



**2015-2016**  
**Walton High School**  
***RAIDERS***

**STUDENT HANDBOOK**

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***This agenda belongs to:***

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### Section 8 - Cobb County School District Information

### Afternoon Activities

<b>WEB</b> (Walton Enrichment Block):	WEB Detentions:
<b>LUNCH:</b> 12:42-1:10	1:15-1:50
Buses run at 3:30	2:00-2:35

Those students on the must stay list need to document 90 minutes of tutoring between 1:10 and 3:00

#### **1.1 Walton Enrichment Block (WEB)**

Walton High School believes that finding innovative ways to educate students should be an endless journey. On most five-day school weeks, students are dismissed on WEB at 12:42PM from their regular schedule. Students choose how they spend their WEB time from 1:10 until 3:00. Past enrichment activities have included tutoring from the various subject teachers, make-up work, research in the media center and speakers.

All ninth graders are required to participate in the first WEB session. This orientation session informs freshmen about the use of WEB, with the goal of encouraging students to make wise choices for their enrichment time.

Upperclassmen receive their WEB Permission Forms prior to the first WEB. Freshmen WEB Permission Forms are distributed in advisement period during the first WEB. When the student receives this form, the parent must sign their intention for the student to stay for WEB or to be allowed to leave. **All students, regardless of grade level, who do not return the permission form signed by their parents will automatically be on the "Must Stay" list.**

If a student is on the "Must Stay" list, failure to turn in the WEB Accountability Form will result in administrative referral. Students on the "Must Stay" list will receive their WEB Accountability Form in advisement period on each WEB (or should pick one up at the WEB table.) During WEB time, they must document 90 minutes by having the form signed by the person supervising the activity in which they are involved.

**Freshmen students with 1 or more F's must stay for WEB. Their status will be re-evaluated at the printing of every 6 week progress report. With teacher approval, students may be removed from the Must Stay list after they raise their grade.** For freshmen with a failing grade, those classes will be listed on the Grade Accountability Form and will require signatures documenting 30 minutes for each teacher/subject listed on the form.

For all Must-Stay students, no more than 30 minutes may be spent in the in the Media Center or Commons without specific teacher or administrative approval.

## **Section 2 - Academics**

### **2.1 Cheating**

Walton High School makes academic honesty a high priority. Academic dishonesty includes, but is not limited to, the following: (a) taking of unauthorized information of any form into a test situation, (b) plagiarism, (c) taking test questions to provide assistance in later situations, (d) copying or attempting to copy the work of others, (e) giving or taking information concerning a test after one individual has taken a test and the same form of the test is to be given later, (f) being in possession of a test, grading key, teacher text or manual, (g) talking during a test, (h) being in possession of another student's computer flash drive, (i) allowing another student to use one's flash drive, (j) printing work and submitting it for another student, (k) printing the work of another and submitting it as one's own, (l) electronic duplication of submitted work, (m) submissions of second party and/or internet work as one's own, (n) sharing a computer password when using a network computer system, (o) entering the mailbox of another student when using a computer network system (p) changing answers on a graded test, and resubmitting it for re-grading (q) presence of an active cell phone during any assessment, (r) using an electronic device to electronically submit any assessment.

When reasonable proof has been established that a student has been involved in cheating, the student will receive (a) a grade of zero for the test or evaluation material, (b) a grade of unsatisfactory in conduct, (c) an administrative referral, and (d) removed from or denied membership to any honor societies. The classroom teacher is required to contact the parent when a cheating violation has occurred in the class.

### **2.2 Technology Use**

Students are expected to use technology in a responsible, safe, ethical and legal manner. Any unauthorized use, failure to comply with policies or regulations, or violation of federal, state, or local laws will be grounds to discontinue a student's use of the technology and may result in other disciplinary and/or legal action.

Acceptable use guidelines:

- All electronic device use is subject to the directions of and policies of the classroom teacher.

- Use of the internet is a privilege, not a right.

- Students will not use Cobb County School technology or personal devices to access inappropriate material on the internet.

- Student use of the Cobb County School technology will be for educational purposes only.

- Students must use a flash drive or internet-based storage (such as Google Docs

or DropBox) to transfer documents and assignments between school and home. Students must also plan ahead with the understanding that network outages could make internet-based storage unavailable at times.

Students are not permitted to install or modify any software in their student directory or on the school server.

Any document stored on student server accounts must be school-related and school-appropriate.

Students are not permitted to access the student directory or files of another student.

### **Bring Your Own Device (BYOD)**

Students may opt to bring a laptop, tablet, or smart phone for use at school. These devices are granted access to the school network for educational uses in classes. Students are responsible for the security of their devices. Walton is not responsible for replacing lost or stolen personal electronic devices. Students should not assume that the devices will be used each day, or that they have permission to access these devices in every class. Teachers will determine their particular policies and practices governing the use of these devices in their classes. Acceptable use guidelines (see above) apply while these devices are in use on the Walton campus.

### **Electronic Devices & Assessments**

Phones and other devices must be stored according to their teacher's directions while any tests or quizzes are out in the classroom. Cell phone or other electronic device use during any assessment will result in a zero on the assessment and a U in conduct (see 2.1(q)).

### **Electronic Device Misuse**

Inappropriate use of cell phones and other electronic devices (including but not limited to tablets, iPods, laptops) during class will result in a warning slip that is turned in to the grade level administrator.

**First offense:** student warning

**Second offense:** parent phone call

**Third offense:** Sat. school will be assigned

Offenses are cumulative for all classes and teachers for the school year. For example, an electronic device warning from 3 different classes would equate to a third offense.

## **2.3 Grades/Grading Scale**

This is the current grading scale:

A = 90-100    B= 80-89    C= 74-79    D = 70-73    F= Below 70

## **2.4 Make-Up Work**

If a student misses three(3) or more days of school, homework may be requested by calling the Records Room at extension 236. Teachers will forward any missed assignments no later than 24 hours following your request. The assignments may be picked up from the Homework Bin in

the Guidance Office.

**Excused Absence:** The number of days allotted to make up work is the total number of consecutive school days the student was absent. The student has a minimum of two (2) days to make up work that has been missed. For instance, a student who has been absent for three (3) consecutive days would have three (3) school days to make up her/ his work if these were excused absences. A teacher is authorized to extend the number of days if the teacher feels that the circumstances warrant the extension. Students who are absent due to a field trip or a school-sponsored activity will be allowed to make up all work missed. However, students must be prepared to continue with regular class activities upon their return.

**Unexcused Absence:** Students must meet individual teacher's deadlines for make-up work due to unexcused absences. This must be a minimum of one (1) school day. If a student has missed a test due to an unexcused absence, the student will be expected to make up the test the day he/she returns to school or follow the guidelines of the individual teacher. **Class work, quizzes, and tests missed due to skipping class or truancy may not be made up.**

All inquiries, arrangements, and written confirmation of arrangements for make-up work after absences are the student's responsibility and not her/ his teacher. Should the student fail to inquire about and arrange for make-up work, zeros will be assigned for all work missed.

If the student has missed written assignments of which he/she was unaware, he/she will be given the same number of days to complete the assignment as the other students were given. Each teacher will establish due dates for major/ long term projects and these due dates will not be altered for excused or unexcused absences.

Students under suspension will be provided make-up work or tests according to the county guidelines.

## **2.5 Textbook and Calculator Responsibilities**

Textbooks are available to students in each class that has a county adopted text. In some classes, texts will be available during class time or on a check-out basis. School textbooks are the property of the State of Georgia; students are responsible for protecting textbooks from loss, theft and damage. If a textbook is lost, report cards will be held and no new texts will be issued to students until payment has been made. Students who lose or damage textbooks will be charged based on a county schedule. Students need to keep their receipts to be issued a refund if the book is found. Misplaced or damaged calculators will be charged a replacement cost.

## **Section 3 - Student Behavior**

### **3.1 Cell Phones**

Students are not to use cell phones during class time unless specifically instructed by the teacher. Phone use during any assessment will result in a zero on the assessment and a U in conduct (see 2.1 (q)). Phones are available in the Attendance Office for emergencies and for check out purposes. Failure to follow the cell phone policy in the classroom will result in a cell phone warning slip that is turned in to the grade level administrator.

**First offense:** student warning

**Second offense:** parent phone call

**Third offense:** Sat. School will be assigned.

### **3.2 Detention: Administrative**

Students are assigned to detention by an administrator for infractions of the Behavioral Code. Detention is scheduled by each individual administrator. Transportation is the responsibility of the student.

### **3.3 Detention: Teacher**

Students may be assigned detention before or after school as a consequence for misconduct that does not warrant an administrative referral. Parents/students must make prior arrangements with teachers if conflicts exist with the scheduled detention times. Students must see their teachers to schedule make-up detention after absences.

### **3.4 Displays of Affection**

The students of Walton High School are expected to refrain from excessive displays of affection while at school.

### **3.5 Dress Code (Policy JICA)**

All students are encouraged to observe a standard of grooming and dress consistent with school formality. Administrators and teachers shall enforce the dress code policy, and the administrator shall be the final judge for whether the apparel is appropriate, disruptive, distracting, or in violation of the dress code. Students who violate the dress code will be asked to change clothes immediately or administrative action will be taken.

The minimum standard of dress for students shall be as follows:

1. Shoes must be worn.
2. Head coverings (Hats, caps, hoods, bandannas, etc.) are not to be worn in the school buildings unless there is a special activity where they are deemed appropriate by the administration. Students wearing hats in the building may have their hats taken up and retained for the remainder of the semester. If students wear a hat to school, they should place the hat in their locker upon arrival. The school will not be liable for items that are taken as a result of policy violation.
3. Clothing or ornamentation displaying or advertising substances illegal

for minors is prohibited. Additionally, suggestive phrases, designs, markings, or profanities are prohibited.

4. All students shall maintain an acceptable standard of dress. This shall include, but not be limited to:
  - a) No pajamas, slippers, or bedroom attire except on designated days.
  - b) No visible under garments. No outer garments that ride too low, have inappropriate holes, or are translucent.
  - c) No garments that are too revealing.
  - d) No midriff shirts, off the shoulder shirts, or dresses. Appropriate under garments are required. Strapless garments must be worn with a jacket.
  - e) No tank-tops.
  - f) No short shorts. The appropriate length of shorts and skirts will be determined as those that extend to or below the tips of the fingers with arms dropped loosely to one's side.
  - g) No chains and pointed studs.

### **3.6 Food and Beverages**

Vending machines are available for student use. Students should take responsibility for properly disposing of all drinks and food wrappers. Walton High School cannot be responsible for a malfunction of vending machines and cannot refund money.

### **3.7 Hall Pass**

Any student who is out of her/his classroom during a class period must carry a hall pass/agenda issued by a school official. Student assistants will be expected to carry a hall pass when on official business for an administrator or department.

### **3.8 In-School Suspension (ISS)**

The purpose of the in-school suspension program is to provide an alternative to the standard practice of sending a student home from school. The student assigned ISS will be removed from regular classes and is not eligible for participation in any after-school activities on the days he/she is assigned ISS. He/she will be placed in a special classroom setting under close faculty supervision. The student is not allowed contact with other students and only minimal contact with the instructor. The student is required to work on assignments sent by their classroom teachers.

Administrators assign students to the ISS program. Students will sign a contract before admission to the ISS program. The student is responsible for work missed while in ISS and must turn it in the day he/she returns to class or he/she will receive no credit for that assignment. Students who misbehave in ISS may be suspended out-of-school.



### **3.9 Profanity**

The expression of profane, vulgar, abusive, or suggestive language on school property is strictly prohibited.

### **3.10 Restricted Areas**

Students are to remain clear of all parking lots, playing fields, wooded areas, and adjacent properties after arrival to school.

### **3.11 Saturday School**

Saturday School is a consequence assigned by an administrator for various categories of misconduct. The hours are 8:00 AM - 12:00noon.

## **Section 4 - Communication**

### **4.1 Announcements**

Most announcements will be made over the public address/intercom system or on WHS-TV during advisement. All students should listen attentively to announcements. Announcements made over the school's P.A. system are for student information about school operations and activities. A teacher or administrator must approve club announcements. Classes will be interrupted for announcements only in cases of emergency.

### **4.2 Messages to Students**

Due to the number of students enrolled at Walton, messages will not be delivered to students. This is an inconvenience and causes disruption to both students and teachers. Emergency messages to students will be limited to the following: (a) notification of death, serious illness, or disaster in the family, (b) medical appointments that have been unexpectedly changed, (c) an unexpected change in work schedule by employer when a student is enrolled in a co-operative work program. **Parents, please do not call or text your students on their cell phones during school.**

### **4.3 Signs Posted in Buildings**

Signs may be put up on bulletin boards for the following events: school related activities, sports, and student elections. **Signs should not be taped to painted or glass surfaces.** Sponsors or teachers must approve posters before they are posted in the building.

### **4.4 Student Responsibilities for School/ Home**

Students are expected to share written notes, messages, report cards and other documents with their parents.

## **Section 5 - Attendance**

### **5.1 Attendance Office (PPO)**

Admit slips are required for absences, tardies to school and early dismissals. Admit slips for being tardy and early dismissal are obtained in PPO.

Admit slips for absences are obtained in homeroom . The student should bring a written statement the next day from her/his parents or guardian stating the date (s) of absence, reason for absence, parent's phone number, and the parent's signature. These statements should be presented to the advisor who will write an admission slip. If a statement is not brought, or if the absence is unexcused, the admission slip will be marked "unexcused." The student will be given three days to clear up the unexcused absence. **Students with 10 or more unexcused absences to school can jeopardize their chances to get/ keep a driver's license.**

Students are responsible for keeping up with their original admit slip, and presenting them to each teacher whose class they missed. Students needing a second copy of an admit slip should report to the Attendance Office.

State law governs excused and unexcused absences. Students may be temporarily excused from school:

- \* When personally ill and when attendance in school would endanger their health or the health of others.
- \* When there is a serious illness or death in their immediate family that would reasonably necessitate absences from school.
- \* When observing special and recognized religious holidays observed by their faith.
- \* When mandated by order of governmental agencies, e.g. court order
- \* When conditions render school attendance impossible or hazardous to their health or safety.
- \* When Administrative approval has been granted.

**This school does not recognize and/ or sanction in any form a Senior Skip Day. Students who participate in such an event or activity will be credited with unexcused absences.**

### **5.2 Absence Notification**

Parents are encouraged to check their student's daily attendance or attendance history when they check grades by accessing the school internet site at [www.waltonhigh.org](http://www.waltonhigh.org). Parents must request a PIN for their student from Guidance to be able to access the records.

### **5.3 Certificate of Attendance**

Students who need a Certificate of Attendance for obtaining their learners' permit or drivers' license must first request the appropriate form in the Attendance Office. The Attendance Office will sign the form and forward it to the front office to be notarized. This is a 2 day process. Notarized forms will be available at the visitors' counter in the front office the following school day at dismissal time. You must have exact change for the fee of \$2.00. **Please do not ask for exceptions.**

#### **5.4 Early Dismissal**

The school day officially begins when students arrive on campus. If students arrive early they are expected to stay on campus at all times until their school day officially ends, or administrative permission has been granted to leave early. Written requests for early dismissal should include student's first and last name, telephone number where a parent may be contacted, homeroom teacher, reason for dismissal, and parent signature. Early dismissal notes should be received by the Attendance Office as soon as possible during the day and may be periodically verified by the Attendance Office. The Attendance Office opens at 7:30.

#### **5.5 Emergency Numbers**

Student/parents should list emergency telephone numbers for relatives or neighbors on the emergency information card. Students cannot be released to anyone who is not listed on the emergency card.

In situations where parents will be out of town and not available by phone locally, the school should have, in writing, instructions and information regarding temporary guardianship before the parents leave town. These instructions should be delivered to the Attendance Office.

#### **5.6 Incentive: Academic**

Each student who has an A average in a specific class regardless of the number of absences in that class may choose to exempt the final exam in that class. A maximum of two (2) final exams may be exempted each semester.

#### **5.7 Incentive: Attendance Policy**

A student must have a passing grade to exempt a final. Any student regardless of their grade in a class, who qualifies for attendance incentive by missing two (2) or fewer absences in that class will have the 10 points added to their final exam grade.

Students should maintain records of their grades earned daily in each class so they can determine their academic average at any time. Teachers will inform students if they are passing at the point they declare exam exemptions.

Transfer students must transfer their attendance records from their previous school. Transfer students who believe they qualify for attendance incentive should coordinate this information with the attendance administrator several weeks prior to the end of the semester.

#### **5.8 Incentive: ISS and OSS**

Students assigned to In-School Suspension (ISS) or Out of School Suspension (OSS) will be considered as absent from class. All absences, excused or unexcused, will be counted when determining whether or not a student qualifies for this incentive.

### **5.9 Incentive: Tardies**

The accumulation of any three tardies to a class will equate to one absence when calculating total class absences with regard to the attendance incentive program. An accumulation of 7 tardies, without any absences considered, will result in a loss of attendance incentive.

This policy equates to:

- 1 absence + 4 tardies = loss of incentive
- 2 absences + 2 tardies = loss of incentive
- 0 absences + 7 tardies = loss of incentive

Excessive tardiness will result in loss of incentive.

### **5.10 Incentive: Exceptions**

In accordance with countywide guidelines, only four (4) exceptions will be made concerning absences. These exceptions are

1. death of a parent, grandparent, brother or sister
2. absence from school for a recognized religious holiday
3. one day absence for juniors and two days absence for seniors for the purpose of an official college visits. This must be supported with documentation from an official of the college or university
4. any student with a chronic, life-threatening disease as verified by a physician.

Students who provide written documentation of absences based on these exceptions will not have these absences counted against them for the incentive plan. This documentation should be submitted to the administrator coordinating the attendance incentive program.

### **5.11 Incentive: Appeals**

There may be occasions in which a student feels he/ she would qualify for an attendance incentive but school records would indicate otherwise.

Walton will certainly check into any situation that a student brings to our attention, but it should be understood that a final determination whether a student qualifies for attendance incentive will be the records kept by the individual teachers.

### **5.12 Late Arrivals—Checking into School**

Students who arrive late to school but before 8:30 AM should report immediately to their 1st period class. The 1st period teacher will record the tardy and apply the Walton tardy policy. Students who arrive after 8:30 AM, including those arriving on a bus, should report first to the Attendance Office for an admit slip. You must have a written note from a parent with the reason for the tardy explained in order for the tardy to be considered as excused. Reasons for excused tardies are the same as for excused absences. (See 5.1) Students will always be expected to report to class immediately after leaving the Attendance Office. Students who do not

check into PPO when they arrive will be referred to their administrator.

### **5.13 Leaving Campus— "Once on campus, stay on campus"**

Students are not allowed to leave campus at any time after their initial arrival to school. This includes 0 period students and those students who arrive early and desire to leave prior to the start of first period. Students who must leave campus must either check out through the Attendance Office or have permission from an administrator. Students are not allowed to leave campus for lunch. First offense will result in ISS. Students with parking privileges will lose parking for 45 days and then have to re-apply.

### **5.14 Media Center Lunch Passes**

Lunch Passes are issued during the change of classes prior to the start of each lunch period. Have your school-issued Agenda stamped by a Media Center staff member for quiet study or to use Media Center resources. Look for the table at the front of the Media Center.

### **5.15 Tardies to Class**

Tardies to all classes, including 1<sup>st</sup> period and Homeroom:

**1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> tardy:** student receives an oral warning.

**4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> tardy:** student is assigned a detention to be served within the next 2 WEB's. WEB detentions will take place in two 35 minute blocks beginning promptly at 1:15 PM and at 2:00 PM in the commons.

During these detentions, students must do school work. Students who fail to serve WEB detentions will be assigned to Saturday School. Students may serve a total of four (4) WEB detentions during a semester. These four (4) are cumulative over all scheduled classes for the student, not simply four (4) tardy referrals in the same class.

**8<sup>th</sup> tardy and up :** student will be referred to an administrator. Student parking will be revoked, if applicable.

### **5.16 Withdrawals**

Any student withdrawing from school for any reason is to report to the Attendance Office for the proper forms a few days before the withdrawal date. On the withdrawal date, the student must be accompanied by a parent or guardian, or bring a signed note stating the reason for the withdrawal, the new home address, and/or the new school address. The student is responsible for clearing their records by returning all books, and paying any fines. A student who withdraws from Walton before the end of a semester will not earn units of credit. Withdrawal grades will be listed at the time of withdrawal but will not be listed on the permanent record card.

## **Section 6 - Student Activities**

### **6.1 Clubs and Organizations**

Students may take an active part in student clubs and organizations. The

Student Government will only approve clubs and organizations which do not discriminate based on race, color, national origin and religious affiliation. All approved organizations must have a faculty sponsor.

Student-initiated organizations which exist to foster or advocate religion will be allowed to use school facilities for meetings before or after the school day in accordance with the Equal Access Act. A staff member must be present at all meetings.

Information/ qualifications for clubs as well as a list of current clubs can be found on the Walton website at [waltonhigh.org](http://waltonhigh.org). under students.

### **6.2 Policies for School Sponsored Activities**

Cobb County Board of Education policies are in effect for all students at any school-sponsored activity. This includes any event that may take place on or off the Walton campus. These policies govern behavior of students involved in athletic and academic events, co-curricular and extra-curricular activities, field trips, or any additional school-sponsored event.

### **6.3 Dances and Social Activities**

Attendance at dances and social functions is restricted to Walton High School students only, unless a date has been registered in advance with an administrator. The sponsoring organizations are responsible for the proper conduct of all persons at the activity. Appropriate dress will be established by the sponsor/ administration prior to the dance. All school/ system behavior policies will be enforced.

### **6.4 Fund Raising Activities**

All fund raising and sales activities must have prior approval from school administration. Personal solicitation of sales for fund raising by students is prohibited by the Cobb County Board of Education.

## **Section 7 - General Information**

### **7.1 Lockers**

Locker space is provided free of charge for each student. Each student is responsible for all items in the locker. Students should use only the locker they have been assigned. The school reserves the right to enter and search any school locker at any time. Students should report locker problems to the appropriate administrator. The school is not liable for lost, stolen, or misplaced textbooks or personal items.

### **7.2 Lunches**

Information about school lunches including current meal prices, menus, nutrition analysis, and staff contacts can be accessed at [www.cobbk12.org](http://www.cobbk12.org), Lunch menus. This takes you directly to the Food and Nutrition Services website for the latest information.

Food/lunch deliveries by restaurants are not allowed without prior administrative approval.

Media Center lunch pass policy is in 5.14 and posted on the Media Center website.

### **7.3 Parking**

A parking ticket , excessive tardies or absences will jeopardize chances of a student receiving a parking space during their senior year. Students issued a parking ticket will be charged \$15.00 for the first ticket and \$30.00 for any additional parking tickets. All fines are due the day following the issuance of the ticket. Unpaid tickets will be assessed an additional \$1.00 per day until paid. Tickets are paid in the front office.

Parking is by permit only. Application information is available on the Walton website. Students are not to return to their cars during the school day unless permission is obtained from an administrator. All vehicles on campus are subject to periodic searches as a condition to being allowed to have the vehicle on school property. Any unregistered or illegally parked vehicle is subject to towing at owner's expense. Students assigned to the E lot must move their cars each afternoon by 3:30 pm during fall semester.

### **7.4 Personal Property**

Students are expected to bring to school only the items of personal property necessary for class participation and extracurricular activities. Items considered potentially dangerous or disruptive of school procedures will be confiscated. This includes but is not limited to electronic devices, skateboards, and balls. Student theft, possession of stolen property, or selling and/ or purchasing stolen property will result in severe consequences as outlined in the Cobb County Student Code of Conduct. Students are especially encouraged not to bring valuables and large sums of money to school. Students who participate in physical education should have a lock on the assigned gym locker to insure security of personal property. Valuable items should not be left unattended. The school is not responsible for lost or damaged personal property.

### **7.5 Visitors**

Visitors to the school must register in the school office and receive a visitor's pass. Students are not allowed to have students from other schools or out of town guests attend classes with them. Parents must contact an administrator prior to any visitations of their student's classes. Once approval is given they must check with that administrator to arrange for a visitor's pass.

### **7.6 Work Permits**

A work permit is required for any student under the age of 18 who works outside of school. These may be obtained from the student's employer , in the Records Room or on-line: [http://www.dol.state.ga.us/em/online\\_work\\_permit.htm](http://www.dol.state.ga.us/em/online_work_permit.htm)

