

# **Paulding County High School Student Handbook**

**2023 – 2024**

Welcome to a new school year at Paulding County High School. The school has an excellent tradition of student scholarship and citizenship. This occurs through student initiative and responsibility, along with a knowledgeable, caring staff and supportive community making our high school unparalleled in academics, athletics, and co-curricular opportunities. We find that students experience success through a commitment to school, maintaining good attendance, preparing for class, and participating in extra-curricular activities.

Pay careful attention to what is in your handbook, as well as what is in the Paulding County School District's 2023-2024 Parent and Student Information Guide. Please discuss it with your parents and classmates, and if you have any questions, don't hesitate to ask. This handbook serves as additional information to that publication. We sincerely hope you will take every advantage of the opportunities made available to you which will make your high school years both meaningful and enjoyable. Our job as faculty and staff is to provide you with the skills required to achieve success in the future. We look forward to working with you throughout the school year.



**We are THE...**

## **VISION**

Paulding County High School's vision is to collaborate with stakeholders and build the foundation for graduating students to successfully compete on a global level.

## **MISSION**

Together helping educate every student, every day, in every way to ensure college/career readiness

# Daily Bell Schedule

## Paulding County High School

### 2023-2024

Regular Day				
Class		Time		Class Time
1st Block		8:35 - 10:05		90
2nd Block		10:09 - 11:39		90
3rd Block		11:43 - 1:53		90+40
4th Block		1:57 - 3:25		88
LUNCH SCHEDULE				
"A" Lunch		11:43-12:03		20
"B" Lunch		12:05-12:25		20
"C" Lunch		12:27-12:47		20
"D" Lunch		12:49-1:09		20
"E" Lunch		1:11-1:31		20
"F" Lunch		1:33-1:53		20

#### ARRIVAL

Students should not arrive on campus before 7:45 a.m. unless a teacher or sponsor has a planned activity. **Students are not allowed to sit in their vehicle or leave campus once they arrive on campus.** Students should leave campus immediately after the last supervised activity is complete. *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 AND BUS NOTES**

To help with social distancing requirements we are asking that parents email or fax excuses for absences, bus notes, etc. to our attendance clerk, Mary Walraven. [mwalraven@paulding.k12.ga.us](mailto:mwalraven@paulding.k12.ga.us)  
The PCHS fax number is 770-443-7030.

### **TARDY TO SCHOOL**

A student who is tardy to school (not in his or her first period class by 8:35am must report to the attendance office, sign in and obtain an admit-to-class pass.) Tardy students who present a written note from a parent **MUST** include a phone number so that parents can be contacted. **ONLY THREE (3) PARENT EXCUSES FOR TARDINESS MAY BE ACCEPTED IN A 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.

### **CONSEQUENCES FOR TARDINESS**

The attendance clerk will designate if the tardy is excused or unexcused. Unexcused tardies to school and/or class in a 9-week period will be handled as follows:

- 1<sup>st</sup>-2<sup>nd</sup> cumulative tardy to a class: Parent notification given through IC call home
- 3<sup>rd</sup> cumulative tardy to a class: Tuesday/Thursday AM (7:30am-8:15am)  
PM (3:30pm-4:15pm)

\*\* Detention (must serve within 1 week of initial assignment).

**Failure to Serve AM/PM Detention:** Saturday School (9am-12pm)

**Failure to Serve Saturday School:** 2 Days OSS

**ISS at Administration's Discretion**

\*\*After consequence served, student will start back at zero (0) tardies.

Habitual tardies will be considered willful disobedience or insubordination and receive consequences related to this behavior infraction. Student will not be refunded parking money for violation of the offense.

**CAR TROUBLE OR TRAFFIC ARE NOT AN EXCUSED TARDY.**

### **CHECKING OUT**

Phone calls will not be accepted for sign-outs. Parents must come in or send a fax/email, which includes a phone number and picture I.D. for verification. Emails should be sent to both the following emails: [mwalraven@paulding.k12.ga.us](mailto:mwalraven@paulding.k12.ga.us) and [csharp@paulding.k12.ga.us](mailto:csharp@paulding.k12.ga.us) A student needing to check out of school must present their 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 Attendance office and sign out at the appropriate time. All absences from class due to early dismissal will be classified as unexcused or excused. 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 administration. Students **MAY NOT** check out and leave campus to eat lunch. Students who are checked out and those on any early release or work study program must leave the campus immediately and not return except for official school business.

Students must have an excused reason for signing back into school after checking out. If not, it will be considered an unexcused tardy or absence and subject to the appropriate consequences.

**There will be no check outs after 3:00 pm.** Failure to follow proper procedures will result in disciplinary action. Parents must sign out students at attendance office who are leaving via parent pickup. Students will not be released without the parent's signature.

### **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 will be treated as skipping.** The school nurse and/or school personnel 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 an 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.

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

Make-up work must be completed at the convenience of teachers in accordance with classroom and school policies. Generally, the following guideline is used: **For every day less than four consecutive days absence, 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.

**Students are expected to make up work whether his or her absence is excused or not in order to learn the material and be able to perform other class tasks.** Regardless, all make-up work for excused absences must be made up within five (5) days unless there are unusual circumstances. 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.**

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.**

### **HALL PASSES**

All students are expected to have the appropriate pass from a teacher, administrator, or staff member when in the hallway during class time.

Instructional time is very important in all our classes. In an effort to protect valuable instructional time, all teachers will implement a 15-minute rule during all classes. **15-minute rule: 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. Please use your time between classes wisely and do not ask for a pass out of class unless there is an emergency.

### **ADVISEMENT**

A system of academic advisement is an integral part of the school program and serves the following purposes: 1) to help students better plan programs of study, select courses, and set future goals; 2) to provide information about school services and student activities, and 3) to enhance interaction among students and teachers by providing time and personnel for students to discuss school related issues.

The advisement program begins when a student enters high school. Every student is assigned a staff member who serves as an academic advisor. The advisement program is designed to enrich a student's high school experience and help monitor a student's progress toward the attainment of a high school diploma. Additionally, department chair persons are an integral part of the advisement process,

### **EXAM EXEMPTION**

A final exam exemption incentive program has been developed to promote good attendance and 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 up to three final exams. To be eligible to participate in the Incentive Program, you must meet the following criteria:

- A student with a grade of 80 to 100 may exempt the final exam for that class.
- A student may exempt a maximum of three exams total per semester

Additional Guidelines:

- The student must be enrolled in the Paulding County School District before the October or February FTE Count.
- Teachers will notify students of their grades going into the final exam and distribute exemption forms to those students who qualify for exemption.
- Any student who wishes to exempt one or more final exam(s) must return the exemption form to the school with parent signature prior to the deadline set by the school.
- If a student exempts an exam, the final grade for the course will be the class average – to include all assignments/assessments – prior to the exam.
- All appeals are generated through the principal's office and that decision is final.

### **LAPTOPS/TEXTBOOKS**

Laptops and/or textbooks issued to students are the responsibility of that student. Students are to keep up with their devices and/or books at all times, not loan them to other students, and use the resource for educational purposes only. Students who have damaged/lost laptops and/or textbooks shall reimburse the school the cost of replacing the laptop and/or textbook. For damaged laptops and/or textbooks, students will be charged the replacement cost of a new laptop device and/or book. Laptop Insurance is available through the county for \$25 an academic year. For exact details and application form by visit the link provided: <https://www.paulding.k12.ga.us/Page/46652>

### **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.

1. 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 to the Media Staff and sign in upon entering the media center and sign out when leaving
2. Students who disrupt others may lose their privilege to come to the media center for independent work.
3. 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.
4. The media center will assess fines for overdue books:
  - A. Two Week Checkout -- a fine of 10 cents per day will be charged for each school day a book is overdue up to a maximum of \$5.00.
  - B. Reference and/or Reserve books -- a fine of 50 cents per day will be charged for each school day a book is overdue.

5. 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 \$10.00 will be charged.
6. A maximum of three (3) 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. A small collection of promotional videotapes from colleges are available for overnight checkout.
7. Use of all materials must be in accordance with copyright regulations and guidelines mandated by the system media policy. Bibliographic style used by the English Department is posted in the reference area.
8. Materials may be photocopied for 12 cents a page. Color printing is \$1.00 per page. Color printing of full-page photograph is at the discretion of the Media Staff. The price might be higher.
9. When students withdraw or transfer, they must clear outstanding media center obligations.
10. Students are not allowed to check out books if they have an outstanding fine and fees in Infinite Campus.

### **SCHOOL GUIDANCE COUNSELOR**

The Guidance Department is a service division of the total school program providing academic, vocational and personal assistance to students. Throughout the school year, students should avail themselves of the opportunities provided by the department. A school counselor is a certified, specially trained, caring person who provides guidance to all students. Counselors act as resource people, coordinators, consultants, group leaders, and teachers. They help students, parents, teachers, and administrators.

Except in emergencies, students should make an appointment to see the counselor. A student must have permission from a teacher to see a counselor during class time. The counselor will then see the student as the counselor's schedule permits. Students go to counselors for concerns about their grades, study habits, attendance, school, home and friends.

### **TRANSCRIPTS**

Students may request a transcript by filling out the Transcript Request Form in the counseling office or by visiting the PCHS Counseling Website. Please note, there is a 24 hour turn around time. For current students and recent graduates, there is no charge. For all others requests, please request on Scribder found on the district website under 'Paulding County School District Records Request'.

### **Work Permits**

By Georgia law, students under the age of 15 must have a work permit in order to get a part-time job. For information about a work permit, please visit the Georgia Department of Labor website at [www.dol.state.ga.us](http://www.dol.state.ga.us). Select "Child Labor", "Quick Links", and "Get a Youth Employment Certificate." A work permit can be obtained from the main office

### **WITHDRAWING FROM SCHOOL**

A student withdrawing from school must report to the Guidance Office accompanied by the parent/guardian who enrolled the student. The student will be given a withdrawal form which he/she will take to all their teachers to be signed. The withdrawal form will then be brought back to the Guidance Office to be signed by the appropriate counselor. All fees and fines must be paid before a transcript will be forwarded. For further clarity, please refer to Paulding County School Board Policy. If you have a laptop checked out

### **PBIS – POSITIVE BEHAVIOR INTERVENTION & SUPPORT**

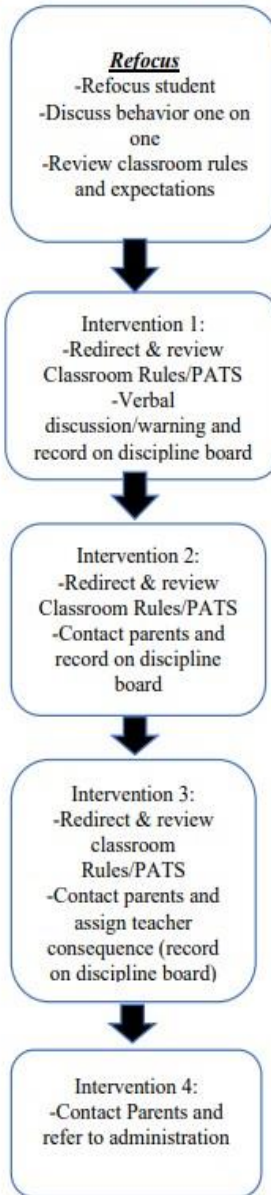
PBIS (Positive Behavior Interventions & Supports) is an evidence-based, data-driven framework (3-Tiers) proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate, and support improved academic outcomes for all students. PBIS supports schools, districts, and states to build systems capacity for implementing a multi-tiered approach to social, emotional, and behavior support. The purpose of PBIS is to improve the effectiveness,

efficiency, and equity of schools and other agencies. PBIS improves social, emotional, and academic outcomes for all students, including students with disabilities and students from underrepresented groups. PCHS will focus on accumulating and analyzing discipline data, setting and reinforcing school-wide student expectations, providing teachers with strategies to strengthen classroom interventions and supports, and establishing a school-wide acknowledgment system to reward positive behavior.



# Paulding County High School PBIS Discipline Flow Chart

## Classroom Managed Minor Behaviors (Requests for Support)\*



## Observe Challenging Behavior

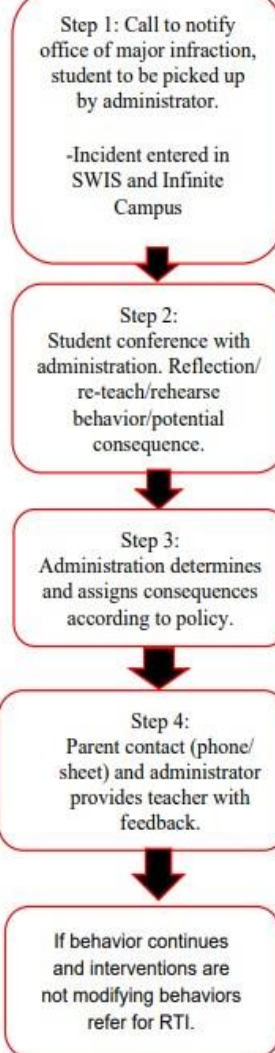
Is the behavior a  
Teacher/Staff  
Managed or  
Office-Managed

Teacher/Staff	Office
<b>Inappropriate language</b> -Name Calling	<b>Abusive language</b> -excessive swearing
<b>Physical contact (reaction)</b> -wrestling w/another student -pushing/shoving/kicking	<b>*Fighting/ physical aggression (intent)</b> -kicking, hitting, pushing, shoving, biting, etc. w/intent to do harm
<b>Disrespect</b> -Talking back	<b>*Disrespect</b> -blatant or excessive non-compliance
<b>Disruption</b> -not completing class work -out of seat, not listening, not following directions	<b>*Disruption</b> -excessive screaming/yelling, out of control behavior in the extreme and vaping
<b>Observable behavior</b> -running in the hallway -throwing items	<b>*Vandalism of personal/ school property</b>
<b>Technology Violation</b> -phone out at inappropriate time	<b>Technology Violation</b> -refusal to put away phone when asked by teacher -Accessing inappropriate sites
<b>Property misuse</b> -damaging, books, pencils, etc.	<b>Property Misuse</b> -defacing school property -theft of major items

\*Take concrete action to correct behavior (i.e. individual practice, removal from activity, seat change, etc.

\*Teachers are encouraged to use preventative strategies to prevent student misbehavior  
\*Make sure all Discipline Board Sheets are kept together by class

## Office Managed Major Behaviors







Expectations	Hallway	Gym Athletic Areas	Cafeteria	Restroom	All Settings
<b>Pride</b>	<ul style="list-style-type: none"> <li>• Use kind courteous &amp; appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others personal property.</li> <li>• Actively engage in all activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous to all cafeteria staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect school &amp; personal property.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow dress code.</li> <li>• Be respectful of yourself &amp; others.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Keep hallways clear of trash.</li> <li>• Always have a hall pass.</li> </ul>	<ul style="list-style-type: none"> <li>• Must have pass when exiting gym to use the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated when eating.</li> <li>• Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself to keep facility clean.</li> <li>• Wash your hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Be where you are supposed to be.</li> </ul>
<b>Time Management</b>	<ul style="list-style-type: none"> <li>• Be attentive to bells.</li> <li>• Use the most direct route &amp; keep it moving.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to class on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to breakfast/lunch on time.</li> <li>• Receive &amp; finish food in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Go, flush, wash, leave.</li> <li>• Go directly to nearest bathroom &amp; go back.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to class or designated area on time.</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Earphones should not be in ears.</li> <li>• Walk &amp; talk quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow rules prohibiting electronic devices.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food on tray or in your mouth.</li> </ul>	<ul style="list-style-type: none"> <li>• One person per stall.</li> <li>• Report problems or issues to adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules.</li> <li>• See something, say something.</li> <li>• Follow all safety procedures.</li> </ul>

## **STUDENT DISCIPLINE**

Refer to Board Policy JD of the Paulding County School District 2021-2022 Student and Parent Information Guide. Parents and students should contact the grade level administrator or principal of the school if specific questions arise related to the Code of Conduct.

Note: Numbers listed after each offense indicate the progressive consequences for each subsequent offense. Administrative discretion and circumstances will sometimes create responses lower than minimums listed below:

- A. **Cell Phones:** Cell phones should not be seen, heard, or used during the instructional class period unless directed by the teacher. Refer to Section H for other electronic equipment.
  - 1. 2 days ISS for offense occurring in classroom.
  - 2. 3 days ISS
  - 3. 2 days OSS – frequency of infraction demonstrates insubordination.
- B. **Check-In/Check-out:** At all times, students must check in immediately upon arriving on campus, and check out prior to leaving.
  - 1. Minimum one (1) day ISS
  - 2. Minimum two (2) days ISS
  - 3. Minimum three (3) days suspension and parking privileges suspended for the remainder of the semester or a minimum of forty-five (45) days.
- C. **Cutting Class** – a class cut occurs when a student is absent from his/her assigned class for more than 5 minutes without permission from the teacher or authorization from the main office. TEACHER MUST NOTIFY PARENT as soon as possible after a student has cut class.
  - 1. Minimum two (2) days ISS
  - 2. Minimum three (3) days ISS
  - 3. Minimum five (5) days ISS and parking privileges revoked
- D. **Destruction of School Property**
  - 1. Minimum five (5) days OSS and restitution (police charges may be filed)
  - 2. Minimum ten (10) days OSS and restitution (police charges may be filed)
- E. **Disruption of Cafeteria**
  - 1. Minimum three (3) days ISS
  - 2. Minimum five (5) days ISS
  - 3. Minimum five (5) days OSS

Note: Throwing food is potentially a safety hazard and may result in more serious behavior consequences.

- F. **Disruption of Class**
  - 1. Consequence assigned by teacher - TEACHER FOLLOWS DISCIPLINE BOARD
  - 2. Minimum three (3) days ISS
  - 3. Minimum five (5) days ISS
  - 4. Minimum three (3) days OSS

**Note:** Severe cases should refer to Insubordination Section

- G. **Dress Code Violation – Students are expected to dress and groom to reflect neatness, cleanliness, and modesty, as well as a sense of pride in themselves and the school. Dress must neither distract unreasonably the attention of others, nor cause disruption or interference with the educational program or with the orderly operation of the school.**
1. Warning issued (written referral submitted) and students will be allowed to change clothes, to call home for someone to bring a change of clothes or for permission to go home to change clothes and return to classes. Missed classes will be unexcused. Students will be admitted back to class only through the administration. Students who cannot change clothes must stay in ISS the rest of the day.
  2. Minimum three (3) days ISS and student will change or alter clothing.
  3. Minimum five (5) days ISS assigned and student will change or alter clothing
  4. Minimum two (2) days OSS
- H. **Electronic equipment and accessories-** may not be used or visible during the instructional class period unless directed by the teacher. Electronic equipment or accessories include items such as I-Pods or I-Touch, Tablet Computers, MP3 players, Electronic games, Headphones or Earbuds (even if disconnected from player).
1. Two (2) days ISS for offense occurring in classroom
  2. Three (3) days ISS
  3. Two (2) days OSS – frequency of infraction demonstrates insubordination
- I. **Failure to Identify Self -** No student shall refuse to identify one's self upon request of any District employee or designee. No student shall give a false name when asked to identify one's self.
1. Three (3) days OSS
  2. Five (5) days OSS
  3. Long-term suspension/expulsion for a specified time.
- J. **Fighting**
1. Five (5) days OSS
  2. Ten (10) days OSS
  3. Ten (10) days OSS plus recommendation for expulsion
- Note:** Criminal charges may also be filed for fighting (See also policy JICDA-H, section R)
- K. **Hats/Head Coverings –** All hats and head coverings are prohibited and must be kept out of sight on the school campus during the school day. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. No combs, rakes, curlers, or picks may be worn. Any of these items will be confiscated if seen during the school day and returned to the student at the end of the current semester.
- 1-3 offense. Same as dress code violation.
- L. **Insubordination to any Faculty/Staff Member**
1. Minimum three (3) days ISS – subject to circumstances and level of disruption caused
  2. Minimum five (5) days ISS
  3. Minimum three (3) days OSS
- M. **Leaving School Campus without Permission**
1. Minimum three (3) days ISS – Notify parents and work coordinator for those on Work Program
  2. Minimum four (4) days ISS and parking privileges may be suspended for the remainder of the semester or a minimum of forty-five (45) days. There will be no refund for the parking permit.
  3. Minimum five (5) days ISS

- N. **Leaving the Classroom without Permission**
1. Minimum one (1) day ISS/Administrative detention, depending on circumstance
  2. Minimum three (3) days ISS and Parent Conference
  3. Minimum five (5) days ISS
- O. **Profane, Vulgar or Offensive Language**
1. Minimum one (1) day ISS for profanity during school or any school related activities.
  2. Minimum three (3) days ISS for profanity directed at a student.
  3. Minimum five (5) days OSS if directed at a teacher, an administrator, or any other school personnel.
- P. **Skateboards/Rollerblades** – skateboarding/rollerblading is not allowed anywhere on the Paulding County High School campus at any time.
1. Skateboard/rollerblades will be confiscated, and student may be subject to ISS. All persons will be subject to police action for trespass if found skateboarding on campus before or after school.
  2. Minimum two (2) to Five (5) days ISS
- Q. **Threatening any Faculty/Staff Member**
1. Minimum five (5) days OSS/ disciplinary hearing
  2. Minimum ten (10) days OSS/ disciplinary hearing
- R. **Truancy/Skipping School**
1. Minimum three (3) days ISS - warn student he/she will lose parking privileges on second (2nd) offense
  2. Minimum four (4) days ISS - Notify parents – **REVOKE PARKING PRIVILEGES W/O REFUND**
  3. Minimum five (5) days ISS
- S. **Verbal Altercation** – verbal argument or confrontation in a classroom or public area of school (cafeteria, hallway); can involve loud and disrespectful language and posture or language which is threatening or intimidating
1. Minimum 3 days ISS to OSS for a specified time, depending on behavior and level of disruption
  2. Minimum OSS for a specified time, including the possibility of expulsion for a period of time.

**PCSD VAPING POLICY:**

The Paulding County School District will apply the following consequences to our middle school and high school students for possession of a vaping device. These policy changes will be effective immediately. 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: 3 days out-of-school suspension  
2nd Offense: 5 days out-of-school suspension  
3rd Offense: 10 days out-of-school suspension  
4<sup>th</sup> Offense: 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.

**STUDENT DRESS CODE:**

This dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. The administration reserves the right to determine if items of clothing are too casual, too revealing, or too distracting for school dress.

**Approved for School Wear****Pants and Shorts**

- Length must be appropriate. Shorts must come to at least the mid-thigh;
- Shorts and pants must be sized appropriately.

**Skirts and Dresses**

- Skirts must be size appropriate and be worn at the natural waistline;
- Shoulder straps must be at least 2" in width and arm holes must be tight fitting;
- Length must be appropriate (at least to the mid-thigh); Slits in skirts cannot be above mid-thigh.

**Shirts and Blouses**

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate, tight-fitting armholes (no halter tops, no spaghetti straps). For tank tops, the shoulder straps must be at least 2" in width;
- Must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo);
- Shirt tails must come to the natural waistline.

**Shoes**

- All students must wear appropriate shoes (examples: dress, tennis, flip-flops, clogs).

**Not Approved for School Wear**

- No holes, frays, rips, or tears, which are revealing or inappropriate, above the mid-thigh ;
- See-through clothing;
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or bare shoulders;
- Pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which may be considered racially insensitive or which displays or implies profane or obscene language or symbols;
- Emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;

- For middle school, head gear is prohibited and must be kept out of sight on the school campus during the school day. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. No combs, rakes, curlers, or picks can be worn in the hair. Exceptions for religious or medical reasons to be granted by the principal.
- For high school, this regulation may vary. Head wear of any kind that obscures a student's face or identity will not be permitted. Any head wear of any kind that is deemed by school administration as a distraction or interfering with a teacher's ability to engage, teach and/or communicate with students will not be permitted. Exceptions for religious or medical reasons to be granted by the principal.
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g. bandanas, sweat bands, head rags, etc.);
- Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.

### **Masks**

Students and staff are strongly encouraged to wear masks. Please remember that these masks must still meet dress code and they cannot:

- Advertise or display the symbols of drugs, tobacco products or alcoholic beverages.
- Be considered racially insensitive or which displays or implies profane or obscene language or symbols.
- Include emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school.
- Display or wearing of any gang articles, paraphernalia, or clothing that can be constructed as being gang related

**Athletic and other extracurricular uniforms** for school related activities are acceptable as approved by the school administration. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.

The school administration reserves the right to alter the dress code for special occasions or extracurricular activities.

Parents who require an exemption from the dress code for religious, cultural or short-term medical reasons may make application to the principal.

### **STUDENT PARKING RULES AND REGULATION**

- 1) Parking permits will be considered and based on availability of parking spaces. Parking permits will be based on attendance, discipline, and eligibility status (must have passed 5 subjects the previous semester), compiled from cumulative data.
- 2) Each person who chooses to park a vehicle during school hours must obtain a parking permit. The permit must be displayed on the front windshield, driver's side above the state inspection sticker. Failure to comply with this regulation will result in voiding of the permit, revocation of parking privileges 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 students.
  - 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.
  - d) According to School Board Policy, a warrant may be sworn out for damage to public property and the vehicle will be towed from campus at the owner's expense.
  - e) **All students must park in their designated parking space. The designate space is located on the parking pass.**
- 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 without written permission from the administration.
  - 6) Once on campus, a student may not leave without properly checking out at the Attendance Office.
  - 7) Students who have the privilege of driving automobiles to school and parking on campus must maintain good attendance. Students shall lose these privileges and parking permit for the following semester if they:
    - a) Have five or more unexcused absences in a semester;
    - b) Have more than three discipline referrals; or
    - c) Have four or more incidences of being late to school and/or checking out 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 permanent loss of parking and other privileges and punishment for 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 are not permitted to display ANY FLAG, BANNER or MESSAGE, which may be determined by school officials as being offensive, racially or otherwise, or deemed disruptive to the safe and orderly operation of the school. This rule applies while the vehicle is being driven onto or off campus or while parked on campus.
- 11) Students must obey all instructions and direction given by staff members.
- 12) Students will not be allowed to play radios or music at loud volumes in the parking lot of the school.
- 13) All other traffic violations will be dealt with individually. Consequences may include, but are not limited to: Detention, Saturday School, ISS, temporary or permanent loss of driving privileges, Out of School Suspension, loss of parking privileges for the remainder of the semester or remainder of the year, towing the vehicle at the owner's expense and /or report to the appropriate law enforcement agency. Refer to Board Policy JGFF-R of the Paulding County School District 2014- 2015 Student and Parent Information Guide for additional information on student parking.

### **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, etc. The school cannot be held responsible for personal items including clothing. It is the individual student's responsibility to keep up with all personal items. 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.

### **DELIVERIES**

**Floral and balloon deliveries by parents or outside vendors are not allowed at school. Outside food delivery vendors (i.e.- Door Dash, Uber Eats, etc) are prohibited from school grounds.** 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. **All other deliveries will be accepted in the main office. The student will be notified of the delivery at the earliest class change or other non-instructional time.**

### **CLUBS & ACTIVITY GROUPS**

Clubs fall into one of the following categories: service organizations, honor societies and clubs, curriculum-related clubs, and interest groups. Currently, Paulding County High School offers the following which are open to all students:

Beta Club	Hot Rods Engine Rebuild
Pulse Student Leadership	National Arts Honor Society
FBLA	National Honor Society
FCCLA	Science National Honor Society
FCA	Mathletes
FFA	Skills USA
Spanish Honor Society	International Thespian Society
French Honor Society	Rho Kappa Social Studies National Honor Society
HOSA	Chick-fil-a Leadership Academy
Robotics (Patriots)	GSA
Writers Block	TOME Society
Bass Fishing Club	Red Cross
Interact Club	Dungeons and Dragons
Drama Club	Multicultural Club
Bake Club	Passionate Student Ministry
Entomology Club	

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA provides student leadership opportunities available through participation in the student government process. Students may serve by election, as a class representative, class officer, or council officer. Election times and procedures will be announced. The purpose of the Student Government Association is:

- to develop attitudes of, and participate in good citizenship
- to promote positive relations and morale throughout the school
- to provide orderly direction of school activities
- to provide leadership for the student body
- to provide a forum for student expression
- to promote the general welfare of the school

### **VISITORS TO CAMPUS**

Any individual visiting the school must report to the front office upon arriving at school. 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. Lunches from "fast food" places are not to be delivered (ie- Door Dash, Uber Eats, etc.), brought in or eaten in the school cafeteria. If this is used, food will be collected and disposed of. Parents wishing to visit classrooms should provide 24 hours notice for these requests to the grade level administrator.

### **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. Students are not to use the vending machines during scheduled class hours when students should be in class. Students who violate this rule will be considered to be skipping class and in an unauthorized area.** Vending machines are only to be accessed before and after school as well as between classes.