

**Sandy Creek High School**  
***Home of the Patriots***



**Student Handbook**  
**2019 - 2020**

**Sandy Creek Alma Mater**

*(To the tune of "God of our Fathers")  
Hail Sandy Creek  
We raise our song to Thee  
Forever be our strength for all to see  
Our guiding star 'tho we may roam afar  
Red, white, and blue  
We'll e're be Patriots true*

**SANDY CREEK HIGH SCHOOL**

360 Jenkins Road Tyrone, GA 30290  
Phone: 770-969-2840 Fax: 770-969-2838  
Website: [www.fcboe.org/schs](http://www.fcboe.org/schs)

**Principal**

Richard R. Smith

**Assistant Principals**

Cathy Folden-Handley  
Sammie Real  
Stacey Smith  
Stephanie Washington

**Counselors**

Sharon Barrow  
Beverly Brown  
Vivian Dunn  
Ann Garbutt

***“Our Focus: Preparing Students for Life”***

**Our mission** is to deliver effective instruction and set high expectations resulting in continued improvement in student achievement.

**Belief Statements: We believe...**

- Public education is the foundation of a free society
- Schools exist to promote the intellectual, social, and personal development of all students
- All children can learn in a safe, supportive, and nurturing environment
- Education is a partnership among students, families, schools, and community
- Students should be prepared as independent, productive problem solvers to successfully meet the challenges of the future

**HANDBOOK RECEIPT      2019-2020**

I have received a paper or electronic copy of the Sandy Creek High School **2019-2020** Student Handbook, and I understand that I will be given a copy of the Fayette County Student Code of Conduct in a separate book. I also understand that am held accountable for reading and abiding by the contents of this book.

This signed receipt and statement of acknowledgement will be placed in the student's personal file.

\_\_\_\_\_  
**Student Name (Print)**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parents Name (Print)**

\_\_\_\_\_  
**Parent's Signature**

**Date:** \_\_\_\_\_

**Principal's Authority**

The Sandy Creek High School Principal, or his designated representative, has the authority at any time to change or modify any information in this handbook when it is in the best interest of the student body or faculty and staff.

## SCHOOL HOURS

High school hours are from 8:35 A.M. to 3:45 P.M. Students should **NOT** arrive earlier than 7:30 A.M. or remain on campus later than 4:30 P.M. unless students are involved in an extra-curricular activity. These procedures are designed for the safety and well-being of the students.

## BELL SCHEDULE

First Bell – 8:23 Students are released from commons to lockers.

Warning Bell - 8:34    **Tardy Bell – 8:35**

7-PERIOD DAY:

Patriot Time (1 <sup>st</sup> Period)	8:35 – 8:44	9 mins
1st Period	8:44 – 9:33	50 mins
2nd Period	9:39 – 10:29	50 mins
3rd Period	10:35 – 11:24	50 mins
4th Period ( <b>Lunch</b> )	11:29 – 12:59	90 mins
5th Period	1:05 – 1:55	50 mins
6th Period	2:00 - 2:50	50 mins
7th Period	2:56 – 3:45	50 mins

## **LUNCH SCHEDULE** (30-minute lunch; 5-minute intervals)

**A-Lunch:** (200 Hall)                      11:24 – 11:54

**B-Lunch:** (100 & 400 Hall)              11:59 – 12:27

**C-Lunch:** (300, 500, & Gym)            12:32 – 12:59

Students are expected to be in the classroom and seated when the bells ring.

***“Early” is on time; “On time” is late; “Late” will not be tolerated.***

**SCHOOL CALENDAR / HOLIDAYS**  
2019 - 2020

First School Day	Aug 5
Labor Day Holiday	Sep 2
Student Holiday / Teacher PL Day	Sep 3
Fall Break	Oct 14-15
<b>Thanksgiving Break</b>	Nov 25-29
<b>Semester Holiday Break</b>	Dec 20 (Fri) – Jan 6 (Mon)
Teacher Work Day	Jan 6
<b>Students Return</b>	<b>Jan 7 (Tue)</b>
Dr. M.L. King, Jr. Holiday	Jan 20
<b>Winter Break</b>	Feb 17-19
Teacher PL Day	Feb 19
<b>Spring Break</b>	Apr 6-10
Last Day for Students	May 22
<b>Graduation</b>	May 22
Memorial Day	May 25
Teacher Work Days	May 26-27

**PROGRESS REPORT & REPORT CARD DATES 2019-2020**

<b>9 Week Period</b>	<b>Progress Report</b>	<b>Report Card</b>
<b>Aug 5 - Oct 8</b>	<b>Sept 10</b>	<b>Oct 16</b>
<b>Oct 9 - Dec 19</b>	<b>Nov 14</b>	<b>Jan 13</b>
<b>Jan 7 - Mar 13</b>	<b>Feb 11</b>	<b>Mar 19</b>
<b>Mar 14 - May 22</b>	<b>Apr 27</b>	<b>May 29</b>

## ACADEMICS

**1. Graduation Requirements.** The following courses must be successfully completed to meet graduation requirements:

<u>AREA OF STUDY</u>	<u>CREDITS REQUIRED</u>
English / Language Arts .....	4
Mathematics .....	4
Students must pass their current math class before progressing to the next level.	
Science .....	4
Biology (1), Physical Science or Physics (1)	
Social Studies .....	3
World History (1) US History: (1) Government: (½) Economics (½)	
Health .....	½
Physical Education .....	½
CTAE/Foreign Language/Fine Arts .....	3
General Electives .....	4
<b>TOTAL REQUIRED CREDITS .....</b>	<b>23</b>

Students may not retake a required core academic class in which they have already earned credit.

### Grade Progression

9 <sup>th</sup> to 10 <sup>th</sup> .....	5.5 units
10 <sup>th</sup> to 11 <sup>th</sup> .....	11.5 units (including 2 units of English)
11 <sup>th</sup> to 12 <sup>th</sup> .....	17 units (including 3 units of English)

### Grading Scale

A	90 - 100
B	80 - 89
C	71 - 79
D	70
F	69 and below

Students will receive grade reports at the specified times (see school calendar in front of book).

**2. Academic Integrity.** Students at Sandy Creek High School are expected to submit work for evaluation that has been completed solely by that student, unless group assignments have been so designated. Academic integrity is expected at all times. No student shall receive, give, procure, or attempt to procure answers, assistance, or materials not authorized by the teacher. **Academic dishonesty in any form will result in a zero.** We define academic dishonesty (cheating) as giving, receiving, or using unauthorized assistance in any form or of any nature on tests, examinations, projects, homework, or reports or any other school work or activities. Plagiarism, the use of another's ideas or products as one's own, can also be defined as cheating. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher, or other supervising professional employee, taking into consideration written materials, observations, or information. Students will receive a **discipline referral** for any act of cheating or academic dishonesty.

**3. Advanced Placement (AP) Classes.** All students who enroll in AP classes are required to complete the entire course and take the National AP Exam at the end of the course.

#### **4. Exams.**

- **Finals.** A final exam, which counts 20% of the semester grade, will be given in each class at the end of the semester. State Milestones End of Course (EOC) Tests count as the final exam in those courses tested.
- **Makeup.** Only those students who present evidence of an excused absence during an exam will be permitted to make up the exam. All make-up exams must be completed within 3 days unless other arrangements are made with the teacher.

#### **5. Exam Exemption.** (Students may NOT exempt EOC / Milestone/AP exams).

- **Academic Exemption.** As a reward for academic excellence, a student may choose to exempt any THREE final exams provided he/she has a grade of 95 or better in the class (es) to be exempted. NOTE- A student may exempt under one exemption category only (attendance or academic). He/she may NOT exempt one exam for attendance and one exam for academic excellence.
- **Attendance Exemption.** As a reward for excellent attendance, a student may choose to exempt any one final exam provided all of the following criteria are fulfilled:
  - The student must not have been absent from school, checked in late, or checked out early a combined total of more than five times during the semester **for any reason** (excused or unexcused). This will be verified by the Attendance secretary.



- The student must have a semester average of at least **73** in the course he/she wishes to exempt.
- The student must not have been tardy to class he/she wishes to exempt.
- A student must be enrolled at SCHS on the first day of each semester in order to exempt an exam.
  
- **Senior Exam Exemption (Second Semester Only)**
  - A senior must have an average of 80 in a class to exempt his/her final exam.
  - The senior must not have been absent from school, checked in late or checked out early a combined total of more than five times during the semester for any reason (excused or unexcused).
  - **Seniors that don't meet the above criteria will have to take their final exams;** however, they may be able to exempt under the standard exam exemption policy available to all other students. Seniors may not use one from the standard policy and one from the senior policy.

**Junior Marshals** will follow the Senior Exam 2<sup>nd</sup> Semester Policy and Schedule.

## **AWARDS /HONORS/RECOGNITIONS**

**1. Honor Roll.** There are two honor roll categories for all students. The A-Honor Roll for students who make all As, and the A/B-Honor Roll for students with all As and Bs. Students will be recognized at the end of each semester.

**2. Honor Graduate.** In order to graduate with honors, a student must have an overall unweighted grade point average of 90 by the end of the 1<sup>st</sup> semester of the senior year. For students who are close to the 90 average, the first 9 weeks report card grades of the 2<sup>nd</sup> semester will be averaged with the overall grade point average to determine eligibility.

**3. Governor's Honors Program (GHP).** GHP is a four-week summer residential instructional program designed to provide intellectually gifted and artistically talented high school students challenging and enriching educational opportunities not usually available during the regular school year. Activities are designed to provide each participant with opportunities to acquire the skills, knowledge and attitudes to become independent, lifelong learners. Sophomores and juniors in Georgia's schools may be nominated by their teachers. Students are nominated in a specific instructional area in which their abilities, aptitudes and interests lie. Each school system is assigned a nomination quota based on the average daily attendance of its tenth and eleventh grades. The written evidence and the data gathered in the student interview/ audition are used to rank nominees and select finalists. The number of students selected in each instructional area is determined by the ratio of applicants in that area to the total number of applications received.

**4. STAR Program.** The Student Teacher Achievement Recognition (STAR) program was created to focus public attention on Georgia’s outstanding students and the teachers who have been most instrumental in their academic development. To obtain the STAR nomination, students must have the highest score in one sitting on the Scholastic Assessment Test (SAT) taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class. The student selected would then select the STAR teacher.

**5. Scholarships.** There are a number of different scholarships available for students. Start early and contact the financial aid office of the college(s) you are considering. Ask for information on the scholarships they offer. Apply for local scholarships through your employer, church, insurance companies and local organizations. Beware of deadlines and stay away from internet scholarship searches that charge a fee. **Consult your counselor** for assistance.

### **ATHLETIC PROGRAMS**

Sandy Creek High School is a member of the Georgia High School Association (GHSA) and will adhere to the rules and regulations of the GHSA. Students desiring to participate in any high school sport must first check with the Sandy Creek High School Athletic Director to determine eligibility. All students, regardless of race or gender, are encouraged to participate in school sports.

The following GHSA sanctioned events are offered at Sandy Creek High School:

Baseball	Golf	Track & Field	One-Act Play
Basketball	Soccer	Volleyball	
Cheerleading	Softball	Wrestling	
Cross Country	Swimming	E-sports	
Football	Tennis	Literary Team	

**Physical Examinations.** All students in grades 9-12 who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice, or conditioning, whichever comes first.

1. **PHYSICAL, CONSENT, INSURANCE, CONCUSSION, CODE OF CONDUCT, AND RELEASE FORMS:** All forms are completed electronically through the Privit website, <https://sandycreek.e-ppe.com>. Online accounts are created by the parent and verified by the head coach. Coaches must verify that each athlete has a Privit profile and all the required forms. Once all forms are turned in the player is cleared in Privit. Coaches must verify that each athlete has been cleared prior to their participation in ***any conditioning, try-out, or practice.***
2. Parent instructions are for Privit are located on the website or can be requested from the athletic secretary.

**Medical Insurance.** Sandy Creek High does not provide medical insurance for student athletes. Parents will be given a form to complete for each student athlete that designates the medical provider and gives coaches or staff permission to transport student in event medical treatment is needed.

**NCAA Freshman Eligibility Standards. KNOW THE RULES:**

All high school student athletes wishing to compete in college must register with the Eligibility Center. The NCAA national office does not handle initial eligibility certifications. Please do not contact the NCAA national office with inquiries regarding an individual's initial eligibility status, including whether transcripts, student release forms, etc. were received. **The NCAA Eligibility Center** maintains and processes all of the initial-eligibility certifications. The website is [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org).

**Core Courses:** NCAA Division I & II requires **16 core courses**. This rule applies to any student first entering any Division I college or university. See the chart below for the breakdown of the 16 core-course requirements.

**Core Courses Required by NCAA Divisions:**

**DIVISION I & II: 16 Core-Course Rule (16 Core Courses):**

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

**Test Scores:** All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.

**Grade-Point Average:** Only core courses are used in the calculation of the grade-point average.

**Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's website to make certain that courses being taken have been approved as core courses. The website is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

**Division I** grade-point-average requirements can be found on the Eligibility Center website. **The Division II** grade-point-average requirement is a minimum of 2.000.

## ATTENDANCE

### 1. Absences Excused According to State Board of Education Rule 160-5-1-10

- Personal illness
- Serious illness or death in the immediate family
- Court order
- Religious Holiday
- Instances in which attendance could be hazardous as determined by the Fayette County School System
- Service as page in legislature
- Absence to vote in an election

### 2. Attendance- Miscellaneous

- Once a student checks out, he/she must leave the campus immediately.
- Once a student has arrived on campus, he/she must check out before leaving (even if it is before first period).
- A student checking in/out is not excused from assignments due that day for any class.
- The State of Georgia has established guidelines for excused absences from classes. Absences, check-ins, and check-outs outside these guidelines are recorded as unexcused.
- Students may not make up missed assignments if the absence is unexcused.
- Students involved in extracurricular activities must be present half of the school day in order to participate in a school activity in the afternoon or the evening.

**3. Admission Note.** Following an absence, the student should take his/her written excuse to the attendance office window. Students have **3 days** to bring an excuse or the absence will be counted as **unexcused**. A student who does not bring a note is considered unexcused. Students have **5 school days** after returning from an excused absence to make up all work that was missed with the exception of long term or previously assigned work which is due the day the student returns.

### 4. Checking Out

- Students should bring a note to the Attendance Office before first period. It must include the student's name, reason for dismissal, time of dismissal, and signature of parent. The attendance clerk will verify the note by calling the phone number listed in the student's record. The student will not be allowed to leave unless the note is verified by the Attendance Office. The student should then stop by the Attendance Office between classes to pick up the check-out slip.
- Parents and others checking out students will be asked to show a **valid picture ID**.

- No check-out requests will be accepted by phone.
- Checking out for lunch is not permitted.
- Students who are ill and want to check-out should go to the Clinic. Students will not be dismissed without parent approval.
- Students may NOT use the phone to call parents for a check-out. All such calls must be made by the Attendance Clerk.

**5. Checking In/Tardies.** Students are expected to arrive at school on time. Students are considered tardy if they are not in their class when the tardy bell sounds. Students who are tardy for school must go to the attendance office to sign-in before going to class.

**6. Prearranged Absences.** Requests for prearranged absences must be completed and submitted to the principal's office one week prior to the dates of absence. These forms may be obtained from the Attendance Office or the principal's secretary. The parental request for the form must include a description of the educational nature of the absence(s). The following guidelines apply to pre-arranged absences:

- They are applicable only to trips that are considered educational in nature.
- It is the responsibility of the student to inform the teachers of the dates of this pre-arranged absence.
- Teachers are not required to prepare assignments in advance for students who are anticipating days of absence.<sup>2</sup>
- The student will be permitted to make up any assignments missed while absent.
- Arrangements to make up assignments must be completed by the student no later than 5 days after returning from the absence(s).
- If assignments are not completed, these absences will be documented as unexcused.
- Pre-arranged absences are limited to one request per semester and will count against exam exemption and attendance policy.

**7. Attendance and Exams.** There will be no check-ins or check-outs by students taking an exam during the scheduled exam period. Because of the heavy workload in the Attendance Office during exams, no check-outs by phone for students exempting an exam will be accepted. Students planning to check out must have their parent fill out the designated form and return it to an administrator prior to exams OR a parent may physically check the student out of school. All students are expected to be in attendance during exam times.

## **BULLYING AND HARASSMENT**

Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending herself/himself.

1. **Types of Bullying.** Some typical forms of bullying are:
  - a. Verbal bullying including derogatory comments and bad names

- b. Bullying through social exclusion or isolation
- c. Physical bullying such as hitting, kicking, shoving, and spitting
- d. Bullying through lies and false rumors
- e. Having money or other things taken or damaged by students who bully
- f. Being threatened or being forced to do things by students who bully
- g. Racial bullying and sexual bullying
- h. Cyber bullying (via cell phone or Internet): Cyber bullying is bullying through email, instant messaging (IMing), chat room exchanges, Web site posts, or digital messages or images sent to a cellular phone or personal digital assistant (PDA) (Kowalski et al. 2008). Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

**2. Impact of Bullying.** A single student who bullies can have a wide-ranging impact on the students they bully and the overall climate of the school and community. Students deserve to feel safe at school, but when they experience bullying, the following types of effects can last long into their future: Depression, Low self-esteem, Health problems, Poor grades, and Suicidal thoughts.

**3. What to Do.** If you feel that you or someone else is being bullied, **immediately** report it to a teacher, a school administrator, a counselor, or school resource officer (police). No one has to put up with bullying, but we cannot help you if you don't report it.

**4. HARASSMENT.** Any person who alleges sexual, racial, or other harassment by a staff member or student in the school district should present the information directly to the principal, an assistant principal, or counselor. **Harassment in any form will not be tolerated.**

### **CELL PHONES / ELECTRONIC DEVICES.**

**1. Cell Phone Use.** Cell phones, and other electronic devices, ARE NOT TO BE USED at school during the instructional school day, including lunch, breaks and change of classes. Cell phones must be turned off and kept stored away in pockets or bags at all times. The school day begins when the student enters the building, and the school day ends when students are dismissed at the end of 7<sup>th</sup> period.

Violations of this policy will result in disciplinary action according to the Fayette County Progressive Discipline Guidelines:

- First Offense: Confiscate phone and parent picks up.
- Second Offense: Confiscate phone, parent picks up, student gets 1 day of ISS
- Third Offense: Confiscate phone, parent picks up, student gets 3 days ISS.
- Fourth Offense: Confiscate phone, parent picks up, student gets 1 day OSS
- Continued violations will result in more severe disciplinary action.

Students who refuse to turn over phones/electronics when asked by a school administrator will be **suspended**.

Cell phones or cameras containing **indecent, nude, or pornographic pictures** or videos, photos of drugs, weapons, acts of violence or gang-related activity will be confiscated and kept indefinitely or turned over to police.

**Students are encouraged not to allow other students to use their cell phone during the school day. Phones that are confiscated will be treated as though they are the personal property of the one in possession of it at the time of the incident, and all of the above rules will apply.**

**2. Cell Phone Theft.** Students should take extra care to keep their phones secure. Do not leave your phone lying on a desk or table and be sure to lock them in your gym locker during physical education and other activities. The school will not be responsible for lost or stolen phones. All cell phone theft issues will be turned over to the police, **and students who take other students' cell phones may be arrested and charged with a felony.** Students should never take or hold a phone that does not belong to them. You may not know who the phone belongs to, but you do know that it does not belong to you!

**3. Cell Phones & Academics.** Students may be asked by teachers to turn in their phones at the beginning of a class for that class period when there is an exam or major test. This is to ensure that the test is not compromised by students taking photos of test material and sharing it with other students.

## **EMERGENCY/SAFETY INFORMATION**

**1. Emergency Information.** ALL STUDENTS must have a current emergency form on file in the school office and clinic. The form must have current phone numbers where a parent or designee may be reached in the event of an emergency. First aid for minor injuries is administered in the school clinic by the school nurse. When a serious illness or injury occurs, parents are notified immediately and EMS (ambulance) may be called in critical situations.

### **2. Safe Environment Policy**

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task that requires a strict, no-nonsense approach to any words or deeds that reflect the violence of our times. Sandy Creek High School will regard all written and /or verbal threats, implied or direct, toward students, staff members, or school and staff property, as acts of malice and endangerment. The school's disciplinary action will be immediate and severe. Incidences may be reported to the Sheriff's department. The Georgia Department of Education has instituted a statewide toll-free SCHOOL SAFETY AND VIOLENCE TASK FORCE HOTLINE: 1-888- SAY- STOP (1-877-729-7867). Students are encouraged to

report anyone who has brought or has threatened to bring weapons to school. To ensure anonymity, callers will not be required to reveal their identities.

**3. Medicines.** Sandy Creek High Schools' clinic does not hold a dispensing license and is not overseen by a physician. Therefore, the medication authorization form is a legal document that is required to administer medication to students. This written consent must be completed by the parent or legal guardian, unless the student is 18 years of age and has legal guardianship of himself/herself. Prescription medications must be taken to the nurse with written orders from a physician. Students should go to the clinic between classes to take medication unless special arrangements have been made by the administration. Over-the-counter medication should also be kept in the clinic. All medication must be presented to the nurse in its original package that indicates name, dosage and expiration date of the medication. Additionally, all medications must be authorized by the parents/legal guardians' written consent.

## GENERAL INFORMATION

**1. Alcohol and Drug Abuse.** Resources are available to students in the area of drug and alcohol abuse. Students should contact their school counselor for specific details concerning individual needs.

**2. Buses & Transportation.** Riding the school bus is a privilege extended to the students and can be removed at any time for disruptive or unsatisfactory conduct. Bus guidelines will be covered by each driver. **For bus route information please phone 770-460-3520.**

**3. Car Riders.** Parents, please do not park in the fire lane (red curb) and leave your vehicle unattended when visiting the school or picking up students.

### 4. Cafeteria Guidelines

- Breaking in line is prohibited for all students.
- Students are responsible for taking their trays, silverware, and trash to designated areas.
- Students may not share a plate.
- Change for use in machines will not be made by lunchroom personnel.
- Any throwing of objects during lunch will result in serious disciplinary action.
- No food purchased from "fast food" restaurants will be allowed on campus. Soft drinks will not be sold at lunch. Both milk and juice are available.
- **Student (adult) menu process: Lunch - \$2.90 (\$3.75) Breakfast - \$1.60 (\$2.25)**
- Last day to accept checks for prepayments and lunches is May 1, 2019.
- All personal checks must include a current address and phone number.
- Credit/charges will not be granted.
- Pre-payments are accepted daily. Payment envelope must include students' name and pin number.



**5. College Visits.** Each junior and senior is allowed **TWO** days per school year for college visitation (Please note that visits do **NOT** roll over from junior to senior year). Visits are **NOT** approved for days that fall immediately before or after a school holiday, and all visits should be completed by **April 30**. Students must give at least **3 school days notice** prior to leaving for a visit. Class work can be made up **ONLY** if all guidelines are followed.

**6. Communication with Parents.** The preferred method of communication with teachers is through e-mail. **Teachers are expected to respond to parents' e-mails within 48 hours.** Every effort will be made to communicate with parents concerning grades, attendance, and discipline, but please do not wait for us. If you have any concerns please contact the school. Also, the Sandy Creek High School website: ([www.fcboe.org/schs](http://www.fcboe.org/schs)) is an excellent place to obtain information and to maintain contact with teachers. Parents may also inquire about their child's progress, discipline, and attendance on the Infinite Campus Parent Portal computer program.

**7. Conferences.** Conferences are generally scheduled in the mornings at 7:30 A.M. and after school at 3:45 P.M. Conferences will be scheduled at such times that do not interfere with instruction. Parents are encouraged to visit the school to discuss student progress with the administration, counselors, and teachers. Please call the school at 770-969-2840 to set up a conference.

**8. Discipline Procedures.** Our discipline procedures are age appropriate and designed so that the degree of discipline will be in proportion to the severity of the behavior leading to the consequences. The previous discipline history of the student and other relevant factors will be considered, and all due process procedures required by federal/state law will be followed. Additional discipline-related information can be found in the Student Code of Conduct book.

**9. Dress Code for Students.** Students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness, and respect for the school. Students' dress should **NOT** distract or cause disruption in the educational environment or orderly operation of the school. School administrators will make the final call in determining dress code violations.

The following are the standards for school dress:

1. Garments will cover the waist, shoulders, back, torso, and chest in all situations. Sleeveless shirts must cover the entire width of the shoulders (4-finger test). Backless or strapless dresses or shirts and tank tops/muscle shirts are not to be worn. No skin may show at the waist. No low-cut necklines.
2. Pants, shorts, slacks, shirts, dresses and skirts will be of appropriate size and fit. Holes must be below the fingertips or mid-thigh. Pants and slacks must not touch the floor.

Pants and shorts must always be on the waist. Skirts, dresses or shorts hems must be at or below the fingertips or mid-thigh.

3. Proper undergarments must be worn. Undergarments must not be exposed
4. Clothing containing the following are not allowed: inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or graphics advocating/glorifying death and/or violence.
5. Transparent or mesh clothing must be worn with appropriate clothing underneath.
6. Trench coats may not be worn inside the building
7. Clothing that is extreme form fitting (leggings, yoga pants, jeggings, compression shirts, etc.) must be worn with an outer garment of appropriate length (see item #2)
8. Sleepwear and/or bedroom footwear may not be worn
9. Sunglasses may not be worn inside the buildings
10. Wallet chains or other type chains that may be dangerous or disruptive may not be worn
11. Hats, caps, visors or hoods may not be worn inside the building
12. Gang related clothing, bandannas, signs, symbols, and tattoos are not allowed
13. Body piercing or tattoos that are disruptive, offensive or dangerous are not allowed

#### Consequences for Dress Code Violations

1<sup>st</sup> Offense Student will correct violation immediately or parents will be contacted to bring appropriate clothing. If not corrected, student may be sent to ISS for the remainder of the day.

2<sup>nd</sup> Offense Student will receive 1 day of ISS

3<sup>rd</sup> Offense Student will receive 2 days of ISS

**For SAFETY reasons** items that cover the face and have the potential to conceal one's identity will be taken on the spot without warning. **Backpacks** are also not allowed in the classroom during period 1 - 6 and must be in your locker. You may bring your backpack to 7th period. String bags are allowed during the day.

**9. Fees, Fines and Charges.** Each school in the Fayette County School System may charge fees for extracurricular activities as long as charges are not made a condition of attendance or credit within the normal school day academic program. Examples of legitimate charges include, but are not limited to, the following: Gate Admissions, Student Publications, Graduation Fees (participation not required), Replacement/Repair Cost for lost or Abused School Property, Activity Fees, Student Parking Fee, Locker/Planner Fee, and Field Trips.

**10. Field Trips and Make up Work.** When a field trip is scheduled on a school day, all work for that day should be **turned in prior to** leaving for the field trip or on the day of the trip.

**11. Food and Drink.** Students are not allowed to consume food or drink in the classroom during school. Any food or drink must be eaten in the commons area only. The commons are open from 7:30 – 8:35 before school and during their assigned lunch period.

**12. Counseling Department.** The Counseling Office of SCHS is available to students to help plan an individual course of study, to resolve conflicts, discuss personal problems, and explore career opportunities and choices. Students wishing to see their counselor should send an e-mail with a brief description for the appointment. The counselor will call the student up to be seen. Students may not miss class in order to wait to see a counselor.

**13. Hall Passes.** A student not in class during class time must have a pass. Passes will be issued by the teachers or office personnel.

**14. Lockers.** Students may rent a locker anytime during the school year for \$5.00. Students are responsible for any items placed in their assigned locker, and lockers may NOT be shared with another student. Lockers may be searched if reasonable suspicion of a violation exists. Students are also responsible for keeping up with their own locker combination.

**15. Off Limit Areas during Lunch.** During lunch, students must remain in the commons or outside courtyard. Restrooms will be available to the students in the gym lobby. All other areas are off limits unless the student has a pass.

**16. Parental Rights and Responsibility.** Parents of students who fall under Section 504 of the Rehabilitation Act have the right to the following:

- Parents shall be provided written notice prior to any special evaluation or change in educational placement of their child.
- The right to attend any Student Support Team or other placement meetings held by the school.
- Parents have the right to appropriate instructional and assessment strategies for their child.
- The opportunity to examine all relevant records regarding identification, evaluation, educational programs, and placement for their child.
- The right to disagree with the identification, evaluation, educational program, or placement of the student.
- The right to an impartial hearing on the matter of disagreement.
- The right to be represented by counsel at the hearing.
- The right to request a review by a state hearing officer of the findings of the impartial hearing.

**17. Parking Guidelines and Procedures.** Students who drive to school must adhere to the following guidelines and procedures:

- **ALL vehicles driven to school** must be registered with the office and have a permit properly attached. A completed and signed copy of parking rules and regulations for Sandy Creek High School must be on file in the office. **A non-refundable fee will be charged for each permit.**

- Parking permits cost \$50.00 and must be purchased within the first 3 weeks of the school year. Students who elect to drive later in the year should purchase a permit at that time.
- Parking permits are sold on a first-come first-serve basis.
- Students are not allowed to go to their cars during school hours without administrative approval.
- Students should lock their vehicles and enter school promptly after parking. LOITERING IN THE PARKING LOT IS STRICTLY PROHIBITED.
- All **vehicles must be off campus and moved from the outlined BAND PRACTICE AREA by 4:00 p.m. Cars not moved by 4:00 pm may be towed at the owners' expense.** With the exception of students staying for school-sponsored activities, ALL vehicles must be off campus by 4:10 p.m.
- Vehicles may be searched if reasonable suspicion of a violation exists.
- Vehicles without permits will be towed at the owner's expense.
- Speed limit in the parking lot is 10 MPH.
- Vehicles should enter/exit only in the driving lanes in single file fashion.

**18. Postsecondary Options.** Georgia has enacted laws and policies which will allow certain students to attend postsecondary schools free of charge. See a counselor for details.

**19. Returned Checks.** Occasionally checks collected by the school are returned for insufficient funds. SCHS will charge a \$15.00 fee for all checks. In addition, the amount of the check must be paid in CASH to SCHS.

**20. Selling and Soliciting.** No items will be sold on the school campus without authorization of the administration. Any items without this authorization will be confiscated and not returned. No solicitation will take place without prior approval of the administration.

**21. Searches.** The courts have provided a sound legal basis for conducting searches on school grounds. The administrator conducting the search need only have a reason to suspect that a school rule has been broken in order to carry out the search.

**22. No Pass/No Play Policy.** In order to participate in interscholastic competitive activities, a student must have a grade of 70% or higher in all classes carrying at least 2.5 Carnegie units. This applies to all extracurricular activities.

**23. Student Grievance.** Student complaints or grievances may be resolved using the following steps:

**STEP 1** The students shall present the complaint to the teacher, staff member, counselor, or administrator with whom the student has the complaint.

**STEP 2** If the situation cannot be resolved, it is to be presented by the student to (if against a teacher, counselor, or- staff member) an assistant principal.

**STEP 3** If the situation cannot be resolved by the assistant principal, it will be turned over to the principal for final dispensation.

**24. Schedule Changes.** Students must request schedule changes electronically. Links will be sent to each student through Infinite Campus with instructions. As a general rule, requests for a change in schedule will be approved for the following reasons:

a. Student has taken the course and received credit.

b. Student has not completed prerequisite course(s).

**c. Schedule changes will not be made for the following reasons:**

- Student changed his/her mind after registration.

- Student preference of teacher.

- Student does not want to do the work involved in a course.

**25. Technology Use at School.** The technology is allowed for educational purposes and only to enhance the classroom experience. **Teachers will decide when it may be used and for what purpose(s).** The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.

- The technology may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the teacher or administration.
- The technology may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless authorized by the teacher or administration.
- **Student Personal Chromebooks.** In order to support a more personalized approach to learning, beginning the 2019-2020 school year, Fayette County Schools is providing individual, one-to-one **Dell Chromebooks** computers to all of our students. Like a textbook, the device is a resource to support learning. Students with devices are required to follow the guidelines within this document, as well as all school, classroom, and School District policies and procedures regarding behavior and technology use. If parents do not sign and return the required forms, a District device will not be issued to the student. Students who are not assigned a personal device will have access to a school-owned device to be used only at school.
- **Chromebooks** have an excellent battery life that can last for approximately 8 hours on one full charge. As a Google Apps for Education school district, our students have access to the full suite of Google tools, including Docs, Slides, Forms, Calendar, Classroom and Gmail. These tools will be used to enhance students' learning experiences.

- **Using the Chromebook at School.** Students are expected to bring fully charged Chromebooks to school every morning. Students are also expected to bring their Chromebook to all classes unless a teacher advises them not to do so.
- **Care of Chromebooks at Home**
  - Charge the Chromebook fully each night.
  - Store the Chromebook on a desk or table but never on the floor.
  - Protect the device from extreme heat / cold, food and drinks, small children, and pets.
  - Do not leave the Chromebook in a vehicle.
- Theft of the device in school must be reported immediately to the administration. Theft of the device outside of school must be reported to the police and a copy of the written report must be provided to school administration.
- Keep your Chromebook charged. One charger will be supplied for your Chromebook.

### **Screen Care**

- Do not carry the Chromebook by the screen, which can be damaged if pressure is applied.
- Do not lean on the top of the device when closed or place objects on the device (including inside book bags) that place pressure on the screen.
- Take care not to bump the device against lockers, doors or floors.
- Clean the device screen only with a dry soft cloth or anti-static cloth (available in the media center).

**26. Telephone Messages and Deliveries.** Classes will not be interrupted for messages or deliveries (except verified emergencies) during the school day. Deliveries sent to school for students on special occasions may be picked up at the main office after school. Food deliveries to school are strictly prohibited.

**27. Valuables.** Students should not bring large sums of money or valuables such as expensive jewelry, electronics, etc. The school cannot assume responsibility for personal loss.

**28. Visitors.** Parents are always welcome to visit the school. ALL visitors, including parents, must report directly to the front office upon entering the building to obtain a visitor's pass. No person is allowed to visit a teacher or classroom without prior approval. Parents should send an e-mail requesting an observation appointment to the teacher and principal at least 24 hours in advance of the requested time of the visit. Observations will be limited to one class period (50 minutes) per week. Parents may observe only classes in which their student is enrolled and present. At the discretion of the administration, a parent may be accompanied by a school or district staff member during the observation. Friends, relatives, and students from other schools will not be allowed to visit unless approved by the principal. FAILURE to follow the above policy may result in criminal charges.

## STUDENT ORGANIZATIONS AND CLUBS

<b>Organization</b>	<b>Advisor</b>	<b>Mission Statement</b>
Academic Team	Anthony Kluemper	To display and strengthen academic knowledge through the venue of competition.
Adventure Club	Permeil Dass	To use the outdoors to physically engage students and learn about environmental science topics while practicing principles of environmental stewardship and sustainability
Art Club	Stephanie Stein	To promote the appreciation of art by participating in small, school-based projects to make art available to all students.
Beta Club	Jennifer Sullivan	To promote character, service and leadership among secondary school students, to reward meritorious achievement and to encourage students in continuing their education after high school.
Young Life	Maurine Callahan Khalia Preyer	
Chess Club	Leigh Ann Bain	Provides an outlet for students to develop lifelong benefits by participating in intriguing chess games.
Chick-fil-A Leader Academy	LaTangela Sanderson Ashley Lott	To inspire students. Transform schools. Impact communities.
Drama Club	Khalia Preyer	

DECA	LaTangela Sanderson	To prepare emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management in high schools and colleges around the globe.
Ecology Club	Maureen Callahan Permeil Dass	To increase environmental awareness, appreciation, and responsibility towards nature by encouraging participation in ecology related activities and projects
FBLA	Angela Mangum-House	To bring business and education together in a positive working relationship through innovative leadership and career development programs.
FCA/ FCS First Priority	Ashley Lott	To promote Fellowship and Christian values among students and athletes.
HOSA, Future Health Professionals	Kimberly Smith	To enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community.
Interact Club	TBA	A service club for teens that promote youth with the opportunity to participate in fun, meaningful service projects while developing leadership skills and meeting new friends.
International Club	Susan West	To learn about the cultures of other countries, especially those that are French, German or Spanish-speaking, while socializing and having fun.



International Thespian Society	Khalia Preyer	To promote the advancement of excellence in theatre arts.
Key Club	Elizabeth Carroll	An international student-led organization which provides members an opportunity to serve, build character and develop leadership.
Kitty Hawk Air Society	Major Shon Dodson	A national organization that promotes academic achievement as an honor society associated with the Air Force Jr. ROTC program.
Loose Change to Loosen Chains	William Harris	Loose Change to Loosen Chains (LC2LC) is a student-led campaign to combat modern-day slavery while learning about the reality of injustices today. Money raised will be used to rescue victims of slavery and other forms of oppressions.
Math Team	Marilyn Ellis, Anthony Kluemper	To promote the beauty and mystery of mathematics and to strive to solve challenging math problems not found in the regular classroom.
Mock Trial	Steven Slocumb, William Harris	Provide students an opportunity to learn the legal process, law and develop skills in the areas of critical thinking, creativity, communication, public speaking and cooperation in a competitive environment.
Model UN	Jennifer Sullivan	To expand knowledge of a myriad of current world issues, perspectives of global challenges, expand writing, extemporaneous speaking, and collaborative problem-solving skills.

Mu Alpha Theta Honor Society (Math)	Amy Maddox	Dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school.
My Sister's Keeper	Lisa Harris-Beecham	To help young ladies find their voice, recognize and unleash their true power, build self-esteem and change communities; one young woman leader at a time.
National Art Honor Society	Stephanie Stein	To inspire and recognize students who have shown an outstanding ability and interest in art. The NAHS strives to aid members in attaining the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school and community.
National Honor Society	Jennifer Sullivan	To leave the world a better place by giving youth the opportunity to donate their time and talent to a variety of organizations through individual service plans.
National Technical Honor Society	Jeff Dykes	To promote the ideals of honesty, service, leadership, and skill development among America's future workforce and reward scholastic achievement
Newspaper (The Patriot)	April Purdy	To publish accurate, well-written news and information for and about the school community, and to provide a forum for the responsible expression of student opinion.
PALS (Peers Are Linking Students)	Janene Beane	The focus of PALS is to link peers with and without special needs together in hopes of forming and developing genuine, lasting peer

		relationships that foster socialization and independence.
Patriot Ambassadors	Counselors	To represent Sandy Creek High School in a positive manner by promoting a healthy, drug-free, violence-free environment in which to learn. Our Motto: "Zero Tolerance for Solo Lunch!"
Patriot Zone	LaTangela Sanderson	A student-lead business that promotes school spirit apparel. Students learn entrepreneurial skills needed to successfully operate and promote business.
Peer Mediators	Counselors	To promote conflict resolution through facilitation led by peers.
Robotics	Jose Santana Villa	
Science National Honor Society	Bethany Lambert	To engender a new group of young thinkers who will be the future of industry, research, and scientific exploration for America.
Science Olympiad	Jill Lloyd	To increase students' interest in science by providing academic competition.
Secular Student Alliance	Monica Dorner, Karina Grewe, Phyllis Lightle, Silvia Riet	To educate high school students about the value of scientific reason and the intellectual basis of secularism in its atheistic and humanistic manifestations
Skills USA	Jeff Dykes	A partnership of students, teachers, business and industry representatives who work together to prepare students for the world of work.

SPECTRUM Club	Monica Dorner Sylvia Reit	Spectrum is a club dedicated to supporting our LGBTQ student community
STEM Academy Club	Jill Lloyd	
Tri-M Music Honor Society	Velma Jenkins	To recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.
TSA	Jose Santana Villa	The Technology Student Association fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs.
World Travel Club	Debra Mitchell	

*“There is only way to avoid criticism: do nothing, say nothing, and be nothing.”*

- Aristotle

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