



## STUDENT HANDBOOK

This is your Student Handbook for the 2020-21 school year. You and your parent(s) or guardian(s) are asked to carefully read and adhere to these guidelines. **You, the student, are responsible for knowing and following the rules contained herein.**

**Principal:** Mr. Allen Leonard  
**Assistant Principals:** Mrs. Andrea Freeman  
Mrs. Krystin Hall  
Mrs. Brandi Meeks  
Mr. Shane Ratliff

Find us on the web at: [www.fcboe.org/smhs](http://www.fcboe.org/smhs) or on social media @StarrsMillHS



## **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in Starr's Mill High School are subject to the policies of the Fayette County Board of Education and to the rules and regulations of the Guidelines for Student Code of Conduct as well as the student handbook. This authority applies to all school sponsored activities, but not limited to the following:

- Transportation on school buses
- Field trips
- Athletic events
- Club or organization meetings
- School-sponsored social events
- School groups representing the school in educational events

## **PREFACE**

This student handbook contains information that will inform the student about rules and regulations at Starr's Mill High School. The administration wants this handbook to be a useful tool in explaining the rules. These guidelines help guarantee that the rights and well being of every student will be respected. The administration retains the right to prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as he/she sees fit. Furthermore, the administration reserves the right to amend any provisions in these guidelines, which he/she deems to be in the best interest of the educational process.

## **THREATS AND HARASSMENT STATEMENT**

FOR ALL STUDENTS TO LEARN AND GROW, SCHOOLS MUST HAVE A SAFE ENVIRONMENT. CURRENT EVENTS SUGGEST THAT ENSURING SUCH AN ENVIRONMENT IS A TASK WHICH REQUIRES A STRICT, NO- NONSENSE APPROACH TO ANY WORDS OR DEEDS, WHICH REFLECT THE VIOLENCE OF OUR TIMES. STARR'S MILL 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 DISCIPLINE ACTION WILL BE IMMEDIATE AND SEVERE. INCIDENTS MAY BE REPORTED TO THE POLICE AND/OR SHERIFF'S DEPARTMENT, DEPENDING ON THE SPECIFIC JURISDICTION.

## **ACADEMIC HONORS**

Academic excellence is recognized at the end of each semester. High honor roll may be achieved by those students who have no grade below 93. Honor roll consists of students earning no grade below 90.

## ATTENDANCE POLICY

School attendance is critical to learning; therefore, the State Legislature has established attendance laws for the entire state of Georgia. Starr's Mill High School follows this as outlined in the [Fayette County Secondary Code of Conduct](#).

### ATTENDANCE – Admit Slips

1. After an absence, a student should give his/her written excuse to the attendance office who will give the student an admit slip. The admit slip will be shown to each teacher throughout the day. If the student forgets the note, he/she has three days to bring one or the absence will be counted as unexcused. A student has 5 days to make up work missed during an **excused absence**. A field trip absence is allowed only one day to make up work. Late research papers and major projects are discounted 10% per day for nine days.
2. Unexcused absences prohibit a student from receiving credit.
3. **The state of Georgia and the Fayette County School System** recognizes the following as **excused** for an absence, check-in, or check-out:

### EXCUSED ABSENCES - ACCORDING TO STATE BOARD OF EDUCATION RULE 160-5-1-.10

1. *Personal illness or when attendance in school endangers the student's health or the health of others.*
2. *A serious illness or death in a student's immediate family necessitating absence from school.*
3. *A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.*
4. *The observation of religious holidays, necessitating absence from school.*
5. *Conditions rendering attendance impossible or hazardous to student health or safety as determined by the Fayette County School System.*
6. *Registering to vote or voting in a public election, this shall not exceed one day.*
7. *A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. A student whose parent is currently or previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years to participate in military affairs sponsored events, provided the student provides documentation prior to the absence (O.C.G.A. § 20-2-692.1)*
8. *Any other absence not explicitly defined herein but deemed by the Fayette County Board of Education to have merit based on circumstances.*

### **ATTENDANCE – Check-In/Tardies**

Students should arrive on time to school every day. Students arriving in their first period class after 8:35 am will report to the Attendance Office to check in and receive an admission slip to class. **TARDIES that are considered excused are for (1) illness; (2) a doctor’s appointment; (3) a dental appointment.** If a student fails to report to the appropriate place for a late pass, it is considered a class skip. Students will be responsible for bringing a note for each excused check-in by the end of the 3<sup>rd</sup> day. **Example:** a check-in on Tuesday dictates the proper excuse note must be submitted to the Attendance Office by the end of the day on Thursday. After that time, it will be unexcused. Records will be kept on all TARDIES to school. The fourth unexcused tardy (and each successive) will result in a referral to the administration for disciplinary action.

### **Consequences for Students arriving late to other classes will be as follows:**

- 1<sup>st</sup> Tardy - Warning
- 2<sup>nd</sup> Tardy - Teacher Detention (20 Minutes)
- 3<sup>rd</sup> Tardy - Teacher Detention (30 Minutes)
- 4<sup>th</sup> Tardy - (and thereafter) - Administrative referral

### **ATTENDANCE – Checking-Out Procedures**

1. Bring a note to the Attendance Office **before** school begins. This note must include the student’s **name, reason for dismissal, time of dismissal, parent signature, and a phone number where the parent can be reached** for verification. The student will not be allowed to leave unless the Attendance Office can verify the note. Students who plan to check out should stop by the Attendance Office to pick up the check-out slip. **Check out requests via email or phone will not be accepted.** The one exception to this policy is for same day medical or dental appointments. The checkout will remain unexcused until a provider note is received. A student must submit that excuse within three days.
2. Students who are ill **must** go to the clinic. Students will not be dismissed without permission of the parent or medical professional. Students that do not check out ill through the clinic will be unexcused.
3. Students are not allowed to return to school after checking out unless they have a medical appointment, are appearing in court, or are attending a funeral. Written documentation from the health care provider or the court is required for re-admission.
4. Students involved in extracurricular activities must be present in school at least ½ of the instructional school day in order to participate in a school activity that afternoon or evening.
5. Due to the large number of attendance transactions, student check-out on days before holidays is by note only and should be presented to the Attendance Office before school begins. No check-out requests will be accepted by phone, email or fax.
6. Checking out for lunch is not permitted.
7. If a student checks in or out more than ten (10) times during the semester, he/she must produce a doctor’s note in the future.
8. Student checkouts are not permitted during EOC Milestones or during semester final exams.

### **ATTENDANCE – Exams (see also Exam Exemptions)**

Final exams are an integral part of course requirements for students in the secondary schools of Fayette County. All students will be required to take final exams for courses in which they are enrolled at the time those exams are scheduled. A schedule of final exam dates will be published with the annual school calendar in order for students and parents to be informed of the exact dates of the exams. Only those students who present evidence of a lawful absence will be permitted to make up an exam. All make-up exams must be approved by the Principal. During second semester, Seniors with averages below 80 will take final exams. There will be no check-outs during the scheduled exams. Due to the heavy workload in the Attendance Office during exams, no check-outs by phone will be accepted. To check-out, students must return the exam exemption form with a parent signature approving check-out times and dates.

### **ATTENDANCE – Prearranged Absences**

Requests for prearranged absences must be completed and submitted to the administration one week prior to the dates of absence. These forms may be obtained from Mrs. Marchman in the Principal's Office and then returned her for Mr. Leonard's approval. **Once approved by the principal, completed forms are returned to the attendance office.** Approved pre-arranged absences are designated unexcused. If they are approved, the student may make up his/her academic work. The Principal uses professional judgment in giving permission for these absences based on the reasons stated in the request. Such factors as the educational value of the proposed experience, the resulting personal or family benefit, and the impact of the absence on the student's academic progress will all be considered before determining whether a prearranged absence is approved or unapproved. The absences will count toward the state attendance policy.

### **ATTENDANCE – Prolonged Absence Due to Illness**

The Fayette County Board of Education provides a hospital homebound teacher for students who are absent for long periods of time due to illness. Parents should notify the Guidance Office to request the services of the homebound teacher. In order to qualify for services, a physician must verify in writing that the student will be absent from school for at least 2 weeks. The student is placed on homebound status as soon as the Principal and the visiting teacher approve the physician's recommendation. Parents should contact the counselor's office for more information.

## **BEHAVIOR GUIDELINES**

Starr's Mill High School wants to establish a comfortable atmosphere which will assure that each student can learn and grow as an individual.

Each student is expected to control his/her behavior and conduct himself/herself in a mature manner. When the educational or organizational process of the school is interrupted, everyone loses valuable time and opportunities. It is important for students to understand and learn to deal with the consequences of their behavior choices. Disciplinary actions result when students do not meet the expectations set forth by the teachers and administrators at Starr's Mill High School. These actions will be applied to students who are: on school grounds during, immediately before, or immediately after school; on the grounds at any time of any school function; off the school grounds at a school activity, function, or event; in route to or from any school function; or otherwise subject to the jurisdiction of school authorities.

- A. Examples of behaviors which may result in expulsion from Starr's Mill High School are:
  - 1. Use or possession of weapons (including knives, firearms, or explosives)
  - 2. Being in possession of, or under the influence of drugs or alcohol (includes possession of counterfeit drugs, any substance controlled and/or non-controlled represented as a drug, and paraphernalia)
  - 3. Damage to school property (vandalism)
  - 4. Use of violence, forced coercion, threat, or any form of intimidation directed against staff members. Students who exhibit chronic discipline problems will be referred to a Discipline Tribunal as stated in Board of Education policy.
  - 5. Fighting or acts of violence against students on school property or during school activities.
- B. Examples of serious behavioral offenses include:
  - 1. Tobacco policy violations, including possession of lighters, matches, or vaporizers.
  - 2. Failure to report to the office when instructed to do so by a staff member (Insubordination)
  - 3. Classroom disruptions
  - 4. Theft
  - 5. Repeated violations of minor behavior offenses
  - 6. Gang related clothing or activities
- C. Examples of other behavioral offenses include:
  - 1. Dress code violations
  - 2. Public display of affection
  - 3. Being in any off-limits area
  - 4. Being tardy to class/school
  - 5. Failure to Attend Class

**The Fayette County Board of Education prohibits gang activity, the use or possession of gang paraphernalia and gang related attire, and distribution of gang related material in all schools.**

Students and parents are responsible for reading carefully the [FAYETTE COUNTY SECONDARY CODE OF CONDUCT](#). These guidelines establish discipline expectations.

## BOOK BAGS

For the 2020-2021 school year, students will be allowed to carry backpacks to all classes. Lockers will not be issued this year.

## BUS TRANSPORTATION

Bus Transportation will be provided but should be considered a privilege. Students will be responsible to the driver and must observe the rules of the student conduct code when riding the bus. Buses will load and unload at the bus ramp behind SMHS. Misbehavior on the bus will be taken seriously by the administration. Penalties may range from being taken off the bus to expulsion from school. Students may be assigned seats. For the 2020-2021 school year, students will be required to wear face coverings while entering the bus, being on the bus, and leaving the bus.

## CAFETERIA GUIDELINES

1. Breaking in line is prohibited for all students.
2. No food will be sold between lunch periods.
3. Student price is \$2.90.
4. Students are NOT permitted to charge lunch.
5. A la carte is also available.
6. In keeping with a desire to help develop proper social skills, students who do not clean up after themselves may be subject to disciplinary action.
7. Funds can be added to lunch accounts manually or automatically both in person and [online via My School Bucks](#).
8. Checks will be accepted until the end of the school year.

Students will eat lunch in the cafeteria or on the patio outside of the cafeteria. **Restaurant deliveries are not allowed at SMHS.** Restrooms available to students during lunch are located across from the cafeteria next to the Guidance Office. The gymnasium, gymnasium lobby, auditorium, and **all halls are off limits during lunch hours.**

## CARE OF SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows or do other damage to the school, personal property or equipment will be required to either pay for the damage which is done or replace the item. **Students should limit items brought to school to those items necessary for school activities.** Students are strongly discouraged from bringing any unnecessary money to school. The administration is not responsible for items brought to school which become lost or stolen; however, thefts should be reported to the office.

## **CLOSED CAMPUS**

SMHS operates a closed campus. **Students must remain on the school grounds from the time of arrival, even if class has not started, until the time of dismissal.** All parking lots are off limits during the school day. Students will be permitted three parking lot visits each semester.

## **COLLEGE VISIT**

Students are encouraged to visit potential colleges and universities in the summer or during school breaks. However, if a Junior or Senior wishes to utilize a college visit (2 per year) they must fill out the college visit form and follow proper procedure for it to count as a field trip for attendance. College visit forms are available in the guidance department and **must** be obtained 3 days in advance of a scheduled visit. **All junior and senior college visits must be completed prior to Spring Break. After Spring Break, a pre-arranged absence form must be used instead.**

## **COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

Students participating in competitive interscholastic activities, (ex:sports, band, or competitive activities) must comply with Georgia High School Association policies regarding academic eligibility as outlined in the [GHSA Constitution and Bylaws](#). Students not meeting these requirements will be ineligible for one semester; ineligibility will continue until the student passes five (5) subjects in the semester prior to participation and meets on track requirements.

## **COUNSELORS**

The Guidance Office of SMHS is available to help plan an individual course of study, to help resolve conflicts or personal problems and to explore career opportunities and choices. A student needing to see a counselor should stop by the Guidance Office and sign up for an appointment. The Guidance Staff at SMHS is assigned alphabetically according to the following groupings:

Ms. Paula O'Shields is the counselor for students whose last name begins with: A - D  
Ms. Shelley Edwards is the counselor for students whose last name begins with: E - Lac  
Ms. Colleen Petty is the counselor for students whose last name begins with: Lad - Re  
Ms. Connie Patterson is the counselor for students whose last name begins with: Ri - Z

**Parent conferences with guidance, staff or faculty members may be scheduled by calling the student's assigned counselor.**

## **DANCE GUIDELINES**

At Starr's Mill High School we want to ensure that our dances remain fun, but also socially acceptable to all students as well as all members of our community. With that being said, students need to be aware



that there are certain types of dancing which are simply not acceptable at school sponsored functions. In addition, the state of **Georgia has a statute, which makes some types of dancing in the presence of minors (any person under the age of 18) a violation of the law. The statute reads: 16-6-8: “A lewd caress or indecent fondling of the body of another person...”**

*16-12-100: “Sexually explicit conduct” means actual or simulated. “Performance” means any play, dance, or exhibit to be shown or viewed by an audience.*

Furthermore, students who do not follow these guidelines will be asked to leave the dance and will not receive a refund. A member of the SMHS Administration will be responsible for enforcing these rules/guidelines and their judgment will be final.

## **DANCE GUESTS**

SMHS students and their guests must show valid student ID at the ticket table. Dates from other schools must be registered with the Assistant Principal Secretary one week prior to the date of the dance. SMHS students are responsible for the behavior of their guests and must ensure they are familiar with the dance guidelines and rules.

## **DANCE RULES**

1. Admittance is limited to the 1<sup>st</sup> hour of the dance, or with administrative approval.
2. For inappropriate or suggestive dancing, students may be required to leave.
3. Upon leaving a dance, students must leave the premises and may not return to the event.
4. Dates from other schools must be registered with the Assistant Principal Secretary one week prior to the date of the dance.
5. Students not picked up 20 minutes after the end of the dance will not be allowed to attend the next dance.
6. Students in ISS, OSS, or assigned to the alternative school cannot attend dances scheduled while serving discipline consequences.
7. Valid student ID is required for admission.

## **DISCIPLINE CONSEQUENCES**

Fayette County Schools follow a progressive discipline practice. Student discipline is carried out on a case by case basis using a set of guidelines to determine consequences. Discipline consequences issued by the administration may range from a warning to expulsion. Discipline consequences will increase with subsequent infractions of the same rule.

1. Warning – verbal conference with student
2. Administrative Detention – assigned by the administrator. After school detention is on Tuesdays and Thursdays for 45 minutes beginning five minutes after the dismissal bell.
3. Saturday School – Selected Saturdays from 8:00 am – 12:00 pm.

4. In-school Suspension – (alternative to out-of-school-suspension). The student is counted present and is placed in a classroom on SMHS campus under the direct supervision of a classroom teacher. The student is allowed to do class work, quizzes, tests, etc.
5. Out-of-school Suspension – The student is not allowed to come to school and he/she is given zeros for any graded activity unless the student is permitted to make up work in Saturday school.
6. Expulsion – The student is not allowed to attend SMHS (Discipline Tribunal can expel students from SMHS).

## **DISHONESTY**

Starr's Mill High School believes that every student should be honest about his or her schoolwork. Academic dishonesty includes cheating on tests, copying another student's work, copying word for word from books, encyclopedias, magazines, or technology media or allowing another to use or copy your own work. When a student participates in any form of academic dishonesty, including allowing another to copy their work, the following consequences will be assigned:

### **Consequences:**

1. A zero will be assigned as a grade.
2. No extra credit work will be given to raise the grade.
3. Parents will be notified by the teacher.
4. The Administrative office will be notified and the infraction will be documented in the computer.
5. The student may be assigned one day of In-school Suspension. (First Offense)
6. Any subsequent incidences will carry greater consequences.

## **DRESS CODE**

Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal reserves the right to amend any provision that he deems to be in the best interest of the student or the educational process. Starr's Mill follows the Fayette County Schools Dress code as outlined in the [Secondary Code of Conduct](#).

**The home and school need to cooperate in the matter of dress. School is the student's place of business**, and as such we ask students to dress modestly and appropriately in a manner which is not distracting or disruptive to the learning environment. Questionable school attire not covered in the descriptions above will be subject to administrative discretion.

## **DRESS CODE VIOLATION CONSEQUENCES**

- 1<sup>st</sup> offense – Sent to office to either change or have a parent bring appropriate clothing. If clothing is not changed, the student will be sent to in-school suspension for the remainder of the school day.
- 2<sup>nd</sup> offense – Student will receive 1 day of in-school suspension
- 3<sup>rd</sup> offense – Student will receive 2 days of in-school suspension
- 4<sup>th</sup> offense -- Student will receive 3 days of in-school suspension
- 5<sup>th</sup> offense – Student will receive 3 days out-of-school suspension

If you are in doubt about whether a particular item of clothing is acceptable to wear, **don't wear it!** When a student is sent to the office for a dress code violation, he/she must remain in the office until an administrator makes a decision on his/her attire.

## **ELECTRONIC COMMUNICATION DEVICES**

Students are expected to bring their school issued chromebooks to school every day charged and ready for use. This technology can have a positive impact on the learning environment and should be used appropriately in the classroom. However, research continues to show the negative impact on learning of a student's personal electronic communication device when used for messaging, social media, or other non-school related activities. Thus, students will not be allowed to use their personal electronic devices during class from the bell to start class until the bell to end class. Teachers will collect student personal devices in use during class in violation of this policy. Collected devices will be turned into the front office by the end of the teacher's work day and will be returned to parents. Teachers will also submit the names of students using personal devices to administration through the discipline referral process. Consequences may range from administrative detention to out of school suspension. Students may use their personal electronic devices in the hallways during class changes, during lunch, and before and after school.

## **EMERGENCY DRILLS**

Emergency drills will be held at least one time per month. We will have drills throughout the year to practice our response in the event of multiple different emergency situations that can and have occurred in school settings across the country. Your teacher will make you aware of evacuation procedures. Be sure to follow teacher directives and move quickly to your assigned area. Participation in drills are a required activity. Teachers will take attendance during the drill. Some drills will be pre-announced while others may not be.

## EXAMS

A final exam worth 20% will be administered for every course. Exams are given the last four days of the semester and cannot be changed without permission of the school Principal. Some courses will substitute a Milestone test or Advanced Placement Test for a final exam. Exams will not be given early.

### EXAM EXEMPTIONS - ACADEMIC FINAL EXAM EXEMPTION

As a reward for academic excellence, a student may choose to exempt a final exam provided he/she has a grade of 95 or better in the class. Once the exam exemptions forms have been turned in to the office and the student exemption has been noted, the grade could drop below a 95 if the teacher still has outstanding grades to be entered.

- Any student who maintains an overall grade point average of 95 or better in a class may choose to exempt the final exam in that class.
- All students enrolled in 7 courses on SMHS campus will be allotted three (3) academic exemptions
- All students not enrolled in 7 courses on campus (opt-out/ dual enrollment/credit recovery) will only be allotted two (2) academic exemptions

### EXAM EXEMPTIONS-GENERAL FINAL EXAM EXEMPTION (CHOOSE ONE)

Eligible students may choose to exempt any **one** final exam provided ALL the following criteria are fulfilled:

1. The student must not have an average of less than 70 at the end of the semester in the course they wishes to exempt.

NOTE: A student may exempt under one exemption category only. He/she may not exempt one exam for general exemption and one exam for academics. End of Course Tests cannot be exempted.

**Exemption/Check Out Forms must be properly filled out, signed and returned on time for a student to exempt exams or to check-in or check-out on exam days.**

**Replacement forms will not be issued for exemption forms. It is the student's responsibility to safeguard this form!**

## EXTRA-CURRICULAR ACTIVITIES

Students elected to leadership positions in all extra-curricular and/or student government organizations are recognized as leaders and role models. Therefore, exemplary conduct on and off school campus is

expected by the school administration, staff, and fellow students, as well as the community. Illegal or inappropriate behavior will be subject to administrative action, which may include suspension or removal from elected office or denial of privilege to run for elected office.

## **FLAGS, SIGNS AND BANNERS**

Display of flags, banners, or signs must be approved by the administration prior to displaying on school grounds or at other school sponsored activities.

## **FOOD AND DRINK**

Food or drinks will not be consumed inside the building during the day except in the cafeteria in the morning and during lunch. Eating is not allowed in the classroom or hallways. ONLY water in a see through bottle is permitted at all times.

## **GIFTED PROGRAM**

In grades 6-12, gifted students study in specific academic areas of interest and expertise. All gifted classes are taught by teachers who are specialists in their field and have earned an additional certification endorsement. The secondary program for grades 6-12 offers content area classes, which are both qualitatively and quantitatively different from those in the regular curriculum. To be eligible for the gifted program, students are evaluated in four areas: mental ability, achievement, motivation, and creativity.

## **GOVERNOR'S HONORS**

The Governor's Honors Program is a challenging, academic summer program for the top 750 high school students in Georgia. They take courses in their areas of nomination as well as in elective areas. These courses are taught by master teachers with exceptionally strong backgrounds, but also with wide-ranging interests and general, interdisciplinary approach to teaching. Governor's Honors serve sophomores and juniors statewide who are extremely capable and highly motivated and who demonstrate a firm commitment to a particular area. The GHP selection process begins at the school level early in the fall and continues through the school year at the County and State levels. Students selected for GHP demonstrate self-motivated passion for their chosen area far beyond the classroom experience. In addition, nominees must have taken the PSAT in order to qualify. Students who attended Governor's Honors in the past are ineligible.

## **GRADING**

All teachers will report grades on a semester basis as follows:

1. Progress Reports - 4½ weeks – in progress numerical grade – available in Infinite Campus
2. Report Cards - 9 weeks - in progress numerical grade – available in Infinite Campus

3. Progress Reports - 13½ weeks - in progress numerical grade – available in Infinite Campus
4. Report Cards - 18 weeks - final semester numerical grade assigned and permanently recorded – will be given a paper copy

## **GUM CHEWING**

Gum chewing is not permitted anywhere inside of the school building.

## **HALL TRAFFIC/PASS**

Keep halls open to traffic by walking to the right. For the 2020-2021 school year, most hallways will be one direction hallways. Students are required to wear face coverings during class changes. Do not block traffic by standing in groups. Be considerate of others in the halls and classrooms by moving through the halls quickly and quietly. Students should not yell, scream, hit lockers, make excessive noise, or engage in horseplay during class changes. Students should keep their hands to themselves, walk directly to their class in an orderly manner and enter their classroom upon arrival. Running in the halls will be a discipline issue.

## **HARASSMENT**

Harassment of any form will not be tolerated at Starr’s Mill High School. Discipline consequences may range from administrative detention to expulsion from school. Cease and Desist letters may be a method used with all parties as an administrative option for documentation and warning. If you believe you are being harassed, please tell an adult at school immediately.

## **HEADWEAR AND HOODS**

Students are to **leave their caps or hats in their cars or lockers**. Students wearing hats, caps or head covers in the school building will have them taken up by teachers or administrators. These items will be labeled and returned on the last day of the school year, or parents may pick up the item anytime during the school day.

## **HEALTH AND SEX EDUCATION INSTRUCTION**

In accordance with the Georgia Law requiring sex education in the public school, the State Board of Education rule allows any parent or guardian of a child to whom a course of study in sex education is to be taught to elect, in writing, that the child not receive the instruction.

## **HOPE AND ZELL MILLER SCHOLARSHIP**

This program enables every qualified graduate of a Georgia high school to receive tuition grants at any eligible Georgia public college or university and at any eligible private Georgia College or university. For more information contact the school guidance department or visit [www.GAFutures.org](http://www.GAFutures.org)

## **HOMEWORK ASSIGNMENTS—(REQUEST DUE TO ABSENCE)**

If a student misses more than three consecutive days of school, then he/she may request homework assignments by calling the Guidance Office. Keep in mind that the Guidance Office needs 24 hours notice to get the assignments from the classroom teachers. Parents may pick up the assignments after the notified time. (Ex. – assignments requested Monday a.m. may be picked up Tuesday a.m.)

## **IDENTIFICATION CARDS (SMHS)**

School Identification cards are issued at no cost for students. It is the student's responsibility to have this card at all times and at all school-sponsored activities. ID cards must be produced when requested for identification purposes, for internet access permission, and for media check out privileges. Lost cards may not be able to be replaced but if they can be all costs associated with replacement will be passed on to the student.

## **IMMUNIZATION**

Every student must have a current Georgia certificate of immunization on file with the Guidance Office prior to admission as specified by the Georgia Department of Human Resources. In addition, each student shall furnish a certificate of eye, ear, dental and nutrition examination signed by a private practitioner or qualified representatives of a local health department. The Georgia Department of Health provides forms. Georgia forms must be used. Georgia Department of Health phone number is 770-305-5416.

## **INAPPROPRIATE LANGUAGE**

Use of profane, vulgar, or obscene words or gestures directed at students or staff will not be tolerated. Penalty may range from suspension to expulsion. When used in general conversation, the penalty is at the discretion of the teacher or administration.

## **INSURANCE**

Primary insurance is offered at the beginning of the year for students who would like coverage. School insurance is optional and voluntary.

## **LOCKERS**

For the 2020-2021 school year, lockers will not be issued.

## **LOITERING IN RESTROOM**

Loitering in restrooms or multiple occupancy of a restroom stall will result in discipline.

## **LOST AND FOUND**

All items lost or found should be reported or brought to the Main Office. Students should never bring large or unnecessary sums of money or valuables to school; the school cannot assume responsibility for personal loss. Each student is responsible for the textbooks and other educational materials assigned to him or her.

## **MEDIA CENTER**

The administration, media center staff, and faculty want the Media Center to be a vital part of your educational development.

1. The media center will be open daily for use during school hours, 8:00 am – 4:00 pm, including the lunch period. To visit the media center during class, you must have a media center pass. When you arrive, you are responsible for checking in with the media specialist. You also are responsible for getting the pass signed before leaving the media center and returning it to your teacher before the end of the period. Students entering before first period and lunch should sign in at the front desk.
2. The book catalog and online databases can be accessed from home on the school's website at [www.fcboe.org/smhs](http://www.fcboe.org/smhs). The GaleNet password is panther1. The GALILEO password is available from the media specialist.
3. You will need your school I.D. card to check out materials. A \$5.00 fee will be assessed for an I.D. replacement and requires 24 hour notice.
4. Most media center materials may be borrowed for two weeks and then renewed one time for two additional weeks if still needed; reference books and reserved books are overnight materials and are due before the first period of the next school day. Overdue notices are sent to your school email address each week, but as always, you are responsible for checking the due date stamped in the back of the book to return items on time.
5. A late fee of twenty-five cents (\$.25) per day will be charged for overdue books from the general collection. (No late fee will exceed 80% of the cost of the book.) If you have an overdue item or late fine, you will not be allowed to check out other materials or renew materials until you clear your obligation. Reference materials will be assessed a \$1.50 late fee per day. Reference materials will not be checked out until the end of the day and are due before first period the next day.
6. In the event of a lost book, you must pay the replacement cost plus a \$5.00 processing fee. If the book is later found and returned to the media center, all money will be refunded except the amount of any late fee that you might have incurred up to the time of payment.
7. To make copies, students need to purchase a copy card for \$2.50. Cards are preloaded with ten copies, and they can be reloaded with ten copies for \$1.50.



8. You may print from the media center computer to a B&W or color printer. B&W is \$.15 per page and color is \$1.00 per page.
9. The media center sells select school supplies, such as pencils, poster board, tri boards, note cards, and more, for a nominal fee. You may purchase items at the front desk during school hours.
10. You will be expected to allow a media specialist to check all materials carried from the media center. If you have food or drink in the media center, if you act in a disrespectful or in a disruptive manner, or if you are destructive to the media center materials or furniture, you are subject to disciplinary action ranging from detention to administrative referral.

## **MEDICATIONS**

All prescription and non-prescription medications must be brought to the Clinic in the original container with written instructions for administration. For prescription medications a duly licensed physician must complete and sign the School Medication Authorization Form, and it can be faxed to SMHS at 770-486-2716. Students should go to the clinic between classes to take medication unless special arrangements are made with the administration for a student to leave class.

## **MISCELLANEOUS**

1. Students are responsible for their books, money, valuables, etc. while they are at school. A student should not leave anything of value unattended during the school day. The School/School personnel will not assume responsibility for lost/stolen merchandise on our campus.
2. If a student signs any person's name other than his/hers, it is considered forgery and he/she will be disciplined for the offense.
3. All items confiscated by the administration will remain the property of Starr's Mill High School.
4. A student is ineligible to participate in any school-sponsored extra-curricular activity for the duration period of an ISS or OSS discipline. (Example: A football game is Saturday and ISS discipline is scheduled for Friday, Monday, and Tuesday. The student is ineligible to participate in any school activity until after 3:45 p.m. on Tuesday). OSS discipline carries over to the next school day (Example: If a student has OSS for 3 days – Monday, Tuesday, and Wednesday, then he/she could not participate until Thursday).
5. Skateboards/wheeled shoes are not allowed on campus.

## **MOMENT OF REFLECTION**

In accordance with Georgia's State Law our students and faculty will be asked to observe a moment of silence to reflect on the anticipated activities of the day prior to the morning announcements.

## **NO PASS / NO PLAY POLICY**

In order to participate in athletics, fine arts/music productions, class offices and clubs, a student must have passed courses during the previous semester and accumulated 2.5 credits and be on track for graduation. This applies to all extra-curricular activities except CTAE.

## **OBLIGATIONS**

Students who have an obligation to Starr's Mill High School (posted on the fees tab located in Infinite Campus) must pay the obligated money or return the item or he/she will not receive a student schedule for the second semester.

Withholding records such as report cards and diplomas may result from unpaid obligations. No student with an obligation will be permitted to purchase a parking permit or dance ticket. Failure to pay obligations is considered a failure to follow instructions and may also result in disciplinary consequences.

## **OFF LIMITS AREA**

Starr's Mill High School students should be on the Starr's Mill campus only. High school student(s) should not be on the middle school campus at any time during the school day. High school students found in an off-limits area will be disciplined.

## **PARKING**

Students who drive to school park at their own risk and must understand that the Board of Education cannot be held responsible for the vehicle or its contents. A student parking permit is mandatory to park on the SMHS campus. Parking on campus is a privilege and not a right. **All** students that drive on campus **must** purchase a parking permit and sign the rules and regulations form. Students should be aware of the following guidelines and procedures:

1. Parking on the main campus will be reserved for faculty, staff, visitors, and students **with permits only**. Students who purchase permits will sign a contract of regulations and expectations for parking on campus. The driver must adhere to these regulations or risk losing his/her permit.
2. Permits may be purchased during designated sale periods prior to school or in the main office before school; during lunch or after school until 4:00 p.m. Proof of ownership and driver's license for cars or driver's permits for golf carts must be shown at the time of purchase. Permit prices are set by the county and are \$60 for cars and \$40 for golf carts.
3. All cars and golf carts parked on the campus must be registered. **DO NOT** leave a note on your car. Cars or golf carts without permits that park on the campus will be booted at the owner's expense on the 3<sup>rd</sup> parking violation and an obligation will be issued for the cost of the permit. Students whose permits have been revoked have no warnings issued. Records kept by the school will be the official documentation to determine the number of violations. Revoked permits will be destroyed. A \$5.00 fee will be assessed for a replacement.
4. Sale or transfer of permits between students or to any other vehicle is prohibited.

5. All vehicles (cars and golf carts) on campus are subject to search by administration at any time regardless of permit possession or status.
6. Neither the school, nor any staff member will be responsible for damage to car locks or batteries if a student or parent makes a request for help.
7. For the safety of all students, a 10-mph speed limit will be strictly enforced on campus. Reckless driving will result in loss of parking privileges at the school. (No warning will be issued).
8. Students who have purchased one parking permit, but may drive multiple vehicles, may purchase a permit for a second family car at the cost of \$5.00. Individual Drivers within the same family **must** purchase a parking permit (even if only one vehicle is used).
9. Students are completely responsible for any of the contents of any vehicle they are driving on to campus at any time.

**Parking warnings may be issued as follows:**

1<sup>st</sup> offense.....Warning Sticker Tag Recorded

2<sup>nd</sup> offense..... Warning Sticker Tag Recorded

3<sup>rd</sup> offense.....**Vehicle Booted at owner’s expense**

**After the 3rd offense an obligation will be issued to the student for the amount of the parking pass**

*SMHS is not responsible for damage to any vehicle due to booting.*

**STUDENT PARKING LOT**

During school hours, no students are allowed in the student parking lot unless they are arriving at school tardy or have permission to leave school or are work-study students who leave early. There is to be **no loitering** in the student parking lot. After arriving on campus, students must be granted permission by an administrator to go to his/her car during school hours. Students are limited to three trips per semester to the parking lot during the school day. Students who violate this rule are subject to out-of-school suspension. Students must sign in and out through attendance if allowed to go to the parking lot during school hours.

**PLEDGE OF ALLEGIANCE**

Each student will be afforded the right to recite the Pledge of Allegiance each morning. Students who do not wish to participate must remain quiet during this time.

**PUBLIC DISPLAY OF AFFECTION**

SMHS encourages positive social relationships, and we expect our students to behave and conduct themselves as ladies and gentlemen at all times. “Petting,” holding hands, hugging or kissing in any form

is not a part of our curriculum and will not be tolerated. Our position is a strict “hands-off ” policy. Violations will result in detention or possible suspension and notification of parents.

### **RETURNED CHECKS**

Occasionally, checks collected by the school are returned for insufficient funds. Starr’s Mill High School will charge a fee for all returned checks. In addition, the amount of the check and the returned check fee must be paid in CASH to SMHS.

### **SCHOOL STORE**

The school store located in the cafeteria may open at specified times during the school day. Various snacks, drinks, and other items will be available for students to purchase.

### **SEARCHES AND SEIZURE POLICY**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student’s locker, a student’s possessions or a student’s automobile if the school administration has reasonable suspicion that a school rule may have been broken, that the student may be in possession of an illegal or unauthorized substance(s) or item(s), or if concern exists for the safety of the student, or the student body.

### **SKIPPING CLASS**

If a student is any place other than the place directed by the school or teacher during class time, it is considered skipping class and will result in disciplinary action. When a student misses 5 minutes or more of a class without permission then it is a class skip and an absence from class.

### **STUDENT GRIEVANCE PROCEDURE**

Student complaints or grievances may be resolved using the following steps:

**Step I** The student shall present the complaint to the teacher,staff member, counselor, or administrator with whom the student has the complaint.

**Step II** 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 III** If the situation cannot be resolved by the assistant principal, it will be turned over to the principal.

**Step IV** Final appeal is with the principal. Student grievance forms and procedures may be obtained in the Assistant Principal’s Office.

### **TARDY POLICY - SEE ATTENDANCE – Check-Ins/Tardies**

## **TEACHER DETENTION**

Teacher Detention may be assigned by teachers to students who do not complete assigned work or bring books/materials to class or maintain appropriate classroom behavior. These detentions will be assigned at the teacher's convenience either before or after school with 24 hours notice. Students who do not attend any assigned detention will be referred to an administrator for discipline.

## **TELEPHONE MESSAGES AND DELIVERIES**

*Classes will not be interrupted for messages or deliveries (except verified emergencies) during the school day.* Because of the small staff in the main office, the school cannot guarantee receipt of non-emergency messages. Deliveries sent to school for students on special occasions may be picked up at the main office after school. The attendance office should never be used for deliveries.

## **FOOD DELIVERIES TO SCHOOL ARE PROHIBITED.**

## **TERRORISTIC THREATS**

Terroristic threats made towards another student or a faculty/staff member are not tolerated at SMHS. Discipline may range from Out-of-School suspension to expulsion. All threats are taken seriously by the administration.

## **TESTING –STANDARDIZED TESTING**

Standard tests are administered as follows:

**PSAT** will be offered on October 14, 2020 – All 9<sup>th</sup> and 10<sup>th</sup> graders & optional for 11<sup>th</sup> graders

**SAT** and **ACT** (optional) – Check websites for dates and locations

**ASVAB**, Armed Services Vocational Aptitude Battery (optional) – Date, TBA

**Georgia Milestone End of Course** Tests: December 9-11, 2020 and April 19-23, 2021

**End of Pathway** Tests: *Tentatively* April 19-30, 2021

Advanced Placement Tests: May 3-14, 2021

Required tests are given free of charge; optional tests are taken at the student's expense.

## **TESTING – COURSEWORK**

1. Tests other than standardized tests are administered and evaluated at the discretion of the classroom teacher.
2. Make-up tests will be administered in the event of an excused absence from class as follows:

- a. A student who is present on the day a test is announced, but absent on the day it is given, will take the test on the first day of his/her return to school unless other arrangements are made with the teacher.
- b. Failure to make up a missed test within five school days after an absence will result in a grade of zero on that test.

### **TEXTBOOKS**

Students are responsible for all textbooks issued to them. Please follow these procedures regarding books:

1. The name of the student to whom the book is issued should be clearly written in the appropriate place.
2. The issuing teacher's name should be written in the appropriate area. Check with the teacher if this has not been done.
3. Do not write anything other than your name and your teacher's name in your textbooks.
4. If a book is damaged or number/name is altered, the student will be obligated to pay for the book.

Students will not receive class schedules for the next semester until all textbooks have been returned and all fines/obligations have been paid. Parking permits may be revoked or not issued to students with outstanding obligations as well.

### **TOBACCO FREE CAMPUS POLICY**

All persons are prohibited from possessing or using tobacco or tobacco products on campus or at any school function at any time. This includes sporting events, club activities, gym, parking lots, etc. This includes cigarettes, smokeless tobacco, e-cigarettes, any form of vaporizers, or any other product which produces smoke or vapor. All students and adults participating in or attending a school event shall adhere to this policy. Matches, lighters and drug paraphernalia are also prohibited. Students will be disciplined for having tobacco/matches/or lighter on SMHS property.

### **VANDALISM**

Willful and malicious vandalism or destruction of public or private property is a crime. Disciplinary action will be at the discretion of the administration including possible suspension, expulsions and/or notification of law enforcement officials. Students who are involved in vandalism will be required to make full restitution .

### **VISITORS**

During the 2020-2021 school year, visitors will be extremely limited. Parents are always welcome. However, for security purposes, all visitors must check-in through the **FRONT** office. Parents wishing to observe or visit their child's class should submit the request to administration at least 24 hours ahead of

the desired observation time. **Friends who are on vacation, relatives not in school, SMHS Alumni, and other non-students will not be allowed to visit during school hours.**

### **CLASSROOM OBSERVATIONS BY PARENT/GUARDIAN GUIDELINES**

On those occasional instances where parental observation in the classroom is deemed appropriate, the following guidelines shall be adhered to in order that the visit does not interfere with the instructional process, nor violate privacy rights of other students in the classroom.

- Observer must be a parent or a legal guardian of the child in the class to be observed. A request for observation shall be approved in advance by the principal.
- Scheduling shall take place at least twenty-four hours prior to the visit and must be done with the consent of both principal and teacher. The principal or designee will notify the parent or guardian.
- Maximum observation time shall be one period or 45 minutes, whichever is more appropriate to the school's schedule.
- Observations will be limited to one per semester per child.
- Under no circumstances is there to be any interaction between the observer and anyone in the classroom.
- Exception to this policy must be granted by the Assistant Superintendent of Student Achievement or a designee in response to the specific request.

### **VOTER REGISTRATION**

All students who are at least 18 years old may register to vote. Students who are nearing their 18<sup>th</sup> birthday can complete the registration form early if they wish but cannot vote. Registration forms are available in the counselor's office.

### **WEAPONS**

It is a felony to possess a weapon on school grounds or at a school function (as defined by Georgia Law). **SENATE BILL 563:** It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term "WEAPON" means and includes any pistol, revolver, or any weapon designed or intended to propel missile of any kind, or any dirk, bowie knife, ballistic knife, any other knife having a blade of two or more inches, straight edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two point or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or

taser as defined in subsection (a) of Code Section 16-11-106. This section includes any of these instruments used for classroom work authorized by the teacher.

**PUNISHMENT:** A fine of not more than \$10,000; imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A.#15-11-37.

### **WITHDRAWING FROM SCHOOL**

Any student wishing to withdraw from school must have a conference with his/her guidance counselor who will explain the withdrawal procedure and obtain parental approval.

### **WORK PERMITS**

Employment certificates for minors 15 and under may be obtained from the front office.

### **ANTI-DISCRIMINATION POLICY STATEMENT:**

It is the policy of the Fayette County Board of Education not to discriminate against any student/employee on the basis of race, national origin, sex, or handicap. Furthermore, Fayette County is to provide a free and appropriate public education for each student and an appropriate work environment for each employee.

### **STARR'S MILL INTERNET ACCEPTABLE USE POLICY:**

All Starr's Mill High School Students are subject to the **Fayette County Board of Education Internet and Electronic Network Resources – Appropriate Use Policy**. This policy is found in the [Student Code of Conduct](#). You will sign that you have read and accept the policy whenever you return your **Secondary Parent/Guardian Signature Page**.

### **ENFORCEMENT:**

Violating any of the guidelines above can result in:

1. Restricted access to computing facilities and/or temporary or permanent loss of access to computing facilities and equipment.
2. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
3. Financial responsibility for damage incurred.

State Ref: Georgia Board of Education Policy IFAA(1) (Rule 160-4-4.10) Legal Ref: O.C.G.A. 20-2-1010 et seq.; 16-9-90 et seq. Cross Ref: Policy IFBEA or Policy JCDC and IFBEA-R



## ATHLETIC TEAMS AND COACHES

Athletic Director	Shane Ratliff
Athletic Coordinator	Chad Phillips
Baseball (Varsity)	Brent Moseley
Baseball Assistants	David Cooper, Zach Mann
Baseball (JV)	Jeff Klein
Baseball (Ninth Grade)	Taylor Sweeney
Basketball (Boys Varsity)	Josh Reeves
Basketball (Boys JV)	Chase Penland
Basketball (Boys 9th)	Taylor Sweeney
Basketball (Girls Varsity)	Emily Sweeney
Basketball (Girls JV)	Mark Williamson
Cheerleading (Head- Competition)	Mandy Ratliff
Cheerleading (JV)	Mandy Morton
Cheerleading (Varsity Basketball)	Kristie Hayward
Cheerleading Sideline Football	Pat Coleman, Kristie Hayward
Cross Country	Kelly Rock
Dance	Patt Coleman
Football (Varsity & JV)	Chad Phillips
Football Assistants	Burt Waller, Chad Walker, David Cooper, Jeff Schmidkofer, Zach Mann, Chase Penland
Golf (Boys Varsity)	Burt Waller
Golf (Girls Varsity)	Burt Waller
Lacrosse (Boys Varsity)	Jeff Schmidkofer
Lacrosse (JV Boys)	Derek Abrams
Lacrosse (Girls Varsity)	Mary Lehman
Lacrosse (JV Girls)	TBD
Soccer (Boys Varsity)	Aaron Buck
Soccer (Boys JV)	Chase Penland
Soccer (Girls Varsity)	John Bowen

Soccer (Girls JV)	Kelly Corallo, Sam Corallo
Softball (Varsity)	Mark Williamson
Softball (JV)	Peyton Dean, Todd Little
Swimming	Derek Abrams, Robin Huggins
Tennis (Boys)	Amy Evert
Tennis (Girls)	Amy Evert
Track and Field	Chad Walker
Volleyball (Varsity)	Jason Flowers
Volleyball (JV)	Shayne Thompson
Volleyball (9th)	TBD
Wrestling	Drew Garner

### **Class Sponsors**

Class of 2021	Melissa Beaulieu, Shannon Gagliano, Valerie Hughey, Nicole Moore, Susan King, Shayne Thompson
Class of 2022	Kelli Kalen, Mary Lehman, Kelly Metcalf, Laurie Davis
Class of 2023	Todd Little, JB Campbell, Julie McKenna
Class of 2024	Melissa Beaulieu, Tony Kluemper, Shayne Thompson

### **Fine Arts Directors**

Band Director	Scott King
Asst. Band Director	Bert Groover
Chorus Director	Dr. John Odom
Drama Director	Savahna Silvas
Orchestra Director	Nathan Kufchak

### **Parent Teacher Student Organization (PTSO)**

President	Jennifer Schafhauser
1 <sup>st</sup> Vice President (Academic)	Missy Ramsey
2 <sup>nd</sup> Vice President (Membership)	Johanna Pettit
Secretary	Amy Dixon
Treasurer	Michelle Hall
Teacher Appreciation	Natalie Kaiser, Michelle Koeisch, Amy Thomas
Volunteer coordinator	Chrissy Stanek

Social Media  
Scholarship  
Special Events

Kelly Kroskey  
Jennifer Simonian  
Open