

# SOUTH PAULDING HIGH SCHOOL

A LEARNING COMMUNITY

**Believe   -   Achieve   -   Succeed**



## PARENT & STUDENT SUPPLEMENTAL HANDBOOK

**2022-2023**

*1364 Winn Road  
Douglasville, Georgia 30134  
770-949-9221  
770-949-9239(fax)*

# South Paulding High School

“Believe, Achieve, Succeed”

## Mission Statement

*The mission of South Paulding High School is to create a learning environment in which students have the opportunity to believe, achieve, and succeed every day.*

## Vision Statement

*Our vision is to create and maintain a learning community where students, faculty, and staff: **Believe** in themselves and their abilities, **Achieve** at high levels inside and outside the classroom, **and Succeed** in life.*

**Website:** <http://www.paulding.k12.ga.us/Domain/40>

**School Hours:** 8:35 a.m. to 3:25 p.m.

**Front Office Hours:** 8:00 a.m. to 4:00 p.m.

## \*ARRIVAL/DISMISSAL

Students should not arrive on campus before 7:45 a.m. unless a teacher or sponsor has a planned activity. Students early to school are required to stay in the commons area until the 8:20 a.m. Students are not to sit in their vehicle or leave campus once they arrive on campus. Students should leave campus within 15 minutes of the completion of their last supervised activity for the day. No students are allowed on campus after school hours without adult supervision. Students are to leave the building immediately after school dismissal unless they are with a faculty advisor for a school approved activity.

## \*ATTENDANCE

### TARDIES TO SCHOOL

A student who is tardy to school (not in his or her first period class when the 8:35 tardy bell rings **or** first period minimum day students tardy to second period) must report directly to the designated location nearest their first period class to receive a tardy pass. After 8:45, tardy students report to the main office to sign in and obtain a tardy pass. Tardy students who present a written note from a parent should include a phone number so that parents can be contacted. Only three (3) parent excuses for tardiness may be accepted each semester. Excused tardies are determined using the same guidelines set by the State Board of Education for absences. Car problems, oversleeping and other personal reasons will not be accepted as excused. A student who misses more than one-half of any class is considered absent from that class.

All tardies to school where a parent note is not received within three days of the occurrence or after three parent notes are accepted are unexcused. Unexcused tardies to school will be handled as follows (per semester):

- 1st Tardy: Parent contact (automated call)
- 2nd Tardy: Parent contact (automated call)
- 3rd Tardy: Parent contact (automated call)
- 4<sup>th</sup> Tardy: Lunch Detention (automated call)
- 6th Tardy: Admin AM or PM Detention (refer to consequences related to driving privileges) (automated call)
- 8th Tardy: 1 day of Saturday School (refer to consequences related to driving privileges) (automated call)
- 10th Tardy 1 day of ISS (refer to consequences related to driving privileges) (Administrative Call/conf)
- 10<sup>th</sup> Tardy& additional tardies are deemed insubordination and are handled with progressive consequences (refer to consequences related to driving privileges)

### TARDIES TO CLASS

Students are expected to be in class on time and be prepared to start instruction when the bell rings for class to begin. A student who misses more than ten minutes of any class is considered skipping that class. A student who misses more than one-half of any class is considered absent from that class. Tardies are accumulative for periods 2 through 7 and are dealt with separately from tardies to school. Unexcused tardies to class will be handled as follows:

- 1st Tardy: Parent contact (automated call)
- 2nd Tardy: Parent contact (automated call)
- 3rd Tardy: Parent contact (automated call)
- 4<sup>th</sup> Tardy: Lunch Detention (automated call)
- 6th Tardy: Admin AM or PM Detention (refer to consequences related to driving privileges) (automated call)
- 8th Tardy: 1 day of Saturday School (refer to consequences related to driving privileges) (automated call)
- 10th Tardy 1 day of ISS (refer to consequences related to driving privileges) (Administrative Call/conf)
- 10<sup>th</sup> Tardy& additional tardies are deemed insubordination and are handled with progressive consequences (refer to consequences related to driving privileges)

## **ABSENCES**

Written excuses must be submitted within three (3) school days of the date of absence, and must include: the date(s) of the absence; the student's name; the reason(s) for the absence; and the signature of the parent. The school will accept/receive any written excuses after that period but will not change the absences to an excused/lawful absence. Please monitor your child's attendance carefully. Attendance and grades are accessible by parents through Infinite Campus. Contact the front office to obtain login information. Please refer to Board Policy JB, School Attendance for additional information/guidelines.

## **MAKE-UP WORK FOR ABSENCES**

Make-up work must be completed in accordance with classroom and school policies. Generally, the following guideline is used: For every day, under four consecutive days, that a student is absent, he or she is given that many days to complete make-up work. The teacher may provide extended time in certain situations. If a student misses more than three consecutive days, make-up work is handled at the discretion of and in cooperation with individual teachers. The make-up work time begins once the student returns to school. It is the responsibility of the student to produce excuses for all missed work and initiate the make-up work process. Students are expected to make up work whether excused or not in order to learn the material and be able to perform other class tasks. Any work missed because of an unexcused/unlawful absence will not count for credit. If a student is going to be out of school or has been out of school for more than three (3) days due to illness or other excused circumstances, parents may call the guidance office to make arrangements for obtaining assignments from classes. Parents must give a one (1) day notice and either pick up the assignments themselves or by a designated student. Because of the nature of some class work, it is not always possible to send home all work and students may have to make arrangements with teachers upon returning to school.

Students who have a medically diagnosed physical condition which restricts them to their home or hospital may be eligible for Hospital-Homebound services. To request this service, the parent should call the Paulding County Board of Education at 770-443-8000. The school calendar is set and publicized well enough in advance so that vacations and other trips should not interfere with school responsibilities. Family vacations and trips are not excused absences for students. Exams will not be given early to accommodate family vacation schedules.

## **CHECKING OUT**

Parents must come in or send a fax which includes a phone number for verification as well as a photo ID. Phone calls will not be accepted for sign-outs. Fax for check outs are not accepted the last three days of each semester. In addition, there are no student sign-outs after 3 p.m. After 3 p.m., parents/guardians must wait until the 3:25 dismissal bell for release of students.

A student needing to check out of school must present the reason in writing from the parent before 8:30 a.m. to the front office. Notes must include a phone number where a parent, doctor or dentist can be contacted during the morning for verification. If a student has a dental or medical appointment card, it should be presented.

Students checking out early must come to the front office and sign out at the appropriate time. All absences from class due to early dismissal will be classified as unexcused or excused. Written documentation must be provided to make up work for any class time missed due to checking out of school early. Every effort should be made not to check students out during the school day. Any student missing more than half of a class period will be counted absent from that class.

Once students arrive on campus they may not leave at any time without authorization from the front office. This includes students entering campus to drop off or pick up other students before or during school hours. Students may not check out and leave campus to eat lunch. Students who are checked out and those in any early release or work study program must leave the campus immediately and not return except for official school business. Failure to follow proper procedures will result in disciplinary action. Parents must sign out students at the front office who are leaving via parent pickup. Students will not be released without the parent's signature or to anyone not listed on the student's records. Anyone signing a student out must present photo I.D.

## **PERFECT/EXEMPLARY ATTENDANCE**

**Perfect Attendance** - At SPHS, we recognize and reward perfect attendance in a variety of ways. Approximately, each month we recognize students with perfect attendance the previous month. Perfect attendance is also recognized at the end of the school year at the honors program. At the honors program, students are recognized for Perfect Attendance (no absences – excused or unexcused, no sign outs, no sign ins, no tardies) at each grade level and also for Perfect Attendance grades 9-12 as well as K-12.

**Exemplary attendance** – At SPHS, we also recognize students with exemplary attendance – no absences or tardies but may have sign ins or sign outs. Exemplary attendance is recognized at honors night of the students' senior year.

## **FORGED/FALSE ATTENDANCE RECORDS**

Forgery of any attendance related statements given to school personnel by students is a serious offense and will result in disciplinary action. This includes forgery of hall passes.

## **ILLNESS OR INJURY**

A student who feels ill or is injured during the day should tell his or her classroom teacher immediately. When deemed appropriate, the student will be sent with a nurse pass to the front office. Missing class for any reason without the teacher's awareness is not appropriate or acceptable behavior and is considered skipping class. The school and/or school nurse can only administer immediate first aid. Neither the school nor the Board of Education will pay any medical or hospital costs incurred as a result of accident to a student at school. Parents are urged to make use of the protection afforded through school insurance. Athletes are strongly encouraged to make sure adequate insurance coverage is obtained before trying out or participating in the activity. This information is made available to students during the first week of classes.

## **PROCEDURE FOR SECURING A CERTIFICATE OF ENROLLMENT**

**Driver's License Documentation** – SPHS accepts requests for **Certificate of Enrollment and ADAP Certificates** electronically and will mail them out. Anyone requesting either of these two things can email Mrs. Stoye at [PStoye@paulding.k12.ga.us](mailto:PStoye@paulding.k12.ga.us). There is a \$3 fee for the Certificate of Enrollment. It may be paid online through Revtrak at <https://paulding.revtrak.net/high-schools/south-paulding-high-school/#/list>.

Please be sure to plan in advance when requesting the **Certificate of Enrollment** and **ADAP Certificates**. Forms are **NO LONGER** picked up in the Front Office but mailed out when the form is requested through REVTRAK.

## **WITHDRAWING FROM SCHOOL**

A student withdrawing from school must report to the Guidance Office accompanied by a parent/guardian. The student will be given a withdrawal form and signed by the appropriate counselor. Final grades and transcripts will be forwarded upon the request of a receiving school. All fees and fines must be paid before a transcript will be forwarded. Please read the Uniform Withdrawal Criteria in the PCSD parent and student information guide (Board Policy JB).

## **HALL PASSES**

All students are expected to have a pass from a teacher, administrator, or staff member when in the hallway during class time. Instructional time is very important in all of our classes. In an effort to protect valuable instructional time and ensure students are all in class and accounted for all teachers will implement a 15 minute rule during all classes: No students are allowed out of class the first and last fifteen minutes of each class period unless there is an emergency. In addition, only one student should be allowed out of class at a time. When given a hall pass to use the restroom, students should use the closest restroom on the hall in which their current class is located. Typically students have ample time to use the restroom in preparation for class. Please use your time between classes wisely and do not ask for a pass out of class unless there is an emergency.

# **\*ACADEMIC REQUIREMENTS**

## **GRADUATION REQUIREMENTS**

Students will follow the graduation guidelines as outlined in the State Board Policy. The guideline has one common set of requirements for all students with various options for meeting those requirements, including advanced courses such as Advanced Placement, postsecondary options and career related courses offered under our Career, Technical, and Agricultural Education (CTAE) program. It is important that all students – regardless of their post-secondary plans – have a rigorous core of classes. To earn a diploma, students must also meet state requirements regarding testing. The requirements for the High School Diploma are as follows: All students entering the ninth grade will be required to complete a total of 23 units for graduation. All students will take: 4 units of English, 4 units of Science, 4 units of Mathematics, 3 units of Social Studies, at least 3 units of CTAE and/or World Language and/or Fine Arts courses, at least 4 additional electives, and 1 Health/Physical Education course. Please note that although World Language is listed as one of the options in fulfilling graduation requirements, it is no longer required for a diploma; however, most colleges and universities continue to require at least two years of a foreign language for admission. SPHS strongly recommends two years of a foreign language for anyone considering attending college after graduation as most colleges require it. Only those students who have met graduation requirements for a diploma as established by Board Policy IHF-High School Graduation Requirements, shall be allowed to participate in graduation ceremonies. Each entering class may have slightly different requirements for graduation because of changing state board of education rulings.

## PROMOTION/CLASSIFICATION REQUIREMENTS

### To be promoted from:

Grade 9 to grade 10 (sophomore)  
Grade 10 to grade 11 (junior)  
Grade 11 to grade 12 (senior)

### a student must have earned:

5 units and be on track or graduation  
11 units and must be on track for graduation  
17 units and must be on track for graduation

For further clarification, please refer to PCSD Board Policy IHE – Promotion and Retention.

## STUDENT TESTING

### PSAT

The PSAT is offered to all 10th graders free of charge and all 11th graders through a registration and fee. *Registration packets for the ACT or SAT are located in the guidance office. Please schedule an appointment with the appropriate counselor to discuss which test to take.*

### GEORGIA MILESTONE ASSESSMENTS

In order to receive a high school diploma, a student must complete state mandated assessment requirements in addition to earning the required credits for graduation. To receive a diploma, students must take Georgia Milestone Assessments as they apply to courses in which each student is enrolled. The Paulding County School District will adhere to the state and local policy according to fulfilling the requirements.

### END OF PATHWAY ASSESSMENTS

Students who complete the required courses of a CTAE Pathway must take an End of Pathway Assessment. Students are able to earn related certifications by successfully passing an End of Pathway Assessment in their field of study.

## GRADES

Grade reports are issued with the official grade and credit for a semester course at the end of Term 2 and Term 4. Students will receive a school system generated, mid-term grade progress report (Term 1 and Term 3) each semester. Teacher generated progress reports will be generated every 4-1/2 weeks. Students are encouraged to refer to and keep the syllabus and grading plan given by each teacher for each class at the beginning of the course. Teachers have the flexibility in the weight given to various evaluation activities.

A numerical grade is recorded for all student grades. No semester grade may be changed after two (2) weeks beyond the end of the semester. Therefore, all eligible make-up work must be completed by that time. If a student is participating in a state required end of course test, the test will constitute a percentage of the final grade. The following grading scale is used throughout the school:

A	90 - 100
B	80 - 89
C	70 - 79
F	69 and below- failing with no credit

## EXAM EXEMPTIONS

A final exam exemption incentive program has been developed to promote exemplary academic achievement in high schools. During semester final exam days, Paulding County students in all high schools will be offered the opportunity to exempt two final exams. To be eligible to participate in the Incentive Program, you must meet the following criteria:

- A student with a grade of **80 or above** in a class at the end of the semester
- A student with FIVE (5) or less unexcused absences
- A student with FOUR (4) or less unexcused tardies to the specific class they wish to exempt
- A student may exempt a maximum of TWO (2) exams total per semester
- A student may exempt a maximum of ONE (1) core class per semester (Math, English, Science, Social Studies)
- A Student taking an AP Class and who is registered to take the AP Exam may exempt that AP final as an additional exemption.
- A Student completing a CTAE Pathway and Passing the EOPA for that class may exempt that CTAE final as an additional exemption.

- Exam Exemptions forms ARE NOT accepted past the due date established by the school. There are NO exceptions for this policy – exam exemptions are a privilege and as such, students must take full responsibility in getting the signed exemption forms turned in by the due date.

Exemptions are only conducted for semester final exam days in December and May. Courses that are offered for less than a semester are not exemptible during the mid-semester final exam (i.e. Health/Personal Fitness, Economics, Government, etc.).

### **PARENT GRADE AND ATTENDANCE VIEWER**

A parent/guardian may access his/her student's current grades and attendance record via the Parent Portal on the Paulding County School District website: <http://www.paulding.k12.ga.us>.

### **CLASS RANKING, VALEDICTORIAN, AND SALUTATORIAN**

All courses taken in high school will be used in determining class rankings. Honor graduates will be those graduates who have earned an 89.500 GPA (not rounded off) for four years of study in all courses. These students will be recognized at graduation. The valedictorian and salutatorian will be the students with the highest overall GPA in all courses for eight semesters and the second highest, respectively, according to guidelines set forth in Board of Education Policy. Colleges often recalculate a student's GPA for entrance requirements and some courses do not count in this refiguring.

### **HOPE SCHOLARSHIP**

There have been changes made to the HOPE program in recent years. Please see your counselor regarding eligibility guidelines, and we encourage you to visit the Georgia Student Finance Commission (GSFC) web site for the most recent updates: [www.gsfc.org](http://www.gsfc.org)

### **TRANSCRIPTS**

Students may request a transcript to be sent to any Georgia college by submitting a request through the counseling office. If a transcript is needed for an out of state school, the student must go to <https://www.paulding.k12.ga.us/Page/678> . Fee information is available on this website.

### **TEXTBOOKS**

Textbooks issued to students are the responsibility of that student. Students are to keep up with these books at all times and not loan them to other students. Lost textbooks, which are quite expensive, and damages to textbooks will be assessed against the student. Students who have lost textbooks shall reimburse the school the cost of replacing the textbook. For damaged books, students will be charged the replacement cost of a new book.

### **MEDIA CENTER**

The media center is open from 7:30 a.m. to 4:00 p.m. each school day. In order to maintain an atmosphere that is conducive to academic study in the media center, the following guidelines must be observed.

- Students may use the media center during the school day when a pass is given by a teacher for a specific assignment. Students must present their pass and sign in upon entering the media center and sign out when leaving.
- Students who disrupt others may lose their privilege to come to the media center for independent work.
- The media center staff reserves the right to check all books, coats, and other possessions in order to give an accounting for all media center materials.
- The media center will assess fines for overdue materials:
  - Two Week Book Checkout -- a fine of 5 cents per day will be charged for each school day a book is overdue up to a maximum of \$5.00.
  - Other Media Materials (reserved book, flashdrive, etc.) -- a fine of 50 cents per day will be charged for each school day an item is overdue.
- Students will be required to pay for lost or damaged materials. The payment charged will be the replacement cost of the item. When no such price is available, a flat fee of \$15.00 will be charged.
- A maximum of two (2) books may be checked out at one time. Books may not be borrowed from the media center until overdue books and/or any media fines are cleared.
- Use of all materials must be in accordance with copyright regulations and guideline mandated by the system media policy.
- Printing in Media Center – After second page of printing there is a 5 cent charge for each additional page.
- Materials may be photocopied for 10 cents a page, color copies are 50 cents a page.

## **\*STUDENT EXPECTATIONS**

Refer to Board Policy JD and JD-R(3) in the Paulding County School District 2021-2022 Parent & Student Information Guide. Parents and students should contact the appropriate administrator if specific questions arise related to the Code of Conduct.

### **LEGAL AUTHORITIES**

Each Paulding County High School will work in conjunction and cooperatively with legal authorities including the Paulding County Sheriff's Department. A School Resource Officer serves each high school to ensure a safe and orderly school environment. The SRO will be utilized in situations that violate law. When necessary, a student may be transported to the Paulding County Sheriff's Department.

### **BUS TRANSPORTATION**

Student behavior on school buses is considered an extension of school behavior. Students who ride a bus are under the same jurisdiction of the school from the time they arrive at the bus stop. Students who fail to respond to the directions of the bus driver or exhibit improper behavior shall be reported to school administration who may deny the student bus transportation or impose other consequences.

### **BREAKFAST**

Only students with bus passes will be permitted to enter the breakfast lines and obtain breakfast after 8:30 am. Car riders and student drivers who wish to purchase a school breakfast must enter the breakfast line before 8:34 am. Passes from teachers/staff will not be accepted for any student to obtain breakfast after 8:30 am without a bus pass. Students with a bus pass wishing to purchase a school breakfast must proceed directly from the bus to the breakfast line and then directly to class after obtaining breakfast.

### **STUDENT DRESS CODE**

South Paulding High School's dress code is in accordance with the Board Policy JCDB-R in the Paulding County School District 2022-2023 Student and Parent Information Guide. Students are to be dressed appropriately for the school day. *The following is a list of some attire items which are inappropriate for school dress: Shorts that are more than 5 inches above the knee; Dresses or skirts more than 3 inches above the knee; Shirts, dresses, or tops that do not cover to the shoulder area; Shirts, dresses, shorts, or skirts worn with leggings that do not provide appropriate coverage; Holes and frays in shorts or pants that show skin that are higher than 5 inches above the knee; Graphic t-shirts with inappropriate depictions which can be considered a distraction in school; No hats may be worn in the school building at any time.*

Dress code violations will be handled as follows:

- First offense: Student disciplined with a conference and an automated phone call. Student may not be permitted back to class unless the violation is corrected..
- Subsequent offenses: Student disciplined with Saturday School, In-School and/or Out of School Suspension. Student may not be permitted back to class unless the violation is corrected.

In addition, once the violation is corrected the student may be allowed to attend class with pending discipline for the initial infraction. As a reminder, students should not wear pajama pants, house shoes/slippers, or bring blankets to school. Hats should be left at home or put out of sight during the duration of the school day.

### **SPHS VAPING POLICY**

The PCSD will apply the following consequence to our middle and high school students for possession of a vaping device. These consequences align with Regulation JD-R (3) middle and high school code of conduct

#### **STUDENT POSSESSION OF ANY VAPING DEVICE WILL RESULT IN THE FOLLOWING CONSEQUENCES:**

1st Offense: 2 days out-of-school suspension.

2nd Offense: 4 days out-of-school suspension.

3<sup>rd</sup> Offense: 6 Days out-of-school suspension.

4th Offense: 10 days out-of-school suspension and recommendation for long-term suspension or expulsion.

Please note that a vaping device with THC or any other type of illegal drug is a level 3 discipline offense which will result in a 1st offense minimum consequence of 10 days out-of-school suspension which could also include a recommendation for long-term suspension/expulsion.

### **INAPPROPRIATE ITEMS DURING THE SCHOOL DAY**

In addition to any items listed in the code of conduct, these items are inappropriate for students to bring or possess at school:

- Toys/Stuffed Animals
- Basketballs, Footballs, Soccer Balls, etc.
- Blankets/Pillows
- Any other item that could cause a distraction during the school day

## **ELECTRONIC DEVICE USAGE**

The Paulding County Board of Education permits the possession of an electronic device by a student in school. The use by a student of any electronic device during classroom instructional time is permitted only at the direction of the instructor. The use of such devices outside of instructional time is permitted.

E-Devices:

- Talk on a cell phone
- Text on a cell phone
- Listen to music, with earphones/buds only
- No student shall video or record during school without expressed permission from the instructor or administration
- Students will not access unauthorized district networks
- Using applications such as a VPN is strictly prohibited

Appropriate times for usage include:

- Before school begins until the 8:35 bell rings
- Between classes from the dismissal bell until the tardy bell rings to begin the next class
- While a student is in the cafeteria during the assigned lunch period
- After the dismissal bell rings at 3:25
- Devices should not be charged at school

*Electronic device use is not an excuse for being tardy to class. You must use your device in a manner in which you can still acknowledge and comply with directions and requests given by school faculty and staff.*

All students shall be prohibited from using any electronic devices during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

Any student found in violation of the provisions of this policy shall be subject to disciplinary action.

### **Cell phone violations will be handled as follows:**

- 1<sup>st</sup> Offense Saturday School and an Automated call
- 2<sup>nd</sup> Offense Saturday School and an Automated call
- 3<sup>rd</sup> Offense ISS and Call/Conf with the administrator

Additional violations are deemed insubordination and are handled with progressive consequences

## **\*DISCIPLINE CONSEQUENCES**

### **DETENTION**

Held before or after school as determined by individual teachers or administrators. Students who fail to meet their detention assignment within the specified time period will be referred to the administration for other consequences including but not limited to increased detention time or ISS.

### **SATURDAY SCHOOL**

Saturday School will be held on predetermined Saturdays each month from 8:00 am – 10:30 am. Students must report no later than 8:00 am. Once the doors are locked at 8:00, students will **not** be admitted entrance. Students must provide their own transportation to and from Saturday School. Students are also required to have and use instructional materials appropriately to enhance the learning experience.

### **IN SCHOOL SUSPENSION**

In School Suspension (ISS) is an alternative to Out-of-School Suspension (OSS). Students attend school, but are isolated from other students during the day(s) of assignment. The purpose of ISS is to provide an alternative type of suspension when it becomes necessary to remove the student from regular school activities. Students are allowed and expected to do their assignments and credit is given for work completed correctly. However, students are not allowed to participate in school functions or activities during the day(s) or evening(s) of the ISS assignment; including athletic practices and games. An ISS assignment is considered complete at the end of the school day when the student has served all assigned ISS days. Students who misbehave or refuse to do their work in ISS will be given extra ISS day(s) or Out-of-School Suspension. Generally, once a student has been assigned ISS three times or up to 10 days, without a change in behavior, Out-of-School Suspension will be assigned for further infractions of a similar nature. Lunch may be served in ISS with limited food selections. Students/Parents may not choose OSS in place of ISS. Consequences are at the discretion of the administration.

### **OUT OF SCHOOL SUSPENSION**

Although students and parents sometimes feel suspension is not fair, it is sometimes necessary to allow other students proper attention from the teacher. In the case of repeated or more serious behavior infractions, the point sometimes has to be made that the behavior in



question will not be tolerated. The school certainly considers suspension as a punishment and not a vacation. Students are encouraged to take their books home and complete assignments so that they are not behind when they return to class.

#### **STUDENTS WHO ARE SUSPENDED OUT OF SCHOOL:**

- Are not allowed to attend any school sponsored events(s) during the day(s) or evening(s) of the suspension;
- Are not to be on or near any Paulding County School campus at any time during the day(s) or evening(s) of the suspension;
- Cannot count days that school is not in session due to weather conditions as suspension days;
- Have their suspension ended when they are eligible to be admitted back into the classroom;
- Are considered a chronic disciplinary problem and will have a requested conference with parents and administration according to State Law.

### **\*HIGH SCHOOL PARKING RULES AND REGULATIONS**

1. Parking permits will be offered if space is available. Parking permit scores used as criteria for approval will be based on attendance, discipline, and eligibility status (must have earned 2.5 units of credit the previous semester) compiled from cumulative data.
2. Each person who chooses to park a vehicle during school hours must obtain a parking permit prior to driving a vehicle on campus and parking the vehicle. The permit must be displayed hanging from the rearview mirror facing the windshield. Failure to comply with this regulation will result in voiding of the permit, revocation of parking privileges, monetary fine, vehicle booted, and/or towing of the vehicle at the owner's expense.
3. Parking permits are NOT transferable.
4. Parking rules:
  - (a) Speed limit on campus is 10 mph and will be strictly adhered to by all drivers.
  - (b) Drivers must obey all traffic safety rules and those described within this application.
  - (c) Parking is prohibited in handicapped spaces, on the grass, in driveways or walkways, reserved spaces, unpaved areas, in someone else's space, taking two spaces or any other part of a second space, or any place that may damage school property or landscaping.

According to School Board Policy, a warrant may be sworn out for damage to public property and the vehicle may be towed at the owner's expense.

5. The parking lot is OFF LIMITS FOR ALL STUDENTS during the school day regardless of whether a permit has been purchased or not. Students may not go to the parking lot during the school day for any reason without Administrative permission.
6. Once on campus, a student may not leave without properly checking out at the Office. This includes students entering campus to drop off or pick up other students before or during school hours.
7. Students who have the privilege of driving automobiles to school and parking on campus must maintain good attendance. Students may lose these privileges and parking permit for the remainder of a semester and for the following semester if they:
  - A. Have five or more unexcused absences in a semester;
  - B. Have more than three discipline referrals;
  - C. Have four or more incidences of being late to school and/or checking out early without a legal lawful excuse.

This policy will continue from the previous school year. For example, if a student accumulates five (5) or more unexcused absences in the last semester of the previous school year, he/she will not be eligible for driving privileges and permits during the first semester of the next school year.

A student may regain his/her privileges at the end of the next semester by meeting all of the standards stated below:

- A. Have less than five unexcused absences;
  - B. Have less than three discipline referrals; and
  - C. Have four or less instances of being late (tardy) to school and/or instances of checking out of school early without a legal/lawful excuse.
- Students who have lost their driving or other privileges and who violate the intent of these provisions by driving to school, parking on and off campus, and/or participate in extracurricular activities may be subject to discipline that may include a monetary fine, vehicle booted, towing of the vehicle at the owner's expense, or permanent loss of parking and other privileges and punished as insubordination.
8. Upon arriving at school, the student is to park the vehicle properly and disembark from the vehicle immediately. Students are not allowed to sit in vehicles or loiter in the parking lot for any reason.
  9. Possession of illegal drugs, alcohol, tobacco or weapons is in violation of school rules and Board of Education Policy. Possession includes within or on a vehicle driven or parked on campus. Appropriate law enforcement officials will be contacted.
  10. Vehicles may display the American flag while on campus, but no other flags or banners are permitted.
  11. Students must obey all instructions and direction given by staff members.
  12. Students must follow the proper flow on campus and never drive across a row(s) of empty parking spaces. Such actions will result in a automatic loss of parking privileges.
  13. Automatic loss of parking privileges may result from:
    - (a) Leaving the campus without permission (includes before school), or
    - (b) Allowing another student access to your vehicle or parking space, or
    - (c) Leaving campus with or without permission and taking someone with you who does not have permission, or
    - (d) Reckless driving (Sheriff's Department may be called), or
    - (e) Major traffic violation or repeated minor violations (including not following instructions), or
    - (f) UPON RECEIVING SECOND (2ND) ISS assignment.
    - (g) Having five or more unexcused absences in a semester;
    - (h) Having more than three discipline referrals; or
    - (i.) Having four or more incidences of being late to school and/or checking out early without a

legal lawful excuse.

(j.) Driving across the parking lot, through vacant parking spaces, or

(k.) Driving over 10 mph on campus, anytime, day or night, seven days a week.

14. Students will not be allowed to play radios or music at loud volumes in the parking lot of the school.

15. All other traffic violations will be dealt with individually. Consequences may include, but are not limited to: Monetary Fine, Detention, ISS, temporary or permanent loss of driving privileges, Out of School Suspension, towing the vehicle at the owner's expense and /or a report to the appropriate law enforcement agency.

## **\*SAFETY AND SECURITY**

### **SECURITY OF PERSONAL ITEMS**

Students must be responsible for all personal items brought to school, i.e., book bags, purses and wallets, gym bags, books, calculators, musical instruments, electronic devices, cell phones, etc. The school cannot be held responsible for personal items including electronic devices and clothing which are lost or stolen. Names/markings should be made in all shoes, jackets, notebooks, etc., for identification purposes. All lost/found items should be turned in to the front office. Lockers are available in the hallways and in the locker rooms for students to secure their belongings. It is the students responsibility to acquire a locker and secure belongings.

### **LOCKERS**

Students are encouraged to rent academic lockers to secure personal belongings. Lockers may be rented for \$5.00 for the entire year. Students are not to share lockers. Upon withdrawal from school and at the end of the school year, the student must remove everything from the locker. Any items left in the lockers at these times will be discarded.

Lockers in the Physical Education areas should be locked after items are placed inside those lockers. Combination locks are available for checkout from the P.E. staff. Locks belonging to SPSHS must be returned just as a textbook is returned. There will be a fee of \$5 for a lost or damaged lock. DO NOT leave any items unsecured in the locker room at any time. Students must make personal lock combinations available to school personnel. Otherwise, personal locks will be cut off by school personnel.

### **SEARCHES**

The school has the legal right and responsibility to maintain a safe and orderly environment. Where, in the opinion of the school administration, there is reasonable suspicion that the school rules or legal codes are or have been violated, all personal items can be searched, including but not limited to purse, bags, clothing, and vehicles.

### **EMERGENCY DRILLS**

Fire drills are necessary for the safety of the students and faculty. Regular drills are required. When the fire alarm sounds, students are to line up quietly and file out of the building to the designated area where the teacher will take roll. If the alarm rings during class change, students are to leave the building by the nearest exit and report to their last period class teacher outside the building. No one should ever assume that an alarm is false.

In addition earthquake, lock down, and tornado drills will be held periodically during the year. When a tornado watch is announced, students will move to their assigned area and wait for further instruction. If a tornado warning is issued, all students and staff members will assume the "duck and cover" position until an "all clear" is sounded. Students will be given instructions regarding other drills throughout the year.

## **\*HOME/SCHOOL COMMUNICATION**

Effective communication between the school and the home is essential to the successful operation of the educational program. Delivery of information to the home is a responsibility shared by the school personnel and students. Therefore, students will be expected to transmit written notes, messages, report cards and other information intended for communication between the school and parents. The school will be responsible for making reasonable efforts in this process; however, school personnel can not be held responsible for problems which develop from refusal or "forgetfulness" of students to transmit such information. We have a Crisis Notification System in place and it is very important that we have correct phone numbers to reach you in case of an emergency.

### **SCHOOL CLOSING**

When school is closed due to weather or other circumstances, official announcements are made through Atlanta TV, radio stations, school and district web pages, and One Call Now automated calling system. Every effort will be made to put this information on the main school web page as soon as possible. In case of school closing once students have arrived at school, student drivers will be released as soon as possible. Bus riders will be dismissed as buses arrive. Parents are encouraged to work out a specific plan with their student ahead of time in the event school is dismissed early.

## **MESSAGES TO STUDENTS**

Only emergency messages can be delivered to students during the school day. We will not interrupt instructional time with messages. Students are urged to make transportation arrangements and other necessities before coming to school each day since phone lines must be kept open as much as possible.

## **VISITORS TO CAMPUS**

To ensure the safety and confidentiality of students, the District limits visitors to: The parents/guardians of current students; other family members of current students who are approved by the student's parent/guardian; those persons invited by the District for official business. All visitors must sign-in at the school office and obtain written permission to visit any part of the school. To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel generally require notice at least 24 hours in advance. Unless otherwise approved by the principal, classroom visits generally should not exceed one class period. A student or employee may not have an unauthorized visitor. Permission may be granted to visit specific areas or offices in the school. These specific areas are the limits to a visitor's authorization. Any areas visited aside from where permission is granted are considered trespassing. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia. Friends and relatives are not permitted to spend the day at school with students. Visitors other than parents will not be allowed to eat lunch with students. A designated place separate from the general student population will be provided for parents having lunch with their children.

## **FLORAL AND OTHER DELIVERIES**

Floral and balloon deliveries by parents or outside vendors are not allowed at school. The school cannot accept responsibility for these types of deliveries to students and will not interrupt the school day for these. Students may not have balloons or other vision interfering items on the bus, at any time. Lunches from outside places are not to be delivered or eaten in the school cafeteria. This violates federal guidelines for service in the lunchroom.

## **EMERGENCY INFORMATION**

Students and parents will be asked to provide and update emergency information naming persons to contact in case of an emergency. It is the responsibility of the parent to provide transportation and further care for the student if the student becomes ill or injured on school property. The fire department EMT's will be called in emergency situations and every effort will be made to contact a parent or other person(s) listed on the emergency form. Students will not be sent home without parental approval. Parents are asked to keep the school informed of address and phone number changes as soon as they occur.

## **PUBLIC ADDRESS ANNOUNCEMENTS**

Announcements, notices, and posters must have administrative approval. Special notices posted throughout the building must advertise only school sponsored events and/or must be approved by the administration or organizational sponsor. Announcements are to be submitted with the sponsor's approval to the front office before 8:00 a.m. each day. Signs and posters must be removed upon completion of the activity.

## **\*STUDENT ACTIVITIES**

Activities can play an important role in the life of a high school student, providing an outlet for many talents and interests. Student leadership skills and school spirit are enhanced when a student participates in these activities. All students are encouraged to be actively involved. All student activities must be approved in advance by the sponsor and the administration. All rules and policies of the Board of Education must be followed, including eligibility requirements if they apply. No activity may be conducted without the coach or sponsor being present.

## **FIELD TRIPS**

The full participation of students in all classroom activities is provided free of charge and no student is denied these opportunities because of inability or unwillingness of his or her parents/guardian to financially donate in support of those activities. Our field trips are funded primarily through parent/guardian donations which are requested and collected to enable every student to participate. A student may be excluded from a field trip by the administration if the student's behavioral history suggests the possibility that he/she may endanger themselves and others on the trip. Students must also qualify for certain field trips by maintaining satisfactory

attendance and good grades. It is the student's responsibility to ask for and obtain all makeup work and schedule any makeup exams or quizzes outside the school day when class is missed for any reason, including field trips.

### **VENDING SERVICES**

Vending machines are available for responsible student use. Drink and snack machines in teacher areas are off limits to all students. The school will make every effort to provide these machines; however, student cooperation is necessary for continuation of this service. Student use of the machines is at his/her own risk.

### **YEARBOOKS**

Students are encouraged to purchase a yearbook when they go on sale each year in the fall. This will reserve the yearbook for the student. Students should keep their receipt in a safe place. When books arrive at the end of the year, there are few (if any) available for purchase.

### **PROM**

In the spring of each year, SPHS will host the Junior-Senior Prom. Only those students classified as juniors and seniors at SPHS are allowed to purchase tickets. Students may bring a date from another grade level or another school. Guidelines regarding guests can be obtained from the faculty prom sponsor(s). Guests from other schools are required to be in good academic and disciplinary standing at their school. A signature from a school official may be required. Any guests brought as dates to the prom must meet our age requirement: must be at least a freshman in high school and not have reached the 21<sup>st</sup> birthday

### **ATHLETICS**

High School offers a wide variety of interscholastic athletic teams for students. The goals of our athletic program are: to build character and pride through teamwork and individual sacrifice; to develop physical, mental, and spiritual potential of the student through practice and preparation; to teach discipline and techniques through training and example; and to instill a winning attitude for life through experiences of competition.

All regulations, including eligibility requirements, of the State Board of Education, the Georgia High School Association, and the Paulding County Board of Education will be followed. Please refer to the PCBOE Athletic Handbook for more details. The Athletic Handbook is available online. Information on tryouts for each activity will be announced and it is the student's responsibility to listen to all announcements and obtain the necessary information. Information will also be available on the school web site. Coaches make selections for participation based on the criteria for each activity.

### **ELIGIBILITY REQUIREMENTS**

All academic requirements are based on a minimum grade of 70. The Georgia High School Association "No Pass, No Play" policy pertains to competitive interscholastic activities. Certain other school activities on campus may also be governed by these policies. To participate in GHSA activities, a student must be taking enough classes to total at least 2.5 units of credit of during the semester of participation. Students must earn 2.5 units of credit each semester to maintain eligibility. In addition, these courses must be counting toward graduation requirements. Approved summer school courses are an extension of the spring semester for eligibility purposes. Additionally, students must be "On Track" for graduating with their designated class to be eligible. Paulding County School District policy also requires students have no more than 5 unexcused absences from the previous semester. Fifth year students are not eligible and students must not turn 19 before May 1 preceding the year of participation. Students must reside within the school's designated attendance zone with a custodial parent/guardian and have not previously attended another school while living in this attendance zone to be eligible for GHSA sanctioned activities. For eligibility questions, please refer to the PCBOE Athletic Handbook or contact our Athletic Director.

### **PHYSICAL EXAMINATIONS**

All students wishing to participate in interscholastic athletics, including tryouts, must have a current physical examination on file in the Athletic Administrator's office. The Physical exam must be conducted by a licensed physician, doctor or Osteopathic medicine, nurse practitioner, or physician assistant/physician. The physical examination must be signed by a medical doctor (M.D. or D.O.) or by a physician assistant or an advance practice nurse who has been delegated that task by an M.D. or D.O. Physical examinations MAY NOT be signed by a chiropractor. It is the student's responsibility to make sure the physical is up to date and on file before any tryouts or pre-season workouts. Physicals are good for one calendar year.



*Ready, Respectful, Responsible*

Expectations	Hallway/ Stairway	Commons	Parking Lot	Bus	Bathroom
<b>READY</b>	<ul style="list-style-type: none"><li>• Use your time wisely</li><li>• Arrive on time and ready to work</li></ul>	<ul style="list-style-type: none"><li>• Move to the proper location after the bell</li><li>• Use your time wisely</li></ul>	<ul style="list-style-type: none"><li>• Be on time</li><li>• Enter the school once you arrive with all necessary belongings</li></ul>	<ul style="list-style-type: none"><li>• Sit in your seat</li><li>• Wait in the proper area at the bus stop</li><li>• Be on time</li></ul>	<ul style="list-style-type: none"><li>• Use your time appropriately</li></ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"><li>• Keep moving</li><li>• Use courtesy</li><li>• Use appropriate language</li><li>• Keep hands to yourself</li><li>• Walk on the right side of the hallway/stairs</li></ul>	<ul style="list-style-type: none"><li>• Keep noise and conversation at an appropriate level</li><li>• Use appropriate language</li><li>• Hands, feet, and objects to yourself</li></ul>	<ul style="list-style-type: none"><li>• Yield to pedestrians</li><li>• Keep all noise at an appropriate level</li><li>• Respect all vehicles</li></ul>	<ul style="list-style-type: none"><li>• Use appropriate language</li><li>• Keep noise at an appropriate level</li><li>• Respect others and help when there is a need</li><li>• Keep your hands to yourself</li></ul>	<ul style="list-style-type: none"><li>• Respect school property</li><li>• Leave walls and stalls free from vandalism</li><li>• Flush</li></ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"><li>• Have a pass visible</li><li>• Take the most direct route to class</li><li>• Keep hallways clean</li></ul>	<ul style="list-style-type: none"><li>• Clean up your area</li><li>• Help others who need assistance</li><li>• Remain in the commons for lunch</li><li>• Keep an eye on your personal belongings</li></ul>	<ul style="list-style-type: none"><li>• Obey all traffic laws</li><li>• Park in your designated spot and lock your vehicle</li><li>• Place trash in trash cans.</li><li>• Use designated entrances</li></ul>	<ul style="list-style-type: none"><li>• Keep bus clean</li><li>• Follow all rules as set by your driver</li><li>• See something... Say something</li></ul>	<ul style="list-style-type: none"><li>• Keep the bathroom clean</li><li>• Notify staff if restroom needs attention</li><li>• Wash your hands</li><li>• See something... Say something</li></ul>

*Spartans ARE Ready, Respectful and Responsible.*

## 2022-2023 Bell Schedules

Regular Day				
Class		Time		Class Time
1st Block		8:35 - 10:10		95
2nd Block		10:15 - 11:45		90
3rd Block		11:50 - 1:50		90 + 25
4th Block		1:55 - 3:25		90
LUNCH SCHEDULE				
"A" Lunch		11:50 - 12:15		25
"B" Lunch		12:20 - 12:45		25
"C" Lunch		12:50 - 1:15		25
"D" Lunch		1:20 - 1:50		25

Advisement Tuesdays				
Class		Time		Class Time
1st Block		8:35 - 9:55		80
2nd Block		10:00 - 11:20		80
Advisement		11:25 - 11:55		30
3rd Block		12:00 - 1:55		90 + 25
4th Block		2:00- 3:25		85
LUNCH SCHEDULE				
"A" Lunch		12:00 - 12:25		25
"B" Lunch		12:30 - 12:55		25
"C" Lunch		1:00 - 1:25		25
"D" Lunch		1:30- 1:55		25

1 <sup>st</sup> Block Advisement				
Class		Time		Class Time
Advisement		8:35 - 8:55		20
1st Block		9:00 – 10:25		85
2nd Block		10:30 - 11:55		85
3rd Block		12:00 - 1:55		90+25
4th Block		2:00 - 3:25		85
LUNCH SCHEDULE				
"A" Lunch		12:00 - 12:25		25
"B" Lunch		12:30 - 12:55		25
"C" Lunch		1:00 - 1:25		25
"D" Lunch		1:30- 1:55		25