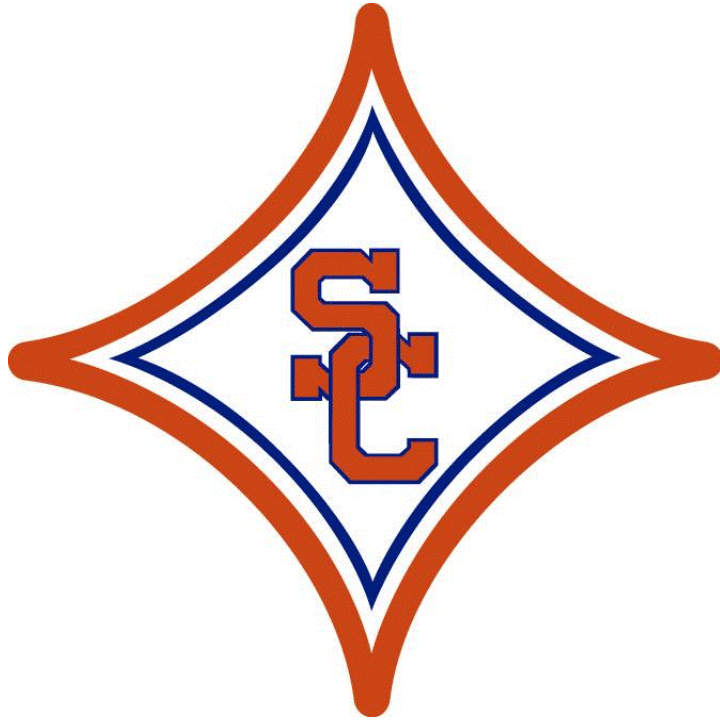


**Sandy Creek High School**

***Creek Life: Committed to being Responsible, Engaged,  
Empowering and Kind.”***



**Student Handbook**

**2023 - 2024**

***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**

Tosha Oliver

**Assistant Principals**

Clifton Clark  
Carl Green  
Collin Haynes  
Dr. Triaka Larry  
Stacey Smith

**Counselors**

Kelly Floyd (Ro-Z)  
Jessica Bryan (E-K)  
Rebecca Hill (L-Rn)  
Lynnia Davis (A-D)

**Our Vision:** To graduate students who have a competitive advantage in whatever endeavor they choose after high school.

**Our mission:** Sandy Creek High School will prepare **internationally-minded** lifelong learners who will **create** a better world through **respect, innovation, creativity, and service.**

**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

### **Principal's Authority**

The Sandy Creek High School Principal, or her 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 8:00 A.M. or remain on campus later than 4:00 P.M. unless students are involved in an extra-curricular activity and supervised by their sponsor/coach. These procedures are designed for the safety and well-being of the students.

## BELL SCHEDULE

First Bell – 8:25 Students are released from commons to 1st period

**Tardy Bell – 8:35**

7-PERIOD DAY:

1st Period	8:35 - 9:24	49 mins
2nd Period	9:29 - 10:18	49 mins
3rd Period	10:23 - 11:12	49 mins
4th Period ( <b>Lunch</b> )	11:17 - 1:01	104 mins
5th Period	1:06 - 1:55	49 mins
6th Period	2:00 - 2:49	49 mins
7th Period	2:53 - 3:42	49 mins
	Afternoon Announcements (3:43-3:45)	3 mins

## LUNCH SCHEDULE

**Study Hall: 11:17-11:38**

**A-Lunch: 11:38-12:03 B-Lunch: 12:07-12:32 C-Lunch: 12:36-1:01**

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**  
2023-2024

First School Day	Aug. 3
Labor Day Holiday / Teacher PL Day / Student Personalized Learning	Sep. 4-5
Columbus Day Holiday / Teacher Workday / Student Personalized Learning	Oct. 10-11
Student Personalized Learning / Teacher PL Day	Nov. 6
<b>Thanksgiving Break</b>	Nov. 20-24
<b>Students Semester Holiday Break</b>	Dec. 18-Jan. 3
Teacher Work Day	Jan. 2
<b>Students Return</b>	<b>Jan. 3</b>
Dr. M.L. King, Jr. Holiday	Jan. 15
<b>Winter Break</b>	Feb. 19-23
Teacher PL Days / Student Holiday	Mar. 15 & 18
<b>Spring Break</b>	Apr. 1-5
Last Day for Students	May 24
<b>Graduation</b>	May 24
Memorial Day	May 27
Teacher Work Days	May 28 & 29

## 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), Chemistry or Environmental Science (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.

## PROGRESS REPORT & REPORT CARD DATES 2023-2024

9 Week Period	Progress Report	Report Card
Aug. 3 - Oct. 5	Sept. 7	Oct. 12
Oct. 6 - Dec. 15	Nov. 9	Jan. 10
Jan. 3 - Mar. 13	Feb. 7	Mar. 21
Mar. 14 - May 24	Apr. 25	May 31

**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. 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)/International Baccalaureate (IB) Classes.** All students who enroll in AP/IB classes are required to complete the entire course and take the National AP or International Baccalaureate 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. Second Semester, AP, IB, and State Milestones End of Course (EOC) Tests count as the final exam in 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 Milestones/AP/IB exams).



- **Academic Final Exam Exemption** - Each semester, as a reward for academic excellence, a student may choose to exempt up to three (3) final exams (if the student is enrolled in seven (7) classes at the home school) or two (2) final exams (if the student is enrolled in six (6) or fewer classes at the home school) provided the student has a grade of 95 or higher in the selected course(s).
- **Attendance Exam Exemption** - Each semester as a reward for exemplary attendance, students may exempt one (1) final exam provided the student has five (5) or less unexcused attendance transactions (including tardy to school) that semester and has a grade of 70 or above in the class he/she wants to exempt.
- **Senior Final Exam Exemption** - A high school senior who will be graduating at the end of the second semester may exempt the final exam in any course(s) provided the senior has a **grade of 80 or higher** in that course and provided the student has **five (5) or less unexcused attendance transactions**.
- **For All Final Exam Exemptions** -
  - If a student qualifies for both attendance and academic final exam exemptions, the **student must choose only one type of exemption** (academic or attendance). A student may not combine the two types of exemptions.
  - A student may not exempt the first or second semester final exams for courses with an End of Course Milestones assessment, AP courses, and IB courses.
- **Final Exams in Dual Enrollment Courses** are under the jurisdiction of the post-secondary institution. Fayette County final exam exemption procedures do not apply to dual enrollment courses.

**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.

Based on semester grades, Fayette County has two honor rolls as follows:

- \* **High Honor Roll** – All grades of 93 or higher (academic letter)
- \* **Honor Roll** – All grades of 90 or higher

**2. Honor Graduate.**

The honor graduate group is composed of the seniors with an average of 3.5 or higher based on the quality point GPA.

A student must have been enrolled in a Fayette County high school for a period of two years before he/she is eligible to be a member of the honor group, unless he/she has transferred from a school accredited by the Georgia Accrediting Commission or one of the six regional accrediting associations such as the Southern Association, The North Central Association, etc. At the end of first semester, print a list of all students who have a 3.45 or above GPA. These are Honor Graduates. Honor graduates receive a special cord designating their honor graduate status. For those students who are very close to a 3.45 the principal may choose to re-look at their averages at the end of the first nine (9) weeks of second semester. A few of the students may have raised their GPA to a 3.45 using the following formula: GPA in December times 14; plus new GPA at 9 weeks; divided by 15. Students are required to be on track to graduate with their graduation cohort (four year).

**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 with 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.

**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	Literary Team
Cheerleading	Softball	Wrestling	E-sports
Cross Country	Swimming	Flag Football	
Football	Tennis	Game Day Cheerleading	

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

1. **PHYSICAL, CONSENT, INSURANCE, CONCUSSION, SUDDEN CARDIAC ARREST, 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. Participants **MUST** be cleared in Privit prior to their participation in ***any conditioning, try-out, or practice.***

**Medical Insurance.** Sandy Creek High does not provide medical insurance for student athletes.

### **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 [NCAA Eligibility Center](#)

**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).

**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 <https://web3.ncaa.org/ecwr3/i>

**Division I** eligibility is a 2.3 core GPA.

**Division II** grade-point-average requirement is a minimum of 2.000.

## **ATTENDANCE**

**Excused Absences - As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons (GADOE 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, not to exceed one (1) day.

7. A student whose parent/legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent/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/legal guardian prior to such parent's/legal guardian's leave. A student whose parent/legal guardian 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 (2) 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.

**Local boards of education shall count students present when they:**

1. Are serving as pages of the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.
3. A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he or she served in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.
4. Participates in a 4-H sponsored activity or program.

**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.
- 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 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.

**Excuse 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 within 3 days of their absence. 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.
- 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.
- **NO CHECKOUTS AFTER 3:15PM**

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 arriving late to class will be given the following consequences: (each semester):
  - 1st Tardy - Warning
  - 2nd Tardy - Teacher contacts parent
  - 3rd Tardy - Administrative referral

#### 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.
- 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.

**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 parents fill out the designated form in IC OR a parent may physically check the student out of school at the end of the exam period. 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). We cannot help you if you do not 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 in the classrooms. They may be used during your assigned lunch period. Cell phones must be turned off and will be stored in the teachers classroom in the cell phone pouches.

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

First Offense: 2 days of Administrative Detention

Second Offense: 1 day of ISS

Third Offense: 3 days of ISS

Fourth Offense: 1 day of 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 phones 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!



## 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. Students are encouraged to report anyone who has brought or has threatened to bring weapons to school.

**3. Medicine** 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. Student drop off before/after school is by the gym lobby doors.

#### 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.
- Changes 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.
- 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' names and pin number.
- **Meal Prices** - Student and adult meal prices will remain the same for the upcoming school year.
  - Middle/High - Breakfast \$1.75 and Lunch \$3.25
- **Meal Charge Procedure** - Middle and High School students are not allowed to charge. Students who exceed the charge limit will be offered an alternate meal.

**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 email. **Teachers are expected to respond to parents' emails 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 8:00 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 Secondary Student Code of Conduct book.

**9. Dress Code for Students.** Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness, and respect for your school. Students must ensure that their dress does not distract or potentially cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations.

The principal may interpret these provisions as he/she deems to be in the best interest of the school, students, or the educational process.

The following are the standards for school dress:

1. Students must wear clothing that includes both a shirt with pants or a skirt or the equivalent (ex. dresses, leggings, shorts) and footwear. Undergarments must not be exposed.
2. Leggings must accompany a shirt that covers
2. Garments will cover the waist, shoulders, back, torso, and chest in all situations. No skin may show at the waist.
3. Pants, shorts, slacks, shirts, dresses, and skirts will be of appropriate size and fit. Holes in the pants or shorts must be below the fingertips. Pants, shorts, and skirts must always be worn on the waist. The entire buttocks and upper thigh must be covered.
4. Clothing must not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs, drug paraphernalia, profanity, hate, promotion of violence, illegal activities, and/or pornography. Clothing should respect the intent to sustain a positive learning environment.
5. Sleepwear may not be worn.
6. Footwear must be worn at all times. Footwear that may cause damage to floors (ex.: cleats, skates, etc.) are not allowed.
7. Sunglasses may not be worn inside the buildings.
8. Wallet chains or other types of chains, or any jewelry that may be potentially dangerous or disruptive are not allowed.
9. Hats, caps, non-religious head coverings, visors, bonnets, scarfs, or hoods may not be worn inside the building.
10. Gang-related clothing, bandannas, signs, flags, symbols are not allowed.

Consequences for Dress Code Violations

1<sup>st</sup> Offense Students will correct violations immediately or parents will be contacted to bring appropriate clothing. If not corrected, students 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

**10. 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 Fee, and Field Trips.

**12. 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 8:00 – 8:30 before school and during their assigned lunch period. Food may not be delivered to the school for students via DoorDash, GrubHub etc. No outside restaurant food is allowed. Lunches that students brought from home are permissible.

**13. 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 can complete a form in the counseling office or he/she can send an email. The counselor will call the student up to be seen. Students may not miss class in order to wait to see a counselor.

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

**15. Lockers.** Students may rent a locker anytime during the school year for \$6.00. 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.

**16. 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.

**17. 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.

**18. 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 non-refundable fee will be charged for each permit.
- Student parking is in the student parking lot only.
- Parking permits may be revoked for violations of parking procedures.
- Parking permits cost \$60.00 and should be purchased within the first 2 weeks of the school year. Students who elect to drive later in the year may purchase a permit at that time.
- Parking permits are sold on a first-come first-serve basis and are only valid for the current school year.
- All permits will be placed on the lower front left side of the windshield (Drivers Side) with the adhesive on the permit. No tape should be used to affix the permit.
- Students are not allowed to go to their cars during school hours without administrative approval.
- Permits are not transferable to another student.
- 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. Reckless driving may result in loss of parking permit.
- Vehicles should enter/exit only in the driving lanes in single file fashion.
- The school is not responsible for accidents or damage to any vehicle. If students request assistance in removing keys locked in their vehicle or jump-starting vehicles with dead batteries, the school will not be held liable for any damages that occur.
- Motorcycle drivers who park on campus must purchase a permit. The sticker will be placed on the left front fork.
- Any student who leaves campus without the schools' permission will forfeit their parking permit for a minimum of 10 school days. A second offense will result in loss of permit for 30 school days. Continued offenses will result in loss of permit for the remainder of the school year.

- Any student found parking without a proper permit more than 1 time, will be assessed a parking obligation in Infinite Campus equal to the amount of purchasing a permit and be subject to disciplinary action.

**19. 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.

**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 needs 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. Student Issued 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.** 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. **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. Visiting Classrooms**

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.
- Exceptions to this policy must be granted by the Assistant Superintendent of Student Achievement or a designee in response to the specific request.

**STUDENT ORGANIZATIONS AND CLUBS**

<b>Organization</b>	<b>Advisor</b>	<b>Mission Statement</b>
Academic Team	Joy Bushong	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.
DECA		To prepare emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management in high schools and colleges around the globe.
Drama Club	Khalia Preyer	The home of the Patriot Players-an extension of various activities within the Drama department.
Ecology Club	Permeil Dass	To increase environmental awareness, appreciation, and responsibility towards nature by encouraging participation in ecology related activities and projects
FBLA	Angela Hutcherson	To bring business and education together in a positive working relationship through innovative leadership and career development programs.
FCA/ FCS First Priority	Nicklaus Davis	To promote Fellowship and Christian values among students and athletes.

HOSA, Future Health Professionals	Paula Santamaria	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.
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.
Math Team		To promote the beauty and mystery of mathematics and to strive to solve challenging math problems not found in the regular classroom.
Mock Trial	Leah Cleary	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.
Mu Alpha Theta Honor Society (Math)		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 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
Patriot Ambassadors	Rebecca Hill	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 Graphics	Jeff Dykes	School-based enterprise for the Graphics Communications Pathway. Students accept and execute real-world, live-work projects.

Patriot Zone		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.
Science National Honor Society	Christina Bryant	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.
Skills USA	Jeff Dykes Matthew White	A partnership of students, teachers, business and industry representatives who work together to prepare students for the world of work.
Spanish Club	Elizabeth Carroll	For students who are interested in learning about cultures and customs of Spanish-speaking countries while socializing and having fun.
SPECTRUM Club		Spectrum is a club dedicated to supporting our LGBTQ student community
Tabletop Gaming Club		Enrich student life by encouraging teamwork, problem solving, higher order thinking, and literacy through a variety of gaming platforms in a safe, relaxed, and inclusive environment free from electronic distractions

Tri-M Music Honor Society	Velma Jenkins Kelly Gallman	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.
Twirl Club	Ashley Jackson	To promote health and fitness to Sandy Creek students through the art of baton twirling
Young Life	Khalia Preyer	Christian ministry that reaches out to high school kids in all 50 states, as well as more than 90 countries around the world. It's a place to talk about surviving school, break-ups, parents, bad grades, or God.

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

- Aristotle

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