

# STUDENT HANDBOOK

## 2022-2023



**The Cobb Horizon High School Student Handbook is designed to be an information source for students and parents. Students and parents are responsible for knowing and following the rules and procedures contained in this handbook regarding Cobb Horizon High School and Cobb County School District Policies.**

**For additional information regarding district policies, please see <http://www.cobbk12.org/centraloffice/adminrules/J/JCDA-R.pdf>**



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Atlanta, GA 30339**

**<http://www.cobbk12.org/CobbHorizon/>**

<b>MAIN OFFICE:</b>	<b>678-594-8240</b>
<b>MAIN OFFICE FAX:</b>	<b>678-331-8309</b>
<b>ATTENDANCE OFFICE:</b>	<b>678-594-8240, Ext. 056</b>
<b>COUNSELING OFFICE:</b>	<b>678-594-8240, Ext. 022</b>

### **WELCOME FROM THE PRINCIPAL**

It is my honor and privilege to serve as the principal of Cobb Horizon High School. Our goal is to create a positive, safe, alternative academic environment where students can earn their high school diploma in a blended, non-traditional setting while focusing on providing our students the support they need to maximize instructional time and ensure student success.

Working together as a team: students, parents, administration, teachers, counselors, and support staff make Cobb Horizon High School a place where students become enthusiastic learners, team players, and secure the required credits and real-life soft skills that will enable them to succeed and thrive upon graduation and into the next phase of their young adult lives.

I am thrilled to work with such an outstanding and supportive staff that truly focuses on individual student success. Communication between home and our teachers and staff is essential to ensuring success for our students. Our teachers can be contacted by email or voice mail and will return your communication within 48 hours. If you have any feedback, questions, comments, or concerns, please do not hesitate to contact myself or any member of our team.

Dr. Jeanne Walker  
Principal, Cobb Horizon High School

## **POLICIES and EXPECTATIONS**

Cobb Horizon High School is committed to providing a safe and orderly learning environment. It is the responsibility of the school administration, staff, and students to ensure that this environment is maintained in a consistent manner. Cobb Horizon High School is not an open campus. Once students arrive on campus, they are required to remain on campus until the completion of their school day. The Cobb Horizon campus consists of the 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors. The 3<sup>rd</sup> floor is off limits to students.

Cobb Horizon holds behavior and decorum of our students to a very high standard. Unfavorable behavior that is disrespectful toward one's own self, other Cobb Horizon students, staff members and/or school property will not be tolerated. Students will face disciplinary consequences and possibly face dismissal from Cobb Horizon High School with limited or no privilege of reentry in cases of fighting, cursing, vandalism, vaping/smoking of any kind, and any other behaviors that are disruptive to the educational environment of the school.

## **ACADEMIC PROGRAM EXPECTATIONS**

All Cobb Horizon students are expected to consistently work to complete their academic modules and coursework for all three classes assigned each quarter. The following expectations are set for each course at Cobb Horizon High School:

- Students are expected to follow the pacing guide as communicated by each teacher for each course
- All post-tests must be completed with the assigned teacher of record for that course
- Post-tests will be taken at the completion of each module
- Students will be allowed to progress NO MORE THAN 2 modules ahead without completing the appropriate post test
- Upon completion of a course prior to the official end of the quarter, students may be enrolled in additional courses provided that they are on pace or exceeding the pacing guide in remaining academic courses with counseling approval.

Coursework is primarily completed through the Edmentum online platform with certified teachers supporting and supplementing the online instruction. Students are able to work at their own pace, and in many cases, accelerate their learning. Although most coursework is completed online, students are also expected to complete offline assignments, participate in small group instruction, and complete coursework outside of the Cobb Horizon school day.

## **INSTRUCTIONAL SCHEDULE**

Cobb Horizon High School schedules students on the quarter system for the school year which is different from most traditional high school schedules. Students are assigned three courses per quarter and attend school Monday through Thursday in one of three sessions offered.

### **QUARTERS:**

Quarter 1: Aug 1-Oct 9 (35 Days)  
Quarter 2: Oct 14-Dec 18 (34 Days)  
Quarter 3: Jan 6-March 12 (34 Days)  
Quarter 4: March 16-May 18 (32 Days)

### **SESSIONS:**

<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>
7:55am-9:15am	9:25am-10:55am	12:55pm-2:20pm
9:25am-10:55am	11:00am-12:50pm	2:25pm-3:50pm
11:00am-12:50am	12:55pm-2:20pm	3:55pm-5:20pm
<b>(A-Lunch: 11:00am-11:25am B-Lunch: 12:25pm-12:50pm)</b>		

## **GRADING PROCESS**

Grades are determined by averaging assignment grades by assigned course. Grades are a cumulative average of computer tests, enrichment activities, small group lessons, assignments, and other activities. Teachers will average all grades to determine the final grade for each assigned course based on the following procedures and percentages:

### **PERCENTAGES FOR GRADING IN ALL EOC CLASSES**

**Summative Grades.....50%**

***Grades used to determine exactly "WHAT A STUDENT KNOWS"***

Examples: End of Module Tests/Exams, Reports, Papers, and Projects

**Formative Grades..... 30%**

***Grades used as part of the instructional process that assists teacher modify future instruction based on student needs***

Examples: Classwork, Homework, Quizzes, Labs, Group Activities

**EOC and/or Final Exams.....20%**

### **PERCENTAGES FOR GRADING IN ALL Non-EOC CLASSES**

**Summative Grades.....60%**

***Grades used to determine exactly "WHAT A STUDENT KNOWS"***

Examples: End of Module Tests/Exams, Reports, Papers, and Projects

**Formative Grades..... 30%**

***Grades used as part of the instructional process that assists teacher modify future instruction based on student needs***

Examples: Classwork, Homework, Quizzes, Labs, Group Activities

**Final Exams.....10%**

<u><b>GRADING SCALE</b></u>		
A	90-100	4 quality points
B	80-89	3 quality points
C	74-79	2 quality points
D	70-73	1 quality point
F	Below 70	0 quality points

**\*\*TEACHERS WILL UPDATE GRADEBOOKS WEEKLY  
AND WILL HOLD INDIVIDUAL CONFERENCES WITH STUDENTS BI-WEEKLY\*\***

## **REQUIRED TESTING**

Students taking the following courses will be required to take an End of Course (EOC) assessment. The EOC will be given toward the end of the quarter and will count as 20% of the student's grade in that course.

### **EOC COURSES INCLUDE**

American Literature and Composition  
Algebra I

Biology  
U.S. History

## **FINANCIAL OBLIGATIONS**

All financial obligations must be resolved before a student can withdraw, receive records, or receive their diploma

**Grade reports (including final transcripts), student records, and diplomas will be withheld until these obligations are cleared.**

## **ATTENDANCE**

**\*\*\*IF YOU ARE NOT HERE, WE CANNOT HELP YOU!\*\*\***

Cobb Horizon High School is an academic alternative school with an alternative schedule in which attendance plays a key role in student success. Students will only attend school Monday through Thursday and for shortened blocks of time during one of three sessions. Due to the abbreviated schedule, daily attendance becomes even more important than in the traditional high school setting.

It is an expectation that students maintain appropriate levels of attendance throughout their enrollment here at Cobb Horizon High School. All students are expected to be on time daily. Attendance will be taken each day in all assigned classes and all students will be required to check in to the attendance office when arriving late.

**Students who accrue 10 consecutive days of unexcused absences will be immediately withdrawn due to lack of attendance.**

**Additionally, students who accrue 10 unexcused absences (non-consecutive) in a quarter will be subject to review and possibly be withdrawn at the end of the current quarter.**

Following an absence, students have three days to bring a signed note from their parent to the attendance office. The note should include the student's first and last name, date(s) absent, reason for absence, a parent signature, and a telephone number for contacting a parent or guardian.

## **EXCUSED ABSENCES**

There will be times when absences are inevitable and will be considered *excused*, but they **MUST BE KEPT TO A MINIMUM.** When possible, please notify the attendance office and/or your teacher in advance of any excused absences. Absences are considered excused only in accordance with Georgia State Attendance Rules and typically fall into the following categories:

Personal Illness

Doctor/Dentist Appointments

Court Mandated Appearance

Religious holidays

Death/Serious Illness in immediate family

**\*\*\*ABSENCES FOR ANY OTHER REASON WILL BE CONSIDERED UNEXCUSED\*\*\***

### **UNEXCUSED ABSENCES**

Unexcused absences directly affect a student's ability to be academically successful. The primary goal of this attendance protocol is to address unexcused absences and support students in being academically successful.

Cobb Horizon High School is a program of choice for many students; therefore, a student who is frequently absent may face being withdrawn from the school and sent back to their home school.

### **TARDIES**

Cobb Horizon High School believes very strongly that being on time is an important life skill that all students need to master. It is an expectation that students be consistently on time to all classes. Students are considered tardy if they arrive five minutes after the start of their class start time and should report to the attendance office to check in if they are tardy.

**Excessive tardies will be addressed by individual teachers  
and could result in administrative referral on an individual basis**

### **SIGNING OUT EARLY**

Students who need to check out of their session early must present their reason and parent note to the attendance office upon their arrival to their session. To be counted as excused, the early dismissal reason falls under the same criteria as absences or tardies. Again, these are determined by Georgia state law.

**Students must sign out from the 5<sup>th</sup> floor attendance office before leaving campus for any reason.**

**Notes must include a phone number where a parent or guardian may be contacted during the day.** No student may be checked out by anyone other than a parent or guardian. No student may check out without phone verification with a parent or guardian. When a student is ill, the attendance office, school nurse, or administration must contact a parent or guardian.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students may bring cell phones and electronic devices to school. School/classroom disruptions and/or insubordination pertaining to cell phones will be handled on an individual basis. Listening to music in commons areas should only be done with earbuds and while seated. Students are not allowed to take phone calls or video calls during class time. In case of emergency, students may ask permission from the teacher to step outside the classroom to take a call.

**NO ACTIONS INVOLVING ELECTRONIC DEVICES SHOULD IMPEDE STUDENTS FROM EFFECTIVELY  
COMMUNICATING WITH ANOTHER STUDENT OR ADULT IN THE BUILDING**

### **Commons Areas Expectations**

Students are allowed to use phones in commons areas on campus. No student should be using cellphone while moving from class to class in the hallways. Only one ear bud may be worn in the hallway.

### **Classrooms**

Each teacher will establish classroom rules and procedures for cell phone/earbud usage within their own individual classrooms. Failure to follow teacher rules and guidelines on a repeated basis will result in progressive discipline for students.

***Do not allow your cell phone, music, earbuds, etc.  
to become a distraction to why you are here...  
TO EARN YOUR HIGH SCHOOL DIPLOMA!***

## **DRUGS/ALCOHOL/VAPING**

Cobb Horizon High School is a drug-free and tobacco-free environment. Cobb Horizon High School also prohibits the use of e-cigarettes and any type of vaping device on the entire campus including on busses and in the parking lot. Local authorities and parents will be notified if a student is found under the influence. Students will face disciplinary action and possible removal from Cobb Horizon High School.

## **DRESS CODE**

Students are always expected to dress appropriately. Any student's dress that distracts from or interferes with the normal learning process will be considered inappropriate. The decision regarding whether such a condition exists or regarding the course of action to be taken shall be left to the discretion of the administration.

All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn.
2. Midriffs shall be covered.
3. Appropriate under-garments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank-tops shall be worn with a jacket.
6. Appropriate shorts, as determined by the school administration, may be worn.
7. Clothing or ornamentation that does any of the following is prohibited:
  - a. Displays or advertises substances illegal for minors.
  - b. Displays suggestive phrases, designs, markings, or profanities.
  - c. Advocates, promotes, or suggests illegal activity

**\*\*\*IF IN DOUBT, DON'T WEAR IT!\*\*\***

## **LUNCH**

Lunch is served in our cafeteria during 3<sup>rd</sup> Block for all sessions to enjoy. Students have 35 minutes to eat lunch during their assigned lunch period. **Outside food deliveries are not allowed.** Students are expected to pick up after themselves and behave appropriately in the cafeteria. All students are expected to remain in either the cafeteria, the outside picnic table area, or student lounge on the 2<sup>nd</sup> floor during lunch periods. Students are not allowed to leave campus during lunch. The front entrance/front steps, any academic areas/hallways, and classrooms are off limits during lunch. Students may apply for Free and Reduced lunch.

## **ARRIVAL/DISMISSAL/PARKING**

Students arriving on campus prior to their session start time or waiting to be picked up at the end of their classes/end of the day are allowed to wait for up to 15 minutes in front of the building. Students should not arrive more than 15 minutes before the start of their session without prior approval. Students are not required to purchase a parking decal and are expected to park their car upon arriving on campus and immediately enter the building. The parking lot area is off limits during all sessions, students will need administrative approval to go back to their car to retrieve an item.

## **DEAD TIME**

The first 10 minutes and last 10 minutes of every class are dead time. Students are not allowed to leave.

## **COUNSELING OFFICE**

The Counseling Office is located on the 4<sup>th</sup> floor and is open to students each day between the hours of 8:30am and 4:30pm. Students may use the QR Code provided around the building to schedule an appointment at any time as well. Our counseling team is available to provide support in several areas:

- Selecting and scheduling courses for both new and returning students
- Evaluation of progress toward meeting graduation requirements
- Assistance for academic needs
- Scheduling and assisting with parent conferences which are available by appointment
- Scheduling, preparing for, and interpreting the results of standardized tests
- Post-secondary counseling: career paths and post-secondary educational opportunities
- Social/Emotional support
- Transcripts and Certificates of Enrollment are available for \$2.00, please see our guidance clerk Ms. Aylor for assistance.

Cobb Horizon High School is here to work with students needing additional assistance and support in moving toward graduation, as well as facilitating and assisting students in career and post-secondary education exploration and planning. The counselors will assist students in the research and planning for college and/or career and in the development of employability skills.

## **MEDIA CENTER**

The Media Center is open daily from 8:00 a.m. to 3:45 p.m. Students are asked to adhere to basic policies when they use the Media Center:

- Student **MUST** have a pass from a teacher or the front office to enter the Media Center.
- Students have access to the Media Center during normal hours to work on homework, use the computers, and to check out books for personal enjoyment and/or research purposes. Students may check out 4 books at a time. Loan periods are 21 days and books are renewable twice.
- Computers are to be used for program related work.
- Respect yourself, respect others, and respect the space.
- When logging onto the computers in the media center, students should use their student number and password.
- In order to transport files students should have their own flash drive (jump drive) to save documents to their One Drive account.

If you have any questions or need help, please stop by the Media Center and ask Mr. Parsnick.

## **INTERNET AND ELECTRONIC NETWORK USAGE**

Students are offered the opportunity to further enhance their education through the use of the internet and other electronic networks. There is no *right to privacy* as it relates to information accessed, developed, or used on Cobb Horizon High School computers, social networks and the internet. Cobb Horizon High School employees may monitor or access information from computer workstations at any time. Any violation of the Terms and Conditions, outlined on the Internet and Electronic Network Usage form, will result in immediate revoking of internet and electronic network privileges and may result in termination from the program. CCSD student disciplinary policy specifically prohibits use of social media at school.



## **ADDITIONAL REMINDERS**

### **\*\*\*COBB HORIZON HIGH SCHOOL IS NOT AN OPEN CAMPUS\*\*\***

Once students have reported on campus for their session, they may not leave campus and return. Likewise, once students have completed their session, they are expected to depart campus immediately. No after session or after-hours loitering is allowed at any time. Students may receive permission from school administration and/or a teacher to remain on campus to complete additional assignments/computer time but that must be pre-arranged.

At Cobb Horizon High School, it is our expectation each day that students will work hard each and strive to reach academic goals. It is also our expectation that our students are representing themselves as young adults with proper effort and attitude each day.

Students are expected to participate in an atmosphere that is conducive to a positive educational experience. Bullying, posturing, or harassing behavior is not tolerated and may be grounds for immediate dismissal. Gang activity is prohibited and will not be tolerated.

### **APPROPRIATE LANGUAGE IS AN EXPECTATION AT COBB HORIZON HIGH SCHOOL**

Appropriate language includes verbal and written language and in communicating with other students as well as staff members. It is an expectation that students and staff will speak and act politely toward each other, respect our differences, as well as their personal space and belongings. Additionally, students must be considerate of our campus, the neighborhood residences, businesses and their property.