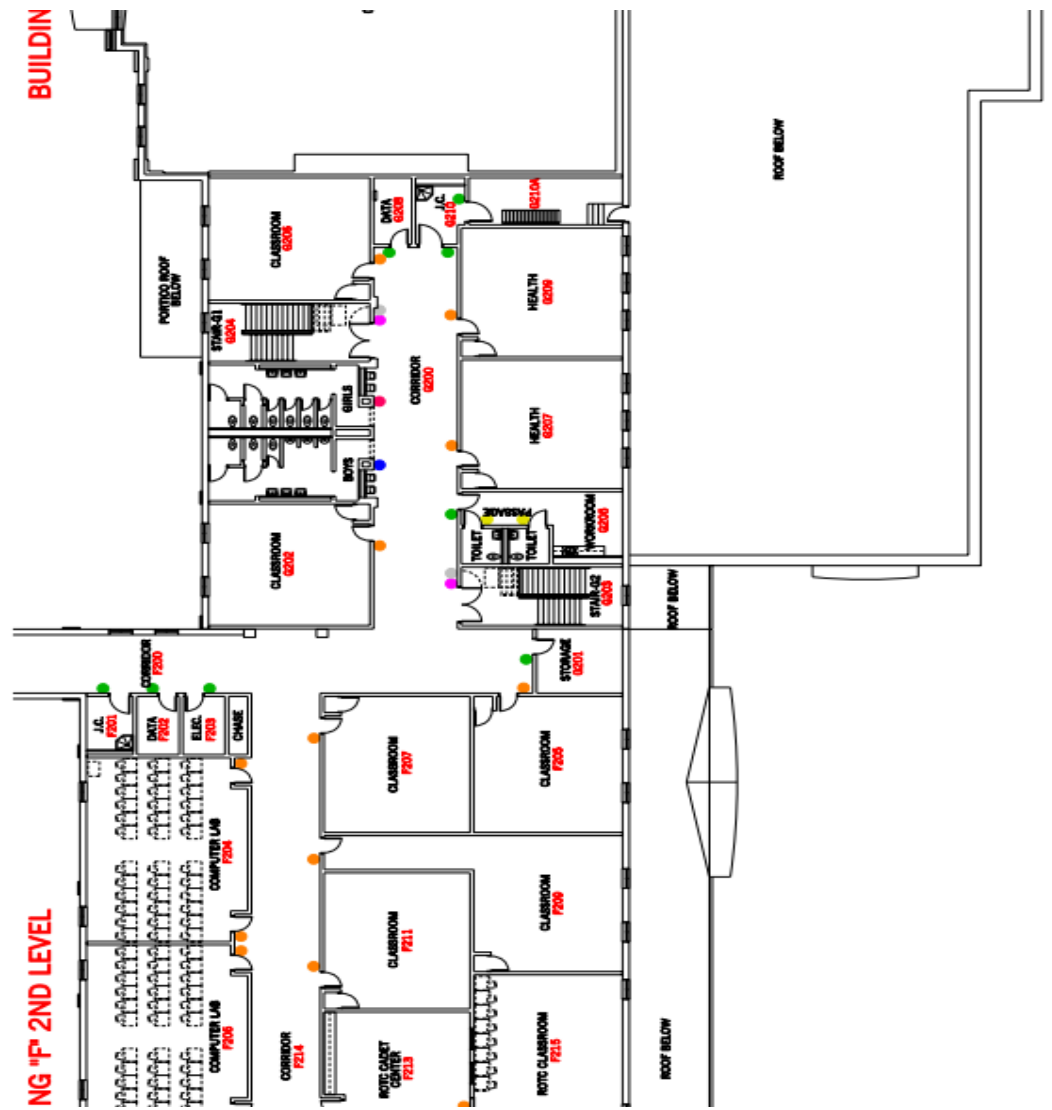
BUILDING "B" FIRST LEVEL



BUILDING "B" 2ND LEVEL









CARROLLTON CITY SCHOOLS | 2019-2020 CALENDAR

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25-31 Preplanning (Pre-K/K)

26-31 Preplanning (1-12)

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Christmas Break

2-3 PDD (Student Holiday)

6 First Day of 2nd Semester

20 ML King Day (No School)

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Preplanning (1-12)

1 First Day of School (Pre-K/K)

2 First Day of School (1-12)

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17-21 Winter Break / Possible Inclement Weather Make-Up Days

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day (No School)

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7-11 Fall Break (No School)

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 Spring Break

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 PDD (Student Holiday)

25-29 Thanksgiving Break

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Early Release CHS (12:30)

22 Last Day of School Graduation

22 Early Release
CES (11:15); CMS (11:30)
CHS (12:30); CJHS (12:45)

25 Memorial Day

26-27 Post Planning

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Last Day of 1st Semester (Pre-K/K)

19 Early Release CHS (12:30)

20 Last Day of 1st Semester (1-12)

20 Early Release
CES (11:15); CMS (11:30)
CHS (12:30); CJHS (12:45)

23-31 Christmas Break

Semester Begin/End Dates	1 st Semester	89
Instructional Days	2 nd Semester	89
Teacher Work Day / PDD	Total Student Days	178
School Holidays	Total Teacher Days	188

Bell Schedule (Regular) Carrollton High School 2019-2020

7:45	Teachers Report
8:15	Teachers Report to Hallway
8:20	Warning Bell
8:25 - 9:58	1st Block (Announcements)
9:58 - 10:05	Class Change
10:05 - 11:35	2nd Block
11:35 - 11:42	Class Change
11:42 - 1:38	3rd Block (Lunch Block)
11:42 - 12:08	1st Lunch Shift
12:08 - 12:12	Lunch Change
12:12 - 12:38	2nd Lunch Shift
12:38 - 12:42	Lunch Change
12:42 - 1:08	3rd Lunch Shift
1:08 - 1:12	Lunch Change
1:12 - 1:38	4th Lunch Shift
1:38 - 1:45	Class Change
1:45 - 3:15	4th Block
3:15	School Dismissed
3:45	Teachers Dismissed

Bell Schedule

(Advisement)
Carrollton High School
2019-2020

7:45	Teachers Report
8:15	Teachers Report to Hallway
8:20	Warning Bell
8:25 - 9:46	1st Block (Announcements)
9:46 - 9:53	Class Change
9:53 - 10:23	Advisement
10:23 - 10:30	Class Change
10:30 - 11:47	2nd Block
11:47 - 11:54	Class Change
11:54 - 1:53	3rd Block (Lunch Block)
11:54 - 12:22	1st Lunch Shift
12:22 - 12:26	Lunch Change
12:26 - 12:53	2nd Lunch Shift
12:53 - 12:57	Lunch Change
12:57 - 1:23	3rd Lunch Shift
1:23 - 1:27	Lunch Change
1:27 - 1:53	4th Lunch Shift
1:53 - 2:00	Class Change
2:00 - 3:15	4th Block
3:15	School Dismissed
3:45	Teachers Dismissed

Bell Schedule (One Hour Delay) Carrollton High School 2019-2020

8:45	Teachers Report
9:15	Teachers Report to Hallway
9:20	Warning Bell
9:25 - 9:58	1st Block (Announcements)
9:58 - 10:05	Class Change
10:05 - 11:35	2nd Block
11:35 - 11:42	Class Change
11:42 - 1:38	3rd Block (Lunch Block)
11:42 - 12:08	1st Lunch Shift
12:08 - 12:12	Lunch Change
12:12 - 12:38	2nd Lunch Shift
12:38 - 12:42	Lunch Change
12:42 - 1:08	3rd Lunch Shift
1:08 - 1:12	Lunch Change
1:12 - 1:38	4th Lunch Shift
1:38 - 1:45	Class Change
1:45 - 3:15	4th Block
3:15	School Dismissed
3:45	Teachers Dismissed

Bell Schedule (Two Hour Delay) Carrollton High School 2019–2020

9:45	Teachers Report
10:15	Teachers Report to Hallway
10:20	Warning Bell
10:25 - 11:35	2nd Block
11:35 - 11:42	Class Change
11:42 - 1:38	3rd Block (Lunch Block)
11:42 - 12:08	1st Lunch Shift
12:08 - 12:12	Lunch Change
12:12 - 12:38	2nd Lunch Shift
12:38 - 12:42	Lunch Change
12:42 - 1:08	3rd Lunch Shift
1:08 - 1:12	Lunch Change
1:12 - 1:38	4th Lunch Shift
1:38 - 1:45	Class Change
1:45 - 3:15	4th Block
3:15	School Dismissed
3:45	Teachers Dismissed

**Bell Schedule
(Early Release)
Carrollton High School
2019-2020
December 19-20, 2019
May 21-22, 2020**

7:45	Teachers Report
8:15	Teachers Report to Hallway
8:20	Warning Bell
8:25 - 10:15	1st Block (Announcements)
10:15 - 10:25	Class Change
10:25 - 12:15	2nd Block
12:15 - 12:30	Sack Lunch
	Car Rider Dismissal
12:30	School Dismissed
3:45	Teachers Dismissed

Bell Schedule
(One Hour Early Release)
Carrollton High School
2019-2020

7:45	Teachers Report
8:15	Teachers Report to Hallway
8:20	Warning Bell
8:25 - 9:58	1st Block (Announcements)
9:58 - 10:05	Class Change
10:05 - 11:35	2nd Block
11:35 - 11:42	Class Change
11:42 - 1:38	3rd Block (Lunch Block)
11:42 - 12:08	1st Lunch Shift
12:08 - 12:12	Lunch Change
12:12 - 12:38	2nd Lunch Shift
12:38 - 12:42	Lunch Change
12:42 - 1:08	3rd Lunch Shift
1:08 - 1:12	Lunch Change
1:12 - 1:38	4th Lunch Shift
1:38 - 1:45	Class Change
1:45 - 2:15	4th Block
2:15	School Dismissed
2:45	Teachers Dismissed

Bell Schedule
(Two Hour Early Release)
Carrollton High School
2019-2020

7:45	Teachers Report
8:15	Teachers Report to Hallway
8:20	Warning Bell
8:25 - 9:45	1st Block (Announcements)
9:45 - 9:52	Class Change
9:52 - 11:12	2nd Block
11:12 - 11:19	Class Change
11:19 - 1:15	3rd Block (Lunch Block)
11:19 - 11:45	1st Lunch Shift
11:45 - 11:49	Lunch Change
11:49 - 12:15	2nd Lunch Shift
12:15 - 12:19	Lunch Change
12:19 - 12:45	3rd Lunch Shift
12:45 - 12:49	Lunch Change
12:29 - 1:15	4th Lunch Shift
1:15	School Dismissed
1:45	Teachers Dismissed

Alma Mater

Carrollton High, we love you dearly!

To you our hearts beat true

With your help we see more clearly

Joyous life anew.

To our dear old Carrollton High School

To our friend so true,

Loyalty and love and service

To you we pledge anew.

School Colors – Black and Gold

School Mascot – Trojans

General Information

COPYRIGHT LAW

The Carrollton Board of Education abides by the Copyright Law of the United States (Title 17, United States Code) and prohibits copying or use of copyrighted material not specifically permitted or exempted by the copyright law by employees of this system. The Board places the liability for willful infringement upon the person making or requesting a copy or using the material and designates media specialists and the system media contact person as disseminators of copyright information for each school and the system respectively. These designees shall be responsible for seeking necessary copyright clearances, maintaining appropriate copyright records and placing warning notices on or near all equipment capable of making or modifying copies. The Board identifies Copyright: A Guide to Information and Resources and updates from Media Memo as procedural guides for Carrollton City employees in complying with the federal law.

CARROLLTON CITY SCHOOLS NONDISCRIMINATION NOTICE

Carrollton City Schools does not discriminate on the basis of race, color, national origin, sex, age, disability or religion.

Title IX provides that no person shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district. The Title IX coordinator for Carrollton City Schools is Ginger Harper, Director of Federal Programs, 288 Tom Reeve Dr., Carrollton, Georgia 30117, (770) 834-7077.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 provide that no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied that benefits of, or be subjected to discrimination in programs or activities sponsored by the school district. The ADA and 504 coordinator for Carrollton City Schools is: Mary Rayburn, Director of Student Services, 288 Tom Reeve Dr., Carrollton, Georgia 30117, (770) 834-7077.

State Law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A 20-2-315). Students are hereby notified that Carrollton City Schools does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this system is: Ginger Harper, Director of Federal Programs, 288 Tom Reeve Dr., Carrollton, Georgia 30117, (770) 834-7077. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In compliance with the requirements of the Every Student Succeeds Act, the Carrollton City School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Assistant Superintendent Anna Clifton, at 770-832-9633 or by email at anna.clifton@carrolltoncityschools.net.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the Carrollton City School District ("the School District") receives a request for access. Parents or eligible students should submit to the School Superintendent a written request that identifies the record(s) they wish to inspect. The School Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the privacy rights of students. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the School Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate; or misleading. -If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance; committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of school districts and to officials of private schools in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Carrollton City Schools

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Carrollton City Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Carrollton City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with procedures of the Carrollton City Schools. The primary purpose of directory information is to allow the Carrollton City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Carrollton City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 15th of each school year. Carrollton City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Diplomas, certificates, honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Enrollment status (e.g. full-time or part-time)
- Photograph

Carrollton City Schools

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by the section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parents;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisal of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or screening permitted, or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Carrollton City Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Carrollton City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Carrollton City Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Carrollton City Schools will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of any personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Carrollton City Schools

Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Carrollton City Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“provided information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Carrollton City Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or and emancipated minor under State law.)

Date: On or about October 2019
Grades: Six through Twelve
Activity: Georgia Student Health Survey -II
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home
Opt-out: Contact **your child’s principal** no later than **September 1, 2019** if you do not want your child to participate in this survey.

Video and Photography Policy

There are numerous activities at Carrollton High School that provide opportunities for students to be photographed and/or videotaped. Student publications including the *Arrowhead* (yearbook) use photographs and pictures to document student life and various events. Our mass media classes produce news programs that are broadcast to the school. Small groups of students in the mass media classes interview students on video for specific class projects. Teachers and administrators maintain web pages on the Internet that may use pictures of students involved in extracurricular activities, classes, athletic events, band shows, performing arts, awards and honors, etc.

If you **do not** want your child to be (videotaped), or your child’s picture used in any of the above instances, please notify the school, (770) 834-7726. A form requesting that CHS not use your child’s picture or video will be provided in a packet at the beginning of school.

Board Policy

Section 504 Procedural Safeguards

Descriptor Code: JAA-R (2) Adopted March 2012

Section 504 Procedural Safeguards

The following Section 504 Procedural Safeguards shall be applied in the Carrollton City Schools:

1. Overview: Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding a child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures: The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

- a. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- b. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- c. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- d. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily.
- e. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Notice of Section 504 Procedural Safeguards

The foregoing Section 504 Procedural Safeguards shall be published at least annually in the Student Handbooks distributed to the students of the Carrollton City Schools and shall be accessible on the website of the Carrollton City Schools to the students of the Carrollton City Schools and their parents or guardians at all times.

Notice of Rights of Students and Parents under Section 504

The following notice shall be published at least annually in the Student Handbooks distributed to the students of the Carrollton City Schools and shall be accessible on the website of the Carrollton City Schools to the students of the Carrollton City Schools and their parents or guardians at all times:

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Mrs. Mary Raburn, Director of Student Services
288 Tom Reeve Drive
Carrollton, Georgia 30117
(770) 834-7077

mary.raburn@carrolltoncityschools.net

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements

of 34 CFR 104.35.

8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child's educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

FEDERAL COMPLAINT PROCEDURES

Carrollton City Schools

If you have a complaint regarding any federal program or if you suspect waste, fraud, abuse or corruption, please contact Ginger Harper, Director of Federal Programs, in writing at 288 Tom Reeve Drive, Carrollton, Georgia, 30117, or by email at ginger.harper@carrolltoncityschools.net to access detailed information on how to proceed.

Grounds for a complaint

Any individual, organization, or agency may file a complaint with the Carrollton City school system if that individual, organization or agency believes and alleges that the district is violating a federal law or regulation that applies to a program under Title I, Part A of the Elementary and Secondary education of 1965 (ESEA). The complaint must alleged violation that occurred not more than one (1) year prior to the date received the complaint, unless a longer period is reasonable because the violation is considered ongoing.

Federal Programs for Which a Complaint Can be Filed and Program Director:

Title I, Part A - Improving Academic Achievement of Disadvantaged Students: **Ginger Harper**

Title I, Part C - Migrant Education: **Ginger Harper**

Title II, Part A - Teacher and Principal Training and Recruiting: **Karen Wild**

Title III - Language Instruction for Limited English Proficient (LEP) : **Ginger Harper**

Title X, Part C - McKinney Vento Act: **Ginger Harper**

School Improvement 1003(a): **Karen Wild**

Title IV, Part A -Student Support and Academic Enrichment : **Ginger Harper**

Title IV, Part B - 21st Century Community Learning Centers: **Amanda Carden**

Special Education Flowthrough/ Federal & State Preschool Handicapped: **Mary Raburn**

Complaints Originating at the Local Level

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the GaDOE until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the GaDOE with written proof of their attempt to resolve the issue with Carrollton City Schools.

Filing a complaint

Complaints and claims will be handled and resolved as close to their source as possible and through the proper channels using the following procedures. A complaint must be in writing and signed by the applicant. The complaint must include:

- A statement that schools in the city of Carrollton has violated a requirement of a Federal statute or regulation that applies to an applicable program;
- The date the violation occurred;
- The facts on which the statement and the specific requirements that allegedly violated is based;
- A list of names and phone numbers of people who can provide additional information;
- If a complaint has been filed with any other government agency, and if so, which agency;
- Copies of all applicable documents supporting the complainant's position; and
- The address of the claimant.

The complaint should be addressed to:

Ginger Harper, Director of Federal Programs

Carrollton City Schools

288 Tom Reeve Drive

Carrollton, Georgia 30117

Once the complaint is received by Carrollton City Schools, it will be copied and forwarded to the appropriate Federal Programs Manager.

Investigation of complaint

1. Once claims or complaints are received, the Director of Federal Programs or designee will issue a receipt to the complainant containing the following information:

- The date the complaint was received;
- How the complainant may provide additional information;
- A statement of the ways in which the coordinator of federal programs can investigate

or address the complaint; and

- Any other relevant information

2. The decision of the Director of Federal Programs may be appealed to the Superintendent in writing.
3. The Superintendent's decision may be appealed to the Carrollton City Schools Board of Education in writing.
4. All decisions and resources must be submitted in writing.
5. Complaints will be monitored by the appropriate federal program coordinator to maintain documentation of written complaints and other supporting information.
6. Reports will be maintained with complaint letters and final decisions.

Right of appeal

If the complaint can not be resolved locally, the plaintiff is entitled to seek review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the superintendent's decision and include a full statement of the reasons supporting the appeal.

The complaint may be filed online or contact:

Georgia Department of Education, Office of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Tower East
Atlanta, GA 30334

Georgia Department of Education Complaint/Comment link:

<http://programcomplaint.doe.k12.ga.us/everestwebportal/webform.asp>

CARE OF SCHOOL PROPERTY

Students are responsible for proper care of all books, supplies, computers, (hardware, software and intellectual property) and furniture supplied by the school. Students who disfigure property, break windows, inappropriately access network or do other damage to school property or equipment will be required to pay for the damage done or replace the item and/or receive additional disciplinary action.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Textbooks are supplied by the city school system and are paid for by tax dollars. They are issued to students as borrowed property; consequently, students will be held responsible for damage and/or loss of books issued to them. During the term, loss or damage charges are assessed by the classroom teacher. After the term ends, collection is handled by the career technical office.

Other school property such as uniforms and athletic equipment must be turned in at the end of a season to the appropriate coach or sponsor. Charges for damages or loss will be assessed in the same manner as for textbooks. Students who owe fines will be restricted from Infinite Campus access to check grades and assignments until fines are paid.

All financial obligations for the previous term must be cleared before receiving a schedule for the next term. Outstanding fines by a non-resident will prevent the student from receiving a schedule. Residents will receive a schedule on the first day of the semester during advisement. **ALL FINES MUST BE PAID IN FULL BEFORE ANY SENIOR PARTICIPATES IN GRADUATION.**

IMMUNIZATION REGULATIONS FOR H.S. STUDENTS

Georgia law requires that all students enrolled in a Georgia school have an immunization certificate on file (Georgia Form #3231). In addition, students entering a Georgia school for the first time must present an Eye, Ear, and Dental Certificate. These certifications can be obtained at the Carroll County Health Department or in many doctors' offices. These certificates should be presented to the Guidance Office upon enrollment.

All new students enrolling from out-of-district or out-of-state for the 2019-2020 school year must have the following shots:

- 5 DPT (with the last one given after the 4th birthday). It is recommended that a booster be given at age 11 (or 5 years after the last dose). This is not required.
- 4 polio (with the last one given after the 4th birthday).
- 3 Hepatitis B.
- 2 MMR (with the last one given after the 4th birthday).
- 2 Varicella (chicken pox). If the student had shots when he/she was under the age of 13, he/she may have had only 1 shot. If student was over 13 years old, he/she must have 2 shots with at least a 30 day interval between doses.
- Any student not having the appropriate immunizations must be referred to the Health Department for additional shots and/or an updated certificate.

All immunizations must be recorded on the Georgia state form #3231. Any other form is not acceptable. If a student arrives with any other documents, the parents must be referred to the Health Department.

*For students with waivers: These forms will have an expiration date on them. Parents are responsible for making sure the student goes back for the next booster. School officials must keep track of the expiration dates, and remind the parents a month in advance to go back and get the next shot. If the student does not get the shot by 30 days after the expiration date, the student will be excluded from school until the next shot is obtained. The student will be issued a new certificate each time a shot is given, and a completed certificate will be issued when all shots are received. It is the parent's responsibility to get an updated immunization certificate to the school. The Department of Human Resources for the State of Georgia mandates mass hearing/vision screenings of students in public schools. The grades to be screened include first (screening or follow-up to kindergarten screenings), third, fifth, eighth, and tenth. If a student fails both the initial screening and the rescreening, the parent will be notified.

HEARING AND VISION SCREENING

Carrollton High School offers individual hearing and vision screening for all students suspected of having vision or hearing difficulties. Parents or teachers may request an individual vision or hearing screening for a child in any grade with written permission from the parent. If a child fails an initial screening, a second screening will be conducted. If a student fails both the initial screening and a second screening, the parents will be notified.

MEDICATIONS

Carrollton High School does not dispense any medications to students. Students who carry their medications with them during the school day are expected to carry them in the original container (prescription bottle with name, date, physician's name, drug and dosage) and to take them as prescribed. The principal or his designated staff members have the authority to ask a student to explain, show, or be accountable for any medication the student takes or possesses while on school property- this includes any non-prescription medication. Students may not dispense or misuse prescription or non-prescription medications. Form is available on website and offices.

USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

In the event that an emergency situation arises involving your child, such that an Automatic External Defibrillator (AED) is necessary, assistance will be provided by volunteers from the school system unless you give instructions to the Principal that such is not to be used.

EXCHANGE STUDENT PROGRAM

Carrollton High School participates in foreign student exchange programs which are endorsed by the National Association of Secondary School Principals. Exchange students must be approved by the principal prior to enrollment.

OFFICE REGULATIONS

Administrative Offices: The office area is where the business of the school is conducted. Offices should be quiet and orderly places. Do not go beyond the reception area until you have permission to do so. Administrators are available to see you by appointment. If you need to talk to a particular administrator and that administrator is not in, leave your name and message with the secretary and return to class. An administrator will contact you as quickly as possible. Administrative Offices are open from 7:45 A.M. to 3:45 P.M.

RETURNED CHECKS

A \$35.00 fee will be charged for any returned checks.

GUIDANCE AND COUNSELING SERVICES

The Guidance and Counseling Office of Carrollton High School is open between 7:45 A.M. to 3:45 P.M. Carrollton High School has the services of three counselors and a Career Education Specialist. Students needing to visit with a counselor may stop by the counseling office before and after school or during breaks or lunchtime to make an appointment with their counselor. It is necessary for students to have a hall pass in order to come to the counselor's office. The counselors or secretary cannot issue a pass to a student who comes without one. The current assignment of students to counselors is based upon last name as follows:

Ms. Wendy MasonA – Dumas
Ms. Ashleigh Paulk Duncan – Kidd
Mr. Cameron Mount.....Kilgore - Ranson
Mr. Scott Hobson.....Ray - Z
Registrar – Ms. Teresa Morgan
Career Education Specialist – Ms. Sally Ingui

A. Academic/Personal Counseling

1. In addition to meeting with all rising ninth graders and their parents during Eighth Grade Matriculation, counselors are available to meet individually with students and/or parents to choose classes, prepare for college, discuss graduation requirements, and help plan the students' educational career. An arena advisement is held early in the spring semester to assist current CHS students in choosing courses for the following year.
2. Each 12th grade student participates in an individual "Senior Meeting" with his/her counselor to discuss graduation requirements and post-secondary plans. Parents wishing to attend the meeting should contact the Guidance Office in August of their child's senior year.

3. Counselors help administer and provide information on various high school testing programs including SAT, PSAT, ACT, EOC, Accuplacer, ASVAB, and YouScience
4. Counselors are immediately available to those students experiencing a crisis. The counselor will assess the situation and involve the parents and/or other professionals as needed. A community resource referral packet is available upon request.

B. Classroom Guidance

Classroom guidance activities are an excellent opportunity to disseminate information on a variety of topics. If you have a particular topic or interest, please see one of the counselors.

C. Parent/Teacher Conferences

To arrange a parent/teacher conference, parents may call their child's counselor. A mutually convenient time can usually be arranged for parents needing to meet with any or all teachers of their children. Meetings involving several teachers usually must be scheduled before or after school. **All conferences must be prearranged.**

D. Other Services and Resources

1. Counselors provide information on college planning, testing, scholarships and upcoming events.
2. College Information/Financial Aid Nights are scheduled during the year. These will be announced via newsletters and announcements.
3. New student orientation is held in the spring for rising ninth graders.
4. Parent information programs of varying natures will be announced in newsletters and announcements.
5. Substance abuse prevention and intervention programs are provided.

E. Transcripts

Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Records are transferred to the enrolling school or school system without notice. If a parent wishes to have additional notice of the transfer of student records, this request should be made at the time of enrollment in the Carrollton City School System. **Any parent/guardian requesting to obtain copies of his/her child's student records must present a picture ID.**

Transcripts may be ordered in the Guidance and Counseling office. There is a 48 hour time period to allow for processing and mailing the transcript for scholarship or college application deadlines. There is a \$3.00 fee for each transcript due at the time of the request. Copies of any other part of students' records for the students' personal use are 25 cents per page. Transcripts that must be processed on the same day that the request is made may be purchased for \$5.00.

Counselor recommendations of the students are mailed from the guidance office directly to the college(s). No transcripts, college applications or counseling recommendations will be mailed or completed during the exam or drop-add period each term.

CAREER CENTER

Career Education Specialist – Sally Ingui
Hours of Operation: 7:45 A.M. to 3:45 P.M.

Georgia Career Information System (GCIS)

All classrooms at Carrollton High School and the Career Center have computer stations providing access to GCIS, which offers current information on Career Occupations, Programs of Study, National and Georgia Universities, Colleges and Technical Schools, Military, and Financial Aid Information (including a scholarship and occupation search).

College Representatives

College representatives will be visiting the Career Center to speak to students and answer questions. This is a great time for students to explore different schools. Applications and course catalogs from universities and technical schools as well as books and brochures can be obtained in the Career Center.

Scholarships

Scholarships made available to seniors will be housed in the Career Center. Many scholarships will be for a particular school or will have certain requirements. Check the Career Center weekly to see what new scholarships may apply to your situation. Many universities and technical schools have their own scholarship forms, and the student will be responsible for obtaining the school's application form.

Programs Related to Career Exploration

The Career Center will host guest speakers to talk about particular careers, as well as possibly taking tours of local businesses. Mini-seminars will be conducted throughout the year on career exploration including: Tomorrow's Jobs, Financial Planning, Tips for "The Real World," Interviewing and Résumé Writing Tips, etc. Mrs. Ingui will also host sessions for career and college areas of focus.

Career Information

Individual counseling is offered with Mrs. Ingui, and resource materials such as the Dictionary of Occupational Titles and the Occupational Outlook Handbook are available as well as access to the Internet. There are a wide variety of booklets on specific careers interests.

Military Information

Representatives from the different branches of the military visit and speak to students who are interested in careers in the military.

**If you have any questions concerning the Career Center or would like to make an appointment,
Please contact Mrs. Ingui at (770) 834-7726**

LIBRARY MEDIA CENTER

The Carrollton High School Library Media Center exists to meet the informational needs of students, school staff, and community members. We are dedicated to providing users with a variety of quality information resources, as well as providing instruction and assistance in locating and using these resources.

The CHS Library Media Center operates on an open schedule, i.e., the Media Center is available to class groups and individual students throughout the instructional day. When entering the Media Center, students must present to library media personnel a library pass (no hall pass) signed by the teacher listing student(s) and the assignment. Teachers must accompany whole-class groups. Passes are also required for students utilizing the Library Media Center during lunch.

Regular operating hours of the Media Center are from 7:30 A.M. to 4:00 P.M. daily. These hours may be altered for faculty meetings and other activities.

Students are responsible for replacement cost of library media materials and equipment that are damaged or not returned.

Print Resources

1. Students may check out books for two weeks. There is a charge of 10 cents per day for overdue items.
2. Students may check out two books at a time, unless more are required for a specific assignment.
3. After a three day grace period, reference books and magazines may be checked out for one day.
4. Through a cooperative agreement with the West Georgia Regional Library, students and staff may request books from any public library in Georgia, and the materials will be delivered to Carrollton High School free of charge to the students. Normal circulation periods apply.
5. Students may also check out items from the University of West Georgia Ingram Library by applying for a Guest Borrower card at the UWG library's circulation desk. The Guest Borrower Card is non-transferable and the individual named on the card is responsible for all items borrowed and for any fines or charges for damages or lost materials. A parent will need to accompany the student to sign up for the card and will add their signature to the application.

Computers, Multimedia and Online Resources

1. Computer workstations, scanners, and other multimedia tools are available for student use on a first-come, first-served basis. Students in whole-class groups are given first priority.
2. Both still and video cameras are available for teachers to checkout. Students are not able to check these out.
3. Media center technology resources are for use in completion of school assignments. No computer games (except games that are part of a course curriculum) are permitted. Please refer to the "Carrollton City Schools District Internet Use Agreement" for detailed guidelines for the appropriate use of the campus network and the internet. Any use of the network that is not of an instructional nature will result in consequences determined by the administration.
4. Databases purchased by the school are accessible from the Media Center Web page (<http://chs.carrolltoncityschools.net/?pagename='library'>). Passwords are available in the media center for students desiring to access the database from off-campus.

CAFETERIA

Carrollton High School 2019-2020 Cafeteria Policies and Procedures

Our cafeterias are under the direction of the School Nutrition Director and an onsite Cafeteria Manager at each location. Weekly menus are posted in the cafeteria, in each classroom and on the Carrollton City School home page Internet address at www.carrolltoncityschools.net and the Mealviewer smart phone application. The daily menu, which includes a variety of hot entrée choices with additional salad/sandwich choices, is displayed in the cafeteria on the menu board. Only approved foods and milk products may be sold to students during the school day that meet the USDA Smart Snack regulations. Restaurant foods and class celebration foods are strictly prohibited in the school cafeteria. Also, carbonated beverages of all kinds are prohibited. These restrictions are set forth by the Georgia Department of Education and the United States Department of Agriculture. Carrollton City Schools is committed students' health and well-being. In an effort to meet the requirements of USDA's Nutrition Standards and respect safety for our students with food allergies the Carrollton City School System is recommending that food being brought into the schools for classroom parties have ingredients identified to prevent students with food allergies from being exposed to unidentified allergens.

The cafeteria operates on a non-profit basis. Meal prices are as follows:

School:	Lunch:	Breakfast:
Carrollton Elementary	\$2.10	\$1.10
Carrollton Middle	\$2.20	\$1.10
Carrollton Junior High	\$2.20	\$1.20
Carrollton High	\$2.35	\$1.20

Adult lunch prices are \$3.50 and breakfast prices are \$1.75. Extra cartons of milk may be purchased for .55 cents each. Lactose Free Milk is available as a milk substitute at no additional cost for students providing a medical excuse from their doctor.

At the beginning of the school year, each student and staff member will be issued a personal identification number. This number will enable students and staff to pay for their meals by the day, week, month, or year. Students finding themselves without lunch money may charge their lunch up a limit of -\$7.05 at CHS for paid category and -\$1.20 for CHS reduced category; at CJHS the charge limit is -\$6.60 for paid category and -\$1.20 reduced; the charge limit is -\$10.50 at CMS and CES for paid students and -\$2.10 for reduced students. No charges are allowed for free category students. The student will receive a charge slip showing their account balance when the account turns negative. Parents are also emailed a low balance reminder and a negative balance reminder once a week. If the meal charge limit is exceeded, no further charges will be allowed and an alternate lunch will be served. All charges must be paid in full before a new charge is allowed. Meal accounts may be maintained by depositing cash, checks or online payments through www.ezschoolpay.com. Free and reduced lunches are available to qualifying students. Applications are distributed to all students at the beginning of the year and are also available online at <https://ccs.rocketscanapps.com>, in the school office, school cafeteria and the School Board of Education. The criteria for receiving free/reduced breakfast and lunch are based on USDA Federal Guidelines. The application must be completely filled out by the parent or guardian and approved by the Carrollton City Schools' School Nutrition Director. Meal applications will be processed within 10 school days and notification of results will be provided in writing. Parents are responsible for the cost of meals served prior to application approval.

EZ School Pay: Go to EZSchoolPay.com, the easy, convenient and secure way to track and/or pay for school meals. Please have your student identification number (not PIN) available when registering for an account.

Easy -Simply register and you're ready to go. Already a member? Just sign in!

Convenient- Available anywhere, anytime you have a computer with internet access. Avoid lost checks, negative balances and trips to school by paying online. You can still use the account to track your child's daily expenses and balance. You can also receive an email from EZ School Pay when your child's balance reaches an amount you select.

Secure -We take extra caution to be sure your experience with EZSchool Pay is safe. Plus, we never sell or share your information.

USDA Non-discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they

applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Commercial food products are not allowed on campus without administrative approval. No food products are to be delivered during the school day without administrative approval.

ANNOUNCEMENTS

Announcements about meetings and activities will be made using the following procedures:

- 1. Announcements will be made over the intercom at the beginning of each school day (3 DAYS LIMIT PER ANNOUNCEMENT) excluding testing days.
- 3. Approved signs may be posted on bulletin boards and on cork strips on the hallway walls. Signs will be removed if not posted on cork strips.

SOLICITATION ADVERTISING

No items will be sold by organizations or by individuals unless approved by the administration. The administration cannot permit the sale of items at school by non-school organizations. No form of advertising can be displayed on campus that has not been approved by the administration. The administration will not approve advertising by profit-making organizations, except those having contract with the school (class rings, school pictures, etc). With administrative approval, advertising for recognized community service groups will be permissible.

INSURANCE

The high school maintains a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold after school begins. Forms are available in the Attendance Office and in the main office. All students involved in extracurricular activities, lab classes, and/or vocational classes are strongly encouraged to have school insurance. **Students participating in athletics are required to have insurance.**

TELEPHONE USE

NO STUDENT IS TO BE RELEASED FROM CLASS TO USE THE TELEPHONE. Teachers will allow students to make emergency phone calls to parents/guardians from the attendance office. **Use of cellular phones by students during instructional time is prohibited. Confiscated cell phones will be subject to fines: \$10.00 for 1st offense, \$20.00 for 2nd offense, and \$30.00 for 3rd and consecutive offenses. Fines may be paid in cash and phones returned in the Vocational Office at the end of the school day. Students who refuse to relinquish cell phones on request will be subject to fines and in-school or out-of-school suspension.**

STUDENT DROP-OFF & PICK-UP

Students may be dropped off in the Mabry Center parking lot, in front of the main building on Trojan Drive, in the Vocational lot off Frances Place or students may also be dropped off in the Band parking lot after 8:00am. Students waiting to be picked up after the school day must be picked up by 3:45pm in front of the main building on Trojan Drive or in the Vocational lot off Frances Place. Due to limited supervision, all students will be directed to these areas and the building will be secured.

SAFE ROUTES TO SCHOOL

The Carrollton Board of Education, in partnership with Tanner Health System and the Carrollton Greenbelt, supports Safe Routes to School. This is a national initiative encouraging safe walking and bicycling to and from schools, and in daily life, to improve the health and well-being of America's children. Contact the front office to learn more about Safe Routes to School and how your family can participate in the program.

STUDENT MESSAGES

Messages from parents or guardians will be delivered to students in-between classes. This is an attempt to keep classroom disruptions to a minimum. Exceptions will be made in case of emergencies.

CLOSED CAMPUS

Carrollton High School is a closed campus. **Students must stay on the school grounds from the time they arrive even if the daily schedule has not begun, until dismissed.** A student violating this policy will be subject to disciplinary action (see discipline code). Students are not permitted visitors to the Carrollton High campus. Individuals who have business at the school must report to the attendance office and receive a visitor's pass from the kiosk to conduct business. Trespassers are subject to arrest. **No babies or younger siblings are permitted to visit or attend school events during the school day.**

HALL PASSES

When going anywhere in the building or on the grounds, during the time classes are in session, students must have a pass with signature, date, time, and destination issued by the teacher concerned. All passes are to be returned to the teacher with the return time designated. Hall passes are to be issued only for emergencies.

WORK PERMITS

A work permit is required for any student under the age of 16 who works outside of school. These may be obtained from the Attendance Office.

PARKING

Parking is a privilege. Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. The parking permit must be permanently attached to the rear-view mirror. Students are reminded that all school rules are in effect in the parking area before, during, and after school. Parking permits may not be sold, traded, duplicated, or transferred from one student to another. **Parking can be revoked or suspended due to Disciplinary Action.**

Towing of a vehicle for repeated violations may result after the parents and the students have been warned. Parking on campus is a privilege. These rules must be followed in order to keep this privilege:

1. Each student must register the vehicle. Permits may be purchased in the Attendance Office at a cost of \$30.00 (non-refundable). Permits purchased during any time of the year are reduced at the rate of 2.00 per month.
2. Each student must properly display a parking permit as described for the current year.
3. Driving from school grounds during school hours is not permitted unless the student checks out properly in the Attendance Office or is in the WBL or Dual Enrollment program.
4. Speeding or careless driving on school grounds is not permitted.
5. Parking in a no-parking area is a direct violation of the rules.
6. Sitting in cars during the school day is not permitted. Once you arrive, you must park your car and exit the parking area.
7. Students are not allowed to use a cell phone while operating a vehicle on campus.
8. The speed limit on campus is 15 miles per hour.
9. Students may not go to the parking lot during the school day unless permission is obtained from the office.
10. Cars must leave parking lot through proper entrances and exits.
11. Any car not properly parked will be subject to towing at owner's expense.
12. Fines will be administered for parking in unauthorized areas:

First Violation	\$10
Second Violation	\$25
Third Violation	\$25 or Possible towing of vehicle

Students fully understand that at no time when the student's vehicle is on campus will the vehicle contain a weapon, tobacco products, alcoholic beverages, and nonprescription drugs or illegal substances or any pornographic material as defined by the student Code of Conduct. The student understands and agrees that he/she will be accountable for any item or substance in his/her vehicle, regardless of who placed the item or substance in the vehicle or whether the student was aware of the same. The student agrees to inspect the vehicle before bringing the vehicle on campus each time in order to determine whether anything forbidden by this permit is in the vehicle.

Students who drive to school can have their vehicle randomly searched at any time the principal or designee deems appropriate, and the student agrees upon request to unlock his/her vehicle, glove compartment, trunk or any other locked storage compartment in the vehicle for inspection.

CARROLLTON HIGH SCHOOL RANDOM DRUG TESTING

Carrollton High has implemented random drug testing of high school students. Any student participating in the privilege activities will be subject to random drug testing on a monthly basis during the school year. Privileged activities include all sports offered at Carrollton High School as well as parking on our campus.

Testing will be conducted at Carrollton High School. An independent lab conducts all tests in the presence of a school administrator. Students will be selected through a computer generated random numbering system provided by the independent lab.

A student's refusal to test is treated as a positive test result. The tests measure the following drugs: marijuana, cocaine, amphetamines, methamphetamines, alcohol and opiates. The test results are instant, with the exception of steroids. Any positive results are forwarded to a medical review officer who will determine through an interview with the parents or guardian if there is a valid medical reason for the drug to be in the student's system. The final results of the findings will be sent back to the school administrator who will notify the student and the parent of the results and consequences.

Consequences for Violation of Drug Policy

***For all offenses-Information will be available for student/parent counseling.**

Penalty for First Positive or Non-Negative Drug Test Result:

- First offenders will lose their parking privileges for one calendar year.
- First offenders must attend the CHS drug and alcohol prevention/awareness class during the suspension time. Both the student and his/her parent must attend together.
- First offenders must agree to be tested at all monthly drug screenings for one calendar year at the expense of the parent or guardian.
- Failure to comply with any of the above consequences will result in permanent suspension from parking.

Penalty for the Second Positive or Non-Negative Drug Test Result:

- A second offense will result in permanent suspension from parking privileges.

A safe and effective learning environment is critical to the success of the students. Drug use and abuse are harmful to the physical, emotional, and mental well-being of the students. Drug abuse seriously interferes with the academic and athletic performance of the students and creates an unhealthy learning environment.

The Random Drug testing Program will have a positive effect on the school, community and students by serving as a deterrent and offering assistance to students who have drug issues. An important element of the program is a student/parent counseling program for any student who may test positive and desire intervention. The alcohol and drug testing education program is supported by the Carrollton City School System and is available for students and parents.

CERTIFICATE OF SCHOOL ENROLLMENT FOR DRIVER'S LICENSE

Any student eligible for a Georgia Driver's License or a Georgia Learner's License must complete a Certificate of School Enrollment Form available in the Attendance Office. After completing a Certificate of School Enrollment Form, the student will leave the form with the Attendance Office. The Attendance Office will verify the student's residency, date of birth, school enrollment, and notarize the form. **Students can pick up their form the following day by 3:00 p.m**

ALCOHOL AND DRUG AND AWARENESS PROGRAM (ADAP)

The Alcohol and Drug Awareness Program (ADAP) is mandated by the legislature and is a partnership between the Department of Driver Services (DDS), and Department of Education (DOE). The program informs students between the ages of 13 and 17 years of age of the dangers of alcohol and drug use while operating a motor vehicle. To qualify for a driver's license, a teenager must have an ADAP certificate indicating the successful completion of the ADAP curriculum. The test for the ADAP is given during the Health portion of the Health/PE class. Students taking AFJROTC in lieu of Health/PE will be given the opportunity to take the ADAP program and test during their level 2 class.

STUDENT HOTLINE (770)836-2740

Carrollton High School is determined to maintain a safe school environment. Because it is our commitment to make school safe, we provide a 24- hour Hotline. Parents and students are encouraged to use this Hotline to make school officials aware of any unsafe condition or potential problem (i.e. drugs, weapons, violence). All information is taken electronically which will ensure confidentiality. Misuse or knowingly providing false information is a Level IV Discipline Offense and could result in criminal charges.

TECHNOLOGY USE

Carrollton High School provides computers with Internet access for student use in each classroom as well as in the media center and career center. Our goal in providing this technology is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Students will be required to log onto the network using only their own logins and passwords. Students are not allowed to install or download software, play games (except those games that are part of the course curriculum), use outside accounts, outside email, social media, messenger apps, or visit chat rooms. Any student who misuses computers will face disciplinary action at the discretion of the administration. **Such action may include restriction from any use of computers at CHS.**

Internet access is available to students, faculty, and staff, in the Carrollton City School District. We are very pleased to bring this access to our students and believe the Internet offers vast, diverse, and unique resources to its users. Use of the Internet is an integral part of almost every subject at CHS. It is used to research various topics, to access college information, to view the card catalog for our media center, and to use many databases provided by our media center. Guidelines for Internet use are detailed in the "Carrollton City Schools District Internet Use Agreement." This document was included in the packet of information received by each student at the beginning of school. After reading this document, if you **do not** want your child to have Internet access, the **refusal form** is to be signed and returned.

The website for Carrollton City Schools with links to school pages, research sites, teacher's e-mail addresses, etc. may be reached through the URL: www.carrolltoncityschools.net.

CARROLLTON HIGH SCHOOL GIFTED SERVICES

Carrollton High School offers gifted education services for all eligible students and takes pride in providing optimal opportunities for students. Services for high school students vary according to their individual choices and needs. Gifted educators and counselors advise students regarding gifted education services. Career and post-secondary options are also supported through the guidance office and career center. An on-site gifted coordinator

supervises schedules and curricula for all gifted students. **All gifted students are required to take at least two Honors, AP, or IB courses during the school year.**

Gifted education classes are offered at all grade levels. Services are provided by dual enrollment, collaborative model, cluster grouping, and advanced content classes with differentiated instruction.

Gifted students are encouraged to participate fully in extracurricular activities. Opportunities to develop talent and creativity are available through the nationally acclaimed debate team and band program. Additional enrichment is offered through participation in Academic Bowl, Governor's Honors Program, STEM/ROV, writing contests, literary meetings, foreign language competitions, and leadership positions in numerous school clubs.

Students may be referred for consideration/evaluation for the gifted program by self, parent, administrator, counselor, support personnel, teacher or automatic referral procedures. Students that do not meet eligibility criteria for gifted services can be retested annually if a new referral is initiated or requested. A copy of the Carrollton City Schools' Administrative Policies and Procedures can be accessed at www.carrolltoncityschools.net or a printed copy is available upon request.

Mrs. Courtney Walker serves as the gifted facilitator for Carrollton High School.

CURRICULUM & INSTRUCTION

INSTRUCTIONAL PHILOSOPHY

Every student has the right to realize self-fulfillment and actualization of full potential for development as a useful and contributing member of our democratic society. Consequently, every school program should provide experiences consistent with such accomplishment.

Carrollton High School's instructional program is committed to providing the varied instructional strategies and materials which will create an intellectual, social, and aesthetic atmosphere in which every student will be challenged and supported in his/her search for truth, freedom, personal aspirations, and success in learning.

SCHEDULE CHANGES

Students will have two school days at the beginning of each term to request a schedule change. Since all students are required to take eight classes, any class dropped during this time must be replaced with another class. Such additions of courses will be contingent on available space in the class the student requests to add. Changes in student schedules will not be made to move a student from one teacher to another or from one period to another unless the school must do so to balance class sizes. Legitimate reasons for dropping/adding within the first two days are limited to these situations:

- A. The student has already received credit for the course.
- B. The student did not pass a prerequisite course.
- C. School scheduling error.
- D. Administrative approval/request

REGISTRATIONS/SCHEDULING

Course registration for the next school year will be done during the spring term. Adequate days of advisement will be scheduled for registration. (Subsequent courses will be based on the students' current performance in pre-requisite courses.)

Student and parent/guardian signatures are required to indicate approval of proper advisement and course level placement. Failure to return a completed registration form within the advisement period will result in the school determining the student's schedule.

Subjects may not be offered because of insufficient enrollment. Students are requested to consider carefully the selection of courses before registration. Since a great deal of time and effort go into the planning of courses and hiring of teachers, students are expected to complete the courses selected.

Because of the sequential nature of certain courses, there are prerequisites required before enrolling in some courses. It is the student's responsibility to read all course descriptions and be aware of all prerequisites where they exist.

CRITERIA FOR HIGH SCHOOL GRADE PROMOTION NUMBER OF UNITS REQUIRED FOR PROMOTION

9 th to 10 th grade.....	6 Units
10 th to 11 th grade.....	14 Units
11 th to 12 th grade.....	20 Units

TROJAN CONNECTION ADVISEMENT PROGRAM

Trojan Connection is a program that enhances guidance and advisement, with a small number of students meeting with teachers who serve as their advisors/mentors. Informative programs in the areas of academics, personal/social, and career development are presented to the students. The program provides a supportive environment that encourages personal growth and development of all students by establishing a relationship with each advisee, which is characterized by genuine concern and understanding. The goals of the program are to create a caring school climate, assist students in making responsible choices, to monitor the academic progress of students, and to provide critical thinking skills through discussion and problem-solving activities. The advisement groups meet regularly during the school year.

Advisement Dates:

***September 4th
September 18th
October 2nd
October 23rd
November 6th
November 20th
December 18th***

***January 8th (Report Cards)
January 22nd
February 5th
February 26th
March 11th
March 25th
April 15th
April 29th***

STUDENT REGISTRATION

Parents/legal guardians must provide the following:

1. Proof of legal residence of the parents/guardians (current tax receipt, utility bill, or rental deposit, which must have parent's name, street name and house number).
2. Adequate immunization records and health records on the Georgia state form.
3. Copy of the student's birth certificate and social security card.
4. Official copies of previous school records.
5. Students out of school for one (1) year or more must complete the current graduation requirements for graduation.

STUDENT ENTERING FROM NON-ACCREDITED OR HOME SCHOOLS

Students enrolling in Carrollton High School after being schooled through a non-accredited school or home study program will have probationary placement based on records from the prior school(s) and/or home study programs. Credit for transferred courses will be determined by the student's satisfactory performance in the next sequential course for one or more grading periods and/or acceptable scores on standardized or locally developed end of course tests. Carrollton High School accepts credit from Georgia Virtual School courses without any waiting period.

ADDRESS CHANGES

Proof of legal residence of the parents/guardians (**current tax receipt, utility bill, or rental deposit, which must have parent's name, street and house number**) should be provided to the guidance office to change mailing address information.

NON-RESIDENT STUDENTS

It is the policy of the Carrollton City Board of Education to accept non-resident students. Non-resident status is determined by the residence of the parent or legal guardian with whom the student lives.

Non-resident students will be accepted based on the following factors:

- Can the school system accommodate the non-resident applicant without experiencing overcrowding in classes that the student would be assigned?
- Can the school system provide an appropriate instructional program to meet the non-resident applicant's educational, physical, and emotional needs?
- Can the school system accommodate the non-resident applicant without placing undue financial burden on the school system?

Each non-resident student must apply to attend the Carrollton City Schools and understand that attendance in our schools is a privilege and not a right.

Non-resident students may be accepted as tuition paying students in the Carrollton City Schools under the procedures accompanying this policy.

(Reference: Carrollton City Board of Education Policy JCB)

NON-RESIDENT STUDENT EXPECTATIONS

Upon application to attend Carrollton City Schools, non-resident students are required to meet and continue to uphold the following standards, expectations, and academic requirements in the judgment of the school administrative team:

- The applicant must have a history of satisfactory behavior based on student discipline records.
- The applicant must demonstrate average or above average academic achievement through a review of educational records and/or standardized test scores.
- The applicant must have a history of acceptable school attendance based on school records. Excessive tardiness will also be considered.

Non-resident students are subject to suspension, expulsion, or revocation of their tuition status if they violate these terms or violate school system rules.

Carrollton City Schools also reserves the right to place students in classes judged by the school system to be the most appropriate placement.

(Reference: Carrollton City Board of Education Policy JBCB-R)

NON-RESIDENT STUDENT ENROLLMENT PROCESS

Carrollton City Schools welcome the opportunity to schedule a tour with prospective families who wish to visit. Inquiries regarding non-resident enrollment and/or tours should be directed to the individual school or the Director of Community Engagement (770-823-9633). Upon receipt of a completed non-resident application, prospective families will be contacted for an interview with the school principal or designee regarding enrollment.

During a scheduled school interview, school administrators will discuss the student's academic performance, attendance, and assessment results as well as the family's interest in enrolling the student as a non-resident. Upon interview completion and application review, eligible families will be notified promptly of enrollment decision.

NON-RESIDENT FEES

The non-resident annual fee per family is as follows:

- One child- \$200
- Two children- \$350
- Three or more children- \$450

Non-resident payments are due per the following fee schedule:

- 50% of non-resident fee due 1st day of 1st semester
- Non-resident fee balance due 1st day of 2nd semester

Non-resident fees will be prorated based on enrollment date.

If you have questions regarding the non-resident fees or fee schedule, please contact the Records Department (770-830-0870).

All non-resident checks should be made payable to Carrollton City School System. Payment should be sent to your child's teacher, front office, or can be paid online via the non-resident tuition link found in each school's online web store. Multi-student payments can be made to the school where your youngest child attends.

Resident students are charged no tuition. However, any student whose parents move their residence outside the city limits after the school term begins, will be required to complete an application for admission as a non-resident. It is the parent's responsibility to notify the principal's office immediately when residency or guardianship changes. If the student is accepted as a non-resident, tuition will be prorated based on the date of the change of residence.

Please note that fees must be paid in a timely manner to prevent your child from being withdrawn from Carrollton City Schools.

McKINNEY-VENTO HOMELESS ASSISTANCE ACT NOTICE

The McKinney-Vento Homeless Assistance Act ensures educational rights for children and youth experiencing homelessness. The primary goal of the McKinney-Vento Homeless Assistance Act is to provide educational stability to eligible students who lack a fixed, regular and adequate nighttime residence. Each school year, families or students should submit a new Student Residency Questionnaire form or request for homeless eligibility in order to determine if a student qualifies or continues to qualify for McKinney-Vento services. For more information regarding homeless education services, contact your school registrar or the Families in Transition Coordinator at (770) 834-7077.

HOPE SCHOLARSHIPS

A student's HOPE GPA includes all grades earned for attempted coursework in core subjects during the student's 9th through 12th grade years. Core subjects include: English, Math, Science, Social Studies, and Foreign Language. Although Foreign Language credits will not be required for a student's high school graduation, Foreign Language course grades will be included in the formula used to determine HOPE eligibility. **Please note that the GPA WILL NOT BE ROUNDED UP.**

Required Grade Point Averages for Class of 2020

HOPE Scholarship (Colleges/Universities):	Minimum cumulative GPA of a 3.0 (Visit GaFutures.org for additional rigor requirements)
Zell Miller Scholarship (Colleges/Universities):	Minimum cumulative GPA of a 3.7 (See GaFutures.org for additional rigor and SAT/ACT requirements)
HOPE Grant (Technical Institutions):	Students are not required to graduate from high school with a specific GPA; however, they must maintain a minimum cumulative GPA of 2.0 at their postsecondary institution

Students are able to review their HOPE GPA by creating an account at GaFutures.org. Detailed information regarding the requirements for the HOPE Scholarship, HOPE Grant, and Zell Miller Scholarship are also accessible at GaFutures.org. Eligibility standards are set by the state of Georgia and are subject to change.

DETERMINATION OF STUDENT GRADES

1. Final grades for each term are determined by the grades received in several categories: tests, projects, daily work, papers, etc. A course syllabus will be supplied to each student to explain how the grade is to be determined for each class.
2. Absences:
 - a) Upon returning to school, students must provide the attendance office a note from home signed by their parent or guardian giving the date and reason for the absence, within 3 days. Parents can excuse 5 days of school per year; after the fifth excused absence a student must provide documentation from a doctor's office and/or gain approval from the principal or his designee in order for the work to be made up. This is the student's responsibility.
 - b) Excused absences from classes will result in the loss of all credit for any class participation unless make-up work is completed.
 - c) Unexcused absences may result in the loss of all credit for those dates.
3. Grade Structure: A = 90 – 100 B = 80 – 89 C = 70 – 79 F = Below 70.
4. Grade Recording: A numerical grade will be recorded for all student grades on all school records. All make-up work and grade changes must be completed within five school days following the end of a term. Any deviation from this regulation requires a doctor's note and approval by the principal.
5. Parents will receive a log-in and password each year to check student grade progress via the Infinite Campus Parent Portal. Parent access is also denied if the students owe fines or fees. FERPA prevents giving out student log-in information via phone.

TRANSFER STUDENT POLICY

1. Students who transfer into Carrollton High School during the 9th or 10th grade year must earn at least 28 units to graduate.
2. Students who transfer into Carrollton High School during their 11th or 12th grade year who have earned the maximum number of units possible at their previous schools are considered on track, and the required number of units needed for graduation will be adjusted accordingly.
3. If an institution transferring grades to CHS provides only letter grades instead of numerical grades, grades will be recorded as follows: A=95, B=85, C=75, etc.
4. No additional points for weighted credit will be added to transferred grades; the grade listed on the official transcript will be recorded as the transfer grade.

WEIGHTED GRADE POLICY ***Class of 2020***

For the 2019-2020 school year Carrollton High School students will fall under an extended weighted grade policy. International Baccalaureate and Advanced Placement courses will carry a weight of ten additional points. Honors, World Languages levels III and IV, Southwire Engineering Academy and approved college classes will carry a weight of an additional five points. These weights only apply to true final grades of 70 or above. If a grade is below 70, weight will not be added. **Honor Roll status will be for students who earn a 92 or higher GPA for 1st semester.**

WEIGHTED GRADE POLICY

Classes of 2021 and Beyond

Grades will not be weighted for any course work. **Honor Roll status will be for students who earn a 90 or higher GPA for 1st semester.**

INTERNATIONAL BACCALAUREATE PROGRAM

The International Baccalaureate Program is a comprehensive and challenging pre-university program of study that demands the best from both motivated students and teachers. This sophisticated two-year curriculum covers a wide range of academic subjects and has stood the test of time (since 1968) for over half a million students in 124 countries and 2,000 schools.

All students who wish to enter the IB Diploma Program will have on-going guidance and instruction on the process, procedures, fees, and deadlines from the IB Coordinator and a counselor trained in IB. Students in grades 9 and 10 will take coursework that will prepare and transition them into IB course offerings in grades 11 and 12. Any student who is interested in the IB Diploma Program should speak with Mr. Noah Brewer, IB Coordinator (noah.brewer@carrolltoncityschools.net).

The IB Mission Statement:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

A successful IB candidate should:

- Be a motivated student who has curiosity and a zest for learning.
- Accept challenges readily and is willing to take initiative.
- Be able to learn independently, gets along well with others in a group - an essential element to effective team-building.
- Display solid academic potential, high academic standing and a broad range of academic and other interests.
- Have at least 80% in English and Mathematics - essential to future success in all subjects
- Display an excellent command of spoken and written language and a commitment to second-language (Spanish or French) learning.
- Be actively involved in the extracurricular life of the school and the broader community and demonstrate a capacity and willingness to assume a leadership position.
- Have an interest in issues beyond our community; demonstrate an appreciation for, and a sensitivity to, other cultures and perspectives.

DISCIPLINES

Group 1: Language A1. [World](#) literature in the student's native language. We offer Language A1 at the HL level.

Group 2: Language B. Spanish B at the [SL \(one year\)](#) and [HL \(two year\)](#) levels.

Group 3: Individuals and societies. Social sciences courses, offered at HL at CHS.

Group 4: Experimental sciences. Biology at the [SL \(one year\)](#) and [HL \(two year\)](#) levels.

Group 5: Mathematics. [We offer Mathematics SL \(one year\) at CHS.](#)

Group 6: The arts. Course offered at SL--Visual Arts.

[ELECTIVE: Visual Arts or Social and Cultural Anthropology.](#)

CHS plans to open other courses as soon as possible.

CORE REQUIREMENTS

- Extended essay

The extended essay of some 4,000 words offers the opportunity for IB students to investigate a topic of special interest, usually one of the student's six DP subjects (with a world studies focus), and acquaints them with the independent research and writing skills expected at university. It is intended to promote high-level research and writing skills, intellectual discovery and creativity - resulting in approximately 40 hours of work over a year's time. It provides students with an opportunity to engage in personal research on a topic of their choice, under the guidance of a supervisor.

- Theory of knowledge (TOK)

The interdisciplinary TOK course is designed to develop a coherent approach to learning that transcends and unifies the academic areas and encourages appreciation of other cultural perspectives. The theory of knowledge course is in part intended to encourage students to reflect on the huge cultural shifts worldwide around the digital revolution and the information economy. Theory of knowledge encourages critical thinking about knowledge itself and aims to help young people make sense of that they encounter.

- Creativity, action, service (CAS)

Creativity, action, service is at the heart of the Diploma programs, involving students in a range of activities that take place alongside their academic studies throughout the IB Diploma Programme. The component's three strands, often interwoven with particular activities, are characterized as follows:

- Creativity - arts and other experiences that involve creative thinking
- Action - physical exertion contributing to a healthy lifestyle, complementing academic work elsewhere in the IB Diploma Programme
- Service - an unpaid and voluntary exchange that has a learning benefit for the student.

PROGRESS REPORTS, EXAMS, AND REPORT CARD DATES

PROGRESS REPORT DATES:

(Parents will receive Infinite Campus access information at the beginning of the school year and may check the grades of their student between the progress reports dates listed. Infinite Campus will be unavailable at the close of each semester when final grades are being entered.)

August 23rd	January 24th
September 25th	February 25th
October 25th	March 25th
November 22nd	April 24th
December 18th	May 15th (Underclassmen only)

REPORT CARD DATES:

January 8th (Given out during Advisement)	June 4th (Mailed)
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FIRST SEMESTER EXAM DATES:

December 19, 2019- 1st & 3rd Blocks
December 20, 2019- 2nd & 4th Blocks
**A/B day class exams 12/16 - 12/20

SECOND SEMESTER EXAM DATES:

Seniors/Honor Marshals Exams

May 12, 2020 - 1st & 3rd Blocks

May 13, 2020 - 2nd & 4th Blocks

**A/B day class exams May 11th - 13th

Underclassmen Exams

May 21, 2020 – 1st & 3rd Blocks

May 22, 2020 – 2nd & 4th Blocks

**A/B day class exams May 19th-22nd

EXAM EXEMPTIONS:

All students can exempt all 4 finals using the following criteria:

- 3 absences- Must have 90% and above
- 2 absences - Must have 80% and above
- 1 or fewer absences - Must have 70% or higher
- No more than 2 unexcused tardies to class
- No out of school suspensions during that term
- Marking and keeping track of class absences will be the individual teacher's responsibility

- Post-secondary Visitation Days are considered and excused absence and do not count toward the exam exemption policy
- Students disciplined for academic cheating are not eligible to exempt any exam

REQUIREMENTS FOR HIGH SCHOOL DIPLOMA

ENGLISH – Four Units of English are required. One unit of 9th Grade Literature or Honors 9th Grade literature and one unit of American Literature or Honors American Literature are required. Carrollton High School also offers, Multicultural Literature, Advanced Composition, Advanced Placement Language, and Advanced Placement Literature and IB World Literature.

MATHEMATICS – Four Units of Math are required. The minimum math requirements include Algebra I, Analytic Geometry and Advanced Algebra plus a fourth math. Math support classes will be provided for students who need extra assistance. Courses that meet the requirements for the high school diploma may not be approved by the University System of Georgia Board of Regents for admission to University System postsecondary institutions. Honors math courses are provided in Analytic Geometry and Pre-Calculus. Math IV, Advanced Placement Statistics, Advanced Placement Calculus AB and BC, and IB Maths are also offered.

SCIENCE – Four Units of Science are required. These are to include one full unit of Biology; one unit of either Physical Science or Physics; one unit of Chemistry, Earth Systems, Environmental Science or an AP/IB course; and one additional science unit. The fourth science unit may be used to meet both the science and elective requirements. Any AP/IB science course may be substituted for the appropriate courses listed above.

SOCIAL STUDIES – Four Units of Social Studies are required. Included in these must be World History, Honors World History, or AP World History, American Government, Honors Government or Advanced Placement Government, U.S. History or Advanced Placement U.S. History, and Economics or Advanced Placement Macroeconomics.

PERSONAL FITNESS AND HEALTH – ½ unit of Personal Fitness (P.E.) and ½ unit of Health are required. Three units of JROTC may substitute for this requirement.

CAREER TECHNICAL AND AGRICULTURAL EDUCATION/MODERN LANGUAGE/FINE ARTS – A total of three units of credit from these areas is required. Students are encouraged to select units in a focused area of interest (pathway). All students are encouraged to take two units of the same modern language. **Students planning to attend a university or other post-secondary institution must take two units of the same world language.** Technical institutions do not require modern language. **(If a student accepts high school modern language credit for a course taken in the eighth grade, that course will not satisfy one of the two courses the student must take in high school.)** French and Spanish are currently offered at Carrollton High School.

ELECTIVES - Eight are required.

28 UNITS TOTAL ARE REQUIRED FOR GRADUATION

A student must take at least one English, math, science, and social studies course each year in high school. Gifted students are required to take at least one Honors, AP or IB course each semester.

**CARROLLTON HIGH SCHOOL
COURSE LISTINGS 2019-2020**

Language Arts

- __ Multicultural Literature
- __ 9th Grade Literature
- __ Honors 9th Grade Literature
- __ World Literature
- __ Honors World Literature
- __ American Literature
- __ Honors American Literature
- __ AP Language/American Literature
- __ Advanced Composition
- __ AP Language
- __ AP Literature
- __ IB World Literature SL/HL
- __ English Language Learner I-IV (ELL)

Social Studies

- __ World History
- __ Honors World History
- __ AP World History
- __ Government
- __ Honors Government
- __ AP Government
- __ U.S. History
- __ AP U.S. History
- __ Economics
- __ AP Macroeconomics
- __ AP Microeconomics
- __ IB History of the Americas HL
- __ IB Twentieth Century History HL
- __ IB Social & Cultural Anthropology SL

Fine Arts

- __ Visual Arts I & II
- __ Drawing I & II
- __ Painting I & II
- __ AP Studio Art
- __ IB Visual Arts
- __ Band
- __ Chorus/Music Theory
- __ IB Music
- __ Dramatic Arts/Theater
- __ Public Speaking

Mathematics

- __ Algebra I
- __ Algebra I w/Support
- __ Honors Algebra I
- __ Analytic Geometry
- __ Analytic Geometry w/Support
- __ Honors Analytic Geometry
- __ Advanced Algebra
- __ Advanced Algebra w/Support
- __ Honors Advanced Algebra
- __ Pre-Calculus
- __ Honors Pre-Calculus
- __ Statistical Reasoning
- __ AP Statistics
- __ AP Calculus AB
- __ AP Calculus BC
- __ IB Math SL

Science

- __ Ecology
- __ Biology
- __ Honors Biology
- __ Physical Science
- __ Honors Physical Science
- __ Environmental Science
- __ Forensics
- __ Chemistry
- __ Honors Chemistry
- __ Honors Physics
- __ Human Anatomy/Physiology
- __ AP Biology
- __ AP Chemistry
- __ AP Physics I
- __ IB Biology SL/HL

World Languages

- __ Spanish I, II, III and IV
- __ French I, II and III
- __ IB Spanish SL/HL
- __ Spanish for Native Speakers
- __ IB Theory of Knowledge I & II

Technology /Career Pathways

Air Force JROTC ___JROTC I *Drill and Ceremonies ___JROTC II ___JROTC III ___JROTC IV	Engineering & Technology ___Foundations of Engineering & Technology ___Engineering Concepts ___Engineering Applications *Southwire Engineering Academy
Architectural Drawing & Design ___Intro to Drafting & Design ___Architectural Drawing & Design I ___Architectural Drawing & Design II *Approved internship available during 4 th year	Graphic Design/Communication ___Intro to Graphics & Design ___Graphic Design & Production ___Adv Graphic Output Processes or Adv Graphic Design *Approved internship available during 4 th year
Audio-Video Technology Film ___Audio-Video Technology Film ___Audio-Video Technology Film II ___Audio-Video Technology Film III *Approved internship available during 4 th year	Health Science ___Intro to Healthcare Science ___Essentials of Healthcare ___Allied Health & Medicine or Sport Medicine *Approved internship available during 4 th year
Business Accounting/Financial Services ___Intro to Business & Tech ___Financial Literacy ___Banking and Investing *Approved internship available during 4 th year	Information Technology ___Introduction to Digital Technology ___Computer Science Principles or AP Computer Science Principals ___AP Computer Science or Programming, Games, Apps, and Society
Culinary Arts ___Intro to Culinary Arts ___Culinary Arts I ___Culinary Arts II *Approved internship available during 4 th year	Teaching as a Profession ___Examining the Teaching Profession ___Contemporary Issues in Education ___Teaching as a Profession Practicum

*Related course or internship possibilities with Pathway completion

MISCELLANEOUS ELECTIVES:

___Journalism (Yearbook)	___Psychology (11th/12th grade only)
___Oral/Written Communication I-IV (Speech)	___Sociology (11th/12th grade only)
___Speech Forensics I-IV (Debate)	___AP Psychology (11th/12th grade only)
___SAT Preparation	___AP Human Geography

OTHER ELECTIVES:

Health and Physical Education Enrollment

___Health/Personal Fitness
 Georgia Courses
 ___Team Sports/Lifetime Sports
 Tech Courses
 ___Physical Conditioning (Girls)
 ___Advanced Weight Training (Girls)
 ___Advanced Weight Training (Boys)

Work Based Learning

___Internship
 ___Youth Apprenticeship
 ___Southwire Engineering Academy
 ___12 for Life
 ___Ra-Lin Internship

Dual

___Univ. of West
 ___West Georgia

OTHER PATHWAYS: Advanced Academic, Fine Arts, and World Language

STUDENT EXAM POLICY

Final Exams –

- Due to the state mandated testing, all students are required to take a Georgia Milestone End of Course (EOC), or a cumulative final exam.
- All students must take their EOC or final exam on the designated day for that course.
- Fall Semester Exams (excluding EOCs) will be December 16-20, 2019.
- Spring Semester Exams (excluding EOCs) will be May 18-22, 2020.
- Spring Semester, Graduating Seniors will not be required to be at school the last week if they meet the following criteria:
 - Grade of 70 or higher in all classes
 - All final exams and EOC's are completed

Seniors not meeting these requirements must attend on Monday, Tuesday, and Wednesday the last week of school.

Graduation practice will be Thursday, May 21st and Friday, May 22nd.

- All underclassmen are expected to be at school and present for all classes the last week of school. This includes the courses in which they took an EOC assessment.
- Students will not be allowed to take exams early unless there are extenuating circumstances or conflict within the family of the student. Early exams must be approved by the Administration.

Exam Exemptions-

All students can exempt all 4 finals using the following criteria:

- 3 absences- Must have 90% and above
- 2 absences - Must have 80% and above
- 1 or fewer absences - Must have 70% or higher
- No more than 2 unexcused tardies to class
- No out of school suspensions during that term
- Marking and keeping track of class absences will be the individual teacher's responsibility
- Post-secondary Visitation Days are considered and excused absence and do not count toward the exam exemption policy
- Students disciplined for academic cheating are not eligible to exempt any exam

DUAL ENROLLMENT PROGRAM

***STUDENTS INTERESTED IN PARTICIPATING IN DUAL ENROLLMENT NEED TO MEET WITH THEIR GUIDANCE COUNSELOR.**

The Dual Enrollment program allows eligible Georgia high school students the opportunity to earn free college credits while in high school. Credits earned count towards high school graduation requirements, but also contribute to the student's college transcript. Interested Carrollton High School students may choose to apply and enroll at the University of West Georgia or West Georgia Technical College. The process for getting started with the Dual Enrollment Program is listed below:

1. Schedule a meeting with school counselor.
2. Review the CHS Dual Enrollment packet (provided by counselor) and obtain necessary signatures from parent/guardian. Once complete, return the packet to school counselor.
3. Register for and attempt the ACCUPLACER, SAT, or ACT.
4. Send SAT/ACT scores to UWG or WGTC. ACCUPLACER scores are automatically sent to WGTC.
5. Complete an online or paper application for UWG or WGTC.
6. Send official transcripts. (UWG only)
7. Once accepted, school counselor will arrange a time for the student to register for dual enrollment classes.

IMPORTANT: Neither Carrollton High School nor the dual enrollment teams at either institution have the ability to access or track your student's college level academic progress. **This means that your student could be in jeopardy of failing any one of his/her college courses without notice and could potentially delay his/her graduation.** For this reason, you are strongly encouraged to obtain your student's college login credentials and periodically review his/her progress. The college professor may not regularly update his/her gradebook, but a weekly review of your student's progress is a good way to ensure that he/she is not falling behind or being unsuccessful.

Policies and Guidelines for Dual Enrolled Students

1. The student's school counselor must be included in the decision making process regarding enrollment, course selection, and changes requested throughout each semester.
2. A dual enrollment student cannot attempt more than 15 college credit hours (approximately 5 courses) in a single semester.
3. If a student chooses to enroll in a lab science, technical certificate course, or foreign language course, minor fees may apply. These fees are minimal and help cover lab costs, the cost of individual course supplies (scrubs, cosmetology kits, etc.), or access codes for online course work.
4. All dual enrollment students must have parent/guardian permission to be off campus when his/her courses are not in session. If permission is not granted, the student must remain in a designated area on the Carrollton High School campus
5. When discrepancies arise in curriculum issues, the high school rules and regulations prevail over policies established by the college/technical school.

6. Weighted credit of 5 points will only be given for approved dual enrollment courses for students in grades 10th-12th. There will be no weighted grade points for 9th graders.
7. Class attendance is required. Failure to do so may result in course failure and jeopardy to graduation. If a student is failing or any potential schedule change is pending, it is the responsibility of the parent and student to contact the guidance office to prevent the student from getting off track for graduation.
8. Credit will be awarded according to the following scale: 1-2 semester hours or 1-3 quarter hours equal .5 Carnegie units. 3-5 semester hours or 4-8 quarter hours credits = 1.0 units
9. Dually-enrolled students must follow the enrollment plan below. Exceptions must be approved by the Guidance Office/Administration:
 1. 3 high school classes and a minimum of 3 semester hours
 2. 2 high school classes and a minimum of 6 semester hours
 3. 1 high school class and a minimum of 9 semester hours
 4. 0 high school classes and a minimum of 12 semester hours
10. **Dually-enrolled students may not drop a college class without prior permission from the high school Administration. Students who are removed from dual-enrollment by the post-secondary institution will be enrolled in a credit-recovery class at CHS.**
11. It is the student's responsibility to be aware of graduation policies and schedule courses accordingly in order to receive a diploma during graduation services.
12. When discrepancies arise in curriculum issues, the high school rules and regulations prevail over policies established by the college/technical school.

CARROLLTON HIGH SCHOOL GRADUATION AND SENIOR ACTIVITIES

The Carrollton Board of Education authorizes Carrollton High School to conduct graduation exercises at the end of the school year. The principal is responsible for the graduation ceremonies. All records must be cleared and **finances must be paid** before a student may participate in senior activities, graduation practice or commencement exercises and before the student's diploma will be released.

Participation in the graduation ceremony is optional. Only students who complete the course and testing requirements for graduation will participate in graduation ceremonies.

VALEDICTORIAN/SALUTATORIAN Through the class of 2020

Four year cumulative GPA's will be carried out four decimal places. The senior with the top GPA will be the valedictorian and the senior with the next highest GPA will be named salutatorian. In case of a tie, the student with the highest SAT composite score will be the valedictorian and all others will share the salutatorian honor.

In case of a tie in salutatorian status, the scholarship recipient will have the highest SAT, ACT, and PSAT score.

Residency requirements for valedictorian/salutatorian: The student must be enrolled at CHS by the fifth (5) day of the beginning of the senior year. Fulltime Dually Enrolled students will not be considered for valedictorian or salutatorian.

VALEDICTORIAN/SALUTATORIAN

Class of 2021 and Beyond

Four year cumulative GPA's will be carried to four decimal places. The senior with the top GPA will be the valedictorian and the senior with the next highest GPA will be named salutatorian provided the student has successfully completed 10 or more AP/IB classes, one of which must be either AP Calculus or AP Chemistry, or is a full IB diploma student. In case of a tie, the student with the highest SAT composite score will be the valedictorian and all others will share the salutatorian honor. In case of a tie in salutatorian status, the recipient will have the highest SAT score. Residency requirements for valedictorian/salutatorian: The student must be enrolled at CHS by the fifth (5) day of the beginning of the senior year.

HONOR GRADUATES

Through the class of 2020

The term “**Honor Graduate**” signifies academic excellence based on the total high school record. Students who attain a **92 cumulative average** at the end of the 8th term will be honored at graduation. Seniors who attain a **97 cumulative average** will be recognized as “**Honor Graduates with Distinction**”. GPAs will not be rounded up. Dually-enrolled students (both part time and full time) will be eligible for honor graduate status.

HONOR GRADUATES

Classes of 2021 and Beyond

The term “**Honor Graduate**” signifies academic excellence based on the total high school record. Students who attain a **90 cumulative average** at the end of the 8th term will be honored at graduation. Seniors who attain a **95 cumulative average** will be recognized as “**Honor Graduates with Distinction**”. GPAs will not be rounded up. Dually-enrolled students (both part time and full time) will be eligible for honor graduate status.

SENIOR DIPLOMAS

Diplomas are furnished by the Board of Education at no cost to the student.

SENIOR INVITATIONS

The following guidelines are used in ordering invitations:

1. The school will determine the company or companies that sell invitations in the school.
2. A student must be classified as a senior to order invitations.
3. Students will be responsible for all costs which include a non-refundable deposit.

4. All payments and deposits for invitations are to be paid directly to the representative of the company selling the invitations.

SENIOR CAPS AND GOWNS

The following guidelines are used in ordering caps and gowns:

1. The school will determine the company or companies that may sell caps and gowns to the school.
2. A student must be classified as a senior and be planning to participate in the formal graduation service to be eligible to order a cap and gown.
3. Students will be responsible for all costs in purchasing the caps and gowns.
4. NOTE: Purchase of a cap and a gown or invitations does not guarantee graduation or participation in the graduation ceremony.

JUNIOR HONOR MARSHALS ***Class of 2021 and Beyond***

Honor Marshals are the top 14 members of the junior class based on cumulative grade point average as determined in February of their junior year provided they meet the following criteria:

1. In good standing as a full IB diploma student or; will have completed at least 6 AP/IB courses by the end of their Junior year.
2. Have a 95% attendance rate or better for the current school year.
3. Have no discipline referrals level II or higher for the current school year.

CLASS RINGS

The following guidelines are used in ordering class rings:

1. The school will determine the company or companies that may sell rings in the school.
2. Students will be responsible for all costs, which include a non-refundable deposit.
3. All payments and deposits for rings are to be paid directly to the representative of the company selling the ring.
4. Students should be aware that class rings are guaranteed. If a problem develops with your ring, contact the principal or directly contact the company that sold you the ring.

JUNIOR-SENIOR PROM

It is a long-standing tradition that the junior class of Carrollton High School hosts the prom. Prom will be April 18, 2020 at the Campus Center Ballroom on the campus of the University of West Georgia from 7:30-11:30 pm. All Juniors who attend prom must pay prom dues, as must any Senior who did not pay last year.

Prom dues:

If paid 1st Semester - \$75.00

If paid January 2020 - \$85.00

If paid February or March 2020 - \$100.00

If paid after Spring Break 2020 - \$115.00

REQUEST FOR HOMEWORK

A student who will be out of school for three or more consecutive days may request the counselor's office to collect homework assignments for the period of time the student will be absent. The teachers must have twenty-four hours notice, and the student is expected to turn in all requested work within three (3) days upon returning to school.

WITHDRAWAL FROM CARROLLTON HIGH SCHOOL

If you terminate your education during the first two (2) weeks of a term, you will not have grades recorded on your permanent record for that period of time.

1. A parent/guardian must approve withdrawals. No withdrawal will be made without a parent/guardian signature or administrative approval.
2. All school materials must be returned to the proper location before withdrawal is granted.
3. Each teacher will verify the return of book(s) and issue a grade for class achievement up to the time of withdrawal.
4. Students begin the process of withdrawal in the attendance office.
5. Students will return forms to the Guidance Office for final school clearance before final withdrawal is granted.

ANNUAL ACHIEVEMENT AWARDS

To be eligible for an annual academic letter:

1. Students in 12th grade must have a 92 average for the first term of the school year, not a cumulative GPA. GPAs are not rounded up. Students in 9th, 10th, and 11th grade must have a 90 average for the first term of the school year, not a cumulative GPA. (GPA's are not rounded up.)
2. The student must be enrolled in at least two subject-area courses exclusive of work programs (Internship, Youth Apprenticeship). A college course is considered a subject-area course.
3. The student must be enrolled in at least one core (required) course.
4. A student must be enrolled at C.H.S.

In addition to academic letters, each department will recognize one student for every course taught using a combination of the following criteria: overall average in the course, positive attitude and cooperation, interest expressed in the subject, and participation in related out-of-class activities.

NOTE: Seniors receiving annual academic letters will not necessarily be honor graduates. Dually enrollment students (part time) are eligible for all academic awards.

STAR STUDENT

Each year the senior student in the top 10% of his or her class academically with the highest SAT Score is named STAR Student. The score must be submitted from any one administration of the SAT taken before or during the month of November of the Senior year in order to compete and must be higher than the national averages in both math and verbal.

ACADEMIC HONESTY POLICY

Academic dishonesty by students is considered inexcusable conduct and will be dealt with strictly. A zero will be given to the student for the assignment or test, and the parent will be contacted by the teacher. Repeated cheating offenses will result in disciplinary action. Plagiarism of others' work is considered academic dishonesty. Misconduct of any kind during an IB assessment (internal, external, and/or exam) or an AP Exam will result in the student's reimbursing the school for the cost of the assessment.

CARROLLTON CITY SCHOOLS EDGENUITY USE POLICY

Description: Edgenuity is a computer-based instructional model that offers students the opportunity to take a wide variety of classes at their own pace. Students are led through the course of study by a lab facilitator who is a certified teacher in the Carrollton City School system. Students are given a plan of study which includes modules that must be completed to earn credit. The student must score a 70 or higher on the posttest to move on to the next unit. When the student completes all units and any assignments prescribed by the facilitator, he or she will receive credit for the course. Students can work on Edgenuity coursework at home or at other locations with a computer, but they will only be allowed to complete posttests in the presence of a lab facilitator.

Initial Credit: Edgenuity is utilized for initial credit only at the Performance Learning Center or in special situations approved by an administrator at CHS. Students at the PLC utilize Edgenuity as a primary instructional model for course credit as described above.

Credit Recovery (Summer School): Edgenuity is utilized as a method of credit recovery at Carrollton High School during summer school. Students register for the course(s) that has been failed during the regular school year and pay a fee for each course for which they are attempting to recover credit. Only one course may be attempted during each summer school term (4 weeks) for a total of 2 credits that may be earned during the summer. Minimum attendance hours for summer school are set by the summer school principal. Students will have a two-week grace period after school begins to complete any course begun during summer school for credit. This coursework may be completed after school. Application must be made with a CHS counselor to continue working toward credit after the school year begins.

Credit Recovery (During the school year): Edgenuity is utilized as a method of credit recovery at Carrollton High School during the regular school year. Students who have failed coursework during the previous term may fill out an application with a CHS counselor or a CHS administrator to take the course after school or during the school day during the term immediately following their unsuccessful completion of the course. This application must be completed during the first two

weeks of the school term following the course failure. The coursework should be completed by the end of the school term. A two-week grace period will be granted at the conclusion of the term to complete coursework before credit is forfeited. A two-week grace period for completion will be granted if the student is not scheduled to graduate at the end of the term. Students who are completing coursework during the term prior to graduation must complete the work by the deadline for senior grade submission.

Students may make application to take coursework on Edgenuity after school at the same time they are also enrolled in the course during the regular school day if the student is in danger of failing the course as determined by the teacher, counselor or administrator. Students must make application to begin Edgenuity prior to mid-term of the term in which the student is concurrently enrolled in the course. Coursework must be completed by the end of the term for which the student is seeking credit. A two-week grace period for completion will be granted if the student is not scheduled to graduate at the end of the term. Students who are completing coursework during the term prior to graduation must complete the work by the deadline for senior grade submission. A grade will be given for the course taken during the regular day, and a grade will be given for the course taken on Edgenuity. Both grades will appear on the student's transcript. Students may supplement coursework with Edgenuity practice and reinforcement at any time; however, credit will only be considered if an application has been appropriately submitted and approved by the counselor or administrator.

Stipulations:

- 1.) Students will not be allowed to miss class during the regular school day to complete Edgenuity work. Teachers may voluntarily allow students to work on Edgenuity after regular coursework has been completed at their discretion. Students who are taking regular coursework and Edgenuity coursework concurrently will not be allowed to drop or not attend the regular course to complete the course on Edgenuity. This work should be done after school.
- 2.) Courses that require a Georgia Milestone end-of-course assessment (EOC) will also require this test if taken on Edgenuity. The student must sit for this test at a regular EOC administration. The EOC grade will be averaged as the required percentage of the final grade with the Edgenuity score counting for the other percentage.
- 3.) Subject area teachers will review the Edgenuity content for articulation with the content covered in the regular classroom before approval to begin the class is awarded. CHS reserves the right to add additional assignments to the Edgenuity coursework requirements as needed to satisfy the curriculum requirements set forth by the state of Georgia.
- 4.) Students can only apply to recover credit for a course one time. If the credit is not recovered through Edgenuity, the student must take the course again in the regular classroom setting.
- 5.) Only a CHS counselor may approve a student for enrollment in Edgenuity credit recovery.
- 6.) A student who withdraws or becomes ineligible to attend CHS forfeits Edgenuity credit that is in progress. Academic dishonesty will be grounds for dismissal from the Edgenuity credit recovery program.
- 7.) Any unforeseen circumstance that would permit a student from honoring his or her Edgenuity contract must be brought to the attention of the assistant principal for curriculum as soon as practical. Any extensions or changes to the contract outside of the stipulations of this document must be approved by the principal of CHS.

TESTING AND THE HIGH SCHOOL STUDENT

The **Georgia Milestones/End-of-Course (EOC) assessments** will also be administered to students in the following courses: Ninth Grade Literature and Composition, American Literature and Composition, United States History, Economics, Algebra I, Analytic Geometry, Biology and Physical Science. The EOC assessment is administered as a final exam which is counted as 20 percent of a student's grade in the course.

Study guides and practice questions for the EOC Assessments are available on the Georgia Department of Education website at www.gadoe.org. Use the following steps:

1. When you reach the website, look at the top of the menu bar and click on Learning & Curriculum.
2. Click next on Georgia Milestones Assessment System.
3. Parent Resources for EOC Materials are on the right hand side of the screen.

Contact an Administrator or the Guidance Department for further information.

POSTSECONDARY ADMISSION TESTING

Most two-year and four-year colleges and universities require student scores from the Scholastic Assessment Test (SAT) or from the American College Testing Assessment Program (ACT) to gain admission. These scores are combined with the student's high school grade point average in a formula called the Freshman Index that is used to predict the student's potential for college success.

Both the SAT and ACT are accepted by colleges and universities. Carrollton High School is both an ACT and SAT test site. The guidance department helps all our students choose which of these two tests is the best for each individual student to take and when in the student's career is the best time to take these important tests. Students typically perform better on the SAT and ACT when they have completed more upper-level math and science courses. For some students, it is better to wait until late in their junior year before attempting SAT or ACT. Gaining testing experience can best be done by taking the Preliminary Scholastic Assessment Test (PSAT). This test is given to all tenth grade students and eleventh grade students each year in October.

Many students who are weaker in either verbal or math skills are finding that they perform better on the ACT which weights math and verbal sections less heavily than the SAT because the ACT also includes science and reading sections. The best way to choose which test to take and the appropriate time to take it to maximize your results is to take the PSAT in tenth grade and to schedule a meeting with your counselor to discuss these scores and your course selection before registering for SAT or ACT.

ACCUPLACER is a state-mandated test for entrance to the technical institutes in Georgia. SAT and ACT scores are also accepted. The ACCUPLACER consists of English, reading and math questions.

The Armed Services Vocational Aptitude Battery (ASVAB) is an aptitude test provided by the military to assist students in predicting future occupational and academic success. This test is provided free of charge to interested juniors and seniors.



CARROLLTON HIGH SCHOOL
THE GOLD STANDARD

2019 - 2020 Assessment Calendar

August 24, 2019 October 5, 2019 November 2, 2019 December 7, 2019 March 14, 2020 May 2, 2020 June 6, 2020	SAT
September 14, 2019 October 26, 2019 December 14, 2019 February 8, 2020 April 4, 2020 June 13, 2020 July 18, 2020	ACT
October 1-4, 2019	Midterms / Benchmarks <ul style="list-style-type: none"> 10/ 1- 10/4 - Midterms - A/B Classes 10/1 - Midterms - 1st & 3rd 10/2 - Midterms - 2nd & 4th
October 16, 2019	PSAT
October 16, 2019 (tentative)	You Science Assessment
October 14-15, 2019	GA Milestones EOC Mid - Month #1
December 2-3, 2019	EOP Assessments
December 9-17, 2019	GA Milestones EOC Winter <ul style="list-style-type: none"> 12/9 - 9th Grade Lit/Amer Lit (Part 1) 12/10 - 9th Grade Lit/Amer Lit (Parts 2 & 3) 12/11 – Algebra I/Ana Geometry 12/12 - US History/Econ 12/13 - Biology/Phy Science 12/16 & 12/17 - Makeups
December 16-20, 2019	Final Exams / Midterms (Year long courses) <ul style="list-style-type: none"> 12/16-20 -Finals - A/B Classes 12/19 - Finals 1st & 3rd 12/20 - Finals 2nd & 4th

2019-2020 Assessment Calendar

January 15, 2020	ASVAB
January 21-22, 2020	GA Milestones EOC Mid - Month #2
January 15 - March 6, 2020	ACCESS
March 10-13, 2020	Midterms/Benchmarks <ul style="list-style-type: none"> • 3/ 10 - 3/13 - Midterms - A/B Classes • 3/ 10 - Midterms - 1st & 3rd • 3/11 - Midterms - 2nd & 4th
March 17-18, 2020	GA Milestones EOC Mid - Month #3
April 27-28, 2020	EOP Assessments
May 4-12, 2020	GA Milestones EOC Spring <ul style="list-style-type: none"> • 5/4 - 9th Grade Lit/Amer Lit (Part 1) • 5/5 - 9th Grade Lit/Amer Lit (Parts 2 & 3) • 5/6 – Algebra I/Ana Geometry • 5/7 -US History/Econ • 5/8 - Biology/Phy Science • 5/11 & 5/12 - Makeups
May 4-22, 2020	IB Testing
May 4-15, 2020	AP Testing
May 11-13, 2020	Final Exams Seniors/Honor Marshals <ul style="list-style-type: none"> • 5/11- 5/13- Finals - A/B Classes • 5/12 - Finals - 1st & 3rd • 5/13 - Finals - 2nd & 4th
May 19-22, 2020	Final Exams Underclassmen <ul style="list-style-type: none"> • 5/19 - 5/22 - Finals - A/B Classes • 5/21 - Finals - 1st & 3rd • 5/22 - Finals - 2nd & 4th

TIPS FOR PARENT(S)/GUARDIAN(S) TO ENHANCE STUDENT ACHIEVEMENT

1. Make sure your student attends school regularly. Remember that tests reflect the overall achievement of your student. The more often the student is in a learning situation, the more likely he/she will do well on tests.
2. Give your student encouragement. Praise him/her for the things done well throughout the year. A student who is afraid of failing is more likely to make a mistake.
3. See that your student has a well-rounded diet. A healthy body leads to a healthy, active mind.
4. See that your student completes homework assignments. Homework supports classroom instruction and can help your student increase his/her comprehension of the classroom work.
5. Meet with your student's teacher(s) as often as possible to discuss your student's progress. Parents and teachers should work together to benefit the student.
6. Ask the teacher(s) to suggest activities for you to do at home with your student. Such activities can help your student improve his/her understanding of schoolwork.
7. Make sure your student is well rested on school days. Students who are tired are less likely to pay attention in class or to handle the demands of class work and tests.
8. Try not to be overly anxious about test scores. Too much emphasis on test scores can be upsetting to students.
9. Find out which tests your student will take and for what purposes. The handbook provides you with a schedule of testing for the year and explains the use of the tests.
10. Make sure your student arrives on time to school.
11. See that your student dresses comfortably. Students should wear clothes which are comfortable and appropriate.
12. If your student wears a hearing aid and/or glasses, be sure that he/she remembers to bring it/them and wear it/them during all testing sessions.

RESPONSE TO INTERVENTION (RTI)

The Response to Intervention (RTI) model is a multi-tiered approach in identifying and addressing students' academic and/or behavioral needs. RTI team of CHS is designed to offer students and parents additional support when the student is experiencing instructional difficulty or is in need of acceleration. The RTI team is also designed to monitor behavior and attendance issues that may surface during the school year. The team meets and offers suggestions as well as possible interventions to help make the student more successful at school. Support is provided through a four-tiered intervention system including the following components:

Tier 1: Standards-Based Classroom Learning

- Implement Course Standards from Georgia through researched and evidence based practices.
- Use flexible groups for differentiation of instruction.
- Monitor progress of learning through formative assessment and analysis of student work.

Tier 2: Needs-Based Learning

- Tier 1, plus
- Implement interventions for targeted students.
- Provide needs-based instructional opportunities.
- Monitor progress with greater frequency through formative assessments and analysis of student work.

Tier 3: Student Support Team (SST) Driven Learning

- Tier 1, plus
- Provide individualized interventions.
- Implement formal progress monitoring and documentation processes.
- Provide interventions tailored to individual needs.
- Refer for further evaluation if needed.
- Parents or guardians are invited to participate in all meetings of their child's SST and are encouraged to participate in the development of interventions for their child.

Tier 4: Specially Designed Learning Implement GSE with specialized instruction.

- Student is eligible for special program placement
- Targeted and specialized instruction to meet the student's need.
- Includes special education and related services for eligible students.

More information on this process is available through the student's guidance counselor.

Response to Intervention / Student Support Team

In Georgia, schools are strongly encouraged to follow a pyramid of interventions which helps students remain successful in all aspects of their schooling. The pyramid encourages educators to exhaust a multitude of intervention strategies prior to a student support team referral and/or referral to special education services. Its purpose is to provide high levels of support while still providing students a least restrictive environment. If all intervening strategies prove unsuccessful, then a next step could be referral to SST (Student Support Team). There are four Tiers in the Georgia Response to Intervention model. Standards-based instruction, universal screening, and progress monitoring are the critical foundations of Tier 1. Tier 2 is characterized by the addition of more concentrated small-group or individual interventions that target specific needs and essential skills. All Tier 2 Interventions must be research proven and aligned to the needs of the students and resources of the school. Interventions may involve an increase in intensity, frequency, and duration of the strategies utilized in Tier 1, or they may be entirely different based on information shared among staff members. Collaboration by staff in delivery of rigorous instruction and appropriate Tier 2 interventions is vital in order to ensure a transfer of learning from Tier 2 to Tier 1 activities.

Progress monitoring is more frequent and is vital in order to judge the effectiveness of the interventions based on the student's response to them. If such appropriate interventions – implemented with fidelity and for an established duration – are not effective then the staff must call upon the assistance of the Student Support Team (SST), which is Tier 3.

The Student Support Team (SST) is an excellent resource for students who are having academic, behavioral, and/or emotional difficulties. Referrals to the team are made for any students exhibiting learning, developmental, behavioral, or emotional problems which interfere with the student's educational progress and/or disrupt the school environment. Suggestions for alternative methods and strategies are provided in an effort to assist the student in coping with the educational environment and assist teachers in more effectively meeting the student's needs.

The team is made up of teachers who serve the student, the parent(s), and any other individuals needed from the pool of SST Committee members. This group will meet to carefully study each individual student referral. The team is involved in a continuous effort to meet the needs of students through appropriate problem identification, evaluation, and program modification. If there is no significant improvement following the implementation of alternative strategies the student may be referred for further evaluation by the school psychologist. It is the goal of the SST to find solutions to learning, behavioral, or emotional difficulties and assist current and future teachers in remediating the weakness for which the student has been referred.

In Tier 3, SST is the structure and RTI is the process. Team members now individualize appraisal and interventions to determine barriers to learning and develop appropriate individual interventions for the student. If a variety of SST/Tier 3 interventions are finally determined not to be adequate and the need for more individualized assistance is thus documented, the SST will make an appropriate referral for consideration of placement of the student in an appropriate Tier 4 program.

If found eligible, this student may be placed in Special Education, English to Speakers of Other Languages (ESOL), Gifted or other programs that are delivered by specially trained teachers.

STUDENT SUPPORT TEAM

The Student Support Team (SST) process is based on the child study team concept. This process is designed to be a safety net for those children who, for academic, behavioral, cognitive, emotional, physical or motivational reasons, are experiencing difficulty in school. This team allows parents and teachers an opportunity to work collaboratively with a group of professionals to develop a plan for addressing the needs of the student and to recommend alternative strategies or identify other resources for students who are not succeeding in the regular classroom. Any unresolved problem that is impeding the learning process may be referred to the RTI by a teacher, an administrator, a parent or even a student. A referral may be made through the student's guidance counselor.

CARROLLTON HIGH SCHOOL INTERVENTION PROTOCOL

Carrollton High School is committed to do whatever it takes for a student to learn. When he or she does not, the following progressive steps to ensure academic success will be taken:

1. Conference with the student.
2. Contact the parent or guardian.
3. Schedule morning or afternoon tutoring with the student in my classroom.
4. Refer the student an administrator for the Starfish program or possible enrollment at the Performance Learning Center.
5. Conference with student, parent, counselor, and other teachers of the student. (RTI Tier II)
6. Refer the student to the counselor for enrollment in the Credit Recovery program
7. Refer the student to administration for inclusion in special programs (mentoring, review courses and blitzes, peer tutoring, support classes, etc.)
8. Refer the student to administration to develop academic, attendance, behavior contracts.
9. Proceed to a referral to RTI Tier III - Student Support Team (SST).

TROJAN GOLD~ CARROLLTON HIGH SCHOOL POSITIVE BEHAVIOR INITIATIVE

Trojan GOLD

Carrollton High School's Positive Behavior Initiative

Dear Student,

Welcome to the 2019-2020 school year at Carrollton High School! It is important for faculty, staff, parents, and students to become partners in this educational journey. It is essential for us to come to school every day with a positive attitude and ready to give our best.

This handbook has been designed especially for you. It contains answers to many of the questions you may have about the policies, procedures, and opportunities available at Carrollton High School. It is imperative that you read this handbook and familiarize yourself with its content. The basic expectations, rules, and policies governing the way students, staff, and others relate within the high school community are emphasized.

At Carrollton High School, the GOLD standard is deeply ingrained within our culture. The Trojan GOLD matrix communicates expectations in various settings in our school. Please take a few minutes to familiarize yourself with our Trojan GOLD policies and standards.

The administration, faculty, and staff are committed to your success. Please do not hesitate to contact us whenever you have questions or concerns.

Sincerely,

David Brooks
Principal

Trojan GOLD at CHS: A General Overview

Trojan GOLD is a positive behavioral interventions and supports system intended to provide expectations of behaviors at Carrollton High School. Through Trojan GOLD, we will work to create and maintain a productive and safe environment in which ALL stakeholders have clear expectations and understandings of their role in the educational process.

Trojan GOLD is defined as:

- **Goal Oriented**
- **Own Your Behavior**
- **Lead by Example**
- **Dedicated**

Code of Conduct

GOAL ORIENTED

Students will:

- Meet deadlines.
- Go to and from destinations in a timely, orderly manner.
- Use their time wisely.

OWN YOUR BEHAVIOR

Students will:

- Wear proper and acceptable attire to school.
- Arrive to school and to every class on time and be ready to work.
- Move to class when the warning bell rings at 8:20 a.m.
- Take proper care of textbooks, materials, and equipment.
- Remain on school property during school hours.
- Present a parent/guardian or doctor's note to explain any absences.
- Use electronic devices (cell phones, MP3 players, headphones, earbuds, iPads, iPods, games, etc.) only at designated times.
- Exit the building promptly at the ringing of the dismissal bell.
- Students involved in after school activities must report to that activity by 3:25 p.m. and remain under direct supervision of the staff while in the building.

LEAD BY EXAMPLE

Students will:

- Conduct themselves in a manner that allows the teachers to teach and all students to learn.
- Strive for success and believe it is possible.
- Carry materials needed for each class according to teacher expectations.
- Utilize a planner for organizing assignments and due dates.
- Complete and turn in assignments on the due date.
- Return as quickly as possible whenever out of class in order to maximize learning.

DEDICATED

Students will:

- **Be ALL IN**

Trojan Gold Recognition System Student Reference

Rewards Day (once each semester)

Description: This is an opportunity for students to participate in activities or free time.

Students must meet all of the following criteria to be considered eligible: no more than two tardies to school or class (excused or unexcused), zero discipline referrals, has missed no more than 3 full school days (12 blocks), and must pass 4 out of 4 classes.

Weekly drawing

Description: This is an opportunity for students to be recognized for positive behavior at Carrollton High School. Once a student receives Trojan GOLD recognition from a teacher they will be eligible for bi-weekly prize drawings.

Students are responsible for putting their Trojan GOLD in the drawing box located in the cafeteria.

Pops for Passers (1st, 2nd, 3rd 9-Weeks)

Description: This is an opportunity for eligible students to receive a special treat.

Students must pass 4 out of 4 classes to be eligible.

Explanation of the Trojan GOLD Process:

Trojan GOLD is awarded by teachers to students who exemplify the Code of Conduct and Trojan pride on a daily basis in the classroom, hallways, cafeteria, and other areas of the building. Trojan GOLD is awarded to encourage and reinforce positive behaviors among students. Teachers can award Trojan GOLD to any student, whether they teach them or not. Teachers complete the Trojan GOLD form and give it to the student. Each student will then be responsible for turning in his or her Trojan GOLD to the appropriate location.



Trojan GOLD




- ☐ Goal Oriented
- ☐ Own your Behavior
- ☐ Lead by Example
- ☐ Dedicated

Comments: _____

Student: _____

Teacher: _____ **Date:** _____

	Classroom	Hallway	Restroom	Commons Area	Cafeteria	Media Center	Arrival & Departure Areas
Goal Oriented	Meet deadlines.	Go to and from your destination.	Get in and get out in a timely manner.	Use time wisely.	Make healthy food choices.	Complete task that you are working on.	Arrive on time to school.
Own Your Behavior	Be respectful.	Keep it moving.	Keep the restroom clean.	Keep the area clean.	Clean up after yourself and wait your turn.	Follow directions.	Maintain personal space.
Lead by Example	Be on time.	Use respectful language and behavior.	Report misuse and abuse.	Respect each other.	Use your indoor voice.	Maintain appropriate volume.	Find your destination quickly.
Dedicated	Be an active learner.	Be on time.	Use restroom breaks sparingly.	Be courteous.	Say please and thank you.	Handle materials with care.	Maintain a safe environment for yourself and others.

ATTENDANCE PROCEDURES

Carrollton High School encourages and promotes good attendance, and we are proud of our attendance record. Regular attendance in school helps develop good habits that will carry over later in life. Also, it has been shown that good attendance correlates very strongly with improved grades in school. School attendance is the responsibility of both parents and students.

ABSENCES

The importance of punctual and regular attendance for every student cannot be over emphasized. A good attendance record has a direct effect on grades. Please make every effort to see that your child is in school on time and remains at school for the entire school day.

- Students who are checked out of class for unexcused reasons may be subject to zeros for missed work and loss of participation credit. **Parents are strongly discouraged from checking students out of school to take them to lunch or to celebrate birthdays.**
- Students who have been absent for any reason must, upon returning to school, bring with them a note from a parent or guardian explaining the reason for the absence. The student should present this note to the Attendance Office. Students will make up all work that was missed due to any absence. Before and after school hours may be used for this purpose. As a last resort, Starfish may be used to ensure that all work is made up. It is the student's responsibility to come to the teacher and arrange details necessary for make-up work. Parents are urged—when at all possible—to make dental, medical, and other appointments for their children after school hours, on Saturdays, teacher workdays, or holidays. It is expected that all work will be made up regardless of the reason. Grades may be affected by unlawful absences. Grades based on in-class activities requiring participation may be lower than usual because missed activities are difficult to make up.
- Students on field trips or school related or school approved activities are to be counted present and allowed to make up all class work without reduction in grade.
- An excused absence is an absence permitted by the policies and regulations of the Carrollton City Board of Education, which are in accordance with authority granted by the Compulsory School Attendance Law and the State Board of Education.
- Unexcused absences are those absences not permitted by the policies and regulations of the local Board of Education.
- An excused absence becomes unexcused when the student fails to bring an excuse from the parent.
- Parents are requested to call the school to report their son's/daughter's absence. The office will make an effort each day to contact parent(s) of those students who are absent.

Local policy recognizes only the reasons below as acceptable excuses for absences from school. Out of town trips are unexcused absences and will result in no credit unless there are extenuating circumstances. Such circumstances must receive prior written approval by the principal.

Acceptable Excuses for Absences:

- Personal illness (Excessive or extended absences may require an excuse from a medical doctor),
- Circumstances where attendance in school endangers a student's health or the health of others,

- Serious illness in a student's immediate family,
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school,
- Observing religious holidays, necessitating absence from school,
- Conditions rendering attendance impossible or hazardous to student health or safety, and/or
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
- Local boards of education shall count students present when they are serving as Pages of the Georgia General Assembly.

*** Parent notes may be used to excuse up to five absences for their children. Beyond the fifth absence, students will be required to have medical or judicial documentation to excuse the absence.**

ATTENDANCE OFFICE/CHECKING OUT

1. Grades may be impacted by unlawful absences or checkouts. All students needing to check out of school must present a note from the parent/guardian to the Attendance Office prior to 10:00 a.m. The note must contain date, time of check-out and an accessible daytime phone number. Notes may be submitted by a student, e-mail chs.checkout@carrolltoncityschools.net or fax (770-832-2836). The Attendance Office will call for students to be released from class at the time indicated or when the parent comes into the attendance office to check out the student. **If it is necessary for a student to check out more than three times a semester, a parent will be required to come to the Attendance Office to check out the student. Parents/Guardians will not be able to check out students by telephone.**
2. If a student has a dental or medical appointment, the appointment card must be presented. Students who check out must remain in the Attendance Office until leaving campus.
3. If a student becomes ill at school, a parent or guardian will be contacted and permission obtained to sign out the student (individual cases will be handled on a one-to-one basis).
4. All absences from class due to early checkout will be classified as unexcused or excused. The penalties and benefits associated with both types of absence will apply.
5. Students cannot check themselves out of school – this must be done by a parent or guardian.
6. A student must be present at least two periods of the day to participate in an extracurricular activity that day at school.
7. Students cannot be checked out during pep-rallies or special events unless the checkout was approved in advance. The student must go to the Attendance Office before the program. Students will not be called out of any program.
8. If a parent or guardian cannot be reached, the student will not be permitted to checkout. If the student leaves after being informed that we cannot verify the early checkout, it will be treated as skipping, and disciplinary action will be taken.
9. We cannot release students to anyone other than their parents or other adults approved by the parents. Identification may be required. If parents know they will be out of town for any length of time and plan to leave their children in someone else's care, the parents should be sure the person(s) caring for the children has written permission for the caregivers to authorize medical treatment. Please send this information to the Attendance Office so that school personnel will know whom to contact in case of emergency.

Post-secondary Visitation Days: CHS will grant a total of two visitation days spanning the junior and senior years for on-campus visitation. It is the student's responsibility to notify the Guidance

Office and Attendance Office prior to taking a visitation day, and students must bring documentation from this visitation to confirm their presence on campus for official visitation. If all requirements are met, this will be recorded as an excused absence.

LEAVING CAMPUS DURING THE SCHOOL DAY

No students will leave campus during the school day for any reason without permission from the Administration. All students leaving school must be properly signed out in the Attendance Office. Leaving campus without a proper checkout will result in disciplinary action. (See discipline code).

STUDENT ILLNESS

Students who are ill should report to the Attendance Office. If you become ill during class, you should request a pass to the Attendance Office. If you are outside class, report to your next teacher who will write a pass to the Attendance Office. All passes should be signed, dated, and verified by the Attendance Office before the student may return to class. The Attendance Office will keep careful records of students checking out of school. Parent conferences will be held if students seem to become ill frequently.

CARROLLTON CITY SCHOOLS STUDENT ATTENDANCE TASK FORCE ATTENDANCE/TARDY PROTOCOL

Absences

Unexcused absence – Students have **(3) days** from the time of a reported absence to bring their excused note. Students must present their excuse slip to the attendance office. Parents can excuse **(5) five days** of student absences **per school year** without medical documentation. After five parental excuses are used, the absence will be considered unexcused unless a medical note is presented. Each block is considered a ¼ day and parental checkouts will be included in the overall **five day** total. If a student misses ½ of a block period they are considered unexcused for that block. **All excuses must be turned into the attendance office within (3) days of a student returning to school from a reported absence. If the excuse is not presented within (3) days, the student will be considered unexcused.**

Excused absence – Any absence that is reported with proper excusal documentation within (3) days is excused. Parents can excuse up to **five days per school year** for their children without medical documentation. The sixth absence will require medical documentation or be considered unexcused. **The principal can exercise discretion in extreme cases of hardship to accept written parent notes in excess of the standard five per year. Additional absences will be excused only with an original medical excuse signed by a healthcare professional.** If a student is absent for more than three days consecutively, a make-up work process will be determined. It is the student's responsibility to contact teachers to initiate the make-up work process. Students are responsible for completing all assignments within the make-up time allotted and will be graded accordingly.

Tardies

- The progression of discipline and explanation of the policy is as follows:
 - 1st Unexcused Tardy – Warning
 - 2nd Unexcused Tardy – 2nd Warning
 - 3rd Unexcused Tardy – Work Detail
 - 4th Unexcused Tardy – Saturday School and loss of parking privileges for 5 days.
 - 5th Unexcused Tardy – 1 Day of ISS and loss of parking privileges for 20 days.
 - 6th Unexcused Tardy – 2 days of ISS and loss of parking privileges for the remainder of the semester.
 - 7th Unexcused Tardy – 3 Days of ISS
 - 8th Unexcused Tardy – Conference with parent to determine appropriate consequence and resolution to the problem
- **Students will be allowed one parental-excused tardy per semester, and the note must be presented upon arrival to school that day.**
- Only doctor and dental appointments will serve as acceptable excuses for being tardy after the parent- excused tardy is used. These notes must also be presented upon arrival to school.
- All students start each semester with zero tardies.

Attendance Protocol and Consequences

Purpose

This student attendance protocol is written as a cooperative effort in coordination with appropriate Carroll County and Carrollton City agencies for the purpose of commitment to improving student attendance through utilization of targeted strategies and interventions for reduction of unexcused absences and truancy (O.C.G.A. §20-2-690.2).

Student Attendance Protocol Committee

Representatives from the following agencies comprise membership of the Student Attendance Protocol Committee and participated in preparing this Student Attendance Protocol:

- Carroll County Superior Court
- Carroll County Juvenile Court
- Carroll County Solicitor of State Court
- Carroll County Office of the District Attorney
- Georgia Department of Juvenile Justice
- Carroll County Board of Education
- Carrollton City Board of Education
- Carroll County Sheriff's Office
- Carroll County Department of Family and Children Services
- Carroll County Health Department
- Carroll County Family Connection Authority
- Carroll County Youth Connection
- Carroll County Mental Health
- City Chiefs of Police: Bowdon, Carrollton, Mt. Zion, Temple, Whitesburg, Villa Rica

Operational Authority

The Student Attendance Protocol Committee is operational under authority of the chief superior court judge as defined in O.C.G.A. § 20-2-690.2. Following adoption of this written protocol and filing with the Georgia Department of Education (GADOE), the committee will meet quarterly

during its first year and twice annually thereafter for the purpose of evaluating compliance and effectiveness, and to modify the protocol as appropriate.

Tardies and Early Checkouts

Definitions of Terms

Tardy to School: Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Tardy to Class: A student is "tardy to class" when he/she arrives to class following the ringing bell, chime, or other audible signal indicating the beginning of instructional time.

Excused tardy – A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or designee as acceptable. Documentation is required to excuse a tardy.

Unexcused tardy – Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Early Checkout- Leaving school prior to the end of instructional time and/or the end of the official school day.

- **Excused:** Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the SST as the Principal deems necessary.
- **Unexcused:** Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the SST as the Principal deems necessary.

Official School Start/End Time: The time designated by the principal and advertised to students and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designated school clock, and displayed in a prominent public location.

Response to Intervention (RTI): A multi-tiered, incremental structure for targeted provision of services and interventions based on a student's progress as measured by data analysis, teacher observation, or other appropriate monitoring.

Student Support Team (SST): An interdisciplinary group that uses a systematic process to address learning, behavior, and/or attendance problems of K-12 students in a school.

Attendance Team Committee (ATM): An interdisciplinary group that uses a systematic process to specifically address attendance problems of K-12 students in a school.

Unexcused Tardies and Early Checkouts

Students accumulating three (3) days of unexcused tardies will receive a referral to the Principal or Principal's designee for violation of Board Policy JCDA: Student Code of Conduct.

At the school system's discretion, students establishing a pattern of early checkouts maybe referred to the Principal or Principal's designee for disciplinary or other appropriate action.

Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present for the entire instructional period.

Consequences and Penalties for Unexcused Tardies/Early Checkouts

The Principal or Principal's designee may assign consequences and penalties for unexcused tardies and/or early checkouts.

Definition of Terms

Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Exception for suspension

School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absences

Local boards of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

- Personal illness: The school will allow a maximum of five absences per year to be excused on the authority of written parent notes. The principal can exercise discretion in extreme cases of hardship to accept written parent notes in excess of the standard five per year. Additional absences will be excused only with an original medical excuse signed by a health care professional.
- Circumstances where attendance in school endangers a student's health or the health of others.
- Serious illness in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly.
- When 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, a student 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.

All other absences are considered unlawful.

Grades and Absences

Final student course grades shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons
2. Make up work for excused absences was completed satisfactorily. Local boards of education are not required to provide make up work for unexcused absences.

Absence Reduction Plan

The Board of Education adopts the following policies and/or procedures to reduce unexcused absences:

Parental Notification

Statement of Receipt

- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary **in the student handbook** of possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.
- Students age ten or older by September 1 must sign a statement indicating receipt of the written statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

Consequences and Penalties for Violation of Compulsory Attendance

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary. Consequences and penalties may include, but are not limited to the following:

Third Unexcused Absence in the School Calendar Year: Contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the Principal or the Principal's designee. The Principal or Principal's designee may refer the student for RTI, SST, or other appropriate support.

Five Unexcused Absences in the School Calendar Year:

- Schools will document and notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when such student has accumulated five unexcused absences in the school calendar year.
- Notice of five accumulated absences will include notification of the penalties and consequences of such absences, including but not limited to RTI, SST referral, or other appropriate action.

Notification

Schools will make two reasonable attempts by phone, conference, letter, email, or other appropriate means to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when five unexcused absences in an academic year have occurred and of the penalties and consequences for violation of compulsory attendance. Students accumulating (5) days of unexcused absences in the school calendar year will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA: Student Code of Conduct.

Eight Unexcused Absences: Upon a student's accumulation of eight (8) unexcused absences in the school calendar year, a referral will be made to the school's Attendance Team Committee to set up an attendance meeting at the local school.

The school social worker will assist the Attendance Team Committee. At the attendance meeting school staff will work together with the parent and student to develop interventions and strategies for improvement of the student's school attendance. At this time a referral to outside support agency may be considered. Also discussed will be a referral to CHINS truancy committee at ten (10) unexcused days.

Prior to filing complaints and petitions the school must first show the district sought to resolve the problem through available educational approaches, and the school made efforts to engage the parent without success. When a student is eligible or suspected to be eligible under IDEA or 504 the school must also show that the IEP has been reviewed and modified as necessary.

Ten Unexcused Absences: Upon a student's accumulation of ten (10) unexcused absences in the school calendar year, the school social worker will refer the student and parent to Carroll County Children in Need of Services (CHINS) committee. The committee will determine possible services and/or sanctions, which will be upheld through a diversion contract or protective order. The school social worker will serve to coordinate efforts between the school and CHINS committee in monitoring attendance.

In a situation where the student has less than ten unexcused absences; however, he/she has developed a pattern of unexcused absences from one year to the next, the Social Worker may use their discretion to make an early referral to CHINS.

Violation of CHINS Truancy Contract or refusal to participate in the CHINS truancy diversion program may result in immediate referral to Juvenile Court.

Student Withdrawals

The school system is authorized to withdraw a student for the following reasons when the student:

- Has missed more than 10 consecutive days of unexcused absences
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal

The Superintendent or the superintendent's designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) having control or charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available pursuant to O.C.G.A. § 20-2-690.1(e).

The school system is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Monitoring

The Principal will review attendance records at the end of each school year for the purpose of identifying students for attendance monitoring at the start of the next school year. Students referred to Attendance Team Committee for violation of compulsory attendance during a school year will be considered as an active referral for continued monitoring at the beginning of the next school year.

Student Withdrawals and No Credit

The school system is authorized to withdraw a student who is not subject to compulsory school attendance laws (16 or older) when the student has accumulated ten (10) unexcused absences in a semester. This does not apply to students who are receiving instructional services from the local school system through homebound instruction or instructional services required by the federal IDEA laws.

*** A student who is younger than 16 and has seven (7) consecutive days of unexcused absences without attending another school **may not receive credit** for classes at Carrollton High School for the semester of the incurred absences. A student who is 16 or older could be **automatically withdrawn** from Carrollton High School.

CARROLLTON CITY SCHOOLS RULES OF CONDUCT

Student in Good Standing

Certain privileges are extended to “students in good standing,” including parking permit eligibility, class officer election qualifications and office, and participation in such activities as pageants and some extracurricular clubs and activities. A student shall be considered “not in good standing” if any of the following conditions apply:

1. The student has excessive absences or tardies.
2. The student has repeated or serious disciplinary referrals including academic dishonesty.
3. The student does not put forth sufficient effort to be academically successful.
4. The student has unfulfilled obligations or school debts, including but not limited to, lost books, overdue library or parking fines, unreturned athletic equipment or other school owned property, unpaid financial obligations, or un-served detentions.

Student Code of Conduct

All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Expected behavior is behavior that promotes a safe, healthy environment for all members of the learning community.

Students should:

- Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

- Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by the Code of Conduct, take care of books and other instructional materials, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, and avoid being rude, and follow school rules and procedures.
- Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

The following code of conduct sets forth school rules prohibiting certain types of student conduct which constitute major offenses. A student found to be in violation of any one of them may be subjected to suspension, expulsion or other disciplinary consequences. Disciplinary action for violators of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The school system will make every reasonable effort to administer the discipline code consistently in all schools. It is the policy of our state that it is preferable to reassign disruptive students to isolate and individually oriented in-school suspension or alternative educational settings rather than to suspend or expel such students from school.

The rules and regulations of conduct shall apply:

1. On the school grounds at any time
2. Off the school grounds at a school function or event, and
3. Enroute to and from school or school activities subject to the jurisdiction of school authorities.

Rule 1: Disruption and Interference with School

No Student Shall:

1. Occupy any school building, gymnasium, school grounds and properties or part thereof with the intent to deprive others of its use, or where the effort thereof is to deprive others of its use;
2. Block the entrance or exit of any building or property or corridor or room thereof so as to deprive others of access thereto;
3. Set fire to or otherwise damage any school building or property;
4. Discharge, display or otherwise threateningly use any firearms, explosives, knives, or other weapons or any object that can reasonably be construed to be a weapon on school premises;
5. Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus;
6. Prevent students from attending a class or school activity;
7. Except under the direct instruction of the principal, other administrator or authorized personnel, block normal pedestrian or vehicular traffic on a school campus;
8. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct his/her class;
9. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any such lawful mission, process or function;
10. Refuse to identify oneself upon request of any teacher, principal, Superintendent, school bus driver, or other authorized school personnel;
11. Demonstrate disrespectful conduct toward any teacher, administrator or other school personnel;
12. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.

Rule 2: Damage or Destruction of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property either on the school grounds or during a school activity, function, or events off school grounds. A student shall not possess, sell, use or transmit stolen school property.

Rule 3: Damage or Destruction of Private Property

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal property either on the school grounds or during a school activity, function or events off school grounds. A student shall not process, sell, use or transmit stolen property on school grounds.

Rule 4: Assault or Battery on a School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way, as could reasonably cause physical injury to a school employee. This includes, but is not limited to, insult, use of profanity, ethnic, racial, sexual, religious slurs, or harassment. These rules include anytime (1) when either the alleged perpetrator or the alleged victim is enroute to or from school, or a school activity, or (2) off school grounds when the misconduct by the alleged perpetrator is on account of the school employee's performance of his/her official duties. A student shall not threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give a victim reason to fear or expect immediate bodily harm.

Rule 5: Physical Abuse, Assault, or Battery by a Student to Another Student or to Any Person Not Employed by the School

A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give a victim reason to fear or expect immediate bodily harm. A student shall not make threatening, harassing or intimidating remarks, gestures, or posturing toward any student which threatens the safety or well-being of that student or has the likelihood of provoking a fight. A student shall not fight or physically impact another person in a manner that is painful, harmful, violent, or offensive.

Rule 6: Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit a pistol, revolver or any weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two inches or more, straight-edge razor, razor blade, spring stick, metal knucks, black jack, any bat, club, or other bludgeon type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chakha, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind and any stun gun or laser as defined in subsection (a) of OCGA Code Section 16-11-106 or other objects that reasonably can be considered a weapon.

If a student has knowledge of or inadvertently brings a weapon to school, the weapon should immediately be reported to an administrator.

Rule 7: Alcohol and Drugs

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

A student shall not wear attire which advertises or refers to the use or possession of drugs or alcohol.

A student shall not possess, sell or transmit, or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

Misuse of a prescription or non-prescription drug shall be considered a violation of this rule.

Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with the guidelines in the student handbook shall not be considered a violation of this rule.

Rule 8: Possession or Use of Tobacco

A student shall not possess or use smoking tobacco, chewing tobacco, snuff, or smoking paraphernalia. A student shall not wear attire which advertises or refers to the possession or use of tobacco. **This is to include vapor and electronic cigarettes.**

Rule 9: Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principles, school bus drivers, or other authorized school personnel.

Rule 10: Profanity and Obscene Language

A student shall not use profane and/or obscene language, actions or gestures in the presence of any teacher, administrator, employee, or student. A student shall not wear attire which refers to profane or obscene language, actions or gestures.

Rule 11: Unexcused Absences/Tardies

A student shall not be absent or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official, nor shall a student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

Rule 12: Misbehavior on Bus

A student shall follow the directions of the bus driver at all times. The following guidelines shall be followed:

1. Sit in the seat assigned by the bus driver;
2. Keep hands, arms, and/or objects to themselves and inside the bus;
3. Talk in a normal tone of voice and do not yell, play radios, tape cassettes, or CD players;
4. Do not eat, drink, or chew gum on the bus;
5. Do not bring onto the bus any items which obstruct the driver's view; and
6. Follow all other conduct rules enumerated in policy or procedure.

Rule 13: Electronic Communication Devices

Students may use cell phones, pocket pagers, and other electronic devices before or after the school day. Use of cell phones and other electronic devices during the school day will be considered a violation of Policy JCDAF and shall be subject to appropriate disciplinary action.

A student may be exempt from the policy for health reasons or other unusual reasons if approved by the Principal. A student requiring the use of such a device shall have a file in the principal's office with a statement from a licensed physician certifying that such a device is necessary for the health of the student.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cellular phones, pagers, audible radios, tape or compact disc players without headphones, or any

other electronic device in a manner that interferes with the school bus communication equipment or the school bus driver's operation of the school bus.

The only free access to your cell phone is before and after school, during class changes and during your lunch shift. If you are seen in the hall with your cell phone during class, it will be taken up and fines will apply.

Rule 14: Conduct which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community.

Rule 15: Repeated Violations/Misbehavior

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules behavior. This rule applies after remediation attempts such as Behavioral Support Process or Student Support Team (SST) processes have been utilized.

Rule 16: Bullying

A student shall not bully another student by imposing power or strength through repeated, unwanted and aggressive behavior that may cause a person or group feel inferior. This includes, but is not limited to use of profanity or ethnic, racial, sexual or religious slurs; social exclusion; hitting; spreading rumors; damaging others' valuables; cyberbullying and texting.

General Information

When students do not follow established school rules of conduct, teachers will generally handle these matters within the classroom, applying such techniques which may include, but not be limited to:

1. Counseling with individual students,
2. Detention after school;
3. Parental contact, or
4. Referral to the administration

Of course, acts which cause substantial disruption of learning opportunities and/or threaten the safety of others will be immediately referred to the administration.

When administrators receive referred students, the administrator will receive records of prior action taken by the teacher which show those actions have not been effective in redirecting misbehavior. The administrator may then deal with that student using techniques which may include but may not be limited to:

1. Counseling,
2. Referral to school counselor,
3. Further parental contact,
4. After-school detention,
5. Work detail,
6. Saturday School,
7. In-school suspension,
8. Short-term out-of-school suspension,
9. Recommendation for long-term suspension or expulsion, or
10. Contact of law enforcement officials if appropriate.

Definitions of Disciplinary Actions

Expulsion:	Exclusion of a student from school and school functions beyond the current school quarter or semester.
Long Term Suspension:	The suspension of a student from school and functions for more than ten (10) school days but not beyond the current school term.
Short Term Suspension:	The suspension of a student from school and school functions for not more than ten (10) days.
Temporary Dismissal:	The removal of a student from class by the classroom teacher, principal, or other authorized personnel for the remainder of the subject period and his/her location in another room on the school premises shall be considered a temporary dismissal and not a suspension.

Progressive Discipline Chart for Carrollton High School

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

Level I Discipline

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Faculty and staff may utilize any of the discipline management techniques appropriate for the situation, including but not limited to the following:

1. Classroom detention after school
2. Contact parent or guardian by phone or in writing
3. Classroom isolation from peers
4. Student participation in conference with parent/guardian and teacher
5. Participation in a school service project which enables the student to be engaged in the desired character trait(s).

The principal or his or her designee may utilize any of the above discipline management techniques and/or may employ:

1. Student participation in conference with parent/guardian, teacher and/or principal
2. Restriction from school programs and special assemblies
3. Assignment to work detail
4. Partial day placement in alternative setting
5. Full day placement in alternative setting for up to 3 school days
6. Participation in the cleaning/repairing of any damage caused to the school related environment
7. Assignment to Saturday School
8. Any other disciplinary technique that positively promotes the student code of conducts and desired character traits(s)

Level II Discipline

Level II discipline offenses are intermediate acts of misconduct which require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to:

1. Student participation in conferences with parent/guardian, teacher, and/or principal
2. Restriction from programs and special assemblies
3. Work detail
4. Saturday School
5. Partial day in an alternative setting
6. Full day in an alternative setting
7. Suspension from school for up to three school days, which shall include any time during which the student was subjected to suspension pending investigation
8. Participation in the cleaning/repair of any damage caused to the school-related environment
9. Financial restitution for the repair of any damage caused to the school-related environment
10. Participation in a school-service project which enables the student to be engaged in the desired character trait(s)
11. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

Note: Level II differs from Level I in that it omits classroom detention, classroom isolation, and lunch isolation, adds assignment to lunch detention hall, increases the maximum number of days in an alternative setting from three to five, adds financial restitution for the repair of any damage caused to the school-related environment, provides for out-of-school suspension for up to three days, and prompts consideration of behavior support services.

Level III Discipline

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruption of the school environment, threats to health, safety or property and other acts of serious misconduct. These offenses must be reported to the principal or his or her designee. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from school and/or school sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Restriction for programs and special assemblies
2. Full day in an alternative setting
3. Suspension from school for up to five school days, which shall include any time during which the student was subjected to suspension pending investigation
4. Placement in an alternative education program for up to one semester, and until such time as the student meets the exit requirements for the alternative school program
5. Participation in the cleaning/repair of any damage caused to the school-related environment
6. Financial restitution for the repair of any damage caused to the school-related environment

7. Participation in a school-service project which enables the student to be engaged in the desired character trait(s)
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character traits(s)

Level IV Discipline

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require the use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act are in effect.

Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Assigned to an alternative setting
2. Suspension from school for up to ten school days, which shall include any time during which the student was subjected to suspension pending investigation
3. Placement in an alternative education program for up to two semesters, and until such a time as the student meets the exit requirements for the alternative school programs
4. Expulsion from the regular school program for up to one calendar year
5. Participation in the cleaning/repair of any damage caused to the school-related environment
6. Financial restitution for the repair of any damaged caused to the school-related environment
7. Participation in a school-service project which enables the student to be engaged in the desired character trait(s)
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

Discipline of students with disabilities requires certain considerations because behavior may be related to the disability. Following are general guidelines:

1. Determine which students have been identified as disabled and review their IEPs at the start of the semester before there are discipline problems.
2. An IEP may include a Behavior Management Plan which specifies how certain behaviors are to be handled. This plan should be followed in all school settings, regular or special.
3. Students whose IEPs do not address behavior or discipline should be treated like non-disabled students with common sense consideration of the disability (see * below).
4. Classroom teachers should work closely with special education teachers to determine appropriate methods of discipline.

*In all cases, however, a student with a disability may not be suspended from school (including ISS, if the student does not receive their specified special education services) for more than a cumulative total of ten days per school year. When the total number of suspension days nears ten or significantly disruptive behavior occurs, the following procedure should be followed:

1. The Director/Coordinator of Special Education should be notified to assure that all due process procedures are followed.
2. The IEP committee will carefully review the IEP and current placement to determine if the behavior is related to the disability and if change should be made in the IEP.

BEHAVIOR EXPECTATIONS AND RESPONSIBILITIES FOR CARROLLTON HIGH SCHOOL

The following policies are the expectations of Carrollton High School for all students and will be enforced. These rules apply to any student, whether on or off school grounds, participating in or attending any school activity, function, or event which is under the jurisdiction of the school authorities.

Statement of Student Misconduct

These rules are designed to notify students as to the types and range of behaviors that are unacceptable; nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate, particularly in light of societal expectations and the scope of these rules, which a specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Offenses and Discipline Procedures

Offense Level IV Weapons and Dangerous Instruments: A student shall not process, handle, or transmit weapons and dangerous instruments which include firearms, fireworks, explosives, knives, and any object which may be used in such a manner as to inflict bodily injury or to place another person in fear of his/her safety, and any object which can reasonably be considered a weapon.

Administrative Action: Consequences may include but are not limited to: Contact police and parents, up to 10 days suspension from school, and discipline hearing to determine further punishment.

Offense Level IV Narcotics, Alcoholic Beverages, and Stimulant Drugs:

- a) A student shall not process, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, prescription drug or intoxicant of any kind while at school or while attending a school function on the campus or away from the campus. (NOTE: "under the influence" as used in the policy means any intake of behavior-affecting substances during the 24 hours in which the school day occurs)
- b) A student shall not possess, sell, or transmit any substance under the pretense that it is in fact a prohibited substance as described in this rule.
- c) A student shall not possess, sell, or transmit any item which can be considered drug paraphernalia. This includes but is not limited to: rolling paper, pipes, etc.

Administrative Action: Consequences may include but are not limited to: Contact police and parents, up to 10 days suspension from school, and/or discipline hearing to determine further punishment.

Offense Level IV Assault on a School Employee: A student shall not cause or attempt to cause or threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee.

Administrative Action: Consequences may include but are not limited to: Contact police and parents, up to 10 days suspension from school, and discipline hearing to determine further punishment.

Offense Level IV Fighting, Threatening and/or Intimidating Another Student With Violence

Administrative Action: Consequences may include but are not limited to: In-school suspension or out-of-school suspension. Serious cases may involve contacting police, up to 10 days suspension from school, and discipline hearing to determine further punishment.

- Offense Level IV Gang Related Activities:** This includes, but is not limited to the wearing of gang paraphernalia, gang recruitment, gang signs, or other conduct associated with youth gangs.
- Administrative Action: Consequences may include but are not limited to: Suspension from school with possible referral to a disciplinary tribunal.
- Offense Level II - IV Destruction of Property:** This rule includes willful and malicious destruction of and/or threat to destroy school property or that of school employees or the theft of school property of school employees. Includes such actions as the use of or threat of bombs, explosives, setting fires, and the deliberate destruction of school property.
- Administrative Action: Consequences may include but are not limited to: Restitution for all damages, ISS, and/or suspension from school.
- Offense Level I - IV Rude and Disrespectful Behavior and/or Insubordination:** This rule includes students being in unauthorized or undesignated areas and being in an area unsupervised by their immediate teacher. This rule also includes refusal to identify oneself and the use of profane, vulgar, or obscene words or gestures.
- Administrative Action: Consequences may include but are not limited to: Detention, in-school suspension or suspension from school.
- Offense Level IV Classroom Interference and School Disturbances**
- Administrative Action: Consequences may include but are not limited to: Teacher contact parent/guardian, work detail, in-school suspension, and/or suspension from school.
- Offense Level IV Activating any fire alarms under false pretense, or operating fire equipment**
- Administrative Action: Consequences may include but are not limited to: Suspension, contact Fire Marshall, possible referral to discipline hearing.
- Offense Level II-IV Possession or use of any kind of tobacco, lighters, or matches on school property**
- Administrative Action: Consequences may include but are not limited to: In-school or out-of-school suspension. **This includes vapor and electronic cigarettes.**
- Offense Level II-IV Falsification of school records, documents, and written communications regarding tardies, absences, checkouts, progress reports, report cards, and student information systems**
- Administrative Action: Consequences may include but are not limited to: Work detail, Saturday School, in-school suspension, or suspension from school.
- Offense Level II-IV Possession of or display of pornographic literature, lewd pictures; or pictures, music or slogans advertising drugs or alcohol**
- Administrative Action: Consequences may include but are not limited to: Work detail, Saturday School, in-school suspension, or suspension from school.
- Offense Level I-IV Failure to accept disciplinary action**

Administrative Action: Consequences may include but are not limited to: Work detail, Saturday School, in-school suspension, or suspension from school.

Offense Level I-IV Improper bus behavior

Administrative Action: Consequences may include but are not limited to: Loss of riding bus privileges.

Offense Level III-IV Leaving campus without permission from the attendance office and/or skipping class

Administrative Action: Consequences may include but are not limited to: In-school suspension to out-of-school suspension.

Offense Level I-IV Inappropriate public display of affection

Administrative Action: Consequences may include but are not limited to: Warning, counseling with student and parent, followed by possible disciplinary action for subsequent offenses.

Offense Level II-IV Use of school lockers: Lockers are the property of the school system. Students must understand that lockers remain the property of the school system and are subject to search without notice.

Administrative Action: Consequences may include but are not limited to: Illegal items found in lockers will be considered in the possession of the student who is renting the locker. Penalty will relate to the applicable rule in question. Students are encouraged not to share a locker.

Offense Level I-III Dress Code: Attending school gives you an opportunity to learn skills for life. The school has a responsibility to guide you so that you will become employable and so that you develop appropriate social skills. Your personal appearance may often determine your employability. Therefore, good taste, safety, and health will determine our policy on school dress. Certain items of dress are not appropriate and cannot be worn to school. These are as follows:

- a) No pajama pants or house shoes will be allowed.
- b) Shorts must be no shorter than 6 inches above the knee. Nike shorts or any other similar type of running/athletic shorts are not permitted.
- c) Head apparel (hats, visors, toboggans, bandanas, head coverings or hair in rollers) are not allowed to be worn on campus during school hours. Hats may be confiscated and may be claimed by parent on first offense only.
- d) Clothes which bare the midriff. All shirts and tops for males and females must be long enough to tuck into pants, shorts, skirts, or other apparel worn by our students. Shorts and skirts must be no shorter than 6 inches above the knee on all sides regardless of any layered garments underneath.
- e) Clothes which are cut in such a way as to be more revealing than would be considered appropriate in indoor work settings. This includes, but is not limited to, clothes open on sides, sheer fabrics, tank tops, spaghetti straps, low cut dresses, and clothing with holes cut above knee regardless of any layered garments underneath. This applies to both male and female.
- f) Clothes or articles displaying symbols or advertisements of drugs, alcoholic beverages, clothes containing profane or obscene language or symbols promoting tobacco products.
- g) Shoes must be worn at all times. No House Shoes are allowed
- h) Pants must be worn at the appropriate waist level. Pants worn below the waist which expose undergarments are not acceptable. Pajama pants are not appropriate for school wear.

- i) Leggings: If a student is wearing leggings, their top must come to mid-thigh. Leggings/tights must not have sheer panels above the knees.
- j) Any type of exposed or unexposed chain(s) attached or otherwise will not be permitted.

****The administration reserves the right to determine if certain items of clothing are inappropriate for school dress. The regulations of this dress code only outline minimum standards of dress.***

Administrative Action: Consequences may include but are not limited to: First Offense: Student will have work detail after school. Second Offense: Student will have Saturday School. Third Offense: Student will report to ISS. Hats will be confiscated and may be claimed by parent.

Offense Level I-IV Truancy: Includes absences from and tardies to school and absences from and tardies to class. A student shall not be absent from school or from any class or other required school function during school hours. This rule includes leaving class without permission, as well as failure to properly check-in upon arrival at school. For specific information related to absences and tardies, see the appropriate page in this handbook.

Administrative Action: Consequences may include but are not limited to: Work detail, Saturday School, in-school suspension, or out-of-school suspension.

Offense Level I-IV Academic: This includes but is not limited to obtaining answers or the work of others with intent of claiming credit for that work.

Administrative Action: Consequences may include but are not limited to: First Offense: Zero grade for that assignment or test and parent contact by teacher. Second Offense: Zero grade for the assignment and two days in-school. Third Offense: Discretion of the administration. Misconduct reports filed with an administrator. IB students should refer to the IB handbook for academic honesty consequences.

Offense Level I Open food or drink are outside of designated areas

Administrative Action: Consequences may include but are not limited to: Work detail.

Offense Level III-IV Repeated violation of school rules: This includes repeated assignment to detention or in-school suspension with no apparent positive results.

Administrative Action: Consequences may include but are not limited to: Parent conferences and counseling referrals will accompany suspension. If misbehavior continues, the student will be suspended with referral to disciplinary hearing.

Offense Level III-IV Misbehavior while serving work detail or while in in-school suspension

Administrative Action: Consequences may include but are not limited to: Suspension or additional in-school suspension.

Offense Level I, II Use of cellular phones by students during instructional time is prohibited. Students who bring electronic devices to school assume all risk for theft of any device brought on campus.

Administrative Action: Confiscated cell phones will be subject to recovery fees: **\$10.00 for 1st offense, \$20.00 for 2nd offense, \$30.00 for 3rd, \$40.00 for 4th, ISS and Behavior Contract for the 5th**

offense. Phone is held until fine is paid or 30 days from the date of infraction. After 30 days phone will be released back to the student upon request, fine remains on student's record. If the phone is still in school possession after 7 days, parents will be notified. Students who refuse to turn their phone into a teacher or administrator will be given additional suspension consequences. Recovery fee will remain on student's record

Offense Level II, III Possession of playing cards, dice, and/or gambling paraphernalia

Administrative Action: Consequences may include but are not limited to: Discretion of administration.

Offense Level IV Gambling: This includes but is not limited to rolling dice, playing cards, or any act considered gambling by the State of Georgia.

Administrative Action: Consequences may include but are not limited to: Contacting police, In-school suspension, out-of-school suspension, possible referral of disciplinary tribunal.

Offense Level I, II Use of and/or unconcealed possession of personal CD, tape, MP3 player, I-pod, Gaming Device, etc. in the school building from 8:25 –3:15. Students are discouraged from bringing electronic devices to school and assume all risk for theft of items brought on campus.

Administrative Action: Confiscated electronic devices will be subject to recovery fees: **\$10.00 for 1st offense, \$20.00 for 2nd offense, \$30.00 for 3rd, \$40.00 for 4th, ISS and Behavior Contract for the 5th offense.** The device is held until fine is paid or 30 days from the date of infraction. After 30 days the device will be released back to the student upon request, fine remains on student's record. If the device is still in school possession after 7 days, parents will be notified. Students who refuse to turn their device into a teacher or administrator will be given additional suspension consequences. Recovery fee will remain on student's record

Offense Level I-IV Inappropriate use of computer technology

Administrative Action: Consequences may include but are not limited to: Discretion of administration.

Offense Level II-IV Other conduct which is subversive to good order: This includes, but is not limited to, violations of state and federal law or community misconduct that would pose a threat to the school community.

Administration Action: Consequences may include but are not limited to: Penalty at the discretion of the administration which includes, but is not limited to, ISS, out-of-school suspension, referral to discipline tribunal.

DISCIPLINE CODE DEFINITIONS

The following are definitions or elaborations of the definitions in the school discipline code:

1. Teacher Detention – This is a required that a student reports to a specific location and to a designated teacher or school official to make up missed work or to receive specific instruction in behavior modification. Detention may require the student's attendance before school or after school.
2. Work Detail – A requirement that a student report to a specified school location and to a designated faculty member for a specified length of time. Students should plan on doing light physical labor. IF A STUDENT DESIRES TO WEAR GLOVES DURING WORK DETAIL, HE/SHE MUST SUPPLY HIS/HER OWN. Failure to serve work detail will result in Saturday School.

3. Saturday School – This is an assignment to attend school on Saturday from 8 am – 11 am. Failure to serve Saturday School will result in 2 days in-school suspension.
4. In-school suspension (see written format).
5. Short-Term Suspension – Short-Term Suspension means the suspension of a student out of school for less than 10 days. Make-up work will be permitted only on the 1st offense. Students should not be on campus or attend any extracurricular activity for any reason during suspension.
6. Long-Term Suspension – Long-term suspension means the suspension of a student out of school for more than 10 days but not beyond the current school semester. Recommendation of suspension for more than 10 days must be made through the System’s Student Review Committee (Tribunal).
7. Expulsion – Expulsion means removal of a student from school beyond the current semester. This action must be by the Board of Education.
8. Dangerous Weapons – The following items can be defined as dangerous weapons: (1) fire-arms; (2) knives; (3) any object which may be used in such a manner as to inflict bodily injury or to place another in fear of his/her safety or well being; (4) any object which can be reasonably considered a weapon. The following items can be defined as dangerous instruments: fireworks, pyrotechnics, lighter or matches.
9. Simple Assault – The attempt to commit a violent injury to another person.
10. Simple Battery – Intentionally making physical contact of an insulting or provoking nature.
11. Extent of School Jurisdiction – Students are accountable for behavior on school property, at school functions, and enroute to or from same.
12. Unauthorized areas include the following:
 - a. Any area of the building where classes are in session during lunch period.
 - b. The gym unless you have a class at that time in the gym.
 - c. The parking lot once you have arrived at school.
 - d. Any other area without proper supervision.

NOTICE

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, any bat, club or other bludgeon type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in O.C.G.A. s16-11-106.

PUNISHMENT

A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A s 15-11-37.

IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE

1. Students under suspension are allowed to make up any academic work only on the first offense. This applies to all offenses listed. Students under suspension or expulsion or expulsion are not allowed on school campus or at school functions.
2. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up or handle the illegal items.

3. School administrators and/or their designated representative possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
4. Students should be aware that any adult employee of the Carrollton Board of Education has the authority to ask for a student's identity or to seek other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
5. Students and parents should understand that when misconduct constitutes a violation of local, state, or federal law, law enforcement agencies will be contacted and prosecution will be sought.
6. The school and the school system reserve the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the school's discipline code.
7. Failure to accept disciplinary action (Rule 14) results in severe punishment for insubordination. Following punishment for insubordination, the student will still be required to complete the original punishment for the original infraction.

CARROLLTON CITY SCHOOLS REGULAR ROUTE BUS RULES

1. It is the parent/guardian's responsibility to have the student at the appropriate bus stop in the morning. It is also the parent/guardian's responsibility to be at the appropriate bus stop in the afternoon.
2. The bus driver/monitor is in full charge of the bus and passengers at all times. Any violation of the rules will be reported to the principal of the school for appropriate disciplinary action as though such conduct had occurred on the school premises.
3. Students should be ready for the bus at least ten minutes before the time it usually arrives. Changing weather and road conditions make it impossible for the bus to arrive exactly at the same time each morning. Drivers are not expected to wait for latecomers.
4. Students should not carry on unnecessary conversations with the driver or distract his/her attention in any way. This jeopardizes the safety of every student on the bus. Playing of musical instruments, radios, or tape players is prohibited. When boarding the bus, take your seat promptly. Remain seated while the bus is in motion. Seats are designed for three (3) students and saving seats will not be permitted. The driver or monitor has the authority to assign seats or seating order.
5. Students, drivers, and monitors share the responsibility of keeping the bus clean. Help keep the bus clean by placing dirt and debris in the trash containers located at the front of the bus.
6. Students should not stand in the streets while waiting for the bus. Always remain clear of bus until it has completely stopped before boarding.
7. Students should not extend any part of their body outside of windows.
8. When getting on or off the bus, students should walk at least ten (12) feet in front of the bus. Be sure to look both ways before crossing the road and always cross in front of the bus, never behind it.
9. The use of tobacco products, drugs, profanity and/or abusive language on the bus is prohibited.
10. No eating or drinking will be allowed on the bus.
11. Students will be transported only to the school they attend. Drivers are not permitted to let student on or off at unassigned stops. Exceptions are permitted only with written instructions from parent/guardian and signed by school administrator.
12. Damage to the bus should be reported to the bus driver or to the proper authorities. Restitution for damages may be pursued by the school system from the parent/guardian of student causing damage to the bus.
13. Students will not be permitted to change buses without written approval from the parent/guardian and consent of the school administrator. Students will be required to submit a note to the Attendance Office by 10 a.m. on the day of the bus change. Notes must contain the date and an accessible daytime phone number and may be submitted by the student, e-mail or fax (770-832-2836). **Parents/Guardians will not be able to request a bus change by phone.** Students should otherwise ride their regularly assigned bus to and from school.
14. No student is permitted to ride in the step well.
15. Students are not allowed to tamper with emergency doors or exits or any of the controls or devices on the buses.

16. Students must remain quiet at all railroad crossings and should respect the driver's request for silence at any time.
17. No animals, dead or alive, of any description may be brought on the bus without the approval of school authorities.
18. Students are not to have in their possession any knives, guns, ammunition, explosives, incendiary materials, dangerous chemicals or any devices by which materials may be projected or propelled.
19. No pushing or shoving when loading or unloading is permitted.
20. Riding the bus is a service provided at the expense of all taxpayers. Acceptance of this service implies a willingness to abide by all rules governing conduct. Students who violate safety and codes of conduct may have their right to ride the bus suspended or terminated and may subject such violator to other disciplinary action including suspension or expulsion from school.

Please be advised that buses are videotaped and audiotaped at all times.

CARROLLTON HIGH SCHOOL IN-SCHOOL SUSPENSION DESCRIPTION

The Carrollton High School In-School Suspension Program is an alternative educational program to be used for disciplinary purposes. Students attending Carrollton High School may be assigned to the In-School Suspension Program which removes them from their regular school setting but allows them to continue with their educational program. The In-School Suspension Program is under the supervision of the Carrollton High School Administration. An oral notice and opportunity to discuss the matter with the principal or his assistants will be given to each student and a written notice of the suspension provided. A copy of the notice will be sent to the supervisor of the In-School Suspension Program.

Students assigned to the In-School Suspension Program will follow stricter requirements in their day-to-day schedule than in their regular classes, and they should not expect an enjoyable experience. A strict time schedule and class rules will be followed. Students who violate these rules may subject themselves to an additional number of days spent in the program or out of school suspension based on the discretion of the principal or his assistants.

Students who are assigned ISS will not be allowed to be in possession of any bags, cell phones, or electronic devices while in the in-school suspension room. The supervisor will have a designated space for students to store their belongings. Students found in possession of any of these items will face additional disciplinary consequences.

Students placed in ISS will not be released during the school day to attend any school sponsored activities.

IN-SCHOOL SUSPENSION ASSIGNMENT PROCEDURES

1. The student is informed by the principal or assistant principal of assignment to In-School Suspension.
2. The Administrator will notify the supervisor of the In-School Suspension Program as soon as possible.
3. An attempt will be made to contact a parent via telephone when a student is placed in in-school.
4. The ISSP supervisor sends out assignment sheets to all teachers. Assignment sheets should be placed in the ISSP box by 8:00 the next morning.
5. In cases where no assignments are received, assignments and grades are the discretion of the supervisor.
6. Students assigned to the ISSP must be present and seated by 8:25 and will be dismissed at 3:15.
7. Student tardies, checkouts, and absences must be approved by an administrator and any time missed must be made up.
8. New students will receive an orientation of the ISSP purposes, rules and daily schedule.

9. The ISSP supervisor reviews with each student his assignments to insure a complete understanding of the requirements.
10. Students will turn in assignments periodically during the day to the supervisor.
11. The supervisor places student assignments in the teacher's box. There will be no penalty for grades earned while in the ISSP.

ISSP CLASS RULES

While I am a student in Carrollton High School ISSP, I agree to abide by the following rules of the program:

1. I will be present for a full school day to meet ISSP requirements. This includes students who are in youth apprenticeship or other release programs.
2. I will receive administrative approval for tardies, checkouts, and absences. I will make up any time missed from the ISSP.
3. I will bring paper, pencils, pens, textbooks, and other materials necessary to complete any assignments in a satisfactory manner. I will return materials assigned to me in the ISSP.
4. I will complete all assignments. I understand that I am responsible for assignments given by my teachers and the supervisor of the ISSP.
5. I will turn in my assignments periodically during the day to the supervisor. I will write my name and my teacher's name at the top of each paper for proper identification.
6. I will not talk unless permission has been granted by the supervisor.
7. I will remain in my assigned seat at all times. I will keep my chair inside the carrel facing the wall. I will sit in an upright position and keep all four legs of the chair on the floor.
8. I understand that students in the ISSP eat lunch in the ISSP room. Students who bring their lunch from home are not allowed to have soft drinks.
9. I understand that if all assignments are complete by 2:45, I will be allowed to read material of my choice such as periodicals, library books, etc.
10. I will remain seated in my chair until the bell rings at 3:15 to be dismissed. I understand that the supervisor will check my carrel for vandalism before I can leave.
11. I will obey all rules of the ISSP, and I understand violations of these rules may result in assignment of additional days spent in the program or Out of School Suspension based on the discretion of the principal or his assistant.

STUDENTS NON-DISCRIMINATION GRIEVANCE PROCEDURES

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Inquiries concerning the policies and practices of
Carrollton City Schools
may be addressed to the

Mary Raburn, Director of Federal Program, 288 Tom Reeve Drive, Carrollton GA 30117.

The following procedures shall be utilized by employees and students in filing complaints against the school district:

1. The employee or student shall submit a written statement to the Director of Federal Programs describing the practice or action believed to be prohibited by the provisions of Title VI, Title IX, or Section 504.
2. Upon receipt of a written complaint, the Program Director shall investigate the allegations to determine if the district is in non-compliance with federal law.
3. When violations are found to exist, the Federal Program Director shall confer with the appropriate school personnel to determine a course of action to correct the situation. Such action shall then be submitted to the superintendent.
4. When a violation is evident and a change is made, the superintendent shall supervise the administration of the new procedure. If a complaint is filed against the superintendent, the complaint shall be presented to the Board of Education and will be processed by a special hearing officer appointed by the Chairman of the Board.
5. The Director of Federal Programs shall communicate the district's response to the employee or student who initiated the complaint.
6. Should the coordinator fail to agree with the complainant or should the district fail to take the necessary action after a violation has been found to exist, the employee or student may appeal to the Office for Civil Rights.

STUDENT ACTIVITIES

All student activities including class, club, athletic, or other must be approved in writing by the appropriate administrator. This includes, but is not limited to such activities as field trips, club and class meetings, homecoming activities, athletic schedules, etc. No school-sponsored activities will be held unless a staff member is present and the proper number of chaperones is present.

A request form must be completed, signed, turned in and approved twenty days prior to the planned event. Failure to do so will result in cancellation of the scheduled activity. No activity or event will take place on any school campus or other location where students are officially participating, unless the activity has official approval.

All school sponsored fund-raising activities are approved in advance by the system Board of Education (Superintendent) and conform to the policies of the State Board of Education.

In order to meet state standards, the following guidelines are necessary:

1. Activities which require door-to-door solicitation by students are strictly prohibited.
2. Any fund-raising activity sponsored by school organizations must have prior approval of the Superintendent's Office using the following procedures:
 - a. Teacher and club sponsors must apply for approval to the principal.
 - b. The principal must approve the activities.
 - c. The superintendent's approval is requested.
 - d. Plans should not be finalized with students or parents until approval form is returned to the individual school and teacher.

Activities for which approval has been secured will be placed on the school calendar. Activities and fundraising must not interfere with the instructional program. State standards dictate the amount of instructional time that can be missed by students.

FUNDRAISING PROJECTS

Non-school sponsored fundraising activities are forbidden by Board of Education Policy. All fundraising activities must have the approval of the principal, the superintendent and the Board of Education.

PUBLICATIONS

ARROWHEAD (Yearbook) Any student interested in serving on the staff must file an application with either the yearbook sponsor or the editor. The only qualification for a staff position is a willingness to work. Typing ability is preferred but not required. Page editors are selected from students who have had previous journalistic experience or those who served on the staff during the previous year.

CLUBS/ORGANIZATIONS

Carrollton High School offers a wide variety of clubs, honor societies, and service organizations and encourages student participation. Each group has different requirements for participation, dues, and meeting times. Information about these groups can be found on the CHS website at www.carrolltoncityschools.net or by contacting the guidance office. Following is a partial list of clubs and organizations offered at CHS:

Academic Team, Beta Club, Chess Club, Debate Team, Family, Career, and Community Leaders of America (FCCLA), First Priority Club, Fellowship of Christian Athletes (FCA), French Club, Friends of Rachel, Future Business Leaders of America (FBLA), Gospel Choir, Health Occupations (HOSA), Key Club, National Art Honor Society (NAHS), National French Honor Society (NFHS), National Honor Society (NHS), National Spanish Honor Society (NSHS), Technical Honor Society (THS), Nike Club, ROV Team, Serteen, Spanish Club, Student Council, Skills USA, Show Choir, SISTERS, Air Force ROTC, Bass Team, Environmental Club, Film Club, Horticulture Club, Rotary Interact Club, Jumbotron, Page Turners Club, SWEA, Trojan Trebles, TSA, Thespian Troupe, Vex Robotics, International Baccalaureate Club, and B.R.I.D.G.E., 4-H, E-Sports

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities, students must maintain a passing grade in three (3) out of four (4) courses. Study Hall and Tutoring will be required for a period of time in order to raise any failing grade. This will be monitored by the Head Coach, Athletic Director and Principal. Students must remain “on track” for graduation. This requires that a student do the following in accordance with GHSA regulations:

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes earning at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation.

Exemption 1: First semester ninth grade students

Exemption 2: A cheerleader who is academically ineligible for the spring semester may try out if she is passing all classes at the time of the tryout. The window of opportunity to try out under these conditions is available only during the ten (10) days set aside for tryout that the school chooses.

- a. A grade of 70 is considered passing for all GHSA member schools.
- b. Students participating in junior varsity or “B” team competition must meet all scholastic requirements.
- c. If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit in the semester of the transfer, the school may petition the Executive Director for a waiver of this rule for the first semester after the transfer occurs.
- d. For schools offering courses with year long grading, eligibility must be computed for each semester.
 1. At the end of the first semester, the school must determine that the student has a grade of 70% or higher in classes carrying at least 2.5 Carnegie Units.
 2. The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.
 3. Remediation programs designed to bring the student’s first semester grade up to 70% or higher may be used (in accordance with GHSA guidelines) if the school allows such programs for all students.

Students gain or lose eligibility on the first day of the subsequent semester. The first day of the Fall semester shall be interpreted as the first date of practice for the first sport.

- a. Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.
 1. Summer school is an extension of the previous semester and courses may be
 - i. Remedial in nature where a previously-taken class is repeated in it’s entirely with a new grade being given.
 - ii. Enrichment in nature where a new course is taken that results in new credit being earned.
 2. A maximum of two (2) Carnegie unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs.
 3. Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC)
 4. An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.
- b. Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.
- c. Independent study courses taken during the school year must meet the above criteria.

Students must accumulate Carnegie units towards graduation according to the following criteria:

- a. First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
- b. Second-year students must have accumulated five (5) Carnegie units in the first year, AND passes courses carrying at least 2.5 Carnegie units the previous semester.
- c. Third-year students must have accumulated eleven (11) Carnegie units in the first and second years, AND passes courses carrying at least 2.5 Carnegie units in the previous year.
- d. Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- e. Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

Carrollton High School Athletics Department

Student Code of Conduct and Random Drug Testing Policy

Athletes representing Carrollton High School are expected to conform to certain standards of ethical conduct and training requirements. Actions, both on and off the playing field, as well as before, during and after the season for the sport in which athletes participate must be in compliance with the following:

The conduct of an athlete at Carrollton High School should be above reproach. An athlete who brings discredit to himself or his school can be suspended from all interscholastic sports competition for an indefinite period of time. The athletic director and the head coach of the sport he plays will agree on the time of reinstatement. Unsportsmanlike conduct, ejection from contests, criminal behavior and other forms of unsavory activity fall under this category.

Carrollton High School has implemented random drug testing of high school students. Any students participating in privileged activities will be subject to random drug testing on a monthly basis during the school year. Privileged activities include all sports offered at Carrollton High School.

Testing will be conducted at Carrollton High School. An independent lab conducts all tests in the presence of a school administrator. Students will be selected through a computer generated random numbering system provided by the independent lab.

A student's refusal to test is treated as a positive test result. The tests measure the following drugs: marijuana, cocaine, amphetamines, methamphetamines, opiates, benzodiazepines (valium and other anxiety drugs), tricyclic acids (antidepressants), oxycontin (oxycodone), bupro (Xanax), and methadone (synthetic heroin). The test results are instant, with the exception of steroids. Any positive results are forwarded to a medical review officer who will determine through an interview with the parents or guardian if there is a valid medical reason for the drug to be in the student's system. The final result of the findings will be sent back to the school administrator, who will notify the student and parents of the results and consequences.

Consequences for Violation of Drug Policy: The consequences listed below will be given for positive random test results, for self-reported violations, as well as circumstance where the student athlete had been found using drugs or alcohol. Athletes are responsible for their off-season and out of school behavior. The guidelines of this policy apply to an athlete's entire high school career (365 days/24 hours). For self-reported violations, please see section below on policy for self-reporting. A self-report may not be motivated out of concern of being reported by law enforcement.

Penalty for First Positive or Non-Negative Drug Test Result:

*For all offenses – Information will be available for student/parent counseling.

- First offenders will be **suspended for 25 percent of scheduled competition** (regular season and playoffs, not scrimmages). The suspension will be for the current season. At the principal's discretion, the suspension can be carried over to additional years/seasons if the student plays multiple sports. The student must practice and attend all team functions during the suspension.
- First offenders **must attend the CHS drug and alcohol prevention/awareness class** during the suspension time. Counselor may or may not require attendance by the parent/guardian.

- **Extra running or work detail** will be assigned by the coach to be completed during the suspension time.
- First offenders **must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**
- Failure to comply with any of the above consequences will result in suspension from privileged activities for one calendar year.

Penalty for Second Positive or Non-Negative Drug Test Result:

- A second offense will result in the student being **suspended for 50 percent of scheduled competition** (regular season and playoffs, not scrimmages). The suspension will be for the current season. At the principal's discretion, the suspension can be carried over to additional years/seasons if the student plays multiple sports. The student must practice and attend all team functions during the suspension.
- Second offenders **must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**
- Second offenders **must attend the CHS drug and alcohol prevention/awareness class during the suspension time.** Counselor may or may not require attendance by the parent/guardian.
- **Extra running or work detail** will be assigned by the coach to be completed during the suspension time.

Penalty for Third Positive or Non-Negative Drug Test Result:

- The third offense will result in **suspension from all privileged activities for one calendar year from the date of occurrence.**

Penalty for Fourth Positive or Non-Negative Drug Test Result:

- The fourth offense will result in suspension from all privileged activities for the remainder of the student's high school career at Carrollton High School.

*****If the first offense that a student incurs results in an assignment to the alternative school, and the student is suspended from extra-curricular activities for one year, then a second offense will result in the following:***

- The student **will be suspended for 25 percent of scheduled competition** (regular season and playoffs, not scrimmages). Suspension will be for the current season and can be carried over to additional sports if the student plays multiple sports at the principal's discretion. The student must practice and attend all team functions during the suspension.
- The student **must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**
- The student **must attend the CHS drug and alcohol prevention/awareness class during the suspension time.** Counselor may or may not require attendance by the parent/guardian.
- The student **must complete 40 hours of community service as approved by the principal.**

******A third offense by a student meeting the above criteria will result in permanent suspension from all privileged activities.***

Self- Reporting

Any student that self-reports usage of alcohol or drugs to an appropriate level coach, teacher, athletic director, or administrator in order to seek help without any pending disciplinary measures involving the school, law

enforcement, or court system may be able to continue participation in the athletic program if the parent/guardian and the student agree to the following:

1. The student must attend the CHS drug and alcohol prevention/awareness class. The counselor may or may not require attendance by the parent/guardian.
- 2. The student must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**

This policy provides for a non-punitive intervention for a student seeking help. Proof of successful completion of such a program must be provided to the AD. If another violation should occur after the student self-reports, consequences will be the following:

First Offense after self-reported event—

- Student will be suspended for 25 percent of scheduled competition (regular season and playoffs, not scrimmages). The suspension will be for the current season. At the principal's discretion, the suspension can be carried over to additional years/seasons if the student plays multiple sports. The student must practice and attend all team functions during the suspension.
- Student must attend the CHS drug and alcohol prevention/awareness class during the suspension time. Counselor may or may not require attendance by the parent/guardian.
- Extra running or work detail will be assigned by the coach to be completed during the suspension time.
- Student must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.
- Failure to comply with any of the above consequences will result in suspension from privileged activities for one calendar year.

Second Offense after self-reported event—

- The student will be **suspended from all privileged activities for one calendar year from the date of occurrence.**

Third Offense after self-reported event—

- The third offense will result in suspension from all privileged activities for the remainder of the student's high school career at Carrollton High School.

A safe and effective learning environment is critical to the success of students. Drug use and abuse are harmful to the physical, emotional and mental well-being of students. Drug abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment.

The Random Drug Testing Program will have a positive effect on the school, community and students by serving as a deterrent and offering assistance to students who have drug issues. An important element of the program is a student/parent counseling program for any student who may test positive and desire intervention. The alcohol and drug education program is supported by the Carrollton City School System and is available for students and parents.

A student is in violation of the Drug and Alcohol Policy if:

1. Failed random drug test
2. Refusal to take the random drug test if chosen.
3. Self-referral
4. Proven to be under the influence of drugs and alcohol at any time on or away from campus.

5. Found to be in violation of Rule 7: Alcohol and Drugs as defined and outlined in the Student Code of Conduct in the Carrollton High School Student Handbook.

Carrollton High School

Student-Athlete/Co-Curricular/Extra-Curricular Code of Conduct Agreement

Last Name: _____ First Name _____

Date _____ Current Grade: _____ Expected Month/Year of Graduation _____

Sport/Extra-curricular Activities: _____

- I. **Expectations of Conduct for Students Who Participate in Extracurricular Activities** – Participants on a school team, club, or organization represent not only themselves and their families, but also their teammates, their coaches or sponsors, Carrollton High School, and the Carrollton City School System. Additionally, extracurricular activities often draw high public interest, visibility and focus of attention in the media. The student's behavior commands a public interest and attention that is unique in its capacity to elevate or denigrate Carrollton High School, the CHS Athletic Department, and the team or organization. Since public support is an essential ingredient of public education, the behavior of students who participate in extracurricular activities has a significant impact on Carrollton High School's pursuit of its mission. High standards of conduct and citizenship are essential precepts of Carrollton High School's extracurricular program. These high standards include instilling students with a positive attitude, building strong character, teaching responsibility, and demanding integrity. Participants must set a positive example and be role models for all. To maintain high standards for all extracurricular programs throughout the entire school district, a firmly and fairly enforced code of conduct is necessary. Therefore, all participants shall abide by a code of conduct specifically for extracurricular activities.
- II. **The Privilege of Participation** – Participation in extracurricular activities is a privilege, not a right. School officials may deprive a student of the privilege of participation when they determine that the student's continued participation is not consistent with the high standards of conduct expected of all participants. In particular, whenever a student violates this code of conduct, the student is subject to losing the privilege of participation in extracurricular activities.
- III. **Unacceptable Conduct**
- a. **The prohibition of unacceptable conduct:** Certain conduct by any participant is absolutely unacceptable and will not be tolerated. Examples of such unacceptable conduct include, but are not limited to, theft, vandalism, disrespect, hazing, harassment, violation of alcohol, tobacco and illegal substances rules, major infractions of The Student Code of Conduct, or violations of the law. This unacceptable conduct rule shall be in force twelve months of the year. This means that the school may penalize or punish a participant who engages in unacceptable conduct during the school term, during the summer, over a holiday break, or while school is out of session. This also means that the school may impose sanctions for unacceptable conduct which occurs at school, at a school sponsored event, or off school grounds. The penalty for engaging in unacceptable conduct may include revocation of the privilege of participating in extracurricular activities.
- b. **Definitions of Specific Kinds of Unacceptable Conduct:**
- i. **Theft** – Stealing or taking personal property that belongs to another person, school, team, or organization, or being in possession of stolen property.

- ii. **Vandalism** – willful or malicious breaking, destruction, or defacement of public, private, or school property.
 - iii. **Disrespect** – actions that show or express a lack of high regard or respect for others (fellow students, opponents, teachers, coaches, administrators, parents, or adults). This includes actions that result in ISS or OSS.
 - iv. **Hazing** – any action that humiliates, degrades, abuses, or endangers another person, regardless of that person’s willingness to participate. These actions may include initiation rituals into a team, club, or organization.
 - v. **Harassment** – actions, comments, threats, verbalizations, coercion, jokes, teasing, or intimidation that is based on or takes place because of race, color, sex, religion, or national origin of another person, who reports the actions as unwelcome.
 - vi. **Unsportsmanlike Conduct** – actions that present Carrollton High School in a negative light or actions that are disrespectful toward another opponent, coach, or official. Any action that could or does provoke a physical confrontation on the playing field/court.
 - vii. **Alcohol, tobacco, and illegal substances restrictions** – Any use or possession of alcohol or tobacco or use, sale, possession, or purchase of any illegal or controlled substance, including prescription drugs.
 - viii. **Conduct which is Subversive to Good Order** – Any action or act which is subversive to good order and discipline in the schools and on the athletic field. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information, actions that are ethnically and racially inflammatory, loitering or trespassing, or community misconduct.
- c. **This list is not meant to be exhaustive and the appropriate staff members may impose disciplinary action for conduct not specifically listed here.**
- d. **Punishment for Unacceptable Conduct:** Generally, when a school official has reason to believe that a student participant has engaged in unacceptable conduct as described in this code of conduct, the responsible school official shall notify the student and parents of the violation. The level of discipline imposed is at the school official’s discretion, and sanctions may range from extra running drills to suspension from a game or contests, or in the most serious incidents of misconduct, dismissal from a team or permanent denial of participating for the remainder of the student’s high school career.
- i. **Extra Running Drills** means the student-athlete stays after practice with the coach to participate in extra conditioning work and running above and beyond what has been done in practice. This should not be physically dangerous to the student-athlete but strenuous enough to help reinforce positive actions.
 - ii. **Community Service** means the student-athlete will be assigned a certain number of community service hours to complete in a certain time frame. The number of hours will be determined by the Head Coach, Athletic Director, and the Principal.

- iii. **Suspension** means that the student is not allowed to dress out or participate in a contest or event. It may also include suspension from practice. However, the participant may be required to continue to practice with the team or program.
- iv. **Dismissal** means that the student is no longer a part of the team or program.

IV. **Athletic Policies and Rules**

- a. **Carrollton High School Player Athletic Policies:** Athletes representing Carrollton High School are expected to conform to certain standards of ethical conduct and training requirements. Actions, both on and off the playing field, as well as before, during and after the season for the sport in which athletes participate must be in compliance with the following:
 - i. The conduct of an athlete at Carrollton High School should be above reproach. An athlete who brings discredit to himself or his school can be suspended from all interscholastic sports competition for an indefinite period of time. The athletic director and the head coach of the sport he plays will agree on the time of reinstatement. Unsportsmanlike conduct, ejection from contests, criminal behavior and other forms of unsavory activity fall under this category.
 - ii. A second offense will warrant permanent suspension from all interscholastic sports competition for one year from the date of the suspension.
 - iii. **Initiations, hazing and harassment of new team members is strictly forbidden and will not be tolerated by the athletic department.**
 - iv. Athletes in in-school suspension can practice and play.
 - v. An athlete suspended from school (OSS) cannot play or practice with a team while under suspension. A suspension from school may lead to suspension from the team. When a student is suspended from school they cannot come on campus for any reason during the time of the suspension
 - vi. Students in Alternative School (Ombudsman) cannot participate in extracurricular activities at Carrollton High School and are not allowed to come on campus or attend any events while attending the Alternative School.
- b. **Alcohol and drug use:** Carrollton High School has implemented random drug testing of high school students. Any students participating in privileged activities will be subject to random drug testing on a monthly basis during the school year. Privileged activities include all sports offered at Carrollton High School. Testing will be conducted at Carrollton High School. An independent lab conducts all tests in the presence of a school administrator. Students will be selected through a computer generated random numbering system provided by the independent lab. A student's refusal to test is treated as a positive test result. The tests measure the following drugs: marijuana, cocaine, amphetamines, methamphetamines, opiates, benzodiazepines (valium and other anxiety drugs), tricyclic acids (antidepressants), oxycontin (oxycodone), bupro (Xanax), and methadone (synthetic heroin). The test results are instant, with the exception of steroids. Any positive results are forwarded to a medical review officer who will determine through an interview with the parents or guardian if there is a valid medical reason for the drug to be in the student's system. The final result of the findings will be sent

back to the school administrator, who will notify the student and parents of the results and consequences.

- i. **Consequences for Violation of Drug Policy:** The consequences listed below will be given for positive random test results, for self-reported violations, as well as circumstance where the student athlete had been found using drugs or alcohol. A student is in violation of the Drug and Alcohol policy
 1. **Penalty for First Positive or Non-Negative Drug Test Result:** *For all offenses – Information will be available for student/parent counseling.
 - a. **First offenders will be suspended for 25 percent of scheduled competition (regular season and playoffs, not scrimmages). Suspension will be for the current season and can be carried over to additional sports if the student plays multiple sports as determined according to the principal's discretion. The student must practice and attend all team functions during the suspension.**
 - b. **First offenders must attend the CHS drug and alcohol prevention/awareness class during the suspension time.**
 - c. **Extra running or work detail will be assigned by the coach which will be completed during the suspension time.**
 - d. **First offenders must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**
 - e. **Failure to comply with any of the above consequences will result in suspension from privileged activities for one calendar year.**
 2. **Penalty for Second Positive or Non-Negative Drug Test Result:**
 - a. A second offense will result in the student being **suspended for 50 percent of scheduled competition** (regular season and playoffs, not scrimmages). The suspension will be for the current season. At the principal's discretion, the suspension can be carried over to additional years/seasons if the student plays multiple sports. The student must practice and attend all team functions during the suspension.
 - b. Second offenders **must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**
 - c. Second offenders **must attend the CHS drug and alcohol prevention/awareness class during the suspension time.** Counselor may or may not require attendance by the parent/guardian.
 - d. Extra running or work detail will be assigned by the coach to be completed during the suspension time.
 3. **Penalty for Third Positive or Non-Negative Drug Test Result:**
The third offense will result in **suspension from all privileged activities for one calendar year from the date of occurrence.**

4. **Penalty for Fourth Positive or Non-Negative Drug Test Result:**

The fourth offense will result in suspension from all privileged activities for the remainder of the student's high school career at Carrollton High School.

*****If the first offense that a student incurs results in an assignment to the alternative school, and the student is suspended from extra-curricular activities for one year, then a second offense will result in the following:***

- The student **will be suspended for 25 percent of scheduled competition** (regular season and playoffs, not scrimmages). Suspension will be for the current season and can be carried over to additional sports if the student plays multiple sports at the principal's discretion. The student must practice and attend all team functions during the suspension.
- The student **must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**
- The student **must attend the CHS drug and alcohol prevention/awareness class during the suspension time.** Counselor may or may not require attendance by the parent/guardian.
- The student **must complete 40 hours of community service as approved by the principal.**

*****A third offense by a student meeting the above criteria will result in permanent suspension from all privileged activities.**

ii. **Self- Reporting**

Any student that self-reports usage of alcohol or drugs to an appropriate level coach, teacher, athletic director, or administrator in order to seek help without any pending disciplinary measures involving the school, law enforcement, or court system may be able to continue participation in the athletic program if the parent/guardian and the student agree to the following:

- i. **The student must attend the CHS drug and alcohol prevention/awareness class. The counselor may or may not require attendance by the parent/guardian.**
- ii. **The student must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.**

This policy provides for a non-punitive intervention for a student seeking help. Proof of successful completion of such a program must be provided to the AD. If another violation should occur after the student self-reports, consequences will be the following:

First Offense after self-reported event—

- Student will be suspended for 25 percent of scheduled competition (regular season and playoffs, not scrimmages). The suspension will be for the current season. At the principal's discretion, the suspension can be carried over to additional years/seasons if the student plays multiple sports. The student must practice and attend all team functions during the suspension.

- Student must attend the CHS drug and alcohol prevention/awareness class during the suspension time. Counselor may or may not require attendance by the parent/guardian.
- Extra running or work detail will be assigned by the coach to be completed during the suspension time.
- Student must agree to be tested at all monthly drug screenings for one calendar year at the expense of the student, parent or guardian.
- Failure to comply with any of the above consequences will result in suspension from privileged activities for one calendar year.

Second Offense after self-reported event—

- The student will be **suspended from all privileged activities for one calendar year from the date of occurrence.**

Third Offense after self-reported event—

- The third offense will result in suspension from all privileged activities for the remainder of the student's high school career at Carrollton High School.

A student is in violation of the Drug and Alcohol Policy if:

- 1. Failed random drug test**
 - 2. Refusal to take the random drug test if chosen**
 - 3. Self-referral**
 - 4. Proven to be under the influence of drugs and alcohol at any time on or away from campus.**
 - 5. Found to be in violation of Rule 7: Alcohol and Drugs as defined and outlined in the Student Code of Conduct in the Carrollton High School Student Handbook.**
- iii. A safe and effective learning environment is critical to the success of students. Drug use and abuse are harmful to the physical, emotional and mental well-being of students. Drug abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. The Random Drug Testing Program will have a positive effect on the school, community and students by serving as a deterrent and offering assistance to students who have drug issues. An important element of the program is a student/parent counseling program for any student who may test positive and desire intervention. The alcohol and drug education program is supported by the Carrollton City School System and is available for students and parents.
- iv. **Any student-athlete who is convicted of selling, or with intent to distribute drugs will be permanently expelled from athletics.**
- c. **Being in the Presence of Others using, Possessing or attempting to purchase drugs or alcohol**
- Student athletes who are found to have been voluntarily associating with others who are illegally using, possessing, or attempting to purchase alcohol, drugs, drug paraphernalia, and who do not attempt to remove themselves in a reasonable amount of time (constructive possession) are in violation of the Carrollton High School Athletic Code of Conduct.
 - The consequence for the first violation could range from Extra running and community service to game suspension depending on the severity of the violation.

- iii. Consequence for the second violation would be considered a violation of the drug and alcohol policy and the punishment would follow the guidelines outlined in the random drug testing program guidelines and consequences.
- d. **Charged with delinquent act identified as a misdemeanor, regardless of location or time of the alleged act and whether in or out of school.**
 - i. **1st Conviction** – Meeting with the Head Coach, Parents, Student, Athletic Director, and the Principal. Consequences will be determined based on the severity of the crime.
 - ii. **2nd Conviction** – Suspension from the team (length of time based on severity of the crime).
- e. **Charged with delinquent act identified as a felony under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school.**
 - i. Suspended until case is adjudicated
 - ii. **1st Conviction** – Suspended for one calendar year. If Alternative School is the school punishment, the athlete will be suspended for the same amount of time they are at the Alternative School.
 - iii. **2nd Conviction** – Suspended from all extracurricular activity for the remainder of his/her 9-12 education.
- f. **Tobacco Policy**: Use, possession, or distribution of tobacco or tobacco products, in any form is prohibited.
 - i. **1st Violation** – Extra running drills and community service hours (5)
 - ii. **2nd Violation** – Extra running drills, community service hours (10), and 1 game suspension
 - iii. **3rd Violation** – Extra running drills, community service hours (20), and 1 game suspension
 - iv. **4th Violation** – The Head Coach, Athletic Director, and Principal will decide the appropriate penalty for the athlete.
- g. **Quitting**: Athletes who desire to quit a sport **MUST** notify the coach of that sport that he is quitting and return all equipment issued to him. The athlete will pay for all equipment not returned. It will be the decision of the athletic director and both head coaches involved as to whether or not that athlete will be able to participate in another sport while the sport he/she quit is still in season.
- h. **Missing Practice**: An athlete who is in school and plans to miss practice must notify the coach of that sport in advance. Unexcused absence from practice will be handled by the head coach of that sport. Legal absence from school is an excuse for missing practice. Extra running could be required for legal absences to make up for conditioning missed as a result of being absent from practice.
- i. **Absent From School**: An athlete who is absent from school **SHOULD NOT** be allowed to practice or play in a game. An athlete must be in school one-half day to be eligible to practice or play in a game that day; an admission slip **MUST** be presented to the head coach of that sport. Consideration will be given for special circumstances for absence.
- j. **Social Media** – Any student who acts in a manner that is unbecoming of a student athlete at Carrollton High School through social media outlets will be in violation of the Athlete Code of Conduct and will be disciplined accordingly. This could be, but is not limited to the following:
 - i. Disrespect to coaches, teachers, administrators, opposing schools or teams, or other students.
 - ii. Photos that have alcohol, drugs, and tobacco.
 - iii. Unsportsmanlike conduct
 - iv. Inappropriate hand gestures, signs, or captions with vulgar, profane, or degrading language
 - v. Any type of bullying, harassment, or hazing.

- vi. Any conduct which is subversive to the good order and discipline to the school and your team.

A student-athlete and his/her parents may appeal a decision in writing to the Athletic Director and the Principal within three days of the disciplinary decision. The principal and athletic director will hear both sides of the appeal and will take action upon which they consider to be in the best interest of the student-athlete, the team, and school.

As the Parent/Guardian:

1. I will encourage my child to focus on daily and weekly improvement, not wins and losses.
 2. I will inspire my child to work through disappointments and failures, and that quitting or giving up is seldom the correct choices.
 3. I commit to helping my child with his/her fund-raising responsibilities and with his/her community service opportunities.
 4. I will notify my child's coach of any schedule conflicts well in advance, if at all possible.
 5. I pledge to communicate with my child's coach in a professional manner when issues arise, and that I will never approach my child's coach during or after a contest or practice. I acknowledge that I must request an office appointment with my child's coach to discuss any concerns.
 6. I understand that appropriate concerns to discuss with the coach are: the treatment of my child mentally and physically, ways to help my child improve, and concerns about my child's behavior.
 7. I understand that issues not appropriate to discuss with the coach are: playing time, team strategy, play calling, other student-athletes.
 8. I will express my concerns directly to the coach.
 9. I will contribute to the goal of a "family" environment within Carrollton Athletics by promoting good sportsmanship, by celebrating team accomplishments, and by giving value to my child's opportunity to be a part of a team.
- **My signature acknowledges that I have read the Athletic Code of Conduct and agree to abide by all rules and regulations contained herewith.**
 - **My signature acknowledges that I agree to abide by this code of conduct agreement during my entire school career at Carrollton High School. If I am to be removed from the constraints of this policy, my parent/guardian must submit a written request for my removal to the athletic director.**
 - **My signature releases Carrollton City Schools to post on the athletic website, Facebook page, and twitter page, and my child's name and picture with any team rosters.**
 - **My signature releases my child's head coach to discuss with college recruiters my child's participation with the respective CHS sports team.**

Participating Student's Name: _____

(PRINT)

Grade of student at time of agreement: _____

Date: _____ Signature of Student:

Parent/Guardian's Name:

(PRINT)

Date: _____

Signature of Parent/Guardian: _____

ATHLETICS

The athletic programs are a very important phase of Carrollton High School. All students are encouraged to participate as a competitor or spectator. Varsity teams in football, basketball, track, cross country, girls' softball, baseball, golf, soccer, tennis, girls' volleyball, girls' gymnastics, girls' cheerleading, riflery, lacrosse and swimming are available.

CHS competes in Region 7AAAAA of the Georgia High School Association. Our mascot is the Trojan and the school colors are gold and black.

LETTER JACKET POLICY

When a student earns his or her second varsity letter in the same sport, he or she will be presented with the Trojan letter jacket at the appropriate sports banquet during the school year. Any exception to this policy must be by the approval of the athletic director.

Athletic schedules may be accessed at the website listed below: www.carrolltontrojans.net

2019-2020 COACHING STAFF

Football--Varsity

Sean Calhoun--Head Coach
Michael Hilbert
Fred Ricks
Jeff Baker
Seth Caldwell
Carey Phillips
Chad Blevins
Thomas Keith
John Cooper
Brian Simmons
Dwate Strickland
Michael Young
Mickey Reville

Sub-Varsity

AJ Barge
Don Bray
Scott New
Mark Loudermilk
Josh Barge
Wymon Kelly
Michael Cleek
Dewayne Crowder
Russ Martin
Terrell Walker

Basketball (Boys)

Tim Criswell--Head Coach
AJ Barge
Ambrae Phillips
Don Bray
Leonard Cochran
Jimmy Sorrells

Basketball (Girls)

Shon Thomaston--Head Coach
Thomas Keith
Kenyatta Hendrix
Sunee Passmore
JaDechia Hill

Soccer (Boys)

Scott New--Head Coach
Seth Caldwell
Morgan Dudley
Kevin Sosa

Soccer (Girls)

Drew Ebensberger--Head Coach
Laura Rader
Desmond Dodson

Tennis

Ryan Scroggin--Head Boys' Coach
Amanda Folds--Head Girls' Coach
Michael Young
Beth Renfrow

Track (Boys)

Craig Musselwhite--Head Coach
Jimmy Sorrells
Stacey Brown
Chad Blevins
David Harris
Josh Barge

Track (Girls)

Gwen Engram--Head Coach
Michael Hilbert
Wymon Kelly
Sunee Passmore
Dena Briscoe
Kenyatta Hendrix
Gabriel Strickland

E-Sports

Robby Blakemore

Baseball

Scott Johnson--Head Coach
Jake Richardson
Dwate Strickland
Dewayne Crowder
Jonah Holliday
Adam Bright
Scott Edwards
Josh Grooms

Cross Country

Jimmy Sorrells--Head Coach
Craig Musselwhite--Meet Coordinator
Drew Ebensberger
Kevin Sosa
Stacey Brown
David Harris
Rebecca Benefield

Lacrosse (Boys)

Mickey Reville --Head Coach
Mike Mason
Jeff Baker
Zach Amoroso

Lacrosse (Girls)

Rebecca Benefield --Head Coach
Ellie Turner
Jake Underwood
Canon Skinner

Riflery

Mike Lewis

Gymnastics

Nicki McGovern – Head Coach
Latoya O’Neal

Softball

Lisa Phillips--Head Coach
Ellie Turner
Terry Jay Phillips
Katie Turner
Ali Hubbard
Scott Edwards

Swimming

Kim Ussery – Head Coach
Savannah Blakemore- CJHS

Wrestling

Michael Cleek--Head Coach
Jonah Holliday
Mike Mason
Nick White

Cheerleading

Elizabeth Sanders--Head Coach
Kelsey Shannon
Lexis Houston
April Thompson
Brionna Lannom
Beth Renfrow
Jarrod Hogan

Golf

Kurt Hitzeman-Boys’ Head Coach
Jarrod Hogan- Girls’ Head Coach
Scott Johnson
Joel Gray
Canon Skinner - CJHS

Volleyball

Lauren Sanders--Head Coach
Zach Amaroso
Tori Amoroso
Sunee Passmore - CJHS

City of Carrollton

Police Department

School Resource Officer

16.11.127.1. **Carrying or possessing weapons on school property or at school functions**

- a) As used in this Code section, the term:
- 1) “School Safety Zone” means in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on, or within 1,000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of post-secondary education.
 - 2) “Weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106.
- b) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two or nor more than ten days, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37.

To report a weapon on campus, please call:

- Carroll County 911
- Carrollton Police Department Crime Tip Line.....(770) 836-1296
- Georgia Bureau of Investigation Weapon Tip Line.....1-877-SAY-STOP
- SRO Office(770) 834-5271 or at
Carrollton PD, (770)834-4451

Teen Help Numbers

CHS Guidance Department.....	(770) 834-6115
Help Line Georgia.....	(800) 338-6745
Health Department.....	(770) 836-6667
DFCS.....	(770) 830-2050
Sheriff's Department.....	(770) 830-5888
Police Department.....	(770) 834-4451
Tanner Medical Center.....	(770) 836-9666
Carroll County Mental Health.....	(770) 836-6678
Runaway Hotline.....	(800) 621-4000
Rape Crisis Center.....	(770) 834-7273
Alcohol & Drug Help Line.....	(800) 252-6465
Georgia AIDS Hotline.....	(800) 555-2728
Poison Control.....	(800) 282-5846
GA Council on Child Abuse Help Line.....	(800) 532-3208